BLACK HAWK POLICE DEPT. STANDARD OPERATING PROCEDURE MANUAL

The Black Hawk Police Department Standard Operating Procedure Manual serves as an instructional guide. The specific how to content is narrowly related to completing certain tasks. It does not encompase all methods or restrict other methods for task completion provided the produce similiar results. These procedures do not superceed or overrule policies in the Black Hawk Police Department Policy Manual.

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400.1 PROCEDURE

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400.1.1 POLICY REFERENCE

Black Hawk Police Department Policy Manual: 407.4.2 HOSTAGE SITUATION

Black Hawk Police Department Policy Manual: 408.7 EXPLOSION/BOMBING INCIDENTS

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817.1 DISPOSTIONS

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PROCEDURE - Felony Filings Pleading Instruction Form

818.1 FELONY FILINGS PLEADING INSTRUCTION FORM

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PROCEDURE - Assisting the Public

820.1 ASSISTING THE PUBLIC

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PROCEDURE - Summons Processing

821.1 SUMMONS PROCEDURE

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901.1 PROCEDURE

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PROCEDURE - Crime Scene Investigation Unit (Selection)

904.1 PROCEDURE

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PROCEDURE - Crisis Hostage Negotiators Selection Process

905.1 PROCEDURE

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906.1 PROCEDURE

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PROCEDURE - Field Training Officer Selection Requirements

907.1 PROCEDURE

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PROCEDURE - Hiring Communications Officer

908.1 PROCEDURE

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910.1 PROCEDURE

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PROCEDURE - Honor Guard Team Application Process

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PROCEDURE - Requirements for Special Services Unit

913.1 PROCEDURE

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 02/27/2014

Subject: Active Critical Incidents

TO: All Personnel Date Revised:

Policy:

The purpose of this Directive is to establish response guidelines for Active Critical Incidents (ACI) within our jurisdiction. This Directive provides guidelines for response only, and specific information developed during the course of an investigation may necessitate an altered response.

Each variation of the incidents described below requires a law enforcement investigation. However, Command Officers and supervisors must be prepared to transition to a Unified Command structure with other local, state or federal response elements if necessary.

Definitions:

Active Critical Incident – Any in-progress natural or man-made event, civil disturbance, active shooter or sniper, hostage or barricaded subject situation, massive incidents of random or premeditated incidents involving mass casualties or any other occurrence of an unusual or severe nature that causes or threatens to cause the loss of life or injury to citizens and/or severe damage to property and that requires extraordinary measures to protect lives, meet human needs and achieve recovery. The Black Hawk Police Department will have Incident Command responsibility on any active critical event that is the result of criminal activity or the possibility of criminal activity.

Hot Zone: Any area where personnel involved in the incident are at extreme risk of death or serious bodily injury due to the actions of the suspect(s). In general, a hot zone is an area where armed suspect(s) are known or believed to be present.

Warm Zone: An area at less risk of harm to first responders. In general, a warm zone is at least temporarily secured from the presence or movement of suspect(s), and police officers are in the immediate area.

Cold Zone: An area that is secured from any immediate threat.

Extraction Teams: Enter the active scene at a location determined by the police department Incident Commander. Teams may consist of a front guard (police), two or more extraction firefighters and a rear guard (police). Extraction Teams enter the warm zone and respond to locations containing victims/patients identified by other officers who have been involved in isolating the active threat.

Unified Command: Incident management performed by representatives of multiple agencies to ensure the development of a response plan, identification of appropriate resources and staffing that are made available and deployed in the most effective and coordinated manner. The unified command may create multiple branches to supervise the operation of the response plan. A branch may include combined elements of the police and fire response.

In an active scene, members should be cognizant that Hot, Warm and Cold Zones may be fluid and change until the threat is contained or eliminated.

Procedure:

Training and Evaluation

The Department has adopted the National Incident Management System (NIMS) for the control and coordination of critical incidents. The Incident Command System (ICS) as proffered by the Federal Emergency Management Agency (FEMA) is the system used in Black Hawk to manage incidents. Sworn members of the Department will receive training on these systems. Career service members who may participate in the management of a critical incident will also receive training. Combined training with Black Hawk Fire Department on ICS and the High Risk Extraction Protocol will be conducted annually.

Objectives

1. Protect Life
2. Stabilize the Incident
3. Protect Property

Assess the situation and determine overall priorities.

It is vital that the first responder(s) make a quick, accurate assessment of the situation and be aggressive in addressing any active threats to human life in order to neutralize the threat and/or prevent additional victims. Extraordinary incidents of mass violence require non-traditional police responses, which may include:

1. Providing aid to the injured and protecting potential victims through evacuation or lockdown.

2. Public safety needs may override the immediacy of suspect apprehension or crime scene protection.

3. Preventing further injury by stopping the threat may be required prior to aiding the injured. Responding officers may have to intentionally bypass injured person to stop the threat.

Activation of the High Risk Extraction Protocol (HREP)

While the active search to find and isolate the suspect(s) is on-going first responding officers will inform the Black Hawk Dispatch Center of the fact that multiple persons are injured and still in an area not completely secured by the police. Any officer or supervisor on scene can request activation of the High Risk Extraction Protocol. HREP can be activated for large or small incidents where an injured person is unable to move out of a dangerous area.

Communication between Police Command and Fire Command

Upon activation of the High Risk Extraction Protocol (HREP), the police Incident Commander will establish a command post and will notify Black Hawk Dispatch of his/her location. Black Hawk Dispatch will notify responding BHFD units which BHPD radio channel is primary for the incident response. During the early stages of the emergency, direct communication to coordinate initial response and resources between police and fire incident commanders will be on the primary police channel. As control of the incident progresses, BHPD may request the incident commanders to move to another appropriate radio channel or talk group.

The BHPD Incident Command will, as early in the incident as is practical, establish Face-to-Face communication with Black Hawk Fire Command to unify command and coordinate the Extraction Teams. The unified command will declare staging areas for incoming police and fire resources, based on the need and functionality of the resource. Consideration should be given to the location of the staging area to allow medical units to easily access and egress from the area.

The BHPD Incident Command will identify access to hot, warm and cold zones based on the existing threat levels related to an active search or the containment of the suspect(s). The Incident Commander will continually assess the threat level until the suspect(s) is contained or neutralized.

The unified command will identify a casualty collection area if needed and supervise the creation of an Extraction Team(s). Teams utilized for extraction will include BHPD (or other police officers) to provide security and BHFD (or other firefighters) to extract injured victims. BHFD will ensure a steady flow of personnel to team up with police officers to move into areas of higher risk to locate and remove victims to the collection point. The movement of the extraction teams will be supervised by an BHPD supervisor or officer with direct radio communication to officers inside the event location. The coordinated use of multiple extraction teams may be necessary based on the number of injured persons within the event location.

BHFD will establish a triage area if needed that will accept victims/patients and prepare the injured for transport from the scene. Officers who encounter injured victims able to walk on their own or injured persons who are being assisted by other citizens will direct the walking wounded to the triage area. will coordinate the security at the collection point/triage area.

Incident Stabilization

Beyond the neutralization of active threats, the primary responsibility of first responders is to contain the incident and suspects within a secure perimeter. Rapid stabilization and containment will:

Assist in locating fleeing victims and witnesses,

Control access of the media, mutual aid responders, specialty units, etc., and

Aid in crowd control efforts.

Protect Property

Once the immediate threat(s) has been neutralized and appropriate life safety, triage and medical treatment of victims has been initiated by EMS personnel, responders should take action to protect the scene and protect property from further damage.

Facilitate the Criminal Investigation

Once the incident has been stabilized, information should be gathered to plan further response (e.g., arrest teams, designated shooters, etc.), understand motives and develop methods to preserve, catalogue and collect evidence. Strategies must be formulated to deploy sufficient numbers of investigators and victim advocates to identify and locate victims and witnesses.

Establish an Incident Command System

The numerous personnel, equipment, facilities, communications and procedures working at the site must be managed in an orderly and systematic fashion. The Incident Command System (ICS) will be implemented to direct the response and processing of the incident.

The first responding officer will be the Incident Commander (IC) until relieved by a supervisor or command officer. The Incident Commander is responsible for:

a. activating the incident command system

b. establishing a command post (which could simply be the trunk of a car)

c. initiating the notification and mobilization of additional personnel

d. obtaining support from other agencies as needed

e. establishing a staging area, if necessary

f. activation of High Risk Extraction Protocol with Black Hawk Fire Command

g. providing public information and maintaining media relations

h. maintaining the safety of all affected personnel

i. establishing General and Command staff positions as needed

j. preparing a documented after action report

Based on the nature, size and complexity of the incident the Incident Commander should give consideration to appointing other personnel to assist in the management of the incident to include but not limited to:

Operations Chief is responsible for:

a. establishing perimeters

b. conducting evacuations

c. maintaining command post and scene security

providing for detainee transportation, processing, and confinement

d. directing and controlling traffic

e. conducting post-incident investigation

Planning Chief is responsible for:

a. preparing a documented incident action plan;

b. gathering and disseminating information and intelligence; and

c. planning post-incident demobilization

Logistics Chief is responsible for:

a. communications

b. transportation

c. medical support

d. supplies

e. specialized team and equipment needs

Finance Chief is responsible for:

a. recording personnel time;

b. procuring additional resources;

c. recording expenses; and

d. documenting injuries and liability issues.

Investigations Branch Director – answers to the Operations Chief and is responsible for coordinating investigative personnel, and evidence processing.

Staging Officer – answers to the Operations Chief and is responsible for field staging for responders and equipment.

Safety Officer – answers to the Incident Commander and is responsible for the overall safety of all responders.

Information Officer – answers to the Incident Commander and is responsible for coordinating information to and from the media and other parties.

Liaison Officer – answers to the Incident Commander and is responsible for coordination and liaison with other local, state and federal elements.

Not all of these assignments may be needed, depending on the circumstances of the incident. Those positions not assigned become the responsibility of the Incident Commander.

Activation of Active Critical Incident Protocol

Active Critical Incidents, by definition, require rapid mass deployment of personnel and equipment to forestall or mitigate the scope of the event. As such, any sworn supervisor, or SSU leader may initiate an Active Critical Incident response.

Due to the potential for mass casualties, supervisors may request an Active Critical Incident response without on-scene confirmation that the event has or is occurring.

Notifications

Once the Black Hawk Communications Center receives a request to initiate the Active Critical Incident protocol the dispatcher will alert tone all channels and announce that an Active Critical Incident is in effect. The dispatcher will air any additional pertinent information (safe routes, staging areas, etc.), and direct all members as to which channel to turn to.

Example: "There is an Active Critical Incident at _____due to a(n)_____. All personnel are directed to tune their radio to channel _____ and respond according to the Active critical incident protocols."

All able bodied sworn members receiving information of an Active Critical Incident are directed to respond.

Upon activation of an Active Critical Incident response, the Black Hawk Communications Center BHDC will make the following notifications:

Lieutenant

SSU Commanding Officer

The Chiefs' Office

Send out a high priority Code Red Alert

Black Hawk Dispatch Center(to confirm nothing has changed)

Radio Usage

Members should maintain radio discipline during the response phase and remain off the air as much as possible. Members should respond to the scene as quickly as possible and only air information specific and necessary to describe on-going events and requests for intervention and/or deployment as needed.

a. Designated radio channels will be utilized by every team entering the venue where the incident is occurring, based on which location the incident is occurring. This frequency will be dedicated for communications only between teams inside the location during an Active Critical Incident and between inside teams and the command post, and must be monitored by a Dispatcher

b. BH Law or BH OPS Designated radio channels will be utilized by every team on the outside of the venue where the incident is occurring for communications between responders and the Command Post. The opposite frequency in which the event is occurring will be used for exterior communications. This channel must be monitored by a Dispatcher.

c. BH LAW will be used for primary dispatch of any calls not related to the ACI Gilpin County Communications will serve as back up communications as needed.

d. Supervisors at the scene should coordinate with Fire Department personnel on communications and should consider using the designated channel for communications between command posts and each other.

e. The Dispatcher or a Commissioned Supervisor will remind all responding units which channels they need for interior and exterior communications.

f. Entry teams inside a building or structure during an Active Critical Incident should assign officers to monitor both channels interior and exterior communications if possible.

Mutual Aid

The Office of the Chief of Police or their designee may request mutual aid for an Active Critical Incident. The request for mutual aid should be accompanied by specific information relative to the amount of personnel needed, any specific equipment required, a staging area and a point of contact. Most requests for mutual aid will be made to local and county agencies adjoining the geographical boundaries of Black Hawk.

State agencies such as the Colorado State Patrol, CBI, Division of Gaming or CDOT may also be needed depending on the event.

The most likely need for outside assistance will be to handle calls for service not related to the incident. If this is done, it is proffered to have the county sheriff's offices handle calls for service in their own counties and have CSP handle all accidents. If the State and

counties can't assist or handle the call load, assistance should be requested from available surrounding jurisdictions. This does not prevent the incident commander calling for mutual aid to respond to the Incident site from any appropriate agency. Requests for outside assistance for specific calls can be made by the Lieutenant or Chief of Police.

Once a mutual aid request is made through the Black Hawk Dispatch Center, a Black Hawk Dispatch Center supervisor will contact the appropriate agencies and confirm their response, including numbers of personnel and types of equipment.

The Incident Commander will continually assess the need for mutual aid. If it is determined that mutual aid is no longer needed the Incident Commander will notify the Black Hawk Dispatch Center to cancel any additional mutual aid not already on scene. The cancellation will be to broadcast over the appropriate radio channels.

On-scene mutual aid personnel must be debriefed and all actions attributed to their response during the event must be accounted for prior to them being released. The Planning Chief and Finance Chief, or Incident Commander if the Chief's positions are not filled, will ensure that all personnel who responded to the request for mutual aid will be documented by their name and agency, regardless of their actions during the event.

Requests for resources outside the normal mutual aid agreements, such as National Guard resources, must be made through the Office of Emergency Management (OEM) and/or the EOC.

Concept of Operations and Incident Command

A Concept of Operations (ConOp) has been devised to assist in transitioning major emergencies or disaster (to include Active Critical Incidents) between responding City departments for overall management and coordination. The prevention of criminal threat to any responder is the responsibility of law enforcement. In most cases, a law enforcement response will be required to gain control of a chaotic and potentially threatening incident scene before Fire/EMS can safely respond. The Police Department is responsible for resolving all active threats. Fire/EMS personnel may enter an Active Critical Incident with police protection to provide for the care of injured parties. When

multiple city departments are responsible for operations at an incident implementation of a Unified Command or the passing of Incident Command, depending on the event, should be considered.

The primary role of the Incident Commander (IC) immediately following the resolution of active threats is to establish order and direct the activities of all emergency responders. The IC is responsible for all activities surrounding the incident site to include plan development, implementation of strategic decisions, issuing safety alerts and approving resource allocations. These duties may be delegated to the appropriate Command or General Staff positions as required by the size, nature and complexity of the incident.

The IC must establish a Command Post as quickly as possible and begin designating personnel to direct specific activities. The IC must maintain direct contact with Black Hawk Communications and the EOC or Department Operations Center (DOC) if opened.

Below are some general principles, which must be followed by the IC to ensure proper order and event resolution;

a. All involved Command Officers must set aside their rank and position and work towards the objectives established by the IC to control and manage the incident.

b. The IC must be willing to accept assistance from knowledgeable personnel when developing strategies.

c. The IC must delegate authority to Command and General staff personnel as indicated by the size, nature and complexity of the incident.

d. Information must flow between the IC and other responding agencies.

e. The IC must guard against compromising any public safety agency's legal requirements or authority.

f. The IC must manage the response to minimize or eliminate any duplication of services.

g. All agencies must have an understanding of one another's priorities and duties during the response to an Active Critical Incident.

h. The IC should try to assemble all Agency Liaison Officers into one place near the Command Post to facilitate communications.

i. The IC is responsible to ensure the creation of an After Action Report detailing the response, investigation, recovery and any other facet of the operation as needed.

These principles apply whether the IC is a Fire or Police member.

Responding Officers' Responsibilities

On-duty sworn members, upon being alerted of an Active Critical Incident will immediately respond to the scene. Based on the nature and immediate needs of the Active Critical Incident, the following priorities should be addressed:

a. Confirm if an Active Critical Incident is occurring or has occurred. If so, determine the type of incident and type of tactics for response.

b. Notify the Black Hawk Dispatch Center if an Active Critical Incident is occurring so this protocol can be put in effect if not already activated.

c. Evacuate victims or potential victims to a safe location and activation of the High Risk Extraction Protocols with the Black Hawk Fire Department.

d. If evacuation is not possible, protect potential victims through lockdowns at the incident site.

e. Determine the suspect(s) location.

f. Contain the suspect(s).

g. Elimination of the threat if the situation requires it.

h. Aid the injured.

i. Preservation of the scene and evidence for future processing and investigation.

j. Preservation of property Pre-Designated Assignments.

k. Notification of off duty employees for an appropriate response.

Supervisors and Command Officers – Assume command of the scene and establish a command post at a safe location. One supervisor or Command Officer must immediately assume the role of Incident Commander (IC) and begin the delegation of duties and responsibilities. The Lieutenant is normally responsible for this position unless relived of their position by a more qualified supervisor. All supervisors should monitor the primary frequencies.

Uniformed sworn members – Responding sworn members should deploy in a minimum of two officer teams at the incident site or its inner perimeter. Sworn members should use contact and cover principles and principles of point and rear assignments. All rifle certified members will deploy their rifles if appropriate. In the case of an active shooter, responding officers will key-hole the appropriate doors and windows and enter to counter any threat. Five (5) person fast teams should be used for entry. In the event of an immediate threat a fast team consisting of less than 5 persons may be assembled and enter to confront an assailant(s).

Non-Uniformed Sworn members – Non-Uniformed sworn members will respond to the scene and check in with the person in charge. If it is essential that the non-uniformed officer enter the building/scene, it is the responsibility of the member to ensure that he/she are wearing markings that readily identify him/her as a police officer, to include but not limited to, soft body armor with police markings, raid jacket, load bearing vest, plate carrier or his/her issued traffic control vest. If possible, a non-uniformed member should be assigned to enter the scene with a uniformed officer.

In a disaster or a mass casualty incident, where there is no active threat, uniforms are not required for personnel to assume any duty: however, the issued traffic vest should be worn to make all police personnel readily identifiable.

Detectives – Respond to designated evacuation locations to begin interviews and debriefings of witnesses or victims until the scene is secure and on scene investigation can begin. Once the scene is secure, detectives will assist with the investigative function as assigned. In non-criminal incidents, all personnel will respond to the staging area unless dispatched enroute.

SSU Team – In an active shooter, hostage, barricaded suspect incident SSU members will immediately deploy to the location to search for, locate and neutralize the suspect(s), if there is still an active threat,. Once immediate threats have been neutralized the SSU team will be responsible for clearing and securing the building(s).

Black Hawk Communications Center – Once an Active Critical Incident is confirmed, the Black Hawk Dispatch Center will restrict intake and response to calls to as all able bodied commissioned personnel are directed to respond to an Active Critical Incident, the Black Hawk Dispatch Center may have to request mutual aid coverage of priority calls. All non-emergency callers will be instructed to file a report the following day. Light duty commissioned personnel may be utilized by the Lieutenant to effect notifications, call-ups of additional personnel or any other required tasks as needed.

Public Information Officer – The PIO will be responsible for coordinating news media personnel and the release of information. The IC or PIO will designate a media staging area. Media releases resulting from an Active Critical Incident may necessarily need to be coordinated with other response elements including BHFD, EMS, school districts, private sector representatives and state, county and federal agencies. The PIO, in consultation with other responding agencies will coordinate the release of information through the Joint Information Center (JIC) if one is established.

Command Post

The Incident Command Post is the location from which the Incident Commander oversees all incident operations. Every incident must have some form of an Incident Command Post and may be located in a patrol vehicle, trailer, tent, mobile command center, or within a building. Once designated it should be kept isolated from all of the various staging areas to effectively coordinate all operations and agencies involved in the incident. The Negotiation Team will be responsible for getting the mobile

command post vehicle to the established command post site. If not already assigned, Negotiation Team members will conduct intelligence gathering at the scene. The Command Posts should be located far enough from the incident site to remain safe but close enough to give the IC quick access to the site. The IC will provide and maintain security at the command post.

Mutual Aid Response by Black Hawk PD to Critical Incidents Outside of Black Hawk

It is recognized that law enforcement agencies may be overwhelmed by critical incident response requirements and that requests for mutual aid may not be effectively and efficiently communicated. The Lieutenant, or Chief, upon request from a neighboring agency, may send on duty officers, an SSU element to a critical incident within the surrounding area. When possible, at least one (1) Lieutenant will be sent with any personnel assisting other agencies. One (1) Sergeant per (4) Agents/Officers should respond. SSU may have slightly different staffing makeup. SSU should deploy in Squads or Teams as their unit makeup dictates. SSU Commanding Officers should be contacted prior to sending elements of their teams.

Other Considerations

a. Efforts should be made to obtain floor plans to the building and utility access from internal maintenance engineers and utility companies.

b. Special equipment and additional transportation should be accessed through

c. Public Works, Parks and Recreation, Black Hawk Tramway, Gilpin County Schools this may include transportation to off-site secured facilities for debriefings and reunification of families.

d. Air support and surveillance from an agency with air support capabilities (e.g. the Denver Police Department or the Jefferson County Sheriff's Office).

e. Explosive ordinance assistance may be requested as described in General Order 9.04 Bomb Threats/Explosive.

Post Event Demobilization

The IC is responsible for demobilization after the event is completed. The IC will ensure that manpower needs are being met but uninvolved members will be released back to their assignments or released from duty. All members will be responsible for completing necessary reports, overtime slips, inventories on material or equipment that needs to be replaced or repaired or any other documentation. Specialized equipment will be inventoried and returned to storage ready for immediate use.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 02/27/2014

Procedure - Crime Scene Investigation.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 12/31/2013

Subject: Crime Scene Investigation Team

TO: All Personnel Date Revised: 09/02/2016

Description: The Black Hawk Police Department has formed a Crime Scene Investigation Unit, referred to as the CSI Unit. The Black Hawk Police Department will select the most qualified candidates to represent the department on the team. The Black Hawk Police Department has developed standards for evaluating perspective candidates who if selected as a team member must be capable of participating in and performing specialized investigative activities.

Procedure: Members of the Crime Scene Investigation Unit will receive specialized training and must have a proven record of excellent performance. The nature of the team requires that all members maintain a professional demeanor both on the team and within the department. Having a positive attitude and demonstrating leadership within the organization is critical to the selection process.

Due to the special demands placed on the team, all members must work together during stressful situations and must be able to perform the following activities often for several hours at a time.

1. Follow orders and directives as well as take directions, with attention to detail.
2. Stay calm even in the most strenuous situations.
3. Be able to adapt to ever changing circumstances and events.
4. Have a reputation as a team player who takes responsibility for their actions, and be known for their level headed thinking.
5. Be open to criticism from supervisors and peers.
6. Be available for training and call outs at all times of day or night.
7. Be able to remain at an investigation or different sites of investigation for prolonged periods of time and weather, without complaint.

PART ONE: SELECTION

I. Minimum standards to apply for the CSI Unit.

A. The process for selecting members is divided into three areas

1) Minimum standards to apply for the CSI.
2) Application and interview phase.
3) Practical demonstration of abilities.

B. PERSONNEL SELECTION

Recognizing the nature of CSI operations requires disciplined, physically fit, mission-capable professionals. The Black Hawk Police Department CSI Unit will select its members through a fair and non-discriminatory process which, measures the applicants ability to be trained in the essential tasks deemed necessary for the performance of the CSI mission. There are certain personality traits and individual abilities necessary in the make-up of a CSI officer. Those personality traits are courage, self-discipline, initiative, decisiveness, responsibility, loyalty and a "teamwork" concept. The individual abilities are physically fit, good motor coordination and the ability to capably perform while under great stress. Applicants who have these traits and abilities are usually capable of being trained in the essential tasks required for the CSI Unit. The selection process will be designed to measure the quality of a candidate against these traits and abilities. The selection process will be as follows;

B. Application

1. Qualifications to apply

When announcement is made of a CSI opening, applicants who meet the following criteria may apply;

a. Are full time sworn members of the Black Hawk Police Department
b. Have a minimum of two years with the Black hawk Police Department. This may be waived with the approval of the Chief of Police.
c. Present a letter of recommendation to CSI from their current supervisor.
d. They must be willing to commit to two years of service with the Black Hawk Police Department as a member of the CSI Unit.
e. Applicant’s most recent evaluation must be an 85% or above.

f. Internal Affairs investigations which, have resulted in a sustained violation of the department's "use of force" policy is grounds for removal from consideration. Any supervisory inquiry or Internal Affairs investigation which shows poor judgment on the part of the applicant may be grounds for removal from consideration.

2. Application Process

a. Applicants must submit a letter of interest and resume (No more than one page each) to their supervisor. The letter should show the applicant's reasons to be considered for a position on the team.

C. Testing

1. Applicants who meet the above criteria will be invited to test. Testing will consist of the following events:

Oral Board Interview

1. The applicant will participate in an oral interview in which a series of pre-developed questions will be asked. The interview panel will consist of a minimum of three members of the CSI Unit. This is a scored event.

Practical Exercise

1. For each testing pool, a practical exercise will be administered to evaluate an officer's ability to perform the most basic duties used during a crime scene investigation.
2. The officer being evaluated will be scored on his/her ability to establish a crime scene, photograph and collect evidence and document observations.
3. Officers testing for the CSI Unit will be given the same practical exercise for the purpose of evaluation.

D. Scoring and selection

1. Results of each of the scored events will be compiled and weighted as follows;

   a. Letter of Interest 20%
   b. Evaluation Score 10%
   c. Oral Interview 70 %

2. Once the scores have been compiled, a list of the applicants, ranked from the highest to lowest scores, will be created. In the event of a tie, each officer's level of experience and training will be evaluated and awarded a value. An eligibility list will be completed and be used for one year from date of initial opening.

Authorized by:
Stephen N. Cole Date:12/31/2013
Chief of Police

Procedure - Special Services Unit.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 04/30/09

Subject: Special Services Unit

TO: All Personnel Revised Date: 10/12/2016

Procedure: The Black Hawk police Department in collaboration with the Gilpin County Sheriff's Department recognize that a highly-trained, highly-skilled tactical team will substantially reduce the risk of injury or loss of life to citizens, police officers and suspects during critical incidents. It is the intent of the Black Hawk Police Department in cooperation with the Gilpin County Sheriff's Department to provide a highly trained and skilled tactical team (Special Services Unit – SSU) as a resource for Gilpin County law enforcement agencies.

The goal of the Special Services Unit (SSU) is to support the Black Hawk Police Department and the Gilpin County Sheriff's Department during critical incidents requiring enhanced skills or capabilities. Police and sheriff critical incidents may include, but are not limited to, hostage situations, barricade situations, sniper situations, high-risk apprehension, high-risk warrant service, personal protection details, special events, special assignments and acts of terrorism.

A. The Special Service Unit consists of officers assigned from all law enforcement agencies within Gilpin County. A team currently consists of one team Commander, two team leaders and 5 team members. Currently, the Black Hawk Police Department has 4 members assigned to the SSU team.

B. The SSU team shall follow current SOP (Criteria for joining SSU) standards for the selection of team members.

C. SSU Officers will maintain above average firearms scores for all issued weapons and under all conditions. In addition, team members will maintain above average performance evaluations within the department. Members are also required to pass a yearly physical agility test established by the SSU commander.

D. Members of the SSU are required to attend all trainings established by the team commander. All training documentation will be maintained by the team leaders and in the officer's training and personnel file. Although occasions may arise, which keeps an officer from attending training, each absence will be taken into consideration.

E. Members of the Black Hawk Police Department who are members of the SSU are expected to maintain the highest standards of the department and may be removed from the team for substandard performance; an inability to perform as part of a team; and/or fail to meet expectations set by the team commander or the Chief of Police. The Chief of Police's decision to remove a Black Hawk Police Department member from the SSU is final and can only be reversed by the Chief of Police.

F. If a team member is removed for any reason whether medical, administrative or other reason, the member can be re-instated to the team after receiving written permission from the Chief of Police. The member must also meet all current standards for the SSU.

The SSU will be equipped with functional uniforms, special weapons and equipment necessary for efficient and effective deployment. The Black Hawk Police Department supervisor overseeing the SSU shall be responsible for issuing special weapons and equipment specifically owned by the Black Hawk Police Department. Inspections shall be performed and faulty equipment shall be replaced as needed. A log of the equipment and maintenance shall be maintained by the supervisor of the team. Special weapons (AR-15) shall be assigned to SSU members and serial numbers will be tracked and maintained. The weapons will be stored at the police department and deployed as needed. However, it is recognized that the AR-15 weapon may be temporarily assigned to an officer for longer periods of time than the individual's assigned shift to attend training or perform specific duties with the permission of the Chief of Police.

G. SSU members will respond to any incident in a timely manner to effectively and safely resolve a critical incident. The SSU priority for hostage incidents, armed barricaded persons, sniper incidents; aggravated suicide attempts, warrant service and other related tactical events is containment and apprehension.

H. When an incident occurs inside the city limits of Black Hawk, which requires the response of SSU, the on-duty supervisor will notify the Chief of Police and the SSU commander of the need for a response. The SSU commander will be responsible for activating the team and hostage negotiators if necessary. The Chief of Police at any time may activate or terminate an SSU response.

When an incident occurs outside the city limits of Black Hawk, which requires the response of SSU, the SSU commander will notify the Chief of Police for approval. The team supervisor will be responsible for activating the team and hostage negotiators if necessary. The Chief of Police may modify or terminate the department's response to any incident.

The on-duty supervisor will be responsible for containment of the incident utilizing all available resource until the SSU commander arrives on scene.

When responding to a high risk situation, the SSU members will respond to a predetermined location where they will be briefed and given instructions, unless such circumstances dictate an immediate response to the scene. When practical, the Tactical Command Post will be separate and apart from the Incident Command Post.

The SSU Team Leaders will personally contact SSU members to ensure all personnel are notified, if a member fails to respond to a page.

The SSU Commander will be responsible for receiving and disseminating information gathered from negotiators or other entities. The Commander will also be responsible on updating the Chief of Police or his designee on any new information. The SSU commander will designate a secure radio channel to be used during tactical incidents. (CACP 160.12)

When necessary the SSU Commander will request any specialized equipment such as a Personnel Rescue Vehicle (PRV) to be brought to the Tactical Command Post by a trained operator. Specialized equipment may be requested from other agencies within the region. The SSU Team Leader will be responsible for determining whether an evacuation of injured persons can be safely accomplished. If an evacuation is necessary, tactical team members will use the PRV or other authorized equipment to conduct the evacuation.

Supervisors and officers will avoid communicating with the suspect(s), pending the arrival of trained negotiators. When circumstances require communicating with the suspect(s), communication will be kept to a minimum until a trained negotiator arrives. If a trained negotiator is not available the Chief of Police may authorize a substitute.

Any situation where the tactical team is required to use force, including deadly force, must be approved by the Chief of police or Sheriff if possible and practical. Nothing in this policy is intended to be in conflict with state law or the policies for using force.

A debriefing will occur immediately following the event. Information discussed will be included in an after-action report completed by the SSU Team Leaders. After Action reports will be completed at the conclusion of any major events and training exercises. This will be accomplished within 48 hours after the completion of the event. After Action reports will be submitted to the SSU Commander for review.

K. Only SSU trained members will deploy distraction devices or use breaching techniques.

L. The SSU Commander is responsible for reviewing and approving tactical plans prior to execution. The Chief of Police or Sheriff will also approve the plans. When appropriate the SSU Commander will notify the District Attorney's Office and any agency necessary.

Supervisors are responsible for coordinating and documenting the appropriate training to include, but not limited to the common techniques and procedures used during special operations.

Prior to conducting the special operation, all officers involved will receive the appropriate training related to the type of operation being conducted, to include, but not limited to:

a. Officer Safety.
b. Applicable laws, procedures and policies, to include, but are not limited to aspects of entrapment and other legal and operational elements.
c. Street language, which might be encountered and used.
d. Proper attire for the location and activity.
e. Video and audio surveillance equipment.
f. Use of back-up officers and signals.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 04/30/09

Procedure - Victim Advocates Reports.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 02/24/2010

Subject: Victim Advocate Reports

TO: All Personnel Revised Date: 10/12/2016

Procedure: It is the Policy of the Black Hawk Police Department to provide copies of reports to the Victim Advocate per the Victim's Rights Act in a timely manner. A victim advocate bulletin is printed every Monday for the previous week prior to completing a media release. This bulletin is emailed to the Victim Advocates office. The Victim Advocates generally have access to reports held by the police department to fulfill their obligation under the Victim's Rights Act. . Information on cases that are sensitive and being actively investigated may be limited to basic information as required by law. After this bulletin is emailed to the victim advocates, they will send an email or request copies of selected reports. These cases will be emailed to the Victim Advocates.

This bulletin report will be used to cross-reference the Case Register report described in what policy. Reports that need to be forwarded to other city departments will be located on this report. (On some incidents such as public injury accidents it is the responsibility of Records to identify those cases and forward them to the City Manager's Office and Public Works in a timely fashion).

To Run the Victim Advocate Bulletin:

Login to E-Force
Select Reports at the top of the screen – Left Click to select.
Reports – Left Click
Reports – Left Click
Bulletin – Left Click
Date reported
Enter the previous Monday date – tab
Enter the previous Sunday – Enter or left click on "Search Local" button
This is the previous week list for the victim advocates
Left Click on the "Print" button

07/06/2009 to 07/12/2009 - Bulletin Report - Windows Internet Explorer

http://pdsvr1/RMSv3/RMS/Reports/CreateBulletin.aspx

File Edit View Favorites Tools Help

07/06/2009 to 07/12/2009 - Bulletin Report

- Property Listing
- RAP Report
- Report Log
- Response Time Analysis
- Time Consumed On Call

Event No	Date Rptd	Complaintant Name	Location	City	Grid	Time Rptd	Call Dispo
0903652	07/06/2009		300 MAIN ST	BLACK HAWK	MARDI	12:35	RPT

Initial Investigator: FLAGEOLLE, STEVE
Status: REFERRED OTHER JURISDICTION
Date & Time Occured: 07/06/2009 12:15 - 12:30
Classifications:

•FORGERY - PASS COUNTERFEITED DOCUMENTS

Comments: On 07062009, Officer Flageolle responded to the Mardi Gras Casino on the report of counterfeit money. The officer contacted a female party who passed the money at the cash cage. It was later discovered the female party received the money at a garage sale she held at her house. The female party was released and the case is still under investigation.

0903653	07/06/2009		240 MAIN ST	BLACK HAWK	MAIN	13:33	RPT

Initial Investigator: FLAGEOLLE, STEVE
Status: CLEARED ADULT ARREST
Date & Time Occured: 07/06/2009 13:30 - 14:00
Classifications:

•ESCAPE/FLIGHT - FLIGHT TO AVOID PROSECUTION / CONFINEMENT

Comments: On 07062009, I observed a vehicle commit a red light violation at the intersection of Richman St. and Hwy 119 while turning left towards the Lodge Casino. Suspect vehicle was stopped and during the traffic stop was discovered the driver of the vehicle had an active warrant. Suspect was placed into custody and transported to the Gilpin County Jail.

0903658	07/06/2009		MILL AND MAIN	BLACK HAWK	MILL	16:35	RPT

Initial Investigator: Jantz, Tory
Status: ADMIN CLOSED
Date & Time Occured: 07/06/2009 16:13
Classifications:

•RECKLESS/DANGEROUS DRIVER - RECKLESS DRIVER

Comments: On 07/06/09 at approximatley 1613 hours, Sgt. Jantz observed a reckless driver on Hwy 6. The driver was later stopped by Black Hawk Police and cited by CSP.

0903661	07/06/2009		401 MAIN ST	BLACK HAWK	ISLE	19:24	RPT

Initial Investigator: DAVIS, DIANE
Status: INACTIVE
Date & Time Occured: 07/06/2009 16:00 - 19:46
Classifications:

•LOST PROPERTY - LOST PROPERTY

Comments: On 070609 at approximately 1924 hours, Officer Davis was dispatched to the Isle Capri Casino, 401 Main Street, for a report of a missing check book.

0903691	07/07/2009		GAZEBO	BLACK HAWK	GAZEBO	23:55	RPT

Local intranet 100%

This is a list of the previous week cases but with a little more detail than the Case Register Report.

Left Click on the "Email" button
Send the bulletin to everyone on the County list (only one can be emailed at a time):
smoon@co.gilpin.co.us
jlust@co.gilpin.co.us
rliberatore@co.gilpin.co.us

After the Victim Advocates receive this bulletin they will send an email back with the case reports they want.

Reports to be emailed to Victim Advocates:

Once the Victim Advocates send their request for a police report, ensure all reports have been approved by a sergeant. If any of the reports requested are not approved notify the Victim Advocates Office.
Notify the Victims Advocates Office as soon as the report has been approved.

Search – left click
Event – left click
Event No – left click
o Enter the event number – enter
Left Click on the event in the list
Report Print Options – Left click
o Standard Report – is the default
o Synopsis – left click (this should put a check in the box)
o Investigation – left click (this should put a check in the box)
o Involved Arrest Detail – left click (this should put a check in the box)
o Supplements – left click (this will de-select the supplements)
Create Report Button – left click
Email – left click
o Type in the email address (addresses are not saved in the system)
o Type a message if a message needs to be sent
Release – left click
o Type in the name and department of who the report was released to – enter or left click on "next" button
o Finish – left click on this button

Authorized by:
Stephen N. Cole
Chief of Police

Date: 02/24/2010

Procedure - Police Officer Panic Alarms.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 1/30/2014

Subject: Police Officer Panic Alarms

TO: All Personnel Date Revised: 02/06/15

Procedure: Officers may initiate a request for an emergency response from other law enforcement personnel by asking for emergency cover or by pressing the PANIC button on their radio. This policy describes the steps needed to acknowledge and disable the alarm.

When a Panic Alarm is initiated by an Officer, the Communications Officer will perform the following steps to deactivate the alarm:

I. The Communications Officer will disable the Panic Alarm by utilizing the radio console. The Panic Alarm can be disabled by:

   A. Expanding the Black Hawk PD designator box by clicking on the downward pointing arrow.

   B. Starting at the bottom of the expanded box, click the red buttons in the order that they turn red.

   C. When the Black Hawk PD designator box is no longer outlined in red, the alarm has been completely disabled.

Note: If the Black Hawk PD designator box is still outlined in red, but the alarm is no longer active, a step to completely disabling the alarm was missed. The actual alarm should be turned off and the Communications Officer should be able to transmit over this channel.

II. IF THE OFFICER IS ON A CALL or IF THE OFFICER IS INSIDE A CASINO, the Communications Officer will immediately activate the ALERT 2 tone.

III. IF THE OFFICER IS NOT ON A CALL, the Communications Officer will try to contact the Officer one time to ensure it was not a mechanical error or an accidental activation. If there is no contact after one attempt, the Communications Officer will immediately activate the ALERT 2 tone.

IV. After the Alert 2 tone, the Communications Officer will assign appropriate cover cars. The Dispatcher will verbally identify the Officer's call number and give the last known location and the nature of the call the Officer was assigned.

Example: "420, 419 cover 401, Officer initiated panic alarm. Last known location theft call at the Isle"

V. The Dispatcher will broadcast any information i.e. descriptions of suspects or vehicles to responding officers.

VI. After all the information has been aired and the assigned cover cars are responding the Dispatcher, Supervisor or Officer may declare "Emergency Traffic Only" on the channel.

A. In the event that "Emergency Traffic Only" is aired, it will remain in effect until an Officer on scene advises emergency traffic can be terminated.

B. Emergency radio traffic will consist of radio traffic related to this specific incident i.e. cover cars calling in route and arrival. All other radio traffic will be conducted on a secondary channel.

VII. If the Officer who is requesting assistance is inside of a casino, the Communications Officer will attempt to contact the Security or Surveillance Department in an attempt to find the exact location of the Officer and to gather information about the incident.

VIII. The Shift Supervisor will be notified.

IX. It is the responsibility of the Dispatcher to reasonably determine if any accidental activations are, in fact, accidental.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 01/30/2014

Procedure - Pandemic Flu.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 07-23-2009

Subject: Pandemic Flu

TO: All Personnel Revised Date:

Procedure: The following guidelines are being provided to employees to help mitigate the impact of a pandemic flu outbreak. The information contained in this document was obtained from the CDC, CDPHE and other medical and law enforcement sources. The guidelines are intended to help employees understand the steps the Black Hawk Police Department is taking to maintain service should an outbreak occur. It is also intended to help employees protect themselves and their families during an outbreak. This document consists of two parts; the first addresses general information concerning the H1N1 influenza while the second addresses the Black Hawk Police Department's operations.

The information in Part 1 is intended to help employees understand the H1N1 virus also known as the swine flu. It includes procedures to prevent or mitigate the possible transmission of the disease within their respective families or workplace. If an employee or family member should become ill the employee is ultimately responsible for determining the need to seek medical help.

NOVEL INFLUENZA A (H1N1)

Symptoms of H1N1

Persons with swine-origin influenza A (H1N1) virus should be considered infectious from 1 day before to 7 days following the onset of the illness. Persons who continue to be ill longer than 7 days after the onset of the illness should be considered potentially contagious until symptoms have been resolved.
Infected persons should remain home or in voluntary isolation for at least 7 days or after symptoms have subsided for at least 24 hours.
Symptoms may include fever, cough, sore throat, body aches, headache, chills, and fatigue. Some people have reported diarrhea and vomiting.
Severity can vary from mild to severe.
Some patients may suffer or develop pneumonia, respiratory failure. In some cases death may occur.
Individuals with chronic medical conditions may be more susceptible to complications.

- Bacterial infections can occur at the same time or after the initial infection that can lead to pneumonias, ear infections, or sinus infections.
- It is expected that most people will recover without needing medical care. If you have severe illness or you are at high risk for flu complications, contact your health care provider or seek medical care.

Transmission of H1N1

- The primary method of transmitting the virus is from person to person in respiratory droplets from coughs and sneezes propelled through the air and deposited on the nose or mouth of nearby people.
- Infection can also occur when a person touches a surface that has been exposed to droplets and the person touches their nose or mouth without washing their hands.

Treatment

- Check with a health care provider.
- Stay home for 7 days after symptoms begin or until you have been symptom free for 24 hours.
- Get rest.
- Drink clear fluids such as water, broth, and/or sports drinks to keep from being dehydrated.
- Be watchful for warning signs that you may need medical help.
- Antiviral medications may lessen symptoms but most people will not need them. Antiviral medications may be beneficial to high risk groups who are at-risk for flu complications.
- Some people may need to take antibiotics to avoid bacterial infections that sometimes occur.
- Do not give aspirin to children or teenagers who have the flu; this can cause a rare but serious illness called Reye's syndrome.
- Teenagers with the flu may take medicines without aspirin, such as acetaminophen and ibuprofen to relieve symptoms.
- Children under the age of 4 years of age should not be given over-the-counter medications without speaking to a doctor.
- Over the counter cold and flu medications may help lessen some symptoms.
- Seek medical care immediately if a sick person has:
  - Difficulty breathing, fast breathing or chest pain;
  - Purple of blue discoloration of the lips or skin;
  - Severe or persistent vomiting and unable to keep liquids down;
  - Have signs of dehydration such as dizziness or an absence of urination;
  - Flu like symptoms improve but then return with a fever and worse cough;
  - Has seizures;

Becomes less responsive than normal or becomes confused.

Staying Home Sick

Employees with infected family members will be at a greater risk of contracting H1N1 unless all family members take appropriate precautions.

Keep a sick patient separate from common areas of the house.
Sick patients should not leave the home unless necessary to seek medical care. If a patient needs to leave home to seek medical care the patient should wear a loose fitting surgical mask.
The sick person should use a bathroom separate from the rest of the family, if possible.
Keep common areas clean.
Use paper towels to dry hands and avoid sharing towels.
Wash hands frequently with soap and water or an alcohol based hand rub.
Limit a sick person's exposure to one family member if possible.
Maintain good ventilation in common areas.
Avoid face to face contact.
Wear a face mask such as a surgical mask or N95 disposable respirator. N95 face mask can be difficult to breathe through for long periods of time. Don't re-use the face mask. Wash hands immediately after disposing of the mask or gloves.
Dispose of masks etc. in the trash after each use.
Wash hands after handling dishes or eating utensils used be a sick person.
Carefully handle soiled clothing and linens to avoid contamination.

When to Wash Hands (general suggestions)

Before and after processing a prisoner.
After cleaning a patrol car or office area.
Before preparing or eating food.
After going to the bathroom.
After changing diapers or cleaning a child who has gone to the bathroom.
Before and after caring for someone who is sick.
After handling uncooked foods.
After blowing your nose, coughing, or sneezing.
After handling animal waste.
After handling garbage.
Before and after treating a wound.
After handling items contaminated by flood water or sewage.
When hands are visibly dirty.

Prevention (general procedures)

If available, employees and their families are encouraged to seek flu vaccines prior to the beginning of the flu season.
Maintain a healthy lifestyle including adequate sleep, exercise, and a healthy diet.
Utilize contamination reduction supplies available to all police personnel.
Become familiar with prevention information provided by the Department along with other sources in advance of the pandemic.
Cover coughs and sneezes.
Clean hands with soap and water or alcohol based hand rub often.
Avoid close contact with others who may be ill.

Clean and disinfect hard surfaces and items in homes and schools

Follow label instructions carefully when using disinfectants and cleaners.
Pay attention to any hazard warnings and instructions on the labels for using personal protective items (such as household gloves).
Do not mix disinfectants and cleaners unless the labels indicate it is safe to do so. Combining certain products (such as chlorine bleach and ammonia cleaners) can be harmful, resulting in serious injury or death.
Keep hard surfaces like kitchen countertops, tabletops, desktops, and bathroom surfaces clean and disinfected.
Clean surfaces with a commercial product that is both a detergent (cleans) and a disinfectant (kills germs). These products can be used when surfaces are not visibly dirty.
Another way to clean surfaces is to wash the surface with a general household cleaner (soap or detergent), rinse with water, and follow with a disinfectant. This method should be used for visibly dirty surfaces. Use disinfectants on surfaces that are touched often. Clean the surface as explained above before using disinfectants.
If disinfectants are not available, use a chlorine bleach solution made by adding 1 tablespoon of bleach to a quart (4 cups) of water; use a cloth to apply this to surfaces and let stand for 3 to 5 minutes before rinsing with clean water. (For a larger supply of disinfectant, add ¼ cup of bleach to a gallon [16 cups] of water.)
Wear gloves to protect your hands when working with strong bleach solutions.
Keep surfaces touched by more than one person clean and disinfected. Examples of these surfaces include doorknobs, refrigerator door handles, and microwaves. Clean with a combination detergent and disinfectant product or use a cleaner first, rinse the surface thoroughly, and then follow with a disinfectant.
Use sanitizer cloths to wipe electronic items that are touched often, such as phones, computers, remote controls, and hand-held games.

Use sanitizer cloths to wipe car door handles, the steering wheel, and the gear shift of personal vehicles if shared by others.

Laundry procedures

Gently gather soiled clothing, bedding, and linens without creating a lot of motion or fluffing. Do not shake sheets when removing them from the bed.
Clean your hands after handling soiled laundry items.
Use washing machine cycles, detergents, and laundry additives (like softener) as you normally do; follow label instructions for detergents and additives.
Dry the cleaned laundry items as you normally do, selecting the dryer temperature for the types of fabrics in the load. Line or air-drying can be used to dry items when machine drying is not indicated.
Clean your hands before removing clean laundry from the washer or dryer, especially if you have coughed or sneezed on your hands.

Social Distancing

Social distancing is the process of limiting contacts between individuals to reduce the chance of spreading a disease. The CDC or local health department may recommend social distancing as a method for reducing the spread of infection.

Community Social Distancing includes banning public gatherings and closing schools, malls, theaters, sporting events, and nonessential workplaces.
Personal Social Distancing includes eliminating handshaking, increasing physical separation of persons at work and eliminating nonessential meetings.

Home Packs for Family Members

The care and well-being of our employees is the number one priority and is paramount to ensuring our ability to professionally serve the public. Remind your family of some basic rules:

Practice social distancing to reduce exposure to infected individuals.
Wash your hands often with soap and water and/or alcohol.
Cover your cough.
Wear a simple procedure mask if you are within 6 feet of anyone who is ill.
Clean surfaces that may be contaminated.
Exchange your emergency contact information with family and neighbors.
Arrange for someone to check on your family.

One suggestion is for each family to create an "Employee Support Pack" or "Home Pack". Suggested items include the following:

1 box of 30-50 procedure or surgical masks.
1 box of latex gloves (box of 50).

Small containers of alcohol based hand cleaners.
Surface disinfectant wipes such as Clorox wipes.

In addition, if you are caring for a sick family member you may need:

Disposable gowns
Eye protection

Gowns and gloves can be purchased on the internet at:

www.life-assist.com
www.excelgloves.com
www.boundtree.com

Other items can be purchased at drug stores or Costco.

BLACK HAWK PANDEMIC EMERGENCY ACTION PLAN

The Black Hawk Police Department will utilize the National Incident Management System (NIMS) and the Chief of Police will serve as the Incident Commander. The EOC will become operational in Gilpin County if needed during a pandemic event. This emergency action plan is designed to be flexible and may be modified when circumstances and situations change.

Assumptions

The World Health Organization (WHO) and the Center for Disease Control have heightened global, national and local surveillance.
The City of Black Hawk may not be able to rely on mutual aid resources such as County, State or Federal assistance.
A vaccine may not be available.
Antivirals may be in short supply.
The number of patients may overwhelm area hospitals and doctors offices.
Social distancing may be encouraged that would include closing schools, community centers, canceling public events etc.
30 to 50 percent of employees may be ill or unable to work.

Six Phases of a Pandemic

Interpandemic Period

Phase 1 - No new influenza subtypes have been detected in humans. If present in animals the risk of human infection is considered low.

Phase 2-No new influenza subtypes have been detected in humans. However, a circulating animal virus subtype poses a risk of human disease.

Pandemic Alert Period

Phase 3- Human infection has occurred with a new subtype but no human to human spread has occurred except in isolated cases.

Phase 4 - Small clusters of infection has occurred with limited human to human transmission but the spread is highly localized suggesting the virus is not well adapted to humans.

Phase 5 - Larger clusters of infection has occurred but human to human spread is still localized, suggesting the virus is becoming increasingly better adapted to humans but may not be fully transmissible. (Substantial pandemic risk)

Pandemic Period

Phase 6 - Pandemic: Increased and sustained transmission of the virus in the general population.

Plan Implementation and Notification

This plan may be activated by the City Manager or the Chief of Police. The decision will be based on information received from the CDPHE and the CDC coupled with local information on the H1N1 virus. All employees will be notified in advance when the plan is being implemented. Employees will be given subsequent assignments and information. Information will routinely be provided to employees regarding the status of the outbreak.

Emergency Shift Assignments and Staffing

Patrol, Records, and Dispatch services will utilize established staffing plans to staff their respective work areas anticipating a 50 percent vacancy rate due to illness. The goal will be to maintain basic services. All police personnel are considered essential within the police department. Minimum staffing levels are as follows:

- Chief – 1 supervisor (8 to 5, M-F)
- Sergeant – 1 supervisor (Shift assignment)
- Patrol – 2 commissioned officers, may include a supervisor (Shift assignment)
- Records – 1 employee (8 to 5, M-F)
- Dispatch – 1 employee (Shift assignment)
- Admin/Evid Tech – 1 employee (8 to 5, M-F)

In the event it becomes more difficult to staff the police department due to illnesses associated with a normal flu season and/or the H1N1 virus, the department may adopt an alternative work schedule. However, staffing decisions will be flexible and based on the situation. The primary schedule for the department will be as follows:

- Chief: 5-8 hour shift or as needed
- Patrol: 4-10 hour shifts or 12 hour shifts as needed
- Records: 4-10 hour shifts or 5-8 hour shifts
- Dispatch: 4-10 hour shifts or 12 hour shifts
- Admin/Evid Tech: 4-10 hour shift or 5-8 hour shifts

It is possible that supervisors may also fall ill during the period. As a result, senior officers, normally Level 4 officers, will assume the duties performed by

supervisors, if needed. The Departments existing procedures will be followed. Detectives will be considered part of our patrol force and will be assigned to a shift in uniform. The Dispatch Center will maintain one (1) dispatcher on duty at a time. A high number of absences may require the department to shift dispatch services to Gilpin County or to temporarily combine services at either location.

Information Officer – Supervisor

Information is critical during a pandemic for employees and the public. As a result, one employee will play a key role in collecting and disseminating information. A supervisor or designee will perform the following duties

Collect information at 24 hour intervals on employees who are sick in all departments.
Collect information on Ambulance/Fire calls for sick patients in BH.
Determine bed availability at area hospitals in Denver.
Disseminate the latest CDC/CDPHE information to employees via email.
Monitor Ambulance and Fire personnel staffing and availability.
Generate a daily status report.
Collect information on Central City/Gilpin County first responder availability.
Utilize the Code Red Emergency System as needed.

Code Red Emergency notification

The Code Red Emergency notification system may be used to provide updates and critical information to staff members and the public.
Notification may include information on medical services, which may include vaccine and/or antiviral distribution points or central locations for treatment.

Absence from work

Employees should notify their supervisor immediately when it is determined they will not be able to report to work. Employees must be symptom free for 24 hours before returning to work.
Employees can be contagious the day before the onset of symptoms and it's possible that an employee could become ill while at work. If an employee becomes ill during his/her shift the supervisor should be notified immediately and regardless of staffing the employee will be relieved from duty. Areas where the employee has had contact should be considered contaminated and should be cleaned.
Employees should remain home and avoids travel if absent due to an illness associated with the H1N1 virus.

General Information

- # We anticipate that 30 to 50 percent of our work force will be unavailable to work if schools, daycare centers, and workplaces are closed. Healthy employees may find themselves staying home to care for children and/or family member. The department will utilize a combination of schedules to accommodate employees when possible to maintain staffing.
- # In the event relief officers are unavailable or cannot be contacted, on-duty officers may be required to remain in Black Hawk for an extended period of time. Officers may be quartered in a hotel, Fire Department, or other facility to maintain public safety functions. Employees will be appropriately compensated during an emergency.
- # Only basic services will be provided during a pandemic outbreak. Services such as PBT's, evidence releases, non-criminal fingerprinting, and meetings in general will be discontinued when possible.
- # Court may be canceled during a pandemic outbreak.
- # Telecommuting cannot be accomplished for emergency responders.
- # Employees at work may find themselves assisting the Ambulance Service, Fire Department and other city departments in performing critical duties due to vacancies within those departments due to illness. In addition, we may be asked to assist Central City and Gilpin County with providing service. The decision to assist Central City and Gilpin County will be made on a case by case basis.
- # The Ambulance Director will develop policies regarding the transportation of individuals who are ill, but not in custody.

Recommendations for Ambulance, Firefighters, and Police

- # Get up to date information on H1N1 from local public health office (Gilpin County), state health department (CDPHE), and/or CDC.
- # If a first responder becomes ill, stay home, avoid contact with others, and don't travel, go to work, or attend school. Avoid contact with others for 7 days after your symptoms begin or until you have been symptom-free for 24 hours.
- # Personnel should stay more than 6 feet away from patients exhibiting H1N1 symptoms and use appropriate droplet precautions while assessing patients.
- # Assess a patient for acute febrile respiratory illness such as a fever plus one of the following: nasal congestion/rhinorrhea, sore throat, or cough. If no symptoms are present, treat as normal.
- # Wear appropriate personal protective equipment (PPE) before entering the scene if H1N1 is suspected.
- # EMS providers may place a surgical mask on the ill patient if tolerated to reduce any potential exposure.
- # Use good respiratory hygiene. Cough into your sleeve or hands to avoid spreading droplets.

- Use hand disinfectant after contact with a sick person, which includes washing hands with soap and water for at least 20 seconds followed by an alcohol based disinfectant.
- Wipe down handcuffs or other equipment, if used, with soap and water followed by disinfectant while being careful not to damage equipment.
- Evidence obtained from suspects who may be ill should be treated as contaminated and packaged appropriately with a notation on the packaging that it was taken from an ill person.
- PPE equipment may include:
  - N95 respirators
  - Surgical masks
  - Face masks
  - Eye protection
  - Non-sterile gloves
- Employees should also have the following items available to help prevent contamination:
  - Biohazard bags
  - Alcohol based hand rub
- Every employee will initially be issued a PPE kit, which would include:
  - 2 respirators
  - 2 surgical masks
  - 1 Eye Shield (re-usable)
  - 4 sets of non-sterile gloves
  - 2 Biohazard bags
  - 1 bottle of alcohol hand rub

PPE Equipment

PPE equipment includes:

- Fit tested N95 respirators or surgical mask. The N95 face mask can be difficult to breathe through for long periods of time. Don't re-use the face mask and dispose of it immediately. Wash hands immediately after disposing of the mask or gloves. (Information on the effectiveness of facemasks and respirators for reducing the risk of H1N1 infection in community settings is limited. The mask can reduce the potential of infection on confirmed cases coupled with other steps.)
- Eye protection i.e. goggles or an eye shield may be worn when in close contact with persons suffering from H1N1. However, the risk is lower for contamination through the eyes unless the patient is spraying droplets into the air by coughing or sneezing.
- Disposable non-sterile gloves should be worn when touching a person suspected of being ill. Gloves should also be worn when handling their personal items. After using gloves they should be removed before re-entering a police vehicle or touching areas such as the nose of mouth. Care should be used not to touch areas with potentially contaminated latex gloves or contaminated bare hands. Contaminated or used items

should be placed in trash cans or placed in a bio-hazard bags located in each patrol car for subsequent disposal.

Recommendations for Dispatchers

Dispatchers are responsible for evaluating ALL calls or events to determine the potential risk to first responders.

Question all callers to determine if anyone at the location is possibly afflicted with H1N1 and communicate the risk to first responders before arrival.
Dispatchers should always ask if anyone has "acute febrile respiratory illness" including nasal congestion, fever, or other flu like symptoms.
PSAP's should coordinate with EMS Director for specific instructions.

Arrests and Prisoners

Arrests

In misdemeanor arrest cases, officers will give citations to known ill persons as opposed to making physical arrests and transporting them. If there is a mandatory arrest required the officer will take proper safety precautions. In felony cases, prisoners will be processed and released when possible or taken directly to the Gilpin County Jail. Policy will be contingent upon Gilpin County Jail procedures.

Screening of prisoners

Officers should complete a prisoner screening form prior to booking which will include the following questions:

Do you have a fever?
Do you have a cough?
Are you having difficulty breathing?
Do you have muscle aches or pain?

If a prisoner answers YES to two or more of these questions and the reason is not obvious, ask the following questions:

Have you traveled to an endemic region and returned within the past few days?
Have you been near anyone who has shown signs of being ill?
Have you been diagnosed or informed that you have H1N1?

Booking prisoners

Processing potentially ill prisoners should include the following:

During booking the employee should be cognizant of the potential for exposure. Officers should wear latex gloves, N95 respirator, and ask the person being fingerprinted to wear a surgical mask if possible.
The offender and officer should wash their hands before and after fingerprinting.
Clean jail area after each use including booking countertop area.
Dispose of pens after each use if handled by an ill person.

Police Vehicles

Clean police vehicles after transporting an individual suspected of having H1N1 immediately after use, if possible. After the patient has been removed and prior to cleaning the vehicle, the air in the vehicle should be exhausted by opening doors or windows with the vehicle air-conditioning or heat activated to ventilate the vehicle.
Routine cleaning of vehicle with soap and water followed by proper use of disinfectants should be done at the beginning of each shift. Clean areas such as the steering wheel, light switches, and any surface that may be contaminated.
Viruses can remain on porous surfaces for up to 24 hours.
Avoid large cleaning procedures that generate mists or aerosols or disperse dust.
If a vehicle becomes extremely soiled by an infected person the vehicle should be taken "out of service" and parked at the City shops for cleaning. A sign indicating a bio-hazard threat will be placed in the window along with a service request.
Place any contaminated items in a biohazard bag available in the patrol vehicle or at the PD.
Clean the rear of the vehicle including doors, door handles, seats, cage area, and windows as needed.
If transporting to a jail facility notify the facility about the situation prior to arrival.

Office Protocol

Utilize hand washing stations in Police Department.
Wash hands frequently with soap and water for 20 seconds.
Clean counters and other surfaces daily at the beginning of the shift. This includes keyboards, phones, etc. that are shared by other users.
Clean small spills of bodily fluid with paper towels followed by cleaning the area with detergent and water, followed by disinfectant. Utilize safety equipment when cleaning an area such as gloves and mask.
Large bodily spills should be managed by removing visible organic matter with absorbent material such as paper towels or kitty litter. The area should be cleaned with detergent and water and disinfectant. Utilize proper protective equipment such as non-sterile latex gloves and mask.
Utilize the Office "Clean-up Kit" located in the rear hallway of the PD if needed. The kit will not be re-used. If used, employees will send an email to a supervisor who will take steps to replace the kit.

Transports

During a pandemic flu event we could see fewer buses and limited ambulances in our city. As a result, the 911 communications center could receive requests to transport individuals to the hospital in the absence of an ambulance. In addition, citizens may request courtesy rides when buses aren't available. At this time, we will not transport sick or injured persons in police vehicles unless it is a life threatening situation and no other means of transportation is available. Courtesy rides may be given if officers conduct preliminary questioning to ensure the person being transported is not experiencing any symptoms of illness.

Training

Employees will review the Department's procedures in a training session.
Employees will receive training on the proper procedure for wearing and discarding PPE.
Department training scheduled for non-pandemic purposes may be canceled.

Department PPE equipment Cache

The following items will be stored in the evidence room for emergency use during a pandemic:

400 N95 respirators
500 Latex gloves
20 Face shields
2 Bottles of disinfectant for vehicles and police facility
13 Hand rub bottles for vehicles
20 Surgical masks for booking
5 rolls of paper towels
1 small bag of kitty litter
100 small Hazmat bags (10 gallon)
15 containers of Clorox wipes or cavi-wipes for vehicles and office.
1 Disposable mop
1 Disposable broom
1 Dust pan
6 Alcohol hand rub dispensing refills (1 for each station)

Once the H1N1 risk has passed the cache items will be rotated into our daily operation and only restocked when needed.

Daily Operation PPE equipment

6 Alcohol Hand Rub Dispensers will be installed at critical points in the department to encourage hand washing.
13 bottles of alcohol hand rub, one for each vehicle and office area.

200 latex gloves for normal distribution
100 Hazmat bags (10 for each vehicle)
10 surgical masks in booking area for prisoners
2 face shields for the booking area
3 disposable blankets individually wrapped.
31 PPE Pan Flu Kits

Office Clean-up kit (2 for the Department)

The following items will be maintained in the rear hallway of the PD and packaged as a unit.

1 dust pan
1 disposable broom
1 disposable mop
1 bottle of Lysol
1 small container of soap and water
1 bag of kitty litter
1 bio-hazard bag

PPE Pan Flu Kit (31)

Every employee will initially be issued a PPE kit, which would include:

2 respirators
2 surgical masks
1 Eye Shield (re-usable)
4 sets of non-sterile gloves
2 Biohazard bags
1 bottle of alcohol hand rub

Authorized by:
Stephen N. Cole Date: 07/23/2009
Chief of Police

Procedure - Unit Page via CAD System.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 08/02/2012

Subject: Unit Page via CAD System

TO: All Personnel Date Revised: 08/02/2012

Procedure: When applicable, Communications Officers will utilize the Unit Page command in the CAD system to send a text message to Black Hawk Police Department employees.

I. Utilizing the Command Line, the Communications Officer will format the UP (Unit Page) command as follows and press the Enter key:

   UP/Officer Identifier/Message

II. When formatting the Unit Page command, the Communications Officer will follow the below guidelines to ensure each text message is received

   A. The backslash key, "/", will only be used after "UP" and the Officers identifier number when formatting the command. A backslash in the content of the message indicates to the system that it is the end of the message and will not send any information contained after the backslash.

   B. The content of the message will be less than 140 characters, not including spaces. Several cell phone carriers will only accept 140 character messages from BHPD's CAD system as this the standard limit for SMS messages. Any message exceeding 140 characters may not be received in full by the recipient.

Authorized by:
Stephen N. Cole Date: 08/02/2012
Chief of Police

Procedure - Jefferson County Accident Response Team ART.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 05/02/2011

Subject: Jefferson County Accident Response Team/A.R.T.

TO: All Personnel Date Revised: 04/14/2011

PROCEDURE: It is the consensus of the CEOs of the law enforcement agencies in the First Judicial District that a team of highly trained and skilled investigators, working under the authority of the District Attorney and comprised of personnel from each participating law enforcement agency and the District Attorney's Office, be formed to investigate incidents in which any law enforcement officer within the Judicial District is involved directly or indirectly in an automobile accident resulting in the death or serious injury to a citizen or officer while acting under the color of official law enforcement duties. The role of the Accident Response Team will be to fully investigate the accident resulting in injury or death. The Jefferson County Accident Response Team (A.R.T.) can be called upon to investigate in conjunction with the Critical Incident Response Team when the need arises.

This investigation is not intended to take the place of the involved agency's Internal Affairs investigation. Both investigations can run simultaneously, but it is not the responsibility of the A.R.T. team to review compliance with departmental policies. All information received by the A.R.T. investigation will be turned over to the involved agency.

Use of Team: The Accident Response Team will provide thorough, comprehensive investigations of incidents described above. The Accident Response Team will be available to any requesting law enforcement agency CEO in the First Judicial District.

Investigative Costs/Equipment: All normal personnel costs related to the investigation shall be the responsibility of the agencies providing members to the team. Accident Response Team Members, while responding to a "call out", will be deemed to be on duty. The requesting agency will provide all necessary equipment and supplies required by the Accident Response Team to conduct an investigation. If specialized equipment is necessary, the costs of obtaining that equipment will be the responsibility of the requesting agency. Any costs associated with specialized testing, towing or storage required during an investigation will be the responsibility of the requesting agency.

Department's Internal/Administrative Investigation: The involved department's administrative "internal" investigation will be conducted independent of the Accident Response Team investigation. The Accident Response Team investigation will have priority over the involved agency's internal process.

Assigned Personnel: Officers with the rank of Sergeant will be appointed to serve as Team Coordinators by agreement of the CEO's of each agency in the District. Officers will be assigned to the Accident Response Team by the CEO of each law enforcement agency. Assigned officers will serve at the discretion of the officer's CEO.

Team Coordinator(s): There is no set on-call schedule for the coordinators. It is incumbent for the group of coordinators to work together and communicate with each other to be assured response from two coordinators is the minimum standard established. This does not preclude the opportunity for multiple coordinators to respond to the same accident investigation. Determination must be made at the on-set to the investigation as to who will have overall control at the time. This should be a rotating process as not to burden any one coordinator or one agency. There may be other determining factors that can change who will be in charge such as agency involved in the critical incident, vacations and other agency and individual commitments. Other coordinators that elect to respond can be utilized for various tasks. In most cases they will provide support and utilize this as a training opportunity to enhance cohesiveness and consistency as to how these investigations will be conducted.

All of the Team Coordinators assigned to A.R.T. will be responsible for maintaining the A.R.T. roster and assure that accurate call-out lists are available to the District Attorney's Office and all law enforcement agencies within the First Judicial District. All agencies that participate in A.R.T. will be equally responsible to see that the list of their respective personnel is accurate. If there are changes to the list, a representative from the agency must make immediate notification to the A.R.T. coordinators. If the change creates a vacancy on the team, then an immediate process will begin to replace the person in accordance with A.R.T. policy.

The assigned Team Coordinators will be responsible for developing the less experienced members assigned to the team. There must always be a conscious effort to plan for succession and develop other members.

The Team Coordinators will be responsible for scheduling annual meetings to review any call-outs and A.R.T. investigations conducted during the previous year, to provide additional training to the A.R.T. members, to make adjustments to the A.R.T. roster, and to discuss other relevant issues.

There will always be two on-scene coordinators at any accident callout which will facilitate a bifurcated investigation.

Involved Agency Liaison: Agencies within the county may wish to assign members as liaisons to the team. The team coordinators will notify these liaisons of upcoming training and issues facing the team. The liaisons will typically be utilized when their respective agency is involved in an incident in which the team is deployed and the agency is not represented by a team coordinator. In addition, the liaison will be responsible for keeping the agency's A.R.T. roster up to date and supplied to the Coordinator. The liaison will also notify the agency's assigned members when informed by the Coordinator that the team has been activated. When the ART team is called-out by the involved agency, the involved agency's Coordinator or their designee will act as the liaison to the Team Coordinators. The Team Coordinator and involved agency liaison will be clearly identified to all team members and the DA's Office at the initiation of the accident investigation or as soon as possible thereafter.

Removal of Officer/Coordinator: Any team member may be removed upon the recommendation of the Lead Coordinator(s) and with the majority approval of the CEO's. A team member may also be removed by his/her agency's CEO. Any coordinator may be removed by the coordinator's CEO or upon recommendation of the majority of the CEO's.

PROCEDURES FOR ACTIVATION AND USE OF THE CRITICAL INCIDENT RESPONSE TEAM

The First Judicial District Accident Response Team will be activated at the request of the CEO or the CEO's designee of the law enforcement agency employing the officer or officers involved in the accident.

Role of On-call Team Coordinator: The Team Coordinators are responsible for the notifications to the appropriate agency liaisons upon the request of the involved agency, who then make notifications to the responding team members. The team will normally be assembled as soon as possible at the scene of the accident. After the assembly of the team at the designated location, a briefing will be conducted concerning the incident once all Accident Response Team members are present on scene. An employee of the involved agency that is not directly involved in the accident itself, a Team Coordinator or a designee may provide the briefing information. At the conclusion of the briefing, the Team Coordinators will assign investigators to specific investigative duties i.e., technical accident investigation, interviews of officers, interviews of witnesses, area canvas, background and criminal if necessary. The Team Coordinators will identify to the group one team member who will have primary oversight for the accident scene(s) and one team member who will have primary oversight of the interviews. There will always be a minimum of two coordinators available to respond.

There will always be a minimum of two coordinator who will respond. Jefferson County Dispatch has contact information for the Team Coordinators and will contact all Team Coordinators when a request is made for A.R.T. to respond. The Team Coordinators will determine among themselves who will take on the primary responsibilities. All Team Coordinators, if available, may respond to assist and for training purposes.

Involved Agency Responsibility: The scene of an officer involved accident will be secured and preserved by the involved agency. Care should be taken to make sure the scene is undisturbed. Other than essential law enforcement information needed to preserve public safety, no information regarding this incident will be discussed until contact is made with and the arrival of the A.R.T. Team Coordinator. The involved agency's officer(s) responsible for the written reports detailing their observations should record any evidence that might be disturbed by any personnel rendering aid. In addition to securing the scene, all witnesses to the event should be identified and when possible, detained for interviews. If this is not possible, full name, addresses, phone numbers, etc. will be collected for future interviews.

If officers are removed from the scene, the involved agency is responsible and accountable for keeping officers separated. Also, the involved agency is initially responsible and accountable for all evidence received from involved officers. The Accident Response Team will assume this responsibility once on scene. Detailed policies and procedures regarding scenes, duties and responsibilities, in cases involving the death of an individual, may be found in the "Jefferson County Homicide and Questionable Death Policies and Procedures." The Accident Response Team should follow these policies and procedures as they apply to the investigation being conducted.

Evidence Collection: The agency who will be investigating potential criminal charges arising from the accident or matters leading up to the accident against a non-law enforcement individual is presumed to be the agency responsible for evidence collection and storage. If there are no potential criminal charges against a non-law enforcement individual, it is the involved agency's responsibility to collect and store all evidence related to these events. Evidence collection may be deferred to the Accident Response Team if the involved agency does not have the appropriate lab resources. Therefore, there are three primary Crime Labs that may be called upon to assist in the evidence collection related to an officer involved accident. (Arvada PD, Jefferson County SO and Lakewood PD.) At least one Accident Response Team member will be assigned to work with the assigned crime scene personnel. Said Accident Response Team member(s) assigned to evidence collection will oversee and coordinate the evidence collection and packaging. This Accident Response Team member will prepare a report detailing their independent role in this process and their observations. It is imperative that all evidence collected either by involved agency personnel immediately following a critical incident, or the lab that responds to process the scene, be consecutively numbered for better tracking.

Evidence Processing: When possible, all involved officers or potentially involved officers will be photographed, as they appeared at the time of the accident. Special attention will be given to photographing any and all injuries sustained by all involved officers, as well. Involved vehicles will also be photographed and

videotaped as they appeared at the time of the accident. Once A.R.T. has completed the processing of evidence, the storage of evidence will be the responsibility of the involved agency who will be investigating potential criminal charges arising from the accident or, if there are no potential criminal charges against a non-law enforcement individual, it is the involved agency's responsibility to store all evidence related to these events.

Additional Investigative Assistance: If the involved agency needs additional assistance with the investigation of related criminal activity and/or the events leading to the accident, the CEO should make a request for mutual aid, independent of utilizing the Accident Response Team.

Interviews of Involved Officers: Interviews will be conducted with all involved officers. A team of two Accident Response Team investigators will be assigned to interview each involved officer. All interviews will be audiotaped and videotaped (if possible). If the involved agency does not have the necessary equipment, the involved officer(s) will be transported to the nearest agency equipped for such interviews. The location(s) of these interviews will be at the discretion of the Lead Coordinator. If the involved officer(s) or their agency has requested psychological counseling prior to interviews, a Team Coordinator or their designee should request that the counselor not discuss any facts regarding the accident with the involved officer(s) prior to the Accident Response Team interview. As in every criminal investigation, the involved officer(s) has the right to an attorney at all times during the A.R.T. investigation.

Scene Management: All accident scenes will be treated as a crime scene and investigated accordingly. Command centers shall be assembled as necessary and only A.R.T. team members and other law enforcement officers shall be given access to any scene. The public and members of the press will be kept from entering the accident scene area. The officers directly involved in the incident and any eye witnesses are the primary focus of the interview aspect of the investigation. Secondary officers will be interviewed as peripheral witnesses.

Miranda Advisement: A Miranda advisement may not be warranted in all situations in which an officer is involved in an accident. Investigators assigned to the Accident Response Team will use their professional judgment and experience to determine whether a situation requires a Miranda advisement. The legal advisor from the District Attorney's Office will be available to consult on this issue.

Eyewitnesses: Whenever possible, interviews with eyewitnesses will be audio and videotaped. If a witness is unable to accompany the investigator to the nearest agency with the necessary equipment, the On-Call Team Coordinator will attempt to locate portable taping equipment.

Peripheral Law Enforcement and Lay Witness Interviews: If the Accident Response Team has insufficient resources to conduct all necessary interviews in a timely manner, the involved agency may be utilized to conduct interviews of any lay witnesses or peripheral law enforcement witnesses, including those from the involved agency.

Criminal Investigation: It is the responsibility of the appropriate jurisdiction to conduct the criminal investigation that may coincide with the investigation of the officer involved accident. It is recognized that members of the Accident Response Team may conduct interviews that are germane to the criminal investigation. It is anticipated that this information will be shared in a timely manner.

Transcription of Taped Interviews: Whenever possible, all audio/video taped interviews of the directly involved officers and witnesses will be transcribed by the team member's agency. This is to relieve the involved agency of the burden and allow for the transcription of interview tapes, so that the information may be gathered and presented for review as expeditiously as possible. In the event that the team member's agency is unable to transcribe the tapes it is ultimately the responsibility of the involved agency to transcribe the tapes. The involved agency may elect to make a copy of the original audio/video tape for the team member to transcribe rather than releasing the original tape. The original of all tapes will be handled according to the procedure outlined under evidence collection and processing.

Accident Response Team Member Reports: Reports completed by team members will be typed by the team member's agency. In some cases, alternative arrangements may be made with the approval of a Team Coordinator. Accident Response Team members are responsible for delivering all reports to a Team Coordinator as soon as possible. The Team Coordinator or his designee will be responsible for completing the State of Colorado traffic accident report and submitting it to the Department of Revenue.

Use of the Accident Response Team in non-1st Judicial District jurisdictions: A law enforcement officer employed within the 1st Judicial District may be involved in an accident while acting under the color of official law enforcement duties, outside the 1st Judicial District. The Accident Response Team will not respond to this incident as any investigation regarding this accident will be conducted by a non-1st Judicial District law enforcement agency.

Investigation Completion Goal: Recognizing that there are unexpected circumstances that can cause delays with any criminal investigation, every effort will be made to complete investigations and reviews in a timely manner. In an effort to be expedient and complete with regard to all involved agencies and effected personnel, the Team Coordinator(s) and their designees will strive to present the facts of an accident to the District Attorney's Office within four weeks of the event. This includes the collection of all necessary paperwork, transcriptions and other necessary information. The District Attorney's Office will strive to complete the review of the facts and render a written decision within two weeks after receiving the information and the presentation by the Team Coordinator(s) and their designees.

If there are delays in either the investigation or the disposition from the District Attorney's Office, and the above timeline cannot be met, an explanation will be provided to the CEO of the involved agency by the Team Coordinator or the District Attorney. It is imperative that the involved officers and the involved agency be advised each step of the way. This timeline is built on reasonableness and is subject to change due to complexity.

Media/Relations/Public Information: The involved agency or agencies shall be responsible for managing any media inquiries or public information immediately following the incident, and up until the final A.R.T. Team Report. Upon presentation of the A.R.T. Team Report to the DA's Office and the involved agency CEO, the responsibility for any media release/public information, if any, will be determined by the DA and the CEO of the involved agency.

Victim Advocates: The involved agency shall be responsible for providing victim advocates when appropriate and as deemed necessary in consultation with the Team Coordinators and the CEO of the involved agency.

Records Requests: If the incident does not result in criminal or traffic charges against anyone, all records requests shall be referred to the CEO of the involved agency. If criminal or traffic charges are filed as part of the accident investigation, all records requests shall be referred to the District Attorney's Office.

ROLE OF THE DISTRICT ATTORNEY'S OFFICE

When the Accident Response Team is activated, as part of the call-out procedure, a Team Coordinator will notify the Chief Investigator or designee from the District Attorney's Office. After discussion between the Team Coordinator and the District Attorney's Chief Investigator, a determination will be made regarding the necessary response from the District Attorney's Office. The DA's Chief Investigator will be responsible for notifying the on-call Chief Deputy District Attorney. The on-call Chief Deputy District Attorney will be available to provide legal consultation. At least one Chief Deputy District Attorney will respond; more than one may be needed depending on the circumstances of the investigation.

The District Attorney's Office will be responsible for reviewing the conduct of the involved officers for any criminal or traffic violations of Title 18 or Title 42 of the Colorado Revised Statutes. A written summary of that review will be provided to the A.R.T. Team Coordinators and to the CEO of the involved agency.

Presentation of Accident Response Team Report

When the investigation is completed, it will be presented by the Team Coordinator, and A.R.T. team members designated by the Team Coordinator, to the District Attorney and the CEO of the involved agency. Only key staff members designated by the District Attorney and CEO of the involved agency may attend this presentation. The Team Coordinator will be responsible for notifying and scheduling the presentation with the District Attorney and CEO of the involved agency. The focus of the presentation is to review the conduct of the involved officers as to whether probable cause exists regarding a violation of any criminal or traffic law by law enforcement.

In addition to the District Attorney, the presentation to the District Attorney will be attended by Chief Deputies, Senior Chief Deputies, the DA Chief Investigator and any other individuals designated by the Team Coordinators. No one involved in the critical incident from the involved agency may attend the DA presentation.

The CEO of the involved agency may request that the Team Coordinators make a separate presentation to the involved agency.

DEFINITIONS

CEO: The person responsible for the law enforcement agency. Title for this person may vary by agency, but typically would be known as "Sheriff", "Chief of Police", "Director of Department of Public Safety", etc. If the CEO is unavailable, the person chosen to act in the CEO's stead will be given the authority of the agency's CEO for purposes of this policy and procedure.

Involved Agency/Requesting Agency: The law enforcement agency, which employs the officer or officers involved in the automobile accident resulting in the death or serious injury to a citizen or officer.

Involved Agency Liaison: Upon call-out of the A.R.T. Team, the involved agency's Coordinator or their designee will act as the liaison to the Team Coordinators. If no Coordinator is available, the involved agency will designate an officer with command rank (Lieutenant, equivalent or above) who will act as a liaison between the A.R.T. On-Call Team Coordinator and the involved agency, and assist in facilitating the A.R.T. investigation process. The involved agency commander may delegate this responsibility.

Involved Officer or Officers: The law enforcement officer or officers who are directly or indirectly involved in an accident which resulted in activation of the Accident Response Team's investigation.

On-Call Team Coordinator: Officers with the rank of Sergeant or higher who have been appointed to the Team by their CEO's and who are responsible for the scheduling and appropriate agency notifications regarding the Team Coordinators assigned to provide oversight and supervision of any A.R.T. investigation during the year; the "Team Coordinator" presents A.R.T. reports to the District Attorney and CEO of the involved agency unless otherwise delegated; the "Team Coordinators" maintain the A.R.T. roster, assure that accurate call-out lists are available to all law enforcement agencies within the First Judicial District, schedule annual meetings with all members of the Accident Response Team, and facilitate at least one annual training in A.R.T. investigations for all members.

STANDARD INTERVIEW QUESTIONS
First Judicial District
Accident Response Team

(These questions represent a suggested list of questions that should be asked of any officer who is involved in an accident, or who witnesses the accident by another officer. Depending on the circumstances, the Accident Response Team Member may determine that additional questions are necessary for the completion of a thorough investigation.)

When did the officer start with the department; any prior law enforcement experience (when, where)

Current shift/assignment and how long there; what shift/assignment did the officer previously work and when?

Assignment duties

Any specific training received for current assignment (i.e.: SWAT, K-9. Traffic, Detectives, Driver's Training)

Where is the officer at in his/her work days (1st day on, 2nd day on; last day on)

Make sure the officer articulates his/her observations and actions that led to the accident. (Ask what the officer was thinking, what was the officer observing, etc. Who, what, where, when, why, how questions).

Does the officer normally wear prescription glasses/contacts?

Any physical condition(s) at the scene that were affected by weather (or other) conditions at the time of incident.

What type of vehicle does the officer drive (make, model, etc.)? Is this vehicle his regular assigned vehicle?

Where you having any mechanical problems with your vehicle?

Where you using any emergency equipment?

What were the weather and road conditions?

How much traffic was on the road?

What were the lighting conditions?

What did the officer know of the situation prior to arrival? What was the source of the information, i.e., dispatch, intel, witnesses, etc.

Does the officer know the suspect or other individuals involved in the accident? (When were previous interactions; did the officer recognize the suspect at the time of the incident; if the officer knows, how [if at all] does the officer think this impacted his/her actions.)

Following the incident, to whom did the officer speak.

Officer's actions following the incident (i.e.: first aid, evidence preservation/protection)

Authorized by:
Stephen N. Cole Date: 05/02/2011
Chief of Police

Procedure - SOP Format.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 12/01/2013

Subject: SOP Format

TO: All Personnel Revision Date: 10/12/2016

Procedure: Standard Operating Procedure for Black Hawk Police Department Standard Operating Procedure Manual. The Standard Operating Procedures (SOP) are designed to assist employees with performing specific job related tasks within their assigned job function. The SOP's are a step by step instruction manual to assist with the successful completion of various tasks.

SOP Template:

I. An SOP template has been uploaded for use in creating new SOP's in the Policytech Website.

II. The default headings are bold (Procedure), the font is Ariel, the style is regular and the font size is 12.

III. Page Settings and Paragraph settings are as follows:

A. Margins
1. 1" all sides
2. Left Indentation 1.25"
3. Right Indentation 0"
4. Special Hanging 0.25"
5. Spacing After 12"
6. "Don't add space"…box un-checked
7. Line Spacing – Single
8. Line Spacing between headings – Double (see "Examples" below

IV. Numbering Settings.

A. Number alignment - left
B. Text indent at 0.5"
C. Aligned at 0.25"

V. Numbering Example:

I. Example

A. Example
B. Example

1. Example
2. Example

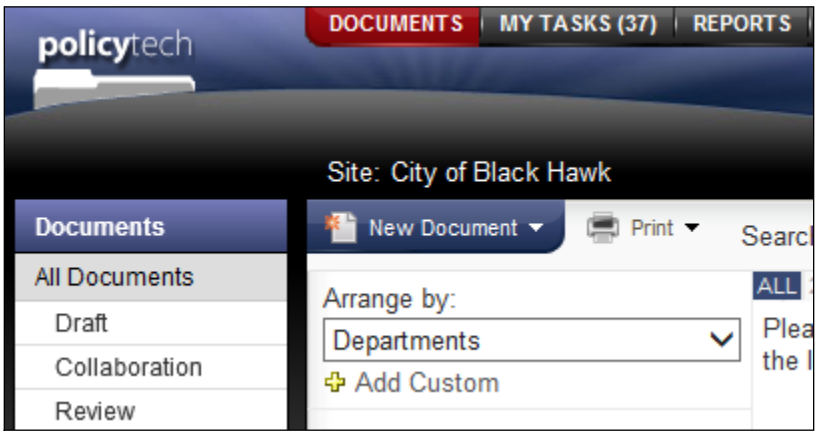
a. Example
b. Example

VI. Adding SOP's and Policies to the policytech™ website.

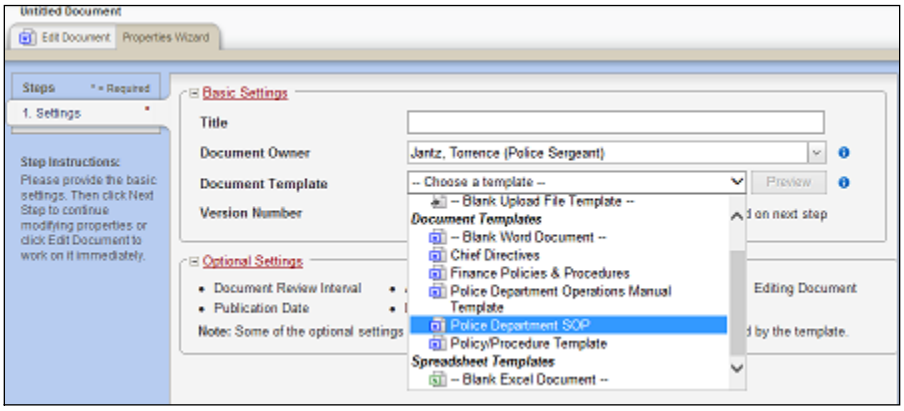
A. Log into the site.

1. Specific account access is required to add a new policy document. Request permission from Sergeant or Lieutenant for access.

B. Select new document tab.

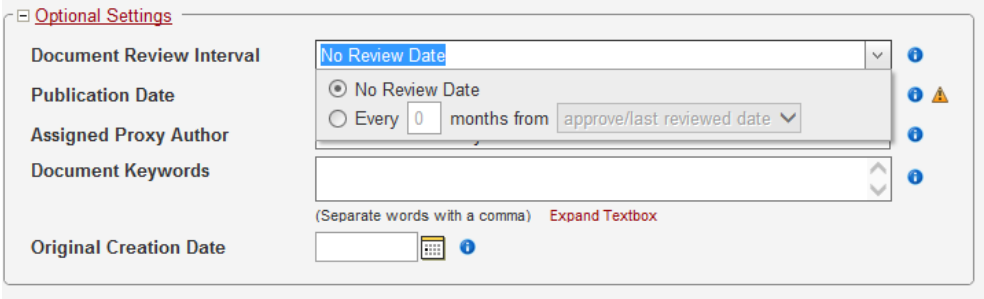


C. In the new menu pop-up select the choose template drop down and select either SOP.



D. Fill in the Title with the name of the document. All SOP's title starts with "PD SOP Manual" followed by the name, e.g., PD SOP Manual Panic Alarms.

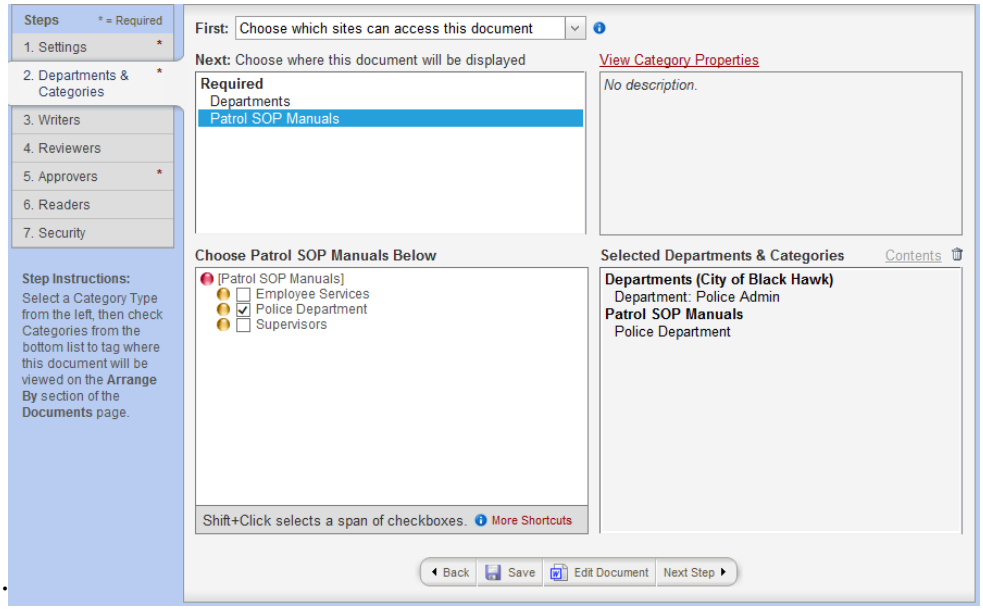
1. Optional Settings has several items which are click able to open a new window for changes. Generally, the only setting in this menu which may need a change is "Document Review Interval". Currently there are three intervals, 12 months, 24 months and never. If unsure which applies ask a sergeant.

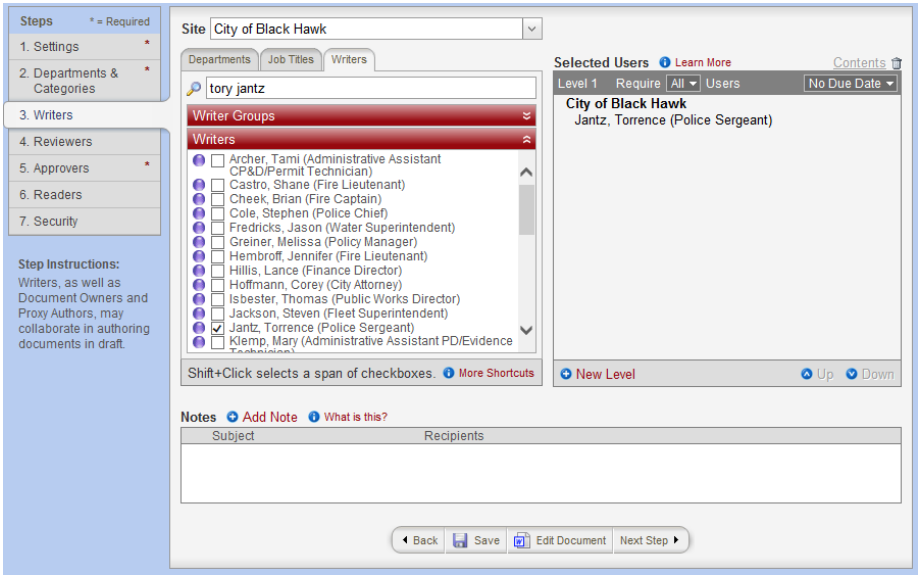


E. Left Click the Next step button (bottom right of page).

F. Departments and Categories.

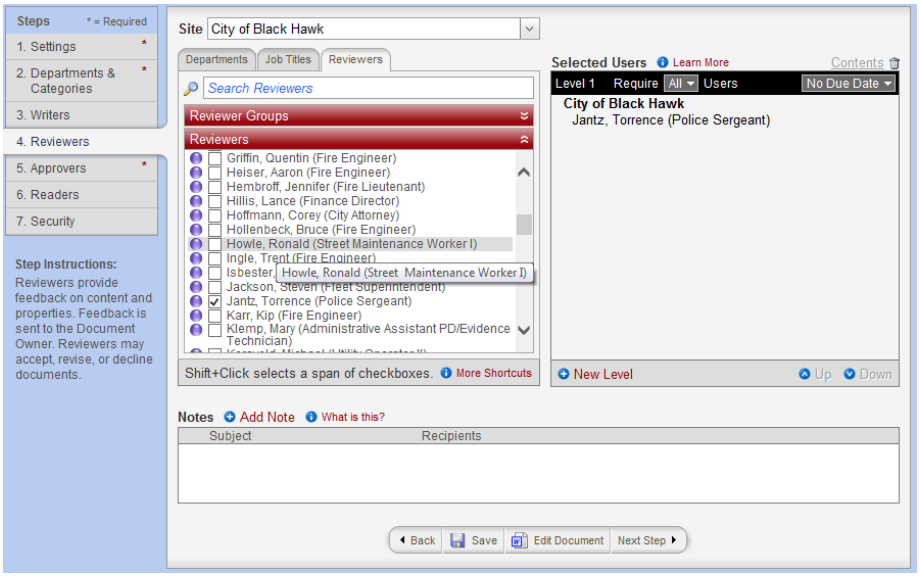
1. Required Departments are Police Admin and Police Department.

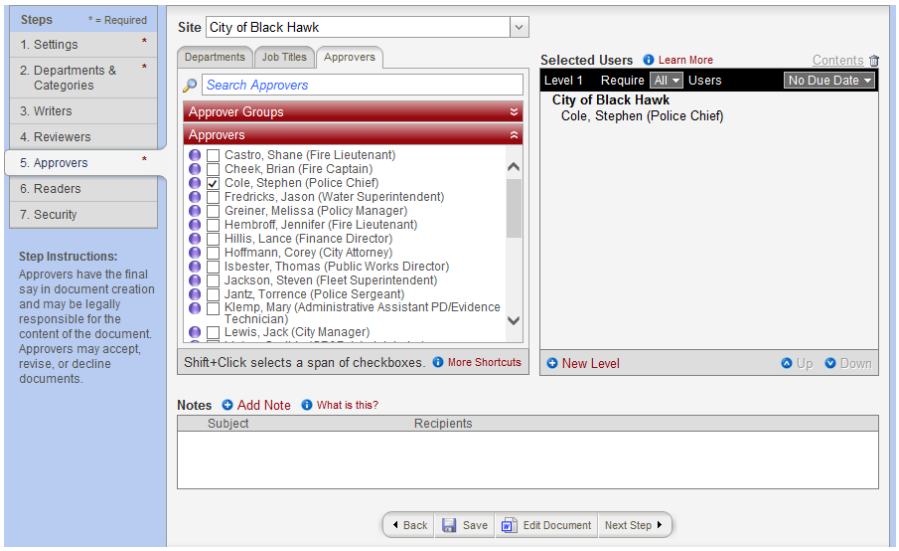
G. 



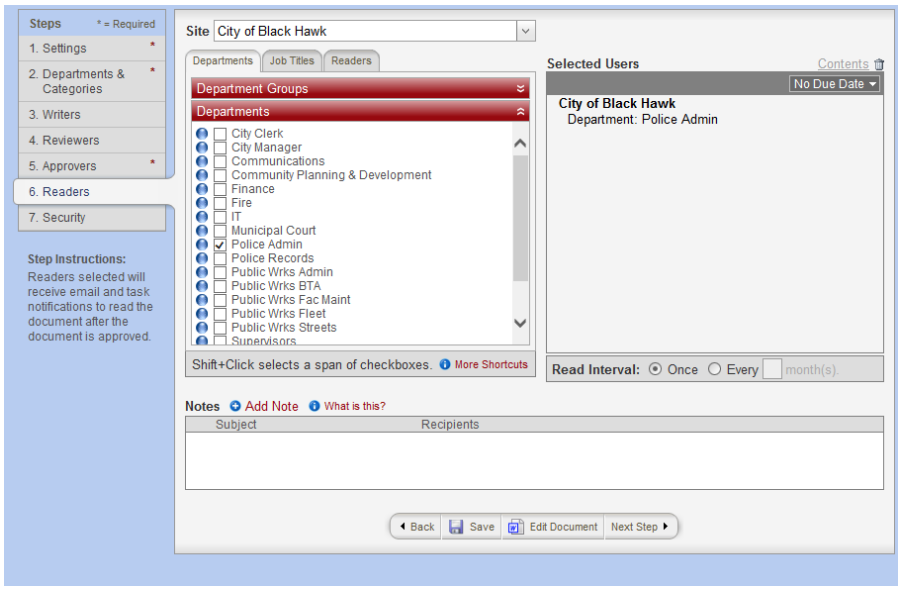
H. Reviewer name is entered in this section. At least one reviewer is required. If you do not have a designated reviewer; choose yourself to keep the document flowing to approval and then publishing.

I.

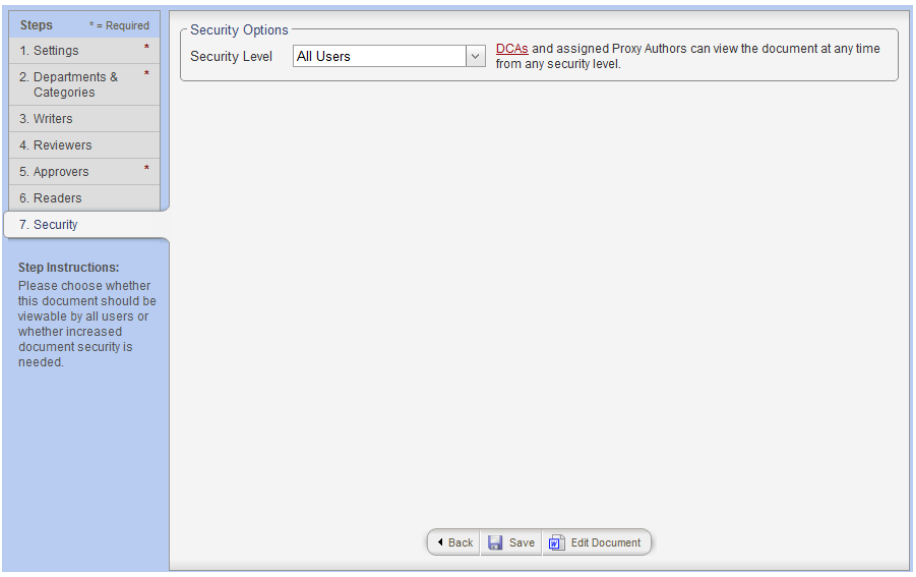




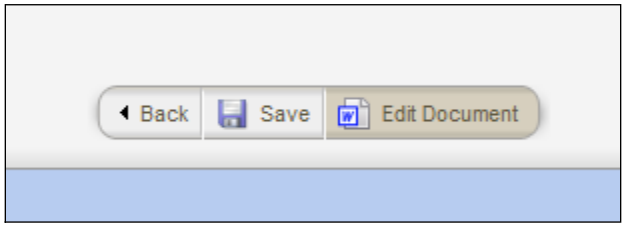
J. Readers who are required to read the SOP or Policy are selected here.



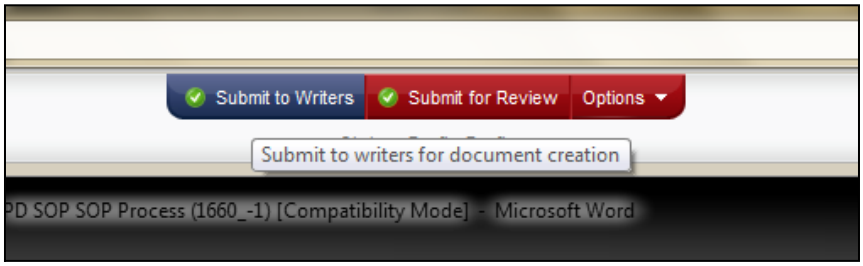
K. Security is set to default (All Users).



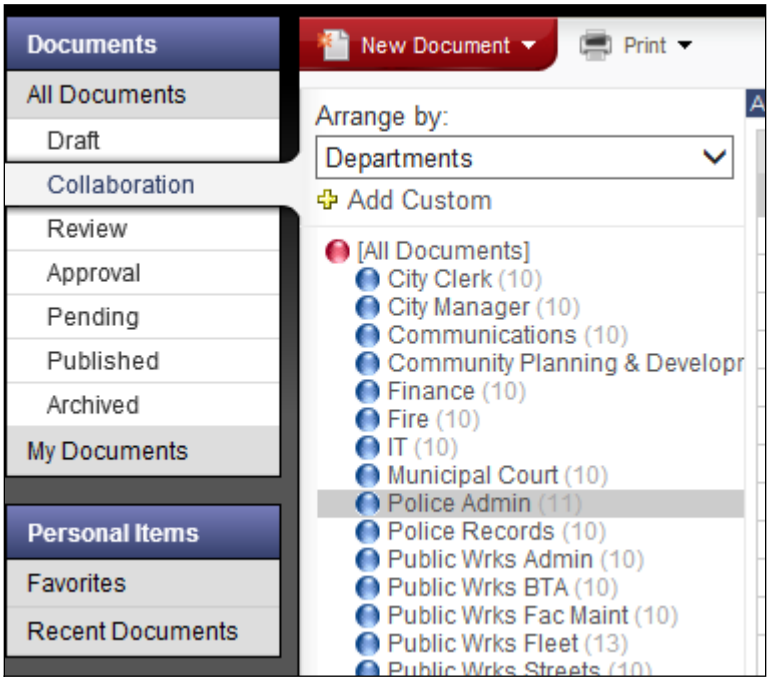
L. Left click Edit Document lower right corner of page.



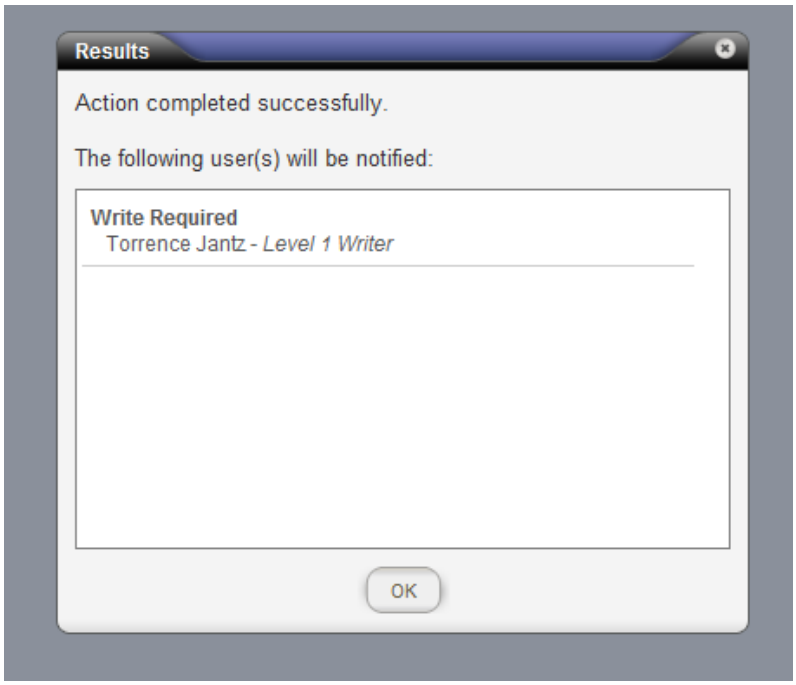
M. Edit the document; left click "submit to writers". This will save the document, close it and moves it from Draft to Collaboration.



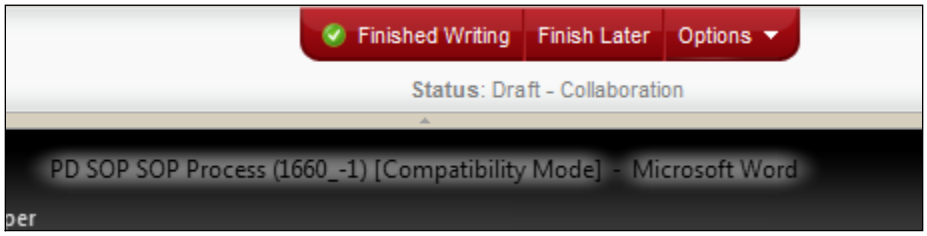
M. Continued: The document is located in the Police Admin section under the Collaboration tab under the documents menu.



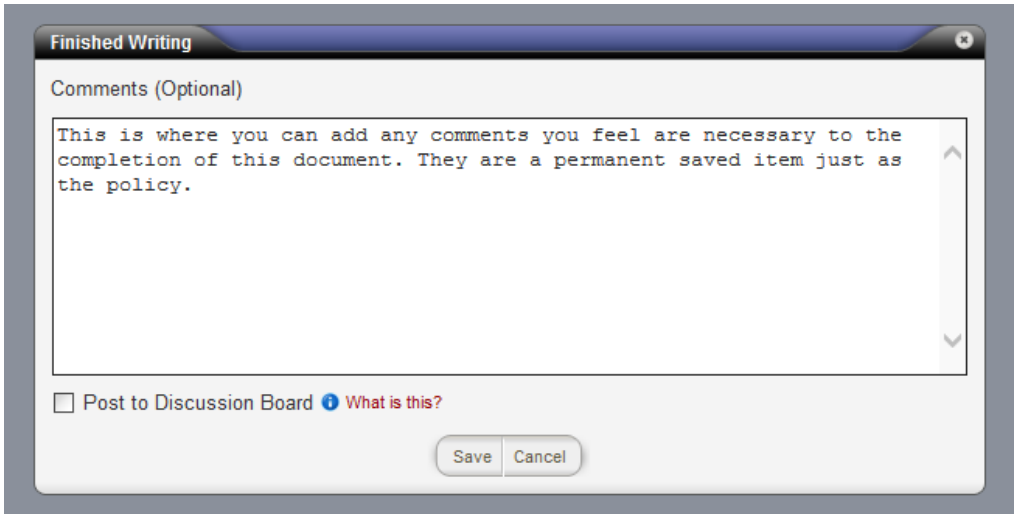
N. Once the document is forwarded from draft, the writer is notified of the new document pending completion.



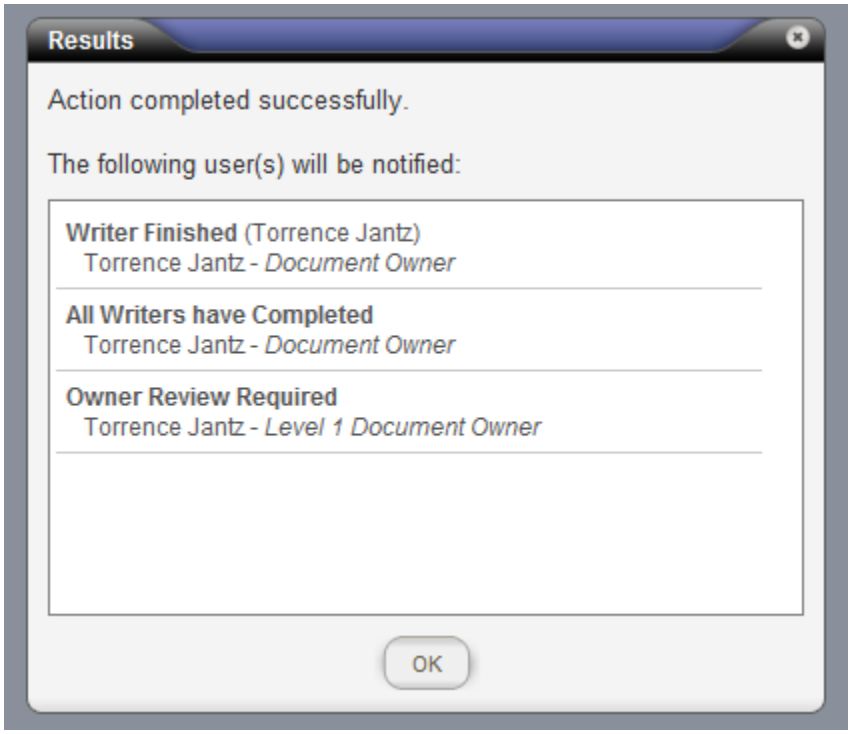
O. Once the writer has completed writing, and editing left click the finished writing button.



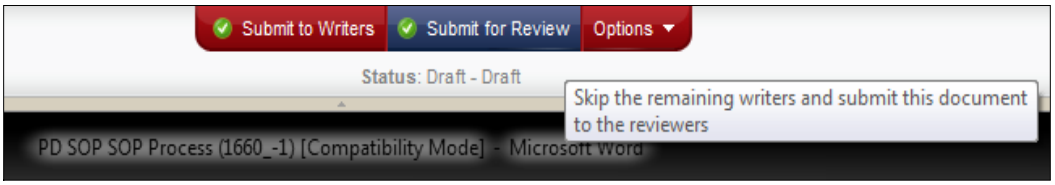
Finished Writing window appears and gives you the option to add notes before saving. Once you left click it saves the document and will automatically close.



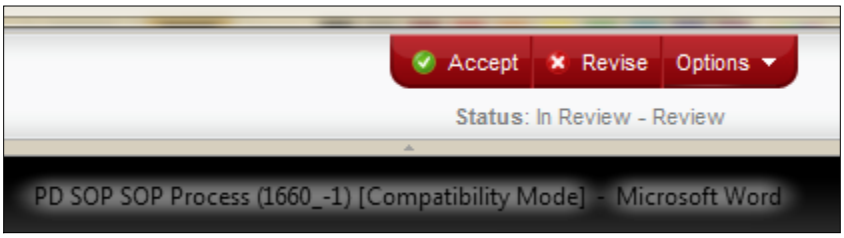
Action Completed notice will appear:



P. When the document is completed by the writer ready to submit for review; left click the middle "Submit for Review" button.

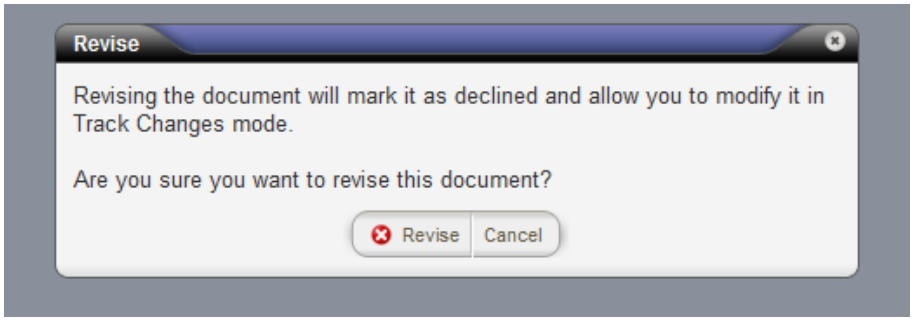


Q. Once the document is in review, the choice is Accept or Revise. Options Menu is only at an administrative level.



R. To Revise a document:

1. Left Click Revise. The Revise warning window appears.



2. Confirm you are sure by left clicking "Revise". If not left click "Cancel".

3. Once the revisions are completed, the document will automatically track the changes. Left click "Done Revising" to send to the approver for final approval. Or if you're done revising temporarily left click "Finish Later" to save and exit the document.

4. The document will then be reviewed by the final approver. They will approve the document or return it for changes. All the parties listed in the role positions such as writer reviewer or approver will receive notices in the Policytech software and direct email messages.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 12/01/2013

Procedure - Records Scanning.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 10/12/2016

Subject: Records Scanning

TO: All Personnel Date Revised: 10/12/2016

Procedure: Scanning Documents

"Click" – everywhere there is a click, do a left click unless otherwise indicated.

Documents are scanned by use of the copier. Documents are scanned by single pages, numerous pages or a group of pages (ie – Prosecution Reports, etc….)

Each case is scanned separately
Place the documents in the feeder of the copier
(Any odd size or two sided pages need to be copied first, in color so the feeder can scan all documents at one time)
The following is done on the touch screen of the copier
Touch the "SEND" button
Touch the "ONE-TOUCH" button
Touch the "SCAN2FOLDER" button
Touch the "SEND SETTINGS" button
Touch the "SEND DOC NAME" button
Type in the Case Report Number (do not use the hyphen) (ex – 094290)
Press the "OK" button then "DONE" button
Touch the "FILE FORMAT" button
Default format is "PDF" (this is for color)
Single pages – do not do the "FILE FORMAT"
Group of pages – do not do the "FILE FORMAT" (clipped together with a paperclip or clamp
More than one page – "Divide Pages" – click on this button
Press the "OK" button then "DONE" button
Hit the "START" button on the copier

Do not scan CCIC/NCIC or NIBRS printouts
Do not scan the printed police report or the "Case Action Sheet"

The scanned documents will scan to a folder called "SCANS" in the Police Shared Folder.

Pulling Scanned documents into the case

Be sure you have two screens open. The SCANS folder needs to be open and so does the RMS system for eForce.

Scan Folder

Log on to computer
Double click on "My Computer" icon on your desktop.
Double click on Police Shared fsa (S) drive
Click on the "Explorer View" tab (this allows the document to be seen without opening it)
Double click on the "Scans" folder
Each PDF file will show with the case number below it (the first 6 numbers should be the case number:

093149_20091208180502 – this is a single document or a group of pages
093149_20091208180502_01 – this is a document with numerous pages (the end two numbers will ascend and they are the document numbers)

Each document needs to be pulled in one at a time and titled
Click on a file and the bottom half of the screen shows the document
Keep this folder open while pulling documents into the Case

eForce RMS

Attaching documents

Log on to eForce
Click on the "Search" tab
Click on "Event"
Event No – enter the Case number (ex – 0903149) and hit the "Enter" key or click on the "Search Local" button
Click on the case number
Click on "Attachments" – this is where the scanned documents will be attached to the case

- Add button – click on it
- Browse button – click on it
- The Scan folder should come up (if not use the drop down button to get to the "Scan" folder
- Check within the "Scan" folder to make sure you are pulling the correct document in – then click on the PDF in eForce click the "Open" button (case number and document number should match)
- Attachment Title – title the document
- Click on the "Upload" button
- The document has been added to the case file and the list should be showing

Continue this until all documents are added.

Someone else will do the QC (quality control)

Double checking to make sure the documents are correct

QC documents

Follow the above instructions for logging on to both the computer and the eForce System.

To check documents in the case

Click on a document in the "Scan" folder – (this will be the document you check in eForce)

Go to the case in eForce following the directions above

Once in the "Attachments":

- Click on the "Download" button
- Click on the "Open" button
- The document will be showing – this should be the same document open in "Scans"
- Click the "X" in the upper right hand corner (this closes the document"
- Go back to the "Scans" tab
- Do a right click on the document that is open
- Click on "Delete" (make sure it is the correct document number
- Confirm by clicking the "YES" button
- Initial the back of the paper that has just been attached to the case report
- Follow the instructions for the CASE ACTION SHEET below

CASE ACTION SHEET

Date – date QC'd
Action – QC
Initials – QC'ers initials in this box

The papers that the person is checking will also be filed in the case report, or it will be a page that will be filed at a later time.

The person doing the QC will be deleting all the PDF's in the "Scans" folder once it is checked that the document is downloaded into the case file.

If there are photos in the case file and the officer's name has been written on the back of the photo, this means the attachment was scanned in by the officer and we do not need to check this.

Sometimes an entire group of papers is scanned as one document. Just make sure all the pages are scanned in.

CCIC/NCIC printouts are never scanned into the case file.

CASE ACTION SHEET

Date – date QC'd
Action – QC
Initials – QC'ers initials in this box

Scanning Citations to eForce

Scanning Citations

Documents are scanned by use of the copier. Documents are scanned by single pages, numerous pages or a group of pages (ie – Prosecution Reports, etc….)

Each case is scanned separately
Place the documents in the feeder of the copier
(Any odd size or two sided pages need to be copied first, in color so the feeder can scan all documents at one time)
The following is done on the touch screen of the copier
Touch the "SEND" button
Touch the "ONE-TOUCH" button
Touch the "SCAN2FOLDER" button
Touch the "SEND SETTINGS" button
Touch the "SEND DOC NAME" button
Type in the Citation Number (ex – mc10601)
Press the "OK" button then "DONE" button
ONLY DO THE FOLLOWING STEPS IF PAGES NEED TO BE DIVIDED
Touch the "FILE FORMAT" button
Default format is "PDF" (this is for color)
Single pages – do not do the "FILE FORMAT"
Group of pages – do not do the "FILE FORMAT" (clipped together with a paperclip or clamp
More than one page – "Divide Pages" – click on this button
Press the "OK" button then "DONE" button
Hit the "START" button on the copier

Do not scan CCIC/NCIC or NIBRS printouts
Do not scan the "Case Action Sheet"

The scanned documents will scan to a folder called "SCANS" in the Police Shared Folder.

Pulling Scanned citations into the citation

Be sure you have two screens open. The SCANS folder needs to be open and so does the RMS system for eForce.

Scan Folder

Log on to computer
Double click on "My Computer" icon on your desktop.
Double click on Police Shared fsa (S) drive
Click on the "Explorer View" tab (this allows the document to be seen without opening it)
Double click on the "Scans" folder
Each PDF file will show with the case number below it (the first 6 numbers should be the case number:

093149_20091208180502 – this is a single document or a group of pages
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Each document needs to be pulled in one at a time and titled
Click on a file and the bottom half of the screen shows the document
Keep this folder open while pulling documents into the Case

eForce RMS

Attaching citation

You should already be in the Citation
Click on "Attachments" – this is where the scanned documents will be attached to the case

- Add button – click on it
- Choose File – click on it
- The Scan folder should come up (if not use the drop down button to get to the "Scan" folder
- Check within the "Scan" folder to make sure you are pulling the correct document in – then click on the PDF in eForce click the "Open" button (case number and document number should match)
- Attachment Title – title the document – use the citation number
- Click on the "Upload" button
- The document has been added to the case file and the list should be showing

Authorized by:
Stephen N. Cole Date:
Chief of Police

Procedure - Uniforms.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: March 24, 2009

Subject: Uniforms

TO: All Personnel Revised Date: 10/12/2016

Procedure: It is the policy of the Black Hawk Police Department that its uniformed members/employees are consistent in appearance and readily identifiable. The enduring image the public retains of the Black Hawk Police Department is partially forged by an officer's appearance. A uniformed officer who is well groomed and neat appearing, can project a positive and professional image that reflects on both the officer and the department. Uniform regulations are furnished for the information and guidance of all police employees. Employees will only wear those articles of uniform clothing and accessories identified in this order.

I. Uniforms

A. Headwear

The Hankin Bros Cap Company round top dress hat (LAPD blue in color) will be worn with the Class A uniform. The hat may be worn with the Class B uniform at the officer's discretion. Officer hats will bear the silver band and silver hat badge. Hats issued to Sergeants and above will bear the gold band and gold hat badge. The department hat badge must be attached in the front center of the hat.

The department approved ball cap will be black in color and bear the department logo embroidered on the front with the City of Black Hawk logo embroidered (centered) on the back of the cap. Ball caps may either be the Flex fit or adjustable fit style. The ball cap is an official part of the officer's uniform and shall be worn as such.

Black watch caps may also be worn during the colder months in inclement weather. They may bear the department logo or have "POLICE" embroidered in white or silver on the front.

All head gear shall be worn level on the head with the front brim tilted forward, so the front headband is just above the eyebrow and

shall not be cocked to either the back, left or right. The watch cap may be pulled down to cover the ears of the officer.

B. Uniform Jackets and Sweaters

The authorized winter jacket is the Spiewak Jacket (black). The jacket will have a Black Hawk badge patch over the left breast pocket.

Commando sweaters will be the law enforcement crew or V-neck sweaters (Navy blue) and have epaulets, shoulder and elbow patches. The sweater may be the Jersey flat knit or the 2x2 rib knit style. Nameplates will be embroidered in ½ inch lettering, silver in color for Officers, and gold in color for sergeants or above, placed over the right breast.

Light weight Windbreaker Jackets May be worn. Windbreakers will be black in color and have "POLICE" in four inch white lettering on the back with the department's badge over the left breast.

Officers may wear the United Uniform Waterproof Jacket with zip off sleeves. The Jacket will be Royal over black in color with reflective stripping around the chest of the jacket. The jacket will have "POLICE" in four inch reflective lettering embossed on the back. The Officer's badge will be embroidered over the left breast. The first initial of their first name and their full last name will be embroidered in ½ inch lettering, silver in color, and centered over the right lower pocket.

C. Uniforms (Sworn Personnel)

1. Class A

Shirts will be the following:

Shirts will be LAPD blue, button or zippered front, pleated pockets with buttoned or Velcro fastened flaps, metal eyelet badge holder or full badge sling, and five permanent silicone creases. All buttons, including the sleeve and pocket buttons will be buttoned at all times.

Service stripes may be added to the shirt if desired. The stripes will be LAPD blue with silver trim and 1 ½ X ¼" in size. The service stripe will signify five years of Law Enforcement service. The service stripes will be placed on the left sleeve, with the first stripe affixed four inches above the top of the cuff, and the inside edge of the stripe will fall atop the shirts crease.

Sergeant and above may elect to wear a gold star indicating five years of service. The stars will bill be placed ¼ inch above the cuff.

If the officer chooses to wear service stripes or gold star the cost is the responsibility of the employee.

Pants will be the following. Fechheimer (Flying Cross) Trouser by Flying Cross, (80/20%Polyester/Wool) #32222 T-1 for Men and #32222QWT-T1 for Women. Pants will be LAPD blue. This is a dress pant without cargo pockets.

Accessories:

Black Tie (Clip-on)

Leather belt and attached accessories (Nylon duty belt is not acceptable)

The Hankin Bros Cap Company round top dress

Appropriate footwear such as a Hi-Gloss Dress Oxford or black Leather polished to a hi-gloss shine will be worn. (Black tennis shoes are only to be worn with the Class C Uniform)

Dress uniform for the male and female employees will be worn for public presentations, special events, and at special functions.

All Sworn Police Officers are required to maintain a Class A uniform regardless of rank.

2. Class B

The approved shirts for the employee's initial issue will be the following. Men's Long Sleeve Flying Cross, Deluxe Tropical Shirt, Style #45W6686 LS, or Short Sleeve Style # 97R6689SS (65%Polyester 35% Rayon), Women's Long Sleeve Flying Cross Deluxe Tropical Shirt, Style #104W6686 LS or Short Sleeve Style #154R6686SS. Shirts will be LAPD blue, button or zippered front, pleated pockets with buttoned or Velcro fastened flaps, metal eyelet badge holder or full badge sling, and five permanent silicone creases. All buttons, including the sleeve and pocket buttons will be buttoned at all times, with the exception of the collar button. Uniform shirts bought with the employee's clothing allowance are not required to be the Flying Cross Brand, but they do need to meet the standards listed above including appearance and color.

The approved pants for the employee's initial issue worn with the Class B Shirt can either be the Men's Flying Cross Deluxe Tactical Pant #39300T-11 (70% Polyester, 28% Rayon, 2% Lycra), or the Fechheimer (Flying Cross) Trouser by Flying Cross, (80/20%Polyester/Wool) #32222 T-1. Women's Flying Cross Deluxe Tactical Pant # 390350 T-11 (70% Polyester, 28% Rayon, 2% Lycra), or the Fechheimer (Flying Cross) Trouser by Flying Cross, (80/20%Polyester/Wool) #32222QWT-T1. Pants will be LAPD blue. Uniform pants bought with the employee's clothing allowance are not required to be the Flying Cross Brand but they shall meet the standards listed above including appearance and color.

Appropriate footwear shall be black leather or of a material that can be polished. Shoes that resemble tennis shoes must meet the above standard.

The Chief of Police may change these uniform standards at any time.

3. Class C

Shirts will be the Olympic Uniform brand, Short sleeve Polo shirt #CMP 126 (65% Coolmax Polyester and 35% Polyester Knit) LAPD blue in color. Shirts will have "POLICE" in reflective lettering on the back. Badges will be embroidered on the front of the shirt over the left breast pocket, and the Officer's name embroidered over the right breast in ½ inch lettering. The coloring of the badge and name will be silver for Officer and gold for Sergeants and above.

Other Polo shirts purchased prior to the implementation of this procedure may be worn until such shirt is no longer in good repair. After such time, only the Olympic Uniform brand shirt may be purchased.

Pants worn will be the Men's Flying Cross Deluxe Tactical Pant #39300T-11 (70% Polyester, 28% Rayon, 2% Lycra), or the Women's Flying Cross Deluxe Tactical Pant # 390350 T-11 (70% Polyester, 28% Rayon, 2% Lycra)

Shorts may be worn with the Class C uniform and will be LAPD blue in color.

Shirts shall be properly fitted and tailored if necessary to present a professional appearance, and pants shall be fitted so they do not appear baggy or overly tight fitting. The legs should be hemmed so that they touch the top of the instep of the shoe or boot; they may have a slight break in the legs.

D. Tee shirts

Officers may wear a black, white, or navy blue tee shirt underneath the uniform shirt. There shall be no insignias, logos, or designs on the tee shirt visible in any fashion when worn under the uniform shirt. The tee shirt will not protrude so far as to be visible at the sleeves of a short sleeve shirt.

During the cooler months, officers may utilize one of the following options, a thin black, turtleneck, mock turtleneck style shirt worn under the long-sleeve uniform shirt, or a black 100% acrylic dickey may be worn under the uniform shirt. If either option is utilized, the top of the garment may not extend above the top of the collar of the shirt.

E. Socks

Sworn personnel will wear socks appropriate to their dress. Officer will wear plain black socks while in uniform, unless boots with a minimum height of eight (8) inches are worn. Black quarter length or black anklet socks may be worn with shorts. Socks that are visible shall not have any visible logos or markings.

F. Leather and Special Equipment

The Duty belt and holster will be either department issue or approved. Uniformed Officer shall wear a Leather Buckle-less Outer Trouser Belt, 2" maximum width, black in color with a basket weave finish, or the Model 7950 – AccuMold® Elite™ Duty Belt Outer Trouser belt, with the a basket weave finish.

The duty belt shall be shined, free of dirt, and in good repair. The under belt will be 1-1/2" maximum width, black web or leather, without a buckle, and have Velcro lining.

All holsters and other accessories on the duty belt shall be of the same finish, and material or as close to, as the duty belt.

Officers are required to carry the following items on the duty belt while on duty: Approved duty weapon carried in approved holster, a maximum of two magazines in approved pouch, per weapon carried, minimum of one set of handcuffs (Smith & Wesson / Peerless), Asp style expandable baton (21, 26, or 31 inches in length), issued department radio, flashlight, and either the department issued X-26 Taser or department issued oleoresin capsicum (OC) spray. Location of where items are placed on the duty belt equipment will be at the officer's discretion.

G. Gloves

Officers may wear gloves to protect themselves during cold weather and should be worn with appropriate winter attire. The wearing of short sleeve shirts with black gloves is prohibited. If officers encounter a situation where they may encounter bio-hazards the officer should use approved latex gloves. Replacement latex gloves are available at the PD.

II. Plain Clothes (Sworn Personnel)

A. Detectives will wear either professional business attire or more casual business attire. Casual Business Attire means a more casual look, but still very professional in appearance.
B. Field Training Officers (FTO) acceptable clothing while working in plain clothes.

Men: A dress shirt with or without tie or a pullover knit shirt with collar, with no more than 3 buttons down the front. May have manufactures logo on shirt, but no other advertising or lettering. Shirt may be worn outside pants to conceal weapon. Pants shall be conservative in nature and in good condition. Jeans are acceptable if they are conservative in nature and neatly pressed. Jeans that appear worn, faded, or have holes will not be acceptable. Shoes shall be conservative in color and design and will be functional. Jewelry and other accessories worn shall be consistent with acceptable business appearances.

Women: Female employees will wear conservatively styled attire, (e.g.) conservative blouses, sweaters, and dress (or casual) slacks. No skirts will be worn. Jeans may be worn if they are conservative in nature and pressed. Jeans that appear worn, faded, or have holes will not be acceptable. Shoes shall be of a conservative color and design and will be functional. Jewelry and other accessories worn shall be consistent with acceptable business appearances.

Weapons: Weapons carried will be authorized duty weapons. Weapons will be secured in an approved holster or fanny pack. Officers are also required to carry one extra magazine, and one set of handcuffs. Pocket knives may be carried by on-duty personnel as a utility tool. Knife blades must not be visible. The carrying of switchblades is strictly prohibited. Pocket knives are NOT an authorized weapon, nor a component of the Use of Force Continuum.

Jackets: A raid jacket with the appropriate markings may be worn by FTO's. Jackets will be black in color and contain the appropriate patches and markings.

Both Detectives and FTOs working in a plain clothes capacity may elect to purchase an outer carrier. The outer carrier will be black in color and be clearly marked with a "POLICE" patch on the back. The patch will have four inch silver lettering. A second "POLICE" patch will be attached to the front of the carrier, centered over the right breast pocket. The lettering will have one inch silver lettering. A Black Hawk Police badge patch will be attached over the left breast pocket. The outer carrier may have utility pockets on both the front and back in order to carry needed equipment. The outer carrier may only be worn during times when the Officer or Detective are responding to a call for service that has the potential for violence.

III. SSU Uniforms

A. Officers assigned to the Department's Special Services Unit shall wear the approved uniform when representing the department is a Special Services Unit capacity. The clothing uniform will consist of the following and is the same for both male and female.

Pants: Full length OD green khaki pants and multi cam will be issued. These will be worn in accordance with the duties assigned. SSU members may also wear a cargo (BDU) style pants when attending functions not requiring a full SSU uniform.

Shirt: Long sleeve OD green and multi cam shirts will be issued along with OD green T-shirt. These will be worn in accordance with the duties assigned. SSU members may also wear a SSU polo style shirt when attending functions not requiring a full SSU uniform and when being worn in conjunction with cargo pants.

Shoes: SSU members will be assigned tan colored boots to be worn with the OD green or multi cam uniform. The boots will be made of such material as to withstand adverse weather conditions.

Protective Equipment: SSU members will be assigned the following equipment. Entry vests, plate carriers and plates, 800 radio, ballistic helmet, elbow and knee pads, gloves, multi cam field jacket and pants, and other equipment as needed.

Weapons: Weapons carried will be authorized duty weapons. Weapons will be secured in an approved holster or slung. Officers are also required to extra magazines, and one set of flex cuffs. Field knives may be carried by on-duty personnel as a utility tool. Knives are NOT an authorized weapon, nor a component of the Use of Force Continuum.

IV. Crime Scene Investigator Uniforms

A. Officers assigned to the Department's Crime Scene Investigations Unit shall wear the approved uniform while conducting crime scene investigations. The uniform will consist of the following and is the same for both male and female officers:

Pants: Full length pants will be black or navy blue in color, and will be cargo (BDU) in style.

Shirt: A Maroon polo shirt shall be worn by all officers when investigating a crime scene and when called out to respond to a location. Officers already on duty at the time of investigation may remain in the uniform already being worn or may change into clothing more conducive to a crime scene investigation.

Shoes: Shoes will be protective in nature and may consist of any dark colored material. The shoes (boots) will be of the type made to withstand adverse conditions to include weather, biohazard and other hazardous conditions, and should be above the ankle to protect the officer's foot and ankle.

Protective eyewear: Eyewear will be worn at all times while officers are at a scene which might present the hazard of fluids spilling on an officer. The protective eyewear may be removed when a condition such as this does not present itself, but will be available should those conditions change.

Gloves: Gloves will be worn at all times while officers are investigating a scene. The gloves can be made of a leather, nylon or latex material and officer discretion will be used when deciding which type of glove is most appropriate for the scene.

Coveralls: Coveralls will be available and may be worn by officers investigating a crime scene where dangerous materials might be encountered. For ease of movement, the coveralls may be removed when the scene is deemed safe and a lesser level of protective clothing is sufficient.

Weapons: Weapons carried will be authorized duty weapons.
Weapons will be secured in an approved holster or fanny pack. Officers are also required to carry one extra magazine, and one set of handcuffs. Pocket knives may be carried by on-duty personnel as a utility tool. Knife blades must not be visible. The carrying of switchblades is strictly prohibited. Pocket knives are NOT an authorized weapon, nor a component of the Use of Force Continuum.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 10/24/2016

Procedure - Alarm Response.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 08/16/2006

Subject: Manual Alarm Response

TO: All Personnel Date Revised: 01/15/2015

Description: It is the responsibility of the Black Hawk Police Department to provide security for city employees as well as the general public. Responding officers will use extreme caution when dispatched to such alarms. First Officer on scene will be the Primary Officer on all alarm calls and will direct the approach of all back-up officers to the scene. The Primary Officer will be the Officer-In-Charge until relieved by a supervisor.

Procedure:

Use of silent Panic Alarms

1. Panic alarms should be used on violent or threatening individuals, life-threatening situations or in the event of a robbery.

2. For disgruntled or distressed parties, the police department dispatchers may be notified by calling extension 352 or 353. Employees may also use 911.

Panic Alarm Locations

1. Panic alarm switches are located in hidden locations away from the view of the public.

Responding Officers Responsibilities

1. Officers shall treat all reports of panic alarms in city buildings as an emergency and will respond accordingly.

2. Responding officers shall coordinate their arrival and initial perimeter positions around the alarm location as they respond and arrive.

3. Officers should be in an optimal location in case of a confrontation or a retreat if escalation dictates.

4. Officers on scene should attempt visual contact inside the location if possible without being detected.

5. Attempt contact with an employee through dispatch for further information and make entry in as safe a manner as possible.

6. If an employee is unable to exit the building Officers will notify a supervisor and additional personnel may be requested to secure the scene. Policy 9.01 Hostage and Barricaded gunmen will then dictate further actions.

Employee Responsibilities

1. Employees who have alarm devices at their desks are responsible for insuring the alarms are tested.

2. Employees are responsible for insuring that false alarms do not occur and if accidentally activated will promptly report the false alarm to the Police Department.

3. Employees should utilize the phone to report incidents when possible instead of activating the panic alarm.

4. Employees who activate the panic alarm shall comply with all instructions given by the Dispatcher if possible.

Dispatcher Responsibilities

1. When Dispatch receives a panic alarm, the primary officer will be toned for the alarm and be given the location.

2. A secondary, or back –up officer, will be dispatched to respond to the alarm.

   Radio traffic may be changed to a designated channel such as BHOPPs. If encryption is desired for security reasons, BHOPPs should be designated.

3. Dispatch will attempt telephone contact with the city department at the direction of the primary officer, or supervisor. If the city department initiates telephone contact with dispatch to advise of an error, the primary officer will be notified immediately.

4. If telephone contact is made, the dispatcher will attempt to find out any information about the situation and relay the information to the primary officer.

a. If the dispatcher is able to contact the employees of the city department the dispatcher will notify the primary officer they are in contact. The officer will advise the dispatcher which door of the city building an employee should respond out to speak with officers. The dispatcher will obtain a description of the person who will be responding outside. Dispatch will advise officers of this description.

b. If there is an unknown problem inside the city building the dispatcher should attempt to obtain further information. The dispatcher will attempt to obtain information by asking the person on the phone if they can answer questions freely. If questions can be answered, the dispatcher will obtain pertinent information and relay this information to officers. If they cannot answer freely, the dispatcher will attempt to obtain information by asking YES & NO questions keeping the person on the phone as long as possible.

Example of yes or no questions:

i. Is someone inside threatening physical harm? Is there more than one?

ii. If answer is "YES," continue line of questions - Are they armed with weapons?

iii. Description of suspects?

5. If the employee indicates there is a problem inside the city building and cannot stay on the phone, the dispatcher will tell the employee to lay the receiver down beside the phone. Do not hang up the phone.

This will insure an open line into the building, so the dispatcher can hear what is going on. The dispatcher will keep the officers advised of what they are hearing on the open line.

6. Dispatch will make an incident screen on all reported alarms, to include the name(s) of the Responsible Parties notified, and the disposition of the call.

III. Alarm Training and Testing

1. Alarm testing is the responsibility of the city department where the alarm is located.

2. Training on the alarm and standard operating procedure will be completed on an as needed basis.

3. An alarm may be tested at any time by calling the Black Hawk Police Department Dispatch Center at extension 352 or 353. The employee will inform the Dispatcher that they will be testing the alarm and that no police response is needed. The employee will activate the alarm and wait on the phone with the Dispatcher to confirm activation. Once confirmation is received the alarm will be reset. The employee will notify the appropriate supervisor if the alarm fails.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 08/16/06

Procedure - Special Enforcement Team.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 02/15/2014

Subject: Special Enforcement Team

TO: All Personnel Revision Date: 10/12/2016

Policy:

The Special Enforcement is comprised of proactive personnel focused on solving problems in the community such as narcotics and prostitution. A group of officers will be established on an as-needed basis and will consist of employees who have received training or specific training related to the enforcement activity. The specified officers may work an irregular schedule for the duration of the enforcement activity to focus on specialized problems in the community and surrounding area. The assembled officers are utilized on an as needed basis for specific community problems which requires saturation efforts or specified enforcement. This system is in no way associated with the tactical nature of the Special Services Unit Team.

Procedure:

When a rising crime trend or special problem needs to be addressed, specific employees will be utilized to address the problem.

Uniform:

Officers participating in the special enforcement will be working a plainclothes operation not an undercover operation. Proper clothing is required; such as tennis shoes or hiking boots, blue jeans, oversized shirt or jacket and a hat. This is considered a "soft" look as opposed to a "hard" look of a police training outfit of tactical style pants, a polo shirt and tactical style boots.

Training:

Specifically related training will be given to all officers participating in specific needs. The training will include but not be limited to; plainclothes firearms techniques, defensive tactics, handcuffing, interview and interrogation techniques, and surveillance techniques.

Team Members:

All sworn personnel are eligible to participate in special enforcement. Personnel that are the most productive and motivated in their everyday responsibilities as a police officer will get selected to participate. Special enforcement is geared towards officers who possess above average knowledge, skills and abilities in the areas of investigation, observation and other police tactics. Members will be selected by supervisors given the needs of the organization and the objective of the enforcement activity. A large emphasis will be placed on targeting repeat offenders, the identification and dismantling of criminal groups committing multiple crimes within the city.

Equipment:

Required equipment will generally include the following

Concealable Holster and Handgun
Badge and Police ID
Handcuffs
Cell Phone
Police Radio
Ballistic Vest (can be stored in the trunk of a vehicle until needed)

Authorized by:
Stephen N. Cole
Chief of Police

Date: 02/15/2014

Procedure - Safety Rules and Procedures.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 12/16/08

Subject: Safety Rules, Policies, and Procedures

TO: All Personnel Date Revised: 10/12/2016

POLICE SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

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WHEN PRISONERS ARE BEING PROCESSED IN THE HOLDING CELL THE DOOR TO THE DISPATCH CENTER SHOULD BE SHUT AND SECURED. 7
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GENERAL SAFETY RULES

ACCIDENT REPORTING: Report all accidents to your supervisor and police immediately. If the accident occurs in another jurisdiction notify the local police. If the accident occurs in Black Hawk notify the Black Hawk Police Department.

HAZARD REPORTING: Employees are responsible for notifying a supervisor immediately of any unsafe condition and/or practice.

MACHINERY: Report broken or malfunctioning equipment to your supervisor immediately. Only trained, authorized employees are permitted to service or repair equipment and then only after deactivating all energy sources and locking out equipment. Only authorized machinery with all required guards will be used. If you are not familiar with the safety operation of a piece of machinery, ask your supervisor for instruction.

HOUSEKEEPING: All employees are required to keep their work area clear of debris or other tripping or slipping hazards. All debris must be disposed of properly in designated areas.

As a general rule employees should follow the rules as outlined in this document. However, every situation is unique and many situations pose risks not anticipated in this safety document. The nature of law enforcement requires employees to make judgments concerning risks and make decisions concerning ways to minimize the potential for injury to themselves, citizens and others. Many situations occur without notice and require immediate responses based on training and experience. It is our hope that employees will recognize the hazards present and incorporate these safety techniques to minimize injuries.

FIREARM SAFETY

Do not modify your weapon in any way without the authorization of a range master.
Lock and unload the firearm before handing it to another person.
Do not point the muzzle of the firearm toward anyone when handing it to another person.
Keep your finger out of the trigger guard until you are ready to fire.
Do not point a firearm at anyone unless you intend to use deadly force in the line of duty.
Leave the firearm in its holster or rack until it is needed.
Do not conduct firearm practice alone.
When unloading the firearm, do not try to catch the casings or magazine.
Utilize the weapon safety trap at the rear of the PD to unload weapons when possible.
Keep the muzzle pointed toward the target when loading and unloading the firearm.
Return your weapon to its holster or rack when finished firing and close the holster strap over the firearm.
All long weapons should be secured in locked containers or locking mechanisms when transported in police vehicles.
Anytime you are handling a prisoner near the holding cell, secure your firearm in a locked box.
When handling prisoners request a second officer when practical to insure your safety.
When weapons and our Tasers are taken home they must be stored in a safe place where they are not a danger to others.

RANGE SAFETY RULES

Do not enter the range with a loaded weapon; unload weapons at the sand barrel.
Do not anticipate a command.
Follow the instructions of the firearms instructor.
Do not turn around while holding a firearm in the firing line.
Wear eye and hearing protection when firing on the range site.
No talking on the firing line or talking to shooters on the firing line except by the instructors.
In case of a misfire, raise your non-shooting hand to signal the firearms instructor and keep the firearm pointed down range until the weapon has been inspected by the firearms instructor.
Do not go in front of the firing line until the firing line has been cleared and the command is given to go forward.
Body armor shall be worn at all times at the firing range.

EQUIPMENT

Body Armor shall be worn by patrol officers while on duty.
Officers will have available their firearm, badge, and handcuffs while in uniform.
Officer will have Yak-Traks or other suitable equipment designed to improve footing in adverse weather conditions.
Officers will inspect their vehicle and equipment assigned to their vehicle at the beginning of each shift to insure it is in working order.
All officers will wear ANSI approved safety vests when working in the roadway with the exception of officers performing traffic stops.

DIRECTING TRAFFIC

Wear reflective vests when directing traffic.
If available, use lighted batons when directing traffic in adverse conditions such as poor lighting and adverse weather conditions.
When directing traffic at an intersection where both streets are two-way traffic, stand in the middle of the intersection.
Use a radio or hand signals to communicate and coordinate with other officers assisting in the traffic direction.
When lighting flares, strike the flare away from your body.
Extinguish flares by smothering them in dirt when not needed.
Utilize the remote control system installed at the control box when directing traffic at Main and Gregory if electricity is available.
Establish a safety zone during accidents by posting cones, flares, and parking your vehicle to divert the flow of vehicular traffic away from the accident.

DRIVING SAFETY

Observe all local traffic laws when operating vehicles under routine or non-emergency conditions.
Shut all doors and fasten your seat belt before moving any vehicle.
Monitor once a month the seatbelt use of employees according to the log form and maintain records in CIRSA manual.
Maintain control of your vehicle at all times.
Follow at a safe distance and increase distance in adverse weather conditions.
Report any vehicle defect to your supervisor.
Do not drive vehicles with known defective brakes or equipment.

Vehicle Emergency Procedures

Use the siren and warning lights when in route to an emergency.
Never drive in a manner which creates more risk than the emergency itself.
Slow down and use caution before entering intersections while operating emergency equipment.

Traffic Stops

Park the patrol car behind the vehicle which you are pulling over.
Offset the patrol vehicle to the left of the pulled over vehicle to prevent getting hit from traffic or a collision.
Turn wheels to the left to maximum wheel travel.
Activate all emergency light sources night and day.
Wait until the traffic is clear before exiting your vehicle.
As you approach the vehicle, observe the driver and passengers by looking in the suspect's side or rear view mirrors. Shine flashlight into side mirror as well as the interior of the car.
Check the trunk to be sure that it is closed. If it is opened, close it.
Minimize your exposure to the driver and passengers by standing just to the rear of the suspect's vehicle.
Keep your "strong hand" free.
Approach buses from the curb side where safe.
Use passenger side approach in risky locations and heavy traffic.
Notify the Dispatcher of the location, vehicle description, and license plate at the time of the stop if time permits.

HANDLING ANIMALS

When dispersing a bear, utilize shotguns with rubber bullets only. Attempt to strike the bear near the rear of the animal to avoid hitting their face. Do not get close to the bear.
Acquire catch pole and cage at the police department for control of animals.
Clear the area of people while attempting to catch an animal. Crowds may scare the animal to attack.

Handling Aggressive Dogs

Do not run away unless you are certain of quickly reaching a place of safety.
Stand still and face the animal to assert control.
While keeping your eyes on the dog, order the animal to "stay" or "stand" in an authoritative tone of voice.
Back away slowly while continuing to speak in a firm, calm voice.
Back against any available object to prevent an attack from the rear if more than one dog is present.
Use your straight baton or collapsible baton to strike the dog rather than throw anything at him.
Use your firearm if you are attacked or if you have determined that your life is in danger.
Do not back a dog into a corner.

PATROL SURVIVAL RULES

Whenever possible, wait for back-up to arrive. Officers should advise the dispatcher they are close or near to the call and wait for a second officer to arrive before making contact when practical.
Only enter a scene by yourself if there is an immediate threat to life.
Do not cancel back-up when responding to an emergency.
Consider all calls as if they could be a "set-up".
Do not relax because you consider the incident to be a minor problem.
Approach all incident scenes anticipating a dangerous situation.
During foot pursuit, swing wide when turning a corner of a building.
Practice reloading your weapon with your "off" hand.
Do not stand behind your flashlight; hold it to the side of you.
Handcuff the suspect first, and then proceed with the search.
Ankle shackles may be used when transporting any prisoner officers have reason to believe might be an escape risk or for articulable Officer Safety reasons.
Officers may use ankle shackles when transporting any prisoner from one facility to another for reason to believe may be an escape risk or for articulable Officer Safety reasons.
Use of shackles shall be part of handcuffing during in-service training by defensive tactics instructors.
Practice counting shots and never totally empty your weapon.
Do not "silhouette" yourself.
Do not turn your head to talk into a shoulder transmitter pad. Take the pad from your shoulder before talking. Watch suspects and their hand movements at all times.
Remember that there is always a potential for weapons to be involved in a call.
Check rifles and shotguns before placing them into you police vehicle to insure there aren't rounds in the chamber.

Approaching a Building

Utilize "cover" and "concealment".
Do not look around a corner of a building or doorway at eye level or from the same place twice.

Approaching Doorways

Stand to the side of the door.
Do not be too quick to enter.
Listen at doors to acquire further information before initiating contact.
Make sure that no one is behind the door before entering by opening it fully and quickly.
Do not stand in a doorway.

After Suspect Has Been Shot

Do not rush in to apprehend the suspect.

Do not put your weapon away, reload it if necessary.
If a suspect appears to be submitting, do not assume that he or she really is.
Watch the suspect for any sudden moves, especially their hands.
Handcuff the suspect before seeking medical attention.

Disarming a Suspect

Command the suspect to remove their finger from the trigger, to lay the firearm down slowly, to step away from the weapon, and to turn away so that he or she cannot see you.
Disarm the suspect before moving out from behind cover.
Do not leave your cover to accept a weapon from a suspect.
Do not accept a weapon directly from a suspect hand-to-hand.
Always give clear commands to suspects.

Handling Chemicals

When acting as a first responder, get out of the area, cone it off, and notify the local fire department.
If you discover a clandestine lab, get out of the area and call the local fire department.
Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when handling chemicals labeled "Flammable", "Corrosive", "Caustic" or "Poisonous".
Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears or other visible damage.
Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.

DISPATCH

When prisoners are being processed in the holding cell the door to the Dispatch Center should be shut and secured.

FIRST AID RESPONSE/INFECTION CONTROL

When performing emergency medical care, wear latex or vinyl gloves when possible, and when you have finished using the gloves, discard them immediately into the "Biohazard" marked bag or container for disposal.
Do not use gloves which are torn, cut or punctured.
Replace latex or vinyl gloves that are cut, torn or punctured.
Do not use hand to face movements when handling materials that are visibly contaminated with human blood.
Wash your hands and other exposed skin surfaces on the arms and forearms using soap and water or the waterless cleaner immediately upon removal of protective gloves.

If your skin, eye or mouth is splashed or spattered with blood or other bodily fluid, wash or flush these areas with water.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 12/16/08

Procedure - Scanning Citations in eFORCE.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 02/14/2014

Subject: Scanning into EForce

TO: All Personnel Date Revised: 04/14/15

Procedure: The long term goal of the Black Hawk Police Department is to be paperless. This requires all criminal justice paperwork to be attached to the actual police report. One of the steps to help with the paperless product is to be able to scan all the criminal justice paperwork to its respective case report.

Scanning Documents

Documents are scanned by use of the copier. Documents are scanned by single pages, numerous pages or a group of pages (ie – Prosecution Reports, etc….)

Each case is scanned separately
Place the documents in the feeder of the copier
(Any odd size or two sided pages need to be copied first, in color so the feeder can scan all documents at one time)
The following is done on the touch screen of the copier
Touch the "SEND" button
Touch the "ONE-TOUCH" button
Touch the "SCAN2FOLDER" button
Touch the "SEND SETTINGS" button
Touch the "SEND DOC NAME" button
o Type in the Case Report Number (do not use the hyphen) (ex – 094290)
Press the "OK" button then "DONE" button
Touch the "FILE FORMAT" button
Default format is "PDF" (this is for color)
Single pages – do not do the "FILE FORMAT"
Group of pages – do not do the "FILE FORMAT" (clipped together with a paperclip or clamp
More than one page – "Divide Pages" – click on this button
Press the "OK" button then "DONE" button
Hit the "START" button on the copier

Do not scan CCIC/NCIC or NIBRS printouts
Do not scan the printed police report or the "Case Action Sheet"

The scanned documents will scan to a folder called "SCANS" in the Police Shared Folder.

Pulling Scanned documents into the case

Be sure you have two screens open. The SCANS folder needs to be open and so does the RMS system for eForce.

Scan Folder

Log on to computer
Double click on "My Computer" icon on your desktop.
Double click on Police Shared fsa (S) drive
Double click on the "Scans" folder
Each PDF file will show with the case number below it (the first 6 numbers should be the case number:

093149_20091208180502 – this is a single document or a group of pages
093149_20091208180502_01 – this is a document with numerous pages (the end two numbers will ascend and they are the document numbers)

Each document needs to be pulled in one at a time and titled
Click on a file and the bottom half of the screen shows the document
Keep this folder open while pulling documents into the Case

eForce RMS

Attaching documents

Log on to eForce
Click on the "Search" tab
Click on "Event"
Event No – enter the Case number (ex – 0903149) and hit the "Enter" key or click on the "Search" button
Click on the case number
Click on "Attachments" – this is where the scanned documents will be attached to the case

- Add button – click on it
- Browse button – click on it
- The Scan folder should come up (if not use the drop down button to get to the "Scan" folder
- Check within the "Scan" folder to make sure you are pulling the correct document in – then click on the PDF in eForce click the "Open" button (case number and document number should match)
- Attachment Title – title the document
- Click on the "Upload" button
- The document has been added to the case file and the list should be showing
- Scan stamp on the back of the document and initial

Continue this until all documents are added.
Someone else will do the QC (quality control)

Double checking to make sure the documents are correct

QC documents

Follow the above instructions for logging on to both the computer and the eForce System.

To check documents in the case

Click on a document in the "Scan" folder – (this will be the document you check in eForce)

Go to the case in eForce following the directions above

Once in the "Attachments":

- Click on the "Download" button
- Click on the "Open" button
- The document will be showing – this should be the same document open in "Scans"
- Click the "X" in the upper right hand corner (this closes the document"
- Go back to the "Scans" tab
- Do a right click on the document that is open
- Click on "Delete" (make sure it is the correct document number
- Confirm by clicking the "YES" button
- Put a check mark next to the initials of the person who scanned the document

The papers the person is checking will also be filed in the case report, or it will be a page that will be filed at a later time.

The person doing the QC will be deleting all the PDF's in the "Scans" folder. Once it is checked the document is downloaded into the case file.

If there are any documents added by officers and they are printed for the report, make sure the officers call number is on the back so they are not rescanned. As a general rule, the officers will attach photos. Some documents added by an officer may just be the document. Records will need to scan the same document because we get the one with the signatures of either an officer or a judge.
Sometimes an entire group of papers is scanned as one document. Make sure all the pages are scanned in.

Authorized by:
Stephen N. Cole Date: 04/14/2015
Chief of Police

Procedure - Remedial Firearms Training.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 12/15/10

Subject: Remedial Firearms Training
TO: All Personnel Revised: 10/12/2016

Procedure:

In order to promote a more effective and uniform weapons qualification, it will be the policy of the Black Hawk Police Department to provide in-housing training for those officers who demonstrate deficiencies when qualifying with their duty firearm.

I. Firearms Instructor responsibility

a. It is the responsibility of all firearms instructors of the Black Hawk Police Department to recognize deficiencies and errors in marksmanship during Department-sponsored training and qualifications.

b. When deficiencies or errors are observed and recognized by a Firearms Instructor, it will be the responsibility of that instructor to provide the officer with standardized remedial training so as to correct the deficiency or error.

c. Firearms Instructors should NOT merely continue to have the officer re-fire the qualification course until he/she has finally met minimum standards. Instructors must accept the fact that a failed qualification course is indicative of underlying problems that must be specifically diagnosed and then remedied.

II. Re-qualification with Duty Weapon

a. If an officer fails to qualify during one of the qualification periods, the Firearms Instructor supervising the qualification will provide the officer with remedial training as outlined above.

b. The supervising firearms instructor will provide remedial training to the non-qualifying officer during a "one on one" instructional training session. During this training the following topics will be covered:

1. Stance

2. Grip
3. Sight picture/sight alignment
4. Trigger control
5. Breath
6. Follow through

c. After the officer has received the necessary remedial training and has successfully demonstrated to the Firearms Instructor improvement in marksmanship skills, the officer will then be required to re-qualify and obtain a passing score.

III. Documentation of training

a. Firearms Instructors who identify a need to remedially train an officer regarding their marksmanship with their duty weapon will be required to document this training.

b. In those cases where an officer does not respond to remedial training, the officer will be sent through a mandated firearms course. Upon successfully completing this course, the officer will meet with a department firearms instructor in order to be qualified with their duty weapon.

c. Firearms Instructors who provide remedial training shall document the training course from start to finish, write a memo describing the training provided and submit to a sergeant.

d. The assigned Sergeant will review the documentation and complete a FOSA form documenting the process. The FOSA is submitted to the Chief of Police for review.

e. The Chief of Police shall draft a letter to the Officer documenting the failure to qualify and the subsequent procedures ranging from training up to termination from employment.

IV. Prohibitions

Any officer who fails to qualify with their assigned duty weapon after exhaustive efforts in remedial training may be placed on administrative duty and prohibited from carrying any firearm at the discretion of the Chief of Police.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 12/15/10

Procedure - Printing A Case In eFORCE.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 02/17/09

Subject: Police Training Injury Prevention

TO: All Personnel Date Revised: 10/12/2016

Procedure: CIRSA conducted a five year study to determine the most frequent and costly types of police officer training injuries. The study showed that three most common and costly types of training injuries resulted from arrest control, firearms qualification, and vehicle (including motorcycle) operations. Based upon an analysis of these injuries, research of safe training methods, and interviews with police department training officers, the following guidelines have been developed.

All Training in General:

Adequate budget, time, space, staff and other resources should be available to conduct a proper training course. This is not the area to cut corners due to operational pressures.

Don't think of money spent on training as an expense; rather it is an investment to ensure officer safety and lower claims experience which will reduce both direct and indirect costs for the department and the municipality.

Use recommended Personal Protective Equipment (PPE).

Use only certified or qualified instructors.

Arrest Control Training:

Identify officers with pre-existing injuries prior to training. Some injuries may already be known to the instructor(s) and others may not. Officers with pre-existing injuries should be required to obtain a doctors release prior to being allowed to participate in a training exercise.

All missed training exercises (due to injury, illness, vacation, etc.) should be rescheduled and completed.

Instructors should be certified/qualified, skilled and experienced in the technique(s) that they are going to train officers.

Participants should be screened and graded by skill and fitness level. Trainees should only be paired with other officers of like skill and fitness levels.

The instructor ratio to students should be kept as low as possible and/or should follow the formal program guidelines if stated.

Instructor lead warm-up and stretching should take place prior to training. All participants should participate in the warm-up and stretching.

When possible, the first practice of a technique should be between an instructor and a participant, not with two inexperienced participants paired up. If it is necessary to have inexperienced participants practice a technique for the first time with each other, the technique should be broken down into progressive stages, with the stages demonstrated by the instructor and then practiced by the participants as a group. This will help the instructor(s) with correcting mistakes in technique and better control the pace and intensity level of the class.

A formal training program (like PPCT, FBI, Krav Maga, etc.) should be followed explicitly. Do not cut corners on training recommendations.

Experience based taser and pepper spray training is not recommended. Serious officer injuries have resulted from this type of training. If the department feels that it is necessary to conduct these types of training, participants should only be exposed once to the training. Every effort should be made to ensure secondary injuries do not take place, such as falling down and striking head or other body part on an unpadded floor after being tased. A doctor's release should be obtained by participants prior to the training that addresses possible heart conditions, potential allergic reactions and any other medical conditions that might be aggravated by being tased or exposed to pepper spray.

Supervisors and trainers should be held accountable for injuries that take place in training. Participants should be held accountable for their behavior during training. Excessive force and resistance, macho attitude, bravado, and horseplay should not be allowed. A member of the command staff should be present during all training classes, if possible as a participant.

Adequate mats should be used to pad the floor, including a highlighted padded safety zone between the training area and the unprotected floor, where no training will take place. Obstructions or hazards (poles, equipment, etc) in the training area should be removed or padded.

Free-for-all sparring and grappling should not be allowed. Only controlled, methodical, slow motion movements should be used to practice arrest stages/techniques. Once proficiency has been achieved and demonstrated to the instructor(s), speed at which the technique is practiced can be increased as long as control is maintained.

If the Red Man suit is used, use the entire suit regardless of what arrest technique is being practiced.

Officers should be trained to fall properly prior to arrest control training.

Wear all recommended PPE when training canines.

Firearms Training:

All participants and training staff should wear adequate PPE while at the range. Required PPE should include, ear muffs and/or plugs with the highest advertised Noise Reduction Rating (NRR) available. ANSI-approved eye protection should also be worn. Sunglasses are not safety glasses, but safety glasses can be sunglasses. A billed hat, body armor vest, long sleeves and pants are highly recommended. Do not assume officers know how to properly wear PPE; provide training and require their use.

A range master should always be present during training.

Firearms should be brought to the range and taken from the range unloaded.

There should be posted Rules of Use. Officers should be required to know and follow all the rules, no exceptions. Complacency leads to accidents and injuries.

Only department issued ammunition should be used and the range master should inspect all firearms before they can be used at the range. Officers should be held accountable for the condition of their firearm(s).

Use of metal knock down targets should follow the manufacturer's recommendations for distance and placement.

Ensure there is a proper soft background at the range, free of rocks or other hard objects that could cause a ricochet.

Shooting at vehicles is not recommended. If shooting at vehicle is allowed, remove the engine, transmission and all fluids.

Follow at a minimum the POST recommendations for instructor to student ratio.

Airsoft and/or Simunitions should be used when/wherever possible.

The range master should have ultimate authority at the range.

Vehicle Training

All vehicles used for training should be inspected and maintained by a qualified mechanic prior to being used in training.

Seat belts should always be worn.

Relatively slow maximum speeds (45 – 50 mph) should be utilized.

Control of the vehicle should always be stressed and emphasized, not speed or time to complete the course.

Supervisor should be present and have in-car communications with drivers.

The passenger (if present) should assist the driver to ensure they stay on a coned track.

Only two vehicles should be allowed on a serpentine course at one time, starting opposite one another.

Participants should be held accountable for property damage, injuries and their behavior.

SUVs should not be used on a course that is designed for a car. Sport Utility Vehicles (SUVs) should not be used in high speed response and pursuit training.

Vehicles should be staged to allow as much distance from one another as is reasonable and practical.

POST motorcycle training guidelines should be utilized.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 02/17/2009

Procedure - Ordering and Bill Pay.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 12/15/08

Subject: SOP Bill Pay

TO: All Personnel Date Revised: 07/08/2014

Procedure:

I. Ordering of Supplies

a. Current Vendors can be found in Police Admin Shared titled Black Hawk Police Vendors (along with what items are ordered through particular vendor).

b. If ordering through a new vendor, a W-9 must be received from that vendor before the bill can be paid.

c. Bills must all be net 30. No credit accounts are allowed.

II. Bill Paying

a. Bills must be date stamped when received.

b. Bills must be sent to finance before noon on Tuesdays to be paid that week.

c. Bills are stamped with the budget line item and bill number.

d. Bill numbers begin, for example, in November the individual bill number would be 11-1, next bill 11-2, etc. December would start with 12-1.

e. Bills are then given to Chief for approval.

f. Bills are copied and originals sent to Finance.

g. Bills are entered in an excel sheet in the H drive for tracking purposes.

h. Bills that are related to the employee uniform allowance will be copied for their uniform allowance file. An excel sheet in H drive is also updated for each employee to ensure the uniform allowance is not overspent.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 12/15/08

Procedure - Police Officer Advancement.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 10/12/2007

Subject: Police Officer Advancement

TO: All Personnel Revision Date: 04/17/14

I. PROCEDURE

The Black Hawk Police Department has established high standards for Police Officers to advance from Police Officer I to Police Officer IV. Advancement is based on the Officer's training and performance. It will be the sole responsibility of the Officer requesting an Advancement to complete the Advancement Increase form, provide copies of certifications and any other required documents. Advancement increases will not take effect until final approval is granted by Employee Services.

Minimum Time Requirements

1. Advancement to Police Officer II – 18 months as Police Officer I

2. Advancement to Police Officer III – 12 months as Police Officer II

3. Advancement to Police Officer IV – 12 months as Police Officer III

Corrective Actions

1. Officers who have received a Corrective Action form within six months are not eligible for officer advancement.

2. Officers who have been placed on a performance plan within twelve months are not eligible for a level advancement.

Training Requirements

1. Each advancement has a minimum training requirement. An Officer requesting an Advancement increase must complete the appropriate Advancement Increase worksheet and ensure requirements are met.

Copies of training certificates must be attached to the worksheet. Non college specialized training will be awarded the amount of hours listed on the training certificate.

2. College courses may be used to meet training requirements and may be used to satisfy up to 16 training hours in a specific category if the class/course was taken within the previous 12 months and is directly related to the Advancement category. College courses must be pre-approved by the command staff and taken during the officer's current advancement setting. Only college courses taken while employed with the Black Hawk Police Department may be used.

3. Web base training will be awarded up to 8 hours in a single category if approved and directly related to a category.. To be awarded more hours the Officer must request a waiver in writing to the command staff for the additional hours and provide documentation justifying the additional hours.

4. Training courses may only be used one time and hours may not be split up.

5. Mandatory in service training shall not count toward training hours in any listed category unless pre-approved by the Chief of Police.

6. Training courses for Law Enforcement certifications may not be immediately available. Officer must be diligent in locating approved training courses prior to request for advancement.

Police Officer Advancement Work Sheet

1. A Police Officer I must complete 18 months of satisfactory employment to successfully complete probation. Officers who do not complete probation will not be permitted to advance to Level II.

2. Police Officer I must complete the Police Officer II worksheet to advance to Police Officer II and must receive a recent satisfactory Performance Review .

3. Police Officer II must complete a minimum of 72 hours of training in the six areas listed on the Police Officer III worksheet; complete all required certifications; serve one year as a Police Officer II; and receive a recent satisfactory Performance Review.

4. Police Officer III Officer must complete a minimum of 72 hours of training in the five areas listed on the Police Officer IV worksheet; complete all required certifications; serve one year as a Police Officer III Officer; and receive a recent satisfactory Performance Review.

III. Performance Review

Performance Reviews will be conducted once a request for advancement has been submitted to a supervisor. The supervisor will have 30 days to complete the review.

IV. Instructor Requirements

1. In order for the Black Hawk Police Department to have a well-rounded group of instructors, only three officers will be designated as instructors for each discipline.

2. Officers must request in writing for an instructor position. The request must meet the minimum standards listed in the Instructor Application Process SOP.

3. If an officer's instructor position request is not approved, the officer may choose a different discipline to meet the instructor requirement for level increase.

Waivers

1. Waivers may be granted, if through no fault of the officer requesting the waiver, required training could not be completed due to scheduling, budget or lack of courses available.

2. If a waiver has been granted for Advancement, the training requirement waived must be completed prior to applying for the next Advancement.

3. Only one training requirement may be waived and only one waiver may be granted.

4. Waivers must be requested in writing, documenting reason for waiver. The command staff shall have final approval of all waivers.

Appeals

1. Officers may appeal to the Chief of Police if denied an Advancement.

2. Appeals must be requested in writing, documenting reason for appeal. The Chief of Police shall make the final decision on all appeals.

Police Officer I

Introductory Officers must complete the list of courses below and possess the appropriate certifications to successfully complete the introductory period. Officers will not be eligible for Advancement to Police Officer II until they complete the requirements listed for Police Officer II. The basic qualifications for a Police Officer I is as follows:

Possess Basic State Certification
Completion of FTO Program
Current First Aid and CPR
Currently Firearms Qualified
PPCT Qualified
Taser Qualified
Satisfactory Performance Appraisal at the end of the introductory period.

Under some circumstances it is possible for an officer to complete the course required during the introductory period, but not complete all the courses required for advancement to Police Officer II.

Police Officer II	Date	Supervisor	Documentation
Basic State Certification	_____	_____	_____
FTO Completion	_____	_____	_____
First aid/CPR	_____	_____	_____
Use of Force Policy Review	_____	_____	_____
Taser Policy Review	_____	_____	_____
Pursuit Policy Review	_____	_____	_____
Intoxilyzer training	_____	_____	_____
PPCT Qualification	_____	_____	_____
Firearms Qualification	_____	_____	_____
X-26 Taser Qualification	_____	_____	_____
CIRSA Training			
Back Injury Prevention	_____	_____	_____
Office Ergonomics	_____	_____	_____
Arrest Procedures	_____	_____	_____
Defensive Driving	_____	_____	_____
Emergency/Pursuit Driving	_____	_____	_____
Seatbelt Safety	_____	_____	_____
Infection Control	_____	_____	_____

Training Waived (write in N/A if no training was waived)

Training Title	Signature of Supervisor approving waiver
_____	_____
_____	_____

Satisfactory Performance Appraisal

Date: _____

Police Officer II Date Hours Documentation

Office 2010 Computer Training Programs: (Only 1 Computer Course is required) (Training is located in the City Shared drive in folder titled Training)

Outlook 2010	_____	_____	_____
Microsoft Office	_____	_____	_____

Customer Service Training:
Course Title_____

Date_____

Current Intoxilyzer Certification
Yes_____ No_____

Current PPCT
Yes_____ No_____

Current X-26 Taser
Yes_____ No_____

Current CPR/1st Aid
Yes_____ No_____

Current on CIRSA Training
Yes_____ No_____

NIMS Training
FEMA IS-700 Yes _____ Date Completed_____

ICS-100 Yes _____ Date Completed_____

Satisfactory Performance Review

Date: _____

Successfully Completed Probationary Period
Yes_____ No_____

Police Officer III

	Date	Hours	Documentation

For advancement to Police Officer III a minimum of 72 hours of training is required. Training is required in each of the 5 categories listed below. Courses can only be used for only one Advancement. Course hours may not be broken up (example if an investigation course is 40 hours in length, it can only count as the required 16 hours in investigations). The below list is not intended to cover all courses available for each area, the listed courses are pre-approved courses. Courses not listed must be approved by a Sergeant, prior to course, to count for required training hours. Pre-approved college courses may be used to meet requirements in the Other Law Enforcement Training category. College courses may be used to meet training requirements and may be used to satisfy up to 16 training hours in a specific category if the class/course was taken within the previous 12 months and is directly related to the Advancement category.

Investigations (16 hours):

Accident Investigation I, II, III, IV	_____	_____	_____
Crime Scene Management	_____	_____	_____
Reid Interview and Interrogation	_____	_____	_____
DRE	_____	_____	_____
Major Crime Investigations	_____	_____	_____
HGN/SFST	_____	_____	_____
Other: _____	_____	_____	_____

Community Policing (16 hours):

Conflict Resolution Training	_____	_____	_____
CIT Training	_____	_____	_____
Elderly or Mental Health Training	_____	_____	_____
Other: _____	_____	_____	_____

Tactics (16 hours):

Self Defense	_____	_____	_____
Knife Defense	_____	_____	_____
Rifle Class	_____	_____	_____

Pursuit Driving Course	_____	_____	_____
Building Searches	_____	_____	_____
Warrant Tactics	_____	_____	_____
Advanced Weapons Training	_____	_____	_____
Other: _____	_____	_____	_____
<u>Risk Management (8 hours)</u>			
TLO	_____	_____	_____
Ethics	_____	_____	_____
Course: _____	_____	_____	_____
Course: _____	_____	_____	_____
<u>Instructional (8 hours):</u>			
FTO	_____	_____	_____
Basic Tactical Instructor	_____	_____	_____
Asp Instructor	_____	_____	_____
OC Instructor	_____	_____	_____
PPCT Instructor	_____	_____	_____
Train the Trainer	_____	_____	_____
Other: _____	_____	_____	_____
<u>Other Law Enforcement Training (8 hours):</u>			
Course: _____	_____	_____	_____
Course: _____	_____	_____	_____

Current Intoxilyzer Certification
Yes_____ No_____

Current PPCT
Yes_____ No_____

Current X-26 Taser
Yes_____ No_____

Current CPR/1st Aid
Yes_____ No_____

Current on CIRSA Training
Yes_____ No_____

Completed one year as Police Officer II Date of Increase to Police Officer II:

Date: _____

Satisfactory Performance Review

Date: _____

Police Officer IV

	Date	Hours	Documentation

For advancement to Police Officer IV a minimum of 72 hours of training is required. Training is required in each of the 5 categories listed below. Courses can only be used for only one advancement. Course hours may not be broken up (example if an investigation course is 40 hours in length, it can only count as the required 8 hours in investigations). The below list is not intended to cover all courses available for each area, the listed courses are pre-approved courses. Courses not listed must be approved by a Sergeant, prior to course, to count for required training hours. Pre-approved college courses may be used to meet requirements in the other law Enforcement Training category. College courses may be used to meet training requirements and may be used to satisfy up to 16 training hours in a specific category if the class/course was taken within the previous 12 months and is directly related to the Advancement category.

Investigations (16 hours):			
Accident Investigation II, III, IV	_____	_____	_____
Advanced Crime			
Scene Management	_____	_____	_____
Reid Interview and Interrogation	_____	_____	_____
Major Crime Scene Class	_____	_____	_____
Other: _____	_____	_____	_____
Customer Service: (8 hours):			
Customer Relations	_____	_____	_____
Problem Solving	_____	_____	_____
Other: _____	_____	_____	_____
Instructor Training (24 hours):			
Taser Instructor	_____	_____	_____
OC Instructor Course	_____	_____	_____
Advanced Instructor Training	_____	_____	_____
PPCT Instructor	_____	_____	_____
EVOC Driving Instructor	_____	_____	_____
Basic Swat/Warrant Entry trainer	_____	_____	_____

Police Officer IV	Date	Hours	Documentation
Advanced Weapons Instructor	_____	_____	_____
Hostage Negotiator Instructor	_____	_____	_____
RAD Instructor	_____	_____	_____
Post Certified Instructor	_____	_____	_____
HGN/SFST Instructor	_____	_____	_____
Intoxilyzer Instructor	_____	_____	_____
ASP Instructor	_____	_____	_____
Other: _____	_____	_____	_____

Leadership and Management (16 hours)

Supervisory Institute	_____	_____	_____
Leading by Legacy	_____	_____	_____
Other: _____	_____	_____	_____

Other Law Enforcement Training (8 hours):

Course: _____	_____	_____	_____
Course: _____	_____	_____	_____

Current Intoxilyzer Certification
Yes_____ No_____

Current PPCT
Yes_____ No_____

Current X-26 Taser
Yes_____ No_____

Current CPR/1st Aid
Yes_____ No_____

Current on CIRSA Training
Yes_____ No_____

NIMS Training

ICS-200 Yes _____ Date Completed_____

Community Policing Project (Minimum 8 hours)

Project: _____ Date Completed & Hours_____

Project: _____ Date Completed & Hours_____

This project must be completed while a Police Officer III status. Project must be presented to the Command Staff and approved prior to starting the project.

Instructed 1 course in past year
Yes_____ No_____
Course Title and date instructed: _____

Completed one year as Police Officer III
Date of Increase to Police Officer III _____

Satisfactory Performance Review
Date: _____

Approved by:
Stephen N. Cole Date: October 12, 2007
Chief of Police

Procedure - Printing Case Report eFORCE.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 08/13/2013

Subject: Printing a Case Report in eForce

TO: All Personnel Date Revised:

Policy:

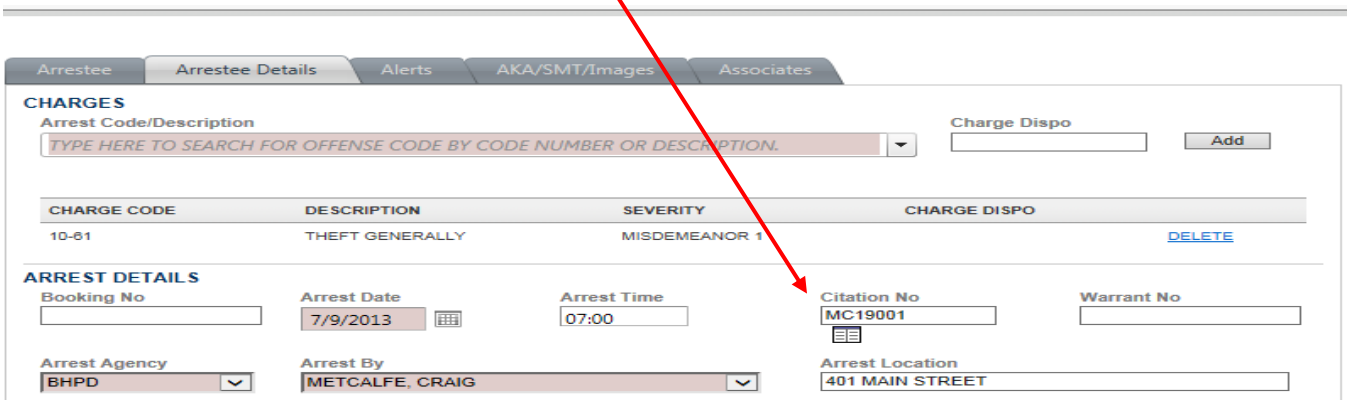
Certain case reports are required to be in hard copy. These consist of reports being forwarded to the District Attorney's office, misdemeanor reports for Municipal and/or County charges, DUI's, to name a few. This SOP outlines the procedures for printing the case report police report.

Procedure:

Prior to disseminating reports to the Municipal Court and DUI Express Consent a report needs to be checked before printing the case report. Logon to eForce and make sure the arrest details are correct:

If there is only a suspect, the suspect needs to be arrested and all the charges and citation number need to be added providing the suspect was issued a summons

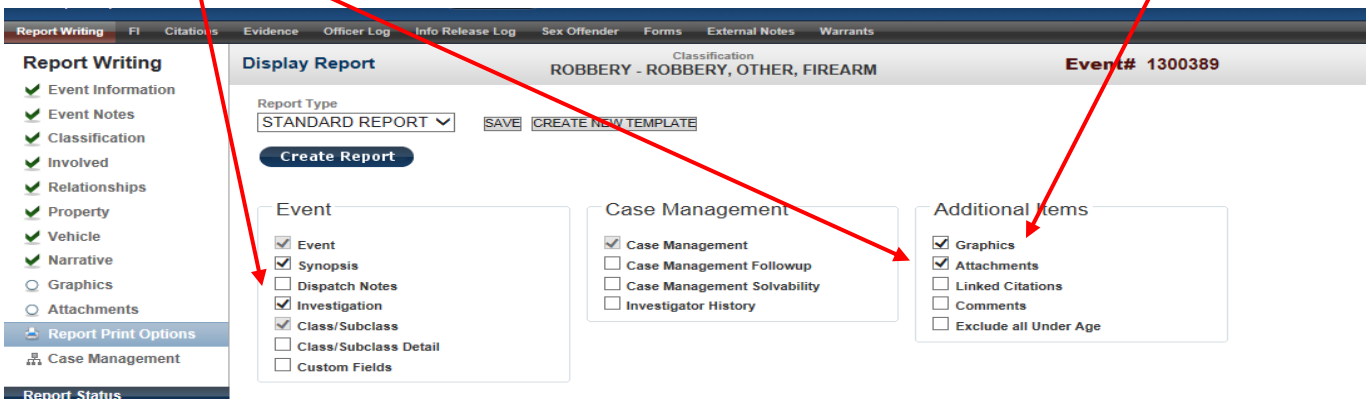
- Make sure the summons number begins with GC (Gilpin Court)/MC (Municipal Court)
- Confirm all the charges match what is on the summons



Once all the information in eForce is correct print the report for the case file following the instructions below:

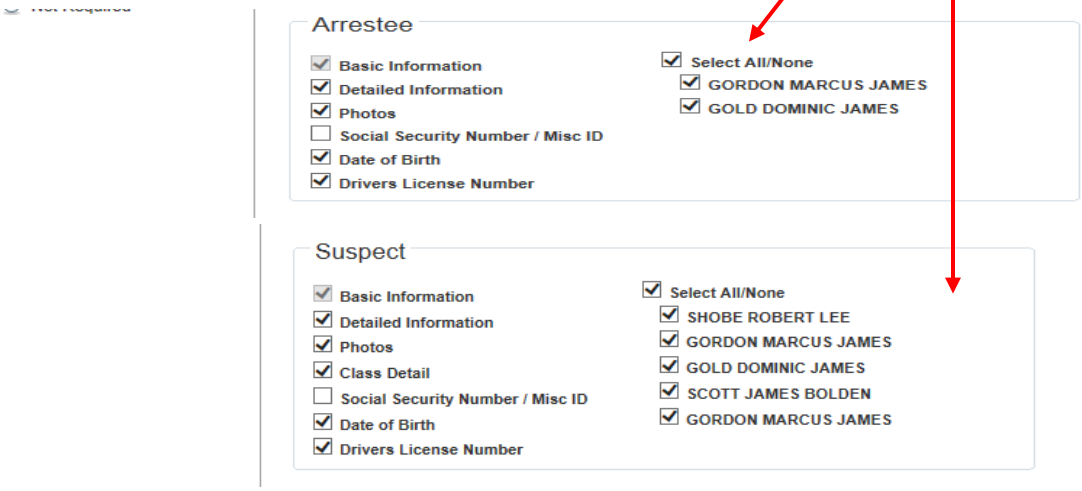
To Print a Face Sheet

Report Print Options – Click
Report Type should be Standard
Select the following categories:
- o Synopsis – prints out the event notes
- o Investigation – prints the Initial Officer
- o Graphics – (if applicable) – prints any pictures on the face sheet
- o Attachments – (if applicable) – prints a list of attachments

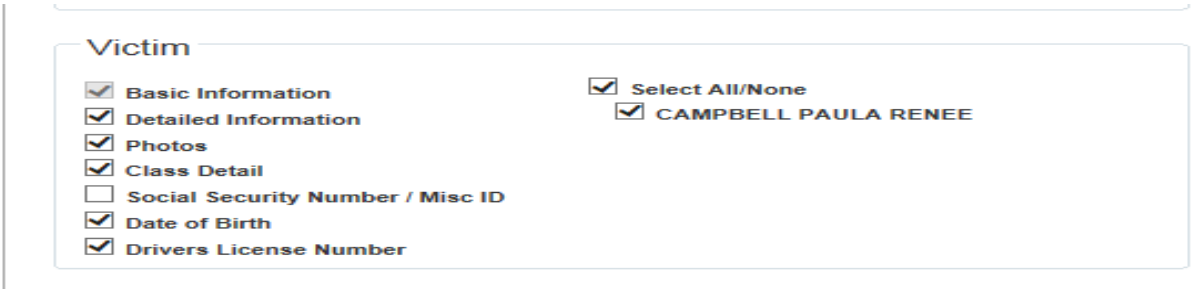


Click on Narrative and Supplemental - this will deselect these categories

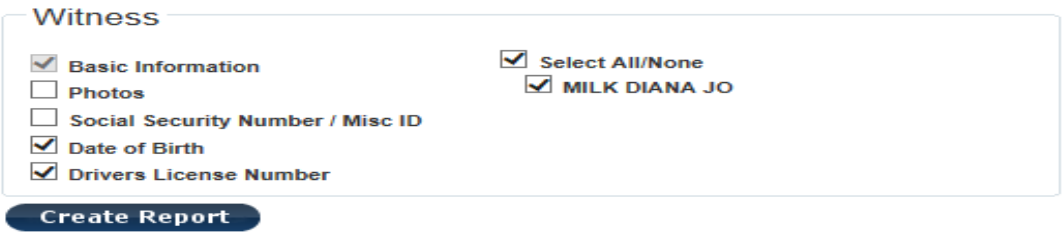
Arrestee, Suspect – check the following boxes
Detailed information
Photos
Class Detail
Date of Birth
Driver's License Number



Victim
Detailed information
Photos
Class Detail
Date of Birth
Driver's License Number



Reporting Party, Witness, Other Involved
Date of Birth
Driver's License Number

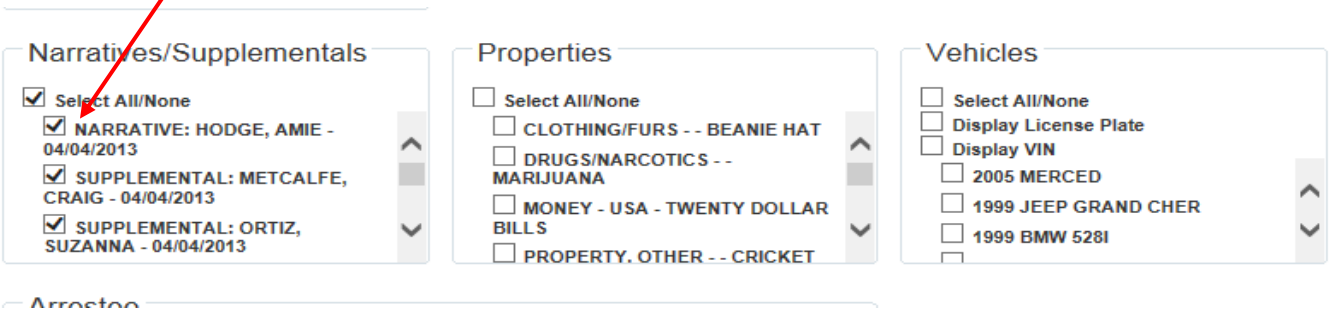


Click on the "Create Report" button
Check to make sure the details of the report, the officer, the people involved and any property is part of the face (no narratives or supplements)
Click on "Print"
Print only on the color printer

To Print Narratives

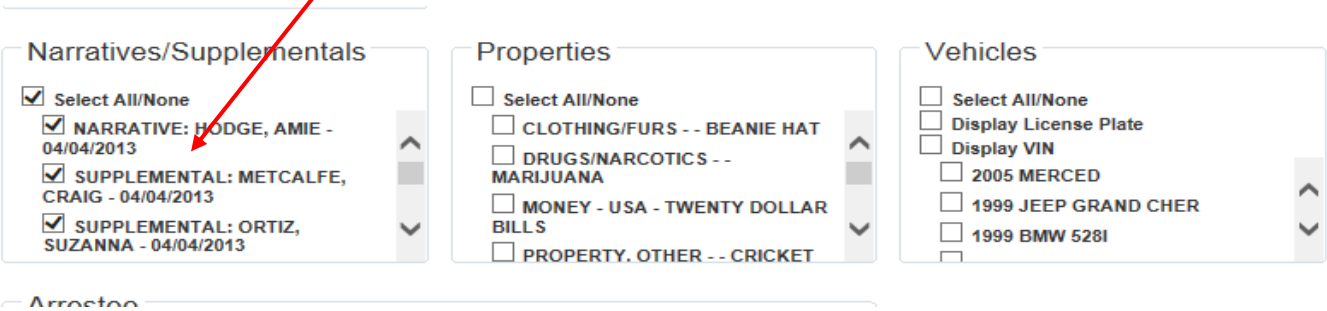
Report Print Options – Click
Report Type should be Standard
Select the following categories:
- o Narrative
- o Click on all the rest of the categories that have a check by them (this de-selects these categories so they don't print)
- o Event & Class/Subclass is a default and cannot be de-selected

Click on the "Create Report" button
Check to make sure the Narratives is all that printed along with the Event & Class/Subclass
Click on "Print"
Make sure the report is printed on the color printer



To Print Supplemental Reports

- o Narrative – left click (this should deselect the narrative check)
- o Supplemental (go into each one separately – if more than one) – left click



- o Print Icon – left click (make sure it prints to the black and white printer)
- o Print – left click or "enter"

The reason for printing the case report in several steps is to keep the narratives from the initial face sheet. More supplemental reports can be printed after the initial report is printed by clicking on the narrative of report writing, click on the report to be printed, click on the printer above the officer's name (this will print only the report to be added to the case). This way there is no need to reprint all the documents in the case.

Put the original report with the rest of the criminal justice paperwork and it is ready to be forwarded to the courts or Express Consent.

Authorized by:
Stephen N. Cole Date:
Chief of Police

Procedure - Off Duty ID Police Officers.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: October 11th 2010

Subject: Off Duty ID Police Officer Arm Band

TO: All Personnel Date Revised: 10/12/2016

Procedure:

The Black Hawk Police Department issues "Police" wrist bands, which are designed to help on-duty officers quickly, identify plain clothes or off-duty officers during critical incidents. The bands will help on-duty officers recognize off-duty officers thereby reducing the potential for an accidental shooting.

The wrist bands have been provided by CIRSA and may be replenished when needed. CIRSA also requires participating agencies to develop policies on the bands usage. The wrist bands are fluorescent green and are 14 ½ inches long and 2 ¾ inches wide. These wrist bands are currently in use in Colorado by several agencies. The wrist bands will be issued to each officer and the officer needs to write their POST ID number on the inside of the band. Officers can keep the bands with them or in their personal car for emergencies.

The purpose of this policy is not to conflict with other department policies, but designed to educate officers on the potential dangers of intervening in situation which occur off-duty or in plain clothes, where the plain clothes officer is displaying a firearm. Although the wrist bands will help identify officers in critical situations, officers should not overly rely on the bands for identification. Some local agencies along with state and federal agencies may be unfamiliar with the wrist bands. It is the plain clothes officer's responsibility to take the necessary steps to reduce the potential for being injured by responding officers. On duty officers should also be cognizant that some plain clothes officers may or may not have readily available identification during a critical incident.

A. General Information

1. It is not required that an officer carry a firearm off-duty. However, any weapon that an officer chooses to carry off duty, must be inspected, approved, qualified with and registered with the departments Range Master.

2. If an officer is going to carry a personally owned firearm under his or her authority as a police officer, the officer shall be required to meet the Colorado

qualification standards for law enforcement firearms with the personally owned firearm.

3. Under Federal Law (HR218), sworn officers are allowed to possess a concealed firearm anywhere in the United States. Officers should be aware that while this law exempts officers from laws prohibiting such possessions, it does not give officers police powers of any type outside of their jurisdiction. As such, an officer will generally be limited to the self-defense provisions of the state they are traveling through once outside their own jurisdiction; thus, the officer's rules of engagement are extremely limited.

4. Officers shall refrain from carrying firearms when contemplating the consumption of alcoholic beverages or under other circumstances where the need to carry a firearm is outweighed by safety issues associated with the circumstances that the officer will be undertaking.

5. When carrying a firearm off-duty (including finishing or beginning a tour of duty), it shall be concealed from public view by an outer jacket, shirt, sweater, etc. If an off-duty officer's firearm is observed and prompts the response of police or security officials, the off-duty officer should respond in a manner consistent with this policy.

B. Off-Duty "Action"

A member of the police department who becomes aware of an incident that poses a threat of serious bodily harm or death to someone shall take "action" to minimize the risk of serious bodily harm or death. "Action" under this policy is fulfilled by reporting the incident and does not require the officer to place him or herself in a position where a confrontation may occur. An officer who is faced with such a circumstance should act in accordance with department policy and the guidelines of this policy.

1. First, if practical, go to a safe location and call 911.

2. Second, when you encounter a situation off-duty that seems to require police action, you must consciously evaluate whether your involvement is necessary or desirable, given the circumstances. How important and urgent is the need for your intervention?

3. If practical, utilize an off-duty/plain clothes wrist-band (to be worn on your gun hand wrist) or any other clothing available that will identify you as a law enforcement officer to responding law enforcement personnel.

4. A number of circumstances may impact your decision to get involved in any situation. First, you may be alone, with family members or other non-police

personnel, making intervention more problematic. Second, it is unlikely that you will have police equipment such as a baton, taser handcuffs or radio available while off duty. The lack of these tools may limit your non-lethal options. You may be confronted with multiple suspects or unaware of hidden suspects during a confrontation. Officers should also consider the lack of cover, crowds, darkness, and understand that any intervention may actually spark an escalation of violence. Therefore, your best plan of action may be to:

a. Gather accurate intelligence like a good witness until uniformed, on-duty officers arrive.

b. Remember, you have no legal or departmental obligation to get involved, especially if such intervention places you in a position of peril or such intervention requires that you behave recklessly, carelessly or in a suicidal manner.

c. While department policy mandates that you "take action" when witnessing a serious crime, calling the police and monitoring the situation from a safe vantage point, fulfills that obligation.

d. Most survival-conscious officers have trained themselves not to intervene off-duty unless their life or the life of another innocent party is imminently in danger. In other words, you should only consider intervention when deadly force would be justified. You should not intervene just to make an arrest off-duty. The decision to take action, beyond simply reporting, is not required by this department.

e. If you decide you must get involved, attempt to have someone call 911 to advise the operator that an off-duty officer is on scene. Have the caller inform the operator if you are armed. If possible, have them describe you and your clothing. This will affect the mindset of the responding officers. When uniformed police officers arrive, have your badge out and visible. (If you carry your badge while off-duty, some officers carry only their photo credentials). Do not rely on showing your identification as a means of providing any protection. At a distance, in dim light and under stress, your badge may not be seen. Or, the identification may not be given credibility if the responding officers do not recognize you personally.

f. Some trainers advised officers to hold their badge next to their gun for the best chance of being seen because the eyes of the responding officers are most likely to go immediately to your drawn firearm. You are probably safer to re-holster your gun when other officers arrive, unless doing so would put you and the responding officers or innocent civilians in jeopardy. Until the responding officers sort out who is who, your gun is your greatest personal liability.

g. If you have cover, maintain it. You can communicate verbally from there.

h. Make your hands visible. Having responding officers see that you are unarmed and non-threatening will work to calm them and protect you.

i. Verbally identify yourself as a police officer- not once and not in a normal tone of voice, but repeatedly and very loud. Keep shouting out: "POLICE! DON'T SHOOT! OFF-DUTY OFFICER!" until you get acknowledgement and directions as to what you should do. Remember, the noise and excitement of the scene, combined with auditory blocking may prevent responding officers from hearing you initially.

j. When the responding officers issue commands, follow them promptly and completely. Expect to be treated like a suspect until your law enforcement status is verified.

k. Finally, the most important rule of all: if you have a gun in your hand, NEVER, EVER turn towards an on-duty officer.

C. On-Duty Action by Plain Clothes Officers

Plainclothes officers should be aware issues applying to off-duty officers also apply to plain clothes activities. While rules of action are different, the rules with respect to protective steps, i.e. movements, identification, etc. remain the same.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 10/11/10

Procedure - Training Injury Prevention.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 02/17/09

Subject: Police Training Injury Prevention

TO: All Personnel Date Revised: 10/12/2016

Procedure: CIRSA conducted a five year study to determine the most frequent and costly types of police officer training injuries. The study showed that three most common and costly types of training injuries resulted from arrest control, firearms qualification, and vehicle (including motorcycle) operations. Based upon an analysis of these injuries, research of safe training methods, and interviews with police department training officers, the following guidelines have been developed.

All Training in General:

Adequate budget, time, space, staff and other resources should be available to conduct a proper training course. This is not the area to cut corners due to operational pressures.

Don't think of money spent on training as an expense; rather it is an investment to ensure officer safety and lower claims experience which will reduce both direct and indirect costs for the department and the municipality.

Use recommended Personal Protective Equipment (PPE).

Use only certified or qualified instructors.

Arrest Control Training:

Identify officers with pre-existing injuries prior to training. Some injuries may already be known to the instructor(s) and others may not. Officers with pre-existing injuries should be required to obtain a doctors release prior to being allowed to participate in a training exercise.

All missed training exercises (due to injury, illness, vacation, etc.) should be rescheduled and completed.

Instructors should be certified/qualified, skilled and experienced in the technique(s) that they are going to train officers.

Participants should be screened and graded by skill and fitness level. Trainees should only be paired with other officers of like skill and fitness levels.

The instructor ratio to students should be kept as low as possible and/or should follow the formal program guidelines if stated.

Instructor lead warm-up and stretching should take place prior to training. All participants should participate in the warm-up and stretching.

When possible, the first practice of a technique should be between an instructor and a participant, not with two inexperienced participants paired up. If it is necessary to have inexperienced participants practice a technique for the first time with each other, the technique should be broken down into progressive stages, with the stages demonstrated by the instructor and then practiced by the participants as a group. This will help the instructor(s) with correcting mistakes in technique and better control the pace and intensity level of the class.

A formal training program (like PPCT, FBI, Krav Maga, etc.) should be followed explicitly. Do not cut corners on training recommendations.

Experience based taser and pepper spray training is not recommended. Serious officer injuries have resulted from this type of training. If the department feels that it is necessary to conduct these types of training, participants should only be exposed once to the training. Every effort should be made to ensure secondary injuries do not take place, such as falling down and striking head or other body part on an unpadded floor after being tased. A doctor's release should be obtained by participants prior to the training that addresses possible heart conditions, potential allergic reactions and any other medical conditions that might be aggravated by being tased or exposed to pepper spray.

Supervisors and trainers should be held accountable for injuries that take place in training. Participants should be held accountable for their behavior during training. Excessive force and resistance, macho attitude, bravado, and horseplay should not be allowed. A member of the command staff should be present during all training classes, if possible as a participant.

Adequate mats should be used to pad the floor, including a highlighted padded safety zone between the training area and the unprotected floor, where no training will take place. Obstructions or hazards (poles, equipment, etc) in the training area should be removed or padded.

Free-for-all sparring and grappling should not be allowed. Only controlled, methodical, slow motion movements should be used to practice arrest stages/techniques. Once proficiency has been achieved and demonstrated to the instructor(s), speed at which the technique is practiced can be increased as long as control is maintained.

If the Red Man suit is used, use the entire suit regardless of what arrest technique is being practiced.

Officers should be trained to fall properly prior to arrest control training.

Wear all recommended PPE when training canines.

Firearms Training:

All participants and training staff should wear adequate PPE while at the range. Required PPE should include, ear muffs and/or plugs with the highest advertised Noise Reduction Rating (NRR) available. ANSI-approved eye protection should also be worn. Sunglasses are not safety glasses, but safety glasses can be sunglasses. A billed hat, body armor vest, long sleeves and pants are highly recommended. Do not assume officers know how to properly wear PPE; provide training and require their use.

A range master should always be present during training.

Firearms should be brought to the range and taken from the range unloaded.

There should be posted Rules of Use. Officers should be required to know and follow all the rules, no exceptions. Complacency leads to accidents and injuries.

Only department issued ammunition should be used and the range master should inspect all firearms before they can be used at the range. Officers should be held accountable for the condition of their firearm(s).

Use of metal knock down targets should follow the manufacturer's recommendations for distance and placement.

Ensure there is a proper soft background at the range, free of rocks or other hard objects that could cause a ricochet.

Shooting at vehicles is not recommended. If shooting at vehicle is allowed, remove the engine, transmission and all fluids.

Follow at a minimum the POST recommendations for instructor to student ratio.

Airsoft and/or Simunitions should be used when/wherever possible.

The range master should have ultimate authority at the range.

Vehicle Training

All vehicles used for training should be inspected and maintained by a qualified mechanic prior to being used in training.

Seat belts should always be worn.

Relatively slow maximum speeds (45 – 50 mph) should be utilized.

Control of the vehicle should always be stressed and emphasized, not speed or time to complete the course.

Supervisor should be present and have in-car communications with drivers.

The passenger (if present) should assist the driver to ensure they stay on a coned track.

Only two vehicles should be allowed on a serpentine course at one time, starting opposite one another.

Participants should be held accountable for property damage, injuries and their behavior.

SUVs should not be used on a course that is designed for a car. Sport Utility Vehicles (SUVs) should not be used in high speed response and pursuit training.

Vehicles should be staged to allow as much distance from one another as is reasonable and practical.

POST motorcycle training guidelines should be utilized.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 02/17/2009

Procedure - Loss Control Standards.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: September 9, 2007

Subject: Loss Control Standards

TO: All Personnel Revision Date: November 7, 2007

I. PROCEDURE

Colorado Intergovernmental Risk Sharing Agency (CIRSA) is the City of Black Hawk's insurance carrier. Annually, CIRSA will inspect the CIRSA Loss Control Book, to ensure the department has completed all required training and review additional training documents, to award bonus points. The Department's insurance rating is based, in part, from the score received from the annual records inspection. The Training Sergeant shall provide the CIRSA Representative with the CIRSA Loss Control Book and have available the Training S.O.P.s. The Training Sergeant shall keep the CIRSA Loss Control Book up to date. The CIRSA Loss Control book is divided into 26 sections, marked A through Z.

A. Section A - Loss Control Standards

Annually CIRSA will provide updated CIRSA- Loss Control Standards. These standards provide a guide for training requirements and are located in this section.

B. Section B - Police Liability Committee Notes

The Training Sergeant will attend the Police Liability Committee meetings. Notes from these meeting are located in this section. These meetings are held quarterly and are normally held in the CIRSA conference room, located at 3665 Cherry Creek North Drive, Denver, Colorado.

C. Section C – Yearly Training Hours

The Training Sergeant shall receive monthly training logs from each employee. The training logs are due by the 7th of each month.

The total hours trained will be documented on the excel spreadsheet located in the PD Admin Shared (Q drive) titled PD Training Log. At the end of the calendar year, a copy of that years training log shall be placed in this section.

D. Section D – CIRSA Safe Driving Awards

Officers at 1 year, 5 years, 10 years, 15 years, etc., are eligible for a CIRSA Safe Driving Award. To receive an award the officer must not have been involved in a preventable accident. A preventable accident is defined as an accident, which could have been prevented, even if the other driver's actions caused the accident.

All officers are to be listed on the Safe Driver Award sheet. This sheet contains the officer's name, date of hire, awards and date of last preventable accident. At the end of each calendar year the Training Sergeant shall complete a memorandum to the City's CIRSA Representative requesting awards. Officer may only receive the "One Year Award", one time. Copies of all Safe Driving Awards are located in this section.

E. Section E thru M – Required CIRSA Training

The Training Sergeant will ensure employees are up to date on required training. CIRSA requires the following training to be completed:

1.	Seat belt Training	6 Mos.
2.	Musculoskeletal (MSD) Program/ Back Injury Prevention	Yearly
3.	Arrest Procedures	Yearly
4.	Emergency Pursuit & Driving Training	Yearly
5.	Office Ergonomics Training	2 Years
6.	Defensive Driving Training	3 Years
7.	Infection Control Training	3 Years
8.	Juvenile Status Offenders	3 Years
9.	Off Duty Employment	3 Years

a. A training roster will be completed for each course. The training roster will include type of training, instructor(s) name, date of training and signatures of employees attending training. Training may be completed using any of the following methods: reviewing policy, viewing video tapes/DVD/CD, briefing training, classroom or hands on training.

b. The original training rosters will be stored in the appropriate section. Each section will have a copy of the Department or City policy relating to the training topic.

F. Section N – Hazardous Material Training

This is normally a bonus section on CIRSA's annual review. Copies of the City of Black Hawk's emergency response policy, training rosters and Haz-Mat training certificate will be located in this section. Additional training on Haz-Mat response can be found on CIRSA's web-based training site.

G. Section O – Firearms Training

Firearms qualifications must be completed at a minimum, of twice a year. Copies of firearms qualifications and related training are located in this section.

H. Section P – Less Lethal Weapon Training

All officers are required to qualify annually with the X-26 Taser. Copies of each officer's certificate and a copy of the Police Department policy on Less Lethal Force are located in this section.

I. Section Q – Stop Stick Training

All Officers shall be properly trained on the use of Stop Sticks. Training rosters, training material and reporting procedures for Stop Stick Inc. are located in this section.

J. Section R - Racial Profiling Training

In accordance with C.R.S. 24-31-309 all officers shall be trained in Anti-Bias Policing. Copies of training certificates, department policy and a copy of the POST approved training outline for Anti-Bias Policing are located in this section. In order to stay in compliance with C.R.S. 24-31-309, the Training Sergeant shall schedule officers for this course during their first year of employment.

K. Section S – Sexual Harassment Training

A copy of City of Black Hawk Harassment Policy 108, training rosters and copies of training certificates are located in this section. Policy review, briefing trainings, seminar style training or CIRSA web-based training titled "Preventing Harassment" can complete training. All new employees are required to complete the CIRSA web-based training during their training period.

L. Section T - First Aid/CPR

P.O.S.T. requires all officers to have current First Aid/CPR Cards. Copies of CPR/First Aid Cards are located in this section.

M. Section U – New Employee Safety Training

All new employees are required to complete the CIRSA web-based training titled "New Employee Safety Orientation Course". This course must be completed during the employee's training period. A copy of the employee's training certificate must be forwarded to City Hall and a copy is located in this section

N. Section V – Holding Cell Training

Colorado Department of Public Safety, Division of Criminal Justice will inspect the department's holding cell juvenile log annually. A copy of the site inspection and training rosters of all related training is located in this section.

O. Section W – CIRSA Web-based training

CIRSA provides, free of charge web-based training for all employees. Employees may go to www.cirsa.org and take on-line courses. Employees are required to forward a copy of any on-line training certificates to the Training Sergeant. Copies of training certificates from the on-line course are located in this section.

P. Section X- Miscellaneous Training

Copies of training rosters and certificates for miscellaneous training, which might be bonus points for the CIRSA inspection, are located in this section.

Q. Section Y – CIRSA Training tapes log

Catalog of available training tapes from CIRSA

R. Section Z – CIRSA Training Rosters
Blank CIRSA Training Rosters

Authorized by:

Stephen N. Cole
Chief of Police

Date: November 7, 2007

Procedure - Paperwork Processing.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 01222014

Subject: Paperwork Processing

TO: All Personnel Date Revised: 10/12/2016

Procedure: Processing paperwork is a vital responsibility of the Records Section. It is very important to have the paperwork processed and placed either in the relay boxes to County Court or Municipal Court in a timely fashion. The officers will relay the paperwork to the County offices as soon as possible.

PA (Penalty Assessment) (Summons with a fine amount) – If it is a county charge forward the PA to DMV (Department of Motor Vehicle, Motor Vehicle Division) (envelopes are already pre-stamped). If it is a Municipal charge PA all the paperwork is forwarded to Municipal Court (the Municipal Court collects the fine amounts). There is no copy of the PA for the Police Department, so be sure to make a copy of the front and back for the Records Section

Summons – All copies of the summons are forwarded to County Court with a paperwork checklist attached. Copy all paperwork for a municipal summons and forward to Municipal Court with a paperwork checklist. Before forwarding a report to the Municipal Court, be sure you have the full report. If a summons has been issued after the initial report has been received in Records (generally these are misdemeanor charges such as theft or marijuana possession be sure to pull the original report. *See instructions on printing a Case Report from eForce.

DUI Reports – The summons for DUI's are processed immediately. The subject is always jailed so there will be no summons to process (a copy should have been received with the report). *See instructions on printing a Case Report from eForce.

  # BREATH TEST – If the subject did a breath test and the result is over .08 forward this report to Express Consent (ONLY if the officer filled out and a signed an Affidavit of Revocation (DR2576P)).
  # BLOOD TEST – This report is not forwarded to Express Consent until the blood results are back from the lab. Once the supplement is completed by the officer, and the results are over .08 and an Affidavit of Revocation (DR2576P) has been signed by the officer it will then be forwarded to DMV.

Traffic Accidents – When there has been a traffic accident (on the city street or highway) and the DR2447 is filled out and the damage is over $1,000.00, forward the DR2447 to DMV (envelopes are already pre-stamped). (Property Damage is any accident on private property also completed on a DR2447, but these reports are not forwarded to DMV).

Proof of Service – Send the original Proof of Service and the Driver's License (if the officer confiscated one) to Department of Revenue in the pre-printed envelope.

Response to Resistance Reports – Reports in which a Response to Resistance form was completed need to be forwarded to the Chief of Police by placing a copy of the Response to Resistance Report in his/her mailbox (the Chief will then open the report in eForce). The original Use of Force forms are filed in a folder and a copy is to be placed within the original case report.

Felony Reports – Felony Reports will be requested by the detectives. When a felony has been assigned to Investigations, the Detective must file a return within 72 hours. Once the detective completes a Prosecution report they will bring it to the Records Section where it will be scanned via email (from the copier) to records personnel. Records Personnel will prepare the report and send all paperwork to the District Attorney's secretary. *See instructions for processing a felony to the District Attorney.

Any report, traffic accident, property damage, personal injury accident or incident report involving city vehicles or city property needs to be forwarded to the appropriate departments. Every report forwarded to other departments should be forwarded to the Chief of Police. Following is who specific reports get forwarded to each of the departments:

Personal Injury
- Chief of Police
- City Manager's Office
- Public Works (only if it involves repair work to a street)

City Vehicle Accident
- Chief of Police
- Director of the respective Department
- City Manager's Office
- Mechanic Supervisor

City Property Damage (building damage, light pole damage)

- Chief of Police
- City Manager's Office
- Director of Public Works
- Director of the respective Department (if applicable)

See specific instructions for processing these reports.

Occasionally a summons is forwarded to the Records Section which also has the original "Affidavit and Application for Arrest Warrant" attached. Look at the Affidavit and if it is the original, with an officer signature and the notary stamp and notary signature, this entire document needs to be sent to the respective court for the signature of the Judge (if there is not a faxed copy of the Judge's signature). Check with the on duty Sergeant first to make sure the paperwork needs to be forwarded to County Court. The summons will be served to the defendant, once he/she is arrested.

Authorized by:
Stephen N. Cole Date:01/22/2014
Chief of Police

Procedure - Xcel Notifications.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 12/15/2008

Subject: Notification of Xcel Energy/Down Poles or Lines

TO: All Personnel Revision Date: 10/12/2016

Procedure: Electrical emergencies are an immediate threat to life and must always be approached with extreme caution. Notification of appropriate agencies is vital to the safe and appropriate handling of these incidents.

1. Electric light poles no other hazards:
   a. Dispatch Police
2. Electric light poles with hazard i.e.: sparking or fire:
   a. Dispatch Police and Fire Department

1) During non-business hours, contact the Public Works Dept. for assistance only if needed with supervisor approval. Police shall assess damage and secure the area with cones as needed.

2) During normal working hours contact the Public Works Dept. as a courtesy and to request additional assistance.

3) Police Dispatch will call the Xcel Energy emergency phone number to report the downed pole or other electrical problem. All Xcel emergency notifications should be handled through Communications. For issues with traffic signals on both hwy 119 and in the City of Black Hawk, contact WL Contractors.

4) Before Officers clear the scene, they should take necessary steps to secure the scene until crews arrive. Place cones or blockade tape around hazards or remain at the scene if it cannot be made reasonably safe.

5) Police will follow-up immediately with an email and provide an incident report to Public Works Dept. for repair documentation.

Please use the same guidelines for a problem with traffic signal lights not synchronizing or totally out. Communications shall contact W.L.

Contractors to request the repair. Police Dispatch shall send a courtesy email to Public Works for follow-up and repair.

Emergency Xcel Energy Phone #:	Electric Emergency # 1-800-895-1999 Gas Emergency # 1-800-895-2999
W.L. Contractors Phone #:	303-422-7985

Authorized by:
Stephen N. Cole
Chief of Police

Date: 09/28/2009

Procedure - Mobile Data Computers.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 06/25/2014

Subject: Mobile Data Computers

TO: All Personnel Date Revised:

Purpose: To establish guidelines governing the access, use and security of the mobile data computers used by personnel of the Black Hawk Police Department and in accordance with section 710 of the City of Black Hawk Employee Handbook.

Definitions: CCIC/NCIC: Colorado Crime Information Center/National Crime Information Center.

MDC: Mobile Data Computer.

MIT: Manager of Information Technology.

Procedure: It is the Procedure of the BHPD to protect sensitive and personal information as is consistent with CCIC and NCIC regulations, Mobile display terminals are currently being implemented for use in patrol vehicles to provide field units with immediate access to the CAD, RMS, the CCIC/NCIC system, and area maps, as well as standard forms utilized by the BHPD.

A: ACCESS:

1. General access to the MDC is governed by assignment of the equipment to personnel within the BHPD. Different levels of security exist to limit access to specific programs, such as CAD and CCIC/NCIC.

2. Access to CCIC/NCIC through the MDC is regulated by the BHPD CCIC Coordinator. Individual access must be requested through the coordinator from the Colorado Bureau of Investigation (CBI). Individual access requires fingerprinting and the successful completion of an on-line test which includes attesting to the Declaration of Understanding. The electronic Declaration of Understanding is maintained by the Colorado Bureau of Investigation.

3. Personnel who have been granted access to this system shall abide by all rules/regulations as set forth by CBI and NCIC.

B. SECURITY:

1. It is the responsibility of the employee assigned the MDC to insure the security of the MDC. The unit may be secured in the trunk of the patrol vehicle, or the patrol area of the police department.

2. CCIC/NCIC security is maintained through the use of operator security numbers and usage levels authorized by the CBI. Passwords are determined by the individual user. It is the responsibility of each employee granted access to the CCIC/NCIC system to ensure that he/she is properly logged off the system when they are not using it.

C. TRAINING

Personnel who are assigned MDC's will coordinate training for the CCIC/NCIC system through the BHPD CCIC Coordinator, or their designee.

D. USE: Mobile Data Computers (MDC)

1. Employees assigned an MDC shall NOT operate the MDC while their vehicle is moving.
2. <u>If information is needed from CCIC or CAD while operating a moving vehicle the employee should utilize dispatch.</u>
3. When responding in emergent mode the MDC screen shall be closed.
4. Employees assigned an MDC shall pull off the roadway at a safe location before utilizing the MDC.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 03/11/15

BLACK HAWK POLICE DEPARTMENT
EFORCE GUIDELINES FOR PATROL
RMS, Mobile

MOBILE CAD: Mobile is just another tool and it is not meant to replace the things we currently do as a common practice with dispatch.

A few things to be aware of with MOBILE.

1) You cannot access unless dispatch has you as an active unit.
2) YOU CAN NOT CLEAR YOURSELF FROM A CALL, you have to ask dispatch to do that.
3) When you use the status buttons they only change your activity, they do not allow you say where you are doing those things except for the notes. You need to advise dispatch of your location.
   a) Example: 407, I will take that call (type) at Ameristar Casino. You have the capability to put yourself in service either before or after you let dispatch know.
4) Dispatch will make your call reportable, clear as you normally would reportable or no report.

<u>The following items will not change:</u>

1) You will need to call out on all Traffic Stops, Motorist Assist, Suspicious Person/Incident, etc. DO NOT USE THE STATUS BUTTONS ON MOBILE CAD, if you do, it does not make a CAD screen and there is no quick way to put in your location or anything else. Also if you do not call out your stop and need help no one knows where you are.

NEW THINGS WITH MOBILE CAD

1) You can self-dispatch to calls; non-emergent calls only. When you do, you must let dispatch know you have done this over the radio NO CELL PHONES. This is a safety issue so that everybody has an idea of where you are.

2) You can build your own calls for service-but you cannot clear yourself or give yourself CR#'s. Same rule applies; let dispatch know you have

done this over the radio NO CELL PHONES. This is a safety issue so everyone has an idea of where you are and what you are doing.

3) You will be able to put yourself off duty. Once you do you will no longer have access to MOBILE. You still must also do this by radio.
4) Messaging-These are recorded and can be read anytime by a supervisor and are discoverable in court. DO NOT DO THIS WHILE DRIVING-IT IS THE SAME AS TEXTING AND A VIOLATION OF POLICY.
5) At some point we will have access for Clearance capability, but that timeline is unknown at this time.

Procedure - Award Process.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: March 4, 2008

Subject: Award Process

TO: All Personnel Date Revised: March 3, 2009

I. POLICY

When a department member performs at a level that exceeds those standards established by the department, the department feels it most important to express to the member special recognition for a job well done.

The purpose of this SOP is to establish a standardized procedure by which documented recognition may be given to those members of the department who perform above department standards, or demonstrate special faithfulness to duty, meritorious skill, or bravery in the performance of duty.

II. PROCEDURE

A. Nomination for award

1. A nomination may be made by a citizen or any employee of the department regarding any other employee of the department. This report shall be forwarded to the Chief of Police for review. The Chief will then forward to the Sergeant assigned to the award committee.

2. A nomination for an award, which is submitted by a fellow employee, should be followed by a letter of explanation to the Chief of Police. If possible the following information should be included:

a. Full name and division assigned;

b. The location of the occurrence, time, and date;

c. Circumstances of the incident in chronological order.

3. The Chief of Police, or his designee, will review all recognition recommendations for special faithfulness to duty, meritorious skill, or bravery in the performance of duty. Nominations forwarded and approved by the Chief of Police will be filed in the employee's personnel file.

4. Where the employee is involved in handling a difficult or unusual situation, or demonstrates exceptional skill or expertise in solving a particular problem, his or her supervisor may wish to informally commend him. The commendation should be reduced to writing and placed in the shift supervisor's file for evaluation purposes. A copy may also be routed through the Chief's office and placed in the personnel file.

B. Award Process

1. Upon review of the award documentation, the nomination will be reviewed by command staff to determine type of award and the method of delivery.

a. The Chief of Police or designee shall determine based on the award how it shall be delivered.

b. The Medal of Honor, Purple Heart, Medal of Valor and Medal of Courage shall be awarded during a City Council meeting or other formal ceremony.

c. All other awards shall be delivered as deemed appropriate by the Chief of Police.

C. Award Types

1. The type of awards will be issued according to the award policy 3.06 and the Award Pin SOP.

a. All awards shall be accompanied by certificate, medal or award pin depending on the type of award.

b. Medal of Honor, Purple Heart, Medal of Valor and Medal of Courage all include a medal, an award pin and may include a certificate with a synopsis of the incident for which it is given.

c. Meritorious, Distinguished, Life Saving, Field Training Officer, Instructor, Bike Patrol, SWAT, CIT uniform pins are awarded as appropriate.

d. All awards are not limited to the items listed above and all awards are subject to change by the Chief of Police.

S:\FORMS\Employee Recognition Award Nomination (3).docx

Authorized by:
Stephen N. Cole
Chief of Police

Date: March 3, 2009

Procedure - Active Shooter.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 04/02/2014

Subject: Active Shooter

TO: All Personnel Date Revised: 02/18/15

Description: The purpose of this policy is to provide protocols for assessing the threat and performing rapid intervention tactics to limit serious injury or loss of life during active shooter situations. While the term "active shooter" is used throughout, this policy applies to all situations where there is an active, ongoing deadly threat, to include those from firearms, explosives, knives, and so forth.

It is the procedure of this department in situations where ongoing deadly force is reasonably likely to be employed by a suspect—and delay in taking police action could result in injury or death—that rapid intervention of officers at the scene is authorized when such actions are deemed reasonable to prevent further injuries or loss of life.

I. DEFINITIONS

Active Shooting: An incident, normally in a confined and populated area, in which one or more armed persons have used, or are reasonably likely to use, deadly force in an ongoing manner, and where persons have been injured, killed, or are under imminent threat of death or serious bodily harm by such persons.

Rapid Intervention: Immediate response by one or more officers to an active shooting based on a reasonable belief that failure to take action pending the arrival of additional officers would result in death or serious bodily injury.

Contact Team: The first officer(s) at the scene of an active shooting tasked with locating the suspect(s) and neutralizing the threat.

Rescue and Recovery Team: An organized team of officers who make entry after the contact team to provide first aid and evacuate persons from a hostile environment.

Incident Commander (IC): The individual who takes charge at the scene, regardless of rank. In many cases, this may be the first individual on the scene.

Hot Zone: Should consist of law enforcement personnel only. This will include any area where a suspect or suspects are known to be located but not under the control of law enforcement.

Warm Zone: (Relatively Secured Areas) will be entered by our personnel as part of an extraction entry team to extract viable victims to the Casualty Collection Point.

Cold Zone: This is an area outside of the immediate threat. It should be deemed safe enough for personnel to work at the Casualty Collection point, Triage, Treatment and Transport areas without concern for threat migration. BHPD will designate an officer to this area however, to provide security.

II. PROCEDURES

A. Situational Assessment

1. Based on available information, dispatched responders or officers already at the incident scene may verify that an active shooter situation exists through information provided by dispatch, from persons confined within or exiting the target location, witnesses, reports of—or sounds of—gunfire, or related means.

2. Where available and as time permits, witnesses, or others should be asked about the location and number of suspects, the suspects' weapons, persons injured, the number and location of persons in possible jeopardy, and the use or location of improvised explosive devices (IEDs).

3. Upon completion of the initial assessment, the IC shall,

    a. Advise communications and request resources as deemed necessary, and

    b. Determine whether to take immediate action alone or with another officer, or wait until additional resources are available.

B. Rationale for Rapid Intervention

The responding officers shall determine whether rapid intervention is legally justified and reasonable. This decision may be based on such considerations as whether or not:

1. Deadly weapons are available to or have been used by the suspect;

2. Victims are under the suspect's control, are readily accessible, or both; and

3. The suspect poses an ongoing threat of deadly force.

C. Individual Officer Intervention

The vast majority of active shooter incidents involve one suspect, a factor that makes individual officer intervention a potentially viable option for saving lives, even if additional resources are not readily available.

1. In some instances, an individual officer may be present within or nearby the active shooting location, such as casino or city facility. Whether on or off duty, in uniform or civilian clothes, he or she may determine that immediate tactical intervention is necessary and reasonable to stop the threat. That decision should be based on the factors noted in B.1-3 of this policy and the officer's capability to effectively intervene, based on such factors as whether:

   a. The officer is armed and in possession of appropriate equipment;

   b. It is reasonable to believe that persons will be killed or injured if immediate response to the threat is not taken;

   c. The size, configuration, and related physical aspects of the incident site allow for movement, stealth, cover, and related tactical needs;

   d. The suspect is accessible; and

e. The incident site offers opportunities for cover and concealment to assist tactical options, adequate routes for evacuation, or secure locations in which to hide.

2. As soon as practical, officer(s) shall notify communications that an active shooter situation exists. The officer should provide the following information and updates as available:

   a. The identity, location, manner of dress, and proposed actions of the officer(s) at the scene;

   b. Information on the suspect to include a physical description, weapons, equipment such as body armor, and current location and actions; and

   c. Available information on persons injured or under threat, their locations, emergency resources required, and recommended points of entry.

3. When displaying firearms while in plainclothes, officers shall verbally identify themselves as police officers, and conspicuously display their shields and/or other police identification to alert security personnel, arriving officers, or civilians who may be armed.

4. If armed tactical intervention is not feasible,

   a. Officers should facilitate evacuation by

      (1) Locating points of egress from danger zones and directing people to those evacuation points if reasonably safe for them to do so; and

      (2) Locating and directing persons hiding in unsecure locations (e.g., under desks, inside unlocked rooms) to evacuation points.

   b. If evacuation is not possible, officers should:

      (1) Help locate and direct persons to safer locations, preferably with thick walls; solid doors with locks; or, in the absence of such locations, rooms that can be barricaded with heavy furniture or objects;

(2) Direct individuals to silence all personal electronic devices, take cover, and remain silent, and

(3) Take any actions possible to distract, disrupt, divert, or incapacitate the shooter using surprise attacks and any aggressive force possible.

c. When possible, officers should assist with the injured and direct incoming teams to injured persons.

D. Intervention—Contact Team Response

1. A contact team response to an active shooter situation is preferred in nearly all active shooter situations—irrespective of any initial actions that may have been taken. Even if the threat seemingly has been terminated, contact teams are required to render the location safe, assist in screening and orderly evacuation of persons to a designated area, and locating any other persons still in hiding.

2. Normally, only one contact team shall be deployed at any given time, but additional teams may be deployed at the direction of the IC to provide tactical advantage. The IC shall ensure that each team is aware of the other teams' locations and actions. The mission of the contact team is to locate and stop the threat.

3. An inner perimeter shall be established to control access to and egress from the target location. Civilians should be directed out of the inner perimeter to a designated secure location for identification and debriefing.

4. A secure staging area for responding officers and other emergency responders shall be designated and its location provided to communications.

a. An officer should be assigned to the staging area to brief arriving personnel, maintain communication with the contact team, and assign duties as directed by the IC.

b. A second secure staging area shall be designated as soon as reasonably possible to accommodate arriving family members of persons at the target location.

Some of these persons may be armed, particularly those who have family members at the incident scene. These individuals must be restricted to the staging area as they could pose a hazard to themselves, officers, and bystanders and jeopardize tactical operations.

5. The contact team shall be provided a clear communications channel to provide the following types of information:

   a. The team's progress and location.

   b. The location and number of victims and their medical needs.

   c. The estimated number of suspects involved.

   d. The suspects' descriptions and weapons if known.

6. The location of any booby traps or explosives. If discovered, the contact team leader shall determine whether to post an officer near it, report it, or mark it for later removal.

7. The contact team shall locate the suspect(s) in the most expeditious manner possible in order to stop the threat. In doing so, officers should not stop to render aid or assistance to victims, but may, where reasonably possible, inform them that rescue teams are forthcoming and direct them to a safe point of egress or hiding if they are ambulatory and it is deemed safe for them to do so.

8. The team should consider alternative entry points and avoid using the main entrance to provide an element of surprise and to avoid potential booby traps or an ambush.

9. The contact team should not attempt to conduct a thorough clearing of the location, but should follow sounds (such as gunfire, yelling, and screaming); observations of victims and bystanders; and related information to help locate the suspects as soon as possible.

10. Once the suspects have been located and the threat eliminated, the contact team should proceed to clear all portions of the location in the event that more suspects are in hiding.

Arriving SWAT, Emergency Response Teams (ERTs), or other officers should be called upon to help clear the location of potential suspects, locate and evacuate persons in hiding, and render safe any dangerous munitions or armament.

11. Render first aid as necessary when the primary mission is completed.

E. Rescue Teams

1. Once the contact team is deployed and resources arrive at the incident scene, the IC should ensure rescue teams are formed to provide first aid and to help evacuate victims. Rescue teams generally consist of four to six officers, but may be expanded to include medical personnel or other officers as the situation dictates.

2. Rescue teams shall be organized under a team leader, deploy in tactical formations consistent with departmental training, and be prepared to respond to hostile action as rapidly changing circumstances may place them in contact with suspects. In such instances, the team shall be prepared and equipped to serve as the contact team.

3. Rescue teams shall be deployed only after the contact team has made entrance, provided a status report, notified the command post of the location of victims, and determined that rescue efforts may begin. Wounded and injured persons shall be quickly searched, if reasonable, for weapons and removed to the designated emergency first aid area with cover and movement of such persons provided by team members. If emergency medical personnel are not yet in place, basic first aid shall be the responsibility of rescue team members until they are relieved by medical personnel.

4. Medical personnel may be permitted to accompany or respond to rescue team members if wounded persons are incapable of being moved.

5. Rescue team members shall search uninjured persons in the hostile environment before moving them to the evacuation site.

6. Rescue and recovery operations shall continue until the IC has declared the scene clear and safe.

7. Officers assigned to the evacuation center shall maintain custody and control of all persons and document their identities until they can be reunited with family or others. Victims and witnesses suffering from emotional and/or physical trauma or shock should be kept under the observation of medical personnel until such time as they may be safely transported to a hospital or home in the care of family or friends.

8. IF Fire and Medical personnel refuse to enter a scene or they are unable to provide rescue personnel, officers may be used to perform those duties if available.

F. Command Post

1. The IC shall ensure that the following actions are accomplished:

   a. Establish Incident Command.

   b. Establish communication.

   c. Identify a staging area for first responders, a second staging area for family members, and a third staging area for the media.

   d. Identify an additional staging area for the quick response team, if employed.

   e. Request mutual aid if necessary.

   f. Organize unified interagency telecommunications.

   g. Establish traffic control and management.

   h. Contact appropriate aviation resources to control air space for possible medical evacuation resources and to establish restricted air space for law enforcement use only.

   i. Request emergency medical assistance and designate a safe staging area for treatment of the injured and evacuation by EMS or medevac.

   j. Initiate intelligence gathering on possible suspects.

k. Select a safe location to place evacuees.

l. Summon police chaplains and officers to provide information to relatives of victims.

m. Coordinate with owners or officials of the target location for floor plans, site layout, and a roster (including emergency contact information as available) of employees, students, residents, visitors, or others believed to be on-site.

n. Assign a recorder to document actions at the command post.

2. When available on the scene, a SWAT team or an ERT may be assigned as appropriate to:

a. Contain the location,

b. Assist rescue teams,

c. Help locate suspects or relieve the contact team,

d. Help locate and safeguard explosives pending removal, and

e. Provide special weapons and equipment as needed.

3. Additional officers shall be deployed to control access to the location and monitor the perimeter.

G. Debriefing

As soon as reasonably possible after the incident, the department shall conduct a debriefing of essential personnel involved in the incident. The debriefing shall identify both positive and negative aspects of the deployment with the intent of addressing areas in need of improvement and to determine whether changes in operational protocols, policy, or training may be warranted as a result.

H. Training

This department shall provide active shooter training to all sworn and civilian personnel, including simulation exercises conducted in schools and other facilities and partnering first response agencies, where appropriate.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 04/02/14

Procedure - Evidence Drying Bin.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 04/14/10

Subject: Evidence Drying Cabinet

TO: All Personnel Date Modified:

Policy: It is the responsibility of the Black Hawk Police Department Evidence and Property Technician to provide a secure and clean drying cabinet to be used by officers for the safekeeping of wet and/or bloody items to be dried for proper packaging. Officers collecting wet or bloody evidence, which requires drying prior to packaging, will utilize the Evidence Drying Bin to protect any DNA evidence.

Procedure: DNA Evidence may be present on a variety of items collected as evidence by officers. The purpose of this SOP specifically addresses the handling of wet or bloody evidence that if packaged in a wet condition would potentially destroy any potential DNA evidence that might be present. As a result, this procedure outlines the steps to be taken to protect the chain of custody of the evidence along with its evidentiary potential.

A. Evidence Handling
    1. In situations where evidence contains blood or bodily fluids officers should take the appropriate precautions to protect themselves, which would include wearing latex gloves or eye protection depending on the situation.
    2. Bloody or wet clothing should be handled in a way not to expose the item to other potential contaminating sources.
    3. If submitting evidence from two or more individuals, avoid the potential for cross contamination placing the items in two separate drying bins. Co-mingling evidence can cause the transfer of trace evidence.
    4. Keep multiple items separated in the Drying Bin even if they belong to the same person and package them separately. Shoes can be considered one item but packaged separately from a shirt or pants. Each situation will dictate how evidence should be handled.
    5. Officers should describe in detail how evidence was handled prior to submitting it.

B. Evidence Drying Bin Procedures

1. The key to open the drying cabinet will be on the key box next to the cabinet.
2. Prior to using the Drying Bin the officer should check the log sheet to ensure the unit has been cleaned after its last use.
3. Place brown Kraft paper, located in the evidence office, on the shelves of the Cabinet and use disposable clothing hangers if hanging clothing.
4. Place items to be dried in the cabinet, lock the door and drop the key in the upper slot of the key box.
5. Check to make sure the unit is operating by listening to the fan motor and observing the lights at the top of the unit.
6. Attach a zip tie completed evidence tag on the locking handle and the steel loop to the right of the handle.
7. Sign and date the log sheet hanging next to the cabinet showing the item was placed in the drying bin.
8. The evidence technician will notify the officer when the items appear to be dry enough to be packaged.
9. Package the Kraft paper (folded carefully) with the evidence along with the zip tie evidence tag.
10. Include the original packing that the evidence was first placed in if possible.
11. Place biohazard stickers on the evidence packaging.
12. Sign and date the log sheet so there is a record of when the evidence was removed.
13. Officers should document in their report all the circumstances surrounding the collection of evidence.
14. Evidence of this type should never be packaged in plastic bags.

C. Evidence Technician Responsibilities

1. Once the evidence has been removed from the drying cabinet it is the responsibility of the evidence technician to clean the drying cabinet to ready it for its next use and log the date.
2. General maintenance of the cabinet such as filter changes will be conducted by the evidence technician who will document the maintenance on the log sheet.
3. The Evidence Technician will routinely inspect the unit to ensure it is operational and ready for use.

D. Documentation

1. Officers will submit reports anytime they handle wet or bloody clothing.
2. Officers will describe in detail how evidence was handled throughout the investigation and submit a supplemental report when the officer returned to package the items after they were dry.

3. Because of the nature of bloody clothing it is always advisable to take photos of the items prior to packaging to minimize the need to open the evidence package at a later date.

E. Outside Agencies
1. Outside Agency will call our dispatch center and advise them they need to use our drying bin.
2. The communication officer will advise the sergeant on duty and they will meet with the other agency at our police department to ensure our policy and procedures are followed.
3. The agency will receive a copy of our policy and procedure for their reference.
4. The evidence technician will notify the agency when drying is complete, so they may return to the police department and finish processing their evidence.

Authorized by:
Stephen N. Cole Date: 04/14/10
Chief of Police

Proedure - Communications Center Answering Phones.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 07/21/2012

Subject: Communications Center Answering Phones

TO: All Personnel Date Revised: June 1, 2014

Policy:

The Black Hawk Communications Center is responsible for answering all incoming phone calls for the Black Hawk Police Department. All phone calls received will be answered in a timely manner. The Communications Officer will determine the response needed and how to route the call accordingly.

Procedure:

Calls coming into the communications center will come through 911 and the designated non-emergency lines (303-582-5878 & 303-582-0503). Phone calls coming into the communication center will be answered in the following order: 911 calls will receive first priority, followed by the calls coming in on the non-emergency lines. If a call is answered other than the 911 line, and the call is found to be an emergency, this call will take priority over the other calls coming into the communications center.

911 calls shall be answered by saying, "Black Hawk 911, where is your emergency". Communications Officers will determine nature and location of the emergency. If the 911 call requires the call to be transferred to another emergency communications center, the Communications Officer will verify the caller's telephone number, in case the call is disconnected when transferred. When transferring a 911 call, the Communications Officer will announce the call to the receiving agency by stating, "This is Black Hawk PD, I have a 911 transfer, go ahead sir/ma'am". Once the Communications Officer hears the caller start to speak to the new 911 operator, the call can be dropped from the Black Hawk 911 system.

Incoming phone calls on the non-emergent lines will be answered by first giving the Department's name, Black Hawk Police and Fire, followed by the Communications Officer's first name.

If a phone call is received and the call needs to be transferred in house, the Communications Officer will attempt to get the caller's name, for the employee who the call is being transferred to. If the employee is on duty and at the police

department, the call will be transferred to the appropriate extension. If the transfer is unsuccessful the Page All PD Phones shall be used on the PD phone system by announcing the name of the employee receiving the call and advising of a call holding on "Park" and the number, ie…."Lt. Lloyd you have a call on Park 1". If the Communications Officer is still unable to make contact, the call will be forwarded to the employee's voicemail and the employee will be notified via radio, phone, CAD/Mobile texting system, or email of the new voicemail.

If the employee is off duty or out of the building, the call will be transferred to the employee's voicemail and the employee will be notified via email of the new voicemail message.

If multiple emergent and non-emergent phone lines are ringing, the Communications Officer will determine the nature of the call and prioritize the incoming calls. The Communications Officer will ask the caller if they have an emergency in order to assess the urgency of the call. If the caller has an emergency, which is determined to be less critical than the other emergent call, the Communications Officer will advise the caller, that they are handling another emergent call and that they will be assisted as quickly as possible. The caller will be placed on hold and the Communication Officer will return to the caller as soon as possible.

Calls coming in on the non-emergent (303-582-0503) line will first ring into the communications center, and on the third ring, will begin ringing into the records department. If Records Personnel are unable to answer the call, the phone will continue to ring in both the Communications Center and Records Department, until answered. The Communications Officer will make every reasonable attempt to answer the incoming call and assess the call for priority during emergency situations; if a call comes in on either of the non-emergent lines and the call is to be handled by the records department, the call shall be transferred to extension 452, this will ring all of the extensions in the Records Department. If the Communications Officer is unable to transfer a call to the Records Department or they are busy with other callers, the caller will be given the option to leave a voicemail for that department. If a call is received and the call is intended for the Black Hawk Municipal Court, the caller will be transferred to extension 727.

Authorized by:

Stephen N. Cole
Chief of Police

Date:

Procedure - Terror Liaison Officer (TLO).pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 052113

Subject: Terror Liaison Officer

TO: All Personnel Date Revised: 10/12/2016

Procedure: Define the function/role of the Terrorism Liaison Officer and clarify the dissemination, handling, use of "Unclassified/For Official Use Only" and "Law Enforcement Sensitive" information.

A. Definitions:

1. Terrorism Liaison Officer

   a. The Terrorism Liaison Officer (TLO) is an identified person within the organization who is responsible for coordinating terrorist and other criminal intelligence information through the Colorado Information Analysis Center and local law enforcement partners.

2. Colorado Information Analysis Center

   a. The Colorado Information Analysis Center (CIAC) is a multi-agency fusion center created to help prevent terrorism incidents in Colorado.

3. Unclassified/For Official Use Only (U/FOUO)

   a. A designation used to identify sensitive but unclassified information which warrants protection and control that meets the criteria for exemption from public disclosure under the Privacy Act, and state and federal Freedom of Information Acts. The unauthorized disclosure of FOUO information could adversely affect a person's privacy or welfare, the conduct of Federal programs, or other programs or operations essential to the national interest.

4. Unclassified / Law Enforcement Sensitive (U/ LES)

    a. A designation used to identify sensitive but unclassified information that is intended for Law Enforcement personnel only. Unauthorized disclosure could adversely affect ongoing investigations, create safety hazards for police officers, divulge sources of information, and/or compromise their identities.

B. Role:

1. The role of the TLO is to provide a platform to share and collect information and plan operations in relation to local and global terrorist threats. Information sharing is facilitated through a clearly defined architecture to eliminate the lack of sharing of information critical to the stakeholders of Colorado's prevention, preparedness and security efforts. This role includes the following items:

    a. Collecting and reporting relevant field intelligence for the local area to the CIAC
    b. Assist with terrorism awareness training.
    c. Disseminate intelligence information to field units.
    d. Provide intelligence briefings to executive staff.
    e. Provide an intelligence resource to the Incident Commander in the event of a major terrorism event, natural disaster, or event of national significance.

C. Process:

1. Any suspicious event requires notification of the TLO. These include but are not limited to:

    a. Lost or stolen Knox box, city facility, or critical infrastructure keys.
    b. Lost or stolen uniforms, badges, ID cards, radios, or specialized equipment.
    c. Theft of department vehicles.
    d. Surveillance of City of Black Hawk vehicles, personnel, or facilities including suspicious photography or videotaping.
    e. External or internal threats made against City of Black Hawk personnel or facilities.
    f. Subjects inquiring about department or facility security measures.
    g. Subjects noting emergency procedures or response times.
    h. Criminal or suspicious incidents involving sensitive facilities or community icons, such as churches or casinos.
    i. Suspicious incidents, responses, inquiries, or communications.

2. The TLO is not a substitute for immediate law enforcement response.

    a. Local law enforcement from the appropriate jurisdiction should be notified as necessary before contacting the TLO.
    b. After the TLO is notified of the event, he/she will conduct an inquiry into the incident and report the findings to the CIAC.

3. The TLO will provide appropriate criminal or terrorism related intelligence information to designated Black Hawk Police employees based on the "need-to-know" requirement.

    a. Dissemination methods of the material may vary with regard to the subject matter, material classification, time sensitivity, and target audience.
    b. Officers may distribute U/FOUO information to subordinate personnel if such distribution is for official purposes and recipients of the information comply with the directives below (Section c).
    c. When handling U/FOUO or U/LES documents, the following directives must be followed.

        1) They are not to be released to the media, public, or those without a "need-to-know".
        2) They are not to be sent to non-official e-mail addresses, including commercial e-mail addresses such as Yahoo and Gmail.
        3) They are not to be disseminated in any manner – orally, visually, or electronically to unauthorized personnel.
        4) FOUO and LES material is not to be disseminated to any other agency without prior written approval from the Colorado Information Analysis Center.
        5) Any unattended FOUO or LES material must be secured to prevent unauthorized access by members of the public, visitors, or other persons without a need-to-know.

            a. When unattended, FOUO and LES materials will, at a minimum be stored in a locked file cabinet, locked desk drawer, a locked overhead storage compartment such as a systems furniture credenza, or similar locked compartment. Materials can also be stored in a room or area that has sufficient physical access control measures to afford adequate protection and prevent unauthorized access by members of the public, visitors, or other persons without a need-to-know, such as a locked room, or an area where access is controlled by a card reader.
            b. Laptop computers and other media containing sensitive information will be stored and protected to prevent loss, theft, unauthorized access, and unauthorized disclosure.

        6) FOUO and LES material will be destroyed when no longer needed.

a. "Hard Copy" materials will be destroyed by shredding, burning, pulping or pulverizing, to assure destruction beyond recognition and reconstruction. After destruction, materials may be disposed with normal waste.
b. Electronic storage media shall be sanitized appropriately by overwriting or degaussing. Contact the helpdesk for additional guidance.
c. Paper products containing FOUO or LES information will not be disposed of in regular trash or recycling receptacles unless the materials have first been destroyed as specified above.

7) Any email sent to recipients containing CIAC information shall include the following caveat:

a. For Official Use Only Information: The attached report contains information that is FOR OFFICIAL USE ONLY (FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (FOIA) and Colorado Open Records Act (CORA). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with policy relating to FOUO information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior written approval of the Colorado Office of Preparedness and Security.

b. Law Enforcement Sensitive Information: The attached report contains information that is LAW ENFORCEMENT SENSITIVE (LES) and should be contained within law enforcement channels only. It contains information that may be exempt from public release under the Freedom of Information Act (FOIA) and Colorado Open Records Act (CORA). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with policy related to LES information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of the Colorado Office of Preparedness and Security.

I. Reference:

Colorado Information Analysis Center – Privacy policy
Colorado Information Analysis Center – SOP Product dissemination guidelines

28 CFR Part 23

Authorized by:
Stephen N. Cole
Chief of Police

Date: 05/21/13

Procedure - Toning Warrants Felony Stolen Records.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 08/02/2012

Subject: Toning Warrants, Felony, and Stolen Records

TO: All Personnel Date Revised: 10/12/2016

Procedure: It is the Communications Officer's duty to clear any person, plate, or vehicle identification number at an Officer's request. If a query is run and the subject of the query is:

1. The subject of an extraditable warrant.
2. The subject of a stolen vehicle record.
3. The subject of a stolen plate record.
4. The subject of an armed and/or dangerous record.
5. The subject of any record believed to be of concern to Officer safety.

Then the Communications Officer will notify the Officer(s) in a timely and effective manner by utilizing Alert Tone 1.

I. If an Officer requests a clearance via radio, the Communications Officer will inform the Officer of the record information using the following procedure:

   A. The Communications Officer will transmit the following information utilizing radio channel BH LAW.

      1. If the Officer is in a casino or parking garage that would likely prohibit adequate radio reception and hence prohibit the Officer from copying the radio traffic, then the Communications Officer will enable the radio console to simulcast over radio channels BH LAW and Black Hawk OPS prior to transmitting the information.

   B. The Communications Officer will use the computer mouse to click and hold down Alert Tone 1 for approximately two (2) seconds to send the single-toned alert over all selected radio channels.

   C. The Communications Officer will transmit the Officer's identifier and location. The Officer will then either ask for the information from the

record, or advise Communications to stand by until they are ready to copy the information.

1. If the Officer's location is unknown, the Communications Officer will air the Officer's identifier and ask for the Officer's location. The Officer will advise of their location and either ask for the information from the record, or advise Communications to stand by until they are ready to copy the information.

D. When the Officer is ready for the information from the record, the Communications Officer will transmit the following information:

OFFICER'S <u>IDENTIFIER</u>, YOUR PARTY IS THE SUBJECT OF <u>TYPE OF RECORD</u>, <u>RECORD INFORMATION</u>"

If applicable, the Communications Officer will provide description/registration information of the subject.

E. After transmitting the information from the record, or if the Officer advises Communications to stand by, the Communications Officer will ensure necessary cover cars are en route.

II. If an Officer requests a clearance via telephone, the Communications Officer will inform the Officer of the record information via telephone prior to informing the other Officers monitoring the air.

A. The Communications Officer will determine if the Officer needs cover cars to respond or if the Officer has adequate cover.

1. If cover is needed, the Communications Officer will coordinate with the requesting Officer for a location where cover should respond.

B. The Communications Officer will use the computer mouse to click and hold down Alert Tone 1 for approximately two (2) seconds to send the single-toned alert over all appropriate radio channels.

C. The Communications Officer will transmit the Officers identifier and location followed by the information from the record. After the record information the Communications Officer will:

1. Advise all monitoring Officers "cover is on scene, information only".

-OR-

2. Assign necessary cover cars and provide the location where cover is requested to respond.

III. At the Communication Officers discretion or if requested by an Officer or supervisor, "Emergency Radio Traffic Only" may be assigned to the appropriate radio channel.

A. If 'emergency traffic only' has been initiated, then the radio channel will remain closed to all other traffic until dispatch confirms with Officers on scene that 'emergency traffic only' may be lifted.

B. Emergency radio traffic will consist of any emergent radio traffic and/or any radio traffic related to this specific incident e.g. cover cars calling en-route or arrival, etc. All other radio traffic will be conducted on a secondary channel.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 08/02/2012

Procedure - Active Critical Incidents.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 02/27/2014

Subject: Active Critical Incidents

TO: All Personnel Date Revised: 09/08/20106

Description: The purpose of this Directive is to establish response guidelines for Active Critical Incidents (ACI) within our jurisdiction. This Directive provides guidelines for response only, and specific information developed during the course of an investigation may necessitate an altered response.

Each variation of the incidents described below requires a law enforcement investigation. However, Command Officers and supervisors must be prepared to transition to a Unified Command structure with other local, state or federal response elements if necessary.

Definitions:

Active Critical Incident – Any in-progress natural or man-made event, civil disturbance, active shooter or sniper, hostage or barricaded subject situation, massive incidents of random or premeditated incidents involving mass casualties or any other occurrence of an unusual or severe nature that causes or threatens to cause the loss of life or injury to citizens and/or severe damage to property and that requires extraordinary measures to protect lives, meet human needs and achieve recovery. The Black Hawk Police Department will have Incident Command responsibility on any active critical event that is the result of criminal activity or the possibility of criminal activity.

Hot Zone: Any area where personnel involved in the incident are at extreme risk of death or serious bodily injury due to the actions of the suspect(s). In general, a hot zone is an area where armed suspect(s) are known or believed to be present.

Warm Zone: An area at less risk of harm to first responders. In general, a warm zone is at least temporarily secured from the presence or movement of suspect(s), and police officers are in the immediate area.

Cold Zone: An area that is secured from any immediate threat.

Extraction Teams: Enter the active scene at a location determined by the police department Incident Commander. Teams may consist of a front guard (police), two or more extraction firefighters and a rear guard (police). Extraction Teams enter the warm zone and respond to locations containing victims/patients identified by other officers who have been involved in isolating the active threat.

Unified Command: Incident management performed by representatives of multiple agencies to ensure the development of a response plan, identification of appropriate resources and staffing that are made available and deployed in the most effective and coordinated manner. The unified command may create multiple branches to supervise the operation of the response plan. A branch may include combined elements of the police and fire response.

In an active scene, members should be cognizant that Hot, Warm and Cold Zones may be fluid and change until the threat is contained or eliminated.

Procedure:

Training and Evaluation

The Department has adopted the National Incident Management System (NIMS) for the control and coordination of critical incidents. The Incident Command System (ICS) as proffered by the Federal Emergency Management Agency (FEMA) is the system used in Black Hawk to manage incidents. Sworn members of the Department will receive training on these systems. Career service members who may participate in the management of a critical incident will also receive training. Combined training with Black Hawk Fire Department on ICS and the High Risk Extraction Protocol will be conducted annually.

Objectives

1. Protect Life
2. Stabilize the Incident
3. Protect Property

Assess the situation and determine overall priorities.

It is vital that the first responder(s) make a quick, accurate assessment of the situation and be aggressive in addressing any active threats to human life in order to neutralize the threat and/or prevent additional victims. Extraordinary incidents of mass violence require non-traditional police responses, which may include:

1. Providing aid to the injured and protecting potential victims through evacuation or lockdown.

2. Public safety needs may override the immediacy of suspect apprehension or crime scene protection.

3. Preventing further injury by stopping the threat may be required prior to aiding the injured. Responding officers may have to intentionally bypass injured person to stop the threat.

Activation of the High Risk Extraction Protocol (HREP)

While the active search to find and isolate the suspect(s) is on-going first responding officers will inform the Black Hawk Dispatch Center of the fact that multiple persons are injured and still in an area not completely secured by the police. Any officer or supervisor on scene can request activation of the High Risk Extraction Protocol. HREP can be activated for large or small incidents where an injured person is unable to move out of a dangerous area.

Communication between Police Command and Fire Command

Upon activation of the High Risk Extraction Protocol (HREP), the police Incident Commander will establish a command post and will notify Black Hawk Dispatch of his/her location. Black Hawk Dispatch will notify responding BHFD units which BHPD radio channel is primary for the incident response. During the early stages of the emergency, direct communication to coordinate initial response and resources between police and fire incident commanders will be on the primary police channel. As control of the incident progresses, BHPD may request the incident commanders to move to another appropriate radio channel or talk group.

The BHPD Incident Command will, as early in the incident as is practical, establish Face-to-Face communication with Black Hawk Fire Command to unify command and coordinate the Extraction Teams. The unified command will declare staging areas for incoming police and fire resources, based on the need and functionality of the resource. Consideration should be given to the location of the staging area to allow medical units to easily access and egress from the area.

The BHPD Incident Command will identify access to hot, warm and cold zones based on the existing threat levels related to an active search or the containment of the suspect(s). The Incident Commander will continually assess the threat level until the suspect(s) is contained or neutralized.

The unified command will identify a casualty collection area if needed and supervise the creation of an Extraction Team(s). Teams utilized for extraction will include BHPD (or other police officers) to provide security and BHFD (or other firefighters) to extract injured victims. BHFD will ensure a steady flow of personnel to team up with police officers to move into areas of higher risk to locate and remove victims to the collection point. The movement of the extraction teams will be supervised by an BHPD supervisor or officer with direct radio communication to officers inside the event location. The coordinated use of multiple extraction teams may be necessary based on the number of injured persons within the event location.

BHFD will establish a triage area if needed that will accept victims/patients and prepare the injured for transport from the scene. Officers who encounter injured victims able to walk on their own or injured persons who are being assisted by other citizens will direct the walking wounded to the triage area. will coordinate the security at the collection point/triage area.

Incident Stabilization

Beyond the neutralization of active threats, the primary responsibility of first responders is to contain the incident and suspects within a secure perimeter. Rapid stabilization and containment will:

Assist in locating fleeing victims and witnesses,

Control access of the media, mutual aid responders, specialty units, etc., and

Aid in crowd control efforts.

Protect Property

Once the immediate threat(s) has been neutralized and appropriate life safety, triage and medical treatment of victims has been initiated by EMS personnel, responders should take action to protect the scene and protect property from further damage.

Facilitate the Criminal Investigation

Once the incident has been stabilized, information should be gathered to plan further response (e.g., arrest teams, designated shooters, etc.), understand motives and develop methods to preserve, catalogue and collect evidence. Strategies must be formulated to deploy sufficient numbers of investigators and victim advocates to identify and locate victims and witnesses.

Establish an Incident Command System

The numerous personnel, equipment, facilities, communications and procedures working at the site must be managed in an orderly and systematic fashion. The Incident Command System (ICS) will be implemented to direct the response and processing of the incident.

The first responding officer will be the Incident Commander (IC) until relieved by a supervisor or command officer. The Incident Commander is responsible for:

a. activating the incident command system

b. establishing a command post (which could simply be the trunk of a car)

c. initiating the notification and mobilization of additional personnel

d. obtaining support from other agencies as needed

e. establishing a staging area, if necessary

f. activation of High Risk Extraction Protocol with Black Hawk Fire Command

g. providing public information and maintaining media relations

h. maintaining the safety of all affected personnel

i. establishing General and Command staff positions as needed

j. preparing a documented after action report

Based on the nature, size and complexity of the incident the Incident Commander should give consideration to appointing other personnel to assist in the management of the incident to include but not limited to:

Operations Chief is responsible for:

a. establishing perimeters

b. conducting evacuations

c. maintaining command post and scene security

providing for detainee transportation, processing, and confinement

d. directing and controlling traffic

e. conducting post-incident investigation

Planning Chief is responsible for:

a. preparing a documented incident action plan;

b. gathering and disseminating information and intelligence; and

c. planning post-incident demobilization

Logistics Chief is responsible for:

a. communications

b. transportation

c. medical support

d. supplies

e. specialized team and equipment needs

Finance Chief is responsible for:

a. recording personnel time;

b. procuring additional resources;

c. recording expenses; and

d. documenting injuries and liability issues.

Investigations Branch Director – answers to the Operations Chief and is responsible for coordinating investigative personnel, and evidence processing.

Staging Officer – answers to the Operations Chief and is responsible for field staging for responders and equipment.

Safety Officer – answers to the Incident Commander and is responsible for the overall safety of all responders.

Information Officer – answers to the Incident Commander and is responsible for coordinating information to and from the media and other parties.

Liaison Officer – answers to the Incident Commander and is responsible for coordination and liaison with other local, state and federal elements.

Not all of these assignments may be needed, depending on the circumstances of the incident. Those positions not assigned become the responsibility of the Incident Commander.

Activation of Active Critical Incident Protocol

Active Critical Incidents, by definition, require rapid mass deployment of personnel and equipment to forestall or mitigate the scope of the event. As such, any sworn supervisor, or SSU leader may initiate an Active Critical Incident response.

Due to the potential for mass casualties, supervisors may request an Active Critical Incident response without on-scene confirmation that the event has or is occurring.

Notifications

Once the Black Hawk Communications Center receives a request to initiate the Active Critical Incident protocol the dispatcher will alert tone all channels and announce that an Active Critical Incident is in effect. The dispatcher will air any additional pertinent information (safe routes, staging areas, etc.), and direct all members as to which channel to turn to.

Example: "There is an Active Critical Incident at _____due to a(n)_____. All personnel are directed to tune their radio to channel _____ and respond according to the Active critical incident protocols."

All able bodied sworn members receiving information of an Active Critical Incident are directed to respond.

Upon activation of an Active Critical Incident response, the Black Hawk Communications Center BHDC will make the following notifications:

Lieutenant

SSU Commanding Officer

The Chiefs' Office

Send out a high priority Code Red Alert

Black Hawk Dispatch Center(to confirm nothing has changed)

Radio Usage

Members should maintain radio discipline during the response phase and remain off the air as much as possible. Members should respond to the scene as quickly as possible and only air information specific and necessary to describe on-going events and requests for intervention and/or deployment as needed.

a. Designated radio channels will be utilized by every team entering the venue where the incident is occurring, based on which location the incident is occurring. This frequency will be dedicated for communications only between teams inside the location during an Active Critical Incident and between inside teams and the command post, and must be monitored by a Dispatcher

b. BH Law or BH OPS Designated radio channels will be utilized by every team on the outside of the venue where the incident is occurring for communications between responders and the Command Post. The opposite frequency in which the event is occurring will be used for exterior communications. This channel must be monitored by a Dispatcher.

c. BH LAW will be used for primary dispatch of any calls not related to the ACI Gilpin County Communications will serve as back up communications as needed.

d. Supervisors at the scene should coordinate with Fire Department personnel on communications and should consider using the designated channel for communications between command posts and each other.

e. The Dispatcher or a Commissioned Supervisor will remind all responding units which channels they need for interior and exterior communications.

f. Entry teams inside a building or structure during an Active Critical Incident should assign officers to monitor both channels interior and exterior communications if possible.

Mutual Aid

The Office of the Chief of Police or their designee may request mutual aid for an Active Critical Incident. The request for mutual aid should be accompanied by specific information relative to the amount of personnel needed, any specific equipment required, a staging area and a point of contact. Most requests for mutual aid will be made to local and county agencies adjoining the geographical boundaries of Black Hawk.

State agencies such as the Colorado State Patrol, CBI, Division of Gaming or CDOT may also be needed depending on the event.

The most likely need for outside assistance will be to handle calls for service not related to the incident. If this is done, it is proffered to have the county sheriff's offices handle calls for service in their own counties and have CSP handle all accidents. If the State and

counties can't assist or handle the call load, assistance should be requested from available surrounding jurisdictions. This does not prevent the incident commander calling for mutual aid to respond to the Incident site from any appropriate agency. Requests for outside assistance for specific calls can be made by the Lieutenant or Chief of Police.

Once a mutual aid request is made through the Black Hawk Dispatch Center, a Black Hawk Dispatch Center supervisor will contact the appropriate agencies and confirm their response, including numbers of personnel and types of equipment.

The Incident Commander will continually assess the need for mutual aid. If it is determined that mutual aid is no longer needed the Incident Commander will notify the Black Hawk Dispatch Center to cancel any additional mutual aid not already on scene. The cancellation will be to broadcast over the appropriate radio channels.

On-scene mutual aid personnel must be debriefed and all actions attributed to their response during the event must be accounted for prior to them being released. The Planning Chief and Finance Chief, or Incident Commander if the Chief's positions are not filled, will ensure that all personnel who responded to the request for mutual aid will be documented by their name and agency, regardless of their actions during the event.

Requests for resources outside the normal mutual aid agreements, such as National Guard resources, must be made through the Office of Emergency Management (OEM) and/or the EOC.

Concept of Operations and Incident Command

A Concept of Operations (ConOp) has been devised to assist in transitioning major emergencies or disaster (to include Active Critical Incidents) between responding City departments for overall management and coordination. The prevention of criminal threat to any responder is the responsibility of law enforcement. In most cases, a law enforcement response will be required to gain control of a chaotic and potentially threatening incident scene before Fire/EMS can safely respond. The Police Department is responsible for resolving all active threats. Fire/EMS personnel may enter an Active Critical Incident with police protection to provide for the care of injured parties. When

multiple city departments are responsible for operations at an incident implementation of a Unified Command or the passing of Incident Command, depending on the event, should be considered.

The primary role of the Incident Commander (IC) immediately following the resolution of active threats is to establish order and direct the activities of all emergency responders. The IC is responsible for all activities surrounding the incident site to include plan development, implementation of strategic decisions, issuing safety alerts and approving resource allocations. These duties may be delegated to the appropriate Command or General Staff positions as required by the size, nature and complexity of the incident.

The IC must establish a Command Post as quickly as possible and begin designating personnel to direct specific activities. The IC must maintain direct contact with Black Hawk Communications and the EOC or Department Operations Center (DOC) if opened.

Below are some general principles, which must be followed by the IC to ensure proper order and event resolution;

a. All involved Command Officers must set aside their rank and position and work towards the objectives established by the IC to control and manage the incident.

b. The IC must be willing to accept assistance from knowledgeable personnel when developing strategies.

c. The IC must delegate authority to Command and General staff personnel as indicated by the size, nature and complexity of the incident.

d. Information must flow between the IC and other responding agencies.

e. The IC must guard against compromising any public safety agency's legal requirements or authority.

f. The IC must manage the response to minimize or eliminate any duplication of services.

g. All agencies must have an understanding of one another's priorities and duties during the response to an Active Critical Incident.

h. The IC should try to assemble all Agency Liaison Officers into one place near the Command Post to facilitate communications.

i. The IC is responsible to ensure the creation of an After Action Report detailing the response, investigation, recovery and any other facet of the operation as needed.

These principles apply whether the IC is a Fire or Police member.

Responding Officers' Responsibilities

On-duty sworn members, upon being alerted of an Active Critical Incident will immediately respond to the scene. Based on the nature and immediate needs of the Active Critical Incident, the following priorities should be addressed:

a. Confirm if an Active Critical Incident is occurring or has occurred. If so, determine the type of incident and type of tactics for response.

b. Notify the Black Hawk Dispatch Center if an Active Critical Incident is occurring so this protocol can be put in effect if not already activated.

c. Evacuate victims or potential victims to a safe location and activation of the High Risk Extraction Protocols with the Black Hawk Fire Department.

d. If evacuation is not possible, protect potential victims through lockdowns at the incident site.

e. Determine the suspect(s) location.

f. Contain the suspect(s).

g. Elimination of the threat if the situation requires it.

h. Aid the injured.

i. Preservation of the scene and evidence for future processing and investigation.

j. Preservation of property Pre-Designated Assignments.

k. Notification of off duty employees for an appropriate response.

Supervisors and Command Officers – Assume command of the scene and establish a command post at a safe location. One supervisor or Command Officer must immediately assume the role of Incident Commander (IC) and begin the delegation of duties and responsibilities. The Lieutenant is normally responsible for this position unless relived of their position by a more qualified supervisor. All supervisors should monitor the primary frequencies.

Uniformed sworn members – Responding sworn members should deploy in a minimum of two officer teams at the incident site or its inner perimeter. Sworn members should use contact and cover principles and principles of point and rear assignments. All rifle certified members will deploy their rifles if appropriate. In the case of an active shooter, responding officers will key-hole the appropriate doors and windows and enter to counter any threat. Five (5) person fast teams should be used for entry. In the event of an immediate threat a fast team consisting of less than 5 persons may be assembled and enter to confront an assailant(s).

Non-Uniformed Sworn members – Non-Uniformed sworn members will respond to the scene and check in with the person in charge. If it is essential that the non-uniformed officer enter the building/scene, it is the responsibility of the member to ensure that he/she are wearing markings that readily identify him/her as a police officer, to include but not limited to, soft body armor with police markings, raid jacket, load bearing vest, plate carrier or his/her issued traffic control vest. If possible, a non-uniformed member should be assigned to enter the scene with a uniformed officer.

In a disaster or a mass casualty incident, where there is no active threat, uniforms are not required for personnel to assume any duty: however, the issued traffic vest should be worn to make all police personnel readily identifiable.

Detectives – Respond to designated evacuation locations to begin interviews and debriefings of witnesses or victims until the scene is secure and on scene investigation can begin. Once the scene is secure, detectives will assist with the investigative function as assigned. In non-criminal incidents, all personnel will respond to the staging area unless dispatched enroute.

SSU Team – In an active shooter, hostage, barricaded suspect incident SSU members will immediately deploy to the location to search for, locate and neutralize the suspect(s), if there is still an active threat,. Once immediate threats have been neutralized the SSU team will be responsible for clearing and securing the building(s).

Black Hawk Communications Center – Once an Active Critical Incident is confirmed, the Black Hawk Dispatch Center will restrict intake and response to calls to as all able bodied commissioned personnel are directed to respond to an Active Critical Incident, the Black Hawk Dispatch Center may have to request mutual aid coverage of priority calls. All non-emergency callers will be instructed to file a report the following day. Light duty commissioned personnel may be utilized by the Lieutenant to effect notifications, call-ups of additional personnel or any other required tasks as needed.

Public Information Officer – The PIO will be responsible for coordinating news media personnel and the release of information. The IC or PIO will designate a media staging area. Media releases resulting from an Active Critical Incident may necessarily need to be coordinated with other response elements including BHFD, EMS, school districts, private sector representatives and state, county and federal agencies. The PIO, in consultation with other responding agencies will coordinate the release of information through the Joint Information Center (JIC) if one is established.

Command Post

The Incident Command Post is the location from which the Incident Commander oversees all incident operations. Every incident must have some form of an Incident Command Post and may be located in a patrol vehicle, trailer, tent, mobile command center, or within a building. Once designated it should be kept isolated from all of the various staging areas to effectively coordinate all operations and agencies involved in the incident. The Negotiation Team will be responsible for getting the mobile

command post vehicle to the established command post site. If not already assigned, Negotiation Team members will conduct intelligence gathering at the scene. The Command Posts should be located far enough from the incident site to remain safe but close enough to give the IC quick access to the site. The IC will provide and maintain security at the command post.

Mutual Aid Response by Black Hawk PD to Critical Incidents Outside of Black Hawk

It is recognized that law enforcement agencies may be overwhelmed by critical incident response requirements and that requests for mutual aid may not be effectively and efficiently communicated. The Lieutenant, or Chief, upon request from a neighboring agency, may send on duty officers, an SSU element to a critical incident within the surrounding area. When possible, at least one (1) Lieutenant will be sent with any personnel assisting other agencies. One (1) Sergeant per (4) Agents/Officers should respond. SSU may have slightly different staffing makeup. SSU should deploy in Squads or Teams as their unit makeup dictates. SSU Commanding Officers should be contacted prior to sending elements of their teams.

Other Considerations

a. Efforts should be made to obtain floor plans to the building and utility access from internal maintenance engineers and utility companies.

b. Special equipment and additional transportation should be accessed through

c. Public Works, Parks and Recreation, Black Hawk Tramway, Gilpin County Schools this may include transportation to off-site secured facilities for debriefings and reunification of families.

d. Air support and surveillance from an agency with air support capabilities (e.g. the Denver Police Department or the Jefferson County Sheriff's Office).

e. Explosive ordinance assistance may be requested as described in General Order 9.04 Bomb Threats/Explosive.

Post Event Demobilization

The IC is responsible for demobilization after the event is completed. The IC will ensure that manpower needs are being met but uninvolved members will be released back to their assignments or released from duty. All members will be responsible for completing necessary reports, overtime slips, inventories on material or equipment that needs to be replaced or repaired or any other documentation. Specialized equipment will be inventoried and returned to storage ready for immediate use.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 02/27/2014

Procedure - Ammunition.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 01/20/09

Subject: Ammunition

TO: All Personnel Date Revised: 01/23/11

Description: It is the procedure of the Black Hawk Police Department to issue ammunition to sworn officers to use on duty and for department training. Limited amounts of ammunition will be issued to each officer each year, for training or practice they wish to do away from the department.

Procedure: Effective immediately each officer will be allowed 300 rounds of training ammunition for their handgun. Each officer can either take the 300 rounds at one time or 150 rounds twice per year. A log will be completed, including the officer who received the ammunition, the firearms instructor or sergeant who issued the ammunition, the date and quantity.

Only departmental-issued ammunition will be carried. The Chief of Police will issue the authorizing memorandum, as needed; to describe ammunition sworn personnel will carry.

Ammunition for duty use will be replaced with new as determined by the Range Master but not to exceed two years.

Department acquired and issued ammunition is approved for carry at all times. The department buys from a variety of commercial manufacturers, and specifications will vary slightly from year to year. Range personnel will issue department ammo and will maintain a current list outlining the specifications for all ammo issued. Listed below are the general specifications for ammunition of all calibers authorized for use in firearms carried by Black Hawk Police Department personnel. All ammunition, including personally acquired, must be factory loads.

A. 9mm -- as issued by the department: If personally acquired, it must be jacketed or semi jacketed, hollow point only.

B. 45 ACP -- as issued by the department: If personally acquired, it must be jacketed or semi jacketed, hollow point only.

C. 40 ACP -- as issued by the department: If personally acquired, it must be jacketed or semi jacketed, hollow point only.

D. 12 gauge rifled slug -- as issued by the department

E. 12 gauge 00 buck -- as issued by the department

F. .223 cal. -- as issued by the department

G. .308 cal. -- as issued by the department

H. .22 cal. -- as issued by the department

Authorized by:
Stephen N. Cole
Chief of Police

Date: 01/23/11

Procedure - Assisting The Public.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 06/27/2007

Subject: Assisting the Public

TO: All Personnel Revised: 10/18/2016

Procedure: People visit the Black Hawk Police Department for a variety of reasons. This procedure covers a few examples of services provided, i.e. request for case reports, fingerprinting, directions, etc. Customer Service is a priority of the Black Hawk Police Department. Our goal is to assist everyone in an efficient and professional manner.

Anyone with appointments withy sworn or civilian personnel
  # Obtain as much information (their name and the reason they are here to see them) and then announce to the personnel they are in the lobby.
    Sworn personnel includes the Chief, Commanders, Sergeants, and Patrol Officers.

  # Property retrieval, (obtain their name and as much information as possible) and contact the Evidence Tech

Fingerprint requests

  # Fingerprints are processed for City of Black Hawk Residents Only and any person the City Clerk's Office sends up (such as Liquor Licenses for the Casinos and Medical Marijuana Dispensaries)

  # Gaming Licenses, Civil (such as name change, etc). THIS HAS BEEN SUSPENDED UNTIL FURTHER NOTICE. SEND THEM TO CENTRAL CITY POLICE OR GILPIN COUNTY SHERIFF

    # Refer them to Gilpin County Sheriff's Office
      2960 Dory Hill Road
      Black Hawk
      303 582-5500

    # Refer them to Golden Division of Gaming
      17301 W. Colfax Avenue Suite 135
      Golden
      303 205-1300

Other city departments

    # PUBLIC WORKS DEPARTMENT is on the Mesa at 987 Miners Mesa Drive

    # PLANNING DEPARTMENT is in the church next door at 211 Church Street

    # CITY HALL DEPARTMENT is right below in the red brick building (this includes the City Clerk's Office, the IT Office and the City Manager's Office) at 201 Selak Street

Municipal Court is held once a month at the Gilpin County Justice Center at 2960 Dory Hill Road

    # Provide directions to the Courthouse if needed.

Requests for Police Reports

    # Provide Records Release form

    # Process the report according to Records Release Procedures

VIN Inspections: THIS HAS BEEN SUSPENDED UNTIL FURTHER NOTICE. SEND THEM TO CENTRAL CITY POLICE OR GILPIN COUNTY SHERIFF

    # Refer them to Colorado State Patrol (Golden – Camp George West)
      15203 W. 12th Avenue
      Golden
      303 239-4545 (Recorded line – leave a message)
      OR
    # Refer them to Gilpin County Sheriff's Office
      2960 Dory Hill Road
      Black Hawk
      303 582-5500

    # Gilpin County Sheriff and Colorado State Patrol (in Golden) are the only agencies that can do a certified VIN Inspection

Authorized by:
Stephen N. Cole
Chief of Police

Date: 06/27/2007

Procedure - Instructor Application Process.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 04/08/14

Subject: Instructor Application Process

TO: All Personnel Date Revised: 09/01/2016

Description: The Black Hawk Police Department has set high standards to become an instructor for the department. Being an instructor is a very stressful but rewarding position. Only highly qualified candidates will be selected to train / teach their peers.

Procedure: Requirements to interview for an instructor position

I. Formal request sent to immediate supervisor
II. Letter of Interest – To include but not limited to:

   A. Interest in the position
   B. Outside training obtained related to the position
   C. Current level
   D. Years of Law Enforcement experience
   E. Anything else the applicant feels would be pertinent to being considered for the position

III. The applicant has completed the required 18 month introductory period with police department. This may be waived with the approval of the Chief of Police.
III. Satisfactory Evaluation rating.
IV. Pass an oral board which includes a 5 minutes presentation. The applicant must instruct the panel on a subject not Law Enforcement related.
V. If accepted the applicant must successfully pass an approved instructor school.
VI. If accepted the applicant will be required to successfully instruct 1 course once a year.

Disqualifiers:

I. The applicant has had documented remedial training within the last 12 months in the discipline(s) in which they are applying to become an instructor. **Remedial training is documented additional training

done to correct or improve an area of deficiency in a particular training discipline.

II. Sustained IA(s) for Use of Force issues

III. The applicant does not pass instructor school (Cannot reapply for the instructor position for 2 years)

Dismissal:

I. Non-performance as an instructor:

A. The instructor fails to successfully instruct a course for 2 or more years.

B. Repeatedly fails to complete lesson plans by the assigned due dates.

C. Fails to maintain an instructional level of proficiency in their respective discipline(s).

D. Requires remedial training in their area(s) of discipline more than 1 time per year as an instructor of that discipline, e.g. firearms instructor has to complete remedial training twice during the same training year.

II. Fails to perform as an instructor due to additional job duties and / or special assignments.

III. The inability to perform basic police officer functions as described in the police officer job description.

IV. Fails to stay current in training techniques / methods and attend advanced instructor classes when available.

V. Any sustained policy violation that reflects poorly on the assigned training unit, Black Hawk Police Department, or City of Black Hawk.

Any of the above criteria can be amended by the Chief of Police at any time for any reason.

Discipline Specific Requirements:

Firearms: An applicant for the position of Firearms Instructor should possess working knowledge of all the firearms used by the department, e.g., handgun, shotgun, and patrol rifle. The applicant should have above average skills in marksmanship and weapon handling and be able to demonstrate those skills. Good verbal and tactile teaching skills are also desired. The applicant will know the basic firearms safety rules. The applicant shall be familiar with all of the department policies and SOP's pertaining to firearms and response to resistance.

Defensive Tactics: An applicant for the position of Defensive Tactics Instructor must be currently qualified through the department in PPCT. They should possess and be able to show knowledge of all arrest control and defensive

tactics used by the department and furthermore, the applicant should have above average skills in arrest control and be able to demonstrate those skills. Good verbal and tactile teaching skills are also desired. The applicant will know the basic class rules for DT. The applicant shall be familiar with all of the department policies and SOP's pertaining to arrest control and response to resistance.

Driving: An applicant for Driving Instructor should have an above average knowledge of patrol vehicle operation and maintenance. They should be able to answer any question in regards to policy's relating to patrol vehicles and State emergency vehicle operation guidelines. The applicant should have no more than two on duty accident/incidents involving a patrol vehicle over the last year. The applicant should also have no more than two off-duty tickets within the last two years.

Less Lethal: An applicant for the position of Less Lethal Instructor should be well-versed and able to discuss the department's Response to Resistance Policy. The applicant shall be certified on shoulder mounted weapons (specifically the 12 gauge shotgun) in order to use/demonstrate less lethal munitions deployed by a shotgun. They should be able to use a 40mm less lethal munitions launcher. The applicant should know the basic firearms safety rules.

Active Shooter: An applicant for the position of Active Shooter Instructor should have, in addition to the minimum instructor qualifications, a basic understanding of building searches and cover and concealment

Intoxilyzer: An applicant for Intoxilyzer Instructor needs to be currently certified as an Intoxilyzer Operator. The applicant should have an interest in the operation of the Intoxilyzer. See the Procedure section II for further requirements.

Taser: An applicant for the position of Taser Instructor shall have an up to date certification as a Taser operator. The applicant should have no sustained use of force complaints or open internal affairs investigations.

R.A.D: An applicant for the position of Defensive Tactics Instructor must be currently qualified through the department in PPCT. The applicant must have an interest in working with the community.

CPR/First Aid: An applicant for CPR/First Aid Instructor will need to be certified in CPR/First Aid. The applicant needs to have an interest or at least understanding of CPR/First Aid.

WMD: An applicant for the Weapons of Mass Destruction Instructor (WMD) should know how to wear and use all WMD equipment the department utilizes. The applicant should have a basic knowledge of how to handle hazardous material incidents and able to answer basic questions in regards to hazardous material incidents.

Community Awareness Program: An applicant for Community Awareness Program Instructor should understand and be able to explain how educating and recruiting the public's help in identifying criminal or suspicious behavior can assist law enforcement. They should also have a basic understanding of what a fusion center is (i.e.: CIAC) and why they were created. The applicant will need to be able to answer questions concerning privacy of someone who relays information to a fusion center. The applicant should have basic knowledge of what types of information collected and disseminated by fusion centers.

Domestic Violence: An applicant for Domestic Violence Instructor will need to have good investigative skills and have an interest in handling domestic violence cases.

Verbal Defense and Influence: See the Procedure section II for requirements.

DUI / SFST: An applicant for DUI / SFST Instructor should show a desire to handle DUI's and impaired driver calls. It is necessary to the function, ability and credibility of the instructor to have field experience in the area of instruction. The applicant should have completed basic SFST and ARIDE classes to understand the concepts of an impaired driving case.

Ethics: See the Procedure section II for requirements.

Authorized by:
Stephen N. Cole Date:09/01/2016
Chief of Police

Procedure - BHPD Scheduling.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: October 24, 2007

Subject: BHPD Scheduling

TO: All Personnel Date Revised: 10/11/2011

Description: The Black Hawk Police Department operates twenty-four hours a day, seven days a week. In order to ensure coverage on all shifts a written schedule will be completed and is updated as needed. The days off for the schedule will be offered according to the needs of the Black Hawk Police Department and may vary from year to year. The patrol sergeant currently assigned to scheduling will maintain the work schedule.

Procedure:

Schedule responsibilities

A. Patrol

The sergeant will be responsible for maintaining the schedule. This will include days off, vacations, holidays, sick days, training and any other issues, which affects the schedule.

There are currently three shifts. The shifts are Days, which work from 0645-1645, Swings, which work from 1630-0230 and graveyards, which work from 2100-0700. There are times when schedules can and will be adjusted, according to the needs of the Black Hawk Police Department.

There are several sets of days off available for each shift. The days off will be set according to the needs of Black Hawk Police Department, subject to change and may vary from shift to shift and year to year.

B. Communications

The Administrative Lieutenant will be responsible for maintaining the schedule. This will include days off, vacations, holidays, sick days, training and any other issues, which affects the schedule.

There are currently four shifts. The shifts are as follows; Days "A" shift, which work from 0645-1645, Mid-shift "B" shift, which works from 1100-2100, Swings, which work from 1630-0230 and graveyards, which work from 2100-0700. There are times when schedules can and will be adjusted, according to the needs of the Black Hawk Police Department.

There are several sets of days off available for each shift. The days off will be set according to the needs of Black Hawk Police Department, subject to change and may vary from shift to shift and year to year.

Schedule bidding

A. Patrol

During the last quarter of each year all Officers who are not currently in training will bid for their days off, which will begin during the first quarter of the next year. The schedule will then be active for one year (January to December). Officers who are in training will not participate in the bidding process until their training is complete.

The bidding process will be bid by seniority (Time in Grade). Police Officer IV will bid first with the officer who has been a Police Officer IV for the longest period of time bidding first. Then the next senior level four Police Officer IV, until all Police Officer IV have bid. Once all the Police Officer IV has bid the most senior Police Officer III will bid for their shift. Then the Police Officer II will bid, and finally the Police Officer I will bid.

If an opening were to occur between the December bid process for the following year and October 1, 2011 the Chief of Police or designee may assign shifts based on the needs of the department. The Chief may consider seniority, operational needs, employee performance, previous discipline, need for supervision, and other considerations.

From October 1st through January 15th each year, bidding for shift assignments as a result of vacancies or shift transfers is prohibited. Bidding during this time period will only occur in December in preparation for the next calendar year bid assignments. Officers will be assigned to shifts and days off as needed by supervisors during this time period. The procedure is designed to reduce repeated shift changes during the year and prior to the normal bid process scheduled in December of each year.

B. Communications

During the last quarter of each year all Communications Officers who are not currently in training will bid for their days off, which will begin during the first quarter of the next year. The schedule will then be active for one year (January to December). Officers who are in training will not participate in the bidding process until their training is complete.

The bidding process will be bid by seniority (Time in Grade). Communications Officers II will bid first with the communications officer who has been a Communications Officer II for the longest period of time bidding first. Then the next senior Communications Officer II, until all Communications Officer II have bid. Once all the Communications Officers II have bid the most senior Communications Officer I will bid for their shift.

If an opening were to occur between the December bid process for the following year and October 1, 2011 the Chief of Police or designee may assign shifts based on the needs of the department. The Chief may consider seniority, operational needs, employee performance, previous discipline, need for supervision, and other considerations.

From October 1st through January 15th each year, bidding for shift assignments as a result of vacancies or shift transfers is prohibited. Bidding during this time period will only occur in December in preparation for the next calendar year bid assignments. Communications Officers will be assigned to shifts and days off as needed by supervisors during this time period. The procedure is designed to reduce repeated shift changes during the year and prior to the normal bid process scheduled in December of each year.

C. Records

The records schedule will be maintained by the records supervisor and in such a way as to have at least one records clerk on duty Monday – Friday from 0800 hours to 1700 hours.

Scheduling changes

A. Patrol

Although each officer has a set shift and days off, there are occasions when officers will be needed to cover shifts. When this occurs every effort will be made to find volunteers to cover the shift first. Ultimately The Black Hawk Police Department is an emergency services agency and any officer may be required to cover shifts or stay past their shift to cover shift shortages. When a shift or days off change occur; the schedule will reflect this change as soon as possible. These changes can be done by any sergeant or acting sergeant. No officer should be scheduled to work more than fourteen consecutive hours, but in times of emergencies the officer may be required to work extended hours. If an officer has court every effort will be made to adjust their schedule for the court date.

B. Communications

Although each communications officer has a set shift and days off, there are occasions when communications officers will be needed to cover shifts. When this occurs every effort will be made to find volunteers to cover the shift first. Ultimately The Black Hawk Police Department is an emergency services agency and any communications officer may be required to cover shifts or stay past their shift to cover shift shortages. When a shift or days off change occur; the schedule will reflect this change as soon as possible. These changes can be done by any sergeant or acting sergeant. No communications officer should be scheduled to work more than fourteen consecutive hours, but in times of emergencies the communications officer may be required to work extended hours.

Vacations, Holidays and Float time

A. Patrol

During the yearly shift bidding, officers will have the opportunity to put in for time off. The time off requests will be done by seniority with the most senior officer (Time in Grade) choosing first. Officers can request up to two weeks off at one time. Once every officer has had a chance to bid for time off the bid will start over. This will continue to go around until the schedule takes effect. Once the new schedule starts, time off will be given on a first come first serve basis.

If the occasion arises where two or more officers have requested the same time off and that time needs to be cancelled, the last person to put in for that time off will be the first one to have their time off cancelled, regardless of officer level or time in grade.

B. Communications

During the yearly shift bidding, communications officers will have the opportunity to put in for time off. The time off requests will be done by seniority with the most senior communications officer (Time in Grade) choosing first. Communications Officers can request up to two weeks off at one time. Once every communications officer has had a chance to bid for time off the bid will start over. This will continue to go around until the schedule takes effect. Once the new schedule starts, time off will be given on a first come first serve basis.

If the occasion arises where two or more communications officers have requested the same time off and the time off needs to be cancelled, the last person to put in for the time off will be the first one to have their time off cancelled, regardless of communications officer level or time in grade.

Approved by:
Stephen N. Cole
Chief of Police

Date: October 24, 2007

Procedure - Colorado Sex Offender Community Notification.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 08/19/2014

Subject: Colorado Sex Offender Community Notification

TO: All Personnel Date Revised:

Colorado Sex Offender Management Board

CRITERIA, PROTOCOLS, AND PROCEDURES FOR COMMUNITY NOTIFICATION REGARDING SEXUALLY VIOLENT PREDATORS

Colorado Department of Public Safety
Division of Criminal Justice
700 Kipling Street, Suite 3000
Lakewood, CO 80214
303-239-4499
November 1999
Revised April 2014

Department of Public Safety
Division of Criminal Justice
Sex Offender Management Board
700 Kipling St., Suite 1000
Denver, CO 80215
(303) 239-4442
FAX (303) 239-4491
E-mail: somb@state.co.us
Website: http://dcj.somb.state.co.us/

Law Enforcement Officer:

In 1999, the Colorado General Assembly passed legislation (16-13-901 through 16-13-905 C.R.S.), which mandated community notification regarding sexually violent predators, effective on December 31, 1999. The General Assembly directed the Sex Offender Management Board (SOMB) to establish protocols and procedures for carrying out community notification, which are found in the Criteria, Protocols and Procedures for Community Notification Regarding Sexually Violent Predators (Criteria). The SOMB developed these Criteria based on the governing philosophy of public safety, current research in the field, and the Guiding Principles of the Standards and Guidelines for the Assessment, Evaluation, Treatment and Behavioral Monitoring of Adult Sex Offenders. Over the years new statutory language has been added and necessitated revisions of the Criteria.

These Criteria are distributed to all law enforcement agencies throughout the state. Since law enforcement is responsible for carrying out community notification in your jurisdiction, they are required to convene a local multi-disciplinary team to assist in this process. Also, each law enforcement agency MUST request the assistance of the SOMB Community Notification Technical Assistance Team (CNTAT) in carrying out the FIRST notification done in their jurisdiction to ensure appropriate training and statewide consistency in notification practices. The CNTAT is also available to conduct additional training regarding the Criteria, to answer questions, and to provide on-site assistance with education meetings regarding sexual offending and sexual assault in individual communities/jurisdictions.

Please feel free to phone the CNTAT with any questions regarding this Criteria or the community notification process at the Division of Criminal Justice, Office of Sex Offender Management at (303) 239-4499.

Thank you for your commitment to increasing public safety in Colorado.

Christopher Lobanov-Rostovsky
Program Director
Sex Offender Management Board

Cathy Rodriguez
Community Notification Coordinator
Sex Offender Management Board

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INTRODUCTION

In 1992, the Colorado General Assembly passed legislation (Section 16-11.7-101 through Section 16-11.7-107 C.R.S.) that created the Sex Offender Treatment Board to develop standards and guidelines for the assessment, evaluation, treatment and behavioral monitoring of sex offenders. The General Assembly changed the name to the Sex Offender Management Board (SOMB) in 1998 to more accurately reflect the duties assigned to the SOMB.

In 1999, the Colorado General Assembly passed legislation (Section 16-13-901 through Section 16-13-905 C.R.S.) that mandated community notification regarding sexually violent predators (SVPs) (see Definitions, page 13). In 2006, Senate Bill 06-022 was enacted to amend Section 16-13-901 C.R.S., Section 16-13-906, Section 18-3-414.5, and amended Section 18-3-412.5.

In 1999, the Colorado General Assembly directed the SOMB, in collaboration with the Department of Corrections, the Judicial Department, and the Parole Board, to establish:

1. Criteria to apply when determining whether to petition the Parole Board or the court for a determination that a SVP is subject to community notification.
2. Criteria to apply by a local law enforcement agency in determining when to carry out a community notification
3. Protocols and procedures for carrying out community notification

With the passing of Senate Bill 06-022, all individuals designated as SVPs are automatically subject to Community Notification. This new statutory language eliminated the need for criteria to determine whether or not the sexually violent predator was subject to community notification.

Community notification, or the release of relevant information about sexual offenders to law enforcement, public and private entities and the general public, is intended to increase public safety and enhance strategies for crime detection and prevention. The intent of community notification is to reduce risk to the community. These Criteria, Protocols and Procedures address how communities should be notified regarding SVPs.

In establishing the Criteria, Protocols and Procedures for carrying out community notification, the General Assembly wanted to ensure that the notification is provided in a manner that: 1) is as specific as possible to the population within the community that is at risk; 2) includes general information and education concerning sex offenders, including treatment and supervision of sex offenders; and 3) attempts to minimize the risk of vigilantism. The highest priority of the Criteria, Protocols and Procedures is community safety.

These Criteria, Protocols and Procedures do not stand alone. The SOMB has developed Standards to establish a basis for the systematic management and treatment of adult sex offenders. While developing those Standards, Guiding Principles was established, which formed the philosophical foundation of the Standards.

These Guiding Principles are also relevant in the development of criteria, protocols and procedures for community notification regarding SVPs. The community notification Criteria, Protocols and Procedures are based on a governing philosophy of public safety. The Guiding Principles developed by the SOMB are listed in Appendix A. The SOMB and the Division of Criminal Justice (DCJ) have established a State Community Notification Technical Assistance Team (CNTAT) to provide assistance to local law enforcement agencies in carrying out community notification. The CNTAT includes individuals with expertise in sex offender management, sex offender supervision, and law enforcement.

The CNTAT shall be utilized by local law enforcement to conduct their initial community notification meeting. The CNTAT is also available, upon request through the local law enforcement agency, to assist communities in providing general information/education concerning sex offenders (such as treatment, management and supervision).

Community Notification does not affect current notification practices to victims of crime. Victims who register in the Post-Sentence Victim Notification Program will be notified of an offender's status. This includes any crime that is listed in the Victim Rights Act and includes both sex offenses and other crimes in addition to those that may qualify an offender as a SVP.

It is the SOMB's intent to ensure that the Guiding Principles regarding community safety and a victim's rights to safety and self-determination are clearly implemented in the community notification process. Consequently, it is important to note that every effort should be made to protect the privacy and prevent the re-victimization of any victims of sexually violent predators subject to community notification. It is imperative that no direct or indirect identifying information regarding the SVP's victims be released as a part of this process. Additionally, every effort should be made to appropriately notify victims residing in the community prior to any notification process. Requirements regarding victim notification when community notification is carried out are included in these criteria.

The intended benefits of community notification are the basis for these Criteria, Protocols and Procedures. Some of these include:

Public safety. Knowing that a person with a history of sexual abuse behavior lives nearby, citizens can better protect themselves, their children, and their neighbors' children.

The right to know. Community residents and parents in particular, have the right to know if a potentially dangerous person is living in their neighborhood.

Increased surveillance and supervision. Community notification alerts convicted offenders that the larger community, not just the criminal justice system, is monitoring them.

Communication among community groups. Community notification can increase collaborative efforts among community members and between community members and law enforcement to promote public safety through the sharing of information and education.

Treatment tool. Overcoming denial is an important element of intervention with sex offenders. In addition, some offenders are able to commit offenses in part because of anonymity. Community notification may serve as an external control that limits the offender's ability to live in secrecy. The fear of increased public exposure may encourage the offender to comply with treatment conditions.

In addition, there are potential negative consequences of community notification that these Criteria, Protocols and Procedures attempt to minimize. Some of these include:

Possible identification of victims through the community notification process. This is especially risky when victims are related to or known to offenders. In addition, community notification in communities where the offender's victim(s) reside may lead to secondary victimization of the victim by the process.

Unofficial dissemination of information resulting in 'notification' beyond that which is authorized by state law.

Development of an unwarranted sense of community safety or complacency. Notification can lead citizens to believe that they are aware of all sex offending risk once they have been notified regarding convicted SVPs. In fact, research has shown that approximately 85% of all sexual assaults are never reported and that the greatest risk for both women and children is from potential offenders who have never been identified by the system and who they already know and trust (Rape in America, National Victim Center, 1992).

Unintended negative consequences may include increases in plea-bargaining to lesser offenses to avoid the SVP determination, lack of compliance with offender registration requirements and the possibility that some offenders will go underground to avoid notification. The process can be burdensome and time consuming for local law enforcement and local teams when they are not adequately funded. Local law enforcement may have difficulty de-notifying and re-notifying communities when offenders move. Also, there is the risk of innocent citizens being misidentified as offenders due to previously or inaccurately released address information.

The risk of vigilantism or harassment of offender or their family members due to notification. This is a concern expressed in the statute and relates to recidivism. Sex offenders who are stable (residence, employment, support/services) are less likely to sexually recidivate. Thus, ensuring that sex offenders are not victims of vigilantism is in the best interest of everyone. Like other materials developed by the SOMB, these protocols and procedures are based on the best practices known today for community notification. Existing best practices, the limited research available and case law from around the country have been reviewed in this document's development.

The SOMB will continually remain current on the emerging literature and research and will modify these Criteria, Protocols and Procedures periodically on the basis of new and relevant findings.

Finally, it is important to note the limitations of these Criteria, Protocols and Procedures. The group of offenders who is subject to the Sexually Violent Predator designation is limited first by their conviction crime, second by the dates of the crime and conviction, by the relationship the offender had with the victim and finally by the outcome of the Sexual Predator Screening Instrument. While research conducted by the Division of Criminal Justice indicates that these offenders are, collectively, at high risk for possible sexual re-offense, they do not represent all dangerous sex offenders. Other offenders who may be dangerous, but who are not, by law, subject to community notification include all non-convicted and unidentified sex offenders (unreported sex offenders), all sex offenders convicted prior to July 1, 1999 and all sex offenders convicted of crimes other than those used to potentially identify SVPs. Consequently, citizens may view community notification as one tool that will assist them in being safe from sexual assault in their communities.

Under no circumstances should citizens assume that these Criteria, Protocols and Procedures are a complete or substantial deterrent to sexual assault in their communities.

Questions concerning these Criteria, Protocols & Procedures may be addressed to the Sex Offender Management Board at the Division of Criminal Justice, 700 Kipling Street, Suite 3000, Lakewood, CO 80214 or by phone at (303) 239-4499.

LEGISLATIVE INTENT

16-13-901, C.R.S. states, "The general assembly hereby finds that persons who are convicted of offenses involving unlawful sexual behavior and who are identified as sexually violent predators (SVPs) pose a high enough level of risk to the community that persons in the community should receive notification concerning the identity of these SVPs. The general assembly also recognizes the high potential for vigilantism that often results from community notification and the dangerous potential that the fear of such vigilantism will drive a sex offender to disappear and attempt to live without supervision. The general assembly therefore finds that sex offender notification should only occur under carefully controlled circumstances that include providing additional information and education to the community concerning supervision and treatment of sex offenders."

The community notification statutes create a process by which information can be shared with the community.

HISTORY OF COMMUNITY NOTIFICATION LAWS

In 1999, the Colorado General Assembly passed Section 16-13-901 through Section 16-13-905, C.R.S., which mandated community notification regarding certain sexually violent predators (SVPs).

The laws required that the Sex Offender Management Board, in collaboration with the Department of Corrections, the Judicial Department, and the Parole Board, establish:

1. Criteria to apply when determining whether to petition the Parole Board or the court for a determination that a SVP is subject to community notification.
2. Criteria to apply by a local law enforcement agency in determining when to carry out a community notification.
3. Protocols and procedures for carrying out community notification.

In order to be designated an SVP, the individual had to have been convicted on or after July 1, 1999, of one or more of the following offenses committed on or after July 1, 1997:

a. Sexual assault in the first degree, in violation of Section 18-3-402;
b. Sexual assault in the second degree, in violation of Section 18-3-403;
c. Sexual assault in the third degree, in violation of Section 18-3-404 (1.5) or (2),
d. Sexual assault on a child, in violation of Section 18-3-405; or
e. Sexual assault on a child by one in a position of trust, in violation of Section 18-3-405.3

These crime types were repealed, and replaced and re-categorized in the Colorado Revised Statutes, 2001. The crime types listed in the next section of this document ("Current Community Notification Laws") reflect the newest statutory language.

CURRENT COMMUNITY NOTIFICATION LAWS

With the passing of Senate Bill 06-022 on May 20, 2006, all individuals designated as sexually violent predators (SVPs) are automatically subject to Community Notification. This new statutory language repeals the need for criteria to determine whether or not the SVP is subject to community notification. Therefore, on or after May 30, 2006, a SVP <u>shall</u> be subject to community notification pursuant to criteria protocols & procedures established by the SOMB pursuant to section 16-13-904, Section 16-13-903 (1) C.R.S.

In order to be designated a SVP, the individual had to have been convicted on or after July 1, 1999, of one or more of the following offenses, or of an attempt, solicitation, or conspiracy to commit one or more of the following offenses, committed on or after July 1, 1997 pursuant to Section 18-3-414.5 (a) (II) (A-E), C.R.S.:

Sexual assault
Unlawful Sexual Contact
Sexual Assault on a Child
Sexual Assault on a Child/Position of Trust

*Convicted includes guilty pleas, nolo contendere, or deferred judgment/sentence

Law enforcement should be notified immediately when a SVP is moving into their jurisdiction. This should be done by the SVP's supervising officer, case manager, or the assigned official of the releasing facility. The local law enforcement agency shall notify the Colorado Bureau of Investigation, and the SVP's status shall be entered in the central registry of persons required to register as sex offenders pursuant to Section 16-22-110, C.R.S. SVPs must register quarterly rather than annually pursuant to Section 16-22-108 (d), C.R.S. Statutes concerning community notification regarding SVPs do not affect the statutory duty of sex offenders to register with local law enforcement agencies.

The local law enforcement agency for the jurisdiction in which a SVP who is subject to community notification resides shall be responsible for carrying out any community notification regarding said SVP. Such community notification shall only occur under the circumstances and in the manner specified by the SOMB, pursuant to Section 16-13-904. The local law enforcement agency shall request the CNTAT's assistance at the initial community notification done in their jurisdiction and may request assistance from them in carrying out any subsequent community notification, Section 16-13-905 (1), C.R.S.

The legislation provides liability protection for entities conducting community notification when they act in good faith. Nothing in this legislation limits or abrogates the sovereign immunity granted to public entities pursuant to the "Colorado Governmental Immunity Act", Article 10 of Title 24, C.R.S.

PURPOSE OF COMMUNITY NOTIFICATION

Prevent crime by notifying community residents of sexually violent predators (SVPs) living in their neighborhoods. Because sexual offenders pose a continuing risk of committing sex offenses while in the community, notification laws are based on the assumption that notifying neighbors about sex offenders living near to them will help prevent further sexual assault. Protection of the public, including former victims, from sex offenders is a paramount interest of the entire criminal justice system.

Assist law enforcement by providing police with additional information regarding the location of SVPs. Information may be used to investigate sexual assault cases and to secure the support of communities in the supervision process.

Educate the community by informing the public about sexual offenders, sexual offending, varying types of sexual offenders, treatment interventions for these offenders, and the role and limits of the criminal justice agencies that monitor and supervise sex offenders. It is important that communities know what to do once they are notified that sex offenders live in their neighborhoods. Information on how community members can protect themselves and their families and the potential negative impacts of vigilante behavior are provided.

In carrying out the multiple purposes of community notification, these related goals are important to consider and include:

Promote sensitivity to victims by assessing the potential impact on victims and providing safeguards to reduce the possibility of disclosure of victim identity, re-victimization and harassment. Victim's families and the innocent family members of sex offenders should be afforded the same considerations.

Find the balance between a community's right to safety and access to public information and the constitutional protections provided to convicted offenders.

The offender has to live somewhere and the community has a right to safety. Community notification should not impede the equally desirable goal of moving offenders into law abiding lifestyles in the community and achieving a successful reintegration into the community. The intent of community notification is not to impose additional "punishment" on the offender, but to enhance public protection by increasing accountability through enhanced information sharing between the criminal justice system and the community. Persons found to have committed a sexual offense have a reduced expectation of privacy because of the public's interest in public safety and in the effective operation of government. Registration and community notification serve as a means of monitoring and tracking the whereabouts of sex offenders in the community.

DEFINITIONS

Community for the purposes of this handbook community means the area the offender resides in. This can be a complex issue but should not be confused with jurisdiction. The community includes the people who live in the geographical area around the offender, as well as people who are connected in some manner to the offender (relation, interest, employment, friends, etc.). In rural areas this can include a large area but a smaller number of people and in an urban area it may include a smaller area with a large number of people.

Community notification is done in two ways in the state of Colorado.

1. Passive: All sex offenders who are required to register with their local jurisdiction are considered to be subject to passive community notification in that the sex offender registry is a passive way to provide information to the citizenry.

2. Active: Sexually violent predators (SVPs) are the only offenders subject to active community notification. In Colorado, that can take the form of a highly structured educational meeting with the citizenry, or an alternative method (media release, phone calls, postal mail, agency website, or local television) as deemed appropriate by the local law enforcement agency under the provisions of Section 10.020. For the purposes of this document, the term community notification refers to these methods of community notification only.

The release of relevant information about sexual offenders to law enforcement, public and private entities and the general public, is intended to increase public safety and enhance strategies for crime detection and prevention. The intent of community notification is to reduce risk to the community.

Community notification laws allow or mandate that law enforcement, criminal justice or corrections agencies provide to citizens relevant information about certain convicted sex offenders living in their communities. These laws are distinct from sex offender registration laws.

State Community Notification Technical Assistance Team (CNTAT) is the group of people established by the SOMB and the Division of Criminal Justice to assist local law enforcement in carrying out community notification and to provide general community education concerning sex offenders. The team represents experience and expertise in the management, treatment and supervision of sex offenders and in law enforcement.

Convicted for the purpose of this document, means having received a verdict of guilty by a judge or jury, having pleaded guilty or nolo contendere, or having received a deferred judgment and sentence.

Federal laws have been enacted that require states to comply with the sexual offender registration and notification process. These include:

The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act require states to establish sex offender registration for convicted offenders, and a system to track them.

Megan's Law requires states to inform community residents about the presence of certain convicted sex offenders in their neighborhoods.

The Pam Lychner Act amended the Jacob Wetterling Act by mandating lifetime registration for some sex offenders, and mandating a National Sex Offender Registry.

The Adam Walsh Child Protection and Safety Act was signed into Federal law in 2006. The intention of this law was to mandate a universal registry, require stricter sex offender registration requirements for both adult and juvenile offenders, and provide the public with more information about registered sex offenders. Colorado was granted substantial implementation of AWA in November 2013 based on the current C.R.S.

Local community notification teams are teams developed and led by local law enforcement agencies and are utilized when carrying out community notification meetings. They include interdisciplinary membership including child abuse and sex crimes investigators, prosecutors, supervising probation/parole officers or community corrections case managers, victim advocates or service providers and sex offender treatment providers. Team members will be utilized at different times depending on the requirements of a particular community notification meeting.

Sex Offender Management Board SOMB is a statutorily mandated state board responsible for the development and approval of a variety of policy issues regarding the management and treatment of sex offenders. This includes the Standards and Guidelines for the Assessment, Evaluation, Treatment and Behavioral Monitoring of Adult Sex Offenders and the Standards and Guidelines for the Evaluation, Assessment, Treatment and Supervision of Juveniles Who Have Committed Sexual Offenses. It has also developed the Lifetime Supervision Criteria, Standards for Community Entities that Provide Supervision and Treatment for Adult Sex Offenders Who have Developmental Disabilities, a Report of Safety Issues Raised By Living Arrangements for and Location of Sex Offenders in the Community, and a Sexual Predator Risk Assessment Screening Instrument. The SOMB has also developed these Criteria, Protocols and Procedures for Community Notification Regarding Sexually Violent Predators.

Please visit the SOMB website for more information or free resources at http://dcj.somb.state.co.us/

Sex offender registration laws require convicted sex offenders who are living in a community to notify law enforcement officials of their addresses. Law enforcement is required to make this information available to the affected public.

Sexually Violent Predator (SVP) is an offender who is identified as being as high risk, pursuant to Section 18-3414.5, C.R.S., or who is found to be a sexually violent predator or its equivalent in any other state or jurisdiction, including but not limited to a military or federal jurisdiction, verified by Colorado law enforcement/CBI.

An SVP must meet the following criteria:

1. Eighteen years of age or older as of the date the offense is committed or who is less than eighteen years of age as of the date the offense is committed but is tried as an adult pursuant to section 19-2-517 or 19-2-518, C.R.S.

2. Convicted on or after July 1, 1999 of one of the following offenses or of an attempt, solicitation, or conspiracy to commit one of the following offenses committed on or after July 1, 1997.

    A. Sexual assault in the first degree, in violation of section 18-3-402;
    B. Sexual assault in the second degree, in violation of section 18-3-403;
    C. Sexual assault in the third degree, in violation of section 18-3-404 (1.5) Or (2);
    D. Sexual assault on a child, in violation of section 18-3-405; or
    E. Sexual assault on a child by one in a position of trust, in violation of section 18-3-405.3;

As per the 2001Colorado Revised Statutes, the above crime types are now categorized as:

A. Sexual assault
B. Unlawful Sexual Contact
C. Sexual Assault on a child
D. Sexual Assault on a child/Position of Trust

3. Whose victim was a stranger to the offender or a person with whom the offender established or promoted a relationship primarily for the purpose of sexual victimization;

and

4. Based upon the results of the most current revision of the Sexually Violent Predator Risk Assessment Screening Instrument, which includes an assessment for the presence of a mental abnormality, developed by the Division of Criminal Justice in consultation with and approved by the Sex Offender Management Board established pursuant to section 16-11.7-102 (1), C.R.S., is likely to subsequently commit one or more of the offenses specified above under the circumstances specified above.

Victim notification laws mandate that crime victims who want to receive information about an offender's status in the criminal justice system or about the release status of the offender(s) who victimized them are provided with this information, Section 24-4.1-302.5 (1) (a, b and c), C.R.S.

Vigilantism, for the purposes of this document, is the unlawful attacking or harassment of an identified sexually violent predator, his or her family/household members, or his or her property.

CN1.000 RESPONSIBILITIES OF THE PROBATION OFFICER

1.010 When a sex offender is identified as a sexually violent predator (SVP) according to the results of the Sexually Violent Predator Screening Instrument, the probation officer shall recommend in the pre-sentence investigation report (PSI) that the court make a determination that the sex offender is a SVP pursuant to Section 18-3-414.5, C.R.S. A SVP shall be subject to community notification, pursuant to Section 16-13-903, C.R.S. and shall register quarterly.

1.020 In addition to notifying local law enforcement of the SVP's address within forty-eight hours after the SVP has been placed on supervision, the SVP's supervising probation officer shall begin coordinating with local law enforcement to plan community notification. (See Appendix D – Notification of Arrival)

1.030 Supervising probation officers shall also notify local law enforcement when an offender absconds or has a change in residence or employment.

1.040 Persons determined to be SVP or who have been identified in other states as its equivalent, or jurisdictions who are applying to the Judicial Branch for probation supervision in Colorado through the interstate compact process, shall be given notice that they will be subject to community notification in Colorado and agree to this condition in writing prior to their acceptance for supervision.

CN2.000
RESPONSIBILITIES OF THE COURT

2.010 Based on the results of the Sexually Violent Predator Screening Instrument, the court shall make specific findings of fact and enter an order concerning whether or not the defendant is a sexually violent predator (SVP). If the defendant is found to be a SVP, the defendant shall be required to register quarterly pursuant to Section 16-22-108 (d) and Section 18-3-414.5, C.R.S. The SVP shall automatically be subject to community notification.

CN3.000
RESPONSIBILITIES OF THE PAROLE BOARD

3.101 Section 18-3-414.5 (2) C.R.S. If the Department of Corrections receives a mittimus that indicates that the court did not make a specific finding of fact or enter an order regarding whether the defendant is a sexually violent predator (SVP), the department shall immediately notify the court and, if necessary, return the defendant to the custody of the Sheriff for delivery to the court, and the court shall make a finding or enter an order regarding whether or not the defendant is a SVP; except when the court was not required to make the finding when imposing the original sentence.

3.102 Section 18-3-414.5 (3) C.R.S. When considering release on parole or discharge for an offender who was convicted of one of the offenses specified in subparagraph (II) of paragraph (a) of subsection (1) of this section, if there has been no previous court order, the parole board shall make specific findings concerning whether the offender is a SVP, based on the results of a sexually violent predator assessment. If no previous assessment has been completed, the parole board shall order the Department of Corrections to complete a SVP assessment. If the parole board finds that the offender is a SVP, the offender shall be required to register pursuant to the provisions of section 16-22-108, C.R.S., and shall be subject to community notification pursuant to part 9 of article 13 of title 16 C.R.S.

CN4.000
RESPONSIBILITIES OF THE DEPARTMENT OF CORRECTIONS

4.010 Section 18-3-414.5 (2) C.R.S. If the Department of Corrections receives a mittimus that indicates that the court did not make a specific finding of fact or enter an order regarding whether the defendant is a sexually violent predator (SVP) on a qualifying case, the department shall immediately notify the court and, if necessary, return the defendant to the custody of the sheriff for delivery to the court, and the court shall make a finding or enter an order regarding whether the defendant is a SVP; except when the court was not required to make the finding when imposing the original sentence.

4.020 The Department of Corrections personnel shall notify the local law enforcement agency no later than two days before the SVP is to be released from the Department of Corrections of:

1. The jurisdiction in which the offender plans to reside
2. The offender's address
3. The fact that the offender is an SVP and subject to community notification

Section 18-3-412.5 (2) (c), C.R.S. (See Appendix D – Notification of Arrival)

CN5.000
RESPONSIBILITIES OF THE PAROLE OFFICER

5.010 The Parole Officer shall notify local law enforcement of the sexually violent predator's (SVP's) address within forty-eight hours after the SVP has been placed on parole supervision. The SVP's supervising parole officer shall notify the local law enforcement agency for the jurisdiction in which the SVP resides or plans to reside that the SVP is subject to community notification and begin planning community notification with local law enforcement, Sections 16-13-903 (3) and 18-3-412.5 (2)(c), C.R.S. (See Appendix D – Notification of Arrival)

5.020 Supervising parole officers shall also notify local law enforcement when an offender absconds or has a change in residence or employment.

5.030 Persons determined to be SVP or who have been identified in other states as its equivalent, or jurisdictions who are applying to the Department of Corrections for parole supervision in Colorado through the interstate compact process, shall be given notice that they will be subject to community notification in Colorado and agree to this condition in writing prior to their acceptance for supervision.

CN6.000
RESPONSIBILITIES OF LAW ENFORCEMENT AGENCIES

6.010 The local law enforcement agency shall notify the Colorado Bureau of Investigation (CBI) of the sexually violent predator's (SVP's) status. That information shall be entered in a timely manner in the central registry of persons required to register as sex offenders. When possible, the timing of the public posting shall be coordinated with local law enforcement in regards to community notification considerations, Section 16-13-903 (3), C.R.S.

6.020 The law enforcement agency for the jurisdiction in which a SVP who is subject to community notification resides shall be responsible for the development of the local community notification team (see CN 9.000) and for carrying out any community notification. This community notification shall only occur as outlined in these Criteria, Protocols and Procedures specified by the SOMB pursuant to Section 16-13-905 (1), C.R.S.

6.030 Law enforcement agencies, when providing community notification, should conduct community notification with the assistance of a local community notification team (see
CN 9.000 and CN10.000).

6.040 Law enforcement agencies may request assistance in carrying out any community notifications from the CNTAT by contacting the Division of Criminal Justice at 700 Kipling Street, Suite 3000, Lakewood, Colorado 80124 or by calling 303-239-4499. Each local law enforcement agency shall request assistance in carrying out the initial notification done in their jurisdiction to ensure appropriate training for local agencies and statewide consistency in notification practices.

CN7.000
RESPONSIBILITIES OF THE COLORADO BUREAU OF INVESTIGATION (CBI)

7.010 Once the Colorado Bureau of Investigation (CBI) receives information from local law enforcement agencies regarding a sexually violent predator's (SVP's) status, that information shall be entered in a timely manner in the central registry of persons required to register as sex offenders. When possible, the timing of the public posting shall be coordinated with local law enforcement in regards to community notification considerations, Section 16-13-903 (3), C.R.S.

7.020 CBI should assist local law enforcement in determining SVP status for out of state offenders who meet the criteria in Colorado (16-13-902-03 C.R.S.).

CN8.000
RESPONSIBILITIES OF THE STATE COMMUNITY NOTIFICATION TECHNICAL ASSISTANCE TEAM

8.010 The Community Notification Technical Assistance Team (CNTAT) is responsible for assisting local law enforcement agencies in carrying out community notification. This team shall include persons with expertise in sex offender management, sex offender supervision, and law enforcement, Section 16-13-906 (1) C.R.S.

8.020 The CNTAT shall provide assistance to local law enforcement in carrying out the initial notification done in their jurisdiction to ensure appropriate training for local agencies and statewide consistency in notification practices. The CNTAT shall be available, upon request, to assist in subsequent community notifications, to provide training, and to assist law enforcement in providing general information concerning sex offenders, including treatment, management, and supervision of sex offenders within society, Section 16-13-906 (2) C.R.S.

8.030 The CNTAT is responsible for the development and subsequent revisions of curriculum and guidelines for community notification procedures and distribution to law enforcement throughout the state.

To contact the Community Notification Technical Assistance Team, contact the Division of Criminal Justice at 303-239-4499.

CN9.000
RESPONSIBILITIES OF LOCAL COMMUNITY NOTIFICATION TEAMS

9.010 The purpose of a local community notification team is to promote a consistent, interdisciplinary group available to provide community notification, in conjunction with law enforcement agencies, about specific sexually violent predators (SVPs), along with general public education concerning sexual assault, sex offenders, and public safety.

9.020 These teams can be developed within a single law enforcement jurisdiction or multiple law enforcement jurisdictions. The law enforcement agency(s) responsible for the community notification will head the team. A core group of team members should be established and should assist with the determination of which agencies/organizations should be included in a particular community notification.

9.030 Recommended members for the local community notification team may include, but are not limited to:

Crimes against children investigator/detective
Child protection worker (Social Services)
Sex crimes investigator/detective
District Attorney, Deputy District Attorney, or designee
Command staff representative from the local law enforcement agency
Probation Officer
Parole Officer
Community Corrections (Case Manager or designee)
Victim Advocate (law enforcement, D.A.'s Office, etc.)
Victim service provider
Sex offender treatment provider (SOMB Approved/Listed)
  See Approved Provider List at http://dcj.somb.state.co.us/

9.040 Team members may change from meeting to meeting depending on the SVP being released into the community or the nature of the meeting.

9.050 The State CNTAT is available to assist in developing local teams and to assist with planning, training and conducting local community notification meetings.

CN10.000
PROTOCOLS AND PROCEDURES FOR LAW ENFORCEMENT AGENCIES CARRYING OUT COMMUNITY NOTIFICATION REGARDING SEXUALLY VIOLENT PREDATORS

The following activities are required for all community notification, including alternative methods of community notification, as identified below:

10.010 A community notification meeting coordinated and facilitated by a sworn officer of the local law enforcement agency who is trained in the community notification process, along with the local community notification team, shall be held open to the public and targeted to people residing in the immediate neighborhood of where the SVP resides. Local law enforcement should use their discretion in determining the appropriate boundaries for the scope of dissemination or attendees for the meeting. The geographic scope of dissemination must relate to the threat posed by the offender. It is appropriate for the local law enforcement agency to request assistance from the State Community Notification Technical Assistance Team (CNTAT), the local community notification team or local sex offender or sexual assault service providers in making this determination. It is recommended that this notification take place as promptly as possible (there is no statutory deadline/requirement). The average timeframe from the time the SVP registers until the meeting date is 2-3 weeks to allow sufficient time for planning and advertising of the meeting. In addition to information regarding the subject of the meeting, general education and information regarding the following shall be provided prior to releasing the SVP Bulletin or the SVP's identity during notification:

- Sexual assault
- Sex offenders and their treatment and management
- Resources for community members who are impacted by the crime or the notification process

10.020 In lieu of conducting a community notification meeting, alternative methods of notification are permitted under ANY of the following circumstances:

1. A community notification meeting open to the public, facilitated by local law enforcement with the local community notification team, has been conducted in the same jurisdiction (county/city) on at least one occasion (for at least one SVP);
2. The subject of the meeting, (SVP), lacks a fixed residence and has moved within the jurisdiction on a consistent basis, which has prevented the community meeting from occurring;
3. The subject of the meeting, (SVP), has proclaimed a temporary residence;

Alternative methods of community notification using a notification protocol (CNTAT DVD, emails, media release, phone calls, postal mail, agency website, or local television channel) shall include the required educational information developed by the CNTAT, as well as the actual SVP bulletin, pursuant to 16-13-901. The required educational information is available on the SOMB website via the following link under "Educational Information About Sex Offenders": http://dcj.somb.state.co.us/home/resources

10.020 The law enforcement agency shall confirm the accuracy of the SVP's residence prior to any notification of agencies and organizations. (It is common for SVP's to indicate they are moving to a particular residence/address and either not actually move to the location or go to the location temporarily.) Thus, notification should occur after the SVP has registered with the law enforcement agency.

10.030 SVP information shall be made available to the public as law permits through the sex offender registry and the posting shall be coordinated with the Colorado Bureau of Investigation (CBI) in regards to community notification considerations.

10.030 The local law enforcement agency shall ensure that the offender acknowledges in writing his or her awareness of the upcoming community notification and possible media coverage. The agency may complete this notification or it may arrange for the supervising criminal justice agency to inform the offender. (See Appendix D – Advisement to Subject of Community Notification Meeting)

10.040 Law enforcement agencies can and should share this information among their agencies. They should include general information regarding offending patterns and behaviors as well as the status of current criminal justice supervision. Jurisdictions shall be notified that are in proximity to the SVP's residence and place of employment, if it is a jurisdiction other than the one where the SVP lives, and any jurisdiction through which the SVP travels regularly or frequently.

10.050 The law enforcement agency shall ensure that the victim or parent, custodian or guardian of a child victim (if applicable) is contacted regarding the date and type of any planned community notification prior to the notification (An exception can be made only when the victim has expressly indicated that he/she wishes to have no further contact regarding community notification activities or when the law enforcement agency is unable to locate the victim after multiple attempts with substantial effort). When there is a victim advocate with a positive relationship with the victim, local law enforcement shall ensure that that victim advocate notifies the victim. It is strongly encouraged that law enforcement utilizes the services of their office, D.A.'s victim witness, or local agency's victim advocate to make this notification.

10.060 Under no circumstances shall any information be released regarding any SVP that could directly be utilized to identify the predator's victim(s) to the community. Extreme caution shall be taken to ensure that no information is released that could indirectly identify the predator's victim(s) to the community.

10.070 A completed SVP Bulletin shall be provided to specific agencies, organizations and groups as identified by the local community notification team after the

educational portion of the community notification has been provided. Face to face or phone contact may be utilized in addition to the required written communication. These targeted notifications may include specific agencies or organizations that fall within the SVP's identified pattern of behavior. Targeted notification can be general in scope (such as notifying agencies/organizations that care for children because the SVP's sexually assaultive behavior is toward children) or it may be more specific in scope (such as specifically notifying schools because the SVP has a history of enticing children at playgrounds or notifying the local Boy Scout troop because the SVP's previous crime took place while he was an Assistant Scout Master). Targeted notification may include organizations that serve primarily children, women or vulnerable adults, public and private schools, child day care centers, day care providers, group homes, shelters, foster homes, churches, and businesses. (See Appendix D – SVP Community Notification Bulletin)

Written information in the Bulletin shall include:

- Name
- Photo
- Physical description
- Crimes of conviction (unless they would positively identify the victim, e.g. incest)
- Preferred age range of target victim(s), including multiple ranges when appropriate
- Whether the victim was a stranger or known to the SVP (If the victim was related, information should indicate that the offender knew the victim. DO NOT IDENTIFY THE VICTIM)
- Authority for releasing the information
- Conditions of release
- The address of the SVP
- Vehicle information
- Type of work
- Compliance with conditions of supervision
- The current general criminal justice status of the offender (i.e.: 'absconded and highly dangerous' or 'has served his/her sentence and is not wanted by law enforcement' or 'is currently under the supervision of the DOC Parole Office')
- Conveyance that vigilantism will not be tolerated
- Phone number to call with questions (including a contact person when possible)
- Resources for community members who are impacted by the crime or the notification process
- How to contact law enforcement or the supervising agency if agency personnel observe the offender engaging in risky behavior (parked outside of a school or on a playground at a day care center)
- The number of sex offenders registered state-wide, county-wide and within the local law enforcement jurisdiction, if available
- A statement regarding risk from sex offenders who are not registered or otherwise identified by the criminal justice system
- A statement about the benefits of having specialized supervision and treatment

Information about general safety measures for the public
A statement that the information provided is current and accurate, but that it may change with the passage of time

Additional information that can be released may also include the following:

Modus operandi (omitting any information that could identify specific victims)
The workplace address of the SVP should be released only in rare circumstances and after consulting with the supervising officer or CNTAT when the SVP is unsupervised, as this information can potentially negatively impact the offender's successful reintegration and make him/her higher risk for recidivism if employment is lost.)
Any additional educational material regarding sexual assault, sex offenders, their supervision and treatment, sexual assault laws, and community notification practices.

  The SOMB website link can be included for resources and educational information about sex offenders at http://dcj.somb.state.co.us/

10.100 It is suggested that law enforcement agencies request, in advance, which organizations want to be notified of an SVP's release. It is recommended that an ongoing list of local agencies, organizations and neighborhood watch programs be established for distribution of SVP information when notifications are required.

10.110 In addition to the required activities listed above, a local law enforcement agency may include the following activities in a community notification if they determine that they are necessary based either on their community's needs or if they determine that broader or intensive notification is necessary based on the SVP's particular risk or behavior.

Broader based or larger community notification including people beyond the offenders' neighborhood.

Use of notice in the print or broadcast media (This form of community notification may be most appropriate when risk is extremely high or if an offender has absconded).

10.120 When an SVP is residing in an institution, hospital, or nursing home.

It is not uncommon for some sex offenders in general to have co-occurring issues and require supplemental services beyond that of just sex offender treatment. Furthermore, some high-risk sex offenders, like SVPs, may require assistance for issues that ultimately require them to be in an inpatient setting (e.g., mental health, physical disability, developmental disability, etc.).

The majority of the time, regular community notification procedures should be utilized, but there may be some unique circumstances that require individualized planning and discretion. Please consider the following before conducting a notification in such instances:

1. Is the offender required to register with law enforcement while at this location?
2. Is the offender at this location long enough to require a change in registration?
3. Is the offender in the location voluntarily (e.g. mental health hold, I.L.D., etc.)?

If you answered "yes" to all of the above questions it is likely that notification is statutorily mandated. If you answered no, there may be some discretion and you are encouraged to contact the CNTAT for technical assistance (303-239-4499).

CN11.000 NOTIFYING COMMUNITIES WHEN SEXUALLY VIOLENT PREDATORS RELOCATE

11.010 Prior to notifying the community regarding a sexually violent predator's (SVP's) relocation, the local law enforcement agency shall verify that the SVP has left the community.

11.020 Local law enforcement should notify the same group of agencies, organizations and groups and local community members who were initially notified. This may include, but not be limited to email, mailings, or flyers delivered door to door. It may also be published in the local newspaper or posted on the local sex offender website. The notification shall include the following information regarding the departing SVP:

Name
Address from which the SVP is moving
City, town or county where the SVP is planning to re-locate
Approximate date of the re-location
Phone number for questions (and contact person when possible)

(See Appendix D – Community Notification of SVP Change of Residence)

11.030 When an SVP is relocating within the same jurisdiction a new notification may be warranted (unless the SVP is homeless or transient – see CN10.020). Law enforcement is not required to hold a meeting but may need to do alternative notification versus just notifying participants from a past notification that the SVP has moved. Law enforcement should consider the following to determine if a new notification is warranted:

Location of new address and distance from previous residence (i.e. Were residents already notified of SVP's presence during last notification?)
Time lapse since the last notification was conducted
The stability of the population for the community the SVP is moving to

(i.e. Have new residents moved to the community since the last notification? Were they previously notified of his/her presence?)

Please contact the CNTAT with questions or for technical assistance in these matters (303-239-4499).

CN12.000 CRITERIA FOR ADDITIONAL COMMUNITY NOTIFICATIONS

12.010 Additional community notification regarding a sexually violent predator (SVP) may be made while the SVP is living in the community. If there are identified high risk behaviors being exhibited at any time while the offender is residing in the community, an additional community notification may be initiated. These high-risk behaviors are any behaviors that would lead the supervising officer or law enforcement officer in consultation with other professionals involved with the SVP to believe that the offender is at increased risk of re-offense. These behaviors may include, but are not limited to:

- Being out of compliance with treatment or supervision conditions
- Having absconded

It would not be appropriate to hold an additional community notification if the SVP is arrested, being revoked from community supervision, or placed in a secure facility.

An additional community notification should be held if the SVP has moved and is posing a risk to a new population (see CN 10.000 & CN11 for details).

CN13.000
GENERAL PUBLIC EDUCATION MEETINGS

13.010 General public education meetings may be held to educate the public at any time. They would not be related to an identified sexually violent predator (SVP). The meetings are strongly encouraged to increase public awareness and safety. They should include general information and education concerning the following topics:

- Sexual assault
- Victim impact
- Sex offenders (including treatment and supervision of sex offenders and the risk to communities from unidentified and un-apprehended sex offenders)
- Community notification and other laws concerning sexual assault and sexual offenses
- What community members can do to protect themselves and assist law enforcement agencies
- Resources for community members impacted by the crime of sexual assault or the notification process
- Why vigilantism is counterproductive to community safety

13.020 Local law enforcement agencies are encouraged to have one or more public meetings not related to a specific community notification as a means to educate the community and build relationships, which can promote successful community notifications in the future. Invitations should be extended to schools, day care centers, senior centers and businesses/organizations that primarily serve children, women, or vulnerable adults.

- This could include churches, libraries, and organizations, such as boy/girl scouts, YMCAs, and children's sports leagues.
- A notice may be published in the local newspaper about the meeting.
- Community residents and neighborhoods may be individually notified by email, mail, via agency website, flyers, or door-to-door contact.

13.030 Assistance with these meetings is available to local communities through a request to the State Community Notification Technical Assistance Team (CNTAT) at the Division of Criminal Justice at 303-239-4499.

APPENDIX A: GUIDING PRINCIPLES

From the STANDARDS AND GUIDELINES FOR THE ASSESSMENT, EVALUATION, TREATMENT AND BEHAVIORAL MONITORING OF ADULT SEX OFFENDERS

1. Sexual offending behavior is often repetitive and there is a continuing risk that
   adult sex offenders will reoffend.

   The Sex Offender Management Board (SOMB) has reviewed the considerable body of research concerning the treatment of adult sex offenders. This guiding principle establishes a treatment and management philosophy which recognizes that there is currently no way to ensure that adult sex offenders will not re-offend.

   This does not mean that all adult sex offenders will re-offend. With effective treatment, supervision and self-management, sex offenders can internalize changes that may decrease their likelihood of re-offense.

   The offender must take responsibility for his or her behavior and commit to continually manage the behaviors that led to his or her offense(s) in order to prevent future offenses, future victims and to enhance public safety.

2. Sex offenders are dangerous.

   When a sexual assault occurs there is always a victim. Both the literature and clinical experience suggest that sexual assault can have devastating effects on the lives of victims and their families.

   There are many forms of sexual offending. Offenders may have more than one pattern of sexual offending behavior and often have multiple victims. The propensity for such behavior is often present long before it is detected. It is the nature of the disorder that sex offenders' behaviors are inherently covert, deceptive, and secretive. Untreated sex offenders also commonly exhibit varying degrees of denial about the facts, severity and/or frequency of their offenses.

   Prediction of the risk of re-offense for sex offenders is in the early stages of development. Therefore, it is difficult to predict the likelihood of re-offense or future victim selection.

   Some offenders may be too dangerous to be placed in the community and other offenders may pose enough risk to the community to require lifetime monitoring to minimize the risk.

3. Community safety is paramount.

   The highest priority of these standards and guidelines is community safety.

4. Assessment and evaluation of sex offenders is an on-going process. Progress in treatment and level of risk are not constant over time.

   The effective assessment and evaluation of sexual offenders is best seen as a process. In Colorado, criminal sexual offenders are first assessed and referred for a mental health sex offense-specific evaluation during the pre-sentence investigation conducted by the Probation Department. Assessment of sex offenders' risk and amenability to treatment should not, however, end at this point. Subsequent assessments must occur at both the entry and exit points of all sentencing options, i.e. probation, parole, community corrections and prison. In addition, assessment and evaluation should be an ongoing practice in any program providing treatment for sex offenders.

   In the management and treatment of sex offenders there will be measurable degrees of progress or lack of progress. Because of the cyclical nature of offense patterns and fluctuating life stresses, sex offenders' levels of risk are constantly in flux. Success in the management and treatment of sex offenders cannot be assumed to be permanent. For these reasons, monitoring of risk must be a continuing process as long as sex offenders are under criminal justice supervision. Moreover, the end of the period of court supervision should not necessarily be seen as the end of dangerousness.

5. Assignment to community supervision is a privilege and sex offenders must be completely accountable for their behaviors.

   Sex offenders on community supervision must agree to intensive and sometimes intrusive accountability measures which enable them to remain in the community rather than in prison. Offenders carry the responsibility to learn and demonstrate the importance of accountability, and to earn the right to remain under community supervision.

6. Sex offenders must waive confidentiality for evaluation, treatment, supervision and case management purposes.

   All members of the team managing and treating each offender must have access to the same relevant information. Sex offenses are committed in secret, and all forms of secrecy potentially undermine the rehabilitation of sex offenders and threaten public safety.

7. Victims have a right to safety and self-determination.

   Victims have the right to determine the extent to which they will be informed of an offender's status in the criminal justice system and the extent to which they will provide input through appropriate channels to the offender management and treatment process.

In the case of adolescent or child victims, custodial adults and/or guardian's ad litem act on behalf of the child to exercise this right, in the best interest of the victim.

8. When a child is sexually abused within the family, the child's individual need for safety, protection, developmental growth and psychological well-being outweigh any parental or family interests.

   All aspects of the community response and intervention system to child sexual abuse should be designed to promote the best interests of children rather than focusing primarily on the interests of adults. This includes the child's right not to live with a sex offender, even if that offender is a parent. In most cases, the offender should be moved or inconvenienced to achieve the lack of contact, rather than further disrupting the life of the child victim.

9. A continuum of sex offender management and treatment options should be available in each community in the state.

   Many sex offenders can be managed in the community on probation, community corrections, and parole. It is in the best interest of public safety for each community to have a continuum of sex offender management and treatment options. Such a continuum should provide for an increase or decrease in the intensity of treatment and monitoring based on offenders' changing risk factors, treatment needs and compliance with supervision conditions.

10. Standards and guidelines for assessment, evaluation, treatment and behavioral monitoring of sex offenders will be most effective if the entirety of the criminal justice and social services systems, not just sex offender treatment providers, apply the same principles and work together.

    It is the philosophy of the Sex Offender Management Board that setting standards for sex offender treatment providers alone will not significantly improve public safety. In addition, the process by which sex offenders are assessed, treated, and managed by the criminal justice and social services systems should be coordinated and improved.

11. The management of sex offenders requires a coordinated team response.

    # All relevant agencies must cooperate in planning treatment and containment strategies of sex offenders for the following reasons:

    # Sex offenders should not be in the community without comprehensive treatment, supervision, and behavioral monitoring

    # Each discipline brings to the team specialized knowledge and expertise

    # Open professional communication confronts sex offenders' tendencies to exhibit secretive, manipulative and denying behaviors, and

    Information provided by each member of an offender case management team contributes to a more thorough understanding of the offender's risk factors and

needs, and to the development of a comprehensive approach to treating and managing the sex offender.

12. Sex offender assessment, evaluation, treatment and behavioral monitoring should be non-discriminatory and humane, and bound by the rules of ethics and law.

    Individuals and agencies carrying out the assessment, evaluation, treatment and behavioral monitoring of sex offenders should not discriminate based on race, religion, gender, sexual orientation, disability or socioeconomic status. Sex offenders must be treated with dignity and respect by all members of the team who are managing and treating the offender regardless of the nature of the offender's crimes or conduct.

13. Successful treatment and management of sex offenders is enhanced by the positive cooperation of family, friends, employers and members of the community who have influence in sex offenders' lives.

    Sexual issues are often not talked about freely in families, communities and other settings. In fact, there is often a tendency to avoid and deny that sex offenses have occurred. Successful management and treatment of sex offenders involves an open dialogue about this subject and a willingness to hold sex offenders accountable for their behavior.

APPENDIX B: OVERVIEW OF COMMUNITY NOTIFICATION

Overview of Community Notification

Per 16-13-901 through 16-13-906, and 18-3-414.5 C.R.S. and the Criteria, Protocol and Procedures for Community Notification Regarding Sexually Violent Predators

1) At the time the Court orders a pre-sentence investigation or the Parole Board considers parole for a defendant who is convicted after July 1, 1999 of one of the sex offenses specified in 18-3-414.5 C.R.S. or of an attempt, solicitation, or conspiracy to commit one of those offenses, the Court or Parole Board shall order that a SVP risk assessment be conducted. The assessment, developed by the Colorado Division of Criminal Justice, shall be conducted by the probation officer or Department of Corrections designee and an evaluator approved by the Sex Offender Management Board (hereafter SOMB).

2) Based on the results of the assessment, the probation officer or the Department of Corrections designee shall recommend that the Court or Parole Board make a finding and enter an order concerning whether or not the defendant should be declared a SVP. If such a finding is made the SVP is subject to community notification.

3) The supervising officer or Department of Corrections should notify law enforcement of the SVP by sending an Arrival Notice to the law enforcement agency where the SVP lives or plans to live, upon release. The Arrival Notice should contain the following information: name, address, date of birth, conviction crime(s), SVP status, community notification status, and criminal justice supervision status. The Department of Corrections/supervising officer shall notify the law enforcement agency no later than 48 hours before the SVP's scheduled release/placement on supervision. It is recommended that the Department of Corrections notify the law enforcement agency as soon as a parole release date is identified to start the community notification planning process.

4) The supervising officer shall also notify the law enforcement agency when an SVP changes residence, employment, or makes any other change that would place a new or different portion of the community at risk.

5) Upon the SVP's arrival in the community, he/she must register with the law enforcement agency pursuant to the requirements of 16-22-103 C.R.S.

6) The law enforcement agency shall notify the Colorado Bureau of Investigation (CBI), and CBI shall enter the information in the central sex offender registry in a timely manner and will update their website with the SVP's information. When possible, the timing of the public posing shall be coordinated with local law enforcement in regards to community notification considerations, Section 16-13-903 (3), C.R.S.

7) The law enforcement agency shall conduct community notification in accordance with the Colorado Sex Offender Management Board's Criteria, Protocols and Procedures for Community Notification Regarding Sexually Violent Predators (Criteria), pursuant to 16-13-904, C.R.S.

APPENDIX C: LAW ENFORCEMENT CHECKLIST

Note: The following Checklist should not be used alone. It is designed to be used in conjunction with the Criteria. It is strongly recommended that the Criteria be read in its entirety prior to conducting any notifications. References to specific Criteria sections are in parentheses following instructions.

1) Sign and date the SVP Arrival Notice upon receipt. The Arrival Notice should not be posted or distributed outside the law enforcement agency or law enforcement personnel.

2) Confirm the SVP's physical residence address after the SVP registers, prior to any notification, and note confirmation on SVP Arrival Notice (CN10.010).

3) Notify CBI of the SVP's status (as being subject to community notification) and CBI will enter that information in the central registry of persons required to register as sex offenders in a timely manner (CN6.010).

4) Request assistance from the CNTAT (if carrying out the initial notification meeting and as needed for subsequent notifications). Call CNTAT at the Division of Criminal Justice at 303-239-4499 (CN6.040).

5) Convene local or regional multi-disciplinary Community Notification Team to assist with the notification process (Criteria 9.000). Check SOMB Provider List to be sure treatment representatives are approved to provide sex offense-specific treatment in Colorado (i.e. on SOMB approved provider list via http://dcj.somb.state.co.us under Adult, Provider List tab).

6) Determine a date, time and place for a community notification meeting (CN10.080).

7) Contact the adult victim, or custodial parent/guardian of a child victim, or the person that will speak with the child victim, regarding the date and type of any planned community notification prior to the notification. If there is a victim advocate with an existing relationship with the victim, the law enforcement agency should ensure that the advocate notifies the victim (CN10.050 & CN10.060).

8) Ensure that personal notification is made to the SVP that community notification will be conducted and regarding possible media coverage. Ensure that the SVP signs an Advisement form and is informed that he/she cannot attend. The law enforcement personnel may want the supervising officer (when applicable) to make this notice (CN10.030).

9) Prepare a Meeting Notice as an invitation to the meeting and a Sexually Violent Predator Community Notification Bulletin for use during the meeting. The SVPs identity should NOT be released prior to notification/educational information being given due to statutory requirements (CN10.070).

10) Do not release any information that could be directly or indirectly utilized to identify any victim(s) of the SVP, such as offense reports containing victim name(s), relationship to the SVP, and in some cases where information can easily be inferred or deduced the victim's age and gender (CN10.060).

11) Make the SVP information available to the public, as the law permits, through the local sex offender registry (CN10.020; 18-3-412.5 C.R.S.).

12) Determine the geographic scope of dissemination in your community as related to the threat posed by the SVP (CN10.070 & CN10.080). The neighbors and targeted groups in the community must be notified.

13) Distribute the SVP Bulletin to other local law enforcement agencies that are in close proximity to the SVP's residence, place of employment, or through which the SVP travels regularly or frequently (CN10.040).

14) Coordinate and plan the Community Notification Meeting or Alternative Notification: Determine the method of dissemination for the Meeting Notice (via email, flyers, mail, media, etc.)

(See Appendix D Forms & Bulletins: "Notice of Community Meeting Regarding Sexually Violent Predator)

Disseminate the Meeting Notice to residents of the SVP's immediate neighborhood (CN10.040, CN10.070 & CN10.080).

Disseminate the Meeting Notice to targeted community groups that fall within the SVP's identified pattern of behavior.

Determine whether media coverage is necessary and contact media, if appropriate. Also, it is wise to anticipate media coverage that has not been requested.

15) Conduct the notification:

Town Hall Style Meetings

There should be a P.A. system and law enforcement should control the microphone for questions from the audience OR have index cards and writing utensils available for the audience to write down questions, which can be collected by law enforcement and read and answered by appropriate panel members/experts.

Have attendees sign in prior to sitting down, and advise attendees that only residents who sign in will be notified when the SVP moves or leaves the community. The sign in sheet should include citizens name, address, email, and phone number. The sign in sheet is a record of all attendees and can be used for contact purposes as well as a suspect list for vigilantism (when applicable).

Establish ground rules. (See Appendix E for sample).

Utilize the SOMB curriculum as provided by the Division of Criminal Justice and these Criteria, which include general information and education about sexual assault and public safety (C.R.S. 16-13-901).

Disseminate a paper copy of the SVP Bulletin with educational and public safety information to the attendees at the time that the SVP Bulletin is presented on the PowerPoint during the community notification meeting.

Alternative Notification

When appropriate, alternative notification may be conducted in lieu of a town hall style Meeting (see CN10.020). The DVD created by DCJ and distributed to all law enforcement jurisdictions can be posted on the local television channel or the agency website. It is necessary to add the individual SVP bulletin at the end of the DVD each time a new notification is conducted.

Other methods can be used to notify citizens using the bulletin and the statutorily required educational information via the SOMB link (http://dcj.somb.state.co.us/ Resources, Educational Information About Sex Offenders). This can be conducted electronically via email or agency website or it can be done by mail, newspaper or door to door.

Please note that the purpose of this option is to assist law enforcement in meeting public safety needs while remaining cost effective and utilizing resources appropriately. However, there are times when the town hall style meetings are most appropriate and best meet community needs.

16) Community members who are unable to attend the meeting may go in person to the law enforcement agency for the SVP Bulletin after notification is conducted. The law enforcement agency should keep a record of the names of residents who wish to be notified when the SVP moves or leaves the community. Those residents shall also be given the educational and public safety materials.

17) Upon verification that an SVP has moved or left the community, notify all law enforcement agencies where SVP Bulletins were distributed and other community members who have requested such notice (CN11.000). Also notify the law enforcement agency where the SVP relocates (18-3-412.5 C.R.S.), using a Residence Change Notice (See Appendix D Forms and Bulletins.)

19) Work in conjunction with the CNTAT and local community notification team to conduct general public education meetings, not related to a specific SVP (CN12.00 & CN13.00).

APPENDIX D: LAW ENFORCEMENT FORMS & BULLETINS

FORMS REGARDING SEXUALLY VIOLENT PREDATORS

Colorado Department of Public Safety
Division of Criminal Justice
700 Kipling Street, Suite 3000
Lakewood, CO 80214
303-239-4499
Revised April 2014

NOT FOR PUBLIC VIEWING OR DISSEMINATION

NOTIFICATION OF ARRIVAL OF SEXUALLY VIOLENT PREDATOR

DOC/PROBATION/PAROLE AGENCY:			
ADDRESS:	CITY:	STATE/ZIP:	PHONE:
DOC/PROBATION ML#:	PREPARED BY:		DATE:

THE FOLLOWING INFORMATION IS BEING RELEASED PURSUANT TO COLORADO REVISED STATUTES 16-13-901 THROUGH 16-13-905, WHICH DIRECTS A SUPERVISING CRIMINAL JUSTICE AGENCY TO INFORM THE LOCAL LAW ENFORCEMENT AGENCY OF A SEXUALLY VIOLENT PREDATOR'S ARRIVAL IN THEIR COMMUNITY.

THE INDIVIDUAL SUBJECT OF THIS NOTIFICATION HAS BEEN CONVICTED OF A SEX OFFENSE THAT REQUIRES LAW ENFORCEMENT REGISTRATION. FURTHER, THEY HAVE BEEN DETERMINED TO PRESENT A HIGH POTENTIAL TO RE-OFFEND AND ARE THEREFORE SUBJECT TO COMMUNITY NOTIFICATION REGARDING THEIR RESIDENCE IN YOUR COMMUNITY.

SVP NAME:			ARRIVAL DATE:
ARRIVING FROM (DOC OR PREVIOUS ADDRESS):		CITY:	STATE/ZIP:
CURRENT RESIDENCE ADDRESS:	CITY:	STATE/ZIP:	PHONE:

(PHOTO OF SVP)	FBI#:		SID#:	
	SS#:		FBI FINGERPRINT#:	
	DOB:	RACE:		SEX:
	HT:	WT:	HAIR:	EYE:
	ALIAS:			
	SCARS/MARKS/TATTOOS/GLASSES:			

OFFENSE (S) OF CONVICTION (CURRENT CASE):			
CASE#:	COUNTY:	SENTENCE:	
RELEVANT CONDITIONS OF RELEASE:			
SEX OFFENDING PATTERN INFORMATION:			
TREATMENT STATUS:			
NAME OF WORKPLACE:		OCCUPATION:	
PHYSICAL ADDRESS OF WORKPLACE:	CITY:	STATE/ZIP:	PHONE:
VEHICLE INFORMATION:			
ALL OTHER CRIMINAL CONVICITONS:			
ADDITIONAL RISK CONCERNS:		PSIR AVAILABLE?	VICAP ENTRY?
SUPERVISING OFFICER OR DOC CONTACT:		PHONE:	
NAME (S) AND ADDRESS (S) OF VICTIM (S) IDENTIFIED THROUGH COURT RECORDS:			
(1)			
(2)			
(3)			

Probation/Parole/DOC to Attach Order Authorizing Community Notification.

FOR LAW ENFORCEMENT AGENCY USE ONLY		
NOTICE RECEIVED BY:	DATE:	TIME:

OFFENDER ADDRESS VERIFIED?	VERIFIED BY:	
DATE:	METHOD:	SVP ARRIVAL NOTICE FORM#

ADVISEMENT TO SUBJECT OF COMMUNITY NOTIFICATION MEETING

LAW ENFORCEMENT AGENCY:	
TO:	
ADDRESS:	
Pursuant to Colorado Revised Statutes 16-13-901 through 16-13-905, this law enforcement agency will be conducting a Community Notification Meeting regarding your status as a Sexually Violent Predator and your residence in this community. The Community Notification Meeting has been scheduled on _____, at _____. Members of the community, including residents of your neighborhood and (possibly) the news media, have been invited.	
BY LAW ENFORCEMENT AGENT:	
OFFENDER SIGNATURE:	DATE:
ADVISEMENT, FORM#:	

NOTICE OF COMMUNITY MEETING REGARDING SEXUALLY VIOLENT PREDATOR

LAW ENFORCEMENT AGENCY:		
Your presence is requested at a Community Meeting.		
DATE:	TIME:	LOCATION:

Pursuant to Colorado Revised Statutes 16-13-901 through 16-13-905, the meeting is being held to provide information concerning the release of a Sexually Violent Predator into this community. Educational information regarding sexual offending will also be presented by a team of professionals involved in the management of sex offenders in our community. The goal of the meeting is to enhance public safety and protection.

VIGILANTISM, OR USE OF THIS INFORMATION TO HARASS, THREATEN, OR INTIMIDATE ANY OF THE FOLLOWING PEOPLE IS CRIMINAL BEHAVIOR AND WILL NOT BE TOLERATED: THE OFFENDER, THE OFFENDER'S SIGNIFICANT OTHERS, AND THE COMMUNITY NOTIFICATION TEAM.

The individual subject of the notification has been convicted of a sex offense that requires law enforcement registration. Further, they have been determined to present a high potential to re-offend and are therefore subject to community notification regarding their residence in this community.

This law enforcement agency has no legal authority to direct where a sex offender may live. Unless court restrictions exist, they are constitutionally free to live wherever they choose. Sex offenders have always lived in our communities, but they were not always required to notify law enforcement of their residence until registration laws were implemented pursuant to the Jacob Wetterling Act in 1994. Law enforcement may now share that information with members of their communities, and in the case of Sexually Violent Predators, law enforcement must actively notify citizens.

Due to the mature content of the information that will be presented, it is not advisable to bring children to the meeting. It is strongly encouraged that information presented at the meeting deemed to be appropriate for children be subsequently reviewed with children after the meeting. Children under 15 unaccompanied by an adult will not be permitted to attend the meeting.

If you are a part of an organization interested in attending, it is requested that your organization designate 1-2 representatives to attend the meeting and receive the notification materials.

If you have questions, please call _____ at _____.

If you are unable to attend the Community Meeting, you must call ahead and schedule an appointment to receive the information.

MEETING NOTICE, FORM#:

SEXUALLY VIOLENT PREDATOR COMMUNITY NOTIFICATION BULLETIN

AGENCY:				
ADDRESS:		CITY:	STATE/ZIP:	PHONE:
AGENCY CASE#:	BULLETIN#:	PREPARED BY:		DATE:

THE _____ POLICE/SHERIFF'S DEPARTMENT IS RELEASING THE FOLLOWING INFORMATION PURSUANT TO COLORADO REVISED STATUTES 16-13-901 THROUGH 16-13-905, WHICH AUTHORIZES LAW ENFORCEMENT AGENCIES TO INFORM THE PUBLIC OF A SEX OFFENDER'S RELEASE WHEN THE OFFENDER HAS BEEN DETERMINED TO BE A SEXUALLY VIOLENT PREDATOR AND IS SUBJECT TO COMMUNITY NOTIFICATION. THE PURPOSE OF THIS NOTIFICATION IS TO ENHANCE PUBLIC SAFETY AND PROTECTION. VIGILANTISM, OR USE OF THIS INFORMATION TO HARASS, THREATEN, OR INTIMIDATE ANY OF THE FOLLOWING PEOPLE IS CRIMINAL BEHAVIOR AND WILL NOT BE TOLERATED: THE OFFENDER, THE OFFENDER'S SIGNIFICANT OTHERS, AND THE COMMUNITY NOTIFICATION TEAM.

FURTHER DISSEMINATION OF THIS BULLETIN BY CITIZENS IS DISCOURAGED. ADDITIONAL COMMUNITY MEMBERS NEEDING INFORMATION SHOULD BE REFERRED TO THE LAW ENFORCEMENT AGENCY.

THE INDIVIDUAL SUBJECT OF THIS NOTIFICATION HAS BEEN CONVICTED OF A SEX OFFENSE THAT REQUIRES LAW ENFORCEMENT REGISTRATION. FURTHER, HE/SHE HAS BEEN DETERMINED TO PRESENT A HIGH POTENTIAL TO RE-OFFEND AND IS THEREFORE SUBJECT TO COMMUNITY NOTIFICATION REGARDING HIS/HER RESIDENCE IN THIS COMMUNITY.

THIS LAW ENFORCEMENT AGENCY HAS NO LEGAL AUTHORITY TO DIRECT WHERE A SEX OFFENDER MAY LIVE. UNLESS COURT RESTRICTIONS EXIST, HE/SHE IS CONSTITUTIONALLY FREE TO LIVE WHEREVER HE/SHE CHOOSES. SEX OFFENDERS HAVE ALWAYS LIVED IN OUR COMMUNITIES, BUT THEY WERE NOT REQUIRED TO NOTIFY LAW ENFORCEMENT OF THEIR RESIDENCE UNTIL REGISTRATION LAWS WERE IMPLEMENTED PURSUANT TO THE JACOB WETTERLING ACT IN 1994. LAW ENFORCEMENT MAY NOW SHARE THAT INFORMATION WITH MEMBERS OF THE COMMUNITY, AND IN THE CASE OF SEXUALLY VIOLENT PREDATORS WHO ARE SUBJECT TO COMMUNITY NOTIFICATION, LAW ENFORCEMENT MUST ACTIVELY NOTIFY CITIZENS.

(PHOTO OF SVP)	SUBJECT NAME:			
	OTHER NAME (S) USED:			
	DOB:	RACE:		SEX:
	HT:	WT:	HAIR:	EYE:
	SCARS/MARKS/TATTOOS/GLASSES:			

RESIDENCE ADDRESS:	
OCCUPATION:	
VEHICLE INFORMATION:	
OFFENSE (S) OF CONVICTION (CURRENT CASE):	
ALL OTHER CRIMINAL CONVICTIONS:	
RELEVANT CONDITIONS OF RELEASE:	
SEX OFFENDING PATTERN INFORMATION (DO NOT IDENTIFY VICTIM):	
CRIMINAL JUSTICE STATUS:	
SUPERVISING OFFICER OR DOC CONTACT:	PHONE:

THERE ARE _____ SEX OFFENDERS REGISTERED IN COLORADO, _____ IN _____ COUNTY, AND _____ IN _____.

THE _____ POLICE/SHERIFF'S DEPARTMENT IS AVAILABLE TO PROVIDE USEFUL INFORMATION REGARDING SEXUAL ASSAULT AND PERSONAL SAFETY, AND TO MAKE REFERRALS TO OTHER LOCAL RESOURCES TO HELP THOSE WHO HAVE BEEN
IMPACTED BY SEXUAL ASSAULT OR THIS NOTIFICATION PROCESS. IF YOU HAVE INFORMATION REGARDING CURRENT CRIMINAL ACTIVITY OF THIS OR ANY OTHER
OFFENDER, PLEASE CALL 911 OR _____. IF YOU OBSERVE THIS OFFENDER ENGAGING IN ANY HIGH-RISK OR INAPPROPRIATE BEHAVIOR, PLEASE CONTACT THIS AGENCY OR HIS/HER SUPERVISING OFFICER _____ AT PHONE #_____.

MOST SEX CRIMES ARE NEVER REPORTED AND MOST OFFENDERS ARE NEVER DETECTED. THE GREATEST RISK OF SEX OFFENSE IS FROM PEOPLE YOU KNOW. THE INFORMATION PROVIDED HERIN IS CURRENT AND ACCURATE AS OF THIS DATE, BUT IS SUBJECT TO CHANGE.

SVP COMMUNITY NOTIFICATION BULLETIN, FORM#

COMMUNITY NOTIFICATION OF SEXUALLY VIOLENT PREDATOR CHANGE OF RESIDENCE

LAW ENFORCEMENT AGENCY:

REGARDING SEXUALLY VIOLENT PREDATOR COMMUNITY NOTIFICATION BULLETIN #:

Residents of the community are hereby notified of a change in residence address for

_____,

who has been determined to be a Sexually Violent Predator (hereafter SVP).

SVP'S FORMER ADDRESS:

SVP'S NEW ADDRESS:

APPROXIMATE DATE OF RELOCATION:

Please call _____ at _____ with questions or concerns.

VIGILANTISM, OR USE OF THIS INFORMATION TO HARASS, THREATEN, OR INTIMIDATE ANY OF THE FOLLOWING PEOPLE IS CRIMINAL BEHAVIOR AND WILL NOT BE TOLERATED: THE OFFENDER, THE OFFENDER'S SIGNIFICANT OTHERS, AND THE COMMUNITY NOTIFICATION TEAM.

RESIDENCE CHANGE NOTICE, FORM#:

APPENDIX E: CONDUCTING A COMMUNITY NOTIFICATION MEETING

Conducting Community Notification Meetings

The following instructions are designed to help minimize public fear and emotional reaction to the sexually violent predator's (SVP's) arrival in your community. Community education is the key element of a successful notification program (and statutorily required). The intent of community notification is not to impose harassment or additional punishment on the offender, but to provide information to those individuals or agencies that need to know about the offender's potential risk.

Community meetings are an excellent way to present sensitive information to the public. Sexual offenses evoke strong feelings in many people. These meetings give community members concrete information that addresses their concerns and fears and answers their questions about the offender and the system. In this forum, the Community Notification Team addresses misinformation, quells fears, discourages vigilantism and offers action citizens can take to enhance their safety.

Your local Community Notification Team should include representatives from the agencies listed in the Criteria so that the notification process is a coordinated effort by all professionals involved with the SVP and his/her victim(s). The entire Team should attend the meeting, to share in the presentation and to be available for citizen's questions. Additional uniformed law enforcement officers should be present to ensure control and order in the meeting.

The SVP should not be invited or permitted to attend the meeting. Despite good intentions, the potential negative consequences of an SVP's attendance at a community meeting far outweigh any potential positive consequences. Furthermore, an SVP's presence could incite fear, panic, or anger by meeting attendees, resulting in disruption of the meeting and possible harm to attendees or the SVP.

It is advised that the Team establish a set of ground rules at the beginning of the meeting, which will assist in maintaining control and order. Refer to Appendix E in these Criteria for a sample.
It is also suggested that a uniformed law enforcement officer hold the microphone for individuals with questions (when applicable), again ensuring control and order during this time, or utilize index cards, which prevents the audience from ever speaking and ensures control is maintained throughout the meeting.

PRE-MEETING PLANNING:

The CNTAT must assist with the first notification and may assist with subsequent notification or education meetings. Roles of members can be discussed and determined and tips provided to ensure the meeting runs smoothly.

The first task in preparing for a community education meeting is determining the date and time. It is best to schedule meetings Tuesday through Thursday evenings. Check your community calendar to be sure your meeting doesn't conflict with other activities that would draw a large crowd. Ideally the meeting should begin at 6:00pm and end no later than 7:30pm. Choose a location that will accommodate all citizens who wish to attend, including the mobility-impaired. Gauging the expected attendance of a meeting that will have a high level of emotional content can be problematic, so it is best to prepare for the greater rather than the lesser estimates. Churches and community halls work well for this type of meeting, as do grange halls in rural areas.

Be sure there is adequate parking and that restroom facilities are available. Make sure to reserve a sound system and other necessary audio-visual equipment when securing the meeting location because you will be using a power point.

Invite your local Community Notification Team to be on the panel.

Schedule a pre-planning meeting to review the power point presentation with the local Community Notification Team and discuss expectations. The Chief of Police/Sheriff or a designee should attend to assign tasks and share expectations. Print the power point with the notes pages for each member of the Community Notification Team so each slide can be assigned for the community notification meeting. Review the bulletin, the SVP's supervision conditions, information that cannot be shared, and FAQs. It is recommended that this occur for every town hall style meeting to ensure everyone is on the same page.

Develop ground rules for your community meeting (See Appendix E).

Invite the community to the meeting using a targeted mailing, in person by neighborhood canvassing, or by media. It is recommended that the meeting be held 7 days after the public has received the Meeting Notice to prevent the public from learning about the offender from other sources and to allow sufficient time for residents to plan to attend the meeting. (See Appendix D – Meeting Notice)

Media coverage may be requested, if appropriate, such as when the SVP's risk is very high or he/she has absconded. It is recommended that the law enforcement agency develop relationships with media reporters who will regularly report on Community Notification meetings. This will help promote more accurate and responsible news coverage. Media notices should not include offender information prior to the meeting.

Prepare enough handout material to support the presentation. It is recommended that material be handed out after the presentation, so the audience is not distracted by reading the materials.

Practice the presentation prior to the meeting so that presenters become familiar with the material and to ensure the presentation fits into the allotted time.

Arrive at the facility early, with time to prepare the room. Set out enough chairs to seat the expected audience. Be sure that the sound system or other audio-visual equipment to be used is hooked up and operational.

Prepare a sign-in sheet and place it near the entrance door. The facilitator may state that signing in is not required of attendees, however, the sign-in sheet will be used if and when the SVP moves in the future. Otherwise, persons interested in being notified of changes must appear in person at the law enforcement agency.

Remember, children under the age of 15 who are unaccompanied by an adult will not be permitted to attend the meeting. In fact, parents of children under the age of 15 should be strongly discouraged from bringing their children at all.

Start the meeting on time. There will likely be an emotional crowd & starting the meeting late will only heighten the tension.

Ground Rules when conducting a community notification meeting:

Introduction:

We recognize that you are here because you are concerned about the presence of a Sexually Violent Predator (SVP) in your neighborhood. We recognize you may have concerns or fears for yourself and your loved ones. You will be given an agenda of the meeting. Please note that we will address specific information regarding the SVP after we present the educational information regarding sex offenders. The reason for the order of the agenda is to insure that you have a context to better understand sexual offenders and the risks they pose in your community. We are taking this opportunity to provide you with important general information about sex offenders and personal safety because the SVP is not the only sex offender in any given neighborhood. We want to address all of your concerns, so we will take questions at the end of the meeting.

Ground Rules:

The facilitator of tonight's meeting will begin the introductions of our panel. He (or she) will keep us on the agenda, field questions and begin and end the meeting on time. During the question and answer period at the conclusion of the presentation, questions will be taken one at a time. No editorials or commentaries please. Second questions will be taken only after all first questions are taken. Written questions will be collected midway and at the conclusion of the presentation. Appropriate panel members will do their best to answer your questions.

We recognize that some of you may have personally been a victim of sexual assault or know people who have been a victim of sexual assault. This meeting is not the place to discuss your assault, however, victim service representatives are present at this meeting, and will be glad to assist you at the conclusion of this meeting. If you or someone you know needs to report a sexual assault, you may approach one of the law enforcement officers present or a victim service representative after the meeting. They can assist you with where and how to make such a report.

Anyone attempting to disrupt this meeting will be escorted out of the meeting by law enforcement.

This meeting will begin and end on time.

Please turn cell phones off or switch to vibrate.

COMMUNITY NOTIFICATION MEETING OUTLINE
Suggested Format

I. INTRODUCTION

A. Introduce Community Notification Team members and review their qualifications.

B. Establish ground rules for the meeting.

C. Set tone of meeting. Establish that meeting will be conducted in an orderly and respectful fashion. Let audience know you will answer all questions at end of presentation. Tell them this allows for a smoother and more complete presentation of important information. Chances are you will address their questions during the presentation. Allowing you to get all of the information out uninterrupted makes for a more efficient use of everyone's time and ensures it will be presented in a logical and reasonable manner.

II. OVERVIEW OF SEX OFFENDER LEGISLATION

A. Review Federal Laws Jacob Wetterling Act (1994) requires states to establish sex offender registration
for convicted offenders and a system to track them.
Megan's Law (1996) requires states to inform community residents about the presence of convicted sex offenders in their neighborhoods.

Pam Lychner Act (1996) amended the Wetterling Act by mandating lifetime registration for some sex offenders, and mandating a National Sex Offender Registry.

Adam Walsh Act (2006) mandates a universal registry, requires stricter sex offender registration requirements for both adult and juvenile offenders, and provides the public with more information about registered sex offenders.

Colorado was granted substantial implementation of AWA in November 2013 based on Colorado's current sex offender management and registration system.

B. Review Colorado Laws
Sex Offender Management Board (SOMB) was created in 1992 by Colorado General Assembly to develop standards and guidelines for the assessment, evaluation, treatment and behavioral monitoring of sex offenders. SOMB was directed in 1999 to establish criteria and procedures for community notification regarding Sexually Violent Predators (SVP).

C. Definitions of sex offenses 18-3-401 C.R.S.

D. Registration law 16-22-101 through 16-22-114 C.R.S.

E. SVP Definition 18-3-414.5 C.R.S.

F. Lifetime Sentencing and SOISP 16-13-801 C.R.S.

G. Community notification law 16-13-901 C.R.S. Changes were passed in 2006 and 2008.

III. EDUCATIONAL INFORMATION

A. Facts and Statistics about Sex Offending
B. Sex Offender Characteristics
C. Impact on Victims of Sex Offenses
D. Community Sex Offender Management
E. Community Protection and Safety Issues

IV. COMMUNITY RESPONSIBILITY

A. The community has a vested interest in helping the offender be successfully managed in the community. (*Discuss ways citizens can assist and explain the risk of offenders "going underground" which hinders law enforcement's ability to track them.)
B. Sex offenders have the same need as other citizens to seek housing and seek employment.
C. Harassment, intimidation, threats, and discrimination are counter-productive to goals of community management.
D. Any citizen who uses this information to harass, threaten or intimidate a registered sex offender or his/her family, or anyone involved in his/her management will be subject to criminal prosecution.

V. INFORMATION REGARDING SUBJECT OF NOTIFICATION

A. Review SVP Bulletin; go over item by item; refer to the forms in Appendix D.
B. Offense(s) of Conviction (current case)
C. All Other Criminal Convictions
D. Sex Offending Pattern Information:
E. DO NOT IDENTIFY VICTIM; use descriptors such as "The victim was an adolescent, known to the subject." Include preferred age range only if there is a clear pattern of offending behavior with a particular age, (2 to 3 year range) of target victims(s), and whether the victim was known to SVP.
F. Describe the offense pattern of and how he/she operates (e.g., this SVP lures children into his home with his puppy). Describe known lures or risky behaviors that may signal danger. Refer audience to handouts that address characteristics of sex offenders.
G. Describe SVP's relevant conditions of release
H. Explain de-notification procedure: If SVP moves or leaves the community, law enforcement agency will notify community members who have requested to be notified by signing in at the meeting or appearing in person at the law enforcement agency.

VI. COMMUNITY PROTECTION AND SAFETY ISSUES

A. Discuss remaining handouts regarding personal security, talking to your children, how to report suspicious behavior and resource lists. (See Appendix F)

B. General common sense safety strategies; engage community in developing plans to use this information to develop a safer neighborhood or community; it is a perfect time to recruit citizens to form block watches and discuss community resources.

C. SVPs do not represent all dangerous sex offenders. Other offenders who may be dangerous, but who are not by law, subject to community notification include all un-convicted and un-identified sex offenders, all sex offenders convicted prior to July 1, 1999 and all sex offenders convicted of crimes other than those used to potentially identify sexually violent predators.

D. Under no circumstances should citizens assume that the Criteria, or the community notification meeting itself, are a complete or substantial deterrent to sexual assault in their communities.

APPENDIX F: EDUCATIONAL INFORMATION

Educational Information

The following educational information should be included in every Community Notification, regardless of whether it is via a town hall style meeting or through alternative notification. Statistics should be individualized for your jurisdiction where appropriate.

FACTS AND STATISTICS ABOUT SEX OFFENDING

Reporting

- The majority of sexual offenses are not caught or detected.[1]
- Research consistently reports that between 5 and 25% of rapes are reported to law enforcement.[2]
- According to one study, only 19.1% of the women and 12.9% of the men who were raped since their 18th birthday said their rape was reported to the police.[3]
- Among college women, about 12% of rapes were reported to law enforcement.[4]
- Young victims who know or are related to the perpetrator are least likely to report the crime to authorities.[5]
- From 2006 to 2010, the highest percentages of unreported violent crimes were rape or sexual assault (65%).[6]
- From 2006 to 2010, a greater percentage of victimizations perpetrated by someone the victim knew well (62%) went unreported to police, compared to victimizations committed by a stranger (51%). Additionally, 46% victimizations perpetrated by a relative or an intimate partner went unreported to law enforcement.[7]
- Research shows that most convicted sex offenders have committed many sexual offenses before they are caught.[8]

Crossover & Recidivism

- Many sex offenders have committed multiple types of sexual crimes.[9]

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1 Kilpatrick, Saunders, & Smith (2003). Youth victimization: Prevalence and implications (NCJ 194972). Washington, DC: U.S. Dept. of Justice, Office of Justice Programs, National Institute of Justice; Tjaden & Thoennes (2006). Extent, nature, and consequences of rape victimization: Findings from the National Violence Against Women Survey. Washington, DC: U.S. Dept. of Justice, Office of Justice Programs, National Institute of Justice; Truman, Langton, & Planty (2012). Criminal Victimization, 2012 (NCJ 243389). Washington, DC: U.S. Dept. of Justice, Office of Justice Programs, Bureau of Justice Statistics.

2 Wilson (2010). Health Consequences of Childhood Sexual Abuse. Perspectives in Psychiatric Care. 46(1): 56-64.

3 Ibid.Tjaden & Thoennes (2006).

4 Truman (2011). National Crime Victimization Survey, 2010 (CJ 235508). Washington, DC: United States Department of Justice. Office of Justice Programs. Bureau of Justice Statistics.

5 Kilpatrick, Saunders, & Smith (2003). Youth victimization: Prevalence and implications (NCJ 194972). Washington, DC: U.S. Dept. of Justice, Office of Justice Programs, National Institute of Justice; Langton et al. (2012). Victimizations Not Reported to the Police, 2006-2010 (NCJ 238536). Washington, DC: U.S. Dept. of Justice, Office of Justice Programs, Bureau of Justice Statistics.

6 ibid., Langton et al. (2012).

7 ibid., Langton et al. (2012).

8 English et al. (2000). The value of polygraph testing in sex offender management (Research report submitted to the National Institute of Justice, No. D97LBVX0034). Denver, CO: Colorado Department of Public Safety, Division of Criminal Justice, Office of Research and Statistics; Robertiello & Terry (2007). Can we profile sex offenders? A review of sex offender typologies. Aggression and Violent Behavior, 12(5): 508-518.

9 Cann, Friendship, & Gozna (2007). Assessing crossover in a sample of sexual offenders with multiple victims. Legal and Criminological Psychology, 12(1): 149–163; Heil, P., Ahlmeyer, S., & Simons, D. (2003). Crossover Sexual Offenses. Sexual Abuse: A Journal of Research and Treatment, 15(4): 221-236; Kleban et al. (2013). An Exploration of Crossover Sexual Offending. Sexual Abuse: A Journal of Research and Treatment, 25(5): 427– 443.

- Crime of conviction is only one indicator of risk. Risk assessment includes consideration of multiple factors.[10]
- A study conducted at the Colorado Department of Corrections on incarcerated sex offenders revealed the following:[11]
  - 78% of the child molesters report that they also have sexually assaulted an adult.
  - 52% of the adult rapists report that they have also sexually molested children.
  - Approximately one-third (36%) of the sex offenders report assaulting both males and females. A study examining child pornography offenders found similar results (40%).[12]
  - 64% of the child molesters who victimized their own relatives also sexually molested children who were not related to them.
  - 53% of the child molesters who victimized children who were not related to them had also victimized children who were family members.
- Child pornography offenders may be likely to also commit hands on sexual offenses against children (even if they have not been caught).[13]
- Approximately 12 to 24% of sex offenders reoffend. When sex offenders commit another crime, it is usually <u>not</u> sexual or violent.[14] (The figures may be lower because sex offenses are often not reported)

Victimization

- It is estimated that nearly 1 in 5 women (22 million) and approximately 1 in 71 men (1.6 million) in the United States have been raped during their lifetime.[15]
- Approximately 1.8 million adolescents in the United States have been the victims of sexual assault.[16]
- As many as 1 in 3 girls and 1 in 7 boys will be sexually abused at some point in their childhood.[17]
- Children ages 12–15 have the highest percentage of sexual abuse, among all types of abuse, for children under 18 years of age.[18]
- 1 in 4 college women will be raped during their collegiate career.[19]
- In 2006 alone, 300,000 college women (5.2%) were raped.[20]

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10 Hanson & Morton-Bourgon (2005). The Characteristics of Persistent Sexual Offenders: A Meta-Analysis of Recidivism Studies. Journal of Consulting and Clinical Psychology, 73(6): 1154-1163; ibid., Heil et al., 2003; Parent, Guay, & Knight, (2011). An Assessment of Long-Term Risk of Recidivism by Adult Sex Offenders: One Size Doesn't fit All. Criminal Justice and Behavior, 38(2): 188-209.
11 ibid., Heil et al. (2003).
12 Bourke & Hernandez (2009). The 'Butner Study' Redux: A Report of the Incidence of Hands-on Child Victimization by Child Pornography Offenders. Journal of Family Violence, 24(3): 183-191.
13 ibid., Bourke & Hernandez, 2009.
14 Drake & Barnoski (2006). Sex offenders in Washington State: Key findings and trends. Olympia, WA: Washington State Institute for Public Policy; ibid., Hanson, R. K. & Morton-Bourgon, K. E. (2005).
15 Black et al. (2011). National Intimate Partner and Sexual Violence Survey: 2010 summary report. Atlanta, GA: Centers for Disease Control and Prevention, National Center for Injury Prevention and Control, Division of Violence Prevention.
16 Finkelhor (2009). The Prevention of Childhood Sexual Abuse. Future of Children, 19(2): 169-194.169
17 Briere & Eliot (2003). Prevalence and Psychological Sequence of Self-Reported Childhood Physical and Sexual Abuse in General Population. Child Abuse & Neglect, 27(10): 1205–1222.
18 Canadian Centre for Child Protection (2013). Child Sexual Abuse–It Is Your Business. Manitob, Canada: Canadian Centre for Child Protection, Inc. p. 10.
19 Fisher, Cullen, & Turner (2000). The Sexual Victimization Of College Women (NCJ 182369). Washington, DC: U.S. Dept of Justice, Office of Justice Programs, National Institute of Justice.
20 ibid. Truman (2011).

- In 2005-10, females who were age 34 or younger, who lived in lower income households, and who lived in rural areas experienced some of the highest rates of sexual violence.[21]
- In 2005-10, the offender was armed with a gun, knife, or other weapon in 11% of rape or sexual assault victimizations.[22]
- From 1995 to 2010, the estimated annual rate of female rape or sexual assault victimizations declined 58%, from 5.0 victimizations per 1,000 females age 12 or older to 2.1 per 1,000.

Teens, Technology & Sexting

- Teens 16 to 19 years of age were 3 1/2 times more likely than the general population to be victims of rape, attempted rape, or sexual assault.[23]
- Approximately 1 in 5 female high school students report being physically and/or sexually abused by a dating partner.[24]
- 69% of the teen sexual assaults reported to law enforcement occurred in the residence of the victim, the offender, or another individual.[25]
- Approximately 1 in 7 (13%) youth Internet users received unwanted sexual solicitations.[26]
- 4% of youth Internet users received aggressive solicitations, in which solicitors made or attempted to make offline contact with youth.[27]
- 9% of youth Internet users had been exposed to distressing sexual material while online.[28]
- 1 in 25 youths received an online sexual solicitation in which the solicitor tried to make offline contact.[29]
- In more than one-quarter (27%) of incidents, solicitors asked youths for sexual photographs of themselves.[30]
- 15% of cell-owning teens (12–17) say they have received sexually suggestive nude/seminude images of someone they know via text.[31]
- 4% of cell-owning teens (12–17) say that they have sent sexually suggestive nude/seminude messages to others via text message.[32]

A survey conducted in 2008 by the National Campaign to Prevent Teen and Unplanned Pregnancy found that:[33]

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21 Planty et al. (2013). Female Victims of Sexual Violence, 1994-2010 (NCJ 240655). Washington, DC: U.S. Dept of Justice, Office of Justice Programs, Bureau of Justice Statistics.
22 ibid. Planty et al. (2013).
23 Silverman (2001). Dating Violence Against Adolescent Girls and Associated Substance Use, Unhealthy Weight Control, Sexual Risk Behavior, Pregnancy, and Suicidality. Journal of The American Medical Association, 286(5): 572-579.
24 Wolak & Finkelhor (2006). Online victimization of youth: Five years later. Alexandria, VA: National Center for Missing & Exploited Children.
25 ibid. Finkelhor (2009).
26 U.S. Department of Health and Human Services, Administration for Children and Families, Administration on Children, Youth and Families, Children's Bureau. (2011). Child Maltreatment 2010.
27 ibid., 26.
28 ibid., 26.
29 Lenhart (2009). Teens and Sexting. Washington, D.C.: Pew Internet & American Life Project.
30 ibid., 29.
31 Kilpatrick et al. (2007). Drug-facilitated, incapacitated, and forcible rape: A national study (219181). Charleston, SC: Medical University of South Carolina, National Crime Victims Research & Treatment Center.
32 Ibid., 31.
33 Wolak, Finkelhor, & Mitchell (2004). Internet-Initiated Sex Crimes Against Minors: Implications for Prevention Based on Findings from a National Study. Journal of Adolescent Health, 35(5): 11-20.

38% of teen girls and 39% of teen boys say they have had sexually suggestive text messages or e-mails—originally meant for someone else—shared with them.
44% of both teen girls and teen boys say it is common for sexually suggestive text messages to get shared with people other than the intended recipient.
36% of teen girls and 39% of teen boys say it is common for nude or seminude photos to get shared with people other than the intended recipient.
51% of teen girls say pressure from a guy is a reason girls send sexy messages or images; only 18% of teen boys cited pressure from female counterparts as a reason.
15% of teens who have sent or posted nude/seminude images of themselves say they have done so to someone they knew only online.
When stating the reasons why they sent/posted suggestive messages or nude/seminude pictures/videos, 44% said it was in response to one that was sent to them.
Sending and posting nude or seminude photos or videos starts at a young age and becomes even more frequent as teens (ages 13 to 19) become young adults (ages 20 to 26).

The results of the survey describe characteristics of interactions between Internet predators and their juvenile victims. The survey found that:

The majority of victims had met the predator willingly.
Of the 129 victims identified, ages 17 and younger, the face-to-face meetings had occurred in 74% of the cases, and 93% of those encounters had included sexual contact.
75% of the victims were girls.
The majority of victims (67%) were children between the ages of 12 and 15.
The most common first encounter of a predator with a victim took place in an online chat room (76%).
In 47% of the cases, the predator offered gifts or money during the relationship-building phase.
Predators used less deception to befriend their online victims than experts had thought. Only 5% of the predators told their victims that they were in the same age-group as the victims. Most offenders told the victims that they were older males seeking sexual relations.
The victims who responded to this survey had willingly met and had sexual encounters with the predators. The authors concluded that vulnerable youth need further education regarding the negative effects of such relationships.

FACTS ABOUT SEX OFFENDERS IN COLORADO

As of (give current date), there are approximately (give current #) sex offenders registered in the State of Colorado. (give #'s for your jurisdiction)
The total number of SVPs at any given point in the community is available on the CBI website. Please note many of these offenders may have been deported or returned to custody. In addition, there are well over 400 SVPs in the Department of Corrections and many yet to be designated by the parole board.
Each year in Colorado, approximately 60% of convicted sex offenders are placed on probation, parole, or community corrections, with the remainder being sentenced to incarceration at the Department of Corrections or the county jail.[34]

34 Colorado State Court Administrator's Office

- A 1998 study by the Colorado Department of Public Health and Environment found:
  - 1 in 150 women and 1 in 830 men in Colorado had experienced a completed or attempted sexual assault in the past 12 months;
  - 1 in 4 women and 1 in 17 men in Colorado had experienced a completed or attempted sexual assault in their lifetime. Approximately 16% of these assaults were reported to police.

SEX OFFENDER CHARACTERISTICS

- Sex offenders rarely commit just one type of offense.[35]

- There is no such thing as a "typical" sexual offender; however, many tend to be manipulative, deceptive, and secretive. Sex offenders come from all backgrounds, ages, income levels, and professions.

- The majority of sex offenses, (80-95%) are committed by someone the victim knows.[36]
  - More than half (51.1%) of female victims of rape reported being raped by an intimate partner and 40.8% by an acquaintance.[37]

  - For male victims, more than half (52.4%) reported being raped by an acquaintance and 15.1% by a stranger.[38]
  - In 93% of child sexual abuse cases, the child knows the person that commits the abuse.[39]
  - Most perpetrators are acquaintances, but as many as 47% are family or extended family.[40]
  - In 2005-10, 78% of sexual violence involved an offender who was a family member, intimate partner, friend, or acquaintance. From 1994 to 2010, the percentage of serious violent crime—rape or sexual assault, robbery, or aggravated assault—that was not reported to police declined from 50% to 42%.[41]

- Sex offenders do not usually commit their crimes impulsively. They usually employ careful planning and preliminary steps that, if interrupted, can prevent an actual crime.[42]

- The vast majority of sex offenders are male; 1 - 20% of child sex offenses are committed by women.[43]

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35 ibid., Cann, Friendship, & Gozna (2007); Hanson & Morton-Bourgon (2005); Kleban et al. (2013).
36 ibid., Black et al. (2011).
37 ibid., Black et al. (2011).
38 ibid., Black et al. (2011).
39 ibid., Finkelhor (2009).
40 ibid., Briere and Eliot (2003).
41 Ibid., Berzofsky et al. (2013)
42 Center for Sex Offender Management (CSOM)
43 Fergusson, Horwood, & Lynskey (1996). Childhood Sexual Abuse and Psychiatric Disorder in Young Adulthood: II. Psychiatric Outcomes of Childhood Sexual Abuse. Journal of The American Academy of Child and Adolescent Psychiatry, 35(10): 1365-1374; Finkelhor, Hotaling, Lewis, & Smith (1990). Sexual abuse in a national survey of adult men and women: Prevalence, characteristics, and risk factors. Child Abuse & Neglect, 14(1): 19-28; Freeman & Sandler (2008). Female and Male Sex Offenders: A Comparison of Recidivism Patterns and Risk Factors. Journal of Interpersonal Violence, 23(10), 1394-1413; Vandiver, & Kercher (2004). Offender and Victim Characteristics of Registered Female Sexual Offenders in Texas: A Proposed Typology of Female Sexual Offenders. Sexual Abuse: A Journal of Research and Treatment, 16(2): 121-137.

Male sex offenders who sexually molest boys are not necessarily homosexual.[44]

IMPACT ON VICTIMS OF SEX OFFENSES

Overwhelming experiences such as sexual assault or abuse create significant stress responses.

  # There are many different responses to trauma that victims of sexual assault can exhibit. Numerous factors can influence an individual's response to and recovery from sexual assault. Some factors include: age and developmental maturity of victim; victim relationship to offender; social and familial support of victim; police, medical, and victim advocate response to victim; frequency, duration, and severity of the sexual assault(s); the environment in which the assault occurred; community attitudes and values regarding sexual assault; and the meaning attributed to the traumatic event by the sexual assault survivor.[45]

Sexual trauma inflicted by a known perpetrator tends to create a more difficult recovery than sexual trauma inflicted by a stranger. The victim must also deal with betrayal by someone they have formerly trusted.[46]

Sexual trauma can create post-traumatic stress disorder or other clinical reactions. Nearly 1/3 of all rape victims develop rape-related PTSD.[47]

Long term damage to the victim may take the form of some or all of the following symptoms: depression, chronic anxiety, feelings of dissociation (not feeling connected to oneself), flashbacks to the traumatic event, avoidance of anything that reminds them of the traumatic event, intrusive thoughts, relationship disruptions such as increased conflict or divorce, loss or diminishment of sexual interest or responsiveness, loss of concentration, heightened fears, chronic sleeping or eating problems, exaggerated startle response, irritability, suicidal thoughts, a diminished interest in living and an inability to enjoy previously enjoyed life activities.[48]

Teen victims of sexual assault more likely: to engage in unprotected sex.[49]

Teen victims of sexual assault are 3 times more likely to develop psychiatric disorders or to abuse alcohol.[50]

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44 Holmes & Slap (1998). Sexual abuse of boys: Definition, prevalence, correlates, sequelae, and management. Journal of the American Medical Association (JAMA), 280(21): 1855-1862.
45 Briere & Scott (2006). Principles of trauma therapy: A guide to symptoms, evaluation, and treatment. Thousand Oaks, CA: Sage Publications; Feiring & Taska (2005). The Persistence of Shame Following Sexual Abuse: A Longitudinal Look at Risk and Recovery. Child Maltreatment, 10(4): 337-349; Morrison (2007). Caring about sexual assault: the effects of sexual assault on families, and the effects on victim/survivors of family responses to sexual assault. Family Matters, 76: 55-63; O'Doherty et al. (2001). Recovery work with child victims of sexual abuse: A framework for intervention. Child Care in Practice, 7(1):78-88; Patterson, D. (2011). The Linkage Between Secondary Victimization by Law Enforcement and Rape Case Outcomes. Journal of Interpersonal Violence, 26(2): 328– 347.
46 Feiring, & Taska (2005). The Persistence of Shame Following Sexual Abuse: A Longitudinal Look at Risk and Recovery. Child Maltreatment, 10(4): 337-349; Wilson (2010). Health Consequences of Childhood Sexual Abuse. Perspectives in Psychiatric Care. 46(1): 56-64.
47 ibids., Black et al. (2011); Mason & Lodrick (2012). Psychological consequences of sexual assault. Best Practice & Research Clinical Obstetrics and Gynaecology, 27(1): 27-37.
48 ibids., Black et al. (2011); Ullman & Filipas (2001). Predictors of PTSD symptom severity and social reactions in sexual assault victims. Journal of Traumatic Stress. 14(2): 369-389; ibid., Wilson (2010).
49 Brown et al. (2000). Impact of sexual abuse on the HIV-risk-related behavior of adolescents in intensive psychiatric treatment. America Journal of Psychiatry. 157: 1413-1415

Young male and female victims of sexual assault are at increased risk of eating disorder behaviors.[51]

The above mentioned responses are minimized and recovery is enhanced when a victim is believed and supported and has access to victim advocacy and treatment services.[52]

Most victims of sexual assault do not become sex offenders.[53]

COMMUNITY SEX OFFENDER MANAGEMENT

Most convicted sex offenders in Colorado are subject to the supervision of a criminal justice agency, either probation, parole or community corrections.

  # Of the 39% of rapes that are reported to police, there is only a 16.3% chance the rapist will end up in prison.[54]
  # Factoring in unreported rapes, about 6% (1 out of 16) of rapists will ever spend a day in jail. Fifteen out of sixteen will walk free.[55]

The Sex Offender Management Board agrees that sex offenders are potentially dangerous and recognizes the harm they cause as well as their possible risk to re-offend (criminally and sexually).[56]

  According to the Sex Offender Management Board, community safety is paramount and comes before the needs of the offender. Community safety means that the primary goal is to prevent the offender from victimizing any other person.[57]

While there is no way to know if a convicted sex offender will reoffend, the combination of comprehensive treatment and carefully structured and monitored behavioral supervision conditions may assist some sex offenders to develop internal controls for their behaviors.

Colorado uses the Containment Approach to manage sex offenders who are placed in the community. In the interest of public safety, sex offenders are never managed by an individual person; rather they are managed by community supervision teams, consisting of supervising criminal justice officers (probation, parole or community

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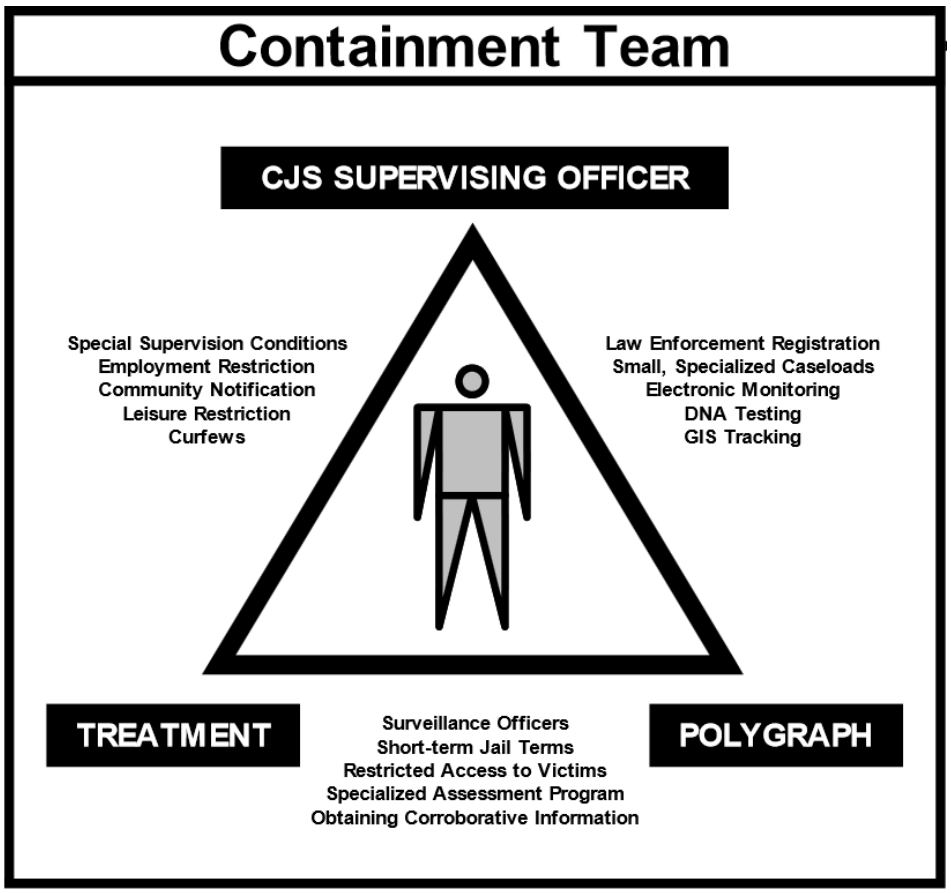
50 Kendler et al. (2000). Childhood sexual abuse and adult psychiatric and substance use disorders: an epidemiological and cotwin control analysis. Archives of General Psychiatry, 57(10): 953 -959.
51 Neumark-Sztainer et al. (2000). Disordered eating among adolescents: Associations with sexual/physical abuse and other familial psychosocial factors. International Journal of Eating Disorders. 28(3): 249-258.
52 Campbell (2006). Rape survivors' experiences with the legal and medical systems: Do rape victim advocates make a difference? Violence Against Women, 12(1): 1-16.
53 Parks & Bard (2006). Risk Factors for Adolescent Sex Offender Recidivism: Evaluation of Predictive Factors and Comparison of Three Groups Based Upon Victim Type. Sexual Abuse: A Journal of Research and Treatment, 18(4): 319-342.
54 Reynolds (1999). Crime and Punishment in America: 1999 (No. 229). Dallas, TX: NCPA Policy Report; Lonsway, & Archambault (2012). The "Justice Gap" for Sexual Assault Cases. Violence Against Women, 18(2): 145-168.
55 ibid. Reynolds (1999).
56 SOMB (2011). Standards and Guidelines for the Assessment, Evaluation, Treatment and Behavioral Monitoring of Adult Sex Offenders, Denver, CO: Colorado Department of Public Safety, Division of Criminal Justice, Office of Domestic Violence and Sex Offender Management. ibid., Guiding Principles 1 & 2.
57 ibid., SOMB (2011).

corrections), polygraph examiners and specialized treatment providers. Supervising officers monitor conditions set by the Court/Parole Board for the offender and can impose sanctions for violations. Treatment providers gather information about the offender, assist with monitoring and administer a long-term comprehensive set of planned therapeutic interventions designed to change sexually abusive thoughts and behaviors. The polygraph examiner assists in gathering a full and accurate history of the offender's behavior and monitors current compliance with conditions and risk behaviors.[58]



Containment Approach

Sex offenders must waive confidentiality for evaluation, treatment, supervision and case management purposes. All members of the team managing and treating each offender must have access to the same relevant information. Since sex offenses are committed in secret, all forms of secrecy potentially undermine the rehabilitation of sex offenders and threaten public safety. This approach has been identified through research to be the best way to manage adult convicted sex offenders in the community.[59]

58 English, K., (1998). The Containment Approach: An Aggressive Strategy for the Community Management of Adult Sex Offenders. Psychology, Public Policy, and Law, 4 (1/2): 218-235.
59 ibid., English (1998).

Successful containment, treatment and management of sex offenders is enhanced by the involvement of family, friends, employers, and others who have positive influence in sex offenders' lives, when these people are willing to support the conditions and requirements of the criminal justice system.

Assignment to community supervision is a privilege (alternative to incarceration), and sex offenders must be completely accountable for their behaviors. They must agree to intensive and sometimes intrusive accountability measures, which enable them to remain in the community rather than in prison. They must learn to be completely accountable to maintain the privilege of remaining under community supervision.

COMMUNITY PROTECTION AND SAFETY ISSUES

Personal Safety Tips: Please be aware that there are no perfect protection strategies. There is no way to predict all possible situations. These tips are intended to reduce, not eliminate the risk of assault.

The primary responsibility for any sexual assault rests with the offender and not the victim. Unfortunately, you can take all reasonable measures to reduce your risk and still be assaulted.

Knowledge is power. Though many sex offenders are NOT known to law enforcement, you can educate yourself about those known offenders who reside in your community by contacting your local law enforcement agency. Community Notification also provides valuable information about sexually violent predators (SVPs) in your community.

Remember, most sexual assaults are committed by someone known to the victim. The stranger does not pose the highest risk to you. 80-95% of sex offenders are known to their victims and includes relatives, friends and authority figures. If you feel uncomfortable in someone's presence, trust your gut and take steps to distance yourself from him or her. Don't be afraid to make a scene if necessary. Tell someone!

Societal myths are beliefs that contribute to the continuation of sexual assault and abuse. Understand the current rape myths and help debunk these myths for others.

Be thoughtful and use good judgment in choosing your friends and partners. Identify safe people in your neighborhood that you or your children can go to if you need help. Be cautious about making personal contact with those you meet on the Internet or in other similar environments.

Be observant and aware of your surroundings. Avoid poorly lit areas where an attacker might hide. Be careful of your use of alcohol and drugs; you are more vulnerable to attack if you are intoxicated. Do not leave your food or drink unattended at a party or in a public place. Don't be embarrassed to use security staff at work or when shopping to walk you to your car. Do not pick up hitchhikers or stop to help a stranger in a stalled vehicle; use a phone in a safe location to call for help.

Do not harass the offender. The purpose behind community notification is to reduce the chances of future victimization of persons by this offender. The information presented through this notification should assist you and your family in avoiding situations that allow easy victimization. Initiating contact with the SVP can increase the risk of you or your family being victimized or may drive the offender underground and place others at greater risk.

For more information, go to http://sor.state.co.us/

What can I tell my children?

1. Talking to your child before an assault happens is the best prevention:
   - Children are best protected by giving them the knowledge and skills necessary for their safety.
   - Let your child know that safety rules apply to all adults including family members.
   - Encourage your child to tell someone about secrets that are making her/him feel bad.
   - Let your child know that you are available to talk and listen; allow your child to share thoughts and listen closely to what they are telling you.
   - Help your child understand who they can trust. Talk with your child about this and listen to their input.
   - Tell your child that if someone touches her/him to tell and keep telling until someone listens.
   - Instilling a sense of strong self-esteem in your child may help your child avoid feelings of responsibility and guilt if they are victimized.
   - Open sexual communication at home can make it easier for children to disclose sexual abuse by minimizing discomfort.
   - A child is never to blame for the abuse; children cannot prevent abuse, only the offender can.

2. Knowing perpetrator tactics and how a child may react can help you detect sexual abuse:
   - Offenders may threaten to hurt the child or a family member of the child if they tell anyone about the abuse. This is common regardless of whether the perpetrator is a family member, friend, acquaintance or stranger.
   - A child often feels that she/he is to blame for the abuse. The offender may reinforce this by using guilt tactics on the child.
   - Offenders often follow-up abusive incidents with treats or gifts for the child. This is very confusing for the child, and may make her/him feel guilty for accepting the gifts and/or for feeling bad about the abuse.
   - Be aware if your child talks a lot about a particular adult or older person.
   - Be aware of individuals (family member, friend, and neighbor) who spend or want to spend an inordinate amount of time with your child.
   - It is common for a child to deny that abuse happened when it did or tell about the abuse and then recant their original statement. There is little evidence that children make false allegations of abuse.

3. Responding appropriately when your child is victimized can make all the difference in her/his healing process:
   - If you think abuse is going on, act on that feeling or instinct.
   - Believe your child when they tell.
   - Don't force a child to talk or stop talking about the abuse. Allow them to go at their own pace. Be patient.
   - Remind your child how strong she/he was for telling about the abuse.
   - Getting your child involved with a support group of peer survivors can help eliminate feelings of isolation.
   - Get support for you and your child; this is a very difficult issue for any one person to handle.

4.Avoid scary details.

You know more than your child needs to know. Use language that is honest & age-appropriate (e.g. "there are people who do bad things to children"). Include general information, as this may protect them from others who would try to harm them as well. If your child is likely to have contact with the sexually violent predator (SVP) or other registered sex offenders, you should show your child the sex offender's photo. Instruct them to avoid contact with the offender and encourage them to tell you if the SVP initiates contact. In general, all supervised sex offenders are prohibited from initiating any contact with children, and any contact should be reported to the SPV's supervising officer.

5. Teach your child:
   - DON'T take rides from strangers;
   - DON'T harass or visit any sex offender's home or yard;
   - DON'T keep secrets;
   - DON'T assist strangers;
   - DON'T go places alone;
   - DO talk to your children about inappropriate touching;
   - DO ask questions;
   - DO talk about any uncomfortable feelings or interactions, regardless of who it is (family member, friend of the family, etc.);
   - DO tell a safe adult if anyone acts inappropriately toward them (e.g. creepy, too friendly, threatening, offering gifts in a secret way, or touching them);
   - DO RUN, SCREAM, and GET AWAY if someone is bothering them.

6. Role-play safety with your child.
Act out scenarios of various dangerous situations and teach them how to respond (e.g. home alone with a babysitter who wants to play a sex game, separated from Mom in the toy store & a man comes up to talk to them; or chatting on the Internet & they are asked for their home address).

Review Appendices for further information regarding resources for the public.

FREQUENTLY ASKED QUESTIONS

1) What does SVP mean?
SVP stands for Sexually Violent Predator. SVP is a legal federal term. It is a designation given to high risk adult convicted sex offenders. "In 1999, the General Assembly found that persons who are convicted of offenses involving unlawful sexual behavior and who are identified as sexually violent predators pose a high enough level of risk to the community that persons in the community should notification concerning the identity of these sexually violent predators."16-13-901, C.R.S. SVPs are identified by their crime of conviction and by their rating on a risk assessment instrument. Offenders who meet the criteria for SVP must register quarterly with their local law enforcement agency for life. If a person is found to be an SVP, the community must be notified every time the SVP changes residence.

2) If this sex offender is so dangerous, why is he/she allowed out in the community?
Most SVPs are sentenced to lengthy prison terms, although some SVP's can be released into the community on probation, directly upon sentencing, or on parole, following incarceration and sometimes participation in sex offense-specific mental health treatment at the Department of Corrections. This may also mean that the SVP may be granted a work release as a condition of parole or probation. In determining an SVP's risk to the community, the Court or Parole Board considers the professional recommendation of the probation officer or Department of Corrections (prison) designee, and the assessment of sex offense-specific mental health evaluator. If the SVP is determined to be manageable in the community, a recommendation may be made that he/she be supervised by probation or parole. In all cases, the court or Parole Board must make the determination regarding the placement of an SVP.
   # The Court or Parole Board makes the final determination regarding the SVP's release into the community.
   # Remember that not every community member will be satisfied with your answer, therefore, present the material in general terms.
   # It would be beneficial to have someone who was involved in determining the release of an SVP, such as District Attorney or supervising officer, available at the meeting to discuss the factors that led to the recommendation that the SVP be released into the community.
   # As a state, we do not imprison all sex offenders (65% are released into the community), including those who are supervised by the criminal justice system through probation or parole.
   # In Colorado, many SVPs will be subject to our Lifetime Supervision Law, which makes it easier to contain an offender if they demonstrate increased risk.

   In the case of other sex offenders who are not determined to be SVP's, many are convicted of offenses with determinate sentences, which mean that they have a time limit on their sentence. These offenders may complete their required period of supervision or be released into the community without probation or parole supervision. Most are required to register as a sex offender with law enforcement.

3) Why aren't communities notified when other types of sex offenders are released?
Communities in Colorado are notified when all convicted sex offenders move into their jurisdictions, either through the sex offender registry or the community notification process regarding SVPs. The sex offender registry lists all convicted sex offenders who are required to register with local law enforcement in each community. Every citizen has the right to obtain the registry from his or her local law enforcement agency. They can also view adult felony sex offenders and SVPs on the internet either via the local law enforcement website (police department or sheriff) or CBI.

4) Isn't it just a matter of time before the SVP commits another crime?
Many sex offenders can be closely monitored for risk behavior while under supervision and treatment. Some can learn through treatment to manage their sexual offending behaviors and decrease their risk of re-offense. However, such behavioral management and treatment cannot permanently eliminate the risk that sex offenders may repeat their offenses.

5) Now that I know a sex offender lives in my community, what should I do differently to protect family and myself?
Read the educational and public safety materials available through the community notification process, which offer prevention information regarding sex offenders for you and your family.
   # Read the SVP Bulletin to learn more about this specific SVP and any behaviors you should report to law enforcement.
   # Support and attend sexual assault prevention programs for yourself and your children.

6) What do I tell my children about this SVP?
In a manner which does not incite panic, instruct your children to avoid all contact with the SVP, even if the SVP's offense of conviction does not involve an offense against a child. Instruct them to avoid being in the vicinity of the SVP's residence or workplace. Sex offenders, who are under some form of supervision, have varying restrictions regarding prohibited contact with children. Review the public safety materials with your children and encourage your child to tell you about any contact with the SVP or any other person who makes them feel uncomfortable. It is important to teach your children about appropriate and inappropriate contact, good boundaries and to encourage regular discussion about their interactions with others.

7) How would I know if my child has been sexually victimized?
If you notice behavioral changes or if you suspect that your child has been sexually victimized, contact your local law enforcement agency, Department of Social Services or Child Advocacy Center immediately. Also, give your child permission to talk to you about things that may be bothering them and encourage them to attend child abuse prevention programs held through schools and community programs.

It is important to remember that though SVPs may pose a risk, they are not the only sex offenders in the community. Other offenders who may be dangerous, but who are not subject to community notification by law, include

all un-convicted sex offenders, all sex offenders whose offenses were committed prior to July 1, 1997 and many who have not been identified as known sex offenders. Research indicates that a person is most likely to be sexually assaulted by someone they know. Further, the majority of sex offenses are not reported to authorities. MOST importantly, ALWAYS believe your children!

APPENDIX G: EDUCATIONAL AND RESEARCH REFERENCES:

Colorado Revised Statutes

1.Sex Offender Management Board, Enabling Statute
Section 16-11.7-101 through Section 16-11.7-107 C.R.S.

2.Lifetime Supervision Criteria
Section 16-13-809 (1) (a) and (b) C.R.S.

3. Standards for Community Entities That Provide Supervision and Treatment for Adult Sex Offenders Who Have Developmental Disabilities
Section 16-13-809 (1) (c) C.R.S.

4.Community Notification Regarding Sexually Violent Predators
Section 16-13-901 through Section 16-13-905 C.R.S.

5.Colorado Sex Offender Registration Act
Section 16-22-101 through Section 16-22-114 C.R.S.

6.Sexually Violent Predator
Section 18-3-414.5 C.R.S.

Resources:

ATSA (Association for Treatment of Sexual Abusers)
www.atsa.com/

Colorado Coalition Against Sexual Assault (CCASA)
www.ccasa.org/

Center for Sex Offender Management (CSOM) Publications:
www.csom.org
To order, please call (301) 589-9383 or visit

Rape in America, Report to the Nation, 1992, National Victim Center

Sex Offender Sentencing, Monitoring, Apprehending, Registration and Tracking (SMART Office)
http://www.smart.gov/

Sex Offender Management Board (SOMB)
http://dcj.somb.state.co.us/

Sex Offenses and Offenders, 1997, 2000, 2004, Bureau of Justice Statistics

Sexual Assault in Colorado, July 1999, C-CASA/Colorado Department of Public Health and Environment
To order (303) 692-3016

Standards & Guidelines for the Assessment, Evaluation, Treatment and Behavioral Monitoring of Adult Sex Offenders, November 2011, Colorado Sex Offender Management Board, Colorado Department of Public Safety, Division of Criminal Justice.
To order (303) 239-4442

Authorized by:
Stephen N. Cole Date:08/19/2014
Chief of Police

Procedure - Award Pins.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 07/11/07

Subject: Award Pins Revision Date: 02/14/2014

TO: All Personnel

Description: The Black Hawk Police Department has established high standards of work performance for all department members. By the same token, the department will also take official notice of acts by employees of the department when such acts deserve commendation or other appropriate recognition.

When a department member performs at a level that exceeds those standards established by the department, the department feels it most important to express to the member special recognition for a job well done. This recognition plays an important role in building professionalism, enthusiasm, and dedication which go toward a department member's performance and attitude.

The purpose of this policy is to establish a standardized procedure by which documented recognition may be given to those members of the department who perform above department standards, or demonstrate special faithfulness to duty, meritorious skill, or bravery in the performance of duty.

Procedure:

Award Pins:

Recipients of awards, medals and campaign pins issued by the Black Hawk Police Department may wear the miniature pin on their uniform at their discretion. Awards issued by other law enforcement agencies may be worn with the permission of the Chief of Police.

A single award pin will be worn centered over the right breast pocket, grounded to the top edge of the pocket. Up to three award pins will be worn side by side, centered over the right breast pocket, grounded to the top edge of the pocket, with the highest-ranking award on the wearers left, nearest to the heart.

Four or more award pins will be worn with the three lower ranking awards grounded to the top edge of the pocket. The higher-ranking award pin(s) will be worn centered over and grounded to the first row.

No more than three (3) award pins will be worn in a single row. A row will have no less than three award pins before a new row is started.

The following is the order of precedence (ranking) for Black Hawk Police Department medals and award pins:

Medal of Honor
Purple Heart
Medal of Valor
Meritorious
Distinguished
Life Saving Award
Unit Citation
S.W.A.T.
Civic Service
Field Training Officer
Instructor
Unit Citation Communications (Comm. Officers Only)
C.I.T.

Medal of Honor and Unit Citation Award pins will be worn with the red portion to the wearer's right side. If a member receives the same award twice, a designated pin with a gold star affixed will be presented. Affixing a second gold star will designate third and subsequent awards. In no case will an award pin have more than two stars affixed.

I. American Flag Pin:
Members may, at their discretion, wear the department approved American Flag pin on their uniform. The pin shall be worn centered on the right breast pocket flap, centered on the top pocket edge. If other pins are worn, the American Flag pin shall be centered above those pins on their top edge.

a. Authorized size for American Flag pins are 1 ¾ X 3/8 inches.

II. Unit / Specialty Pin:
Members may, at their discretion, wear a department approved unit or specialty pin on their uniform. The pin will be worn centered and grounded to the bottom stitch of the flap below the right breast pocket.

The Administrative Sergeant will maintain a list of all department approved unit, specialty pins and medals authorized for wear.

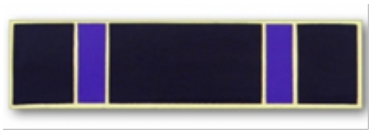
III. FBINA – FBI Academy graduates may wear the designated FBINAA pins.

IV. SPSC – Northwestern School for Police Staff and Command graduates may wear the designated SPSC pins.

V. Members are not permitted to wear unauthorized pins or medals.

VI. Merit Pin examples and order to be worn on uniform:

Merit Pins Order

MEDAL OF VALOR	PURPLE HEART	MEDAL OF HONOR
MERITORIOUS SERVICE	DISTINGUISHED SERVICE	LIFE SAVING
UNIT CITATION	SWAT/SSU	CIVIC SERVICE
 FIELD TRAINING OFFICER	INSTRUCTOR	UNIT CITATION COMMUNICATIONS

Authorized by:
Stephen N. Cole
Chief of Police

Date: 01/23/2012

Procedure - BloodBorne Pathogen Plan.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 05/17/2005

Subject: Blood Borne Pathogens Plan

TO: All Personnel Date Revised: 06/08/2015

According to Occupational Safety and Health Administration (OSHA) estimates, approximately 5.6 million workers in health care and other facilities are at risk of exposure to blood borne pathogens such as the human immunodeficiency (HIV) and hepatitis B (HBV) viruses and other potentially infections materials.

Those workers at risk include law enforcement personnel, corrections officers and anyone whose job might require providing first-response medical care in which there is a reasonable expectation of contact with blood or other potentially infectious materials.

On December 6, 1991, OSHA published The Final Rule CFR 1910.1030, titles Occupational Exposure to Bloodborne Pathogens. The Final Rule is the product of approximately five years of study to develop a policy to protect people from occupational exposure to blood borne diseases.

The goal of The Final Rule is to reduce the number of occupational exposures and transmissions of diseases carried in blood. A number of steps have been incorporated into the Black Hawk Police Department's Exposure Control Plan.

Although OSHA has set specific requirements, it is left to individual agencies to develop an exposure control plan that meets the particular needs of that agency. The department has implemented the following exposure control plan to meet those requirements set forth in The Final Rule.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

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DEFINITIONS

BLOOD	Human blood, human blood components, and products made from human blood.
BLOODBORNE PATHOGENS	Pathogenic microorganisms that are present in, and cause disease in humans; these pathogens include, but are not limited to, Hepatitis B virus (HBV) and human immunodeficiency virus (HIV)
CONTAMINATED	The presence or reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

CONTAMINATED LAUNDRY	Laundry that had been soiled with blood or other potentially infectious materials or may contain sharps.
CONTAMINATED SHARPS	Any contaminated object that can penetrate the skin including, but not limited to, needles, knives, broken glass, jagged metal, and so on.
DECONTAMINATION	The use of physical or chemical means to remove, inactivate, or destroy Bloodborne Pathogens on a surface or item to the point they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.
DEPARTMENT	The Black Hawk Police Department
ENGINEERING CONTROLS	Controls, i.e., sharps disposal containers, self-sheathing needles that isolate or remove the blood borne hazard from the workplace.
EXPOSURE POTENTIAL	All employees who have potential exposure to infectious or potentially infectious materials or persons
EXPOSURE INCIDENT	A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from performance of an employee's duties.
LICENSED HEALTH CARE PROFESSIONAL	A person whose legally permitted scope of practice allows him or her to independently perform the activities related to Hepatitis B vaccination and/or Post-exposure Evaluation and follow up.
HEPATITIS B VIRUS (HBV) HEPATITIS C (nonB Hepatitis)	Both are a chronic liver disease transmitted by blood.
HUMAN IMMUNODEFICIENCY VIRUS (HIV)	A disease affecting the immune system, the accepted term for AIDS, ARC, and related immune diseases.
OCCUPATIONAL EXPOSURE	Reasonably anticipated skin, eye mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance

	of an employee's duties.
OTHER POTENTIALLY INFECTIOUS MATERIALS	The following body fluids, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pericardial fluid, saliva, any body fluid that is visibly contaminated with blood, and all body fluids where it is difficult or impossible to differentiate between body fluids. Also any unfixed tissue or organ (other than intact skin) from a human (living or dead).
PARENTERAL	Piercing, mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.
PERSONAL PROTECTIVE EQUIPMENT (PPE/WMD)	Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes not intended to function as protection against a hazard are not considered personal protective equipment. Weapons of mass destruction.
REGULATED WASTE	Liquid or semi-liquid blood or other potentially infectious materials, contaminated items that would release blood or other potentially infectious materials, and are capable of releasing these contaminants when handled.
SOURCE INDIVIDUAL	Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure.
STERILIZE	The use of physical or chemical procedure to destroy all microbial life, including highly resistant endospore.
UNIVERSAL PRECAUTIONS	An approach to infection control that embraces the concept that all human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.
WORK PRACTICE CONTROLS	Controls that reduce the likelihood of exposure by altering the manner in which a task is performed (i.e., prohibiting recapping of needles by a two-handed technique)

I. EXPOSURE DETERMINATION

A. Within the Police Department, all positions may be expected to incur such occupational exposure, regardless of frequency.

B. All personnel assigned to the positions listed above will be required to comply with the department's Infection Control Plan.

II. UNIVERSAL PRECAUTIONS

A. Universal precautions will be observed within the department and in field operations in order to prevent contact with blood or other potentially infectious materials.

B. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individuals.

C. Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees.

D. Hand washing is a major component of universal precautions. Soap dispensers in all department restrooms are filled with an antiseptic soap effective against a wide range of pathogenic organisms.

1. The janitorial staff on an "as needed" basis using antiseptic soap provided by the department will do refilling.

E. Employees engaged in field operations away from the department facility will be supplied antiseptic towelettes or sanitizer as an alternative to hand washing. If these are used then employees will wash their hands upon return to the department facility.

1. The antiseptic towelettes or sanitizer are located in each department vehicle's PPE kit.

F. Supervisors shall ensure that after the removal of personal protective gloves, employees shall immediately, or as soon as feasible following contact, wash their hands and any other potentially contaminated skin area with soap and water. This provision does not apply to wearing of gloves during routine body searches and the escorting of prisoners.

G. Supervisors shall ensure that if employees incur exposure to their skin or mucous membranes that those areas shall be washed or flushed with water as soon as feasible following contact.

H. In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, apply cosmetics, lip balm, or handle contact lenses.

I. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

III. PERSONAL PROTECTIVE EQUIPMENT (PPE)

A. The Police Department's Administrative Assistant will be responsible for ordering PPE supplies for the department based on requests received from field supervisors.

B. All PPE used by the department will be provided without cost to employees. PPE will be chosen based on the anticipated exposure to blood or other potentially infectious materials.

C. The PPE will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employee's clothing skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time that the PPE will be used.

D. Supervisors shall ensure that employees use appropriate PPE whenever feasible. All officers are assigned their own WMD/PPE equipment and are trained bi-annually as required by the PPE instructor.

E. Under rare and extraordinary circumstances where, in the employee's professional judgment, the use of PPE would result in inadequate health care or present a danger to the employee or another person, the use of PPE may be bypassed.

1. As soon as possible, the employee will don PPE.

2. If the employee makes this judgment, the employee shall notify a supervisor of the incident as soon as possible. Any bio-hazard exposure will require the employee to complete a First Report of Injury report documenting the exposure.

3. The Patrol Division Lieutenant will review any reports and determine whether changes can be instituted to prevent such occurrences in the future. The Lieutenant will forward the report to the Chief of Police with recommendations.

F. Each PPE kit will normally contain the following items:

1. Latex gloves (3 pair)

2. Poly Boots (2 pair)

3. Goggles

4. Mask

5. Hand sanitizer bottle

6. Towelettes

7. Bio-hazard bags with ties (2)

8. Coveralls

G. Employees are responsible for ensuring the vehicles they drive have appropriate PPE equipment and their personal PPE/WMD bags are appropriately equipped.

H. Additional PPE will be stored in the storage cabinets located in the patrol room.

I. Each PPE site, including vehicles, will contain a copy of the BHPD Infection Control Plan.

J. The department will provide PPE in appropriate sizes to meet individual employee needs. If gloves and other equipment found in the PPE kits do not fit the employee, the employee is responsible for notifying a supervisor of sizes needed. Hypoallergenic gloves or other similar alternatives will be made available to employees who have an allergic sensitivity to gloves.

K. Employees will wear appropriate gloves when it can be reasonably anticipated that they will have contact with blood, other potentially infectious materials, and when handling or touching contaminated items or surfaces. Employees will inspect the gloves after donning for tears and punctures. If their ability to function is compromised they will be replaced prior to use.

L. While gloves are in use, replace if they are torn, punctured, contaminated, or their ability to function as a barrier is compromised.

M. Utility gloves may be decontaminated for reuse if their integrity is not compromised. Discard utility gloves when they show signs of cracking, peeling, tearing, puncturing or deteriorating.

N. Never wash or decontaminate disposable gloves for re-use.

O. Employees will wear face and eye protection by utilizing both a face mask and eye protection depending on the situation, or by using a full face shield when splashes, sprays, spatters or droplets of blood or other potentially infectious materials pose a hazard to the eye, nose or mouth.

P. Additional protective clothing, such as gowns, coveralls or other similar outer garments, will be worn in instances when gross contamination can be reasonable anticipated. The following situations require that such protective clothing be worn:

1. Autopsies

2. Violent homicide/suicide crime scenes

3. Human body extrication

4. Disaster scenes

5. Suspected Bio-terrorism Incidents

Q. Uniforms and other clothing contaminated with blood or other potentially infectious materials will be handled as little as possible.

1. Contaminated laundry will be placed in biohazard bags, which can be found at PPE supply sites.

2. The biohazard bags containing the laundry will have an evidence tag attached noting that it is contaminated laundry and to whom it belongs, and where on the uniform the contamination occurred.

3. The owner of the clothing will take this bag to the cleaners. The City will cover these cleaning costs.

4. The employee will clean exposed areas if body fluids were in contact with skin under work clothes.

IV. PPE USAGE AND RESUPPLY

A. The Operations Lieutenant will notify the Administrative Assistant when supplies need to be ordered.

B. Employees assigned department vehicles are responsible for maintaining the PPE kits within the vehicle. Additional PPE for re-supplying vehicle kits can be found in the storage room.

1. Supervisors will inspect the PPE kits during routine vehicle inspections to ensure they are complete.

2. Supervisors can find a content list for PPE kits in the BHPD Infection Control Plan located with each PPE kit. Refer to section III.6 within the plan.

V. HOUSEKEEPING

A. Housekeeping refers to the procedures taken in a particular work area to keep it clean and sanitary. Work areas within the department include all areas within the facility itself, facility grounds and parking areas, and all department vehicles.

B. Universal Precautions require that any employee involved in any contamination incident will be responsible for cleaning and disinfecting the area as soon as feasibly possible after the incident.

1. Personnel not observing Universal Precautions will not be permitted in areas that have been contaminated.

2. Untrained personnel will not be allowed to attempt to disinfect the contaminated area.

C. Employees are required to use PPE when cleaning any contaminated area and are required to use adopted methods of cleaning and disinfecting the area.

1. Cleaning supplies can be obtained from the supply room.

2. Decontamination will be accomplished by using a household bleach solution that is labeled and freshly mixed (that day) with tap water in a 1:10 dilution.

3. An EPA registered hospital disinfectant chemical germicide that has a label claim for tuberculocidal activity may be used as an alternative to the bleach solution.

D. All contaminated equipment and work surfaces that have been overtly contaminated with blood or infectious material shall be cleaned and disinfected as soon as feasible.

E. Areas of prime concern are patrol cars.

1. Vehicles will be taken out of service until they are de-contaminated. Biohazard signs in all patrol cars shall be placed in noticeable view when the vehicle is parked for decontamination.

2. Vehicles will be cleaned in the City Shop garage using appropriate PPE.

F. In all cases, cleaning and de-contamination of a work area will be completed by the end of their tour of duty at the latest.

G. If an area or vehicle cannot be cleaned immediately, it must be clearly marked as a contamination site.

1. Appropriate placards, labels and signs can be found in the storage room for identifying an area as contaminated.

H. Any broken glassware or sharps, which may be contaminated, will not be picked up directly with the hands but will be swept up with a broom or picked up with tongs.

I. Refer to department policy for the proper submittal of contaminated sharps, such as knives, needles and glass, into evidence.

J. All contaminated materials will be placed in biohazard bags.

1. Before leaving the scene of contamination, all disposable PPE and any items used to clean and disinfect will also be removed and placed in a biohazard bag.

2. Biohazard bags will then be placed in the red container in the patrol room that is marked with the biohazard symbol.

K. Biohazard waste will never be placed in ordinary garbage cans, dumpsters or other waste receptacles.

L. All biohazard waste will be placed in provided biohazard waste bags.

1. Employees should take extra care while transporting biohazard waste to ensure they don't rip or tear the bags.

2. If a biohazard bag does become compromised, it must be placed in another biohazard bag.

3. Any spillage must be treated as a contaminated site and be cleaned accordingly.

M. As biohazard waste receptacles become full, they will be sealed by a supervisor or designee and transported to an approved facility for proper disposal.

N. All employees while transporting waste must use appropriate PPE.

O. Biohazard waste receptacles will be cleaned and disinfected by a supervisor or designee after bag disposal or after being notified that the receptacle has been contaminated by a leaking bag, etc.

VI. HEPATITIS B VACCINATION PROGRAM and TUBERCULOSIS TESTING

A. The City offers a free Hepatitis B vaccination series to all employees determined as being at occupational risk. Employee Services will coordinate the vaccinations.

B. The vaccination series consists of three doses of vaccine given within a six-month period.

1. After the first shot is administered, the second shot is given one month later and the final shot is given six months after the initial shot.

C. There is no cost to the employee for the vaccine and its administration as long as employment is continued until the vaccine series is completed.

1. If the employee terminated employment, it will be their responsibility for making arrangements, at their cost to complete the vaccination series.

D. If the US Public Health Service recommends a routine booster dose(s) of Hepatitis B vaccine at a later date, it will also be furnished without cost to any employee.

E. It is recommended that the employee consider receiving the Hepatitis B vaccine to protect them from contracting Hepatitis B.

1. In order to make an informed decision on this matter, information on Hepatitis B and the vaccine provided in an appendix at the end of this plan.

2. This information was provided by the US Department of Health and Human Services, dated Jan. 31, 1992.

F. TUBERCULOSIS TESTING

1. The City offers free TB testing to all employees determined to be at occupational risk. The testing will be provided on an annual basis, or according to current public health recommendations, and after any exposure.

2. The test consists of a skin test in which a small needle is used to put some testing materials, called tuberculin, under the skin. In two or three days, a health care worker will check to see if there is a reaction to the test.

VII. EXPOSURE INCIDENTS AND POST-EXPOSURE EVALUATION

A. It is the employee's responsibility to report any exposure incident immediately to their supervisor. An exposure incident is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from performance of an employee's duties.

B. If the employee does not report an exposure incident, the department cannot begin any post-exposure evaluation or follow-up treatment.

C. The department will offer, without cost to all employees' medical testing, treatment and related counseling in the event of a documented exposure incident. The results of all medical evaluations and counseling shall be confidential between the health care professional and the employee.

D. In the event of an exposure, the employee's immediate supervisor will ensure the following steps are completed. (If a supervisor is not available it will be the employee's responsibility to accomplish these steps.)

1. Perform immediate first aid procedures (such as thorough washing of skin or flushing of mucous membranes, or encourage bleeding from puncture wounds.)

2. Complete an Exposure Incident Report, which includes as many details of the exposure as are available, and fill out a CIRSA First Report of Injury Form.

3. The employee will go to the hospital emergency room or the Health Center if appropriate. This should be done within two hours, if not sooner, after the exposure has occurred.

4. Once at the hospital or health center, the employee will inform the medical staff that they have possibly been exposed to blood or other potentially infectious materials and that the employee is there for post-exposure treatment. The department will cover all costs for this post-exposure treatment.

E. Once an exposure incident has been evaluated, the health care provider will explain to the employee the following:

1. The nature of the tests to be performed.

2. The benefits and risks associated with any testing procedures.

3. Any alternatives to testing, and the benefits and risks of those alternatives.

4. The exact limits of confidentiality.

F. The exposed employee's blood shall be collected as soon as is feasible and tested after consent is obtained.

1. If the exposed employee consents to baseline blood collection, but does not give consent at that time for HIV testing, the sample shall be preserved for 90 days.

2. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing will be done as soon as possible.

G. The department will make every attempt to identify the source(s) of exposure.

1. This will be done pursuant to the "Ryan White Act" and coordinated with a hospital or health center designee.

2. If the source individual is known to be positive for any Bloodborne pathogenic disease, further testing of the source is not required.

3. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

H. Employee Services will coordinate information received from the health care professionals involved in the evaluation with the employee and Chief of Police.

I. All documentation involving the exposure incident and post-exposure evaluation and treatment will be filed in with Employee Services.

VIII. MEDICAL RECORDS

A. A medical record shall by maintained for each employee defined in Section I as being at risk for occupational exposure.

B. These records will be maintained by Employee Services.

1. A copy of all results of examination, medical testing, and follow-up procedures incurring during an exposure incident and its subsequent post-exposure evaluation and treatment.

2. The employer's copy of the health care professional's written opinions received after a post-exposure evaluation.

3. A copy of the information provided to the health care professional by the department during a post-evaluation.

IX. TRAINING

A. The department will provide training to all employees with occupational exposure at no cost and during working hours. Participation in the training is mandatory.

B. The Chief of Police, or his designee, will schedule all required employees for the required Bloodborne Pathogens training session.

C. Thereafter, employees shall receive annual refresher training scheduled at the department.

D. Material appropriate in content and vocabulary to educational level, literacy, and language of employee will be used.

E. The training program may include the following information:

1. A general explanation of the epidemiology and symptoms of Bloodborne Pathogens.

2. An explanation of the modes of transmission of Bloodborne Pathogens.

3. An explanation of the department's Infection Control Plan and the means by which an employee can obtain a copy of it.

4. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.

5. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment.

6. Information on the types, proper use, location, removal, handling decontamination and disposal of personal protective equipment.

7. An explanation of the basis for selection of personal protective equipment.

8. Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.

9. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.

10. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.

11. Information on the post-exposure evaluation and follow up that the department will provide for the employee following an exposure incident.

F. The person conducting the training shall be knowledgeable in the subject matter presented as it relates to the workplace that the training will address.

H. The department will provide additional training when changes such as modification of tasks and procedures or institution of new tasks and

procedures affect the employee's occupational exposure. This additional training will be limited to the new exposure created.

X. TRAINING RECORDS

A. The Chief of Police or his designee will maintain training records.

B. Training records shall include the following:

1. The date of training sessions.

2. The contents or a summary of the training session.

3. The names and qualification of persons conducting the training.

4. The name and job titles of all personnel attending the training.

C. Individual training records for Bloodborne Pathogens training will be incorporated within the employee's department training file and maintained while the employee remains employed with the department.

1. Upon termination, the training file will be forwarded to the Human Resource Director for inclusion in the employee's personnel file.

D. Training records for the training conducted, i.e. class rosters, lesson plans, instructor qualification and similar material, will be maintained for six years from the date of which the training occurred.

HEPATITIS B INFORMATION

What is Hepatitis B?

Hepatitis B is an infection of the liver caused by the Hepatitis B virus (HBV). HBV is one of several types of viruses (infections) that can cause Hepatitis. There is a vaccine that will prevent HBV infection.

Hepatitis B virus infection may occur in two phases. The acute phase occurs after a person becomes infected, and can last from a few weeks to several months. Some people recover after the acute phase, but others remain infected for the rest of their lives. They go into the chronic phase and become chronic carriers. The virus remains in their liver and blood. The incubation period for Hepatitis ranges from 40 to 120 days.

Acute Hepatitis B usually begins with symptoms such as loss of appetite, extreme tiredness, nausea, and vomiting and stomach pain. Dark urine and jaundice (yellow eyed and skin) are also common and skin rashes and joint pain can occur. Over half of

the people who become infected with HBV never become sick, but some may have long-term liver disease from their HBV infection.

About 300,000 children and adults in the US become infected with the Hepatitis B Virus each year. More than 10,000 of them need to be hospitalized and 250 die. Most of these deaths are from liver failure.

HBV is passed from one person to another in blood or certain body secretions. This may occur during sexual relations or when sharing things like toothbrushes, razors, or needles used to inject drugs.

A baby can get HBV at birth from its mother. A doctor or nurse may get HBV if blood from an infected patient enters through a cut or accidental needle stick.

Those people infected with HBV who become chronic carriers, can spread the infection to others through their lifetime. They can also develop long-term liver disease such as cirrhosis (which destroys the liver) or liver cancer.

Who becomes a Chronic Carrier of HBV?

Of every 100 young adults who catch HBV, 6 to 10 become chronic carriers; Children who become infected with HBV are more likely to become chronic carriers than adults. Of every 10 infants who are infected at birth, up to 9 will become chronic HBV carriers. The younger a child is when the infection occurs, the more likely that child will become a carrier.

About one-fourth of Hepatitis B carriers develop a disease called Chronic Active Hepatitis. People with Chronic Active Hepatitis often get Cirrhosis of the liver, and many die from liver failure. In addition, they are much more likely than other people to get cancer of the liver. In the United States, about 4,000 Hepatitis B carriers die each year from Cirrhosis and more than 800 die from liver cancer.

Hepatitis B Virus Infections of Children

Each year 22,000 children are born to women who are carriers of HBV. In the past 4,000 to 5,000 of these infants were born with HBV infection. Almost all of these infections can now be prevented. Pregnant women can find out if she in infected with HBV by getting a simple blood test. If she is infected, she can protect her newborn infant from infection by getting the child immunized with Hepatitis B vaccine and Hepatitis B immune globulin (HBIG) as soon after birth as possible.

Certain groups of children are more likely to get HBV because they or their parents come from countries where infection is much more common that in the United Stated. (These are countries is Asia, Africa, South America, the South Pacific, and eastern and southern Europe). It is very important that these children receive Hepatitis B vaccine at birth or at least before they are one year old.

Why All Children Should Receive Hepatitis B Vaccine

Anyone can get HBV infection. In fact, about 1 out of every 20 people in the United States has been infected with HBV. Because of the serious liver disease, cancer, and death resulting from HBV infection, all infants in the United States should be vaccinated against this virus. This will protect them when they become teenagers and adults, and are most likely to catch Hepatitis.

Hepatitis B Vaccine and Hepatitis B Immune Globulin

Hepatitis B Vaccine

Hepatitis B vaccine is given by injection. Three doses, given on three different dates, are needed for full protection. Exactly when these three doses are given can vary. Infants can get the vaccine at the same time as other baby shots, or during regular visits for well childcare. Your doctor or nurse will tell you when the three shots should be given.

The Hepatitis B vaccine prevents HBV infection in 85% or 95% of people who get all three shots. Studies have shown that in these people protection lasts at least 10 years. Booster doses are not recommended at this time.

Who should Get Hepatitis B Vaccine?

Adults and Other Groups

Hepatitis B vaccine is also recommended for adolescents and adults at high risk for getting HBV infection. This includes:

1. People who are exposed to blood or blood products in their work (health care workers or emergency care responders for instance);

2. Clients and staff of institutions for the developmentally disabled, as well as clients and staff of group homes where any of the residents is a chronic carrier;

3. Hemodialysis patients;

4. Men who have sex with men, or think they are women but are really men;

5. Users of injectable drugs;

6. People with medical conditions who receive blood products to help their blood clot;

7. People who live with, or have sex with, HBV carriers;

8. People who have more than one sexual partner, or people who are treated for sexually transmitted diseases;

9. And, people who travel to, or live in, part of the world where HBV infections are common.

Hepatitis B vaccine is also recommended for people who have been exposed to HBV. This includes people who have never been vaccinated for Hepatitis B, and who:

1. Have an accident in which blood containing HBV enters their body through the skin or mucous membrane;

2. Have sexual contact with someone with acute Hepatitis B.

In some case, Hepatitis B vaccine should be started at the same time as treatment with HBIG (see below).

Hepatitis B Immune Globulin (HBIG)

HBIG is often given along with Hepatitis B vaccine to people who have been exposed to HBV. It gives protection from the virus for the first 1 to 3 months, and then the vaccine takes over and gives long lasting protection. HBIG is made from human plasma (a part of the blood). Any viruses found in the blood are killed during its preparation, and no one has ever been known to get Hepatitis B or AIDS or any other virus from HBIG. Most people need only one dose to protect them after exposure to HBV.

Who Should Get Hepatitis Immune Globulin

HBIG is recommended for the following people. (For most people, the first dose of Hepatitis B Vaccine should be given at the same time at the HBIG).

1. Persons accidentally exposed to blood or body fluids that may contain HBV. Exposed persons who have not been vaccinated should get one dose of HBIG and begin the Hepatitis B vaccine series. Exposed persons who have had Hepatitis B shots may also need HBIG. A doctor or nurse should make that decision.

2. Persons having sexual contact with anyone who has acute Hepatitis B. These people should get a dose of HBIG within 14 days of the most

recent sexual contact with anyone who has acute Hepatitis B. They may also need to get Hepatitis vaccine.

Possible Side Effects from Hepatitis B Vaccine and HBIG

The most common side effect of Hepatitis B vaccination is soreness where the shot is given. Tenderness at the injection site had been reported in up to 46% of infants vaccinated. Of children who get the vaccine, 2% to 5% may get a fever greater than 102 degrees Fahrenheit or become irritable. When Hepatitis B vaccine is given with other childhood vaccines, it does not make the mild reaction worse than would be seen with the other vaccines alone.

HBIG has sometimes been associated with swelling and hives. As with any drug, there is a slight chance of allergic or more serious reactions with either the vaccine or HBIG. However, no serious reactions have been shown to occur due to the Hepatitis B recombinant vaccines. (These are the one currently in use). A person cannot get Hepatitis B or AIDS from a Hepatitis B shot or from HBIG shot.

Before recombinant vaccines were used in the United States, another type of Hepatitis B vaccine (plasma-derived) was used. Studies showed that getting the first dose of plasma-derived Hepatitis vaccine may have been associated with the paralytic illness Gullian-Barre syndrome (GBS). However, the recombinant vaccine has not been shown to be associated with GBS.

Precautions

Recombinant Hepatitis B vaccine is contraindicated for individuals who are hypersensitive to yeast or any component of the vaccine. Any serious active infection prior to receipt of the vaccine is reason to delay the vaccine.

Employees with a history of cardiopulmonary disease are at risk from a possible febrile or systemic reaction and must consult their private physician prior to receipt of the vaccine, and have an authorization from their private physician for administration of the vaccine.

The Hepatitis B vaccines are not recommended for use by pregnant women or nursing mothers.

Questions

If you have any questions about Hepatitis B, HBIG, or Hepatitis B vaccine, please ask; call your doctor or our designated medical provider.

Reactions

If the person who received HBIG and/or the vaccine gets sick and visits a doctor, hospital or clinic during the four weeks after receiving the vaccine, please report it to the Chief of Police.

What is Tuberculosis?

Tuberculosis is commonly called TB and is spread by tiny germs that can float in the air. TB germs may spray into the air when a person with TB disease of the lungs or throat, coughs, shouts or sneezes. Anyone nearby can breathe the TB germ into his or her lungs. You cannot get TB from someone's clothes, drinking glass, handshake or toilet.

TB germs live in your body without making you sick. This is called TB infection. Your immune system traps TB germs with special germ fighters that keep TB germs from making you sick. Sometimes the TB germ can break free and then they cause TB disease. The germs can attack the lungs or other parts of the body, including the kidneys, the brain, or the spine. People who have TB disease need medical help, if they don t get the help they can die.

A skin test is the only way to tell if you have TB infection. This test is usually done on the arm. A small needle is used to put some testing material, called tuberculin, under the skin. In two or three days, a health care worker will check to see if there is a reaction to the test. The test is positive if a bump about the size of a pencil eraser or bigger appears on your arm. This bump means you probably have TB infection.

Unless you get preventive treatment, TB infection can turn into TB disease. It is very important that you take your preventive treatment as your doctor recommends. It takes at least six months to a year to kill all the TB germs. Remember, <u>you will always have TB germs in your body unless you kill them with the right medicine.</u>

If you have TB disease you may feel weak, lose your appetite, lose weight, have a fever, or sweat a lot at night. These are signs of TB disease and they may last for several weeks. They normally get worse without treatment. If the TB Disease is in your lungs, you may, cough a lot, cough up mucus or phlegm, cough up blood, or have chest pain when you cough. If you get TB disease in another part of the body, the symptoms will be different. Only a doctor can tell if you have TB disease.

All related forms are located on the city shared P:\FORMS. For any questions contact a supervisor.

Approved by:
Stephen N. Cole — Date: February 20, 2012
Chief of Police

Procedure - Case Register for Previous Week.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 07/17/2009

Subject: Case Register for Previous Week

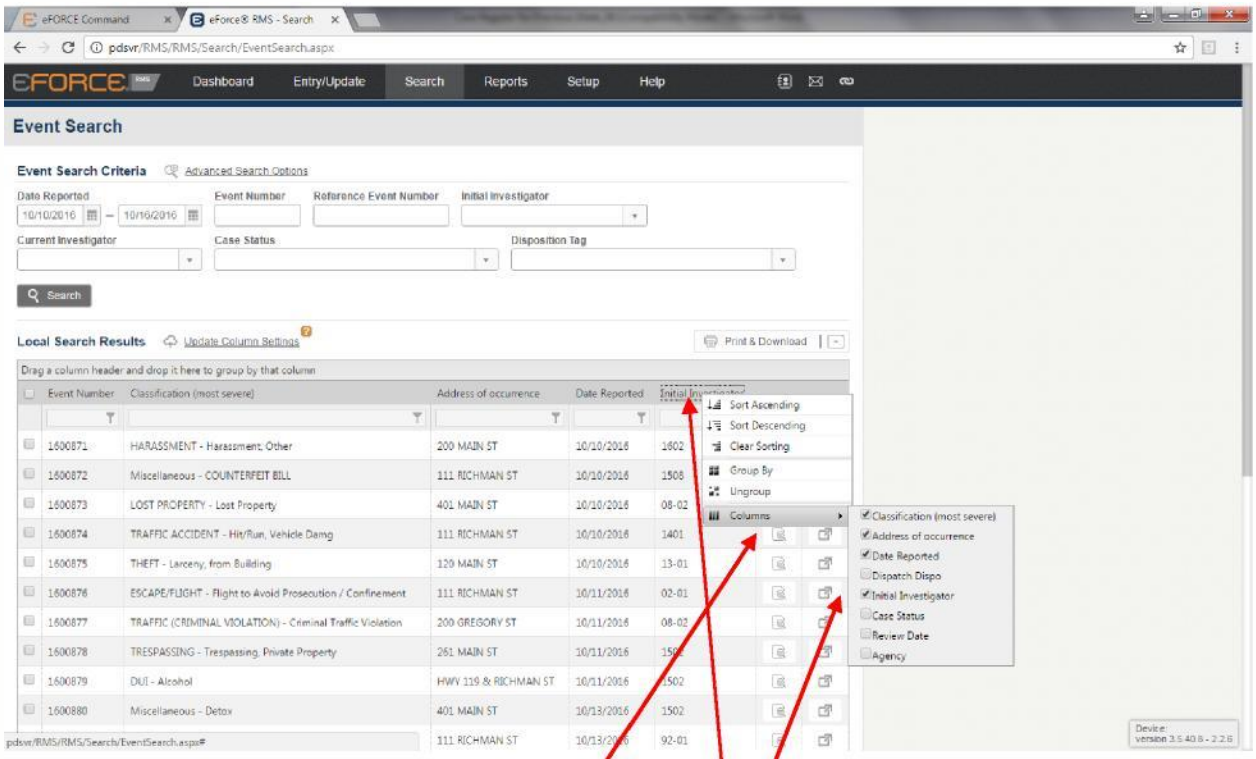
TO: All Personnel Revised: 10/18/2016

Procedure: Records processes reports on a weekly basis, some with paperwork, others with no paperwork. The case register is printed so Records Personnel can keep track of the cases that have been moved through the work flow process in eForce.

Case Register for Previous Week

A case register is printed for the previous week prior to doing the processing and media release on Monday's.

Search – click
Event – click
Date Reported
  - Enter the previous Monday date – tab
  - Enter the previous Sunday – Enter or click on "Search Local" button
This is the previous week register from the computer
Click on the "Print" button



<u>To Customize the look of the register:</u>

- Right click on the column to be changed
- Hover on Columns
- Check mark for your customization

This is the list of all case reports. The report is now ready to be printed for the case register book.

	Event Number	Classification (most severe)	Address of occurrence	Date Reported	Initial Investigator
	1600871	HARASSMENT - Harassment, Other	200 MAIN	10/10/2016	1602
	1600872	Miscellaneous - COUNTERFEIT BILL	111 RICHMAN ST	10/10/2016	1508
	1600873	LOST PROPERTY - Lost Property	401 MAIN	10/10/2016	08-02
	1600874	TRAFFIC ACCIDENT - Hit/Run, Vehicle Damg	111 RICHMAN ST	10/10/2016	1401

Check	Event Number	Classification (most severe)	Address of occurrence	Date Reported	Initial Investigator
False	1600875	THEFT - Larceny, from Building	120 MAIN	10/10/2016	13-01
False	1600876	ESCAPE/FLIGHT - Flight to Avoid Prosecution / Confinement	111 RICHMAN ST	10/11/2016	02-01

To Print the register:

- Click on the Print & Download button
- Click on Word
- Open the attachment to open
- Change the first column from False to Check and delete all the "False" in that column
- Highlight the entire document and change the font to "Calibri" and the font size to "8"

Check	Event Number	Classification (most severe)	Address of occurrence	Date Reported	Initial Investigator
	1600871	HARASSMENT - Harassment, Other	200 MAIN ST	10/10/201	1602
	1600872	Miscellaneous - COUNTERFEIT BILL	111 RICHMAN ST	10/10/201	1508
	1600873	LOST PROPERTY - Lost Property	401 MAIN ST	10/10/201	08-02
	1600874	TRAFFIC ACCIDENT - Hit/Run, Vehicle Damg	111 RICHMAN ST	10/10/201	1401
	1600875	THEFT - Larceny, from Building	120 MAIN ST	10/10/201	13-01
	1600876	ESCAPE/FLIGHT - Flight to Avoid Prosecution / Confinement	111 RICHMAN ST	10/11/2016	02-01

Print this and put in the case register book.
As cases are checked off put an “x” next to each of the cases as completed in the “Check” column

Traffic Tickets, Lockouts & Proof of Service, etc will not have a case – These are IR’S.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 07/17/2009

Procedure - CBI DNA Procedure.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 12/30/09

Subject: CBI DNA Procedure

TO: All Personnel Date Revised: 09/08/2016

Policy: It is the policy of the Black Hawk Police Department to submit DNA evidence in accordance with the policies, standards and guidelines set forth by the Colorado Bureau of Investigations.

Procedure:

The following guidelines are implemented for the processing of Requests for Laboratory Examination (RFLE) of biological evidence, particularly as it relates to DNA requests. A review of the RFLE will be done by the AIC or forensic analyst to determine if the request is clear and all of the required samples have been submitted. Property crime RFLEs are most often only accompanied by swabs collected from items or areas from the scene. In instances where reference standards are not provided but are required to address Combined DNA Index System (CODIS) eligibility issues1, the entire case may be returned to the submitting agency. Once accepted into the lab, initial screening examinations shall establish the presence of blood, spermatozoa, or other biological material (trace DNA) potentially suitable for DNA analysis.

If suitable standards for named subjects (suspect/victim/other) are included or if the case circumstances indicate that a particular standard is not necessary, the case will be forwarded to the DNA section for analysis. If no suspect has been identified in the submission documentation and all other necessary standards are present, the case will be forwarded to the DNA section for analysis.

(Federal law (The DNA identification Act of 1994, as amended) governs the types of profiles that are eligible for entry into CODIS. They do not allow for the entry of DNA profiles that may have come from victims or witnesses, i.e., anyone not the perpetrator. Therefore areas of common public access are typically not eligible for entry into CODIS. Without reference (victim and suspects) and/or elimination (witnesses, other possible non-perpetrator contributors to a collected region) buccal swab standards DNA profiles may not be entered. Therefore, these standards will need to be submitted at the time the evidence samples are submitted.

Property crimes present a major concern as items within the home or vehicle may have been handled by the victim and/or guests, and therefore adequate reference and/or elimination standards must be obtained.

Businesses present a different problem, in those areas touched by the suspect most likely have been touched by countless others and their brief touching may only add to the other DNA sources on the counter, door, etc. These types of samples typically produce mixtures which cannot be entered into CODIS.)

If there is an identified subject (suspect/victim/other) in the submission documentation necessary for DNA interpretation or CODIS entry but no DNA standard submitted for that individual, the analyst assigned to the case will prepare a DNA packet (this packet contains swabs, cutting from clothing and other samples that have the potential for forensic DNA analysis) and report. The Serology section report shall detail the recovery of blood, spermatozoa, or other biological evidence suitable for attempting to obtain a DNA profile. The report will also request standards for comparison from the named subject(s), including suspect, victim, and other standards as necessary. The DNA packet created will be returned with the other evidence pending the submission of known standards. No DNA case assignment will be made.

If there are extenuating circumstances surrounding the availability of a standard (e.g., suspect fled the country), the AIC may allow processing of the forensic samples to develop a profile. Documentation of this approval, such as a printed email from the AIC or a correspondence form with AIC initials, must be located within the case file. The extent of the biological science analysis will depend on the investigative needs as determined by the lab analyst and case circumstances. <u>This is why a complete cover letter and adequate identification of items is critical.</u> The fewest possible number of items and/or stains will be examined to answer the investigative questions presented. The most probative item(s) in each case will be examined first. The stain(s)/DNA collection from the most probative evidence will be collected and stored. The best samples in the opinion of the analyst that answer the question(s) pertinent to the case will be chosen for DNA analysis. If the most probative evidence does not yield any information of value, then other items can be examined to assist in answering the essential questions. <u>If information from one sample answers the question(s) pertinent to the case, then no further analysis will be performed without documented management approval.</u>

Decision Guide on What to Submit

The following provides a guide on what to submit to the CBI for DNA analysis. The collection of samples at the scene does not mandate the sample being submitted to the CBI for DNA analysis. The list begins with what the CBI knows will provide the greatest opportunity for obtaining a DNA profile to the one least likely to provide a profile.

1) Items left by the perpetrator

    a) Bodily fluid stains - Blood, semen, saliva

        i) Bloodstain, cigarette butt, mouth of drinking can/bottle, straw

    b) Clothing items

        i) Shirt, pants, hat, gloves

2) Items potentially handled by the perpetrator

    a) Objects that the perpetrator handled for a period of time

    b) Steering wheel, gear shift knob, etc.

    c) Weapons – guns, knives, submit as item not swabbings from the item.

    d) Items briefly touched or handled in the home- TVs, stereos, jewelry boxes, file drawers swabbings from these items rarely provide CODIS eligible DNA profiles and therefore they will not be performed without known references samples from a suspect. (submit as swabbings)

Reference Samples from Individuals

Reference standards generally are buccal swabs from the following subjects:

Victim
Suspect
Elimination samples (witnesses, non-perpetrators, investigators.

There may be instances in which blood may be required and the analyst will notify the agency in those specific instances.

As a note the term buccal swabs refers only to the collection of a sample from the mouth of a subject. Since the actual source of the forensic unknown samples is not known, refrain from using it in reference to an unknown sample. In addition buccal swabs collected from one person are a single item regardless of which side of the mouth is sampled. Do not submit as separate items (left and right), but submit 4 swabs as a single item labeled buccal swab collected from <name>.

IT IS IMPORTANT TO UNDERSTAND

CODIS was established to provide DNA profiles from convicted offenders and forensic samples to aid in identifying possible perpetrators who have left their DNA at the scene. Convicted Offender samples are collected in accordance with state statutes and they are not considered forensic evidence by the CBI.

There is no chain of custody for these samples, nor are they collected and stored as a forensic evidence standard. The sample is collected solely for the purpose of developing a DNA profile for entry into CODIS to provide investigative (no suspects identified) information to submitting agencies. The CBI will not write a report identifying a person hitting on a forensic unknown using a DNA profile developed from a sample submitted as a convicted offender or arrestee. Therefore, if an individual is listed as a suspect on the request for laboratory examination, then it is assumed this person has been identified. If identified then CODIS is not needed to identify this person for this specific case and a reference sample from the identified individual will be required before DNA testing of the forensic samples will take place. If the suspect has fled and cannot be located and that information is provided then the Agent in Charge of the unit can approve the examination and analysis of the evidence.

Cover letters

- Cover letters, regardless of the type of crime, must accompany the submission of evidence to serve as a guide for the DNA analyst in the processing and analysis of the evidence.
- Cover letters must provide a brief synopsis of the scene and events.
- Cover letters should relay the investigative importance of the requested examinations (i.e. what questions are being asked).
- Included with the Request for Laboratory Examination (RFLE) must be the source (person) or location (vehicle, home, wall, etc.) of each item submitted.
- Indicate in the letter the owner/inhabitants of home, principle driver(s) of vehicle or if business the owners and relevant employees.

Cases not routinely examined

- Misdemeanor cases
- Drug possession cases
- If a positive identification has been made as a result of a fingerprint examination or the item was taken from the individual no DNA analysis will be performed without detailed explanation as to the need for DNA analysis.
- Late submissions/old date of offense- Cases with a required date of completion of less than 30 days from date of submission in which the date of offense was more than 5 months from the date of submission. The case may be worked with no guarantee of completion by the required date.

Items not examined for DNA

- Fired cartridge casings/shells or swabbings of fired cartridge casings/shells.

Type I Crimes as defined by FBI UCR-crimes against persons
Assaults, Homicides, Kidnapping, Robberies, Sexual Assaults

What to submit:

- In most instances submit the actual item versus a swabbing, taping or cutting unless it cannot be easily transported (i.e. bed, door, carpets, wall, etc.).
- The number of items submitted for DNA analysis is subject to a discussion between the investigator and the DNA analyst (See page 2 paragraph 3 for details). During the progress of the case from initial examinations/analyses to arrest and filing of charges there may be additional information that becomes available that would warrant further testing. The CBI will work to assist in answering additional essential questions through further DNA testing.
- Adequate cover letter – if questions arise, phone calls for clarification will be made before a determination to analyze or return to agency will be made.

SPECIFICS CASE TYPES:

Homicides:
- In most instances, the CBI would request either a meeting or conference call along with scene photos prior to the submission of the evidence.

Sexual Assaults:
- If the victim had consensual sex within 72 hours of the assault, submit a reference buccal swab standard from the consensual partner.
- Do not forget about exigent evidence from the perpetrator if located and detained within a short time after the assault (before they shower, wash-up).
- If a sexual assault kit is collected, submit first and if follow-up analysis on clothing/bedding is needed to answer questions, then additional items may be tested following discussions between the analyst and the investigator.

Robberies:

- The profile must be eligible for entry into CODIS (See page 1).
- Victim and/or elimination buccal swabs must accompany the submission or it will be returned.
- Counter tops- Due to the high potential of unresolved mixtures, counter tops and other common public access/use areas (i.e. pens, deposit slips, door handles) will not be examined without a reference sample from the suspect.

Type II Crimes as defined by FBI UCR –crimes against property – Felonies only Burglary, Criminal trespass, Larceny, Motor vehicle theft:

Submission requirements:

- Do not submit an item if it can be swabbed.
- Use 1 to 4 swabs per object/area. Package the swabs from the same area/object together into one envelope. Submit the envelope as a single item. Do not put multiple swab packages or envelopes into a larger single envelope and submit it as item 1 containing swabs from the scene.
- Adequate cover letter – if questions arise, phone calls for clarification will be made before a determination to analyze or return to agency will be made.

Number of items for submission:

- Test one item, two at most from each case

No-suspect cases:

- The profile must be eligible for entry into CODIS (See page 1).
- No exterior items handled or touched to which the public has reasonable access (i.e. car doors, door knobs, license plates, etc.).
- Victim and/or elimination buccal swabs must accompany the submission or it will be returned unless items collected were known to be left by perpetrators at the scene.
- Adequate cover letter – if questions arise, phone calls for clarification will be made before a determination to analyze or return to agency will be made.
- Items not belonging to the victim(s) must be clearly identified.

Suspect cases:

- Eligible profiles from forensic unknowns matching the perpetrator may be entered into CODIS
- A known set of suspect buccal swabs must accompany the evidence – secondary standards will not be accepted
- Adequate cover letter – if questions arise, phone calls for clarification will be made before a determination to analyze or return to agency will be made
- Many trace DNA samples collected are minimal and therefore consumptive.

Requests for permission to consume the sample will be needed from the District Attorney's office before any DNA testing will be performed.

Illegal Weapon possession:

• Treated as suspect case

Authorized by:
Stephen N. Cole
Chief of Police

Date: 12/30/2009

Procedure - Communications Officer Advancement.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 10/04/2011

Subject: Communications Officer Advancement

TO: All Personnel Date Revised: 09/02/2016

Description: The Black Hawk Police Department has established high standards for Communication Officers to advance from Communication Officer I to Communications Officer II. Promotion is based on the Communication Officer's training and performance. It will be the sole responsibility of the Communications Officer requesting promotion to complete the promotion form, provide copies of certifications and any other required documents. Promotion will not take effect until final approval is granted by Employee Services.

This version is effective for Communication Officers who submit for Promotion to Communications Officer II on or after December 1, 2014. Communications Officers submitting prior to December 1, 2014 shall follow requirements of previous version for this policy.

Procedure:

Minimum Time Requirements

1. Promotion to Communications Officer II - 12 months as a Communications Officer I, completion of Communications Officer training program and completion of new employee introductory period.

Discipline

1. Communications Officers who have received a corrective action letter within six months are not eligible for promotion.

Training Requirements

1. Communications Officer II has a minimum training requirement. A Communications Officer requesting promotion must complete the appropriate promotion worksheet and ensure minimum hour requirements are met. Copies of training certificates must be attached to the worksheet.

2. College courses may be used to meet the training requirements. Eight hours will be awarded for a three credit hour course. College courses must be pre-approved by the command staff and taken during the Communication Officer's current level setting.

3. Web based training will be awarded one hour, unless the Communications officer can document a reason for more credit hours. To be awarded more hours the Communications Officer must request in writing, to the command staff, for the additional hours and provide documentation justifying a greater amount of hours to be awarded.

4. Training courses may only be used one time and hours may not be split up.

Promotion Work Sheet

1. Communications Officer II must complete the promotion worksheet to be promoted to a Communications Officer II, and a successful performance review.

Instructor Requirements

1. In order for the Black Hawk Police Department to have a well-rounded group of instructors, only two Communications Officers will be designated as instructors for each discipline, except Communication Training Officer (CTO). The position of CTO will be determined by the Communication Officer's training abilities, not by how many CTO the department currently has assigned.

2. Communications Officers must request in writing for an instructor position. The request must state why the communications officer is the best qualified for the position, outline experience and prior training. The Command Staff will make the final decision on all instructor position requests.

3. If a Communications Officer's instructor position request is not approved, the Communications Officer may choose a different discipline to meet the instructor requirement for promotion.

Waivers

1. Waivers may be granted, if through no fault of the Communications Officer requesting the waiver, required training could not be completed due to scheduling, budget or lack of courses availability.

2. If a waiver has been granted for promotion, the training requirement waived must be completed within the first year as a Communications Officer II

3. Only one training requirement may be waived and only one waiver may be granted.

4. Waivers must be requested in writing, documenting reason for waiver. The command staff shall have final approval of all waivers.

Appeals

1. Communications Officers may appeal to the Chief of Police if denied promotion.

2. Appeals must be requested in writing, documenting reason for appeal. The Chief of Police shall make the final decision on all appeals.

Communications Officer 1 on Introductory Period

New Communications Officers must complete the below list of required courses to successfully complete the introductory period.

Probationary officer	Date	Supervisor	Documentation
CTO Completion	_____	_____	_____
EMD Certification	_____	_____	_____
First Aid/CPR	_____	_____	_____
CCIS/NCIC Basic	_____	_____	_____
Messenger OSN Cert	_____	_____	_____
Code Red Webinar	_____	_____	_____
Notary Public	_____	_____	_____

NIMS Training

FEMA ICS-100 Yes___ Date Completed _____
FEMA IS-700 Yes___ Date Completed_____

CIRSA Training

New Employee Safety Orientation Yes___ Date Completed_____
Back injury prevention Yes___ Date Completed_____
General Ergonomics Yes___ Date Completed_____
Infection Control(Bloodborne Pathogens)Yes___ Date Completed_____

Training waived (write in N/A if no training was waived)

Training Title _____ Signature of Supervisor approving waiver _____

Satisfactory Performance Review

Yes_____ No_____

Communications Officer II

For promotion to Communications Officer II a minimum of 128 hours of training is required. Training is required in each of the categories listed below. Course hours may not be broken up (example if an approved course is 40 hours in length, it can only count as one of the required areas i.e. 16 hours in communications or 8 hours tactical communications and not as both). The below list is not intended to cover all courses available for each area, the listed courses are pre-approved courses. Courses not listed must be approved by the supervisor, prior to course, to meet requirements in the other Communications Officer training category. A three credit hour college course will count for 8 hours of training, the course must be pre-approved by Command Staff and course must be taken while in Communications Officer I status.

Communications Officer II	Date	Hours	Documentation
Communication - General (40 Hours):			
Dispatch Academy	_____	_____	_____
VDI - Verbal Judo	_____	_____	_____
Non-Emergency Calls	_____	_____	_____
Communications & Professionalism	_____	_____	_____
Background investigations	_____	_____	_____
APCO Conference	_____	_____	_____
Stress Prevention	_____	_____	_____
Cannibalism and Critical Thinking	_____	_____	_____
Avoiding a toxic workplace	_____	_____	_____
New Power Point 16 hour	_____	_____	_____
Amber Alert	_____	_____	_____
Suicide Intervention	_____	_____	_____
Crisis Intervention	_____	_____	_____
Other: _____	_____	_____	_____
Other: _____	_____	_____	_____
Communication - Law Enforcement (16 Hours):			
Protecting L.E. Responders	_____	_____	_____
Domestic Violence	_____	_____	_____
Other: _____	_____	_____	_____
Other: _____	_____	_____	_____

Communications Officer II	Date	Hours	Documentation
Communication - Fire (8 Hours):			
Fire Communications	_____	_____	_____
Other: _____	_____	_____	_____
Other: _____	_____	_____	_____
Communication - Medical (8 Hours):			
Medical Communications	_____	_____	_____
Other: _____	_____	_____	_____
Other: _____	_____	_____	_____
Community Policing (8 hours):			
Conflict Resolution Training	_____	_____	_____
Problem Oriented Training	_____	_____	_____
Other: _____	_____	_____	_____
Other: _____	_____	_____	_____
Instructor Training (16 hour):			
CTO Instructor	_____	_____	_____
Communication Training Officer	_____	_____	_____
Other: _____	_____	_____	_____
Other: _____	_____	_____	_____
Tactical Communications (8 hours):			
Active Shooter	_____	_____	_____
Tactical Dispatching	_____	_____	_____
Other: _____	_____	_____	_____
Other: _____	_____	_____	_____
Leadership and Management (16 hours)			
Supervisory Institute	_____	_____	_____
Other: _____	_____	_____	_____
Risk Management (8 hours):			
9-1-1 Liability	_____	_____	_____
Ethics	_____	_____	_____
Customer Service	_____	_____	_____
Other: _____	_____	_____	_____

Communications Officer II : Continued

Current Certifications:
EMD: Yes_____ No_____ CPR/First Aid: Yes____ No_____
CIRSA Training: Yes_____ No_____ Colorado Notary: Yes ____ No _____

NIMS Training
ICS-200 YES___ Date Completed_____
IS-800 YES____ Date completed _____
IS-247 YES____ Date completed _____

Communications Center Improvement project

Project: _____ Date Completed _____
Project must be presented to the Communications Supervisor and approved prior to starting the project.

Instructed 1 course in past year or served as a CTO:
Course Title and date instructed: _____
Phase Trained and Trainee Name: _____

Completed one year as Communications Officer I: Yes _____ No _____

Successful Performance Review: Yes _____ No _____

V. Suspension of Rules

1. Nothing in these rules or regulations shall preclude the Chief of police from suspending the rules for eligibility for a particular applicant upon request and for good cause shown.

Authorized by:
Stephen N. Cole Date: 10/04/2011
Chief of Police

Procedure - Crime Scene Unit Selection.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 07/05/2010

Subject: Crime Scene Investigation Unit (CSI) (Selection Process)

TO: All Personnel Date Revised: 09/01/2016

Description: The Black Hawk Police Department has formed a Crime Scene Investigation Unit. The Black Hawk Police Department will select the most qualified candidates to represent the Department on the team. The Black Hawk Police Department has developed standards for evaluating perspective candidates who if selected as a team member must be capable of participating and performing detailed documentation of crime scenes.

Procedure: Members of the Crime Scene Investigation Unit will receive specialized training and must have a proven record of excellent performance. The nature of the team requires that all members maintain a professional demeanor both on the team and within the department. Having a positive attitude and demonstrating leadership within the organization is critical to the selection process.

Due to the special demands placed on the team, all members must work together and must be able to perform the following activities often for several hours at a time.

1. Follow orders and directives as well as take directions, with attention to detail.

2. Stay calm even in the most strenuous situations.

3. Be able to adapt to ever changing circumstances and events.

4. Be detail oriented and above average ability to communicate verbally and in writing.

5. Be able to crawl, bend and carry a large tool box.

6. Have a reputation as a team player who takes responsibility for their actions, and be known for their level headed thinking.

7. Be open to criticism from supervisors and peers.

8. Be available for training and call outs at all times of day or night.

9. Have knowledge of the department policies on evidence collection and be able to testify in court on those procedures.

The process for selecting members is divided into two areas.

1) Minimum standards to apply for the CSI.

2) Application and interview phase.

I. Minimum standards to apply for the Crime Scene Investigation Unit.

A. Because of the expense of training each member of the Crime Scene Investigation Unit and the commitment required to be a member of the Crime Scene Investigation Unit, each applicant is required to have a minimum of two years with the Black Hawk Police Department as a sworn or non-sworn employee. This may be waived with the approval of the Chief of Police. They must be willing to commit to two years of service with the Black Hawk Police Department as a member of the Crime Scene Investigation Unit.

B. Applicants most recent evaluation must be an 85% or above and or no disciplinary actions within the previous 12 months.

C. Internal Affairs investigations that have resulted in a sustained violation of the department's "report writing" or "criminal investigations" policies are grounds for removal from consideration. Any supervisory inquiry or Internal Affairs investigation which shows poor judgment on the part of the applicant may be grounds for removal from consideration. Any incidences of not thoroughly investigating a scene may also be consideration for grounds for removal form the CSI team.

II. Application and interview.

A. Applicants must submit a letter of interest and resume (No more than one page) to their supervisor. Both of these items should show the applicant's reasons to be considered for a position on the team. The resume should highlight the training the applicant has received, which prepared them for the position. In addition, the resume should highlight any experience and how it is applicable to the position.

B. Applicants may be interviewed individually by a board. The applicant will be reviewed by all current Crime Scene Investigation Unit members.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 07/05/2010

Procedure - Evidence and Property Procedures.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 01/28/08

Subject: Evidence Property Procedures

TO: All Personnel Date Revised: 03-26-2015

Description: The Evidence Technician/Chief's designee shall be in charge of the Property/Evidence Section and be totally responsible for its function and operation. The Property/Evidence Section is charged with the safekeeping of all evidence for criminal cases, found property and property held for safekeeping. The Evidence Technician/Chief's designee performs work in support of the Chief of Police, Detectives, and Officers.

Policy: All property seized by the Black Hawk Police Department which is related to a crime, possible crime, which may clear a person of a criminal charge, or which may implicate a person in a criminal wrong doing shall be booked as evidence, safeguarded by this section as evidence and held by this section until no prosecution is contemplated or until the prosecution process is finalized.

All other property shall be booked into the Property Section as non-evidence and safeguarded until such a time as it can be returned to its rightful owner or disposed. The Evidence Technician shall be able to document the chain of custody of any item of property from the time it is accepted by the Evidence Section to the time it is lawfully disposed.

To prevent unauthorized access, the entry door shall be fully secured when the room is vacated. If a discrepancy exists between the property screen and the property actually submitted, the Evidence Technician shall contact the submitting officer to rectify the discrepancy. If a resolution cannot be found, the Evidence Sergeant shall be notified.

Statutes Of Limitations

Murder, Kidnapping, Treason, Forgery (Or Attempt, Solicitation, Or Conspiracy to Commit Any of These Crimes)	No Limit
Sexual Assault in the First Degree, Sexual Assault on a Child, (& By One in A Position of Trust), Aggravated Incest	No Limit
Other Felonies	3 Years
Misdemeanors	18 Months
Class 1 & 2 Misdemeanor Traffic Offenses	1 Year
Petty Offenses	6 Months

1. Booking In Property

   Beginning of each shift, retrieve property from evidence lockers located on 2nd floor.
   Log on computer.
   Click on the E-Force RMS icon on the desk stop
   Enter user name and password.
   Click on entry update
   Click on Evidence
   Enter Tag # and click on look up
   First screen is officer input
   Go to bottom of page click save/next
   This takes you to add/edit evidence
   Click drop down on type (selections are check in, check out, destroyed, released and deleted).
   Choose appropriate type
   This will take you to evidence/input page
   If tag # did not follow input again
   Use drop down menu to signify where property came from, i.e. patrol evidence lockers, CBI, etc.
   Enter location of where you are going to place evidence in the evidence room (which bin or shelf). Choose evidence room from drop down menu
   At the bottom of the page there is a comment section if needed
   Click save/next
   Click bar code printer
   Label will print out automatically
   Place label on evidence
   Click chain of custody tab to make sure all information was saved
   Hit enter

2. Releasing Evidence/Property

   Property shall not be released, returned, or destroyed without approval from the submitting officer, Evidence Sergeant, the D.A.'s office, or the courts.
   Go to "My Computer"

Select "Police Shared"
Select "Forms"
Select "Property Release", complete form, and print it out.
Send completed printed form to "Records" to be included with file.

If releasing property to an individual, photo copy ID, attach it to the release form and have person sign the form.
In "My Documents" enter information on "Monthly Disposition Report".
Click entry/update
Click Evidence
Enter Tag #
Officer Input screen will come up
Go to bottom of page click save/next
Add/edit evidence screen will come up
Click drop down menu under type
Click on released
Fill in who released to
In comments input who authorized release and when it was released and by whom
Click on save button at bottom of page

The person taking possession of property shall be entered into the computer. (Evidence going to court, CBI, other agency) Any drug checked out for court will be weighed in the presence of both the receiving officer and the Evidence Technician. The weight of the drug will be noted on the tag and initialed by both. When the package is returned from court it will again be weighed in the presence of both and initialed.

If the Evidence Tech or Detective is taking an item to the CBI lab, the requesting officer must fill out a CBI lab form and a cover letter on department letterhead detailing the examinations requested.

When an item is returned, go to add/edit evidence
Click on check in
Check in items as stated above as if it were new evidence
In comment section input date property returned and by whom.

3. Drug Burns

Drug burns are to be conducted every quarter or at the Chief's discretion. The Black Hawk Police Department has entered into an agreement with the following agencies to share the cost of a "Drug Terminator" and its use: Central City Police Department, Clear Creek County Sheriff's Department, Division of Gaming, Gilpin County Sheriff's Department, and the Idaho Springs Police Department.

Notify the above mentioned departments at least two weeks in advance of an upcoming burn.

On the day before the burn, notify the Black Hawk Fire Department that a burn will be taking place.

The Evidence Technician shall be present at every burn and shall remain at the location until the burn is complete.

Safety gear to include eye protection, heat resistant gloves, appropriate clothing, and a respiration device shall be used by those operating the "Drug Terminator".

A fire extinguisher shall be readily available during the burn.

The machine shall be stationed at a safe distance to prevent an accidental ignition of vehicles and/or structures. The recommended safe distance is a minimum of 10 feet.

Participating agencies will handle and burn their own drugs and the Black Hawk Police Department will handle and burn its own drugs.

The Evidence Technician will always have a city employee assist to witness all drug burns.

All drugs to be burned will be wrapped in paper to prevent plastic from melting onto the feeder slot.

No combustible items i.e. ammunition, fireworks, lighters, etc. shall be placed in the "Drug Terminator" during operation.

When the burn is complete the safety lid will be left secured and the machine shall be turned off and unplugged.

The "Drug Terminator" shall be left in a safe location during the cool-down period.

When the burn and cool-down are complete, the Evidence Technician shall notify the City Shops Department who will then empty and secure the "Drug Terminator".
In the event of damage or a malfunction to the "Drug Terminator", immediate written notice will be given to the on duty police supervisor.

4. Destruction of Property/Evidence

A property disposition report will be run on property that has been slated for destruction. This report includes items entered by the Records Division from court dispositions. It also includes items from supervision that have been slated for destruction. The Evidence Technician also receives via department mail "Final Disposition Reports" from the DA's Office. These reports list if and when items of evidence can be destroyed.

Fill out the release form for items released to owner as well as items auctioned, destroyed or burned. Pull the evidence and attach the form to the evidence until time of destruction, release, etc. There is a holding area for these items in the evidence room. When enough evidence has been gathered to destroy, burn or auction; the form will be completed with date of destruction, method of destruction, released for auction and signed by a witness. The completed form will be submitted to the Records for filing in the case.

Working from the Disposition Report, collect all items to be destroyed.
With a department employee acting as a witness, shred paperwork, photos, checks, etc.

Video and audio tapes shall be cut and the cartridge smashed to prevent the ability of the item to be viewed.

All other items shall be discarded in such a manner that renders them useless.

Any item of a monetary value that has been slated for destruction shall be retained to be included in auctions for the city's general fund.

Once the item has been destroyed a property release form shall be completed and filed in the case folder. If the item was destroyed by order of the DA's office, the "Final Disposition Report" shall be filed with the case folder also.

Enter the information on the "Monthly Disposition Report"

At the end of the month, the "Monthly Disposition Report" shall be forwarded to the Evidence Technician supervisor and Chief of Police.

The number of property intakes and releases shall be entered on the yearly disposition report.

5. Counterfeit Money

When a case has reached a disposition and it involves counterfeit money, supervision may direct the Evidence Technician or Evidence Sergeant to send the money to the U.S. Secret Service.

Go into case management and add a supplement. A copy of the supplement and case narrative along with the counterfeit money are sent to Secret Service. Note in the add/edit evidence screen that the money has been sent to Secret Service. Fill in comment section who sent the money and paperwork and when it was sent. A receipt will be received from Secret Service which needs to be placed in the case file.

6. Evidence Requests

Often requests for copies of items of evidence are made from supervision, officers, the DA's office, or others. These requests shall be made in written form. Normally items requested to be copied are VHS tapes, audio tapes, CD's, DVD's, or photos. If a request is made by anyone other than a department employee, other agency or the D.A.'s office, a $25.00 processing fee shall be charged for each item. After the requested copied item is delivered paperwork shall be given to records to file in the case file. Anyone other than a department employee or DA must also fill out a release form. Always check to make sure the information can be released to a private party.

7. Property Auctions

When items of value are not to be returned and slated for destruction they can be listed for auction. This shall be by supervision's written approval. If an item has been turned in to the property room as found and the owner cannot be identified, that item can be listed for auction with the supervisor's written approval. All reasonable efforts shall be made to return found property and/or stolen goods to its rightful owners.

Found Property:

When property is found by a citizen or city employee and turned into the police department the evidence technician will try to find the proper owner. If after 30 days the owner cannot be found or the owner has not responded to the correspondence then the property will be auctioned, destroyed or become city property according to city policy.

On property where there is a known owner, a property card shall be sent to the owner's last known address. The card specifies a twenty day time limit to claim property. Owner of property must notify the evidence section

within 20 days or the property will be destroyed. If the card is sent back address unknown or unable to forward the property will be destroyed immediately. A certified letter will be sent on items that have a value of $250.00 or more. Anyone claiming property shall provide picture identification to be photo-copied and included in the file. If the owner of the property has no address, the property will be kept for 90 days. If the owner does not contact the police department within the 90 days the property will be destroyed.

The Black Hawk Police Department utilizes the "Dickensheet & Associates" auction firm located at 1501 W. Wesley Ave., Denver, Co., 80223. When the department has items for auction, the Evidence Technician will phone the auction house (303- 934-8322) to set up an appointment for the auction house employees to pick up the items. An auction house employee shall verify, with a signature, all items received. After the auction has taken place, the auction house shall mail a check made out to the City Of Black Hawk in the amount, minus fees, collected. The money collected from the auction shall go to the city's general fund.

8. Firearms

All firearms are to be made safe before being accepted into the property room. If it can't be made safe, it shall clearly be marked as "LOADED" or "UNSAFE".

All firearms, along with any associated ammo, are to be sent to the CBI for lab testing.

When a disposition in a case has been reached and a weapon is involved, the courts may deem the weapon not to be returned.

With written approval from the courts, the City of Black Hawk may auction the weapon with the proceeds going to the city general fund.

When a date has been set for the weapon's auction, no less than five authorized gun dealers shall be notified of the auction. All weapons are to be sold "as is" to the highest bidder. Bids will be sealed and a deadline will be set for accepting them.

A date and time will be set for any invited dealer to view the weapons. To view the weapons, dealers must bring a copy of his or her dealer's license. When payment has been made and funds verified by the highest bidder, the weapons shall be released to him or her.

9. Money

   Money shall be transferred to the city general fund when the following criteria have been met: The money has been authorized for release and has remained unclaimed for a period of 60 days from booking, or the owner has not responded to a notification letter within 20 days of receipt of such letter.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 08/03/2015

Procedure - DA Child Abuse Guidelines .pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: November 16, 2008

Subject: Jeffco Child Abuse Guidelines

TO: All Personnel Date Revised: 09/01/2016

JEFFERSON COUNTY
CHILD ABUSE INVESTIGATION

POLICY AND PROCEDURE MANUAL

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Jefferson County Law Enforcement Agencies

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IV. Agencies Concerned and General Areas of Responsibility

JEFFERSON COUNTY CHILD ABUSE INVESTIGATION PROCEDURE

Arapahoe House

CASA of Jefferson and Gilpin Counties

Child Advocacy

Jefferson County Child Protection Team

Coroner's Office

Jefferson County Attorney's Office

First Judicial Justice Court Services
Community Service/Work Crew

First Judicial District Justice Services
Pretrial Services

Jefferson County Division of Children, Youth and Families

First Judicial District Attorney's Office

First Judicial District Attorney Based Victim Services

Family Tree

Department of Health and Environment

Health Care Facilities

Jefferson County Juvenile Assessment Center – JAC

Jefferson County Juvenile Assessment Center / District Attorney's Office Pretrial Supervision Program (juveniles who are alleged to have committed sex offenses)

Law Enforcement Based Victim Services

Jefferson County Mediation Services

Mental Health Care Facilities

First Judicial District Probation Department

Jefferson County Public Schools District R-1

APPENDIX A – INDICATORS OF ABUSE/NEGLECT

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APPENDIX A

POTENTIAL INDICATORS FOR ABUSE/NEGLECT

I. PHYSICAL ABUSE

A. Indicators to look for:

1. Frequent injuries always explained as "accidental" by child.
2. Multiple bruising in various stages of healing. The age of bruising has traditionally been roughly estimated by the following colors:

red, blue, purple	0-5 days
green, yellow	5-10 days
brown	10 or more days
resolved	2-4 weeks

   However, it should be noted that bruises of the same age will vary in color due to the location, size, and depth. The only scientific study on bruises concluded: 1) yellow is seen in bruises older than 18 hours, 2) red, blue, purple, or black may occur anytime. [Forensic Sci Int. 1991;50:227-238]
3. Bruises in specific shapes such as slap marks, belt marks, hanger marks, grab marks and loop marks.
4. Frequent bruising on the neck, head and face, lips or mouth.
5. Bald spots on the scalp which could be caused by hair pulling.
6. Burns of all types, especially cigarette burns, curling iron burns, and pattern burns. Pattern burns can result from irons, heating grates, radiators, etc. Burns can also result from ropes, etc., tied around the neck, wrists, or ankles.
7. Unexplained fractures to skull, nose or jaw.
8. Any fracture in a child under the age of two.
9. Swollen or tender limbs
10. Child complains of soreness or has awkward movements.
11. Unusual reaction or decreased sensitivity to pain.
12. Unexplained lacerations and abrasions
    - to the mouth, lips, gums or eyes
    - to the external genitalia
    - on the backs of the arms, legs or torso
13. Unexplained abdominal injuries
    - swelling of the abdomen
    - localized tenderness
    - constant vomiting
14. Human bite marks, especially when greater than 1 1/2 inches.

B. Behavioral indicators to look for:

1. Reports injury by a parent or caretaker.
2. Is often wary of physical contact with adults, may actually shrink away from being physically touched.
3. Apprehensive when other children cry.
4. Behavioral extremes
   - aggressiveness
   - suicidal gesture
   - withdrawal/depression
   - over-compliance with adults
   - animal abuse
   - fire setting/starting
5. Frightened of parents.
6. Afraid to go home.
7. Child has made outcry to an adult.
8. May wear long sleeves or other types of clothing to hide injuries.
9. Repeated absences from school for which no excuse or a suspicious excuse is given.
10. May appear to be accident prone; if injuries do not ever occur at school, this may be a cover-up for abuse.
11. Few if any friends, poor peer relationships.

C. Family indicators to look for:

1. Parent was abused as a child.
2. Unmet needs of parent.
3. Immature parent.
4. Lack of "parenting knowledge".
5. Unrealistic expectations for the child.
6. "Special needs" child (handicapped, hyperactive, etc.)
7. Drug and alcohol use.
8. Frequent crises.
9. Belief in and reliance on physical punishment.
10. Domestic violence in the home.

II. PHYSICAL NEGLECT

A. Physical indicators to look for:

1. Chronic hunger, poor hygiene, inappropriate dress.
2. Chronic lack of supervision, especially in dangerous activities or long periods.
3. Unattended physical problems, medical or dental needs.
4. Lack of supervision up to and including abandonment.
5. Constant fatigue or listlessness.
6. Home is so filthy and unkempt that the health of the child(ren) might be in jeopardy.
7. May have one of the "nuisance diseases" such as lice or scabies or impetigo which is untreated.

B. Behavioral indicators to look for:

1. Begging, stealing food.
2. Extended stays at school (early arrival) and (late departure).
3. Chronic fatigue, listlessness, or falling asleep in class.
4. Alcohol or drug abuse.
5. Delinquency (e.g. thefts, prostitution)
6. Reports there is no caretaker.
7. Chronic runaway.
8. Frequent tardiness and absenteeism.
9. Suicidal gesture.

C. Family indicators to look for:

1. Emotional and personality problems of the parent.
2. Financial problems.
3. Unemployment or underemployment.
4. Lack of parenting skills and knowledge.
5. Drug and alcohol abuse.
6. Dirty, disordered household.
7. Problems with neighbors, law enforcement, and/or others.
8. Limited intellectual capacity of parent (s).
9. Social isolation and lack of positive social/family support.
10. Child reports need to care for younger siblings for extended periods of time.

III. SEXUAL ABUSE

A. Question the alleged victim and/or reporting party concerning the following physical indicators:

1. Difficulty in walking or sitting.
2. Torn, stained, or bloody underclothing.
3. Pain or itching in genital area, including during urination.
4. Bruising or bleeding in genital or anal areas.
5. Sexually transmitted diseases, especially in pre-teens.
6. Pregnancy.
7. Often there are no visible physical indicators of sexual abuse.

B. Question the alleged victim and/or reporting party concerning the following physical indicators:

1. Withdrawal, chronic depression.
2. Excessive seductiveness.
3. Role reversal, overly concerned for siblings.
4. Poor self esteem, self devaluation, lack of confidence.
5. Peer problems, lack of involvement.
6. Massive weight change.
7. Eating disorders.
8. Suicide attempts (especially adolescents)
9. Hysteria, lack of emotional control.
10. Sudden school difficulties.
11. Chronically runs away.
12. Inappropriate sex play or premature understanding of sex (i.e. excessive masturbation).
13. Threatened by physical contact, closeness.
14. Fantasizing or exaggerating.
15. Hostile and aggressive actions.
16. Self destructive behaviors, truancy, drug and alcohol abuse.
17. Sleep problems or disorders to include frequent nightmares.
18. Indirect messages expressing fear or dislike of particular individual.
19. Newly acquired bodily complaints, such as stomach pain.
20. Compulsive behaviors, such as taking an excessive number of baths.
21. Fear of going home and/or refusal to go home.
22. Regressive behavior such as baby talk or bed wetting. Wetting or soiling pants.

(Adapted from Colorado Department of Education/Colorado Department of Health, "Child Abuse, Information for School Employees".)

C. Family indicators to look for:

1. Overly restricted social activities.
2. Blurring of generational boundaries.
3. Role reversal of mother and daughter.
4. Father overly protective of daughter.
5. Close physical contact between father and daughter while mother is completely left out.
6. Father thinks of self as boyfriend.
7. Mother thinks of daughter as a rival.
8. Isolation of family.

IV. EMOTIONAL ABUSE

A. Physical indicators to look for:

1. Speech disorders.
2. Lags in physical development.
3. Failure-to-thrive (i.e. appears to be suffering severe malnutrition).

B. Behavioral indicators to look for:

1. Habit disorders (sucking, biting, rocking, etc.).
2. Conduct disorders (anti-social, destructive, fire setting, animal abuse, etc.).
3. Neurotic traits (sleep disorders, inhibition of play).
4. Psychoneurotic reactions, (hysteria, obsession, compulsion, phobias, hypochondria).
5. Behavior extremes:
   - compliant, passive
   - aggressive, demanding
6. Overly adaptive behavior:
   - inappropriately adult
   - inappropriately infant
7. Developmental lags (mental, emotional)
8. Attempted suicide.
9. Domestic violence in the home.

V. DRUG/ALCOHOL EXPOSURE

A. Physical indicators to look for:

1. Positive toxicology screen.
2. High-pitched cry.
3. Sweating.
4. Small stature - reduced weight, height and head size.
5. Abnormal features of the face and head.
6. Infant mortality/increased risk for SIDS.
7. Birth defects.
8. Reduced muscle tone/lack of muscle control or muscle stiffness and rigidity.
9. Lethargy/abnormal drowsiness.
10. Skin abrasions on the knees, toes, elbows and nose (from excessive movement against bedclothes).
11. Sexually transmitted diseases.
12. HIV positive.

B. Behavioral indicators to look for:

1. Hyperactivity.
2. Short attention span
3. Abnormal speech.
4. Tremors/convulsions.
5. Restlessness
6. Irritable.
7. Inconsolable crying/difficult to comfort or cuddle.
8. Abnormal reflexes i.e., marked startle response, poor sucking reflex or voracious sucking, difficulty swallowing, poor grasping ability.
9. Lack of self control.
10. Impaired learning capacity/learning disabilities.
11. Visual problems/poor eye contract/jerky eye movements.
12. Sleeplessness
13. Feeding/eating problems.
14. Developmental delays
15. Uncoordinated movements.

JEFFERSON COUNTY CHILD ABUSE

INVESTIGATION POLICY

I. PURPOSE

The purpose of the procedural outline shall be as follows:

A. To establish areas of responsibility for the various agencies normally involved in child abuse reporting/investigation.

B. To establish procedures for each agency to follow in pursuing its part in the investigation so that a common procedure will be used throughout Jefferson County.

C. To establish areas of cooperation among the various agencies.

D. To identify and investigate reports of child abuse/neglect and to recognize that the investigation of other illegal/improper conduct, such as drug or alcohol violations and domestic violence, may uncover issues of child abuse/neglect.

II. SCOPE

This procedural outline is intended to cover all child abuse reports and investigations which are conducted in Jefferson County.

The ultimate objectives of child abuse investigations are to thoroughly, accurately and objectively determine the facts of the case, ensure the ongoing safety of all children involved, and establish the basis for the successful prosecution of the offender or the successful implementation of dependency and neglect proceedings.

III. DEFINITIONS

A. Bodily Injury, 18-1-901(3)(c).
Bodily injury will be defined as "physical pain, illness, or any impairment of physical or mental condition."

B. Child Abuse

1. Child abuse includes child abuse and child neglect.

a. For purposes of reporting and investigating child abuse and neglect, and hence for most purposes under this manual, section 19-1-103(1) defines "abuse" or "child abuse or neglect" as an act or omission in one of the following categories that threatens the health or welfare of a child:

(1) Any case in which a child exhibits evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling, or death and either: such condition or death is not justifiably explained; the history given concerning such condition is at variance with the degree or type of such condition or death; or the circumstances indicate that such condition may not be the product of an accidental occurrence;

(2) Any case in which a child is subjected to sexual assault or molestation, sexual exploitation, or prostitution;

(3) Any case in which a child is a child in need of services because the child's parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take;

(4) Any act or omission described in section 19-3-102(1)(a), (1)(b), or (1)(c), which corresponds to paragraphs b(I), b(II), and b(III) immediately below.

These definitions are consulted by individuals who are mandated to report suspected or known child abuse or neglect and other reporting parties.

b. For purposes of a civil dependency or neglect court action, a child is a dependent or neglected child if:

(1) A parent, guardian, or legal custodian has abandoned the child or has subjected him to mistreatment or abuse or a parent, guardian, or legal custodian has suffered or allowed another to mistreat or abuse the child without taking lawful means to stop such mistreatment or abuse and prevent it from recurring;

(2) The child lacks proper parental care through the actions or omissions of the parent, guardian, or legal custodian;

(3) The child's environment is injurious to his welfare;

(4) A parent, guardian, or legal custodian fails or refuses to provide the child with proper or necessary subsistence, education, medical care, or any other care necessary for his health, guidance, or well-being;

(5) The child is homeless, without proper care, or not domiciled with his parent, guardian, or legal custodian through no fault of such parent, guardian, or legal custodian; or

(6) The child has run away from home or is otherwise beyond the control of his parent, guardian, or legal custodian.

In addition, under Colorado case law, i.e., by prior decisions of Colorado's Court of Appeals and Supreme Court, County Attorney's may file actions based on the emotional abuse of a child.

These definitions are consulted by DCYF and the County Attorney in determining whether to file a civil dependency or neglect proceeding and by the judge, magistrate or jury in a trial in such a proceeding to determine if a child should be adjudicated a dependent or neglected child.

c. Under title 18 of the Colorado Revised Statutes, specific actions taken against children are defined as various crimes under the criminal code. The definitions are carefully considered by law enforcement agencies and the District Attorney in determining what, if any, criminal charges might be brought against an individual alleged to have harmed a child.

C. Immediately

Immediately shall be defined as, as soon as possible without undue delay.

D. Institutional Abuse, 19-1-103(66)

Any case of abuse that occurs in any public or private facility in the state that provides child care out of the home, supervision, or maintenance. Institutional abuse does not include abuse that occurs in any public, private or parochial school system (including preschool operated in connection with such a school system) unless the school system provides extended day services and the abuse occurs during the provision of the extended day services.

E. Intrafamilial Abuse, 19-1-103(67)
Any case of abuse that occurs within a family context by a child's parent, stepparent, guardian, legal custodian, or relative, by a spousal equivalent, or by any other person who resides in the child's home or who is regularly in the child's home for the purpose of exercising authority over or care for the child. Intrafamilial abuse does not include abuse by a person who is regularly in the child's home for the purpose of rendering care for the child if such person is paid for rendering care and is not related to the child.

F. Serious Bodily Injury, 18-1-901(3)(p).
Serious bodily injury means bodily injury which, either at the time of the actual injury or at a later time, involves a substantial risk of death, a substantial risk of serious permanent disfigurement, or substantial risk of protracted loss or impairment of the function of any part or organ of the body, or breaks, fractures, or burns of the second or third degree.

G. Spousal Equivalent, 19-1-103(101).
A person who is in a family-type living arrangement with a parent and who would be a stepparent if married to that parent.

H. Third-party Abuse, 19-1-103(108)
Any case of abuse to a child by any person who is not a parent, stepparent, guardian, legal custodian, spousal equivalent or any other person not included in the definition of intrafamilial abuse.

I. Jurisdiction.
Jurisdiction shall be defined as the law enforcement municipality or unincorporated county within which an alleged act of child abuse has occurred.

IV. AGENCIES CONCERNED AND GENERAL AREAS OF RESPONSIBILITY

A. Law Enforcement Agencies – All municipal police agencies within Jefferson County, the Sheriff's Department of Jefferson County, and the Colorado State Patrol will be referred to collectively as "law enforcement agencies."

The responsibility of law enforcement agencies is to investigate all cases of alleged child abuse or neglect. They are also responsible for gathering and maintaining all evidence. Law enforcement agencies shall also immediately report incidents of intrafamilial child abuse and neglect, institutional abuse, and third party abuse if the alleged perpetrator is under 10 years of age to DCYF.

B. Jefferson County Division of Children, Youth, and Families – will be referred to as "DCYF." The responsibilities of the Division of Youth, Children, and Family are set forth in section 19-3-308, C.R.S. DCYF is the agency responsible for coordinating investigations of reports of known or suspected incidents of intrafamilial abuse or neglect, institutional abuse, and third-party abuse if the alleged perpetrator is under 10 years of age.

C. First Judicial District Attorney's Office – will be referred to as the "District Attorney." The District Attorney's function is to do justice in the prosecution of criminal cases. The District Attorney will act as an advisor to law enforcement agencies on the legal consequences of investigative procedures and on the sufficiency of evidence necessary to meet the burden of proof in criminal cases. The District Attorney will assist in the training of law enforcement officers on legal issues relevant to the investigation and prosecution of criminal offenses.

D. First Judicial District Justice Services Court Services – will be referred to as "Pretrial Services." It shall be Pretrial Services' responsibility to conduct pre-advisement interviews of detainees at the Jefferson County Detention Facility and to present verified information to the court for purposes of setting bond. Pretrial Services will recommend a bond and bond conditions to the court. Pretrial Services will supervise persons released on bond to insure compliance with court ordered bond conditions. Pretrial Services will refer defendants to various treatment facilities as required.

Community Services – will be referred to as "Community Service" Community service employees shall conduct interviews, place, and monitor offenders who have been ordered by the court to complete their useful public service hours, in accordance with unit policies and procedures.

Work Crew – will be referred to as "Work Crew" Work crew employees will supervise offenders who have been placed by the court directly or by a community service case worker to complete their useful public service hours on the Jefferson County Residential or Non Residential Work Crew, in accordance with unit policies and procedures.

E. Jefferson County Attorney's Office – will be referred to as the "County Attorney." The County Attorney shall provide legal advice to DCYF and the Sheriff's Department on child welfare issues and shall act as a consultant to law enforcement agencies on such issues.

The County Attorney will assist with training programs to familiarize law enforcement and other agencies with dependency and neglect proceedings. The County Attorney represents DCYF in civil dependency and neglect court proceedings.

F. Jefferson County Coroner's Office – will be referred to as the "Coroner's Office." The Coroner's Office has the responsibility of reporting evidence of child abuse to the law enforcement agency of jurisdiction if this evidence is discovered during the course of their death investigation. Supportive forensic evidence and documentation shall be provided.

G. First Judicial District Probation Department – will be referred to as the "Probation Department." It shall be the responsibility of the Probation Department to immediately notify DCYF or the appropriate law enforcement agency of any suspected or known child abuse. The Probation Department shall provide DCYF with all available information concerning the abuse and be available to assist as needed, in subsequent investigations.

H. Jefferson County Public Schools District R-1 – will be referred to as "R-1 Schools." R-1 Schools have the responsibility to report immediately any alleged cases of child abuse to either DCYF or the appropriate law enforcement agency. They shall document and maintain information which pertains to the case.

I. Mental Health Care Facilities – will be referred to as "The Mental Health Center." The Mental Health Center has the responsibility to report immediately any alleged cases of child abuse to either DCYF or the appropriate law enforcement agency. They shall document and maintain information which pertains to the case.

J. Jefferson County Department of Health and Environment – will be referred to as the "Health Department." The Health Department has the responsibility to report immediately any alleged cases of child abuse to either DCYF or the appropriate law enforcement agency. They shall document and maintain information which pertains to the case.

K. Hospitals – will be referred to as "Health Care Facilities." Health Care Facilities have the responsibility to report immediately any alleged cases of child abuse to DCYF or the appropriate law enforcement agency. One exception is any child death case which may be the result of non-accidental trauma or severe neglect. These shall be reported immediately to the appropriate law enforcement agency. They shall document and maintain information which pertains to the case.

L. Victim Witness District Attorney's Office – will be referred to as "DA Victim/Witness." It is the DA Victim/Witness Unit's responsibility to immediately report any case of alleged abuse which comes to its attention to DCYF or the appropriate law enforcement agency. It shall further provide victims with crime victim compensation information, case status information and restitution information. The DA Victim/Witness Unit shall educate victims and witnesses concerning the criminal justice system and shall provide support during court proceedings.

Law Enforcement – will be referred to as "Victim Services."
It is the Victim Services responsibility to immediately report any case of alleged abuse to either the appropriate law enforcement agency or DCYF. The responsibility of Victim Services is to provide services to victims of child abuse, which may include but are not limited to, on-scene crisis intervention, trauma counseling and follow-up services, resource information (referral, identification, education), and assistance/ coordination with the criminal justice components (courts, district attorney, county attorney, guardian ad litem, investigators, etc.,); and hospitals, therapists, schools and Human Services.

M. Family Tree – will be referred to as "Family Tree."
Family Tree has the responsibility to report immediately any alleged cases of child abuse to either DCYF or the appropriate law enforcement agency. They shall document and maintain information which pertains to the case.

N. Child Advocacy Centers – will be referred to as "Advocacy Centers."
Advocacy Centers will, upon request, assist with the interviews of children referred by Federal, state and local law enforcement authorities or DCYF where concern exists that a child may have been a victim of sexual or physical abuse, neglect, or has witnessed a violent crime. Advocacy Centers will work to enhance the quality and effectiveness of child maltreatment intervention efforts by working to coordinate investigative efforts and encourage a multi-disciplinary approach to child abuse investigations. Advocacy Centers will also provide follow-up services to children and families in need of support. Medical examinations, court school, and additional assessment services will also be conducted upon request. Advocacy Centers shall document and maintain information which pertains to the case.

O. Jefferson County Juvenile Assessment Center – will be referred to as "JAC." The JAC has the responsibility to report immediately any alleged cases of child abuse to either DCYF or the appropriate law enforcement agency. They shall document and maintain information which pertains to the case.

P. Arapahoe House – will be referred to as "Arapahoe House." Arapahoe House has the responsibility to report immediately any alleged cases of child abuse to either DCYF or the appropriate law enforcement agency. They shall document and maintain information which pertains to the case.

Q. Jefferson County Mediation Services – will be referred to as "JCMS." JCMS has the responsibility, within the limitations imposed by C.R.S. 13-22-307 (2)(a-c), to report immediately any alleged cases of child abuse to either DCYF or the appropriate law enforcement agency. They shall document and maintain information which pertains to the case.

R. Court Appointed Special Advocates of Jefferson and Gilpin Counties – will be referred to as "CASA." CASA has the responsibility to report immediately any alleged cases of child abuse to either DCYF or the appropriate law enforcement agency. They shall document and maintain information which pertains to the case.

S. Other Agencies
Any agency, private school, health care clinics, or day care center, receiving information regarding alleged child abuse must report this to DCYF. This obligation to report extends to any teacher, mental health professional, medical professional, or others required to report pursuant to Section 19-3-304, C.R.S., who receives information regarding potential abuse of a child.

VI. CONSEQUENCES OF FAILURE TO REPORT

A. The ultimate consequence of failure to promptly report known or suspected child abuse or neglect is the impairment of the safety and protection of the child.

B. Failure to promptly report known or suspected child abuse or neglect is a class 3 misdemeanor criminal offense pursuant to Section 19-3-304, C.R.S.. The possible penalties for failure to report are incarceration in the Jefferson County Detention Facility for six months and a fine of $50.00 to $750.00.

C. Failure to promptly report known or suspected child abuse or neglect may also create civil liability for monetary damages for any injuries caused to the child after the time of the failure to report.

VII. CONSEQUENCES OF FALSE REPORTING

A. Under Section 19-3-304(3.5), C.R.S., no person shall knowingly make a false report of abuse or neglect to a county department or local law enforcement agency. Knowingly make a false report is a class 3 misdemeanor criminal offense, punishable by incarceration in the Jefferson County Detention facility for up to six months and a fine of $50.00 to $750.00.

I. NOTIFICATION

Arapahoe House (AH) staff will report known or suspected child abuse or neglect in accordance with CRS 19-3-304, the state statute governing the confidentiality of mental health records, and federal regulations governing the confidentiality of alcohol and drug abuse patient records.

II. PROCEDURES

A. Any member of the AH clinical staff who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect as defined above, or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately contact his or her supervisor or the person who is taking calls for that individual. The supervisor shall be informed immediately of the situation before any further action is taken. After notifying the supervisor or person acting for the supervisor, a verbal child abuse report will immediately be made by the employee who has knowledge or suspicion. The child abuse or neglect report will be made to the appropriate county of human services or the local law enforcement agency. If the client is participating in the on-site school-based program and discloses abuse/neglect, an Arapahoe House School-based counselor will bring the client immediately to the school nurse or the social worker and the nurse or social worker will make the report to the appropriate county human services or the law enforcement agency. The AH on-site counselor will obtain a copy of the child abuse or neglect report within 24 hours and place In the client's record. If there is not school staff available, the report will be made by the AH employee immediately with the assistance of the supervisor. If the AH counselor does not receive a copy of the report from school officials within the designated time frame, the AH counselor must complete the report immediately to the appropriate county human services or the law enforcement agency. If the AH staff makes a report from a school setting, he/she will not disclose information to the school unless a written release is completed to the specific school official.

B. The verbal report to authorities shall include the following information when available:

1. The manner in which the evidence was discovered.
2. The exact nature of the evidence which led to the report.
3. Any information available regarding the current condition of the child.
4. Name, address, age, race and gender of the child.

5. Name, address and phone number of the parent, guardian or custodian of the child.
6. The nature and extent of the child's injuries, including evidence of suspected abuse to the child or the child's siblings.
7. Name, address and phone number of the person(s) alleging to be responsible for the suspected abuse or neglect.
8. The name, address and occupation of the individual making the report.

C. The individual making the report shall document the following items in the client record:

1. The manner in which the evidence was discovered.
2. The exact nature of the evidence which led to the report.
3. Any information available regarding the current condition of the client.
4. The name and time of contact with the supervisor.
5. The name of the person to whom the report was made and the agency which employs that individual.
6. The information which was reported.
7. Instruction or further information given by the Child Protection representative who received the report; and
8. Plan to address the issue in the treatment of the client.

D. In addition to the clinical note in the chart, the Arapahoe House Child Abuse and Neglect Reporting form (AH230, rev. 5/27/97) shall be completed and sent to the care coordinator or team leader. The care coordinator or team leader will review and send the form to the program manager, who will review and send the form to the clinical director. The clinical director will review the form and return it to the program manager. The program manager will then mail the report to the agency which received the verbal report and place a copy in the client's record. A copy will also be maintained by the clinical manager, who will also maintain a copy which will be available to law enforcement agencies or human services. This report will consist only of written confirmation of the verbal report.

E. Volunteers, students and other unpaid employees shall not initiate reports except with a paid staff person overseeing the report. The names of the unpaid and paid staff person reporting will be used in the report, and all documentation shall be cosigned by the paid staff person. Failure to follow the child abuse reporting procedure may result in immediate termination of volunteer placement.

F. When information about suspected child abuse is discovered in the course of a research interview conducted by staff of the Arapahoe House Research and Program Evaluation Department (RPE), the RPE staff conducting the interview will notify the RPE manager or team leader immediately following the termination of the interview. If the victim or perpetrator is not a current client of AH, the RPE manager or team leader or care coordinator will determine if the abuse has already been reported to proper authorities. If the information has already been reported, a note to this effect will be made in the clinical notes of the client record. If the information has not been previously reported, the RPE manager or team leader and the clinical team leader or care coordinator will jointly initiate the child abuse report as outlined in this policy.

G. Once the initial report to the Child Protection Agency has been made, no additional information can be disclosed without a Release of Information signed by the client and the client's guardian, if required, or pursuant to an appropriate court order.

H. If the child is a client of AH and in the care and custody of the Division of Children, Youth, and Families, the caseworker and the Child Protection Crisis Team will be notified immediately of the report of child abuse.

I. If the client is an adult and reports being a victim of child abuse when he or she was a minor (under the age of 18) and this incident has occurred within the past ten years, the client should be encouraged to make a report to the Division of Children, Youth, and Families in the county where the abuse occurred. If the client is between 18 and 21 years of age, the program manager and clinical director will be consulted to determine if the agency should report the abuse. All discussions with the client and supervisory staff related to the reporting of child abuse must be documented in the client record.

J. If an AH paid or unpaid employee has reason to suspect another employee of child abuse or neglect involving a client, the employee shall immediately notify his or her supervisor of the suspicion. If the supervisor is unavailable, the staff person will notify the program manager or clinical director. All allegations of child abuse involving a client made against an AH staff person shall be reported immediately to the chief operating officer and the director of human resources. The report to human services will be made by the chief operating officer in conjunction with the staff person reporting the suspicion. The employee will be immediately removed from duties which require contact with minor clients during investigation of the allegation. Other action may be taken in accordance with Arapahoe House Personnel Policies.

K. Any AH paid or unpaid employee who is found to have violated this policy will be subject to immediate disciplinary action which may include termination.

CASA OF JEFFERSON AND GILPIN COUNTIES

The mission of CASA of Jefferson and Gilpin Counties is: to promote and advocate for the best interest of children involved in abuse and neglect cases in the courts of the First Judicial District. The mission will be accomplished by promoting volunteerism and utilizing members of the communities located within the First Judicial District. These community volunteers will act as Friends of the Court in effectively representing children in such cases. CASA of Jefferson and Gilpin Counties will intensively train these volunteers in order to enhance the quality of representation of children in court proceedings. The CASA volunteer will develop a relationship with the abused and neglected children through ongoing and consistent interaction, through which they will advocate for safe and permanent homes.

Upon a Court Appointment, the CASA volunteer independently gathers and assesses information from any party that is or may become relevant to the child and case. This investigation will include, but not be limited to: observation of the child, interviews with involved parties, and review of relevant records. Based upon factual and objective information, the CASA volunteer will develop recommendations and submit written and verbal reports to aid the Court regarding decisions to protect the best interest of the child. The CASA volunteer maintains involvement with the child and case until the case is dismissed by the Court.

I. PURPOSE

A. CASA volunteers operate under the premise of being Mandatory Reporters for child abuse or neglect as pertaining to Victim's Advocate as defined in section 19-3-304/13-90-107(1)(k)(II) CRS.

II. NOTIFICATION

A. CASA volunteers or staff members who have reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately contact Child Protection Services and/or local law enforcement.

B. In no situation will the CASA volunteer or staff member perform an investigation prior to reporting. The reporting party will rely on the expertise of Child Protection Services caseworkers and law enforcement officials who are trained to investigate reports to determine if any intervention is necessary. Upon notifying the appropriate professionals, the CASA volunteer will contact the CASA staff to inform them as well. At this time, a written report will be completed and retained in the CASA office.

C. If a CASA staff member has reason to suspect a CASA volunteer or another employee of child abuse or neglect, they will immediately contact the appropriate agencies (as noted above).

D. If any CASA volunteer or staff member knowingly fails to report or makes a false report in a suspected child abuse or neglect situation, they commit a Class 3 Misdemeanor – Section 19-3-304 (4)(a) – and are subject to immediate disciplinary action up to and including termination of employment.

CHILD ADVOCACY

I. PURPOSE

The mission of child advocacy centers in Jefferson County is to assist in the coordination of investigative, child protection, victim advocacy, and treatment intervention efforts throughout Jefferson County in cases involving suspected child abuse. The advocacy centers are committed to providing a child friendly environment, limiting the number of interviews and locations where the child and family must appear, and utilizing a developmentally sensitive procedure in an attempt to reduce the trauma suffered by children exposed to the system. It is also the mission of the centers to enhance the quality and success of child abuse intervention efforts throughout the county through a multi-disciplinary approach to child abuse investigations.

A. A variety of services are available through the advocacy centers. These include:

1. Assistance to law enforcement and child protection agents in initial investigative interviews of alleged child abuse.
2. Forensic evaluations for those children where additional assessment is indicated.
3. Forensic medical examinations.
4. Expert testimony and consultation.

B. As private, non-profit organizations, child advocacy centers in Jefferson County are committed to providing independent, autonomous assessments of the children and families referred for services.

C. Other child and family advocacy services are also provided, which may or may not pertain directly to case investigations. These include a Non-Offending Parents' Group, Court School, and a Multidisciplinary Case Review.

II. PROCEDURE

A. RECEPTION OF REFERRALS:

Referrals or requests for services may be made by directly contacting child advocacy centers in Jefferson County. Any local, state, or federal agency appointed the task of investigating child abuse or other crimes involving children may make referrals to the centers. No child or family may independently or directly request the intervention of child advocacy centers. Referrals must be coordinated with and screened by the appropriate law enforcement agency or by the Division of Children, Youth, and Families.

1. A referral for services may be made when:
   a. A child is in need of a medical examination due to a report or suspicion of physical abuse, sexual abuse or neglect.
   b. An investigative agent anticipates that the expertise or experience of an advocacy center therapist might be advantageous in conducting a child interview.
   c. Additional clarification or examination of a child's safety, statements, or abuse-related trauma appears to be prudent.
   d. There is suspicion that a child may have witnessed a crime (i.e. domestic violence or homicide) or may possess pertinent information to an investigation.

2. The child advocacy center interview rooms are to be made available for use seven days a week. Each room is furnished not only with audio-visual recording equipment, but will also provide a warm and child friendly environment to accommodate children and their special needs. Centers have furnished interview rooms specifically designed to accommodate children and adolescents of different age groups, up to age 18. All law enforcement and child protection agents may utilize the interview rooms at any time. A victim advocate may also be made available, upon request, to help meet the needs of children and non-offending family members.

B. CHILD EVALUATIONS

1. As noted above, forensic evaluations are available upon request when additional assessment of a child is indicated. Given that the manner in which such interviews are conducted is a matter of critical concern, it is the intent of child advocacy centers to conduct forensically sound interview services. Commonly referred are those children who are reluctant to speak openly about critical issues that may be pertinent to an investigation. Despite this challenge, every effort will be made to avoid leading or suggestive measures during the assessment process. Interviewers employed by child advocacy centers, having specialized training in the assessment of children's allegations, will adhere to current clinical and forensic guidelines for interviewing children.

III. DOCUMENTATION AND RECORDS

A. REPORTS:

Following a forensic evaluation or medical examination, the attending clinician will furnish a report detailing the results of the completed child assessment.

B. AUDIO/ VIDEO RECORDING AND HANDLING OF SUCH ARTICLES:

All investigative interviews and forensic evaluations conducted at the child advocacy centers will be videotaped in their entirety. Following the completion of such interviews, the videocassette or dvd will be offered as evidence to the referring investigative agency. That agency will become the custodian of the videocassette or dvd.

C. RELEASE OF RECORDS:

1. Each clinician is responsible only for that content of a child's file on record which he or she has supplied. Each clinician is therefore the custodian of his or her report(s).
2. Records shall only be released to the investigative agent(s) involved in the case or to the referring party. All other parties requesting records must seek to obtain such records through one of the above agencies.

JEFFERSON COUNTY CHILD PROTECTION TEAM

Under section 19-3-308(6), the Colorado General Assembly requires the creation of a child protection team in each county which receives 50 or more reports of known or suspected child abuse in a year and encourages the creation of such a team in other counties as well. The County Director of the local Department of Human Services is responsible for developing the team and the director or a designee is the local coordinator of the team. A Child protection team is defined in section 19-3-103(22) as a Multi-disciplinary team consisting, where possible, of a physician, an attorney, representatives of the juvenile court or the district court with juvenile jurisdiction, a local law enforcement agency, the county Department of Human Services, a mental health clinic, a public health department, a public school district, and one or more lay representatives of the community, at least one of which shall be a foster parent. One of the team members is to be chosen on the basis of representing low-income families. Members representing agencies are appointed by such agencies and serve at their pleasure. The county director appoints the representatives of the lay community.

The Jefferson County Child Protection Team consists of individual members and representatives of public and private agencies within the county. The team meets once a week. Under Colorado law, the role of the team is advisory only. The team is responsible for evaluating the reports of abuse or neglect that have been made to the Jefferson County Department of Human Services during the prior week. The team is to review the investigatory reports of each case, which shall include the diagnostic, prognostic, and treatment services being offered to the family in connection with the reported abuse. The team is to be provided with the investigatory reports on each case to be considered.

Meetings are public, however, the team must go into an executive session upon the vote of a majority of the team members to consider identifying details of the cases being discussed, to discuss confidential reports, or when the members of the team desire to act as an advisory body concerning the details of a treatment or evaluation program. The team must state publicly its reason for going into executive session before doing so.

The team must publicly review the response of public and private agencies to each reported incident of child abuse or neglect and publicly state whether such response was timely, adequate, and in compliance with the provisions of the reporting and investigations section of the children's code (part 3 of article 3 of title 19, C.R.S.). The team shall publicly report at the next meeting, or at the earliest possible time, whether there were any lapses and inadequacies in the child protection system, and if they have been corrected.

The team is to make a report of its recommendations to the county department with suggestions for further action or a stating that the team has no recommendations or suggestions.

CORONER'S OFFICE

I. NOTIFICATIONS

A. The Coroner's Office will report any evidence of child abuse or neglect to the appropriate law enforcement agency if such evidence is discovered during their death investigation. In addition to verbal notification, written documentation of the incident shall be forwarded to the appropriate agency.

II. INVESTIGATIVE PROCEDURE

A. All Coroner Office investigators shall follow procedures established by the Jefferson County Homicide and Questionable Death Policy.

JEFFERSON COUNTY ATTORNEY'S OFFICE

The Jefferson County Attorney's Office provides legal services for county government entities, including the Jefferson County Department of Human Services. The assistant county attorneys in the human services section of the office are consulted by human services employees for legal advice related to child protection issues. Attorneys work closely with child protection intake workers to decide whether formal intervention with a family is appropriate through the filing of a civil dependency or neglect action in Jefferson County District Court. If a court case is initiated, the assigned assistant county attorney drafts the petition in dependency or neglect and represents the department in court.

Although the human services assistant county attorneys are available to consult with law enforcement officials within the county regarding their respective child abuse and neglect investigations and related issues, the Jefferson County Attorney's Office does not represent the police departments of the many cities within Jefferson County. With regard to criminal aspects of child abuse and neglect investigations, the Jefferson County District Attorney's Office should be consulted.

Reports of suspected or known child abuse or neglect are occasionally made directly to the county attorney's office. For example, a Jefferson County District Court judge or magistrate may call and request a child welfare investigation regarding a family that has come to the court's attention through a divorce, delinquency or other court proceeding. When a report of known or suspected child abuse or neglect is received by an employee of the office, or if an employee has reasonable cause to believe a child has been subjected to abuse or neglect, the employee shall immediately advise the child welfare intake unit of the Jefferson County Department of Human Services, which in turn will determine if the assistance of local law enforcement is appropriate in investigating the matter. The referral made to the intake unit shall be followed by written documentation summarizing the report received or made by the county attorney's office.

If a dependency or neglect proceeding is initiated, law enforcement officials and human services employees who have investigated cases, as well as other professionals and individuals who have information concerning the involved children and their family, may be subpoenaed to testify at court hearings. Law enforcement officials and human services employees regularly attend court hearings at which an initial court or police protective hold is reviewed by a district court magistrate to determine the appropriateness of a child remaining in out of home placement. Such officials may be required to testify regarding their knowledge of the investigation which led to the out of home placement of the child.

The human services assistant county attorneys can be reached through the Jefferson County Attorney's Office main number, 303-271-8900. The attorneys are committed to providing training to human services, law enforcement and other public and private agencies regarding child protection issues and to enhancing the public's awareness of child protection issues.

FIRST JUDICIAL JUSTICE COURT SERVICES
COMMUNITY SERVICE/WORK CREW

I. NOTIFICATION

Community Service/Work Crew employees shall report immediately any case of suspected, alleged, or observed child abuse to the Division of Children, Youth and Families (DCYF) or the appropriate law enforcement agency. In addition to verbal notification, written documentation of the incident shall be forwarded to the appropriate agency.

II. INVESTIGATIVE PROCEDURE

A. Any Community Service/Work Crew employee upon having reasonable cause to know or suspect that a child has been subjected to abuse or neglect, must immediately report those facts, or cause a report of those facts to be made to DCYF or the appropriate law enforcement agency.

B. Immediately after making the required report to DCYF or the appropriate law enforcement agency, the employee must similarly report to the Director or designee.

C. Community Service employees shall conduct interviews, place and monitor offenders who have been ordered by the court to complete useful public service hours in accordance with the policies and procedures of the unit.

D. Work Crew employees shall supervise offenders who have been either placed by the court directly or by a community service caseworker to complete their useful public service hours on the Jefferson County Residential or Non Residential Work Crew in accordance with the policies and procedures of the unit.

E. The reporting party shall offer assistance to DCYF or the appropriate law enforcement agency regarding these investigations as may be needed.

I. NOTIFICATION

A. Pretrial Services shall report immediately any suspected, alleged, or observed child abuse or neglect to Division of Children, Youth and Families (DCYF) or the appropriate law enforcement agency. In addition to verbal notification, written documentation of the incident shall be forwarded to the appropriate agency.

II. INVESTIGATIVE PROCEDURE

A. Any Pretrial Services employee upon having reasonable cause to know or suspect that a child has been subjected to abuse or neglect, must immediately report those facts, or cause a report of those facts to be made to DCYF or the appropriate law enforcement agency.

B. Immediately after making the required report to DCYF or the appropriate law enforcement agency, the employee must similarly report to the director or designee.

C. Pretrial officers shall conduct interviews of detainees at the Jefferson County Detention Center and in the course of these interviews report any findings to DCYF in accordance with the policies and procedures of the unit.

D. Pretrial case managers shall interview and monitor the bond conditions of all defendants who have been assigned to the Pretrial Service Program in accordance with the policies and procedures of the unit.

E. Pretrial Services officers and case managers shall administer protection orders, in accordance with 18-1-1001 CRS, to all detainees who have been arrested for or charged with any child abuse crime in accordance with the policies and procedures of the unit.

F. Pretrial officers and case managers shall recommend, in accordance with 16-4-104 CRS, as a condition of bond, "no contact orders" on all detainees who have been arrested for or charged with any child abuse crime in accordance with the policies and procedures of the unit.

G. Pretrial officers and case managers shall attend daily court hearings to provide verbal and written information as necessary.

H. The reporting party shall offer assistance to DCYF or the appropriate law enforcement agency regarding these investigations as needed.

JEFFERSON COUNTY DIVISION OF CHILDREN, YOUTH AND FAMILIES

I. PURPOSE

A. The mission of the Division of Children, Youth and Families (DCYF) is to promote the safety, well-being, and permanency of children.

B. The Child Protection Intake Unit of the DCYF shall coordinate all investigations of known or suspected intrafamilial child abuse or neglect, institutional abuse, and third party abuse if the alleged perpetrator is under 10 years of age. The investigation may be conducted independently or with another agency. If conducted by another agency, its personnel must have appropriate training and skills to assess the immediate danger to the child.

II. NOTIFICATIONS

A. The DCYF shall notify the appropriate law enforcement agency in all alleged child abuse/neglect where criminal charges are applicable.

B. The DCYF shall notify the county attorney's office in those cases of child death where there are surviving siblings and in cases involving serious bodily injury.

III. INITIAL RESPONSE TO REPORTS

A. The DCYF shall assess and determine the appropriate response to reports of child abuse/neglect upon receipt.

B. The DCYF shall have a Child Protection Intake Unit available 24 hours a day by proximity to an operable telephone or pager system to respond to abuse/neglect reports, or to have such arrangement made through agreements with local law enforcement agencies.

Reporting parties may call through the Child Abuse Hotline (303) 271-4131/4357. During regular business hours, a Screening Caseworker will take the report over the phone, via walk-ins, fax, mail, or e-mail. After hours, the answering service will take the name and number of the reporting party and forward the information to the on-call caseworker to return the call. Law Enforcement may call through the Hotline to obtain assistance or to notify of a report being faxed or forwarded.

C. The DCYF shall use a standard format including a risk assessment inventory in gathering information from the reporting party.

D. On all high risk referrals, the safety and protection issues shall be addressed immediately, and no later than 24 hours after receipt of the report. Examples of situations requiring a response within 24 hours after receipt of the report:

1. Severe physical abuse
2. Sexual abuse where the alleged perpetrator has access to the victim
3. Abuse of infants or toddlers
4. Severe neglect
5. Children left alone or abandoned
6. Children requiring immediate medical attention and the caretaker is not securing treatment
7. Self-referrals from parents/caretakers who report that they may hurt or kill their children
8. Unexplained child fatality with surviving siblings in the home

E. On all moderate risk referrals in which the child(ren)'s safety has not been secured the investigation shall be initiated as soon as possible, but no later than 72 hours after receipt of the report.

F. On all low-risk referrals in which the child(ren)'s safety has been secured, the investigation shall occur as soon as possible, but no later than four working days after receipt of the report.

IV. CHECKLIST FOR INITIAL RESPONSE TO REPORTS

Generally, any person participating in good faith in the making of a report, in the facilitation of the investigation of such a report, or in a judicial proceeding held under the Colorado Children's Code (Title 19, CRS), or taking photographs or x-rays, or placing a child in temporary protective custody or otherwise performing their duties under or acting under the Children's Code is immune from any liability, civil or criminal, or termination of employment that might result by reason of such actions unless a court determines such person's behavior is willful, wanton, and malicious (19-3-309, CRS).

A. Reporters of abuse/neglect will be encouraged to provide the following information to DCYF.

1. Name, birthdate, address, ethnicity, and sex of the child(ren).
2. Current location of the child(ren) and permanent address if different from current location.
3. Where and when the alleged abuse/neglect occurred.

4. Full names, birthdates, and addresses of all parents, stepparents, guardians, legal custodians, relatives, and others who are regularly in the home.
5. Full name, birthdates, and addresses or persons allegedly responsible for the abuse/neglect.
6. The nature and extent of the child(ren)'s injuries, including any evidence of previously known or suspected abuse/neglect.
7. The names and conditions of other children in the home and any evidence or prior suspected or known abuse/neglect of them.
8. The family composition and identity of members in the household.
9. The primary language of the family.
10. Any actions taken to the reporting party to protect the child.
11. Reporting party's name, address, occupation, telephone number, and relation to the child.
12. Anonymous reporters are encouraged to reveal their identity in case further information is needed, but the identity of the reporting party is kept confidential and is not mandatory.

B. The following information is used to determine the level of risk to the child and the appropriate response time of the investigation.
1. Severity of the child(ren)'s injury
2. Whether the child(ren) need medical attention
3. Age of the child(ren)
4. Previous history of child abuse/neglect
5. Actions and behaviors of household members that might pose greater risk to the child(ren)
6. Suicidal or homicidal behaviors
7. Extreme anger, volatility, or bizarre behaviors of members of the household
8. If the child(ren) are alone or abandoned, their age, the length of time they've been alone, the time of day, and the proximity of other adults
9. How chronic the situation is or whether it's an acute episode
10. Whether the child(ren)'s safety is secured due to hospitalization or placement out of home
11. Whether the alleged perpetrator has access to the child(ren)

V. INVESTIGATION PROCEDURES

A. The initial investigation shall determine the basis for further intervention in the family. The investigating caseworker shall strive to determine the nature, extent, and cause of the alleged abuse/neglect. At a minimum, investigation of reports of child abuse/neglect shall include the following activities:

1. A visit to the child(ren)'s home, whenever possible

2. An interview and/or observation of the alleged victim(s)

3. An examination of the alleged victim(s) to include an assessment of the child's overall current physical, mental, and emotional condition

4. An interview and/or observation of all other children in the home

5. An interview of the child(ren)'s parents, legal guardian, custodian, and other adults in the home

6. An assessment of the safety and physical condition of the home when that is a factor in the report. If access is denied, a court order may be sought.

7. Consideration of ethnic, religious, and cultural issues when not in conflict with the definition of child abuse/neglect

8. The use of an interpreter or appropriate person to assist in interviewing individuals with special needs, such as individuals with hearing, visual, mental, developmental, impairment and non-English speaking persons.

9. Notification of the alleged perpetrator of the abuse/neglect allegations and surrounding circumstances, and an opportunity afforded to response to the allegations. Notification shall be coordinated with law enforcement when appropriate.

10. Communication and coordination with law enforcement victim advocates on domestic violence cases when possible.

B. The DCYF shall seek an order from the Juvenile Division of the District Court when one or more of the following criteria exist:

   1. The DCYF caseworker is unable to investigate a report of suspected child abuse/neglect due to the family's unwillingness to cooperate, including refusing to produce the child or to allow an interview or exam of the child.

   2. The DCYF investigation indicates a need for services, but the family is either unwilling to participate or unable to benefit from such services and the child is in substantial danger.

   3. The DCYF investigation indicates the need for removal of the child from the home and no police protective hold has been placed.

   4. The family is already under the jurisdiction of the court and a modification is necessary to ensure the child's continued safety.

C. Additional steps that may occur during the course of an investigation:

   1. Explore the possibility that other forms of abuse/neglect exist other than originally reported, i.e., sexual abuse

   2. Medical evaluation of the child

   3. Mental or emotional evaluation of the child

D. Factors considered when making the decision to continue a child in his own home include:

1. Severity of the abuse/neglect to the child(ren)
2. Age and vulnerability of the child(ren)
3. Presence of a protective caretaker in the home
4. History of the family and prior incidents
5. Level of risk posed by the alleged perpetrator, their cooperation and willingness to change, and/or continued access to the victim
6. Family's willingness and ability to accept and participate in services that could adequately protect the child.

VI. PROTECTIVE CUSTODY

A. The DCYF shall not remove a child(ren) from their home without a police protective custody or a court order. At the conclusion, if not before, the court-ordered (72 hours) or police protective hold (48 hours), the child shall be returned home, or the child shall remain in court-ordered placement.

B. If the DCYF caseworker knows or learns of significant changes in circumstances after the law enforcement officer places a protective hold on the child(ren), the caseworker shall notify the law enforcement officer so the officer may decide whether or not to vacate the hold.

C. If the circumstances change after a court hold is placed, the DCYF caseworker shall notify the county attorney.

VII. INVESTIGATIONS OF THIRD-PARTY CHILD ABUSE/NEGLECT

A. Law enforcement personnel shall assume the primary responsibility for the coordination and investigation of reports of third-party child abuse/neglect by persons ten years of age and older.

B. If the law enforcement agency notifies the DCYF that the protection and safety of a child(ren) is at risk, the DCYF will conduct an assessment regarding the report of child abuse/neglect.

C. The DCYF is responsible for investigating reports of third-party abuse/neglect when the alleged perpetrator is under ten years of age.

D. When the third-party investigation involves a child(ren) who is a temporary resident of Jefferson County, the DCYF shall notify the law enforcement agency in the child's county of permanent residence and upon completion of the investigation, a copy of all pertinent information shall be forwarded to the appropriate officials in the county.

E. The DCYF shall review investigative reports of law enforcement regarding third-party abuse/neglect and shall determine whether the report should be entered in the state computerized data system (TRAILS).

VIII. INVESTIGATIONS OF INSTITUTIONAL ABUSE/NEGLECT

A. The DCYF and local law enforcement shall coordinate the initial investigation of institutional abuse/neglect.

B. The initial investigation shall assess the need for emergency intervention and evaluate the safety of the child(ren) to determine the following:

1. Whether the alleged abuse/neglect occurred.
2. The circumstances surrounding the injury, abuse, and/or neglect.
3. The person or persons responsible and their continued access to the children.
4. The need to protect the child(ren) in the institution from further risk of harm.
5. Whether the administrative authority or institution staff are culpable, and if so, in what manner.

C. The DCYF caseworker will forward their written report of the investigation to the appropriate state, county, and local agencies for their follow-up.

IX. CONCLUSION OF THE INVESTIGATION

A. The DCYF caseworker shall complete the investigation within thirty days unless otherwise approved by their supervisor. When the allegations of abuse/neglect are substantiated, the DCYF caseworker will provide referrals to appropriate community resources or will open an ongoing case for services.

FIRST JUDICIAL DISTRICT ATTORNEY'S OFFICE

I. NOTIFICATIONS

1. The District Attorney's Office shall immediately notify DCYF or the appropriate law enforcement agency on all cases of alleged child abuse which are initiated by and/or reported to that office. In addition to verbal notification, written documentation of the incident shall be forwarded to the appropriate agency.

II. RESPONSE

1. The District Attorney investigators will adhere to law enforcement procedures in conducting investigations of alleged child abuse.

2. When called in by a law enforcement agency to assist in an investigation, the district attorney investigators shall coordinate their investigation with that of the law enforcement agency unless for good cause there is a need for an independent district attorney's office investigation.

3. A deputy district attorney of the Crimes Against Children's Unit will be available 24 hours a day for consultation during the investigation of alleged child abuse.

4. When called in by a law enforcement agency to act as an advisor during the investigation, the deputy district attorney will be responsible for familiarizing the investigating agencies with the legal issues particular to criminal prosecution and monitoring the consistency of the investigation.

III. PROSECUTION

1. The District Attorney's Office has established a specialized unit to file all crimes against children.

2. The objectives of the Crimes Against Children Unit are to provide comprehensive training programs to law enforcement, DCYF, and other agencies which deal with child abuse; to act as a legal advisor to law enforcement at the earliest possible stage of the investigation; to improve evidence gathering in criminal investigations; to prosecute criminal cases of child abuse, as resources allow; to maintain consistency in the disposition and prosecution of such cases; and to increase the awareness of child protection issues in the criminal justice system and the community at large.

FIRST JUDICIAL DISTRICT ATTORNEY BASED VICTIM SERVICES

I. NOTIFICATION

Victim Assistance personnel shall immediately notify the appropriate law enforcement agency or the Division of Children, Youth, and Families on all cases of alleged child abuse/neglect upon learning of such child abuse/neglect. In addition to verbal notification, written notification of the incident shall be forwarded to the appropriate agency.

II. CONFIDENTIALITY

District Attorney Victim Advocates do not have confidentiality with regard to statements made by victims and witnesses. Victims and witnesses shall be informed that information pertinent to the prosecution of a case must be passed on to the deputy district attorney. Victims will be encouraged to provide this information directly to the investigator with the goal of accuracy in reporting as well as preventing advocates from becoming witnesses.

III. RESPONSE

A. Victim Assistance personnel shall adhere to the policies and procedures of the District Attorney's Office.

B. When a child abuse/neglect case is filed with the District Attorney's Office, the case shall be screened by the Victim Assistance Unit. Screening shall include:

1. Sending Victim Rights information.
2. Sending crime victim compensation information.
3. Sending restitution affidavit of loss form.
4. Sending cover letter identifying a victim specialist contact at the office.
5. Personal contact by the Crimes Against Children victim specialist.
6. Appropriate assistance referrals to the victim.

C. The victim specialist will attempt to keep the victim, or the appropriate guardian, apprised of the case after every court event. Procedures include:

1. Initial phone call to child's parent(s), foster parent, guardian, and/or on-going social worker after case filing. This call should include the following:
    a. Victim Rights
    b. Case status and charges filed.
    c. General criminal justice case flow.

d. Information on crime victim compensation and therapy for both child victim and appropriate parent/guardian.
e. Other appropriate referrals to aid child victim and /or parent.
f. If defendant will be tested for HIV, explanation of procedure.
g. Information on the Jeffco Children's Alliance, if applicable.

2. Phone or written contact after all court events to notify the victim or parent/guardian of the outcome and explain the applicable criminal justice procedure.
3. Notification of any bond reduction hearings and assistance for the victim or parent/guardian in making a personal or written statement in response.
4. Assistance in any meetings between the deputy district attorney and the victim or parent/guardian.
5. Preparation of the child victim through either the "Court School" program, and/or personal work with the child for testimony in court.
6. Assistance of the child and parent/guardian throughout the trial and any other hearings requiring their testimony, or they want to attend.
7. Assistance in filling out the victim impact statement or preparing for an oral statement at sentencing for both the child victim and parent/guardian.

D. The victim specialist will create a network of communication and support for the child victim by establishing contact with the different agencies involved in the child's life. These agencies may include:

1. The on-going social worker and county attorney, if there is a dependency and neglect case involved.
2. The guardian ad litem, if there is one involved.
3. The therapist or school counselor.
4. Any Jefferson County Advocacy Centers that might be involved.
5. The assigned law enforcement victim advocate.
   a. Supply law enforcement victim advocate with copy of case declination letter.

FAMILY TREE

I. CHILD ABUSE REPORTING

A. Any member of Family Tree staff (paid or unpaid) who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report be made of such fact to the county department of social services or local law enforcement agency, Section 19-3-304. Any person who makes a report of child abuse or neglect in good faith is immune from liability unless a court determines that their behavior in making the report was willful, wanton, and malicious, Section 19-3-309. Any person who knowingly makes a false report of abuse or neglect and any mandated reporter who fails to report commits a class 3 misdemeanor, Section 19-3-304(4)(a).

II. CHILD ABUSE DEFINED

A. For purposes of reporting, child abuse or neglect is defined in the Children Code as the following:

1. Evidence of burns, skin bruising, bleeding, malnutrition, failure to thrive, fracture of any bone, subdural hematoma, soft tissue swelling, any other injury, or death, and where such condition or death is not justifiably explained; or where the history given concerning such condition or death is at variance with the degree or type of condition or death; or may not be the product of an accidental occurrence; or
2. Where there is evidence of sexual assault or sexual molestation which may include sexual intercourse, oral or anal intercourse, fondling or exhibitionism, or any other sexual contact; or
3. Where there is evidence that a child has been neglected and such neglect seriously threatens the child's health or welfare including any case where the child's parents, legal guardians, or custodians fail to take actions or provide adequate food, clothing, shelter or supervision that a prudent parent would take.
4. Use or abuse of drugs or alcohol during pregnancy is not included in the definition of child abuse in the State of Colorado for reporting purposes, although use may result in child abuse charges or a dependency and neglect proceeding when the child is born. Family Tree staff are expected to report any suspected use of drugs or alcohol during pregnancy.
5. Child abuse may result from an adult to a child, e.g. parent to child, adult relative to child, adult shelter resident to child, or staff member to child. Child abuse may also result from a child to a child, e.g. child relative to child, child shelter resident to child, or child outside of shelter/agency setting to a child.

6. Youth (over age of ten years) to youth physical assault is reported as an assault to the local police department. Youth to youth sexual contact is reported as child abuse to the Department of Children, Youth, Families (DCYF), unless the alleged perpetrator is over ten years of age and then s reported to the police.

III. HOW TO REPORT CHILD ABUSE

A. Call Department of Social Services

1. Any Family Tree staff member, paid or unpaid, encountering evidence or suspicion of child abuse shall contact the Department of Social Services in the location where the child currently resides. Supervisory or managerial staff will be available for consultation as needed. Reporting to one's supervisor does not satisfy the duty to report to the Department of Social Services.

IV. STAFF INVESTIGATIONS

A. DCYF employees and law enforcement officials are trained to investigate reports to determine if any intervention is appropriate. Reporters will utilize the expertise of DCYF employees and law enforcement officials by appropriately making reports and will not initiate their own informal investigations prior to deciding to report.

B. COMPLETE WRITTEN DOCUMENTATION AND INFORM SUPERVISOR: The report to the authorities should include the information included on the "Child Abuse/Neglect Report Form." Completed forms will be retained at the related program site in a specific child abuse report form folder. A note regarding the child abuse/neglect report will be made in the service recipient's record/file.

V. SELF REPORTING

A. Staff may encourage either the adult reporting or the adult under suspicion to make the report. Staff will still report even if this causes two reports to be made.

VI. CONFIDENTIALITY

A. Once the initial report has been made, no additional information which is not pertinent to the child abuse report can be disclosed without a Release of Information signed by the service recipient and/or the service recipient's guardian as appropriate.

VII. ADDITIONAL NOTIFICATION

A. If the service recipient is in the care and custody of DCYF, the caseworker will also be notified as soon as possible.

VIII. VICTIM IS AN ADULT

A. If the victim is an adult and reports being a victim of child abuse when she or he was a minor (under the age of 18) and this incident occurred within the past ten years, the victim will be encouraged to make a report to the county where the abuse occurred. See the "Child Abuse Defined" paragraph regarding incidents, which would reasonably result in abuse or neglect such as minors residing in the home of the alleged perpetrator of an adult victim.

VIII. ALLEGED ABUSE BY STAFF

A. If a Family Tree employee, paid or unpaid, has reason to suspect another employee of child abuse or neglect, please refer to Family Tree's procedures on "allegations against staff." Contact a Human Resources representative for these procedures.

IX. FAILURE TO REPORT

A. Any Family Tree employee, paid or unpaid, who is found to have violated this policy and procedure may be subject to immediate disciplinary action up to and including termination of employment.

X. RESPONDING TO LAW ENFORCEMENT OFFICIALS

A. The extent to which Family Tree can respond to subpoenas, search warrants and arrest warrants is directly related to the duty of confidentiality set forth in state and federal guidelines especially those regulating services for victims of domestic violence. Family Tree's policies do not condone illegal actions.

XI. CIVIL SERVICES

A. Services of civil processes for service recipients by law enforcement personnel cannot be accepted. (Civil documents include: Legal Separation, Divorce, Parental Responsibilities [Custody], Small Claims, Temporary Restraining Orders, and Subpoenas civil and/or criminal). Subpoenas for staff may be delivered at Family Tree Administrative Offices at 3805 Marshall Street, Suite 100, Wheat Ridge, Colorado, 80033.

XII. WARRANTS AT DOMESTIC VIOLENCE SHELTER

A. If a law enforcement agency has a warrant for a person believed to be in the Family Tree Women in Crisis domestic violence shelter, its initial contact will be through a telephone call. When an officer calls the domestic violence shelter to say he/she has a warrant, he/she will not identify the person named on the warrant.

B. Staff will remind the officer that, by law, Family Tree staff cannot and will not confirm nor deny that any domestic violence victim is a service recipient and that staff cannot allow officers to enter the domestic violence shelter without a search warrant. An arrest warrant is not sufficient. If the officer has reason to believe that the person named could pose a threat or risk to staff or to other service recipients, he/she will inform staff of such during the call.

C. Staff will then contact the Domestic Violence Services Managing Director, a Supervisor, or the President of Family Tree to apprise her of the situation and let her know the officers are on their way.

D. If at all possible, the Supervisor will be present at the domestic violence shelter when the officers arrive. She will be the official contact in the situation, bringing the authority and credibility of the agency to the situation. She will assure adherence to the policies and procedures and provide consistency and support to staff. (It should be noted here that the courts have recognized a number of strictly limited exceptions to the general rule that a search warrant is required to enter a private area. Supervisors will be knowledgeable of these exceptions.)

XIII. WHEN THE OFFICERS ARRIVE AT DOMESTIC VIOLENCE SHELTER

A. A uniformed supervisor will accompany the officer when coming to execute a search warrant. Staff will confirm through the security monitor that there are two officers, at least one being a uniformed supervisor, and that they have a search warrant, before going to the door.

B. If officers say they have a search warrant, staff will go to the door and examine the document, looking for all the key elements. Staff will also ask to see the officer's identification cards and badges before letting them into the domestic violence shelter. If, for some reason, the law enforcement agency did not give the domestic violence shelter advanced notice of their intent to serve a warrant, staff should verify the identity of officers by calling the appropriate law enforcement agency.

C. If a service recipient is the subject of the search and is clearly identified in the warrant, staff will go to the individual and ask him/her to come to the reception area of the domestic violence shelter. This will help to preserve the anonymity of the other service recipients.

D. If the person named on the search warrant is not a service recipient at the domestic violence shelter, staff will inform the officers of this. If she is a current service recipient but is not currently in the domestic violence shelter, staff will inform the officers of this. If they ask for her time of return, staff will advise them what time she indicated she would return.

E. Records or files of service participants should never be the subject of a search warrant. If the warrant seeks records or files, the on-call Supervisor should call the issuing authority and ask that the warrant be withdrawn.

F. If the search warrant is for contraband/weapon, the boundaries of the search should be clearly identified. A staff person will accompany the officers throughout the domestic violence shelter. Staff will unlock the service recipient's domestic violence shelter room for the officers, but will not follow them into the room or give the impression of assisting the officers in their search.

G. If the warrant contains the address of the domestic violence shelter, staff will ask to have the document sealed or have the address expunged from the document.

H. Staff will not act as an agent of law enforcement in a search or in placing a service recipient in custody.

XIV. FOLLOW UP INVESTIGATION TO A CHILD ABUSE REPORT

A. In the event that there is a request for Family Tree to cooperate with an investigation or to provide follow up information regarding a child abuse report, the following procedures apply. Family Tree staff are also encouraged to consult with their supervisors.

B. If Family Tree staff initiated the child abuse report, they will cooperate when requested with the resulting investigation. Cooperation includes providing follow up information relevant to the investigation defined as being on the Family Tree Child Abuse/Neglect Report Form and allowing social services and/or law enforcement staff entry into administrative or common area space to conduct interviews relevant to the investigation.

C. If the child abuse/neglect report was made by an individual or agency other than Family Tree, when possible, Family Tree staff will contact the service recipient or personal representative or legal guardian in question and offer her/him the opportunity to voluntarily cooperate or to allow Family Tree staff to cooperate with the investigation. Family Tree staff will realize that disclosing information to the service recipient may interfere with the investigation and will share minimal information, referring questions to law enforcement personnel.

D. If the service recipient (or the personal representative or guardian) is unavailable or unwilling to comply, Family Tree staffs' response will be

that they cannot confirm nor deny that the person is or was a service recipient or provide additional information. Law enforcement and social services staff will not be admitted to program sites except as described above. Procedures may vary in situations where institutional abuse is being investigated or according to RTC regulations.

D

I. PURPOSE

It is the policy of the Jefferson County Department of Health and Environment to comply with the Child Protection Act and with the mandatory reporting requirements of the Act.

A. To that end, any employee who has reasonable cause to know or suspect that a child has been subjected to abuse or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, shall immediately report or cause a report to be made to the Division of Children, Youth, and Families (DCYF). In those cases where the child abuse is observed to be in progress, notification shall be made immediately to the appropriate law enforcement agency.

B. The legal responsibility of the employee who suspects abuse or neglect is not satisfied by reporting suspicion to other Health Department employees.

1. Violation of the Acts reporting requirements is punishable as a criminal offense and may create civil liability for any further injuries.
2. The Child Protection Act grants Health Department employees and other persons who report child abuse or neglect immunity from any liability that might otherwise be incurred, except for knowingly making a false report.

C. Employees shall not contact the child's family or any other person to determine the cause of the suspected abuse or neglect.

D. It is not the responsibility of the employee to prove that the child has been abused or neglected.

1. Employees are encouraged to ask the child how an injury occurred.
2. If the child's response is vague or inconsistent, or if the injury does not fit the child's explanation, the DCYF or the appropriate law enforcement agency shall be notified.

E. Employees shall inform their supervisor that a child abuse/neglect report form has been made to the appropriate agency.

F. Except as otherwise provided specifically by law, reports of child abuse or neglect and the name and address of any child, family, or informant or any other identifying information contained in such reports shall be confidential and shall not be public information. The Health Department shall maintain documentation of each report in the patient's chart.

G. Release of Medical Records

1. During a child abuse investigation, a copy of the child abuse/neglect report form and the patient record will be released by the Health Department to the law enforcement agency and/or the DCYF.
2. The law enforcement officer or the DCYF caseworker will sign the "release of medical records form."
3. The medical records clerk and/or nurse will assure that the records release form is completed, documented on the patient record, that copies of the patient record are made, and release the copies directly to the law enforcement officer.
4. Requests for records involving suspected child abuse cases, after the date of service, shall be managed directly through medical records. The law enforcement officer does not need a medical release from the parents in order to obtain medical records.
5. Federal laws and regulations regarding confidentiality of alcohol and drug patient records will be applied as appropriate.

H. Staff training is essential in meeting the reporting requirements of Colorado law. All staff, including nurses, aides, counselors, environmental health specialists, secretaries, clerks, etc., should be trained to identify and report child abuse and neglect based on Colorado law and the Health Department policy. All supervisors and employees are affirmatively charged with familiarizing themselves with these reporting requirements.

I. The medical director shall develop such regulations necessary to accomplish the intent of this policy.

II. PROCEDURE

A. Upon having reasonable cause to know or suspect that a child has been subjected to abuse or neglect, any employee with such knowledge or suspicion must complete the child abuse/neglect report form and immediately report those facts, or cause a report of those facts to be made to human services or, if the abuse is observed to be in progress, to the appropriate law enforcement agency.

B. Employees shall not contact the child's family or any other person to determine the cause of the suspected abuse or neglect, but may inquire of the child how an injury occurred. An employee's reasonable cause to suspect that the child has been subjected to abuse or neglect may arise from a child's vague or inconsistent response to such an inquiry or from an explanation which does not fit the injury.

C. After making the required report to the DCYF or the appropriate law enforcement agency, the employee should inform their supervisor of the circumstances of the report.

D. The employee who has reported to the DCYF or to the appropriate law enforcement agency must complete the child abuse/neglect report form and keep a copy in the patient's chart.

E. All reports of child abuse or neglect are to be kept strictly confidential.

HEALTH CARE FACILITIES

I. PURPOSE

A. Health care providers engaged in the admission, care or treatment of patients are required by Colorado law to report any situations of suspected child abuse/neglect to Division of Children, Youth and Families (DCYF) or the appropriate law enforcement agency.

II. DIRECTIVES

A. When there is evidence or suspicion of abuse/neglect, an appropriate medical diagnostic workup should be initiated by the physician attending the patient.

B. The health care facility will cooperate with the DCYF and/or law enforcement agency in evaluating the patient situation.

III. NOTIFICATION

A. The DCYF Child Protection Intake
The DCYF shall be notified immediately of any situations or alleged child abuse/neglect admitted or evaluated.

B. Law Enforcement Agency
The appropriate law enforcement agency shall be notified of the following circumstances:

1. Cases of child death or serious bodily injury, which may be the result of non-accidental trauma or severe neglect, shall be reported immediately to the appropriate law enforcement agency.
2. The health care provider/case manager is unable to contact the DCYF worker on call.
3. The family or other person attempts to remove the child from the health care facility prior to arrival of the DCYF. (Refer to the health care facility's internal policy).
4. The health care facility is advised by the DCYF to notify law enforcement authorities.

IV. GUIDELINES

A. The health care provider assigned will obtain and document an accurate patient history and assessment on all pediatric patients up to age 18.

1. Eye witness history of abuse or neglect is given.
2. There is an unexplained injury.

3. The injury is implausible considering the child's age, history or other factors.
4. There was a delay in seeking medical care.
5. Any case in which a child is a child in need of services because the child's parents, legal guardian, or custodian fails to take the appropriate actions to provide adequate food, clothing, shelter, medical care or supervision that a prudent parent would take.

B. The assigned health care provider will observe and document parent/child behavior and interaction. If abuse or neglect is suspected, the health care provider is responsible for communicating this to the physician.

1. The physician, in cooperation with law enforcement and the DCYF, will determine what laboratory and radiological tests, photographs and other data are required for verification and/or documentation of abuse. Said radiological and laboratory tests, treatment and care will be provided as directed by the physician's orders.
2. All treatment, tests, and required reporting will be documented in the medical record.

C. It is the responsibility of the health care provider/case manager to immediately notify the DCYF when suspected child abuse/neglect is brought to his/her attention.

D. If law enforcement or the DCYF bring a child in with suspected abuse or neglect, the health care facility staff will assist in gathering information consistent with accidental or non-accidental injury.

E. Jefferson County Coroner will be notified of all deaths according to internal policy.

F. If the child is to be admitted to the health care facility, the health care provider/case manager will notify the inpatient nursing unit that child abuse/neglect is suspected and has been reported.

G. If the child does not need hospitalization, do not permit discharge prior to phone consultation with the DCYF regarding disposition.

H. If the child who has suspected abuse or neglect is to be transported to another health care facility, notify the DCYF. Notify receiving health care facility of reports made to the DCYF.

V. MANAGEMENT OF SUSPECTED CHILD ABUSE/NEGLECT (SCAN)

A child transported to the health care facility by the DCYF and/or law enforcement authority will be managed according to the following:

A. General

It is the policy of the DCYF to notify the appropriate department of the health care facility of their pending arrival. The primary concern of the health care team is the safety of the child and assuring they receive appropriate medical care. The physician's role is to obtain pertinent history, perform medical examination, and document findings on the chart.

B. Subjective Assessment

1. When, where, and how the injury occurred. When possible, question the child privately. An extensive interview will be conducted by law enforcement/DCYF. Do not ask leading questions, i.e., "Did your mother/father do this to you?" You may ask, "What happened to you?"
2. Any previous injury and cause determined by questioning and previous medical records.
3. Assess for any significant developmental problems.
4. Assess nutritional status.

C. Physical Exam

A physical exam will be performed by the physician on all cases of suspected child abuse/neglect. X-rays and other ancillary lab tests will be performed as appropriate.

D. Written Report

The medical record will document history, physical examination, diagnostic studies, and a precise diagnostic statement.

E. Requests for Medical Records – State Confidentiality Requirements

Generally speaking, medical records documenting child abuse or neglect are subject to the same confidentiality laws as other medical records. However, this is an exception in the Colorado testimonial privilege law that permits the admission of evidence of any communication between a patient, physician, registered nurse, mental health professional or school psychologist that were the basis of a child abuse report in any judicial proceeding resulting from the report. CRS 19-3-311. This exception to the testimonial privilege law is quite limited in scope and does not extend

to records of later communications relating to the same incident that prompted the child abuse report. Dill v. People, 927 P.2d 1315 (Colo. 1996). Accordingly, health care providers should not release medical records relating to child abuse or neglect except as provided below:

1. It is best to have a written authorization for the release of the records. If the parents have retained custody, the authorization should come from them unless special circumstances exist which require the minor's authorization. If human services or some other agency has legal custody and authority to obtain the child's medical records, an authorized employee should execute the authorization. Appropriate steps should be taken to verify the identity and authority of the person signing the authorization.

2. While cooperation with child protection agencies is encouraged, precautions are warranted when a valid authorization for release of the medical record is not provided. Under Colorado law, a subpoena for medical records will not be a sufficient basis for releasing the information unless the above-described exception to the testimonial privilege law applies. Because it is very limited in scope, legal counsel should be consulted before producing information in response to a subpoena on the basis of this exception. In other situations, a health care provider should respond to the subpoena but not produce the record without a court order. When an order is received, a copy of the records should be produced under seal to the court.

3. If the medical record contains drug abuse or alcohol treatment information, the federal drug and alcohol regulations will not restrict the disclosure of the basic child abuse reporting information. However, the regulations will restrict disclosure of the original patient records, including their disclosure in civil or criminal proceedings arising out of a child abuse report. A court order for disclosures of these records must satisfy special requirements and must be based upon a finding that the public interest in the investigation and prosecution of child abuse charges outweighs the patient's privilege.

F. HIPAA Requirements

A health care provider that is a covered entity under HIPAA may disclose Protected Health Information (PHI) to a public health authority or other appropriate government authority authorized by state law to receive reports of child abuse or neglect. 42 C.F.R. 164.512(b)(1)(ii).

G. Release of Medical Records

After obtaining appropriate authorization for release of medical records (refer to section E):

1. A copy of the medical record will be released to the law enforcement agency and/or DCYF by the health care facility at the time of services. The requesting law enforcement officer/DCYF worker must sign the appropriate consent for release of records.
2. The health care facility will ensure that the record release form is completed and document the same on the patient record. The record will be released directly to the law enforcement officer/DCYF worker.
3. Request for records involving suspected child abuse after the date of service will be managed directly through the medical records department. The law enforcement officer/DCYF worker does not need a medical release from the parents in order to obtain medical records, but does need to sign consent for release of records for law enforcement.

H. Child Abuse/Neglect Report Form

Reports of known or suspected child abuse or neglect shall be made immediately to the county department or the local law enforcement agency and shall be followed promptly by a written report prepared by those persons required to report. The county department shall submit a report of confirmed child abuse or neglect within sixty days of receipt of the report to the state department in a manner prescribed by the state department.

Such reports, when possible, shall include the following information:

1. The name, address, age, sex, and race of the child;
2. The name and address of the person responsible for the suspected abuse or neglect, if known;
3. The nature and extent of the child's injuries, including any evidence of previous known or suspected abuse or neglect of the child or the child's siblings;
4. The family composition;
5. The source of the report and the name, address, and occupation of the person making the report;
6. Any action taken by the reporting source; and
7. Any other information that the person making the report believes may be helpful in furthering the purposes of the Act.

The Child Abuse/Neglect report form is to be completed and sent to DCYF on all reported cases. It will be documented on the patient record that a written report has been completed.

JEFFERSON COUNTY JUVENILE ASSESSMENT CENTER – JAC

I. POLICY

The JAC and all staff of collaborating agencies (First Judicial District Attorney, Jefferson Center for Mental Health, and Jefferson County School District) will comply with the legal requirement of reporting to the DCYF on all cases of suspected, apparent, potential, or observed child abuse or neglect. The juvenile assessment specialist will adhere to this policy.

II. PROCEDURE

A. When a staff person becomes aware of an occurrence of suspected, apparent, potential, or observed child abuse or neglect, the staff person will immediately notify the Child Protection Team (of Jefferson, Clear Creek, or Gilpin counties when applicable). Failure to comply with the reporting law may result in legal action against the staff person. Also, failure to report will result in disciplinary action against the employee.

B. The staff person will also attach a copy of the child abuse report to an unusual incident report and forward it to their manager.

C. Optimally, the staff person should encourage the family to report the abuse or neglect. However, it is still the staff person's responsibility to follow-up and ensure the report has been made.

D. In situations of immediate danger to the involved subject, staff will cooperate with the investigation, which may include attempting to keep the involved subjects at the JAC until DCYF and/or law enforcement personnel can respond to investigate. The staff person should be as supportive as possible while the client is going through the process of investigation.

E. The staff person is to notify the management team as soon as possible of the report to DCYF.

F. Documentation of the report to DCYF is to be entered in the client's chart. The documentation should include the circumstances in which the staff

person became aware of the abuse or neglect situation and the actions taken.

III. Staff of collaborating agencies (First Judicial District Attorney, Jefferson Center for Mental Health, and Jefferson County School District) will report as per their parent agency's procedures.

JEFFERSON COUNTY JUVENILE ASSESSMENT CENTER / DISTRICT ATTORNEY'S OFFICE PRETRIAL SUPERVISION PROGRAM (JUVENILES WHO ARE ALLEGED TO HAVE COMMITTED SEX OFFENSES)

I. POLICY/GOALS

The goals of the pretrial supervision program for juveniles who have been contacted by law enforcement for sexual offenses are: to provide specialized assessment, intervention, supervision and behavioral monitoring; to provide timely referral to sex offense specific treatment in order to manage and rehabilitate the sexual offending behavior; to develop home, school and community safety plans to allow the juveniles to be maintained safely in a community setting; to enhance victim protection; and to train parents to effectively supervise and manage their child's sexual offending behavior.

II. PROCEDURE

A. The District Attorney's Office has a pretrial supervision officer housed at the Juvenile Assessment Center to provide assessment, pretrial supervision, referral for offense specific treatment, and safety planning for home, school and community settings for juveniles contacted by law enforcement for sexual offenses.

B. Juveniles who have been contacted by law enforcement for sexual offenses will either be referred for pretrial supervision to the pretrial supervision officer or they will be detained in the Mount View Detention Center.

C. If questions arise about whether to detain a juvenile who has committed a sexual offense or to release the juvenile to a parent or custodian, please contact the pretrial supervision officer by pager (303-760-2448) or the Chief Deputy of the Crimes Against Children Unit by pager (303-760-9163) or cell phone (303-886-4351).

D. Referrals are made to the pretrial supervision program by telephone call to the pretrial supervision officer (303-271-4575) or by faxing a referral form to the pretrial supervision officer.

E. The pretrial supervision program is a voluntary program for the juveniles and their families. The pretrial supervision officer conducts a thorough assessment of each juvenile and his/her family to assess risk to the community, amenability for treatment, and treatment and management needs. A detailed pretrial supervision contract is developed to provide supervision and behavioral monitoring during the investigation and prosecution processes. The pretrial supervision maintains regular contact with each juvenile, his/her family, the schools, treatment providers and other relevant agencies to monitor each juvenile's compliance with the pretrial supervision contract. Consequences are provided for noncompliance. The pretrial supervision officer refers each juvenile to appropriate sex offense specific treatment. The pretrial supervision officer attends each juvenile's court hearings and reports to the court regarding each juvenile's compliance with and response to pretrial supervision and offense specific treatment. The pretrial supervision officer conducts home, school and community safety planning in order to maintain the juvenile in a community setting. The parents or custodians of each juvenile are required to attend informed supervision training in order to learn how to recognize, supervise and manage sexual offending behavior.

The pretrial supervision officer is also involved in assessing juveniles for the prosecution alternative of an informal adjustment. If a juvenile is placed on an informal adjustment, the pretrial supervision officer monitors compliance with the terms and conditions of the informal adjustment.

F. Pretrial supervision ends when a juvenile is sentenced by the court, or the juvenile is found not guilty by the court or by a jury, or the juvenile's delinquency action is dismissed.

JEFFERSON COUNTY LAW ENFORCEMENT AGENCIES

In all cases of alleged child abuse, the officers responding to the initial report are responsible for a comprehensive preliminary investigation. This shall include documentation, interviews, notifications, evidence gathering, and transportation. It is necessary that all officers and supervisors be familiar with the sequence of a child abuse investigation. Child abuse is a problem of major proportions, and both the protection of all children involved and the successful prosecution of alleged perpetrators depends on a complete and unbiased, Multi-disciplinary team investigation.

"The County recognizes the high correlation between juveniles witnessing domestic violence and the short and long term detrimental effects on these children."

If physical abuse to a child has not occurred during a domestic violence situation, law enforcement agencies shall consider emotional abuse upon a child as it relates to a protection issue. Factors to consider include, but are not limited to: frequency of domestic episodes, age of child, seriousness of the episode, and threat of risk to the child.

There is often a fine line between discipline and physical abuse. The distinction may be made unclear by cultural practices, personal opinion, medical technicalities, or other issues. It is imperative that officers who are investigating an alleged abuse remain unemotional, objective, and thorough.

Not all cases of alleged abuse are appropriate for prosecution by the Criminal Justice System. Some cases may be handled entirely by the Department of Children, Youth and Families (DCYF). Factors to consider in evaluating the appropriateness of criminal prosecution may include the age of the victim, extent of the injuries, the condition of the home, past history of abuse, the attitudes of the victims and the suspects toward the offense, the future family prognosis, and ultimately whether there is sufficient evidence to establish the burden of proof in a criminal case.

The primary responsibility of law enforcement agencies is to conduct investigations of alleged criminal offenses, gather and maintain evidence, present cases for criminal filing, and assist in the protection of all children involved in alleged child abuse. The

Colorado Revised Statutes provide that law enforcement agencies are solely responsible for the coordination and investigation of all reports of third party abuse or neglect committed by persons ten years of age or older. In addition to the factors previously mentioned, law enforcement agencies may also consider the totality of circumstances, nature of abuse and/or neglect when making a determination regarding the filing of appropriate criminal charges.

The Colorado Revised Statutes provide that the DCYF has the primary responsibility for the coordination of all investigations of alleged intrafamilial child abuse cases. It is imperative that the DCYF be notified immediately of all cases of alleged intrafamilial child abuse which are reported to all law enforcement agencies. In addition, the DCYF must be notified by the investigating law enforcement agency during the course of a third party abuse or neglect investigation if the protection and safety of a child is at risk, or DCYF intervention is otherwise necessary. The DCYF also has the primary responsibility for investigating third party sexual abuse cases perpetrated by persons under the age of ten.
The following procedures shall serve as a checklist to law enforcement officers and supervisors involved in investigating alleged child abuse cases.

I. NOTIFICATIONS

A. Law Enforcement Agencies

1. In cases of intrafamilial and institutional child abuse, child fatalities, or suspected SIDS death, law enforcement agencies shall notify the DCYF immediately, regardless of the hour. Such notifications may be made via telephone. Upon notification to the DCYF, a coordinated response between law enforcement and DCYF will be discussed and initiated. In all other cases, i.e., third party abuses, a copy of the law enforcement agency's reports shall be forwarded to DCYF as soon as possible. Consultation via the telephone is available to law enforcement on a 24 hour basis.
2. In addition to a DCYF case worker, the involvement of a victim advocate representative should be initiated during the commencement of the investigation rather than at the investigation's conclusion.
3. Pursuant to C.R.S. 18-6-803.6, when a police officer responds to a domestic violence case, the officer must include in his or her report whether children have seen or heard the alleged offense. In addition, documentation should include but not be limited to the identities of all children within the home and what they may have observed or been subjected to. This mandate applies whether or not an arrest is made. A copy of the police report documenting a domestic incident in which an arrest was made, shall be forwarded to DCYF immediately. In instances where an arrest was not made, the report shall be forwarded as soon as possible.

4. All law enforcement agencies shall notify the Crimes Against Children Unit of the District Attorney's Office immediately, in the following situations:
   a. Child death cases in which death may be the result of suspected non-accidental trauma or severe neglect.
   b. Child abuse cases in which serious bodily injury has occurred as the result of suspected non-accidental trauma or severe neglect (i.e., head trauma, internal injuries).
5. A deputy district attorney or the Crimes Against Children Unit will be available for phone consultation in all cases of child abuse via pager or during regular office hours.
6. In an effort to collect evidence, protect the welfare of the victim, and to expedite the investigation, law enforcement agencies shall notify the appropriate medical facility when they are transporting an alleged child abuse victim to the medical facility.
7. When the investigation involves a suspected perpetrator who was acting in his official capacity as an employee of a school district, law enforcement agencies shall notify the Department of Education or the school district. Also, law enforcement agencies must coordinate the investigation of the abuse or neglect with any investigation being conducted by the Department of Education or the school district.
8. When practical, the District Attorney's Office should be consulted prior to the filing of charges in cases where the perpetrator is acting on his official capacity as an employee of a school district.

II. RESPONSE

A. Upon receiving a report of alleged child abuse, the law enforcement agency shall dispatch a sworn law enforcement officer to make an initial assessment of the facts of the alleged case.

B. The first priority upon arrival at the location shall be the protection of the child. When child abuse is alleged, the officer must view and may interview the child involved. Caution must be taken in interviewing the children to assure that non-leading and non-suggestive questioning techniques are utilized. When practical, interviews should be conducted by officers who are trained and experienced in the questioning of children. When deciding to interview the child, the officer should consider that the child may need to be interviewed again by other investigative personnel.

C. An exception to the warrant requirement exists in criminal law when there is an emergency threatening the life of another. Forcible entry without a warrant may then be made if necessary.

D. During the course of a child abuse investigation, it may become necessary to contact outside agencies. Officers should be mindful of the policies of each individual agency in reference to the release of protected information. These policies apply when officers are contacting victims, witnesses, or suspects that may be under that agencies care and protection.

III. ASSESS THE FACTS

A. Visual examination assessment of a child.

1. Examine the child or children for physical injury and document any injuries. It is recommended that law enforcement officers of the same sex as the victim conduct visual examinations for injuries.
2. It is optimal that the physical assessment be made by a medical doctor, nurse, paramedic, or emergency medical technician; however, at the initial contact, it is not always possible and must frequently be carried out by the sworn officer to determine whether medical care is needed.
3. Section 19-3-308, C.R.S., of the Colorado Children's Code states that a thorough investigation be made immediately upon receipt of a report of known or suspected child abuse or neglect. It further directs that the investigation include a determination of nature, extent, and cause of the abuse or neglect; the identification of any other children living in the same place; and an assessment of the conditions of any other children living in the same place.
4. To comply with Section 19-3-308, C.R.S., the investigation shall include an interview with or observance of the child. This may mean undressing the child. This is often a traumatic experience for the child, the parent, and the investigator. It is advisable that a third person be present in order to reduce the risk of liability for the investigator.
5. To lessen the trauma, the following procedure has been found to be useful:
   a. Before undressing the child, it is important to explain to the child (and, when appropriate, to the non-offending parent) what you are going to do. It may be helpful to enlist the help of the parent, especially when working with a small child.
   b. Older children can be asked to remove their own clothing as directed.
   c. Begin at the top of the head and work down to the bottom of the feet, looking for any signs of abuse and/or neglect. (See Appendix A for specific indicators.)
   d. The removal of the child's clothing may be necessary. However, in order to allow the child to maintain a sense of dignity, at no time during the process should the child be completely undressed.
   e. The location, size, and color of all injuries, including old injuries or scars, must be documented.

6. An expert medical opinion may be helpful upon finding injuries that appear serious, unusual, or unexplained.

   If the allegation is one of sexual abuse, any physical exam should be conducted by appropriately trained medical personnel.

B. Examine the child and surroundings for indicators of physical abuse. (See Appendix A, I.)

C. Examine the child and surroundings for indicators of physical neglect. (See Appendix A, II.)

D. Examine the possibility of sexual abuse. (See Appendix A, III.)

E. Examine the possibility of emotional abuse. (See Appendix A, IV.)

F. Examine the possibility of drug/alcohol exposure. (See Appendix A, V.)

IV. INTERVIEWING THE CHILD

A. Factors to consider in evaluating whether or not a child should be interviewed:

1. The child's age and maturity.
2. The child's ability to relate what has happened.
3. The emotional stability and physical needs of the child.
4. The number of times the child has previously been interviewed, the content of the interview(s), and who conducted the prior interview(s).
5. Consideration should be given to utilizing other services available (i.e., Child Advocacy Center, Children's Hospital).
6. In sexual abuse cases, attempts should be made to have the child interviewed by a qualified sexual abuse investigator.
7 The need to minimize the number of interviews through conducting joint investigations whenever possible.

B. Guidelines for interviewing a child:

1. In this joint investigation, investigating officers and DCYF workers are strongly encouraged to meet prior to an interview to determine a plan of action; i.e., who should conduct the interview, who should take notes, whether a parent or other guardian's presence would be helpful or a deterrent, the environment in which the interview is conducted, and the time and location of the interview.
2. In cases of children with special needs, i.e., hearing impaired, visually impaired, developmentally impaired, mentally impaired,

non-English speaking, seek an appropriate person to assist in the interview.

3. Interview the child separately from any potential witnesses and suspects.
4. Attempt to gain the child's confidence by creating a comfortable and non-threatening atmosphere and building rapport.
5. Do not take sides, or indicate horror, disgust, disbelief, anger, approval, or disapproval in response to the child's statements.
6. Conduct the interview in a language that the child clearly understands. Particularly in cases of sexual abuse, the officer should accept and use whatever terms for genitals and sexual acts the child uses while also asking for clarification and eliciting specific information regarding what has occurred.
7. Permit the child to tell about the incident in his/her way in a narrative form. Remember, the child may have difficulty being specific about dates and locations of alleged offenses. Whenever the child has difficulty verbalizing details, visual aids should be considered and may be of use. The officer should limit questions to necessary information and should use open-ended questions whenever possible. Use caution not to lead or further traumatize the child while obtaining needed specific details for criminal prosecution.
8. During the interview of the child victim, it is important to observe and document the child's demeanor as well as the content of his/her statements. Observe and record the behavior of the child victim and the suspect toward each other that occurs in your presence. Behavioral indicators to look for from the child victim are set forth in Appendix A.
9. Seek information about the age and origin of every injury on all victims.
10. To ensure that the victims are identified and that items of evidentiary value are seized, question the child about other victims, pornography, photographs, movies, sexual aids, alcohol, drugs, medications, birth control, or any other items used during the assault.
11. Close the interview in an appropriate manner such as by thanking the child, acknowledging the feelings or concerns the child has expressed, assuring the child that what he/she has experienced is not his/her fault, answering the child's questions, and telling the child that the information he/she has shared is important. Having a victim advocate available at the beginning and end of the interview will assist in support for the child. Officers conducting investigations will provide updated case status to the victim advocacy representative regarding when a case is being filed, dismissed, or declined.

V. IDENTIFY AND INTERVIEW ALL POTENTIAL WITNESSES/VICTIMS

A. These shall include:

1. The reporting party
2. Outcry witnesses

B. They should include:

1. Parents
2. Guardians
3. Siblings
4. Baby-sitters
5. Other children/stepchildren/child siblings of the suspected perpetrators
6. Medical providers
7. School personnel
8. Counselors/therapists
9. Other potential witnesses who know the child victim or suspect within relevant confines of the investigation

C. When interviewing these witnesses, it is important to address behavioral indicators of abuse or neglect. The presence of certain behavioral indicators corroborates the child victim's account of abuse or neglect. When interviewing outcry witnesses, question them about the behavior and demeanor of the child victim during the outcry, including the circumstance surrounding the child's statement. Ask about behavioral changes or unusual behavior exhibited by the child victim. Also, ask these witnesses to describe the relationship and behavior they have observed between the child and the suspect.

D. Any potential suspects should be advised of his/her relevant constitutional rights when a custodial interrogation is conducted.

VI. IDENTIFY OTHER ADULTS AND CHILDREN IN THE HOME OR ENVIRONMENT

A. Determine the number and identity of other people in the home or the environment being investigated.

B. Identify other potential victims.

C. If other victims are identified, proceed with the investigation of another criminal episode.

D. Notify DCYF as appropriate.

VII. GATHERING EVIDENCE

A. Collect evidence as would be done in any other criminal case. This includes an examination of the crime scene.

B. Observation

1. The officers shall record their observations accurately and in detail so that they will be able to testify effectively in subsequent criminal or civil proceedings. Note such things as:
   a. Physical condition of all children, including their general appearance and any observable injuries or conditions.
   b. Safety of surroundings (i.e., unprotected open windows, exposed wiring, vermin, human or animal waste, exposed weapons, caustic fluids or cleaners, etc.).
   c. General condition of the home, including adequacy of sleeping, eating, and washing facilities.
   d. Availability of food and water.
   e. Adequacy of heat, light, and space.
2. Observe and record the behavior of the parents and child(ren) towards each other in the officer's presence.
3. At the officer's discretion, they may accompany the child in the ambulance in order to preserve evidence.

C. Photographic Evidence

1. All photographic evidence should be gathered per your department's procedure and should include photographs. The first photograph should be without a scale. The second photograph with a scale.
2. Photographs of physical injuries should be taken as soon as possible or when bruising is prominent.
   a. Use extreme sensitivity when photographing injuries on children to prevent alarming the child(ren) any further.
   b. Take full body and close-up photos of injured areas.
3. Photograph the environment where the injury occurred.
4. Photograph the general conditions in the home where such things as soiled bedding, filth, exposed wiring, inadequate plumbing, etc., may exist.
5. Properly mark and identify the photographs.
6. Follow-up photos (i.e., bite marks, bruises, scratches, etc.) should be taken several days after the original photographs.
7. When there is relevant evidence concerning the suspect's body, the presence or absence of distinctive physical characteristics, photographs of these body parts should be taken.

D. Videotaping/audio taping is recommended (when equipment is available) in the following circumstances (it should be noted that videotaping is the preferred method if children are under the age of thirteen.)

1. Initial detailed interviews with children who are the alleged victims or witnesses of sexual abuse, serious injury and death cases.
2. In cases where the investigating law enforcement officer would want to preserve the verbal or physical behavior of the child(ren).
3. Filthy environments.
4. Serious injury or death scenes.

E. Physical Evidence

1. The instrument which inflicted the injury.
2. Dangerous instruments/substances found within reach of unsupervised children.
3. Evidence of sexual abuse might include, but is not limited to:
   a. Evidence derived from laboratory tests or physical examination.
   b. Pubic hair.
   c. Blood on clothing of the victim or suspect.
   d. Semen or sperm on mouth, genitalia, or clothing of victim,
   e. Sexual aides, pornography, and/or photographs.
   f. Any corroborative evidence described by the victim, i.e., clothing of suspect, bed sheets, other objects.
4. When obtaining non-testimonial evidence from a suspect (i.e, blood, pubic hair, etc.) it may be necessary to obtain a court order or consent.
5. Medical documentation of child abuse/neglect should be obtained by the investigating officer. Medical records may be requested by filing a medical release form with the hospital or doctor. (See attached form.)

F. Other Investigative Techniques

1. There are other specialized investigative techniques which may be of value in certain cases (i.e., victim-suspect taped phone calls).

VIII. PROTECTIVE CUSTODY (HOLD)

A. Temporary Custody and Shelter - 19-3-401 C.R.S., of the Colorado Children's Code. Taking children into custody.

1. A child may be taken into temporary custody by a law enforcement officer without order of the court:
   a. When the child is abandoned, lost, or seriously endangered in such child's surroundings or seriously endangers others and immediate removal appears to be necessary for such child's protection or the protection of others;
   b. When there are reasonable grounds to believe that such child has run away or escaped from such child's parents, guardian, or legal custodian; or
   c. When an arrest warrant has been issued for such child's parent or guardian on the basis of an alleged violation of section 18-3-304, C.R.S. No child taken into temporary custody pursuant to this paragraph (c) shall be placed in detention or jail.
2. An emergency exists and a child is seriously endangered as described in paragraph (a) of subsection (1) of this section whenever the safety or well-being of a child is immediately at issue and there is no other reasonable way to protect the child without removing the child from the child's home. If such an emergency exists, a child shall be removed from such child's home and placed in protective custody regardless of whether reasonable efforts to preserve the family have been made.
3. The taking of a child into temporary custody under this section shall not be deemed an arrest, nor shall it constitute a police record.

B. Pursuant to Section 19-3-401, C.R.S., law enforcement officers are the only parties, outside of the courts, who have statutory power to place a protective hold on a child.

1. Once a law enforcement officer has placed a protective hold on a child, DCYF must place the child in a temporary facility.
2. In the event that the law enforcement officer decides not to place a hold and the DCYF worker obtains a court ordered hold, the law enforcement officer shall assist in enforcing the court order.
3. It is strongly encouraged that law enforcement officers consult with the DCYF worker prior to placing a protective hold.

4. Special considerations for newborns within 72 hours of birth:

   a. If the newborn is located in a hospital, law enforcement must obtain a court order to remove the child for a protective hold. (The newborn may be detained at the hospital while the order is being sought.) Exceptions to the court order requirement are:
      i. When a newborn child is identified by a physician, a registered nurse, licensed practical nurse, or physician's assistant who is caring for the child, as being affected by substance abuse or demonstrating withdrawal symptoms from prenatal drug exposure.
      ii. When the baby's only identifiable parent has, or both parents have been determined to suffer from mental illness or grave disability.
      iii. When the baby is subject to exposure to a laboratory for manufacturing a controlled substance.

C. Strong consideration should be given to placing a protective hold on other children in the environment in cases of non-accidental child death, serious physical abuse/neglect, or sexual abuse. The law enforcement officer should discuss the necessity for a protective hold on other children with the DCYF worker.

D. There are certain cases such as domestic violence, drug violations, alcohol violations, and detoxification holds, where child abuse/neglect issues are present. These child abuse or neglect issues should be identified and investigated. Even though the incident was not initially reported as a child abuse/neglect, circumstances may have been revealed that warrant the consideration of a protective hold, in accordance with CRS 19-3-401, or alternative emergency placement options. Circumstances to take into account when considering a protective hold/and or an alternative placement in these instances may include but are not limited to:
   1. The child's environment is injurious to his or her welfare.
   2. The child's parent or guardian is unavailable as a result of arrest, detainment or physical condition.

a. The placement of a child found in circumstance #2 above, should only be made after consultation with a representative of DCYF and be accompanied by thorough documentation. Pursuant to case law, the unavailable parent or guardian must initiate, and be in agreement with any voluntary change of custody in lieu of a protective hold. Any deviation in the above criteria for a voluntary change of custody may result in exposure to liability. With regards to persons and locations involved in any alternative placements, the following factors should be considered:

- # Suitability of the environment
- # Criminal histories
- # Restraining orders
- # DCYF prior history
- # Police contact history
- # Identity of other people living in the potential placement home.

E. Documentation of domestic violence cases where no injury has occurred, at a minimum, includes the names and dates of birth of all children in the home as well as their activities during the incident.

F. Copies of all such reports shall be forwarded to DCYF as soon as possible.

IX. DOCUMENTATION OF THE INVESTIGATION

A. When investigating a reported child abuse/neglect case, a written report shall be completed. The report shall be titled by the investigating officer based on the evidence and facts determined from the investigation. The report need not be titled "child abuse/neglect" if the facts and evidence do not support that title.

B. In all cases where the initial report to law enforcement was an allegation of child abuse/neglect, this fact shall be mentioned in the body of the report whether titled child abuse/neglect or not.

C. In all cases where the initial report to law enforcement was an allegation of child abuse/neglect, a copy of that report shall be forwarded to the DCYF – Child Protection Intake.

D. When child abuse/neglect is investigated during the course of an investigation of another criminal offense, the law enforcement agency shall forward a copy of the written report to the DCYF - Child Protection Intake.

X. DRUG ENDANGERED CHILDREN

A. Introduction

1. The dangers to children from drug abuse by caregivers covers a large variety of possibilities. They may range from manufacture, including meth labs, to distribution, where weapons may or may not be involved, to usage impairing the ability to adequately care for the children.
2. There cannot be one set formula to deal with all types of drug abuse and a certain amount of discretion must be built into these guidelines to allow for the vast array of possibilities.

B. Methamphetamine Labs

1. Definition

   a. Residences shall be considered as contaminated where there is one or more chemicals found and there was intent to manufacture.
   b. Other factors such as chemical spills or children's access to chemicals may also constitute a hazard.
   c. Use of air monitoring equipment commonly used by lab investigators may also indicate contaminants consistent with a meth lab.

2. Procedure

   a. Children shall be removed from the suspected lab as soon as the indicators are discovered.
      i. Children shall be decontaminated pursuant to the direction of lab investigators or hazardous materials personnel.
      ii. Children shall not be allowed to remove property from the contaminated residence to take with them such as toys or additional clothing.
      iii. DCYF shall bring clean clothing for the child to change into after decontamination.
      iv. Officers should note the types of medications that the child may be taking and provide that information to the caseworker.
   b. DCYF shall be notified immediately when a child is found in a contaminated residence or vehicle

c. DCYF shall ensure immediate medical testing for methamphetamine toxicity; and arrange for any follow-up medical tests, examinations, or healthcare made necessary as a result of methamphetamine exposure.

C. Drug Distribution

1. Although there may be a wide range of types of drug dealers, officers should be cognizant of the possibility for violence and weapons in even small quantity drug distribution.
2. DCYF shall be contacted as soon as practical when a caregiver of a child is arrested for drug distribution.
3. The officer and DCYF caseworker may elect to allow for placement of the child with a family member, depending on the situation.
4. In cases where the child was present during drug distribution, however the caregiver was not the dealer, DCYF shall be notified from the scene. DCYF may elect to respond, offer telephone advice, or obtain information for follow-up.

D. Drug Possession

1. On possession cases the type of drug, the amount and the mental/physical state of possessor should be considered in placement decisions.
2. Consideration should be given as to the caretaker's ability to adequately protect the child(ren).
3. Evidence of usage in the child's presence should be grounds to notify DCYF for child placement. It may also constitute the need for medical evaluation.

XI. PRETEXT PHONE CALLS

A. Introduction

1. Pretext phone calls are one way to corroborate information, obtain admissions or inconsistencies from a suspect in child abuse cases.
2. They are not feasible in every case but should be considered.
3. These recorded calls are made to a suspect by someone close to the case who would have an opportunity to call the suspect.
4. In Colorado only one person has to consent to recording a phone call.
5. These types of calls should only be made by a law enforcement officer who has been trained in doing these calls.

B. Who to Consider Making the Call

1. The non-offending parent
2. Sibling if old enough and mentally capable.
3. Relative
4. Anyone close to the victim if the circumstances are right.
5. Victim (see next section "C")

C. Using Victim to Make Call

1. Is the victim old enough and mentally capable of placing a call? Victims under the age of twelve shouldn't be considered, except in very special cases. These types of cases would be an extraordinary victim who is very advanced for their age.
2. Consider your victim's mental makeup.
3. If possible, talk with the non-offending parent about their child making a call like this.
4. Don't force a victim or anyone else in making a call like this.
5. Consider having a victim advocate present to assist the caller before placing the call and after the call.

D. Preparing the Caller

1. Prepare the caller.
2. Write an outline for the caller which can assist with obtaining admissions, corroborating information or inconsistent statements.
3. Keep the outline and any notes used with the caller and attach them to your report of this call.
4. Prepare the caller concerning where they are calling from and who is present.
5. Does the suspect have Caller ID?

E. Elicit a Response

1. I'm not going to get pregnant am I?
2. I'm scared and don't know what to do. Maybe I should talk to someone about what happened.
3. I'm thinking of calling the police.
4. Why did you touch there?
5. Write something similar to the above which is particular to your child abuse case which might elicit a response of admission or corroboration.

F. Recording Equipment

1. Ensure the equipment is working prior to making a call.
2. Consider recording devices for landline phones as well as cell phones.

XII. CHILD SEX OFFENDER INTERNET INVESTIGATIONS

A. Introduction

1. The Internet has brought about child abuse investigations which cross over to the Internet. These issues come about when the suspect uses the internet to seek out children for the purpose of sex.
2. There are basically three types of investigations which arise in regard to children and abuse.
   a. Proactive investigations is where a law enforcement officer portrays himself as a child or other person in an undercover capacity in an effort to meet up with an offender before he can meet up with an actual child.
   b. Reactive investigations is when law enforcement is notified in some manner of an offender who has initiated contact with a child for the purpose of meeting a child for sex.
   c. Child pornography is a sexually explicit picture of a child, defined as being under the age of eighteen.

B. Online Investigations

1. Should be conducted by someone who is trained in these investigations and is a Colorado Certified Peace Officer.
2. These investigations should be authorized and approved by the investigator's agency.
3. While conducting these investigations, no personally owned equipment should ever be used.
4. All software used in these investigations should be properly acquired and licensed.
5. During these investigations one shall not upload, transmit or forward any sexually explicit or pornographic images.
6. During these investigations the suspect shall set the tone of the communication.
7. In general practice, the suspect should be the only one making contact, with the exception of reactive investigations.
8. All chats, emails or any form of communication should be properly documented, stored and preserved.

9. Internet Service Providers (ISP) generally only maintain information for a limited period of time. An investigator may consider sending the ISP a preservation letter requesting all information on a specific screen name and the associated account be preserved until proper court paperwork be obtained to legally acquire such information.
10. If information comes to light of a child who is at risk of abuse out of state the FBI can assist with these types of investigations.

XIII. TECHNOLOGY AND DIGITAL EVIDENCE

A. Introduction

1. When investigating child abuse cases, there is a need to keep in mind the use of technology by offenders.
2. Offenders in many cases have used computers, CDs, DVDs, Digital Cameras, Web Cams, and Cell Phones with Cameras, Video Cameras and VHS Tapes.
3. During interviews with victims and witnesses, interviewers should keep in mind the offender may have used some technology to capture and preserve the event of the abuse.
4. The Internet offers easy access to sexually explicit images of children. Offenders have been known to show victims or others sexually explicit photographs to victims in various formats. Questions concerning technology should be considered when speaking to victims and witnesses.

B. Forensic Examiner

1. A trained and qualified forensic examiner should conduct the analysis of computers, hard drives and digital evidence in these cases.
2. Data recovered from analysis should be stored on a suitable and separate long term media (CD, DVD, etc.).
3. Forensic examiners in Jefferson County are assigned to the Jefferson County Sheriff's Office, Lakewood Police Department, Westminster Police Department and the Golden Police Department. The Colorado Bureau of Investigation also has the capabilities to conduct such examinations.

C. Sexually Exploitative Material

1. Sexually exploitative material shall remain in secure custody as determined by the lead investigator.

2. The lead investigator will make these materials available to the District Attorney's Office or other appropriate legal process, all while keeping control of this material.
3. Absent a court order, these materials will not leave the control of the lead investigator on the case.

D. Sexually Exploitative Material on Computer

1. If sexually exploitative material of children is found on a computer, that material shall be deleted prior to the return of the computer to the owner.

LAW ENFORCEMENT BASED VICTIM SERVICES

I. PURPOSE

It is the purpose of victim services to ensure that victims of child abuse, and their families, are treated with dignity and respect in accordance with the Victims' Rights Amendment and to respond to their emotional, educational and physical needs with resources, information and referrals.

II. GENERAL GUIDELINES

Victim services advocates shall adhere to the policies and procedures of their respective departments. All victim advocates, both staff and volunteers, are mandated reporters of child abuse. Protocols established by individual department policy for reporting must be followed.

III. CONFIDENTIALITY

Law enforcement based victim advocates do not have confidentiality with regard to statements made by victims and witnesses. Victims and witnesses shall be informed that information pertinent to the investigation of a case must be passed on to the investigating officer. Victims will be encouraged to provide this information directly to the investigating officer with the goal of accuracy in reporting as well as preventing advocates from becoming witnesses.

IV. PERSONNEL

Individual Jefferson County law enforcement agencies may have paid professional staff, volunteers and/or student interns working within their Victim Services Program. Agency required training will include the Jefferson County Child Abuse Investigation Policy and Procedure Manual. Additionally, attention will be given to issues of professional development and interagency communication to ensure that all victim services providers are aware of the duties, responsibilities and objectives of their own agency and of the agencies with whom they work.

V. INVESTIGATION

A. Victim Services Personnel shall:

1. Be present and utilized for the provision of support services at all critical stages of a child abuse/neglect investigation within their law enforcement jurisdiction and/or the Jeffco Children's Alliance/Child Advocacy Center.

2. Establish rapport with victims and the victim's family to offer a non-judgmental, neutral, supportive and secure environment during the investigation and through case disposition.
3. Assess the victim's and his/her family's emotional and basic needs to help develop a strategy for addressing concerns and child safety issues.
4. Inform the victim and his/her family that law enforcement based victim advocates do not have confidentiality and will share information with the multidisciplinary team to determine a course of action.
5. Provide the victim and his/her family with appropriate referrals and information including, but not limited to, Victim's Rights, Victim Compensation, Parents Handbook, trauma responses in adults and children and mental health referrals.
6. Maintain appropriate boundaries by encouraging the victim and the victim's family to make decisions that rebuild a state of well-being and safety; while at the same time discouraging an overdependence on the victim advocate.
7. Maintain contact with the victim and his/her family throughout the investigative process. When a case is declined for filing, the law enforcement based victim advocate shall provide follow-up support and referrals.
8. Upon assignment to the District Attorney's Office, pertinent case information will be exchanged between law enforcement victim services and the DA's Victim/Witness staff. When appropriate, law enforcement based advocates will work in coordination with the DA's Office Victim/ Witness staff to provide criminal justice support for a victim whose case is continuing through the court system.

VI. COMMUNICATION

A. Victim services personnel shall immediately notify the appropriate law enforcement agency or the Division of Children, Youth and Family Services (DCYF) of all cases of alleged child abuse/neglect upon learning of such abuse/neglect.

B. Per law enforcement agency policy, reports of child abuse/neglect generated by law enforcement officers should be forwarded to the Child Protection Intake Unit of DCYF.

C. Additionally, because domestic violence is recognized as having an injurious psychological impact on children, reports of domestic violence where children are present shall also be forwarded to DCYF

D. DCYF shall review all forwarded reports, enter them into the TRAILS System as a referral and review prior reports. While a decision may be made to respond on first or second reports of concern (not necessarily police reports), the third report will be assigned to a case worker who must contact the family immediately, within 24 hours or within 48 hours depending on the level of concern.

E. Prior to contacting the family, DCYF will confer with Victim Services at the reporting agency to ascertain history of contact, identify appropriate ways of contacting the family without further placing the victim or children in harm and coordinate services. The goal of this action is to reduce duplicative services, avoid conflicting information and increase the safety of the parent victim and the children involved.

JEFFERSON COUNTY MEDIATION SERVICES

I. PURPOSE

It is the policy of Jefferson County Mediation Services (JCMS) to comply with the section of the Colorado Alternative Dispute Resolution Act, C.R.S. 13-22-307 (2)(a-c), relating to confidentiality in mediation, which states:

A. Any party or the mediator or mediation organization in a mediation service proceeding or a dispute resolution proceeding shall not voluntarily disclose or through discovery or compulsory process be required to disclose any information concerning any mediation communication or any communication provided in confidence to the mediator or a mediation organization, unless and to the extent that:
   1. All parties to the dispute resolution proceeding and the mediator consent in writing; or
   2. The mediation communication reveals the intent to commit a felony, inflict bodily harm, or threaten the safety of a child under the age of eighteen years; or
   3. The mediation communication is required by statute to be made public.

B. This is a permissive reporting statute, not a mandatory requirement. It should also be noted that this rule is prospective, addressing the intent to commit such harm in the future. There is no provision for reporting past alleged acts of child abuse.

C. Many of our mediators belong to professions that have mandatory child abuse reporting requirements (teachers, psychiatrists, nurses, social workers, etc.). (See C.R.S. 19-3-304(2), for a comprehensive list of professions.) Those mediators should report possible child abuse as their professions require, and as dictated by the Child Protection Act, C.R.S. 19-3-301, et seq. This statute requires a designated professional to report when he or she has 'reasonable cause' to know of or suspect abuse or neglect, or who has observed the child in circumstances or conditions which would reasonably result in abuse or neglect. C.R.S. 19-3-304(1).

D. The Child Protection Act also allows reporting of known or suspected neglect or child abuse by any person (not just those in designated professions). C.R.S. 19-3-304(3). This statute immunizes individuals who report known or suspected cases of child abuse from liability as long as the report is made in good faith. C.R.S. 19-3-309.

II. NOTIFICATION

A. If a mediator is required by statute to report, and suspects or knows of child abuse or neglect, that mediator shall report directly to the authorities as required by the statute, and shall also notify the JCMS staff.

B. If a mediator is not designated by statute as a required reporter, and suspect of knows of child abuse or neglect, that mediator shall report the incident immediately to the JCMS staff. The staff will then report the incident to the appropriate authorities.

MENTAL HEALTH CARE FACILITIES

I. NOTIFICATION

The mental health care worker will encourage and facilitate the client/reporting party to make an immediate report to the Division of Children, Youth and Families (DCYF) in the mental health care worker's presence. If the client/reporting party is unable or unwilling to make such report, the mental health care worker shall immediately report to DCYF. In situations of immediate danger to the involved subject, the mental health care worker will cooperate with the investigation which may include encouraging the involved subjects to remain at the Mental Health Care Facility until DCYF and/or law enforcement personnel can respond to investigate.

II. DOCUMENTATION

The Mental Health Care Facility shall forward a written record of the oral report to the DCYF entitled "Child Abuse/Neglect Form." This document shall also be kept in the client's chart with a copy being maintained in the medical records department or the Mental Health Care Facility.

III. RELEASE OF RECORDS

The written Child Abuse/Neglect Report Form shall be available from the DCYF to law enforcement.

In regards to the medical record, Federal drug and alcohol regulations will not restrict the disclosure of the basic child abuse reporting information. However, the regulations will restrict disclosure of the original patient records, including their disclosure in civil or criminal proceedings arising out of a child abuse report. A court order for disclosures of these records must satisfy special requirements and must be based upon a finding that the public interest in the investigation and prosecution of child abuse charges outweighs the patient's privilege.

FIRST JUDICIAL DISTRICT PROBATION DEPARTMENT

I. POLICY

In compliance with Section 19-3-304, C.R.S., probation officers "…who have reasonable cause to know or suspect that a child has been subjected to abuse of neglect, or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall report immediately upon receiving such information report or cause a report to be made of such fact to the county department or local law enforcement agency." In addition to verbal notification, written documentation of the incident shall be forwarded to Human Services and/or the appropriate law enforcement agency, if necessary to further the investigation, or if requested by the investigating agency.

II. PROCEDURE

Upon having reasonable cause to know or suspect that a child has been subjected to abuse or neglect, any employee with such knowledge or suspicion must immediately report those facts or cause a report of those facts to be made to Human Services, or if the abuse is observed to be in progress to the appropriate law enforcement agency.

Employees shall not contact the child's family or any other person to determine the cause of the suspected abuse or neglect, but may inquire of the child how an injury occurred. An employee's reasonable cause to suspect that the child has been subjected to abuse or neglect may arise from a child's vague or inconsistent response to such an inquiry or from an explanation which does not fit the injury.

Immediately after making the required report to Human Services or to the appropriate law enforcement agency, the employee must similarly report to their supervisor.

The reporting party shall offer assistance to Human Services or the appropriate law enforcement agency regarding these investigations as may be needed.

III. WRITTEN DOCUMENTATION

If the perpetrator is a probationer, the reporting information shall be logged in the probationer's file.

If requested, a copy of the probation report will be released to the law enforcement agency and/or Human Services by the Probation Department immediately following the verbal report. If the child abuse results in a sexual offense conviction, the Probation Department follows its policies and procedures for supervision of sex offenders.

IV. REQUIREMENTS OF SUPERVISION OF SEX OFFENDERS

- Registration of sex offenders in compliance with Section 16-22-103, C.R.S.
- Assessment of risk.
- Specialized terms and conditions of probation for sex offenders including treatment and supervision (related Colorado Revised Statutes 16-11-209, 16-11-102, 16-11-102.3, 16-11-104, 18-1.3-204, 16-11-204.3, 16-11.7-104, 16-11.7-105, 16-22-103, 19-2-905, 18-1.3-1001, 1004, 1007, and 1008).
- No contact orders for sex offenders
- Supervision standards and guidelines (Judicial Branch Standards of Probation, Judicial Branch Guidelines for Specialized Programs and Colorado Sex Offender Management Board Standards and Guidelines for the Assessment, Evaluation, Treatment and Behavioral Monitoring of Sex Offenders.)

I. GENERAL INFORMATION

It is to be noted that an act of a teacher or other school official, or employee, is not considered child abuse if (1) the act was performed in good faith and in compliance with the district's discipline code or (2) the act was an appropriate expression of affection or emotional support.

II. PROCEDURES FOR REPORTING OF CHILD ABUSE AND NEGLECT

Upon having reasonable cause to know or suspect that a child has been subjected to abuse or neglect, any school employee with such knowledge or suspicion must immediately report those facts or cause a report of those facts to be made to the Jefferson County Division of Children, Youth, and Families (DCYF) or to the appropriate law enforcement agency.

Two liaisons will be identified in each building (one of whom will be the principal and the other to be the principal's designee) to be available to report suspected child abuse and neglect when the individual who initially knows about or suspects the abuse or neglect is unable to do so immediately.

The name of any individual giving a report will not be released by school personnel to parents or others. However, that the identity of the reporter shall be released upon request to authorized representatives of DCYF or law enforcement agencies.

A. The school official or employee:

1. Identifies a student who evidences abuse or neglect;
2. Conducts a preliminary non-investigative inquiry of any injury;
   a. School personnel shall not contact the child's family, or any other person suspected of causing the injury or abuse, to determine the cause of the suspected abuse or neglect, but may inquire of the child how an injury occurred. Leading and/or suggestive questions should be avoided.
   b. A school employee's reasonable cause to suspect that the child has been subjected to abuse or neglect may arise from a child's vague or inconsistent response to such an inquiry or from an explanation which does not fit the injury.
   c. All efforts shall be made to avoid duplicate or numerous interviews of the victim.

3. Makes the report directly to DCYF or law enforcement and documents the report on the Child Abuse/Neglect report form, or makes the report through the school liaison as soon as injury is observed or suspected. If the liaison is unavailable at the time the situation arises, the report must still be made available by the initial person who suspects the abuse may have taken place. Concurrently, a report should be made to the building principal or supervisor.
4. Submits the completed Child Abuse/Neglect form immediately to the principal for filing and distribution.

B. The person acting as the school liaison:

1. Takes the information from the reporter.
2. May not exercise discretion as to whether the report should be made. All reports of suspected abuse or neglect given to the liaison must be reported to DCYF or law enforcement.
3. Telephones DCYF or the appropriate law enforcement agency with the information obtained from the reporter.
4. Notifies the principal/supervisor that a report has been made.
5. Documents the incident on the district Child Abuse/Neglect form. Submits the completed child abuse/neglect form immediately to the principal for filing and distribution.

C. Distribution of the report form:

The original is placed in the separate school confidential file located in the principal's office. The verification section of the form is completed and copies distributed within one working day to the individual initially knowing or suspecting abuse or neglect and to the Risk Management Office to document that procedures were followed. A copy of the report is forwarded immediately to the agency to whom the oral report was made; i.e., DCYF or law enforcement. In cases where the suspected perpetrator is a school employee, the full report must be forwarded to the director of Risk Management.

D. DCYF/law enforcement involvement:

School personnel will cooperate with DCYF and law enforcement in the investigation of alleged abuse or neglect. DCYF/law enforcement will direct the course of the investigation including where the interview will be conducted, whether or not the parents will be informed, and who will be present at the interview. Law enforcement may remove the child from the school for the interview and may take custody. School personnel must require identification from the investigating parties. (It is helpful for school personnel to remind law enforcement officials of the time parents will expect to reunite with their child).

E. Third party abuse:

In cases where the suspected or known perpetrator is a school employee, reports should be made to law enforcement (reports that are called into DCYF will be referred to law enforcement). In addition, the principal/supervisor must notify the district's director of Risk Management and forward a copy of the completed Child Abuse/Neglect report form. Simultaneously, the Employee Relations office and respective community superintendent must be notified by the principal.

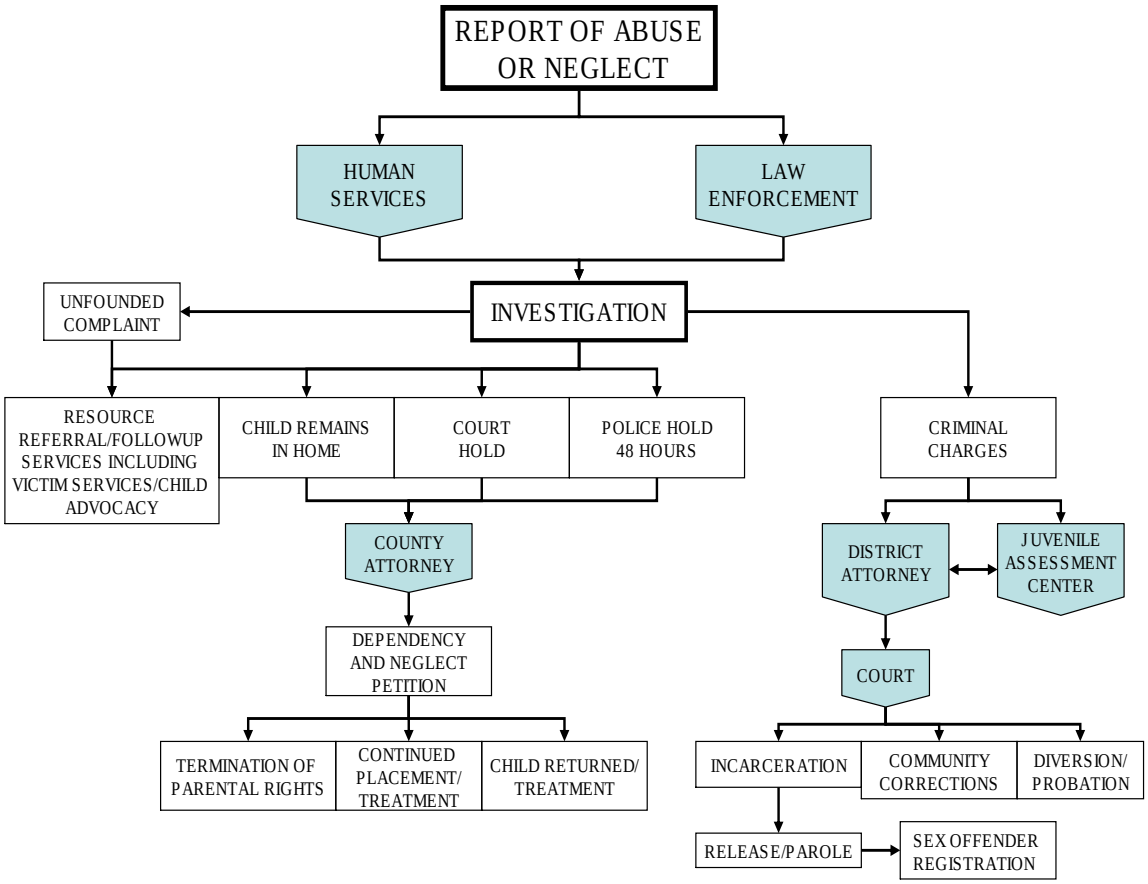
F. Follow-up information and feedback on child abuse and neglect referrals:

1. The reporting person or principal/supervisor is encouraged to call DCYF and/or law enforcement for information regarding disposition of the case.
2. Information pertaining to what is being done for the child should only be shared with those school personnel directly involved with the child's educational program. School personnel receiving such information shall treat it as confidential.

G. Documentation:

1. All school child abuse and neglect reports will be documented on the district's Child Abuse/Neglect report form.
2. This confidential record must be stored in a separate, locked file located in the principal's office. These records will be released to authorized representatives of law enforcement agencies upon request. Any other requests should be referred to DCYF.
3. When a student moves within the district, the record should be forwarded to the receiving school's principal.
4. If the student moves out of the district, the record should be destroyed. The Office of Risk Management will maintain the verification form as a district record of the report.

OVERVIEW OF CHILD PROTECTIVE SYSTEM



ARVADA POLICE CRIME ANALYSIS 05/17/05. UPDATED 09/21/05.

APPENDIX C
TRAINING RESOURCE PERSONNEL

WHEAT RIDGE POLICE DEPARTMENT
Joe Cassa……..303-235-2933

LAKEWOOD POLICE DEPARTMENT
Phil Tenney……303-987-7221

ARVADA POLICE DEPARTMENT
Faith Stevens……720-898-6718

LAKESIDE POLICE DEPARTMENT
Dave Bell……303-455-1985

JEFFERSON COUNTY DIVISION OF CHILDREN, YOUTH AND FAMILIES
Sue McDonald……...303-271-4155

CASA – COURT APPOINTED SPECIAL ADVOCATES
Jodi Gault……

JEFFERSON COUNTY PUBLIC SCHOOL DISTRICT R-1
Betsy Thompson……303-982-7265

VICTIM OUTREACH INFORMATION
Vista Exline……303-202-2196

Procedure - Crisis Negotiators Selection Process.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 05/07/2014

Subject: Crisis / Hostage Negotiators Selection Process

TO: All Personnel Date Revised: 09/01/2016

Description: The Black Hawk Police Department has high standards to become a crisis/hostage negotiator. Being a negotiator can be a very stressful, but rewarding position. Selected members must be highly motivated and disciplined and understand the importance of the role they are performing.

Procedure: Due to the special demands placed on the team, all members must work together during stressful situations and must be able to perform the following activities, often for several hours at a time.

I. Members must be able to follow orders and directives as well as take directions, with attention to detail.

II. Stay calm in even the most strenuous situations.

III. Be able to adapt to ever changing circumstances and events.

IV. Have a reputation as a team player who takes responsibility for their actions, and be known for their level headed thinking.

V. Be open to criticism from supervisors and peers.

VI. Be available for training and call outs at all times of day or night.

VII. Be able to stay in one location for prolonged periods of time, without complaint.

Selection Process:

I. Letter of interest stating why you want to be a negotiator and how you would benefit the team.

II. Resume

III. Satisfactory Evaluation rating

IV. Oral Board – The applicant will participate in an oral interview with pre-developed questions and scenarios. The interview panel will consist of at least 3 members of the hostage negotiations or SSU team.

Dismissal:

I. Sustained Internal Affairs or Supervisory Inquiry which shows poor judgment or integrity issue.

II. Repeatedly fails to show up for training.

III. Repeatedly fails to respond to call outs.

IV. No sustained Use of Force issues.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 05/07/2014

Procedure - Damage to City Property.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 02/14/2014

Subject: Damage to City Property

TO: All Personnel Date Revised: 09/01/2016

Description: The Black Hawk Police Department takes reports on all Property Damage to all city property (such as buildings, vehicles, etc.) and Personal Injury Reports in which the city may be liable. The Records Section assures that the reports are forwarded to the appropriate departments in a timely fashion.

Procedure:

Patrol

Report of damage to city property or personal injury:

Officer completes a CIRSA Notice of Loss/Accident form

    # Fax form to Employee Services at 303 582-0848 by end of shift
    # Complete the police Report by end of shift
    # Place paperwork in time sensitive box

Supervisors approve report and forward to Records

CIRSA forms are in a box mounted on the wall next to the patrol printer

Records

Print out a report and watermark the report "COPY" *See instructions on printing a Case Report from eForce

Email report with color photograph attachments to Employee Services:
    # Email Gina Romero – gromero@cityofblackhawk.org
    # Email Melissa Greiner - mgreiner@cityofblackhawk.org
    # Email Receipt – print & place in report

If the report has not been approved then email both of them and let them know the report is not ready for release yet

If the report has not been received after a few days Employee Services will contact Records on the status of the report

Reports should be to Employee Services within 5-7 days

Reports to go to Employee Services:

Any motor vehicle accident involving a city owned vehicle
Any motor vehicle accident involving city owned property
Injuries to citizens on city streets and city owned property (personal injury reports)
Damage to city owned property
What is City Owned Property:
    # Any street or curb within the city – Not Highway 119
    # Sidewalks attached to city owned property (Parks, Crooks, Mt City, etc)
    # All street & traffic lights within the city
    # All street signs within the city
    # Any city building
    # Any city open space (Chase Gulch, Nelson Property, etc)

What is NOT City Owned Property:
    # Sidewalks attached to private property (casino's, etc)
    # Fencing or railing in front of private property
    # Business Signage

Report distribution:

City owned Vehicles:
    # Operations Commander
    # Copy to the Chief
    # Copy to Employee Services
    # Copy to the department head for the department involved in accident
    # Copy to Supervisor over Mechanic Shop

City Property
    # Operations Commander
    # Copy to the Chief
    # Copy to Employee Services
    # Signage, Street Damage – Copy to Public Works Director
    # Street Lights – Copy to Public Works Director

Personal Injury Accidents
    # Operations Commander
    # Copy to the Chief
    # Copy to Employee Services
    # If the injury was due to street needing repair – Copy to Public Works Director

Authorized by:
Stephen N. Cole
Chief of Police

Date: 02/14/2014

Procedure - Dispatch Tones Weather.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 08/02/2012

Subject: Information Tones-Hazardous Weather

TO: All Personnel Date Revised: 09/01/2016

Description: It is the policy of the Black Hawk Police Department to provide information regarding hazardous weather to emergency responders. It is the Communications Officers duty to notify all affected personnel in a timely manner.

Procedure: When a Hazardous Weather Outlook message is received via CCIC/NCIC, the Communications Officer will verify the impact on response areas. Once confirmation has been made regarding the effect hazardous weather will have on emergency responders, it will be printed out and made available to all Communications Officers.

If hazardous weather is determined to affect our response area, the Communications Officer will notify emergency responders by utilizing Gilpin Green Channel. The Communications Officer will announce, "Standby for Information Tones". Using the 'Fire' tone only, broadcast the information twice, and clear with the current time.

Example:

"Standby for Information Tones"
Tone Fire.
"Informational tones only. Blackhawk Fire be advised that Gilpin County is on red flag warning from 0900 until 2000. (Repeat) Dispatch clear at TIME."

If a Communications Officer hears Gilpin County broadcast a hazardous weather notification that affects the Black Hawk response area, but has not received the notification, contact Gilpin County Dispatch immediately and request the message be forwarded to Black Hawk Communications in order to ensure notification of our emergency responders. Black Hawk Communications should then rebroadcast the information. It is the responsibility of Black Hawk Communications to broadcast any hazardous weather notifications that affect our response area, even if Gilpin County Dispatch has already announced it.

If a hazardous weather notification is received between the hours of 2000 to 0800 hours, it may be held and announced at 0800 hours. EXCEPT IN THE EVENT OF AN URGENT WEATHER NOTIFICATION, IN WHICH CASE IT SHOULD BE AIRED IMMEDIATELY (i.e. immediate flooding, fire information, etc.). During these hours only, any non-urgent hazardous weather notifications may be held at the discretion of the Communications Officer. However, at no other time during the day should a notification be held.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 09/01/2016

Procedure - EMS FIRE Interactions.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: July 23, 2008

Subject: EMS FIRE Interactions

TO: All Personnel Revised Date: 09/01/2016

Description: The Black Hawk Police Department in its continuing efforts to maintain strong professional relationships with medical and fire personnel have established this interactions SOP.

Procedure:

A. General

1. The primary role of officers responding to a medical call with EMS personnel present is one of support in providing for the safety of the patient and others present.

2. EMS personnel work under the license of a physician and because of this, officers shall not make any comments or render any requests or opinions, as to the nature of care or medication the patient should receive.

a. These decisions rest solely with the attending EMS personnel and/or the "Base Contact" physician at the hospital.

B. Interacting with EMS and Medical Personnel

1. Whenever EMS personnel are called to a scene to render medical aid, officers shall:

a. Assist the EMS personnel as needed, and

b. Assist in securing the scene, and

c. Assist in preventing the patient(s) from injuring themselves or others so medical aid may be rendered.

d. An Officer may initiate such immediate action as the officer reasonably deems necessary.

C. Securing Patients

1. When applicable, officers must ensure the custody status of the patient is clearly communicated to the EMS personnel. The medical authority will not change but EMS personnel will understand the need of the law enforcement presence throughout the treatment and transportation process.

2. The method of securing the patient should be coordinated, to the extent practicable, between officer(s) and EMS personnel in accordance with the established medical protocols to allow for prompt continuation of medical care.

Authorized by:
Stephen N. Cole
Chief of Police

Date: July 23, 2008

Procedure - Code Red.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 12/19/09

Subject: Code Red

TO: All Personnel Date Revised: 04/15/15

Policy:

The Black Hawk Communications Center utilizes the Code Red Reverse 911 system to keep necessary City personnel, citizens, and businesses informed in case of emergencies. The system allows for detailed information and or instructions when a situation develops.

Procedure: Follow these steps when initiating a reverse 911 Code RED call.

To get started, open the Code RED secure website by clicking on the desktop icon.
If you do not have the icon, the direct website can be accessed through the Internet at https://login.CodeREDweb.com/
On the first screen enter the
Login: communications@cityofblackhawk.org and
Password: communications1
(The Login and Password are NOT case sensitive)

This will take you to the start menu; Click on the Communications Center icon.

While in the Communications Center page, choose the appropriate icon to initiate your call. Select "General Database" for nonemergency or "Emergency Database" for Emergencies.
Mapping interface – use this function to initiate a call using specific streets or areas affected. (ex. Water main break on Chase St)
Call By Contacts - – Use this function for a broad area or calling base, including Black Hawk City Admin, Black Hawk Fire Department, Black Hawk Police Department, etc.
All Call – this function is for everyone in the dataset.
Business All Call – this function is for all business numbers in the dataset.
Residential All Call – To call all residential numbers in the dataset.

Once you have chosen the appropriate icon for your reverse 911, the Contact Notification page will come up. Select which Group and then which Members within the group that is to be contacted, and then click on the "Next" button.

You will then select your methods of contact, select either "Contact ALL Phone", "Contact ALL Email", and/or "Contact Text Message". Once selected, click on the 'Set up notification' button.

Once on the "Job Submission" page, review the 'Selection details' at the top of the page, and fill out the Contact Phone # box. Check the 'Auto Recall' box if you would like the system to automatically recreate and launch a recall for a job if the connection percentage is less than 60%. Check the 'Email Notification' box if you would like to receive an email notification with job statistics upon completion of the job. If the 'Email Notification' is selected, make sure a valid email address is provided in the box below. Enter a brief title or description of the Code RED notification, or use the default one provided.

Click Submit Job. (You can still cancel the job at this point and not be charged any minutes to our account)

<u>DO NOT COMPLETE THE NEXT STEP UNLESS YOU ARE READY TO SEND OUT THE REVERSE 911.</u>

On this Job Submission page follow the instructions to record and send out your reverse 911. You will have to:

1. Dial one of the Code RED IVR numbers listed on the screen. (The automated system will walk you through the next steps and let you listen to your recording before sending it out to the public.)
2. Enter the PIN: 3915
3. Enter the job number that is provided on your screen.
4. Follow the instructions to record the message you need to be played for your reverse 911.

All messages need to start with this intro:
THIS IS THE BLACK HAWK POLICE DEPARTMENT WITH AN EMERGENCY – or - NON-EMERGENCY NOTIFICATION…

5. Enter the launch code – 69815
6. Enter the verification code given by the recording to start your calls.

#Text Notifications – If you selected "Contact Text Message" as one of the methods of contact, the very next screen will be for the outgoing Text

message. Note: Be alert to the fact that outbound text messages may cut off a lengthy message. Try to put THE most important information at the very beginning of the text message to ensure it is received. It is NOT necessary to start text messages with the required intro.

#Continue through the next Job Submission page with the instructions listed above.

#On the last Job Submission page, you will need to click the "Text Launch" button in order to activate the outbound text notifications. Once this has been done, a separate window will open, and you will need to enter the Launch Code: 69815 and click the "send text" button. You will receive a message advising the text has been sent, and you may close the window.

#Tweet Notifications - If you would also like to send out a Tweet on the Black Hawk Police Departments Twitter account, click on the "Send a Tweet" box, listed on the last Job Submission page under the Text Launch button.

Fill in the message in the box on the separate window that opens, and click the "Tweet" button. No further action is necessary, and the tweet will post immediately.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 12/19/2009

Procedure - Field Training Officer Selection Requirements.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: March 18, 2008

Subject: Field Training Officer Selection Requirements

TO: All Personnel Date Revised: 09/01/2016

Description: The Black Hawk Police Department has a field-training program, which provides new police officers with practical field training while working with a variety of experienced officers. Field Training Officers are responsible for the training of newly hired police officers. Field Training Officers also provide refresher training for officers returning to patrol duties (due to injury or special assignment) after being gone for an extended period of time (usually six months or as needed).

Procedure:

I. Requirements to become a Field Training Officer

To become a Field Training Officer for the Black Hawk Police Department, the officer must be a Police Officer 3 or 4. The officer should demonstrate the abilities of an above average performing police officer. The officers past performance must demonstrate a commitment to department values and community policing. The field training officer should demonstrate professional behavior, satisfactory ability with both oral/written communication skills and teaching aptitude. Selected officers should demonstrate initiative, resourcefulness, intelligence, alertness, observation, ethical judgment, and professionalism above what is normally required. The selected officer shall not have any major disciplinary actions taken against them in the last two years. Nor shall the officer be in unfavorable standing with the department. Selected officers should be thoroughly familiar with the department policies and procedures.

II. Instructions for requesting Field Training Officer Status

a. Officers shall submit a formal memo requesting Field Training Officer Status to the Field Training Coordinator (FTC). . The letter should contain the following information:

i. Interest in becoming an FTO.
ii. Any and all relevant training certifications and experience.

iii. Current Police Officer rank.
iv. List any sustained Supervisory Inquires or Sustained Internal Affair Investigations within 2 years of application.

b. Officers meeting the above criteria will go through the following processes for evaluation to become a Field Training Officer:

i. Successfully pass an oral board interview.
ii. Interview with Field Training Coordinator.

c. If selected as an FTO, successful completion of the Field Training Officer School would be the final step for selection as an FTO.

III. Maintaining Field Training Officer Status

Officers assigned as FTO's, along with completing the duties of an FTO, are also responsible for the duties assigned them as a patrol officer when not actively training new officers. If an FTO does not perform to the standards expected of a patrol officer, he/she may lose their status as an FTO for a period of time to be determined by the Operations Lieutenant and FTC.

The following circumstances may be cause for dismissal as a Field Training Officer. Not every possible issue may be listed, but these are some of the more common examples:

1. Sustained Internal Affairs Investigations during normal patrol duties or acting in the FTO capacity.

    a. Sexual Harassment violations.
    b. Ethical violations.
    c. Specific documented poor performance problems.
    d. Officer Safety Violations.
    e. Excessive Force.

2. Documented poor performance during normal patrol duties or acting in the FTO capacity.

    a. Failure to train or complete tasks in the FTO manual.
    b. Failure to complete all required paperwork required as an FTO.
    c. Failure to follow direction from FTC or other supervisors.
    d. Failure to respond to critical feedback from FTC or other supervisors.

e. Poor attitude, spreading rumors, bad mouthing the Black Hawk Police Department, City of Black Hawk or any of its employees.
f. Low self-initiated activity with regards to training during slow times or lack of radio calls.
g. Excessive personal cellular phone use which contributes to lack of training in specific measureable circumstances.

    i. Excessive texting, accessing social media for no legitimate work purpose which causes a notable distraction is unacceptable.
    ii. Verifiable complaints from co-workers, assigned trainees or others about excessive cellular phone use are unacceptable.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 01/17/08

Procedure - Firearms Range Management.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 12/31/2012

Subject: Firearms Range Management

TO: All Personnel Revised: 09/01/2016

Description: In order to promote a more effective and efficient Firearms Range Management program, it will be the policy of the Black Hawk Police Department to provide direction for those officers who conduct and participate in firearms training at the Gilpin County Law Enforcement Firearms Range.

Procedure:

FIREARMS SAFETY RULES FOR EMPLOYEES ON THE RANGE

1. ALL PERSONS ON THE RANGE WILL ASSUME GUNS ARE LOADED

2. NEVER LET THE MUZZLE COVER ANYTHING YOU ARE NOT WILLING TO DESTROY

3. NEVER PLACE YOUR FINGER ON THE TRIGGER UNTIL YOU ARE ON TARGET AND READY TO SHOOT

4. BE SURE OF YOUR TARGET AND BEYOND

Range Safety:

Commands – Any and all firing and safety commands given by the firearms instructor(s) will be followed at all times. If the commands are not followed, personnel will be escorted off the range and required to complete training / qualification on another date; disciplinary actions may be taken.

Carry and Handling – All firearms will be properly handled while on the range (see firearms safety rules). All muzzles regardless of the weapon type will be carried / slung muzzle down, or in a holster when not in use. Proper muzzle control of all weapons will be maintained at all times. Fingers will be off the trigger and along the lower receiver and safety on if slung or secured in a holster on the shooter's body. If a shotgun or rifle is not being utilized during a course of fire, the weapon will be placed leaning against the steel storage container with the muzzle of the weapon facing

up and the butt of the weapon on the ground. The shooter will ensure the safety has been engaged.

Cease Fire – Anyone on the range can call "CEASE FIRE" if they see an unsafe act being committed.

First Aid - The department's first aid kit will be present at the range during every live fire training / qualification. There will be a vehicle selected to be the designated "Emergency Vehicle". This vehicle will preferably be an SUV or pickup truck with the rear hatch or tailgate open and keys in the ignition. The vehicle will be facing out towards the exit of the range, and used only in the case of an emergency, e.g. gunshot wound. There will also be at least (2) two police radios, one operated by a firearms instructor / safety officer, and one with the first aid kit.

Fire Extinguishers – There must be at least (2) fire extinguishers permanently assigned to the range. They will be stored in the steel storage container to be taken out and placed near the range whenever there are live fire exercises being conducted.

Range Rules:

- Range Capabilities – The Gilpin County Law Enforcement Firearms Range is approximately 25 yards wide and 50 yards long. It has the capability of supporting up to 10 shooters on the firing line at one time. The range is capable of containing fire from handguns, shotguns, and small to medium bore rifles. The back stop or "bullet trap" consists of a large dirt berm approximately 20 feet tall. All rounds must be aimed in the direction of the berm.

Scheduling – Scheduling will be done through Sgt. Joel Anderle of the Gilpin County Sheriff's Office. His email is - janderle@co.gilpin.co.us

Authorized Personnel – Per the insurance agreement with the land owner, only sworn law enforcement personnel are allowed on the Gilpin County Law Enforcement Firearms Range. No civilians allowed at any time.

Parking – Only firearms instructors and the designated emergency vehicle are allowed to park in the fenced-in area of the range. All other vehicles will park outside the fence.

Ammunition – Any type of jacketed, frangible, or lead "ball" type ammunition are acceptable. Incendiary, tracer, or explosive ammunition is not allowed.

Range Safety Flag – The red range safety flag will be hoisted any time there are live fire exercises being conducted at the range. The flag measures approximately 2' x 3'.

Clean up – Range clean-up will be conducted by everyone participating in the training / qualification exercises. Spent brass will be collected and placed in the orange buckets provided. Any live ammunition found on the range, that is in working condition will be placed back in an ammunition box. If it is damaged, it should be given to a firearms instructor for disposal. All trash, to include: targets, cardboard, empty ammunition boxes, and any personal items brought to the range will be picked up prior to anyone leaving the range.

Range Maintenance – Yearly range maintenance and cleanup will be coordinated with the Black Hawk Police Department, Gilpin County Sheriff's Office, Central City Police Department and Colorado State Patrol.

Alcohol/Drugs – Alcoholic beverages and people under the influence of drugs and / or alcohol are not permitted on the range or in the parking area.

Range Inspection Checklist:

Range Safety Flag
Berm (Hot Spots)
Animals on Hillside
People on Hillside
Damage to Buildings
Damage to Range Equipment
Tables
Trash/Brass

Department Equipment Checklist:

Target Stands – 9 steel stands
Wood Stakes (Numerous)
Eye and Ear protection
PAR Timers (4)
Glue
Stapler w/ staples
IPSC Targets (Cardboard)
Cardboard Backers
Paper Targets (Various)
Markers
Tape
Large Binder Clips
Water Cooler
First Aid Kit
Fire Extinguishers
Police Radios

Authorized by:
Stephen N. Cole
Chief of Police

Date: 09/01/2016

Procedure - Manual Criteria for joining SSU.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 03/02/10

Subject: Special Services Unit Criteria (SSU)

TO: All Personnel Date Revised: 09/01/2016

Description: The Black Hawk Police Department has formed a Special Services Unit. The Black Hawk Police Department will select the most qualified candidates to represent the Department on the team. The Black Hawk Police Department has developed standards for evaluating perspective candidates who if selected as a team member must be capable of participating and performing rigorous physical activities.

Procedure: Members of the Special Services Unit will receive specialized training and must have a proven record of excellent performance. The nature of the team requires that all members maintain a professional demeanor both on the team and within the department. Having a positive attitude and demonstrating leadership within the organization is critical to the selection process.

Due to the special demands placed on the team, all members must work together during stressful situations and must be able to perform the following activities often for several hours at a time.

1. Follow orders and directives as well as take directions, with attention to detail.
2. Stay calm even in the most strenuous situations.
3. Be able to adapt to ever changing circumstances and events.
4. Have a reputation as a team player who takes responsibility for their actions, and be known for their level headed thinking.
5. Be open to criticism from supervisors and peers.
6. Be available for training and call outs at all times of day or night.
7. Be able to stay in one position or post for prolonged periods of time and weather, without complaint.

PART ONE: SELECTION

I. Minimum standards to apply for the SSU.

A. The process for selecting members is divided into three areas

1) Minimum standards to apply for the SSU.
2) Application and interview phase.
3) Firearms and physical agility.

B. PERSONNEL SELECTION

Recognizing the nature of SSU operations requires disciplined, physically fit, mission-capable professionals, the Black Hawk Police Department SSU Team will select its members through a fair and non-discriminatory process which, measures the applicants ability to be trained in the essential tasks deemed necessary for the performance of the SSU mission. History has demonstrated and tactical experts agree there are certain personality traits and individual abilities necessary in the make-up of a SSU officer. Those personality traits are courage, self-discipline, initiative, decisiveness, responsibility, loyalty and a "teamwork" concept. The individual abilities are physically fit, good motor coordination, good shooting skills and the ability to capably perform while under great stress. Applicants who have these traits and abilities are usually capable of being trained in the essential tasks required for SSU service. The selection process will be designed to measure the quality of a candidate against these traits and abilities. The selection process will be as follows;

B. Application

1. Qualifications to apply

When announcement is made of a SSU opening, applicants who meet the following criteria may apply;

a. Are full time sworn members of the Black Hawk Police Department
b. Have a minimum of two years with the Black hawk Police Department. This may be waived with the approval of the Chief of Police.
c. Present a letter of recommendation to SSU from their current supervisor.

d. They must be willing to commit to two years of service with the Black Hawk Police Department as a member of the SSU.

e. Applicant's most recent evaluation must be an 85% or above.

f. Internal Affairs investigations which, have resulted in a sustained violation of the department's "use of force" policy is grounds for removal from consideration. Any supervisory inquiry or Internal Affairs investigation which shows poor judgment on the part of the applicant may be grounds for removal from consideration.

2. Application Process

a. Applicants must submit a letter of interest (No more than one page) to their supervisor. The letter should show the applicant's reasons to be considered for a position on the team.

C. Testing

1. Applicants who meet the above criteria will be invited to test. Testing will consist of the following events:

2. Physical Fitness test with a minimum passing score (Each event is pass/fail, but points will be assigned in case of a tie)

a. Phase one (See PT instructions for details)

i. 1 mile run completed in under 10 minutes

ii. 2 pull ups

b. Phase two set one(See PT instructions for details)

Lat Pull Downs 12 Minimum

Rows: 10 Minimum

Squats: 38 Minimum

Plank: 1 Minute

Push-ups: 25 Minimum

c. Phase two set two (See PT instructions for details)

Lat Pull Downs: 11 Minimum

- # Rows: 10 Minimum
- # Squats: 20 Minimum
- # Plank: 1 Minute
- # Push-ups: 20 Minimum

d. Phase two part two (See PT Instructions for Details

i. Two fifty yard sprints: 10 seconds each.

2011 Black Hawk SSU PT Test			
Event	Time	Dress Attire	Event Specifications
PHASE ONE			
1 Mile Run	00:10:00	Workout clothes, i.e. running shoes, gym shorts or sweats, sweat shirt	To be completed without walking.
Pull-ups	2	Workout clothes, i.e. running shoes, gym shorts or sweats, sweat shirt	Holding onto the pull-up bar raise your body until your chin comes up to or above the bar.
PHASE TWO			
Station 1, Max push-ups	0:01:00	Workout clothes, i.e. running shoes, gym shorts or sweats, sweat shirt	Starting with body parallel and arms out. Lower body until upper arms are even with shoulders and return to up position
Station 2, Plank	0:01:00	Workout clothes, i.e. running shoes, gym shorts or sweats, gym shirt or sweat shirt.	Stay in the Plank position for time period without knees touching the ground.
Station 3, Max pull downs.	0:01:00	Workout clothes, i.e. running shoes, gym shorts or sweats, gym shirt or sweat shirt.	Using a pull down bar at approximately 50% of body weight.
Station 4, Max squats	0:01:00	Workout clothes, i.e. running shoes, gym shorts or sweats, gym shirt or sweat shirt.	Start standing with arms out, squat down onto medicine ball and back up, this is one
Station 5, Max rows	0:01:00	Workout clothes, i.e. running shoes, gym shorts or sweats, gym shirt or sweat shirt.	Using a row bar and 50 % of body weight complete as many rows as possible.
50 yard sprint		Workout clothes, i.e. running shoes, gym shorts or sweats, gym shirt or sweat shirt.	No walking.
Phase two will be repeated 2 times with two minutes of rest between each set. To be completed in proper gym attire.			

3. Pack Test (Each event is pass/fail, but points will be assigned in case of a tie)

   a. Phase one (See PRT instructions below)
      - # Stair Climb (Ascend eight flights of stairs in 25 seconds)
      - # Body Drag (Drag a body 25 yards in 30 seconds)
      - # Wall Climb (Climb a six foot wall within two attempts)

   b. Phase two (See Pack Test instructions below)
      - # Three mile pack test completed in 1 hour
      - # Sprint 50 yards while shooting

2011 Black Hawk SSU PRT Test

Event	Time	Dress Attire	Event Specifications
PHASE ONE			
Stair Climb		Winter boots, BDU's, Entry Vest, w/ Radio, ammo pouches with loaded magazines, flash bang, medical pouch, gas mask, flash light, attached either to the vest or thigh rig. hand gun and rifle, Water bag. Helmet	Ascend (Climb) eight flights of stairs. While completing this event a hand must stay on the hand rail and every step must be touched by one foot.
Body Drag		Winter boots, BDU's, Entry Vest, w/ Radio, ammo pouches with loaded magazines, flash bang, medical pouch, gas mask, flash light, attached either to the vest or thigh rig. hand gun and rifle, Water bag. Helmet	Using a drag strap, drag the heaviest member of the team or dummy body 20 yards. This must be completed unassisted by any team members
3 mile pack test		Winter boots, BDU's, Entry Vest, w/ Radio, ammo pouches with loaded magazines, flash bang, medical pouch, gas mask, flash light, attached either to the vest or thigh rig. hand gun and rifle, Water bag. Helmet	Begin at the Lady luck parking garage entrance, located on Miner's Mesa Road. Walk continuously without stopping to the firing range.
50 yard sprint nad weapons manipulation		Winter boots, BDU's, Entry Vest, w/ Radio, ammo pouches with loaded magazines, flash bang, medical pouch, gas mask, flash light, attached either to the vest or thigh rig. hand gun and rifle, Water bag. Helmet	At the Range start at the 60 yard line, run 10 yards take cover and fire 3 rounds, sprint ten more yards, find cover and fire 3 rounds. Repeat until you reach the 10 yard line. Although Accuracy is not he objective it is important.

4. Firearms Qualification (See Requirements Below)

   a. To qualify with your handgun you must qualify with a 90 % while carrying a slung rifle in full tactical gear as described above

5. Oral Board Interview

   a. The applicant will participate in an oral interview in which a series of pre-developed questions will be asked. The interview panel will consist of a minimum of three members of the SSU team. This is a scored event.

D. Scoring and selection

1. Results of each of the scored events will be compiled and weighted as follows;

   # Physical Fitness Test Pass/Fail
   # Physical Readiness Test Pass/Fail
   # Letter of Interest 20%
   # Evaluation Score 10%
   # Firearms Qualification Pass/fail
   # Oral Interview 70 %

2. Once the scores have been compiled, a list of the applicants, ranked from the highest to lowest scores, will be created. In the case of a tie in scoring, the scores from the PT and PRT will be included. An eligibility list will be completed and be used for one year from date of initial opening.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 03/02/2010

Procedure - Recording Police Activity.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 05/09/14

Subject: Recording Police Activity

TO: All Personnel Date Revised: 09/01/2016

Description: Members of the public, including media representatives, have an unambiguous First Amendment right to record officers in public places, as long as their actions do not interfere with the officer's duties or the safety of officers and others. Because of this, officers should assume that they are being recorded at all times when on duty in a public space.

Definitions: Recording: Capturing of images, audio, or both, by means of a video camera, cell phone, audio recorder, or other device.

Media: The storage source for visual or audio recordings, whether by film, analog, or digital means.

Procedure:

I. This policy provides officers with guidance for dealing with situations in which they are being recorded. To include: videotaping, audiotaping, or both, by members of the public or media.

II. Persons who are lawfully in public spaces or locations where they have a legal right to be present - such as their home, place of business, or the common areas of public and private facilities and buildings - have a First Amendment right to record things in plain sight or hearing, to include police activity. Police may not threaten, intimidate, or otherwise discourage or interfere with the recording of police activities. However, the right to record is not absolute and is subject to legitimate and reasonable legal restrictions, as follows:

a) A reasonable distance must be maintained from the officer(s) engaged in enforcement or related police duties.

b) Persons engaged in recording activities may not obstruct police actions. For example, individuals may not interfere through direct physical intervention, tampering with a witness, or by persistently engaging an officer with questions or interruptions. The fact that recording and/or overt verbal criticism, insults, or

name-calling may be annoying, does not of itself justify an officer taking corrective or enforcement action or ordering that recording be stopped, as this is an infringement on an individual's right to protected speech.

c) Recording must be conducted in a manner that does not unreasonably impede the movement of emergency equipment and personnel or the flow of vehicular or pedestrian traffic.

d) The safety of officers, victims, witnesses, and third parties cannot be jeopardized by the recording party.

e) Private property rules may also apply, such as those a casino may have in place.

III. Arrest

a) Persons who violate the foregoing restrictions should be informed that they are engaged in prohibited activity and given information on acceptable alternatives, where appropriate, prior to making an arrest.

b) Arrest of a person who is recording officers in public shall be related to an objective, articulable, violation of the law unrelated to the act of recording. The act of recording does not, in itself, provide grounds for detention or arrest.

c.) Arrest of an individual does not provide an exception to the warrant requirement justifying search of the individual's recording equipment or media. While equipment may be seized incident to an arrest, downloading, viewing, or otherwise accessing files requires a search warrant. Files and media shall not be erased under any circumstances.

IV. Confiscation of Recording Devices and Media

a) Absent arrest of the recording party, recording equipment may not be confiscated. Additionally, officers may not order an individual to show recordings that have been made of enforcement actions or other police operations.

b) If there is probable cause to believe that evidence of a serious crime has been recorded, an officer should:

i. Advise and receive instructions from a supervisor;

ii. Ask the person in possession of the recording if he or she will consent to voluntarily and temporarily

relinquish the recording device or media so that it may be viewed and/or copied as evidence; and

iii. In exigent circumstances, in which it is reasonable to believe that the recording will be destroyed, lost, tampered with or otherwise rendered useless as evidence before a warrant can be obtained, the recording device or media may be confiscated under a temporary restraint. A warrant must be obtained in order to examine and copy the recording and the chain of custody must be clearly documented per department policy.

iv. In exigent situations where it is objectively reasonable to believe that immediate viewing of recordings is necessary to prevent death or serious bodily harm of another before a warrant can be authorized, the recording device or media may be confiscated and viewed.

v. Whenever a recording device or media is seized without a warrant or obtained by consent, the seized item shall be held in police custody no longer than reasonably necessary for the police, acting with due diligence, to obtain a warrant. The device must be returned at the earliest possible time and its owner/operator given instruction on how it can be retrieved. In all cases property receipts shall be provided to the owner.

V. Supervisory Responsibilities

A supervisor should be summoned to any incident in which an individual recording police activity is going to be, or will most likely be, arrested or when recording equipment may be seized without a warrant or lawful consent.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 05/09/2014

Procedure - Hiring Communcations Officer.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 01/08/09

Subject: Hiring Communications Officers

TO: All Personnel Revision Date: 09/01/2016

Description: To establish fair and impartial guidelines for the recruiting, hiring and selecting of personnel. The Black Hawk Police Department will strive to recruit only the most qualified persons to fill vacant positions. Efforts to recruit qualified applicants will be guided by manpower needs of the Department and applicable opportunity considerations utilizing Equal Employment Opportunity (EEO) guidelines.

Procedure:

Section I - Recruitment

A. The Chief of Police will complete a position requisition form and submit it to Employee Services.

B. Job announcements and advertisements will be initiated by Employee Services.

Section II – Application Process

Applicants must complete a city application, the background questionnaire and a release of information waiver. The original city application, the original background questionnaire, and a copy of the information waiver will be sent to Employee Services. The original release is kept in the file at the police department and used during the background investigation.

Section III – Screening of Applicants

Minimum qualifications Communications Officers is a High School Diploma or GED, a valid Driver's License, and must be 21 years of age.

The Employee Services may conduct a phone interview or review ADP Data and may disqualify him/her using the following criteria:

Omitting past employers and references on job application;
Failure to meet the City's Motor Vehicle Records Review Policy requirements;
Felony convictions;
Domestic Violence Convictions;
Illegal marijuana use within the last two years excluding use prior to 18th birthday;
Illegal drug use such as cocaine in the past five years excluding use prior to 18th birthday; and
Providing false or misleading information on applications.

Section IV – Steps in the Process

Receipt of application, background questionnaire and signed consent release of information from Employee Services;
Background Investigation;
Oral Board Interview;
Integrity Interview;
On site computer testing;
Interview with Communication Supervisor and possibly the Chief of Police;
Psychological Evaluation;
Drug Screen; and
Physical Examination

Section V – Screening of Applicants

An email request will be sent to Employee Services requesting "Not Selected To Interview" letters to be sent to those applicants who do not meet the minimum qualifications and those who have automatic disqualifiers. The email shall be recruitment specific and state why the applicant is disqualified.

The remainder of the applicants will be placed into an A, B or C category. The highest scores being placed in group A.

Section VI – Oral Board

A. After applicants have been chosen to move forward in the process the Employee Services will schedule an oral board.

B. The applicant must verify they have read and understand the job description. If they have not read the job description the applicant must be given time to review it before beginning the oral board.

C. The applicant must verify they can perform the duties of the Communication Officer as stated in the job description with or without accommodations. If the applicant states that they would need accommodation, ask: "Will you please share with us what the accommodation should be?" If the applicant wants to discuss their disability, the interviewer should thank them for sharing the information and state that it will not be used in the selection process.

D. Oral boards shall be scheduled 45 minutes apart.

E. The Oral Board shall consist of the Communication Supervisor and two members of their choosing.

F. The Oral Board questions shall consist of ten to twelve questions taken from a bank of questions and will change with each process.

G. At the end of the Oral Board scores are calculated and the average score must be 60% or higher to continue in the hiring process.

H. An email request will be sent to Employee Services requesting letters to those applicants who did not pass the Oral Board. The email must be recruitment specific and a "Not Selected After Interview" letter will be requested.

I. Any applicant who is disqualified during this phase of the hiring process may re-apply after six months from the last application closing date. After three attempts the applicant may re-apply after three years of their last application closing date.

Section VII – Background Investigation

A. The sergeant in charge of the hiring process will assign background investigations to those officers who have completed a background investigation course.

B. The sergeant will give the investigator a target completion date.

C. The background investigator shall meet with the applicant to review their background packet.

D. The background investigation shall include, but will not be limited to:

1. Employment history;
2. Criminal and driving history;
3. Personal reference contacts;
4. Military information verification;
5. Education verification;
6. Neighborhood interviews and;
7. Employee Services will conduct a credit check after the conditional job offer is completed. (If eliminated because of credit score, an email will be immediately sent to Employee Services requesting the time sensitive Federal Notice be mailed to the applicant.)

Any applicant who is disqualified as a result of a significant omission of information may re-apply after five years of their last application closing date.

Section VIII – Computer Testing

The applicant will be required to do online computer testing. This will be reviewed by the Operations Commander.

Section IX – Integrity Interview

Applicant will meet with a detective for an integrity interview which will address questions brought up during the background investigation.

Section X – Personnel Action Notice

A. The Chief will draft a Personnel Action Notice to be approved by Employee Services and the City Manager before a contingent job offer is made. The Personnel Action should list all contingencies with the last two being the drug screen and physical examination.

B. The Chief will also send a copy of the Personnel Action Notice to the applicant with the contingent job offer.

C. Only two contingent job offers will be made at a time for each open position.

Section XI – Psychological Examination

A. The applicant will be contacted by Employee Services and informed they will move forward in the hiring process. The applicant will be referred for a psychological evaluation.

   Any applicant who is disqualified during the psychological phase of the hiring process is eligible to reapply after one year of their last application closing date. An email will be sent to Employee Services when applicants are disqualified requesting a "Not Selected After Interview" to be mailed.

Section XII – Final Interview

A. An interview will be conducted with the Communication Supervisor and possibly the Chief of Police if the applicant successfully completes all previous testing requirements.

B. Each interview shall consist of a set of predetermined questions, in addition to any areas of concern stemming from the applicant's background investigation.

C. Interviewer shall score all applicants on the same scale.

D. The selected applicant will be fingerprinted on the Livescan fingerprint system. One printed card will be kept for the personnel file and the prints will be forwarded electronically to CBI for all Clearances.

Section XIII – Conditional Job Offer and Medical Review Form

The applicant will be contacted by Employee Services and informed they will move forward in the hiring process and forward a copy of the Conditional Job Offer and Medical Review Form. They will be referred to the Designated Medical Provider to schedule a post offer drug screen and physical evaluation. The applicant will present the completed form to the Designation Medical Provider for review. This is the final step in the post offer process.

Any applicant who is disqualified as a result of the physical examination is eligible to re-apply after one year of their last application closing date. If the applicant fails the drug screening they are eligible to re-apply after five years of their last application closing date.

Section XIV – Final Job Offer

Applicants who successfully complete all phases of the hiring process and are selected will be offered a position in writing by the Chief of Police.

Related Documents:

P:\FORMS\Pre-Employment Forms\City Application For Employment.doc
P:\HR Shared\Recruitment and Selection\PD Forms\Personal History.doc
P:\FORMS\Personnel Action Notice.doc
P:\FORMS\Conditional Offer and Medical Review Form.doc

Authorized by:
Stephen N. Cole Date: 01/08/09
Chief of Police

Procedure - Hiring Patrol.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 12/15/08

Subject: Patrol Hiring Process Revision Date: 09/01/2016

TO: All Personnel

Description: To establish fair and impartial guidelines for the recruiting, hiring and selecting of sworn personnel. The Black Hawk Police Department will strive to recruit only the most qualified persons to fill vacant positions. Efforts to recruit qualified applicants will be guided by manpower needs of the Department and applicable opportunity considerations utilizing Equal Employment Opportunity (EEO) guidelines.

Procedure:

Section I - Recruitment

A. The Chief of Police will complete a position requisition form and submit to Employee Services.
B. The Chief will request a job announcement and advertisement from Employee Services. Employee Services will arrange for advertising on various internet sites and newspapers.
C. Recruit from academies.
D. Post announcement on CCIC.

Position requisition form can be found in the computer in city shared in the forms file.

Section II - Application Process

Applicants must complete a city application, the background questionnaire and a notarized release of information waiver. The original city application, original background questionnaire, and a copy of the release will be sent to Employee Services. The original release is kept in the file at the police department for use during the background investigation. The applicant must also receive a copy of the summary of their rights under the fair credit reporting act.

Section III - Screening of applications

A. Applications will be reviewed for minimum qualifications:
    1. High School Diploma or GED
    2. Colorado Post Certificate by end of recruitment process
    3. Valid Driver's License
    4. 21 years of age
    5. Criminal and Driving History

B. Applications will be reviewed for automatic disqualifiers during an over the phone interview conducted by the Administrative Assistant.

    Automatic disqualifiers are as follows:
    1. Incomplete application;
    2. Omitting past employers, not listing all references;
    3. More than five traffic tickets in three years;
    4. Driver's license suspension, revocation or denial in the last; three years from date of reinstatement;
    5. DUI or alcohol related offense in the last five years;
    6. Violations of eight points or more in last three years;
    7. Convictions of any kind prohibiting a POST certificate;
    8. Felony convictions;
    9. Domestic violence convictions including deferred sentences;
    10. Illegal marijuana use within the last two years;
    11. Illegal drug other than marijuana in the last five years; and
    12. Providing false or misleading information on the application or background questionnaire.

C. An email request will be sent to Employee Services requesting "Not Selected To Interview" letters to be sent to those applicants who do not meet the minimum qualifications and those who have automatic disqualifiers. The email shall be recruitment specific and state why the applicant is disqualified.

D. The remainder of the applicants will be placed into an A, B or C category. The highest scores being placed in group A. The score is based on the following criteria from the application.
    1. Military experience
    2. Education
    3. Law enforcement experience
    4. Criminal history
    5. Driving history
    6. Work history

    The above forms are found in the computer in the police shared file under recruit.

Section IV - Oral Board

A. After applicants have been chosen to move forward in the process the Administrative Assistant will call them to set up an oral board.

B. Each applicant must verify they have read and understand the job description. If they have not read the job description the applicant will be given time before beginning the oral board to read it.

C. Each applicant will verify they can perform the duties of a police officer as stated in the job description with or without accommodations. If the applicant states that they would need accommodation, ask: "will you please share with us what that accommodation should be." If the applicant wants to discuss their disability, the interviewer should thank them for sharing the information and state that it will not be used in the selection process.

D. Oral Boards shall be scheduled 45 minutes apart.

E. The Oral Board shall consist of one sergeant and two officers.

F. The Oral Board questions shall consist of ten to twelve questions taken from a bank of questions and will change with each process.

G. At the end of the Oral Board scores are calculated and the average score must be 60% or above to continue in the hiring process.

H. An email request will be sent to Employee Services requesting letters to those applicants who did not pass the Oral Board. The email must be recruitment specific and the Not Selected After Interview Letter will be requested.

I. Any applicant who is disqualified during this phase of the hiring process may reapply after six months of their last application closing date. After three attempts the applicant may reapply after three years of their last application closing date.

Section V - Background Investigation

A. The sergeant in charge of the hiring process will assign backgrounds to those officers who have completed a background investigation course.

B. The sergeant will give the investigator a target completion date.

C. The background investigator shall first meet with the applicant to review their background packet and inform them they will need to do one ride along during the background process.

D. The background investigation shall include, but will not be limited to:

1. Employment history
2. Criminal and driving history
3. Personal reference contacts
4. Military information verification
5. Education verification
6. Neighborhood interviews
7. Employee Services will conduct a credit check and if they are eliminated because of a low score Employee Services will send them the time sensitive Federal Notice.

Background Investigation forms are found in the computer in the police shared file under recruit.

Any applicant who is disqualified as a result of a significant omission of information may reapply after five years of their last application closing date.

Section VI - Integrity Interview

A. Applicant will meet with a detective for an integrity interview which will address questions brought up during the background investigation.

Section VII - Computer Testing

A. Applicant will take an onsite computer test which will test for grammar, spelling, math skills, honest and integrity. The Administrative Assistant will monitor the testing and review results.

Section VIII - Personnel Action Notice

A. The Chief will draft a Personnel Action Notice to be sent to Employee Services and the City Manager before a contingent offer is made. The Personnel Action should list all contingencies with the last two being the drug screen and physical examination.

B. The Chief will also send a letter to the applicant with the contingent job offer.

C. Only one contingent job offer will be made at this time for each open position.

The Personnel Action Notice Form is found in the computer in the city shared forms file.

Section IIX - Polygraph and Psychological Examination

A. The applicant will be contacted by Employee Services and informed they will move forward in the hiring process. They will be referred to Baseline Consulting at 303-238-2225 to schedule their polygraph examination.

B. The applicant will be referred to Nicoletti-Flater Associates to schedule their psychological evaluation at 303-989-1617.

C. Any unresolved issues will be reviewed for disqualification.
Any applicant who is disqualified during this phase of the hiring process is eligible to reapply after one year of their last application closing date. If the applicant had four or more unresolved issues during the polygraph examination, they are eligible to reapply after five years of their last application closing date. An email will be sent to Employee Services if they are disqualified with recruitment specific information and reason of ineligibility.

Section IX - Final Interview

A. An interview will be conducted with the Chief of Police if the applicant successfully completes all previous testing requirements.

B. The interview shall consist of a set of predetermined questions, in addition to any areas of concern stemming from the applicant's background investigation.

C. Complete two sets of fingerprint cards for the applicant. One will be kept in their personnel file and the Administrative Assistant will send the other set to CCIC for clearance.

Section X - Physical Examination and Drug Screening

A. At the direction of the Chief of Police the applicant will be contacted by the Administrative Assistant and informed they will move forward in the hiring process. They will be referred to Exempla Health Care at 303-467-4100 located at 1-70 and Kipling to schedule a post-offer drug screen and physical evaluation. This is the final step in the post offer process.

Any applicant who is disqualified as a result of the physical examination is eligible to reapply after one year of their last application closing date. If the applicant fails the drug screening they are eligible to reapply after five years of their last application closing date.

Section XI - Final Job Offer

Applicants who successfully complete all phases of the hiring process and are selected will be offered a position in writing by the Chief of Police.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 12/15/08

Procedure - Hiring Records Clerk Position.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 01/18/09

Subject: Records Clerk Hiring Process

TO: All Personnel Revision Date: 09/01/2016

Description: To establish fair and impartial guidelines for the recruiting, hiring and selecting of personnel. The Black Hawk Police Department will strive to recruit only the most qualified persons to fill vacant positions. Efforts to recruit qualified applicants will be guided by manpower needs of the Department and applicable opportunity considerations utilizing Equal Employment Opportunity (EEO) guidelines.

Procedure:

Section I - Recruitment

A. The Chief of Police will complete a position requisition form and submit to Employee Services.
B. Job announcements and advertisements will be initiated by employee services.

Section II – Application Process

Applicants must complete a city application, the background questionnaire and the release of information waiver that shall be notarized. The original city application, original background questionnaire, and a copy of the release will be sent to Employee Services. The original release is kept in the file in the police department for use during the background investigation.

Section III – Screening of Applicants

Minimum qualifications for Records Clerk is a High School Diploma or GED, a Valid Driver's License, and must be 21 years of age.

The administrative assistant will conduct an over the phone interview with the applicant. Disqualifiers for the position are as follows:

Omitting past employers and references on job application;
Failure to meet the City's Motor Vehicle Records Review Policy requirements;

Felony convictions;
Domestic Violence Convictions;
Illegal marijuana use within the last two years excluding use prior to 18th birthday;
Illegal drug use such as cocaine in the past five years excluding use prior to 18th birthday; and
Providing false or misleading information on applications.
#

Section IV – Steps in the Process

Receipt of application, background questionnaire and signed consent release of information from Employee Services;
Background Investigation;
Oral Board Interview;
Integrity Interview;
On site computer testing;
Interview with Records Supervisor and possibly the Chief of Police;
Psychological Evaluation;
Drug Screen; and
Physical Examination

An email request will be sent to Employee Services requesting "Not Selected To Interview" letters to be sent to those applicants who do not meet the minimum qualifications and those who have automatic disqualifiers. The email shall be recruitment specific and state why the applicant is disqualified.

The remainder of the applicants will be placed into an A, B or C category. The highest scores being placed in group A.

Section V – Oral Board

A. After applicants have been chosen to move forward in the process the Administrative Assistant will schedule an oral board.

B. The applicant must verify they have read and understand the job description. If they have not read the job description the applicant must be given time to review it before beginning the oral board.

C. The applicant must verify they can perform the duties of the Communication Officer as stated in the job description with or without accommodations. If the applicant states that they would need accommodation, ask: "will you please share with us what the accommodation should be." If the applicant wants to discuss their disability, the interviewer should thank them for sharing the information and state that it will not be used in the selection process.

D. Oral boards shall be scheduled 45 minutes apart.

E. The Oral Board shall consist of the Records Supervisor and two members of their choosing.

F. The Oral Board questions shall consist of ten to twelve questions taken from a bank of questions and will change with each process.

G. At the end of the Oral Board scores are calculated and the average score must be 60% or higher to continue in the hiring process.

H. An email request will be sent to Employee Services requesting letters to those applicants who did not pass the Oral Board. The email must be recruitment specific and a "Not Selected After Interview" letter will be requested.

Section VI - Background Investigation

The sergeant in charge of the hiring process will assign background investigations to those officers who have completed a background investigation course.
The sergeant will give the investigator a target completion date.
The background investigator shall first meet with the applicant to review their background packet.
The background investigation shall include, but will not be limited to:

1. Employment history;
2. Criminal and driving history;
3. Personal reference contacts;
4. Military information verification;
5. Education verification;
6. Neighborhood interviews, and;
7. Employee Services will conduct a credit check after the conditional job offer is completed. (If eliminated because of credit score, an email will be sent to Employee Services requesting the time sensitive Federal Notice be mailed to the applicant.)

Any applicant who is disqualified as a result of a significant omission of information may re-apply after five years of their last application closing date.

Section VII – Integrity Interview

Applicant will meet with a detective for an integrity interview, which will address questions brought up during the background investigation.

Section VIII – Testing

The administrative assistant will monitor and review the testing. Applicant will take a spelling and typing test on site.

Section IX – Personnel Action Notice

A. The Chief will draft a Personnel Action Notice to be approved by Employee Services and the City Manager before a contingent job offer is made. The Personnel Action should list all contingencies with the last two being the drug screen and physical examination.

B. The Chief will also send a copy of the Personnel Action Notice to the applicant with the contingent job offer.

C. Only one contingent job offer will be made at this time for each open position.

Section X – Final Interview

A. An interview will be conducted with the Records Supervisor and possibly the Chief of Police if the applicant successfully completes all previous testing requirements.

B. Each interview shall consist of a set of predetermined questions, in addition to any areas of concern stemming from the applicant's background investigation.

C. Interviewer shall score all applicants on the same scale.

D. The selected applicant will be fingerprinted on the Livescan fingerprint system. One printed card will be kept for the personnel file and the prints will be forwarded electronically to CBI for all Clearances.

Section XII – Conditional Job Offer and Medical Review Form

The applicant will be contacted by the Administrative Assistant and informed they will move forward in the hiring process and forward a copy of the Conditional Job Offer and Medical Review Form. They will be referred to the Designated Medical Provider to schedule a post offer drug screen and physical evaluation. The applicant will present the completed form to the Designation Medical Provider for review. This is the final step in the post offer process.

Any applicant who is disqualified as a result of the physical examination is eligible to re-apply after one year of their last application closing date. If the applicant fails the drug screening they are eligible to re-apply after five years of their last application closing date.

Section XIII – Final Job Offer

Applicants who successfully complete all phases of the hiring process and are selected will be offered a position in writing by the Chief of Police.

Related Documents:

P:\FORMS\Pre-Employment Forms\City Application For Employment.doc

P:\HR Shared\Recruitment and Selection\PD Forms\Personal History.doc

P:\FORMS\Personnel Action Notice.doc

P:\FORMS\Conditional Offer and Medical Review Form.doc

P:\FORMS\Personnel Action Notice.doc

Authorized by:
Stephen N. Cole
Chief of Police

Date: 01/18/09

Procedure - Honor Guard Team Application Process.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 03/25/2014

Subject: Honor Guard Team Application Process

TO: All Personnel Date Revised: 09/01/2016

Description: The Black Hawk Police Department has formed an Honor Guard Team to represent the City of Black Hawk at different types of public events and ceremonies. The members of the Honor Guard Team are expected to have high personal standards as well as strong teamwork skills. Selected members of the Honor Guard Team shall be motivated, have integrity, be highly disciplined and understand the important role they perform for the city.

Procedure: Requirements to apply for a position on the Honor Guard Team

I. Letter of Interest – To include but not limited to:

   A. Interest in the position
   B. Outside training or experience related to the position
   C. Previous training with the Black Hawk Honor Guard
   D. Examples of being a team player
   E. Current level
   F. Anything else you feel would be pertinent to being considered for the position

II. The applicant has completed the required 18 month introductory period with police department. This may be waived with the approval of the Chief of Police.
III. Satisfactory Evaluation rating
IV. No sustained IA's for Use of Force Issues
V. No violations of General Order 2.04 Uniform and Appearance within the last 12 months
VI. Physically Fit – No injuries that would prohibit someone for standing, marching, or carrying a ceremonial rifle or flag for long periods of time.
VII. Two year commitment after successful completion of CPFF (Colorado Professional Fire Fighters) Honor Guard Academy

Disqualifiers:

I. Sustained IA's for Use of Force issues
II. The applicant does not pass CPFF Honor Guard Academy (Cannot re-apply for the Black Hawk Honor Guard Team for 1 year)

Dismissal:

I. Missing more than 4 trainings / ceremonies per year without prior approval
II. Documented pattern of missing trainings / ceremonies with or without approval.
III. Sustain an injury that prevents a team member from standing, marching, or carrying a ceremonial rifle or flag for long periods of time.
IV. Sustained IA for Use of Force Issue.
V. Two or more sustained violations of General Order 2.04 Uniform and Appearance.
VI. Any sustained policy violation that reflects poorly on the Black Hawk Honor Guard Team, Black Hawk Police Department or City of Black Hawk.

Any portion of the criteria listed above can be amended by the Chief of Police at any time for any reason.

Authorized by:
Stephen N. Cole Date: 09/01/2016
Chief of Police

Procedure - Records.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 02/24/2010

Subject: Records

TO: All Personnel Date Revised: 10/20/2016

Procedure: The Records Section serves as the official central repository for the Police Department law enforcement records. The Records Section stores, preserves and insures the integrity of these records. The Records Section also serves the general public as a source of information within established guidelines.

The Records Section personnel shall maintain all the Police Department's law enforcement records. The Records Section personnel shall classify reports using the Uniform Crime Reporting Program's I.B.R.S./N.I.B.R.S. system. The Records Section shall release information and copies of reports to Criminal Justice Agencies, as well as non-criminal justice persons pursuant to Federal, State and Police Department regulations and guidelines.

Procedure: Case Procedures

All original crime reports
All original incident reports
All on-view arrest reports
A copy of Summons & Complaints
Penalty Assessments
Records fees accountability
Traffic Accident reports
Intoxilyzer Logs

Accountability

Original reports shall be retained, secured and maintained by the Records Section . Members may, for investigative purposes, request copies by completing the appropriate forms and turning them in to the Records Section.

Records Privacy and Security

Records Section personnel shall ensure that criminal history record information is collected, stored, and disseminated in a manner to ensure the completeness, integrity, accuracy and security of such information and to protect individual privacy. Further, the guidelines governing the inspection of public records will be in compliance with Colorado Revised

Statutes 24-72-301 through 308.5, and 24-72-202 through 205. All records privacy laws dictated by Federal and State Statutes also apply.

Limitations on Dissemination of Records

Dissemination of criminal history record information must be limited, whether directly or through any intermediary only to:

Criminal justice agencies for purposes of the administration of criminal justice and criminal justice agency employment

Such other individuals and agencies which require criminal history record information to implement a statute or executive order that expressly refers to criminal conduct and contains requirements and/or exclusions expressly based upon such conduct (i.e. firearms, liquor/gaming licenses).

Agencies of State or Federal government which are authorized by statute or executive order to conduct investigations determining employment suitability or eligibility for security clearances allowing access to classified information.

Individuals and agencies where authorized by court order or rule.

The regulations in this policy shall not apply to criminal history record information contained in posters, announcements, or lists for identifying or apprehending fugitives or wanted persons.

The mere fact that a record is initially public (i.e. a case or arrest report) does not mean that it must remain so indefinitely.

Case registers may be considered public record (provided they are referenced for an approved purpose in keeping with the public interest) because they are kept chronologically and individual information is not readily retrievable, case files, accident reports, traffic citations, etc. may initially be considered public record soon after they occur prior to further processing of criminal history record information therein contained. Subsequent to final processing they are not considered public record per se but may be referenced, as stated above, for a purpose in keeping with the public interest.

Investigative information is subject to restricted access because disclosure may destroy any value the information may have per the direction of the District Attorney.

Juvenile record information may be released only to:

The juvenile in interest

The juvenile's parent or legal guardian
The juvenile's attorney (proof of identity must be shown). When
any other juvenile is referenced in a record (other than the juvenile in interest) all reference to that other juvenile must be withheld.

The juvenile's school personnel (exchange of information between schools, courts and law enforcement)

Juvenile Criminal Records

Juvenile records are maintained separately from other records as a function of the agency computer system. The agency computer system identifies all juvenile names with a visible, highlighted "Juvenile" title. Juvenile records may not be disclosed to the public.

Additional examples of authorized access:

Military recruiters are entitled to conviction information provided such information does not fall within the two, five or seven year rules. They are not entitled to juvenile records unless the person named is present and requests it, or they have a notarized release for the information.

Military police, however, are entitled to complete criminal history records information as a law enforcement agency.

Defense attorneys and Public Defenders are entitled to information with regard to the specific case in inquiry. Said attorneys may not be denied access to information on the case in interest that has been or is routinely provided to the prosecution. State law removes the public defender as a criminal justice agency. A defense Attorney should be referred to the District Attorney for Discovery.

Private security agencies and private detective agencies are <u>NOT</u> criminal justice agencies and are entitled only to public information, provided their purpose in requesting access is in keeping with the public interest.

Releasing of Records

The Records Section is guided by the privacy and security acts as directed by National, State and agency regulations. Proper identification is a mandatory requirement of any requests except for those individuals wearing a uniform such as law enforcement or military (i.e. must produce their personnel ID). If a request is over the telephone, discretion is used regarding what information can be provided. A call back number to verify an individual's position or place of employment shall be completed. If a person has access to a national crime computer, that person may be requested to send a teletype message to the department or a request can be made on their department letterhead. If there is a question involving the release of information in a specific situation, the Records Section

personnel will contact the Records Supervisor. All reports must be screened for confidential information prior to release.

If a record is not immediately available for any reason, Records Section personnel must give the person inquiring a reasonable explanation as to why it is not available.

When another law enforcement agency requests a copy of the report, a record of this transaction is recorded on the case action sheet. Records Section personnel record the date, the agency, the initials of the member who copied the case and released it. (If the report is faxed, the confirmed fax sheet is also put in the case file).

Members of the public requesting a copy of a report must fill out a standard form with the proper information and show a picture identification. The form must include the applicant's name, date of birth, address, reason for the request, driver's license number, signature and the date of the action. The original form is filed with the report (and a copy for the Chief and the city clerks office). However the request was released shall be noted on the case action sheet. A daily log of cases copied for the public is kept by the records Section personnel.

Records information is accessible to Agency members at all times through the Agency computer. In an emergency situation, a supervisor may request that the Records Supervisor or designee, be notified to provide the necessary criminal justice documents.

Members have access to the following indexes through computer resources:

An index of incidents of location,

An index of incidents by type. (Via CCIC automated statistics and agency computers)

An index of stolen, found, recovered and evidential property (available through agency and CCIC/NCIC computers)

A criminal history file on each person arrested

Records Section personnel will create a bulletin for the Victim Advocate in accordance with the Victim Rights Laws. This report will be run on every Monday for the previous week. The date range is the previous Monday through Sunday. Once this report is created, it can be emailed to the victim advocates. Email the reports to the Gilpin County Victim Advocates. Once they receive the bulletin, and have looked it over, they will request the case reports they want a copy of. These reports are also emailed to them via the eForce software.

Maintaining Records

Every Monday a daily case report log is printed and is maintained by the Records Section personnel. The log is printed for the previous week, Monday the previous week through Sunday. All written cases are assigned a case number and each case number is unique.

All original case reports, incident reports (i.e. lockouts, warning tickets, traffic summons, etc.) shall be securely maintained by Records Section personnel. Original reports are logged in the Case Register Book by recording the date on which the case was received. This log is also used to record Media Release, N.I.B.R.S. entry and filing date. This is to maintain a system whereby Records Section personnel can account for all reports.

The Master Name Index file contains the names and available associated information of all victims, reporting persons, suspects, witnesses, persons arrested and persons incarcerated. These names automatically arrange and display in alphabetical order by eForce, the agency computer system. Title 24-72-308 CRS (Colorado Revised Statutes) provides criteria for limited access, expungements and pardons.

Each offense report case is indexed with a "Case Action Sheet". Information for the specific case is recorded on the case action sheet. This information includes the offense report, supplements, custodies, prosecution reports, evidence reports, record releases, etc. As paperwork is received by the records section personnel, they record the type of information, date filed and the initials of the records section personnel recording each paper.

All handwritten reports (i.e. lockouts, warning tickets, etc.) will be placed in a numbered file corresponding to the Incident Number assigned from the CAD.

Specific data pertaining to each case is entered into the agency computer system. Records Section personnel check certain information such as date of birth, AKA's addresses, etc. Records Section personnel also check the arrest information and make sure the summons/penalty assessment numbers are accurate before this information transfers to the court software. After all the information has been entered, the report is put in a case file and then scanned into the computer system (with a double check by a records section personnel that did not do the initial scanning)(reports after 2009, prior to 2009 this paperwork is not scanned into the computer software). After the scanning procedure has been completed the case report is than given to the records section personnel that enters N.I.B.R.S. Once that is complete the report is then filed in the records room in numeric order.

All supplemental reports, status reports, case filings, evidence receipts or other miscellaneous paperwork are scanned into the computer system, then recorded and added to the original report files. Supplemental reports to cases may be received by all divisions within the

agency and the originals will be forwarded to the records section. Supplemental Reports are screened by the records section personnel and appropriate data is forwarded for N.I.B.R.S. entry.

Upon receiving an original case report, the Records Section personnel distribute copies of the reports throughout the agency or to the courts. The original report is maintained by the Records Section. Records are released to insurance companies or their designee, at their request, by the Records Section and are generally mailed. Records are released to the public when the person in interest makes written applications. Records of cases which are currently under investigation and suspects identities involved in those cases will be withheld without specific approval of the assigned investigator. Records are not released to private companies to solicit business. Records are not released if the release could result in unwarranted adverse consequences. Records of child abuse are confidential. The names of victims of sexual assault are not released. Records being prosecuted by the District Attorney can not be released by our agency, but must be released by the discovery unit at the District Attorney's Office. Other exceptions and limitations are noted in A.4 of this section.

When supplemental reports are received for cases which are not currently on file, or have a file, the pages are inserted into a folder and filed numerically. As cases are filed, the attachments in the folders are recorded and added to the case.

"Ongoing Discovery Requests" are sent to the officers on each case from the District Attorney's Office. These will be forwarded to the Records Section. Records will then forward any paperwork which has not previously been sent to the District Attorney.

Final disposition of all cases are forwarded by the courts to the Records Section. Final disposition on all felonies are sent to the detective handling the case and then forwarded to the Records Section. Record Section personnel will forward a copy of each disposition, received from the courts to the Investigations Sergeant and a copy of all felony dispositions will be forwarded to the Investigation Sergeant and the Evidence Tech. The original disposition will then be entered in the agency computer system by Records Section personnel and then filed in the original case report.

Scanning and Records Retention

Scanning duties are performed by Records Section personnel. Scanning duties included scanning the older and current cases into the Alchemy software for transfer to CD's, for records retention. Scanning duties also include (beginning in 2009) all criminal justice paperwork into the actual case report on the agency computer system.

A permanent record of all files scanned is entered in a log. A log book of all scanning activity is maintained by the Records Section personnel for reference content.

A records retention schedule has been established by the City of Black Hawk and is in compliance with the Colorado Municipal Records Retention Schedule as approved by the State Archivist. The schedule is reviewed annually by the City Clerk and changes are made available to the Records Personnel. A hard copy of the Record Retention Schedule is maintained by the Record Supervisor.

Collection of Service Fees – Records

Only Records Section personnel are permitted to write receipts and handle the currency received for services pertaining to records keeping for the monthly ledger (i.e. Restitution, copies of tapes – audio/video, PBT's, etc). Fees are collected in accordance to court orders and/or declaration of the Chief as approved by the Board of Alderman.

Records Section personnel maintain a monthly ledger book for money received. When money is received by Records Section personnel, the transaction is recorded and a receipt is written. For after hours collection of PBT's or court fines there is a receipt book in the front officer of the records section. Any receipts written from this receipt book are to be placed in the white locked box in the lobby of the police department.

The Records Section maintains and keeps the money collected. At the end of the month the books are totaled and balanced by the Administrative Assistant to the Chief to provide an accounting of monies received for each specific category. This monthly ledger is forwarded to the City Finance Department. All record keeping books are maintained in the Records Section. During the hours that Records Section personnel are not on duty, the money is kept locked in a secure fireproof filing cabinet. Only Records Section personnel have access to the keys.

Audits are performed by the City Finance Department at least annually.

Expunging Procedure

An order to seal or expunge records must come from the District Court of the jurisdiction where the arrest was made and the criminal record located.

Basic identification information is not sealed. The Agency computer system will indicate the file has been sealed/expunged. The separate index is in a card file box in the Record Supervisors office.

A separate index is kept which will include the following information:

- Name
- Date of Birth

- Last know address
- Physical description
- Name of the Judge ordering the expungement
- Date of the order
- Court case number if available

The court and petitioner must be notified within 120 days of the agency's compliance with the court's order.

Once a record is sealed it is deemed to never have existed. A sealed record may be reopened only by a court order.

When a court order to seal or expunge records is received, the following files are searched:

- Name search in the agency computer systems.

If the record to be sealed is a law enforcement written report, the following procedure shall be followed:

- Make a copy of the original report
- Seal the original case, along with the master index card if applicable, and file in the supervisors office
- On the copied case mark out the name of the subject of the court order and any reference which might lead to the identity of the individual and return the copied case to the files
- On the case action sheet, indicate the case is a copy, and the original record is sealed, the name of the Judge, court case number, date and name of the member who sealed the case

If the case is scanned, flag the CD with the case number and the name of the subject which is not be released.

All references to the individual shall be deleted from agency computers (the individual is marked with a sealed record on the agency computer). Any references to the individual shall be deleted from the N.I.B.R.S. arrest entries as well (forward a copy of the sealed notice to the head of the N.I.B.R.S unit). Computer file modifications will be completed only by a supervisor.

Pardons are received from the Governors Office through the District Court. Records in question are returned or destroyed as instructed by the court or der.

Incoming and Outgoing Mail

Incoming and outgoing Police Department's mail is handled by the Records Section personnel. The official mailing address for the Black Hawk Police Department is:

P.O. Box 68

Black Hawk, CO 80422

Postage for outgoing mail is affixed by the City Clerks office personnel. Packages being shipped are processed by the Administrative Assistant to the Chief and then delivered to the City Finance Department for UPS mailing. Certified mailings are completed by the Records Section personnel and the Unit Number of the employee is put on the receipt and the green label (this is so they can be returned to the correct employee).

Incoming mail is sorted and stamped with the receiving date. All subpoenas and DOR hearings are opened, stamped and 2 copies made (1 for the officer subpoena file and the other for the case report). All record requests need to be opened and date stamped. The mail is then distributed into the designated slots.

Mail which is not addressed to a specific person or Division, is opened and forwarded to the proper person/Division.

Unidentified "windowed" mail is opened and forwarded to the proper division.

Lobby

All Records Section personnel are trained to assist people in the lobby, which is the reception area of 221 Church St. Records Section personnel staff the lobby area daily from 0800 hours until 1700 hours, Monday through Friday.

Fingerprinting

The responsibilities of the Records Section personnel during the processing of Fingerprints between the hours of 0800 to 1700, Monday through Friday are as follows:

- Fingerprints are only done for the residents of the City of Black Hawk or for Liquor Licenses for the City Clerk.
- Ask for the fingerprint card, required fee and a driver's license or I.D.
- Write the applicant a receipt.
- Have the person cleared on CCIC/NCIC through the Communications Center.
- Make a copy of the verification form with the driver's license or I.D.

- On the copy, stamp with the receipt/date stamp, write the receipt number and the initials of the Record Section personnel doing the fingerprinting.
- Make a second copy and file in the back records room.

Definitions Used in the Records Section

Arrest & Criminal Records Information: Information reporting the arrest, indictment, or other formal filing of criminal charges against a person. The identity of the criminal justice agency taking such official action relative to an accused person.

Basic Identification Information: The name, date of birth, last known address, physical description and sex of any person.

CAD: Computer Aided Dispatch

Criminal Justice Agency: Any court with criminal jurisdiction and any agency of the state or of any county, city and county, home rule city and county, home rule city or county, city, town, territorial charter city, governing boards of institutions of higher education, school district, special district, judicial district or law enforcement authority which performs any activity directly relating to the detection or investigation of crime; the apprehension, pretrial release, post trial release, prosecution, correctional supervision, rehabilitation, evaluation or treatment of accused persons or criminal offenders; or criminal identification activities or the collection. Storage or dissemination of arrest and criminal records information.

Criminal Justice Records: All books, papers, cards, photographs, tapes, recordings or other documentary materials, regardless of form or characteristics, which are made, maintained or kept by any criminal justice agency in the state for use in the exercise of functions required or authorized by law or administrative rule.

Custodian: The official custodian or any authorized person having personal custody and control of the criminal justice records in question. The supervisor of records is the Official Custodian of Records.

Disposition: A decision not to file criminal charges after arrest. The conclusion of criminal proceedings, including conviction, acquittal or acquittal by reason of insanity. The dismissal, abandonment or indefinite postponement of criminal proceedings. Formal diversion from prosecution. Sentencing, correctional supervision and release from correctional supervision, including terms and conditions thereof. Outcome of appellate review of criminal proceedings. Executive clemency.

I.B.R.S.: Incident Based Reporting System

N.I.B.R.S.: National Incident Based Reporting System

Official Action: An arrest, indictment, charging by information, disposition, pretrial or post trial release from custody, judicial

determination of mental or physical condition, decision to grant, order or terminate probation, parole or participation in correctional or rehabilitative programs. Any decision to formally discipline, reclassify or relocate any person under criminal sentence.

Official custodian: Any officer or employee of the state or any agency, institution, or political subdivision thereof who is responsible for the maintenance, care, and keeping of criminal justice records, regardless of whether such records are in his actual personal custody and control.

OSN: Operator Security Number

Person: Any natural person, corporation, partnership, firm or association.

Person in interest: The person who is the primary subject of a criminal justice record or any representative designated by said person by power of attorney or notarized authorization. Except that, if the subject of the record is under legal disability, "person in interest" means and includes his/her parents or duly appointed legal representative.

U.C.R.: Uniform Crime Reporting Program.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 02/24/2010

Procedure - Disposition Input eForce.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 11/08/2013

Subject: Dispositions

TO: All Personnel Revised: 10/18/2016

Procedure: Dispositions are received in the Record Section from the County Court, Municipal Court and the District Attorney's Office. The data will be updated in the computer and the disposition filed in the case report. Dispositions are recorded and filed to assure the evidence will be destroyed in a timely manner and the case closed.

Definitions:

• Guilty	GAC	Pled Guilty
• Not Guilty	NG	Pled Not Guilty
• Deferred Judgment	DJS	Pled Guilty, given 6 months to a year to have no new violations to have the guilty plea changed to Dismissed
• Deferred Prosecution	DPS	
• Vacate	VAC	After the completion of a DJS with no new violations, the charge is vacated (Dismissed)
Dismissed	DBJ	Charge Dismissed

Dispositions

When Dispositions are received in Records from Court/District Attorney and Municipal Court

Search all dispositions by last name (this is to determine if it is a case report or a citation). All citations are filed by alphabetical (beginning in 2012) and year

County Dispositions – Sometimes the CR # or ticket # is listed on the disposition. If there is a case, there will be a case number with an arrestee and/or suspect. If there is only a citation there will be a citation number with an MC/GC before the citation number. Write the case number on the disposition if it is a case. If it is a citation, highlight the name of the defendant in yellow (write down the year of the citation, if it is not the current year).

Municipal Dispositions – After the search to determine if it is a case report or a citation, highlight the case number or the name (depending on the type of case). If it is a citation write down the year of the citation, if it is not the current year.

Disposition Input – eForce
Case Report

Logon to eForce

Search – left click
DNA Search – left click
Enter the last name (first initial in some cases – popular names) and hit the "Enter" key or left click on the "Search" button
Left click on the name
Left click on case number; arrestee
Write the case number on the upper right hand corner of the disposition
Left click on the Arrestee

Arrestee Details – Left click ADD a

new charge to enter the Disposition:

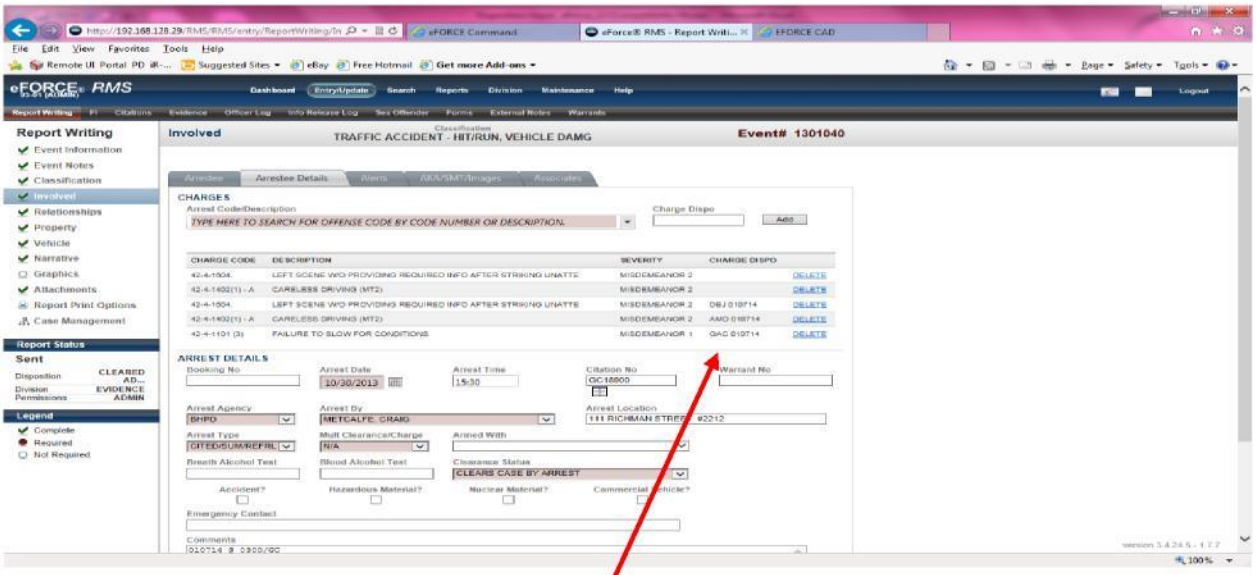
Search by code – enter the Statute/Ordinance number (the one already listed in the case
Highlight the Statute/Ordinance number needed – Tab
(eForce auto populates the rest)

Charge disposition – Enter the court disposition (2 or 3 digit disposition code) & court date

Guilty – GAC
Not Guilty – NG
Dismissed - DBJ
Deferred Sentence - DJS
Vacated – VAC (this is used when a Deferred Judgment was completed with no new violations

Amended - AMD (use the original statute number)
Add the new charge & do the disposition as Guilty)(Municipal dispositions will show AMD, County Dispositions do not show AMD, just check the charges and see if there are any new charges)

Add – left click

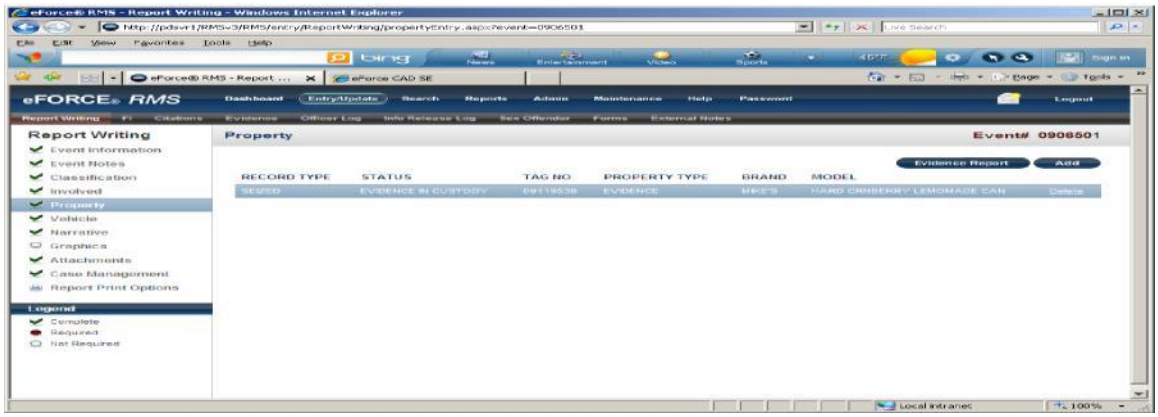


Now there is a disposition on the charge
Continue this until all charges have a disposition
List the Court Docket Number in the "Comments" section (County cases only)
If there is a "Dismissal" on a Deferred Judgment, check to make sure the property was destroyed/returned. If it has not, than follow the directions below for Property.

Check the Comment Section in the Arrestee Details to see if "FINGERPRINTS" were done
If "FINGERPRINTS" is documented, write "FINGERPRINTS" on the actual disposition (unless it's a Deferred Sentence/Judgment, etc.)
Save/Finish – Left Click

<u>Check for Property</u>

Left click on Property



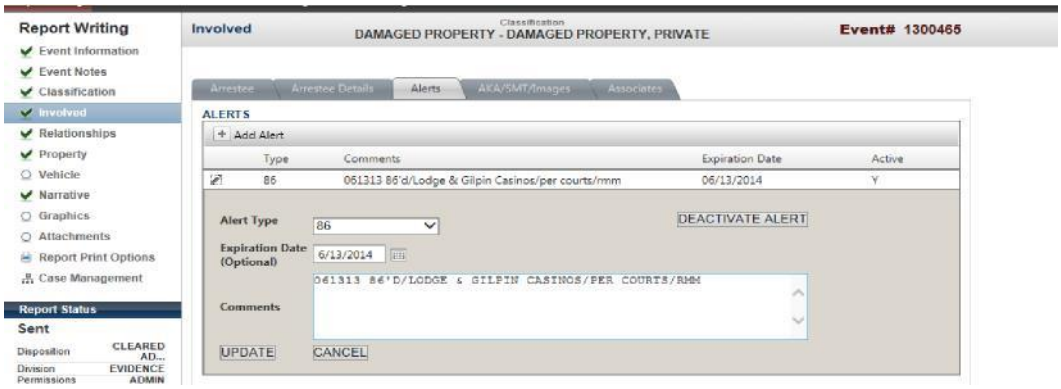
Under Status – if the property has already been destroyed or returned, this form needs to be filed in the case file. If there is property that needs to be destroyed, write Prop on the disposition & return them to the Record Supervisor. The Record Supervisor will forward a copy of the disposition to the Evidence Technician and file the original disposition.

Evidence Release box – use the drop down box and click on the appropriate time limit for destruction

If there is more than one defendant in the case, each defendant has to have appeared in court in order for the property to be destroyed.

<u>Click on the Alert Tab</u> (Mostly used for Municipal charges)

Do this next step if a defendant has been court ordered out of a casino or all casinos. A list of all defendants given a Deferred Sentence will be included for any trespasses missed on a disposition from Municipal Court



Check the Alert Box
Date of court (this will be found on the list or the disposition from the court clerk)
86'd
List which casino or all casinos
Per Court
Date the defendant can return to the casinos
Record Technician initials
Save – Left Click
Then put a checkmark on the printout next to the "86 Date Complete" (the checkmark shows that the Alert was completed

(* See instructions for completed Deferred Sentences – DJS)

FELONY CASES – The District Attorney's case disposition is mailed directly to the detective/officer that filed the case and there will be an Evidence Disposition Report attached (in most cases), which instructs what evidence is to be destroyed/released, what time frame for destruction (such as "120 days") and whether the property needs to be photographed

If there is more than one defendant in the case, each defendant has to have appeared in court in order for the property to be destroyed.

If there is "PROPERTY", write "PROPERTY" on the actual disposition. If the status of the property is "evidence in custody", or "seized". If the status of the property is "released", "returned", "destroyed", etc (a code indicating the property is no longer in the property room) then do not write "PROPERTY" on the disposition

If there were Fingerprints taken (Municipal charges only) or there is Property that needs to be destroyed write this on the bottom of the court disposition

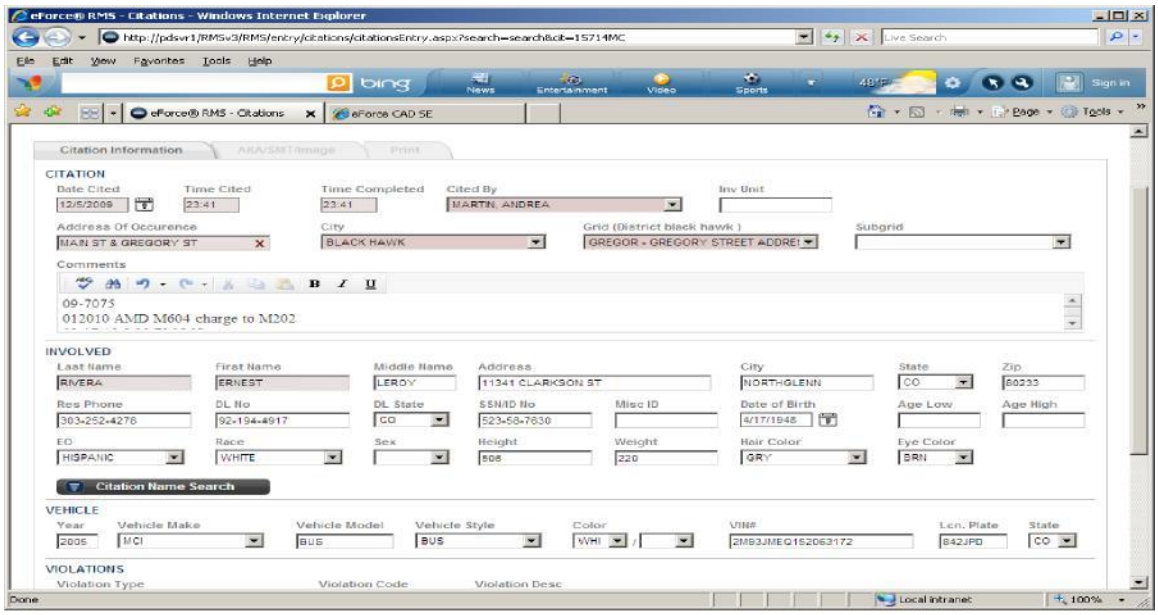
The Record Supervisor will make a copy of all the dispositions stating "PROPERTY" and give them to the Evidence Technician. The original gets filed in the case report.

Disposition Input – eForce
Citation

<u>Logon to eForce</u>

Search – left click
DNA Search – left click
Enter last name (first initial in some cases – popular names) and hit "Enter" or left click on the "Search" button
Left click on the name
Left click on the citation number

- # Highlight the name in yellow
- # Write the citation # in the upper right hand corner



Dispositions for a citation can only be input in the "Comments" section.

- # Left click next to the case number in the "Comments" section – hit "Enter"
- # Court Date
- # Type the statute number (if there are more statute numbers on the disposition then one will be an added charge and one of the charges will be the amended charge)
- # Type the disposition
- # Initials of person inputting
- # List the Court Docket Number (County cases only) Left Click on the Save/Finish button

ex: 010114 M604 Amd chg to M202 Guilty/rmm
010114 42-4-1604 Amd chg to 42-4-202 Guilty; 2013M000504/rmm

There will be no "Fingerprints" or "Property" on a citation. These dispositions will be scanned and attached to the citation.

Deferred Judgments from Court

After each Municipal Court date, the court clerk will send out a notice of all the cases that pled a Deferred Judgment.

Logon to eForce

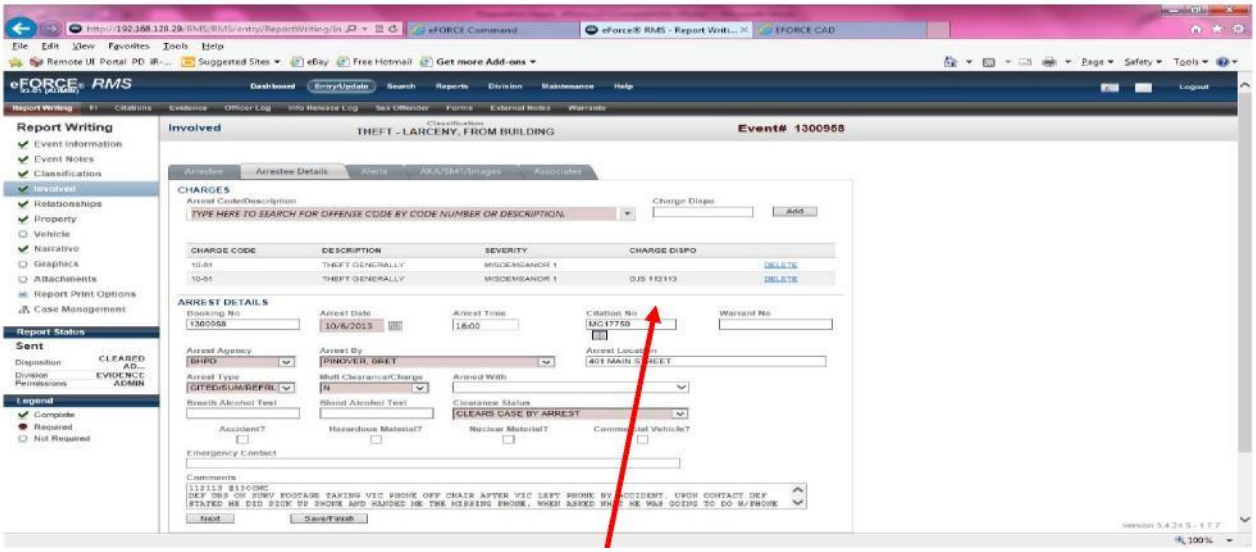
Search – left click
DNA Search – left click
Enter last name (first initial in some cases – popular names) and hit the "Enter" key or left click on the "Search" button
Left click on the name
Left click on the case number and arrestee

Arrestee Details –

Left click ADD a new

charge:

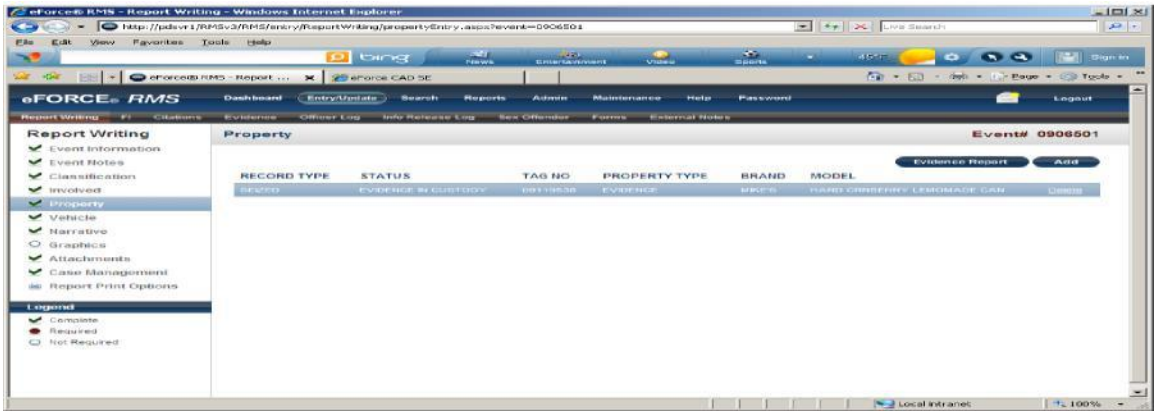
Search by code – enter the Statute/Ordinance number Highlight the Statute/Ordinance number needed – Tab (eForce auto populates the rest)
Charge dispo – Enter the court disposition DJS – court date
Add – left click



Now there is a disposition on the charge
Continue this until all charges have a disposition
List the Court Docket Number in the "Comments" section (County cases only)

<u>Check for Property</u>

Left click on Property

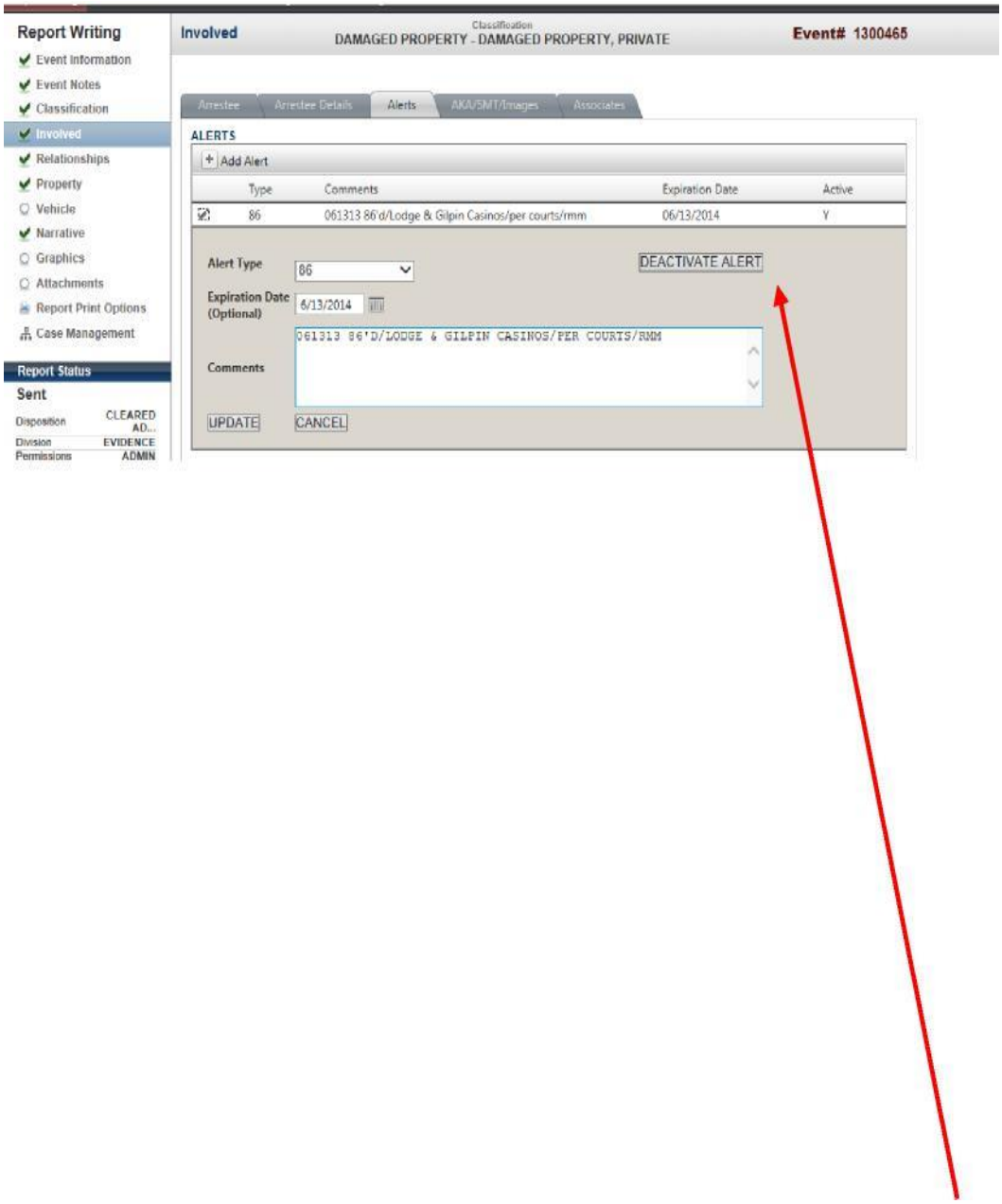


The actual disposition will be received in Records after the defendant has completed their Deferred Judgment (which is generally 1 year from their court date)

If there is "PROPERTY", write "PROPERTY" on the printout from the Court Clerk

If there is more than one defendant in the case, each defendant has to have appeared in court in order for the property to be destroyed.

The defendant may also be ordered to stay out of the casinos and this list will show the casino/all casinos and the date they can return to that casino.



This information needs to be listed under the Alert tab.
Click on the Alert tab
Enter the following:

Check the Alert box
Date of court (this will be found on the list from the court clerk)
86'd/
List which casino or all casinos/
Per court/
Date the defendant can return to the casinos/
Record Technician initials
Save – Left Click
Then put a checkmark on the printout next to the "86 Date Complete" (the checkmark shows that the Alert was completed)
If the case is being dismissed because they completed their DJS successfully, then the 86'd alert needs to be deactivated

Attached are samples of all dispositions

Authorized by:
Stephen N. Cole
Chief of Police

Date: 11/08/2013

Procedure - Summons Processing.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 02/24/2010

Subject: Summons Processing

TO: All Personnel Revised Date: 10/18/2016

Procedure: It is the procedure of the Black Hawk Police Department to process summonses in a timely manner. Processing paperwork is a vital responsibility of the Records Section. It is imperative to have the paperwork processed and placed either in the relay boxes or faxed in a timely fashion. Paperwork needs to be processed by 10 am and no later than 11 am. The officers will relay the paperwork to the County offices as soon as it has been processed. Records will make copies of all citations; summonses, penalty assessment, proof of service and prepare a case action sheet on everything processed.

PA (Penalty Assessment)
(Penalty Assessment) (Summons with a mail in fine) – If it is a county charge, forward the PA to Department of Motor Vehicle (envelopes are already pre-stamped). If it is a municipal charge, the paperwork is forwarded to the Municipal Court with a paperwork checklist. (Municipal Court gets a copy of all paperwork). On County tickets, make a copy of the front and back of the PA and retain them in the police department.

Summons – All copies of the summonses are forwarded to County Court with a paperwork checklist attached. Copy all paperwork for a municipal summons and forward to Municipal Court with a paperwork checklist. Before forwarding a report to the Municipal Court, be sure you have the full report. Sometimes a summons is issued after the initial report has been received in Records (generally these are misdemeanor charges such as theft, just an example). *See instructions on printing a Case Report from eForce.

DUI Reports – The summons for DUI's are processed immediately. If the subject was jailed there will be no summons to process (a copy of the summons should have been received from the officer). *See instructions on printing a Case Report from eForce.

BREATH TEST – If the subject did a breath test and the result is over .08 forward this report to Express Consent (ONLY if there is a signed affidavit).
BLOOD TEST – This report is not forwarded to Express Consent until the blood results are back from the lab. Once the supplement is completed by the officer, and the results are over .08 and an affidavit has been signed by the officer it will then be forwarded to Records to forward DMV.

Traffic Accidents – When there has been a traffic accident, and the DR2447 is completed, and the damage is over $1,000.00, forward the DR2447 to DMV (envelopes are pre-stamped). (Be sure it is not a Property Damage accident) (Traffic Accident is on any street or highway; Property Damage is on private property).

Proof of Service – Send the original Proof of Service and the Driver's License (if the officer confiscated one) to the Department of Revenue.

Liquor & Gaming Violations – These reports should have a paperwork checklist attached if they need to be forwarded. If there is a Liquor Violation against one of the casinos, a copy of this report needs to be forwarded to the Records Supervisor.

Use of Force Reports – Reports in which a Use of Force form was completed, need to be forwarded to the Chief of Police. The original Use of Force forms are forwarded to the Records Supervisor.

Felony Reports – All felony reports should be forwarded to the Investigations Section.

Any report, traffic accident, property damage, personal injury accident or incident report involving city vehicles or city property needs to be forwarded to the appropriate departments. Every report forwarded to other departments is to be forwarded to the Chief of Police also. Every report gets stamped with the "COPY" stamp, including the Chief's reports. The following list is where the reports are forwarded:

Personal Injury
- City Managers Office

City Vehicle Accident
- Director of the respective Department
- City Managers Office
- Mechanic Supervisor

City Property Damage
- City Managers Office
- Director of Public Works
- Director of the respective Department (if applicable)

Occasionally, a summons is forwarded to the Records Section which also has the original "Affidavit and Application for Arrest Warrant" attached. Look at the Affidavit and if it is the original, with an officer signature and the notary information, this entire document needs to be sent to the court for Judge's signature (if there is not a faxed copy of the Judge's signature). Check with the on duty Sergeant first to make sure the paperwork needs to be forwarded to County Court. The summons will be served to the defendant, once he/she is arrested. Very rarely will these come through to Records.

Attached are copies of a Summons with an Affidavit and Application for Arrest Warrant paperwork.

Once the paperwork is completed, place all the reports in the Supervisor's folder for processing the work flow.

Authorized by:
Stephen N. Cole
Chief of Police

Date: 02/24/2010

Procedure - Gilpin County Communications Plan.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 08/21/2014

Subject: Gilpin County Communications Plan

TO: All Personnel Date Revised: 09/01/2016

Description: To provide a standard communications plan for all emergency services in Gilpin County to enhance communications.

Procedure:

GILPIN COUNTY
FIRE/EMS/LAW ENFORCEMENT
COMMUNICATIONS PLAN

OVERVIEW:

The channels as shown in the ICS 205 form are assigned for use, however the incident and availability of other communications opportunities (cellular, satellite, 800 MHz, etc.) may provide a need for flexibility.

The Gilpin County Communications Center will be routinely monitoring Gilpin Law, BH Law and Gilpin Fire on VHF and METRO NET and CSP on 800 MHz. The center can also monitor Gilpin County Ops, VFIRE 21, 22, 23 and VLAW 31 on VHF and Gilpin Mac and Mountain Tac on 800 MHz if requested and staff is available.

The Black Hawk Communications Center will be routinely monitoring the following channels: Black Hawk Law, Black Hawk PD Ops, GC Law, GC Fire, GC Ops, VLAW 31, BH Public Works and BH Transportation on VHF and METRO NET, CSP and Mountain Tac on 800 MHz. The center can also monitor VFIRE 21, 22, 23 on VHF and Gilpin Mac on 800 MHz if requested and staff is available. Radio coverage in Black Hawk, Gilpin County and nearby mutual areas does have its limitations. Incident command should look to utilize talk around capabilities on incident scenes to enhance scene communications when there may be the inability to reach a tower.

It should be a priority to ensure that radio traffic is minimized on the dispatch channel. Incident Commanders and responders should try to keep radio traffic on this channel to only direct communications with dispatch to include apparatus or chief response and clearing, arrival, scene size-up, scene updates, requests for additional assistance, and instructions to arriving apparatus. This should not restrict any first responder from providing emergency radio traffic on any of the three (3) primary radio channels (BH Law, Gilpin Fire and Gilpin Law).

There are three local tactical channels that have been loosely assigned to fire agencies. Gilpin Ambulance Authority is not assigned a tactical channel due to the distance between their staffed stations. They are encouraged to use whichever of the tactical channels is available and will meet their needs. Agency personnel should try to utilize these channels for administrative purposes, direct communications (I.E. advising of individual response to chief officers) and on scene communications. These channels are available for all 4 agencies to utilize when needed.

Additionally, BHPD maintains and encrypted operations channel for use within the city and its gaming facilities. This channel is monitored by the Black Hawk Communications Center.

GILPIN COUNTY COMMUNICATIONS PLAN
2
CHANNEL UTILIZATION:

The main channels utilized within Gilpin County shall be utilized in the following fashion:

Gilpin Fire: Primary Dispatch Channel, Communications between responding apparatus and Incident Commander and Communications Center. This channel is repeated from 3 towers.

Gilpin Law: Primary Law Enforcement and Dispatch Channel for law enforcement incidents in Gilpin County. Communications between Central City PD, Gilpin County Sheriff's Office and state gaming officials and the Gilpin County Communications Center. This channel is repeated from 3 towers.

Black Hawk Law: Primary Law Enforcement and Dispatch Channel for law enforcement incidents in Black Hawk. Communications between Black Hawk PD and state gaming officials and the Black Hawk Communications Center. This is a repeated channel.

Gilpin Ops: Back up Dispatch Channel, Multi Agency operations to include cross discipline response (I.E. Fire/EMS/Law Enforcement) for large scale incidents. This channel is repeated from 3 towers.

GC Tac 1: Local Incident operations, divisions/sectors for large incidents, loosely assigned to Timberline FPD. This is a repeated channel and not accessible by the communications centers.

GC Tac 2: Local Incident operations, divisions/sectors for large incidents, loosely assigned to Black Hawk Fire Department. This is a non-repeated channel and not accessible by the communications centers.

GC Tac 3: Local Incident operations, divisions/sectors for large incidents, loosely assigned to

Central City VFD. This is a repeated channel and not accessible by the communications centers.

Black Hawk PD Ops: Encrypted tactical channel for operations within the gaming establishments and the community of Black Hawk. Reserved for use for PD operations.

VFIRE 22 – 23: These channels are utilized as additional tactical channels for larger incidents and for mutual aid coordination with incoming department's apparatus or when apparatus from Gilpin County responds on mutual aid outside of the county.

VFIRE 21: Landing zone and Medical Helicopter communications.

VMED 28: Large scale medical mutual aid response into or out of the county.

VFIRE 31: Landing Zone and Medical Helicopter communications.

RADIO TERMINOLOGY:

In order to standardize the radio traffic here are some standard radio terms and their definitions for use within the communications system.

Plain English vs. Utilization of Department Specific Codes:
In accordance with NIMS Alert: 002-06: More About 10-Codes and Plain English; the following guidance has been distributed.

"It is required that plain English be used for all multi-agency, multi-jurisdictional, and multi-discipline events, such as major disasters and exercises. Beginning in the fiscal year that starts on October 1, 2006, federal preparedness grant funding is contingent on the use of plain English in incidents requiring assistance from responders from other agencies, jurisdictions and functional disciplines"

This document does not make any intent to mandate the use of plain English it does provide the NIMS Integration Center information for consideration.

Plain English should be utilized for the establishment of command at incidents. This prevents confusion when multiple agencies are involved in the incident.

Affirmative: The radio transmission "Affirmative" states a positive response to a direct question from Dispatch, another field unit or agency such as the hospital.

"Chief 31, Gilpin; did you copy the update?"

"Gilpin, Chief 31; Affirmative."

Negative: The radio transmission "Negative" states a negative response to a direct question from Dispatch, another field unit or agency such as a hospital.

"Chief 41, Black Hawk; were you direct on the update?"

"Black Hawk, Chief 41; negative, can you repeat?"

GILPIN COUNTY COMMUNICATIONS PLAN
4

Copy or Direct: The radio transmission "Copy" or "Direct" is a confirmation that all radio traffic was received and its meaning has been understood.

"Chief 51, Gilpin; The resident advises is he can now smell smoke in the upstairs hallway and has evacuated the residence."

"Gilpin, Chief 51; I'm direct."

En Route: The radio transmission "En Route" means you are going to a call and will also specify response mode.

"Black Hawk, 401; I am en route to the Ameristar."

"410, Black Hawk, en route at 1630."

On the Scene or on Location: The radio transmission "On the Scene" or "On Location" indicates that you have arrived at the address or location of the call.

"Gilpin, Gilpin 10, on location at Gilpin School."

"Gilpin 10, Gilpin, on location at 0925."

Enroute to the Hospital: The radio transmission "Enroute to the (hospital)" indicates that a piece of apparatus is enroute to a specific hospital. Additional information should be provided to include "Transporting Emergency (Emergent)", "Transporting Non-Emergency (Non-Emergent)", Number of patients, number of extra riders and beginning mileage.

"Black Hawk, Medic 3; transporting one patient emergency with one rider to Saint Anthony, beginning mileage 0.0."

"Medic 3, Black Hawk; transporting one emergency with one rider to Saint Anthony, beginning mileage 0.0 at 2331."

In Service: The radio transmission "In Service" indicates that a piece of equipment in now available for call.

"Gilpin, Engine 57; released by command and in service."

"Engine 57, Gilpin; in service at 1700."

Incident Command System:

Establishment of the Incident Command System:
The establishment of the ICS should be done by the first unit on scene or the size-up should be completed and command passed to the next in officer. Remember a brief size-up should accompany the establishment or passing of command.
GILPIN COUNTY COMMUNICATIONS PLAN
5

Establishing Command:
"Gilpin, Chief 31; on location, have a single story residential structure with fire showing from the roof at the B/C corner, Chief 31 will have East High Street Command."
"Chief 31, Gilpin; on location with a single story residential structure with fire showing from the roof at the B/C corner, Chief 31 has East High Street Command, 1630"

Passing Command:
"Gilpin, 301; on the scene at mile marker 4.5 with a 2 car head on collision. Appears that at least one person is trapped. I will be passing command to Chief 31."
"301, Gilpin; copy you are on the scene at mile marker 4.5 with a 2 car head on collision. Appears to be at least one person trapped. You are passing command to Chief 31, 0845"

Terminating Command:
"Black Hawk, Highway 119 South Command; all patients have been transported, scene has been turned over the CSP, command is terminated, Chief 41 is in service."
"Highway 11 South Command; command terminated, Chief 41 in service at 1015."

Transfer of Command:
"Gilpin, Dory Hill Command; Command will be transferred to Chief 51."
"Dory Hill Command, Gilpin; Copy command transferred to Chief 51 at 1730."
"On Unit on scene on Dory Hill Road, be advised Chief 51 is now in command, 1731."

ICS 205: Attached

Authorized by:
Stephen N. Cole
Chief of Police

Date:

Procedure - Communications Center Answering Phones.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 07/21/2012

Subject: Communications Center Answering Phones

TO: All Personnel Date Revised: 09/02/2016

Description: The Black Hawk Communications Center is responsible for answering all incoming phone calls for the Black Hawk Police Department. All phone calls received will be answered in a timely manner. The Communications Officer will determine the response needed and how to route the call accordingly.

Procedure: Calls coming into the communications center will come through 911 and the designated non-emergency lines (303-582-5878 & 303-582-0503). Phone calls coming into the communication center will be answered in the following order: 911 calls will receive first priority, followed by the calls coming in on the non-emergency lines. If a call is answered other than the 911 line, and the call is found to be an emergency, this call will take priority over the other calls coming into the communications center.

911 calls shall be answered by saying, "Black Hawk 911, where is your emergency". Communications Officers will determine nature and location of the emergency. If the 911 call requires the call to be transferred to another emergency communications center, the Communications Officer will verify the caller's telephone number, in case the call is disconnected when transferred. When transferring a 911 call, the Communications Officer will announce the call to the receiving agency by stating, "This is Black Hawk PD, I have a 911 transfer, go ahead sir/ma'am". Once the Communications Officer hears the caller start to speak to the new 911 operator, the call can be dropped from the Black Hawk 911 system.

Incoming phone calls on the non-emergent lines will be answered by first giving the Department's name, Black Hawk Police and Fire, followed by the Communications Officer's first name.

If a phone call is received and the call needs to be transferred in house, the Communications Officer will attempt to get the caller's name, for the employee who the call is being transferred to. If the employee is on duty and at the police department, the call will be transferred to the appropriate extension. If the transfer is unsuccessful the Page All PD Phones shall be used on the PD phone system by announcing the name of the employee receiving the call and advising of a call holding on "Park" and the number, i.e.,"Lt. Lloyd you have a call on Park

1". If the Communications Officer is still unable to make contact, the call will be forwarded to the employee's voicemail and the employee will be notified via radio, phone, CAD/Mobile texting system, or email of the new voicemail.

If the employee is off duty or out of the building, the call will be transferred to the employee's voicemail and the employee will be notified via email of the new voicemail message.

If multiple emergent and non-emergent phone lines are ringing, the Communications Officer will determine the nature of the call and prioritize the incoming calls. The Communications Officer will ask the caller if they have an emergency in order to assess the urgency of the call. If the caller has an emergency, which is determined to be less critical than the other emergent call, the Communications Officer will advise the caller that they are handling another emergent call and that they will be assisted as quickly as possible. The caller will be placed on hold and the Communication Officer will return to the caller as soon as possible.

Calls coming in on the non-emergent (303-582-0503) line will first ring into the communications center, and on the third ring, will begin ringing into the records department. If Records Personnel are unable to answer the call, the phone will continue to ring in both the Communications Center and Records Department until answered. The Communications Officer will make every reasonable attempt to answer the incoming call and assess the call for priority during emergency situations; if a call comes in on either of the non-emergent lines and the call is to be handled by the records department, the call shall be transferred to extension 452, this will ring all of the extensions in the Records Department. If the Communications Officer is unable to transfer a call to the Records Department or they are busy with other callers, the caller will be given the option to leave a voicemail for that department. If a call is received and the call is intended for the Black Hawk Municipal Court, the caller will be transferred to extension 727.

Authorized by:
Stephen N. Cole Date:07/21/2012
Chief of Police

Procedure - Reporting Of Elder Abuse.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 03/20/2015

Subject: Reporting Elder Abuse

TO: All Personnel Date Revised:

Description: Effective July 1, 2014, not more than 24 hours after receiving a report of abuse or exploitation of an at-risk-elder, a law enforcement agency shall provide a notification of the report to the district attorney of the location of where the abuse or exploitation occurred and to the county department of the at-risk-elder's residence. The law enforcement agency is required to investigate when appropriate and at the conclusion of the investigation the law enforcement agency is to provide a summary report of the investigation to the district attorney. (See, CRS 18-6.5-108(2)(B) and (C).)

Procedure: To facilitate the transmission and reception of the initial Notification and Summary Reports the 1st Judicial District Attorney has developed the following protocols and requests all law enforcement agencies within the judicial district to adopt these practices and procedures to comply with C.R.S 18-6.5-108.

1. Initial notification of the report, C.R.S 18-6.5-108(2)(B): Initial notification must be made within 24 hours. This does not require a full report or completed investigation within 24 hours.

    a. Initial notification of the report should be accomplished by transmission of the initial report with a cover sheet which includes the case number if one has been assigned, date and current status of the report, i.e.: assigned to investigations, Not Assigned, Cleared by Arrest, or Pending further review for assignment. A sample of an Initial Report cover sheet is attached. The cover sheet is to be transmitted to the district attorney and APS with a copy of the initial report which includes the names of the suspect and victim, if known, the case report number, the nature of the complaint which cause the report to be made, and any information obtained pursuant to C.R.S 18-6.5-108 (2)(a).
    b. At the current time, the cover sheet and report may be emailed to daelderabuse@Jeffco.us. Or facsimile 2303-271-6888, Attn: Jen Clark.

2. Summary report, C.R.S. 18-6.5-108(2)(c): a summary report must be provided upon completion of the investigation. A copy of the complete investigative report will meet the requirements of a summary report. To

facilitate the transmission of the summary report, a cover sheet listing the results of the investigation should be submitted to the district attorney. A copy of a summary report cover sheet is attached. The method of transferring the cover sheet in the reports will differ depending on the outcome of the investigation.

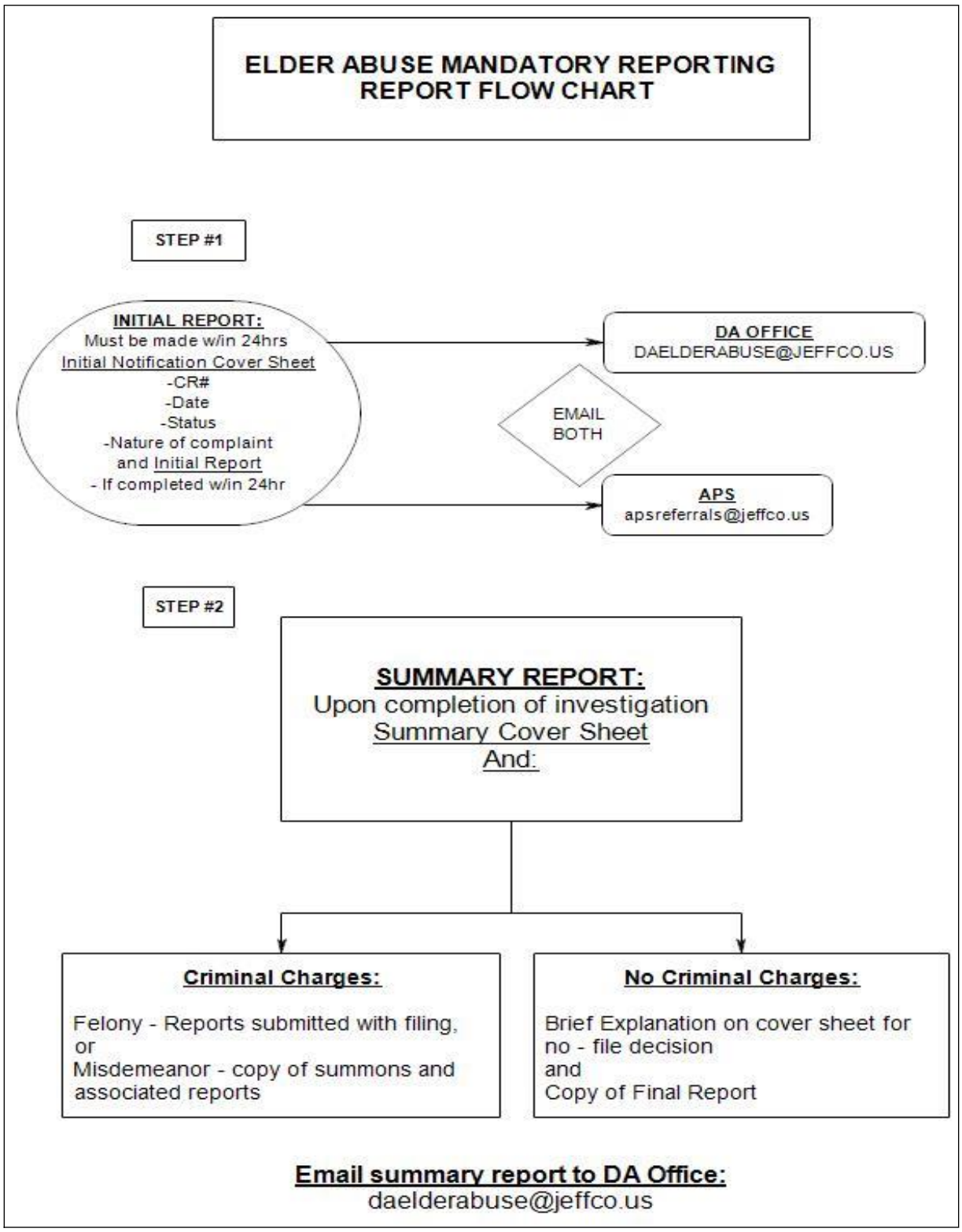
a. Criminal Charges: For cases which result in a felony criminal case filing or the issuance of a misdemeanor citation, the reports submitted with the case filing are sufficient to constitute a summary report. The coversheet must be transmitted to the District Attorney's Elder Abuse unit with reference to the criminal filing.

b. No Criminal Charges Filed: Cases that do not result in criminal charges after the investigation is completed should be listed on the cover sheet with a brief explanation for the no-final decision. The completed investigation containing all supplemental reports should be transmitted to the district attorney's elder abuse unit with the cover sheet.

3. District attorney: The 1st Judicial District Attorney's Elder Abuse Prosecution Unit is committed to working with law enforcement and Adult Protective Services to prosecute cases involving the abuse and exploitation of elder adults. The reports received by the District Attorney's Office pursuant to C.R.S. 18-6.5-108 are reviewed by the Elder Abuse Investigator when they are received and maintained an electronic form. The elder abuse unit may contact law enforcement agency or sign investigator to inquire about the status of the investigation or to provide victim services.

4. Timeliness: Elder abuse cases are time-sensitive based on the advanced age and physical and mental condition of their elder victims. The legislature has recognized the need to treat offenses against elders as priority cases and provides for preferential trial dates for cases involving at-risk victims. C.R.S. 18-6.5-105. The District Attorney's Office requests all law enforcement agencies to keep in mind the time-sensitive nature of these cases and to consider elder abuse cases a high priority.

5. Flow Chart


ELDER ABUSE MANDATORY REPORTING
REPORT FLOW CHART
STEP #1
INITIAL REPORT:
Must be made w/in 24hrs
Initial Notification Cover Sheet
-CR#
-Date
-Status
-Nature of complaint
and Initial Report
- If completed w/in 24hr
DA OFFICE
DAELDERABUSE@JEFFCO.US
EMAIL
BOTH
APS
apsreferrals@jeffco.us
STEP #2
SUMMARY REPORT:
Upon completion of investigation
Summary Cover Sheet
And:
Criminal Charges:
Felony - Reports submitted with filing,
or
Misdemeanor - copy of summons and
associated reports
No Criminal Charges:
Brief Explanation on cover sheet for
no - file decision
and
Copy of Final Report
Email summary report to DA Office:
daelderabuse@jeffco.us

6. Forms:

Mandatory Reporting
C.R.S. §18-6.5-108(2)(b)

Notification
Elder Abuse or Exploitation Report

Elder Abuse Unit
1st Judicial District Attorney
500 Jefferson County Parkway
Golden, CO 80401

Report to be submitted via email or facsimile to the following:

1st JD District Attorney
daelderabuse@jeffco.us
Fax 303-271-6888
Attn: Jen Clark

Adult Protective Services
apsreferrals@jeffco.us
Fax 303-271-4835

Emergency hotline
303-271-4673

Date: _____

To: Jefferson County District Attorney's Office
Jefferson County Adult Protective Services

Case Number: [Insert Case Number]
Suspect: [Insert Suspect Name]
Victim: [Insert Victim Name]

The _____ Police Department is sending you the attached police report pursuant to Colorado Revised Statute 18-6.5-108(2)(b); Mandatory Reporting of abuse or exploitation of at-risk elders. The attached police report has the following status:

_____ **Assigned:** This report meets the criteria for assignment to a detective for review and follow up investigation. This report has been assigned to Investigator [Insert Investigator's Name and Phone Number].

_____ **Not Assigned:** This report does not meet the criteria for it to be assigned to a detective.

_____ **Cleared by arrest:** This report was cleared by arrest.

_____ **Pending:** This report is pending review of criteria for assignment.

Please contact the _____ Police Department, [Insert Phone Number] with any questions regarding the report that has been submitted to your agency.

Mandatory Reporting
C.R.S. §18-6.5-108(2)(b)

Summary Report
Elder Abuse or Exploitation Reports

Date: _____

To: Jefferson County District Attorney's Office
Jefferson County Adult Protective Services

Elder Abuse Unit
1st Judicial District Attorney
500 Jefferson County Parkway
Golden, CO 80401

Report to be submitted via email or facsimile to the following:

1st JD District Attorney
daelderabuse@jeffco.us
Fax 303-271-6888
Attn: Jen Clark

Adult Protective Services
apsreferrals@jeffco.us
Fax 303-271-4835

Emergency hotline
303-271-4673

Agency Case Number:
Suspect:
Victim:
Date of Initial Notification:
Investigator:

The _____ Police Department submits this Summary Report of previously submitted Notification of Elder Abuse or Exploitation Report pursuant to C.R.S. §18-6.5-108(2)(c); Mandatory Reporting of abuse or exploitation of at-risk elders.

The investigation of the report of elder abuse or exploitation has resulted in the following:

_____ **CHARGES FILED:** The investigation resulted in criminal charges. Refer to the criminal case file for a summary report of the investigation as required by C.R.S. §18-6.5-108(2)(c).

Date filed and Case Number, if known:

Felony/Misdemeanor (circle one)

_____ **NO CHARGES FILED:** The investigation is complete and has not resulted in criminal charges. The supplemental report of the investigation is attached as a summary report of the investigation as required by C.R.S. §18-6.5-108(2)(c). The summary report should include an explanation for the no-file decision.

Page 1 of 1

Authorized by:
Stephen N. Cole
Chief of Police

Date: 03/20/15

Procedure - Felony Filings Pleading Instruction Form.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 01/22/2014

Subject: Felony filings/Pleading Instruction Form

TO: All Personnel Revised: 10/18/2016

Procedure: When a felony has been committed in Black Hawk, and the case assigned to a Black Hawk Detective they have 48 hours to file a return to court if the defendant is in custody. If they are not in custody, the Detective will file a Felony Summons or Return or apply for an Arrest Warrant. The Record Section needs to process an accurate report to be forwarded to the District Attorney's Office.

Felony Filing to the District Attorney

When a felony has been committed, the Sergeant on Duty or the Lieutenant over Investigations will assign the case to one of the detectives. After the detective receives the case, he/she has 72 hours in order to file the case with the District Attorney's Office. The detective attempts to get this done within 48 hours, as the defendant is in Custody and the District Attorney would like to have the case 24 hours prior to appearing in court.

> Felony Summons/Return to Court
  Report will be emailed to the secretary to the District Attorney

> Felony Arrest Warrant (not in custody)
  Report is hand delivered by the detective to the District Attorney's Office

Felony Summons/Return to Court *See instructions for Printing a Case Report from eForce

> After the report has been printed, the detective will give the Records Personnel the original Prosecution Report, and one copy of the Evidence Log (CCIC/CH are no longer released to the District Attorney's Office)

> The Records Section will add this additional paperwork and any other criminal justice paperwork to the Case Report already printed.

> Records personnel will then process it for the District Attorney following the instructions below:

v' Email the report from the copier to themselves
v' Open the report from the email and save the file as a PDF to PD Support Shared (\\pdsvr)(Q:); DA Reports (Create a folder with the case report number) save the entire file in the folder (title it with all the paperwork included). (All additional paperwork being added to this case while it's still active – for the DA is to be saved in this folder
v' Forward the email sent to the Detective in charge of the case letting them know that paperwork was sent to the DA's Office.

> The report is now ready to email to the secretary of the District Attorney covering our cases in Gilpin County. Email the cases through the Jefferson County Secure File Sharing (this is set up through the 1st Judicial District – IT department)

Make sure the report is logged in the Case Report under Case Management, in Follow-Up. List all the papers sent to the DA and list that a copy of the report went to the Detective in charge of the case also.

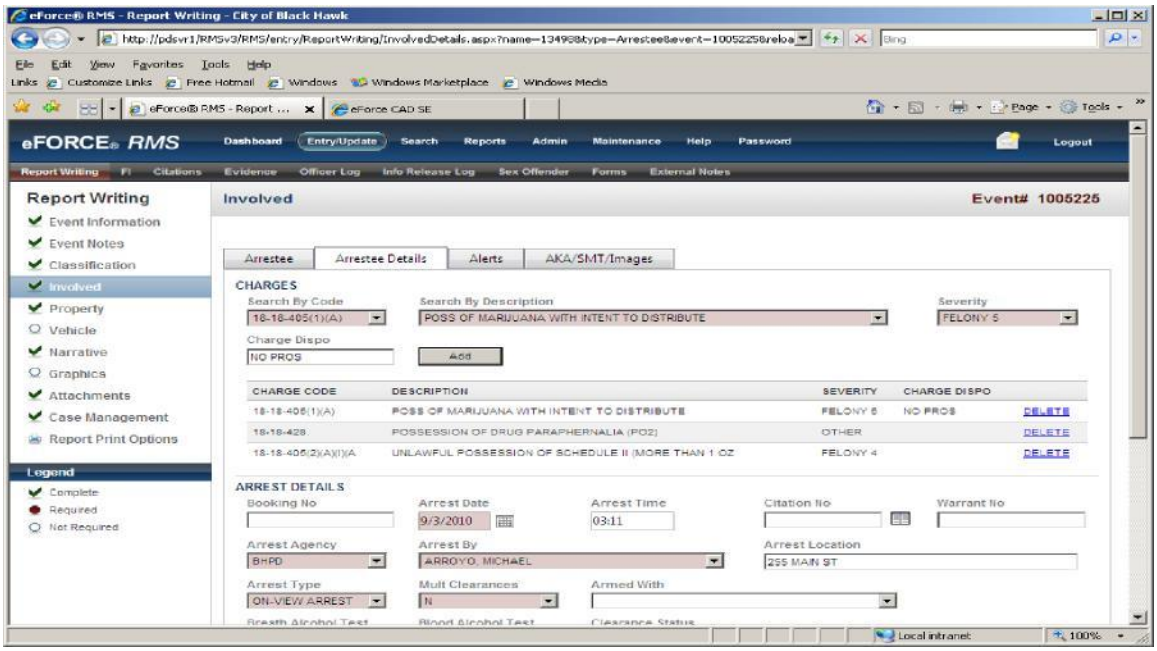
If all the documents were scanned previously by the officer *See instructions for Opening and printing/emailing reports out of eForce

Felony Arrest Warrant *See instructions for Printing a Case Report from eForce

> Print a copy of the entire report on the copier
> After the copies have been made; put the copies in the respective detective's box (they have to hand deliver these to the District Attorney's Office)

Pleading Instruction Form (PIF)

When an officer or a detective files a case with the District Attorney's Office, and the DA's office accepts the charges, a Pleading Instruction Form (PIF) will be received. Sometimes the district attorney will not accept all charges. The PIF will have all the accepted charges listed and the rest were not accepted. The records personnel need to go to the cases on the computer and add the dispositions.



When a charge is not being accepted, it needs to be documented on the Arrest Details screen.

<u>Entering a charge from the District Attorney</u>

Left click on "Involved" – this shows everyone involved in the case

Arrestee – Left click

Arrestee Details – Left click <u>ADD a new charge:</u>

Search by code – enter the Statute/Ordinance number Highlight the Statute/Ordinance number needed – Tab (eForce auto populates the rest)

Charge disposition – No Pros

Add – left click

The PIF is filed as the top page inside the case report. The case report is pulled and put in the felony filings in the record room. Any supplement or documentation that is received after the case has been accepted by the District Attorney's Office needs to be forwarded to the District Attorney's secretary via email.

When a request is received for a copy of a case report with a PIF, direct their calls to the District Attorney's Office, to get a copy through discovery.

As long as there is a PIF in the case report, this report is not to be released to any other person or media.

Once the case goes to court and a disposition is received from the District Attorney's Office, pull the PIF form from the front of the case and file it within the body of the

criminal justice paperwork and then file the case report back in its respective place in the records room. The folder in the PD Support on the computer, DA Reports can now be moved to the Deleted folder (for that year). After 6 months, deleted all the files in the folder and rename the folder with the case report number and the date everything was deleted.

Attached is a Pleading Instruction Form (PIF).

Authorized by:
Stephen N. Cole
Chief of Police

Date: 01/22/2014

Procedure - Media Release Bulletins.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 02/24/2010

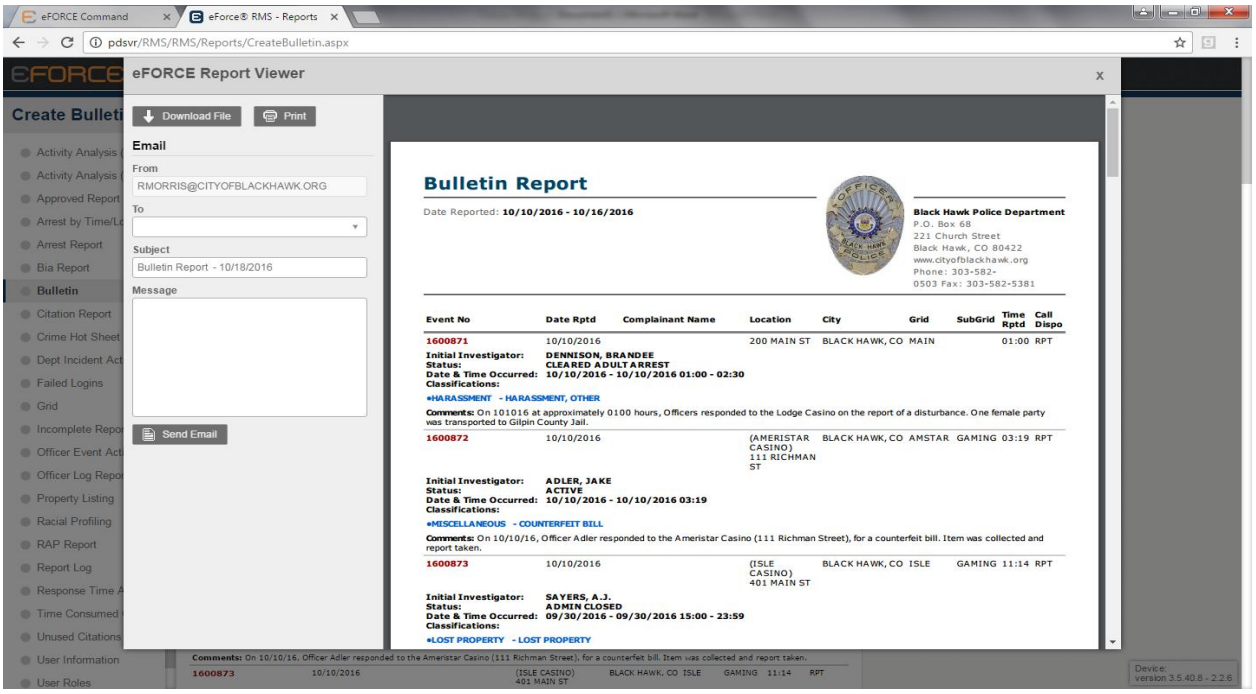
Subject: Media Release Bulletin Reports

TO: All Personnel Revised Date: 10/18/2016

Procedure: It is the Procedure of the Black Hawk Police Department to provide copies of reports to the Victim Advocate per the Victim's Rights Act in a timely manner. A bulletin report is printed every Monday for the previous week cross referencing the Case Report Register. This bulletin is emailed to the newspapers, Weekly Register Call and the Mt. Ear.

To Run the Media Release Bulletin Report:

Reports –Left Click
Reports –Left Click
Bulletin –Left Click
Date reported
Enter the previous Monday date – tab
Enter the previous Sunday – Enter or left click on "Search Local" button
This is the previous week list for the victim advocates
Left Click on the "Print" button



This is a list of the previous week cases but with a little more detail than the Case Register Report.

Send the bulletin to everyone on the County list (only one can be emailed at a time):
Aaron.storms@weeklyregistercall.com
Publisher1977@gmail.com

Print a copy for the case register book

Authorized by:
Stephen N. Cole
Chief of Police

Date: 02/24/2010

Procedure - Records Scanning and eForce.pdf

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BLACK HAWK POLICE DEPARTMENT
Standard Operating Procedure
Chief Stephen N. Cole

Date Issued: 02/14/2014

Subject: Records Scanning & eForce

TO: All Personnel Revised: 10/18/2016

Procedure: Scanning Documents

"Click" – everywhere there is a click, do a left click unless otherwise indicated.

Documents are scanned by use of the copier. Documents are scanned by single pages, numerous pages or a group of pages (ie – Prosecution Reports, etc....)

Scanning done by other than officer

+ Each case is scanned separately
+ Place the documents in the feeder of the copier
  (Any odd size or two sided pages need to be copied first, in color so the feeder can scan all documents at one time)
  The following is done on the touch screen of the copier
+ Touch the "SCAN & SEND" button
+ Touch the "ONE-TOUCH" button
+ Touch the "SCAN2FOLDER" button
+ Touch the "OK" button
+ Touch the "FILE NAME" button
+ Type in the Case Report Number (do not use the hyphen) (ex – 094290 & abbreviation of document being scanned ex: CIRSA form – use a ci)
+ Press the "OK" button
+ Hit the "START" button on the copier

Scanning done by officer

+ Each case is scanned separately
+ Place the documents in the feeder of the copier
  (Any odd size or two sided pages need to be copied first, in color so the feeder can scan all documents at one time)
  The following is done on the touch screen of the copier
+ Touch the "SCAN & SEND" button
+ Touch the "ADDRESS BOOK" button

- Locate the name of officer with eforce after the name, then Touch
- Touch the “OK” button
- Touch the “FILE NAME” button
- Type in the Case Report Number (do not use the hyphen) (ex – 094290 & abbreviation of document being scanned ex: CIRSA form – use a ci)
- Press the “OK” button
- Hit the “START” button on the copier

If scanning a document with numerous pages:

- Touch “OPTIONS”
- Touch “JOB BUILD” button
- Touch “CLOSE” button
- Feed 5 – 10 pages at a time, once document is completed touch the “START” button

Do not scan CCIC/NCIC, NIBRS printouts or TLO documents
Do not scan the printed police report or the “Case Action Sheet”

The scanned documents will scan to a folder called “SCANS” in the Police Shared Folder.

<u>Pulling Scanned documents into the case</u>

<u>eForce RMS</u>

<u>Attaching documents by other than officer</u>

Log on to eForce
Click on the “Search” tab
Click on “Event”
Event No – enter the Case number (ex – 0903149) and hit the “Enter” key or click on the “Search Local” button
Click on the case number
Click on “Photos/Attachments” – this is where the scanned documents will be attached to the case

- Add Photo/Attachment button – click on it
- Click to open the file Browser
- Go to Police Shared, Scans folder
- Check within the “Scans” folder to make sure you are pulling the correct document in – then click on document, click the “Open” button (case number and document number should match)
- Title – title the document *See Scan Cheatsheet
- Click on the “Save & Finish” button
- The document has been added to the case file and the list should be showing

Attaching documents by the officer

Log on to eForce
Click on the "Search" tab
Click on "Event"
Event No – enter the Case number (ex – 0903149) and hit the "Enter" key or click on the "Search Local" button
Click on the case number
Click on "Photos/Attachments" – this is where the scanned documents will be attached to the case

- Click on Import Scan - click on it
- Click to open the file Browser
- All the documents scanned for this case report will upload at one time
- Title – title the document *See Scan Cheatsheet
- Click on the "Save & Finish" button
- The document has been added to the case file and the list should be showing

Continue this until all documents are added.
Someone else will do the QC (quality control)

Double checking to make sure the documents are correct

QC documents

Follow the above instructions for logging on to both the computer and the eForce System.

To check documents in the case

Go to the case in eForce following the directions above

Once in the "Attachments":

- Click on the "Download" button
- Click on the "Attachment box on bottom of screen"
- The document will be showing – this should be the same document open in "Scans"
- Click the "X" in the upper right hand corner (this closes the document"
- Go back to the "Scans" tab
- Do a right click on the document
- Click on "Delete" (make sure it is the correct document
- Confirm by clicking the "YES" button
- Initial the back of the paper that has just been attached to the case report with officer number

The papers the person is checking will also be filed in the case report.

When checking an officer's attached scanned documents, there will never be a folder to delete the attachment. When they import, the scans are deleted automatically.

The person doing the QC will be deleting all the PDF's in the "Scans" folder once it is checked that the document is downloaded into the case file.

If there are photos in the case file and the officer's name has been written on the back of the photo, this means the attachment was scanned in by the officer and we do not need to check this.

Scanning Citations to eForce

Scanning Citations

Documents are scanned by use of the copier. Documents are scanned by single pages, numerous pages or a group of pages (ie – Prosecution Reports, etc....)

- Each case is scanned separately
- Place the documents in the feeder of the copier
  (Any odd size or two sided pages need to be copied first, in color so the feeder can scan all documents at one time)
  The following is done on the touch screen of the copier
- Touch the "SEND" button
- Touch the "ONE-TOUCH" button
- Touch the "SCAN2FOLDER" button
- Touch the "OK" button
- Type in the Citation Number (ex – mc10601 or other documents)
- Press the "OK" button
- Hit the "START" button on the copier

Do not scan CCIC/NCIC or NIBRS printouts
Do not scan the "Case Action Sheet"

The scanned documents will scan to a folder called "SCANS" in the Police Shared Folder.

Pulling Scanned citations into the

citation eForce RMS

Attaching citation

You should already be in the Citation
Click on “Photos/Attachments” – this is where the scanned documents will be attached to the case

- Photo/Attachment button – click on it
- Click to open the file Browser
- Police Shared, Scan folder
- Check within the “Scan” folder to make sure you are pulling the correct document in – then click on document click the “Open” button
- Title – title the document
- Click on the “Save & Finish” button
- The document has been added to the case file and the list should be showing

Authorized by:
Stephen N. Cole
Chief of Police

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