



Sioux Falls Police Department

Partnering with the community to serve, protect, and promote quality of life!

Policy: Risk Management - Generally	Related Policies:	Section #: 400 Risk Management
		Policy #: 401
		Effective: 4-01-2009
		Page 1 of 2
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
Reference:		
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1. Purpose:

1.1. Risk Management plays an important role within City government. In doing our part, this policy enumerates what each employee's and first line supervisor's role is in making this system work.

2. Policy:

2.1. The primary function of risk management is to identify and eliminate loss exposures that could result in severe financial impact and impair the City's ability to provide essential public services.

3. Procedure:

3.1. The first line supervisor is responsible to:

- 3.1.1. Investigate all losses and / or incidents involving their area of responsibility and cooperate and coordinate with other staff in the disposition and resolution of potentially hazardous situations.
- 3.1.2. Ensure prompt reporting of all incidents of property damage and employee injury to the Chief of Police and the Risk Manager within the prescribed time frames.
- 3.1.3. Maintain and promote safe and healthful working conditions.

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- 3.1.4. Aid employees by pointing out job safety practices.
- 3.1.5. Ensure that equipment and facilities have safety measures incorporated into their use and upkeep.
- 3.1.6. Promote safety among coworkers and ensure that good communications on all risk and safety matters are achieved.

3.2. Each employee shall:

- 3.2.1. Promote safety among co-workers and ensure that good communications on all risk and safety matters are achieved.
- 3.2.2. Aid new employees by pointing out job safety practices.
- 3.2.3. Apply the principles of accident prevention in their daily work and care for and use proper safety devices and protective equipment as required by their employment.
- 3.2.4. Become familiar with and observe safe work procedures during the course of their work activities.
- 3.2.5. Promptly report to their immediate supervisor any industrial accident, injury, or occupational illness and incidents of property damage, either public or private, regardless of the degree of severity, prior to the end of the work shift.
- 3.2.6. Cooperate with and assist in investigations of accidents to identify correctable causes and to prevent their recurrence.
- 3.2.7. Promptly report to their immediate supervisor all unsafe actions, practices, or conditions they observe, using the Safety Hazard Form.
- 3.2.8. Keep work areas clean and orderly at all times.
- 3.2.9. Observe safety rules and follow established work procedures.
- 3.2.10. Avoid horseplay and refrain from distracting others.
- 3.2.11. Lift and handle materials properly.



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Policy: Work Related Injuries or Accidents	Related Policies: Risk Management Generally	Section #: 400
		Risk Management
		Policy #: 402
		Effective: 4-01-2009
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<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
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1. Purpose:

1.1. This policy is created to establish the procedures for reporting work related injuries or accidents.

2. Policy:

2.1. All injuries and / or accidents occurring on duty must be reported to the employee's immediate supervisor during the same tour of duty in which the injury or accident occurred.

3. Procedure:

3.1. Employees must report all on-duty injuries, no matter the severity.

3.2. The injured employee and their immediate supervisor must complete a

3.2.1. South Dakota Employer's First report of injury form

3.2.2. City of Sioux Falls Physician's Report (as necessary)

3.2.3. City of Sioux Falls Supervisor's Accident Investigation Report

3.2.4. Inter-office Communication Form (as required)

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- 3.2.5. Incident report form (if applicable)
 - 3.2.6. Accident Report form (if motor vehicle accident)
 - 3.2.7. Case report (if completed)
 - 3.2.8. Alcohol / Drug Testing form (if applicable)
- 3.3. These forms should be completed and forwarded through the department's administrative reporting software through the chain of command to the Assistant Chief of Police who will forward it to the Risk Management Office.
- 3.4. These forms are located on InSite.
- 3.5. Failure to complete and forward the required forms may result in denial of Workers' Compensation benefits.
- 3.6. If the employee is so severely injured as to be unable to complete the necessary paperwork, the supervisor's report will be submitted immediately and the employee's paperwork will follow as soon as possible.



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Policy: Critical Incidents – Officer Involved	Related Policies:	Section #: 400 Risk Management
		Policy #: 403
		Effective: 4-01-2009
		Page 1 of 5
<i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
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1. Purpose:

1.1. To assist officers with the stress inherent in critical incidents, certain procedures are to be followed.

2. Policy:

2.1. This section will establish procedures relating to shooting incidents and other critical incidents. It will address the legal issues and provide officers with professional assistance in dealing with severe stress.

3. Procedure:

3.1. Whenever an officer’s actions on duty result in death or critical injury to another person, whether or not a shooting was involved, the officer, if not injured will:

3.1.1. Render necessary first aid.

3.1.2. Summon the on-duty Shift Commander or his designee.

3.1.3. Complete any required paperwork to document the facts of the incident in a timely fashion, if possible.

- 3.2. Mandatory critical incident debriefing and counseling by a City Employee Assistance Program (EAP) provider will take place under the following circumstances:
 - 3.2.1. An officer shoots or uses deadly force against someone.
 - 3.2.2. An officer is shot or seriously wounded.
 - 3.2.3. An officer is involved in an incident that results in a fellow officer being critically injured or killed.
- 3.3. Critical incident debriefing and/or counseling could be recommended on a case-by-case basis where an officer exhibits problems following:
 - 3.3.1. Attendance at the scene of catastrophic or multiple death situations.
 - 3.3.2. Attendance at the scene of particularly gruesome suicides or homicides.
 - 3.3.3. Being involved in a pursuit that ends in a death or serious injury.
 - 3.3.4. Deadly force being used against the officer.
- 3.4. Supervisors at these calls could also be recommended for counseling on a case-by-case basis.
- 3.5. Counseling
 - 3.5.1. An EAP counselor will contact the involved officer(s) for mandatory debriefings.
 - 3.5.2. This will include counseling and assessment regarding the emotional/psychological impact of the incident on the officer(s).
 - 3.5.3. This contact will be made whether or not the officer is injured, but may be delayed if the officer is seriously injured.
 - 3.5.4. The debriefing will not be related to any departmental investigation of the incident, and nothing discussed during the session will be reported to the department. (*Note: See the section on legal issues regarding confidentiality.*)
 - 3.5.5. The counselor will, following this initial contact, recommend to the Chief of Police the extent to which Administrative Leave appears to be necessary for each involved officer.
 - 3.5.6. In all cases of mandatory counseling, the officer will have a follow-up contact with the counselor sixty (60) days after the initial session.
 - 3.5.7. The EAP counselor may recommend additional counseling sessions for the officer, or the officer may choose to voluntarily participate in additional counseling sessions.

3.5.8. EAP services will also be made available to the involved officer's family, including the children in reference to potential problems in school, or from their friends.

3.5.9. EAP counselors will be available 24 hours a day to respond following critical incidents listed under Section 3.2.

3.6. Administrative Leave

3.6.1. An officer involved in a mandatory counseling situation as described in Section b will not work the following five (5) consecutive days.

3.6.1.1. If the officer is scheduled to work those five (5) days, he will be placed on Administrative Leave without loss of pay or benefits.

3.6.1.2. The length of Administrative Leave may be extended at the discretion of the Chief of Police.

3.6.1.3. Assignment to Administrative Leave is not to imply or indicate that the officer is suspected of having acted improperly.

3.7. Incident Investigation

3.7.1. Whenever an officer uses potentially lethal force against another individual, the department will conduct a full investigation into the circumstances of the incident.

3.7.2. In most cases, if the officer's handgun is required for testing or evidence in the investigation.

3.7.2.1. The officer will be issued a temporary replacement weapon by the Armorer Sergeant.

3.7.3. The officer will be kept apprized of the progress of the investigation by his Division Commander.

3.7.4. While on Administrative Leave, the officer will be subject to call to duty at any time at the discretion of the Chief of Police to provide statements, reports, and to submit to interviews as required to further the investigation of the incident.

3.7.5. While the investigation is underway, the officer will not discuss the incident with the news media unless cleared to do so by the Chief of Police.

3.7.5.1. All news releases and information regarding the incident will be issued from the Office of the Chief.

3.7.6. Officers involved in the use of potentially lethal force against another will not discuss the incident with anyone other than representatives of the:

3.7.6.1. City Attorney.

3.7.6.2. State's Attorney.

3.7.6.3. Law enforcement officers assigned to investigate the incident.

3.7.6.4. The officer's private attorney.

3.7.6.5. An EAP counselor.

3.7.6.6. Officer's clergy.

3.7.6.7. The officer's immediate family.

3.8. Legal Issues

3.8.1. EAP personnel, by state statute, have a confidential relationship with adult clients for **past acts**, but if they feel a client will commit a crime in the future, that information is not subject to confidentiality.

3.8.2. In addition, the counselor may be subpoenaed to court where the judge can order him to testify as to what he has been told in reference to past acts by a client.

3.8.3. A City Attorney will be summoned to the scene if an officer has been involved in a shooting, or an incident where he has killed or seriously injured another person.

3.8.4. The City Attorney will be available to give the officer advice and assist with reports.

3.8.5. If the City Attorney determines that the department's interests and the officer's interests are inconsistent with each other, the City Attorney will recommend that the officer retain private counsel.

3.8.5.1. If the officer has acted lawfully, in good faith, and within the scope of his duties, the City Attorney will continue to be an advocate for the officer during the investigation as well as with any state or federal civil actions.

3.9. Notifications

3.9.1. As soon as possible following a critical incident involving use of potentially lethal force, the Chief of Police, or the involved officer's Shift / Section Commander,

will notify the involved officer's family of the facts of the incident and the condition of the officer.

- 3.9.2. In addition, the family will be advised of what to expect from the news media and how they may respond.
- 3.9.3. An EAP counselor will be asked to respond to the involved officer's location.
- 3.9.4. When an officer suffers a serious or life-threatening injury while on duty, it will be the responsibility of the officer's Shift / Section Commander to arrange for the notification, in person, of the officer's immediate family. They will also arrange for the family's transportation to the appropriate medical facility.
- 3.9.5. When it comes to the attention of the department that a member of an officer's immediate family has suffered a serious or life-threatening injury, the on-duty Shift Commander will arrange for the personal notification of that officer. If requested, transportation may be provided to take the officer to the appropriate medical facility.



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Policy: Line of Duty Deaths	Related Policies:	Section #: 400 Risk Management
		Policy #: 404
		Effective: 4-01-2009
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<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i></p>		
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1. Purpose:

1.1. This policy outlines the protocols for the death of a law enforcement officer in the line of duty.

2. Policy:

2.1. Coordination of events following the line-of-duty death of a police officer is an extremely important and complex responsibility. Professionalism and compassion must be exhibited at all times as an obligation to the officer's survivors and to the law enforcement community. In order to provide the best possible services and support for the officer's family, specific tasks must be assigned to selected members of the department.

3. Definitions:

3.1. **Benefits Coordinator** – Coordinates any benefits that the family may receive due to the death of their officer. Completes and files all related benefit paperwork.

3.2. **Department Liaison Officer** – Coordinates the resources throughout the department. Coordinates funeral activities and arriving out of town law enforcement. Coordinates release of information through the Public Information Officer. This position is generally filled by a Lieutenant or Captain.

- 3.3. **Family Liaison Officer** – Facilitates communications between the family and the department after leaving the hospital.
- 3.4. **Hospital Liaison Officer** – Responsible for coordinating the communication process between the hospital and family of the officer. This position is filled by the ranking officer, other than the Chief of Police or Assistant Chief of Police, at the hospital.
- 3.5. **Notification Officer** – Responsible for making the initial notification of serious injury or death of officer.
- 3.6. **Public Information Officer** – Responsible for dealing with the media during a line of duty death. This position is generally filled by the department’s PIO or a Lieutenant or Captain.

4. Procedure:

4.1. Guiding Rationales

- 4.1.1. It is strongly suggested that each officer on the department complete a line of duty death packet which includes a form to provide information essential to helping the department ease the suffering of his family in the event of a line-of-duty-death.
- 4.1.2. This form allows the officer to state his preferences regarding events that would transpire after a line-of-duty death and also provides valuable information for the family regarding insurance documents and other pertinent items.
- 4.1.3. Particularly with regard to death notification, no one knows an officer’s family better than the officer, so it is suggested that the officer have the option of listing his preference as to who should inform the family.
- 4.1.4. No matter which preference is indicated, a member of the department should accompany the person chosen by the officer.
- 4.1.5. Officers should complete the Line-Of-Duty Death Form at home, reviewing the information with their family.
- 4.1.6. The forms should be updated annually to ensure they are reasonably current.
- 4.1.7. It is imperative that the information on the form is held in strictest confidence, and that it only be opened and used in the event of an officer’s death or grave injury.

4.2. Responsibilities

4.2.1. Notification Officer - Death Notification:

- 4.2.1.1. The name of the deceased officer **must never** be released to the media before immediate survivors living in the area are notified.
- 4.2.1.2. If there is knowledge of a medical problem with an immediate survivor, medical personnel should be dispatched to the residence to coincide with the death notification.
- 4.2.1.3. Notification **must always** be made in person and never alone.
- 4.2.1.4. If the fallen officer has designated a Notification Officer on his Line-Of-Duty Death Form, every effort will be made to have that person serve as Notification Officer. If the designated Notification Officer can be reached, that individual should be accompanied by the Chief of Police or his representative.
- 4.2.1.5. If no preference for Notification Officer is listed by the officer, or that individual cannot be located, the Chief of Police or his representative will act as Notification Officer. Appropriate representatives for the Chief of Police in his absence are (in order of preference):
 - 4.2.1.5.1. Assistant Chief of Police
 - 4.2.1.5.2. Officer's Division Commander
 - 4.2.1.5.3. Uniformed Services Division Commanders
 - 4.2.1.5.4. Investigative Services Division Commander
 - 4.2.1.5.5. Administrative Services Division Commander
 - 4.2.1.5.6. The Officer's Shift Commander or Section Lieutenant
- 4.2.1.6. If an officer from the department is making the notification, at least one other individual should be present. Possible options include:
 - 4.2.1.6.1. Department Chaplain
 - 4.2.1.6.2. Other from above list
 - 4.2.1.6.3. Close friend

- 4.2.1.6.4. Keep in mind that if the above-suggested persons are not readily accessible, notification should not be held up until these people can gather.
- 4.2.1.7. If the opportunity to get the family to the hospital prior to the demise of the officer presents itself, **don't wait** for the appropriate delegation to gather.
- 4.2.1.8. As soon as most police families see you, they will know something is wrong.
- 4.2.1.9. Ask to be admitted to the house.
 - 4.2.1.9.1. **Never** make a death notification on the doorstep.
 - 4.2.1.9.2. Gather everyone in the home and ask them to sit down.
 - 4.2.1.9.3. Inform them slowly and, clearly of the information you have on the incident.
 - 4.2.1.9.4. Make sure you use the officer's name during the notification.
- 4.2.1.10. If the officer has already died, relay that information.
 - 4.2.1.10.1. **Never** give the family a false sense of hope.
 - 4.2.1.10.2. Use words like "died" and "dead" rather than "gone away" or "passed away."
- 4.2.1.11. If the person responsible for the death notification has been seriously affected, he should understand that showing emotions is perfectly acceptable.
- 4.2.1.12. If specifics of the incident are known, the Notification Officer should relay as much information as possible to the family. *Note:* Reactions of the family may include hysteria, anger, fainting, physical violence, shock, etc.
- 4.2.1.13. If the family wants to go to the hospital, they should be transported via department vehicle. It is highly recommended that the family **not** drive themselves to the hospital. Should there be serious resistance and the family insists on driving, try to have an officer accompany them in the car.
- 4.2.1.14. The department should know if there are young children in the home. The department should be prepared to handle immediate babysitting

needs. Coworkers, spouses, the FOP, and the FOP Auxiliary are potential sources for assistance in these times, and should be contacted.

- 4.2.1.15. Prior to departure for the hospital, the officer making the transport should notify the hospital staff and the Hospital Liaison (by telephone if possible) that a member(s) of the family is en route.
- 4.2.1.16. The deceased or severely injured officer's parents should also be afforded the courtesy of a personal notification if possible.
- 4.2.1.17. If immediate survivors are from out of town, request personal death notification from the public safety agency in that area. This may be done by teletype; however, the Notification Officer should also personally contact the other agency by telephone. Arrangements should be made to permit simultaneous contact between the survivors and our department.
- 4.2.1.18. The Chief or a high-ranking representative should respond to the residence or the hospital to meet with the family as soon as possible.
- 4.2.1.19. In the event of an on-duty death, the monitoring of police frequencies will be extensive. Communications regarding notifications should be restricted to telephone whenever possible. If the media has obtained the officer's name, they should be advised to withhold the information pending notification of next of kin.

4.2.2. Hospital Liaison - Assisting the Family at the Hospital:

- 4.2.2.1. The ranking officer at the hospital, other than the Chief or Chief's representative, becomes the Hospital Liaison.
- 4.2.2.2. The Hospital Liaison should meet with designated hospital personnel to arrange appropriate waiting facilities for the family and a separate area for coworkers.
- 4.2.2.3. The Hospital Liaison should ensure that medical personnel relay pertinent information to the family on the officer's condition on a timely basis. The same medical personnel should make the family aware of hospital policy about visitation with the injured officer and/or visitation with the body following the demise, and explain why an autopsy is needed.
- 4.2.2.4. If it is possible for the family to visit their officer prior to death, they most certainly should be afforded that opportunity.
- 4.2.2.5. ***It's the family's right to visit their loved one.***

- 4.2.2.6. Agency Officials should “prepare” the family for what they might see in the emergency room and accompany the family into the room for the visit if the family requests it. ***Do not be overly protective of the family.***
 - 4.2.2.7. The Hospital Liaison will see that the family is updated on the incident as soon as the family arrives at the hospital.
 - 4.2.2.8. The Hospital Liaison should be present the entire time that the family is at the hospital and should arrange whatever assistance the family may need at any time.
 - 4.2.2.9. The people that made the initial notification should be among those at the hospital.
 - 4.2.2.10. A survivor should not be sedated unless medication is requested by the survivor.
 - 4.2.2.11. Idle promises should not be made to the family at this time.
 - 4.2.2.12. Arrangements should be made for transportation of the family back to their residence.
 - 4.2.2.13. Arrangements should be made for all medical bills relating to the services rendered to the deceased officer to be sent to the appropriate agency for payment. The family should not receive any of these bills at their residence address.
 - 4.2.2.14. The Hospital Liaison should establish a press staging area and arrange for any press briefings, as appropriate.
- 4.2.3. Family Liaison Officer - Support for the Family During the Wake and Funeral
- 4.2.3.1. Appointment of a Family Liaison Officer is a critical assignment.
 - 4.2.3.2. Although the Family Liaison Officer should know the deceased officer and be aware of the family relationships, the officer should not be so emotionally involved with the loss that he would become ineffective.
 - 4.2.3.3. The Family Liaison Officer must know that this is not a decision-making position. This is a role of “facilitator” between the family and the department.
 - 4.2.3.4. The Family Liaison Officer will:
 - 4.2.3.4.1. Ensure that the needs of the family come before the wishes of the department.

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- 4.2.3.4.2. Meet with the family and tell them what his responsibilities will be during this time.
- 4.2.3.4.3. Request the assistance of an Honor Guard team supervisor when meeting with the family regarding funeral arrangements. Since most officers have not prearranged their wishes for the handling of their own funeral, the family will most likely need to decide all aspects of the funeral. The department should only make the family aware of what they can offer in the way of assistance if the family decides to have a “line-of-duty” funeral. At this time the family is briefed on the funeral procedure of a law enforcement funeral (rifle volley, presenting of flag, playing of taps, etc.).
- 4.2.3.4.4. Shall ensure there is an open line of communication between the department and the family.
- 4.2.3.4.5. Know all information concerning the death and continuing investigation to answer family questions.
- 4.2.3.4.6. Provide as much assistance as possible and oversee arrangements for travel and lodging for out-of-town family members.
- 4.2.3.4.7. Be **constantly** available to the family throughout this time.
- 4.2.3.4.8. Ascertain what the FOP or other funeral involvement will be, and what financial assistance they are willing to provide for out-of-town family travel, feeding funeral attendees following the funeral, etc.
- 4.2.3.4.9. See that the surviving parents are afforded recognition and will have proper placement arranged for them during the funeral and the funeral procession.
- 4.2.3.4.10. Coordinate with the FOP and FOP Auxiliary to aid in family support. Assign this group the responsibility of seeing that the home is prepared for the influx of visitors and that ample food is available. Babysitting needs for all family members should be met. Have someone screen phone calls. Make sure someone is always at the home.
- 4.2.3.4.11. Make the family aware of alternate churches with seating capacities large enough to accommodate attendance at the funeral. **Remember:** The department should only make the family aware of the alternatives. It’s the family’s choice.

- 4.2.3.4.12. Have departmental vehicles available to the family if they desire transportation to and from the funeral home.
 - 4.2.3.4.13. See that the family has access to other public safety survivors or support groups such as Concerns of Police Survivors, Survivors of Homicide Victims, Compassionate Friends, etc. Members of C.O.P.S. can make themselves available to meet with the new surviving families.
 - 4.2.3.4.14. Coordinate to send routine patrols by the survivor's home for six to eight weeks following the tragedy. Large amounts of money are passing through the residence and survivors may be spending much time away from the home with legal matters. The department should also check with the survivor to see if any harassing telephone calls are being received.
- 4.2.4. The department's Public Information Officer (or Lieutenant or Captain) should be designated to handle the media throughout.
- 4.2.4.1. In the unlikely event that the family should decide to accept an interview, the PIO should attend and "screen" all questions presented to the family so as not to jeopardize upcoming legal proceedings.
- 4.2.5. A Department Liaison Officer should be appointed in order to effectively coordinate resources throughout the department. This position should be a Lieutenant or Captain. The Department Liaison Officer responsibilities include:
- 4.2.5.1. Work closely with the Family Liaison Officer to ensure that the needs of the family are fulfilled.
 - 4.2.5.2. *May* assume the role of the Public Information Officer.
 - 4.2.5.3. Meet with the following persons to coordinate funeral activities and establish an itinerary.
 - 4.2.5.3.1. Chief of Police, Command Staff, and Honor Guard
 - 4.2.5.3.2. Funeral director
 - 4.2.5.3.3. Family priest or minister
 - 4.2.5.3.4. Cemetery director
 - 4.2.5.3.5. FOP
 - 4.2.5.4. Direct the funeral activities of the department and visiting police departments according to the wishes of the family.

- 4.2.5.5. Issue a death message to be sent to all law enforcement through Metro Communications/State Radio.
 - 4.2.5.5.1. Name of deceased.
 - 4.2.5.5.2. Date and time of death.
 - 4.2.5.5.3. Circumstances surrounding the death.
 - 4.2.5.5.4. Funeral arrangements (state if service will be private or police funeral).
 - 4.2.5.5.5. Uniform to be worn.
 - 4.2.5.5.6. Expressions of sympathy in lieu of flowers.
 - 4.2.5.5.7. Contact person and phone number for visiting departments to indicate their desire to attend and to obtain further information.
 - 4.2.5.6. Obtain an American Flag. (The Honor Guard unit will normally have a flag available)
 - 4.2.5.7. If the family desires a burial in uniform, select an officer to obtain a uniform and accouterments (except weapon), and deliver to the funeral home.
 - 4.2.5.8. Assign members for usher duty, honor guard, etc., at the church.
 - 4.2.5.9. Arrange for the delivery of the officer's personal belongings to the family.
 - 4.2.5.10. Arrange for a standby doctor for the family, if necessary.
 - 4.2.5.11. Coordinate traffic handling during the viewing, funeral, and procession with the Traffic Commander.
 - 4.2.5.12. Assign an officer to remain at the family home during the viewing and funeral.
 - 4.2.5.13. Assist in making necessary accommodations: food, lodging, etc.
 - 4.2.5.14. Maintain a roster of all departments sending personnel to the funeral.
 - 4.2.5.15. Acknowledge visiting and assisting departments.
 - 4.2.5.16. Coordinate with the Family Liaison Officer for routine residence patrols.
- 4.2.6. Benefits Coordinator - Providing Information and Assistance on Benefits to the Surviving Family:

- 4.2.6.1. A “Benefits Coordinator” will gather information on all benefits/funeral payments available to the family.
- 4.2.6.2. The Benefits Coordinator has the department’s full support to fulfill this responsibility to the survivors and is completely responsible for filing the appropriate benefit paperwork and following through with the family to ensure that these benefits are being received.
- 4.2.6.3. The Benefits Coordinator is responsible for:
 - 4.2.6.3.1. Filing Workers’ Compensation claims-related paperwork.
 - 4.2.6.3.2. Contacting Human Resources department without delay to ensure that the beneficiary receives death and retirement benefits, the officer’s remaining paychecks, and payment of any remaining leave or other payouts available.
 - 4.2.6.3.3. Gathering information on all benefit/funeral payments that are available to the family.
 - 4.2.6.3.4. Setting up any special trust funds or educational funds.
 - 4.2.6.3.5. Notifying police organizations such as HEROES, Inc., the Fraternal Order of Police, etc., of the death and to ensure that any and all entitlements are paid to the beneficiary(s). These agencies may also offer legal and financial counseling to the family at no cost.
 - 4.2.6.3.6. Preparing a printout of the various benefits/funeral payments that are due to the family, listing named beneficiaries, contacts at various benefit offices, and when they can expect to receive payment.
 - 4.2.6.3.7. Meeting with the surviving family a few days after the funeral to discuss the benefits they will receive. A copy of the prepared printout and any other related paperwork should be given to the family at this time.
 - 4.2.6.3.7.1. If there are surviving children from a former marriage, the guardian of those children should also receive a printout of what benefits the children may be receiving.
 - 4.2.6.3.7.2. Attention should be given to the revocation of health benefits. Coordinate with Human Resources regarding any grace period, imposing monthly payments for continuation, etc.

- 4.2.6.3.7.3. Meeting with the family again in approximately one (1) month to review the benefits they should be receiving. (In the initial benefits meeting, much of what was relayed may have been lost due to the emotional numbness of the time.)
- 4.2.6.3.7.4. Meeting with the family again in approximately six (6) months to make sure that they are receiving benefits.

4.2.7. Continued Support for the Family:

- 4.2.7.1. Members of the department must remain sensitive to the needs of the survivors long after the officer's death. The grief process has no timetable and survivors may develop a complicated grief process. More than half of surviving spouses can be expected to develop a post-traumatic stress reaction to the tragedy.
- 4.2.7.2. Survivors should continue to feel a part of the "Police Family." They should be invited to ongoing department/FOP activities that they might have normally attended.
- 4.2.7.3. Members of the department are encouraged to keep in touch with the family. Close friends, coworkers, and officials should arrange with the family to visit the home from time to time, so long as the family expresses a desire to have these contacts continue.
- 4.2.7.4. The Chief of Police should observe the officer's death date with a short note to the family and/or flowers on the grave.
- 4.2.7.5. Holidays may be especially difficult for the family, particularly if young children are involved. Increased contact with the survivors and additional support is important at these times.
- 4.2.7.6. The Family Liaison Officer acts as a long-term liaison with the surviving family, who ensures that close contact is maintained between the department and the survivors and that their needs are met for as long as they feel the need for support.
- 4.2.7.7. If no court proceedings surround the circumstances of the officer's death, the Family Liaison Officer will relay all details of the incident to the family at the earliest opportunity.
- 4.2.7.8. If criminal violations surround the death, the Family Liaison Officer will:
 - 4.2.7.8.1. Inform the family of all new developments *prior* to press release.
 - 4.2.7.8.2. Keep the family apprized of legal and parole proceedings.

- 4.2.7.8.3. Introduce the family to victim assistance specialists of the court.
- 4.2.7.8.4. Encourage the family to attend the trial and accompany them whenever possible.
- 4.2.7.8.5. Arrange for investigators to meet with the family at the earliest opportunity following the trial to answer all their questions.



Sioux Falls Police Department

Partnering with the community to serve, protect, and promote quality of life!

Policy: Seat Belt Usage	Related Policies:	Section #: 400 Risk Management
		Policy #: 405
		Effective: 4-01-2009
		Page 1 of 2
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i></p>		
Reference: SDCL 62-4-37, 32-38-1		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Guarded <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

- 1.1. This policy mandates the use of seat belts.

2. Policy:

- 2.1. It is the policy of this department that all employees and their passengers will use seat belts while operating a vehicle being used to conduct city business.

3. Procedure:

- 3.1. It is the policy of this department that all employees and their passengers will use seat belts under the following circumstances:
 - 3.1.1. While driving a City-owned vehicle.
 - 3.1.2. While driving a City-rented or leased vehicle.
 - 3.1.3. While driving a personal vehicle on official City business.
 - 3.1.4. Exceptions are as follows:
 - 3.1.4.1. The vehicle is being used for undercover operations.

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- 3.1.4.2. The vehicle is moving a distance of two city blocks or less at a speed not to exceed 15 miles per hour.
 - 3.1.4.3. The vehicle is being used for an emergency situation while wearing riot or other emergency gear around waist or hips that would be interfered with if seat belts were worn.
- 3.2. It is the responsibility of the operator of any City-owned vehicle to see that there are usable seat belts present in the car.
- 3.3. The City may take disciplinary action against any City employee who does not use a seat belt according to this policy.
- 3.4. Safety Equipment Required
 - 3.4.1. Workers' compensation laws refer to the necessity of wearing safety equipment that is required of the employee while working.
 - 3.4.2. SDCL 62-4-37 reads in part, "No compensation will be allowed for any employee's willful misconduct, including intentional self-inflicted injury, intoxication, illegal use of any Schedule 1 or Schedule 2 drug, or willful failure to use a safety appliance furnished by the employer."



Sioux Falls Police Department

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Policy: Exposures to Communicable Disease	Related Policies:	Section #: 400 Risk Management
		Policy #: 406
		Effective: 4-01-2009
		Page 1 of 3
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
Reference:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Guarded <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

- 1.1. Because of the nature of police work, officers may be exposed to communicable diseases. This policy is created to establish guidelines for officers who may be exposed to such disease.

2. Policy:

- 2.1. The Sioux Falls Police Department provides personal protective equipment for all members of the department to protect them from exposure to communicable diseases. Personnel of this department will make use of this Personal Protective Equipment (PPE).

3. Definitions:

- 3.1. **Exposure** – contact with blood or other body fluids to which universal precautions apply through contact with an open wound, non-intact skin, or mucous membranes during the performance of normal job duties.
- 3.2. **PPE** – Personal Protective Equipment. This includes rubber gloves, goggles etc.

4. Procedure:

4.1. General Precautions

- 4.1.1. Contacts with persons infected by diseases such as Tuberculosis, Viral Hepatitis, Acquired Immune Deficiency Syndrome (AIDS), or Herpes Type 2 can be a “life-threatening” hazard to officers. Exposure to body fluid of infected persons can spread the infection.
- 4.1.2. All officers involved in administering emergency medical treatment are at risk for acquiring an infectious or communicable disease.
- 4.1.3. The risk can be minimized by using basic protection measures such as medical gloves, eye protection, and surgical masks. These items are provided for use by officers and should be used in the appropriate circumstances.
 - 4.1.3.1. Each patrol vehicle is equipped with protective eyewear and facemasks.
 - 4.1.3.2. Officers are individually responsible for obtaining medical gloves for themselves from the shift supply room.
 - 4.1.3.3. The eyewear can be used repeatedly, but if they become contaminated, notify a Shift Supervisor that they need replacement. The same applies to gloves and facemasks, as to replacement.
- 4.1.4. When searching automobiles or persons suspected of carrying needles or other sharp instruments, it is strongly recommended that you wear heavy cloth or leather gloves to prevent puncture injury.

4.2. Exposure Reporting guidelines

- 4.2.1. Officers having direct contact with either medical waste or body fluids from involvement in an emergency response should report their exposure through their supervisor according to the following procedures:
 - 4.2.1.1. Immediately notify the applicable infection control center by telephone or in person:
 - 4.2.1.1.1. Siouxland Health and Human Services Building, 521 North Main Avenue, Monday through Friday, 8 a.m. to 5 p.m.
 - 4.2.1.1.2. Sanford Health Infection Control Department. The after-hours and weekend contact is the Emergency Department, or ask the Sanford Health operator to reach an infection control nurse.

- 4.2.1.1.3. Avera Hospital Infection Control Practitioner. The after-hours and weekend contact is the Nursing Supervisor.
- 4.2.1.2. Both hospitals will provide immediate follow-up as the situation dictates, as well as a written response to follow.
- 4.2.1.3. The officer will generate an administrative report including a short synopsis in the narrative. A brief memorandum will also need to be completed and attached to the report if no other reports such as a case report, arrest report, etc., are completed.
- 4.2.1.4. The officer's supervisor will complete the Supervisor's Accident Investigation Report and attach it to the administrative report.
- 4.2.1.5. The SD Employer's First Report of Injury also needs to be filled out by the employee and attached.
- 4.2.1.6. The administrative report will be forwarded through the Chain of Command for processing.
- 4.2.1.7. The attachments ultimately are forwarded to the City of Sioux Falls Risk Management department for processing.

4.3. Federal Guidelines

- 4.3.1. OSHA (Occupational Safety and Health Administration) requirements mandate that receptacles holding blood-borne pathogens and other body fluids be clearly marked with labels reading "Biohazard." There is a supply of such stickers located in the evidence locker room. Each package that you believe may be contaminated with any body fluid must bear a sticker on the upper left-hand corner of the evidence tag, before placing the item into evidence lockers.
- 4.3.2. There is a receptacle located in the evidence packaging room that is designated for Biohazard wastes. The receptacle is to be used only for items that have been contaminated, such as rubber gloves, facemasks, goggles, and other items needing destruction due to exposure. The wastes will be collected and incinerated as the need arises. You may turn over contaminated items to medical personnel, including the employees of ambulance services, if it is accepted by them.



Sioux Falls Police Department

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Policy: Body Armor	Related Policies:	Section #: 400 Risk Management
		Policy #: 407
		Effective: 07-01-2011
		Page 1 of 4
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i></p>		
Reference:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Guarded <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

1.1. The purpose of this policy is to provide department members with guidelines regarding the proper use and care of body armor.

2. Policy:

2.1. It is the policy of the Sioux Falls Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

3. Definitions:

3.1. **Field Activities** – Duty assignments and / or tasks that place or could reasonably be expected to place officers in situations where they would be required to act in an enforcement capacity rather than administrative or support capacities.

4. Procedure:

4.1. Issuance of Body Armor

4.1.1. All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice.

4.1.2. All officers shall be issued agency approved body armor.

- 4.1.3. Body armor that is worn or damaged shall be replaced by the agency. Body armor that must be replaced due to misuse or abuse by the officer shall be paid for by the officer.

4.2. Use of Body Armor

- 4.2.1. Officers shall wear only agency approved body armor.
- 4.2.2. Body armor shall be worn by recruit officers during both classroom and field training
- 4.2.3. Officers that are assigned to a uniformed function are required to wear body armor unless exempted below. Non-uniformed sworn officers engaged in field activities are required to wear body armor unless exempt as follows:
 - 4.2.3.1. When an agency approved physician determines that an officer has a medical condition that would preclude wearing body armor.
 - 4.2.3.2. When the officer is involved in undercover or plain clothes work that his supervisor determines could be compromised by the wearing of body armor.
 - 4.2.3.3. When the department determines that circumstances make it inappropriate to mandate wearing body armor.
 - 4.2.3.4. When the officer is a part of the Honor Guard and is participating in a ceremonial function.
- 4.2.4. The V1 Elbeco external vest carrier has been approved as an optional piece of uniform apparel. (See policy # 903). Uniformed officers who are working in the law enforcement center may remove their external vest carrier if they desire to do so. SRO's are required to wear their vest at their duty station (school).
 - 4.2.4.1. Officers working at the front desk of the LEC may remove their vest providing the bullet resistant glass surrounding the desk is closed.

4.3. Inspections of Body Armor

- 4.3.1. Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by this policy through routine observation and periodic documented inspections.
- 4.3.2. Annual inspections of body armor should be conducted for fit, cleanliness, and signs of damage, abuse and wear.

4.4. Care, Maintenance and Replacement of Body Armor

- 4.4.1. Officers shall routinely inspect personal body armor for signs of damage and for general cleanliness.
- 4.4.2. As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.
- 4.4.3. Officers are responsible for the proper storage, maintenance and care of body armor in accordance with manufacturer's instructions.
- 4.4.4. Officers are responsible for reporting damage or excessive wear to the ballistic panels or covers to their supervisor and the individual designated as being responsible for the purchase of body armor.
- 4.4.5. Body armor will be replaced in accordance with guidelines and protocols established by the National Institute of Justice and as agreed upon in any relevant labor agreement.

4.5. Training

The training officer shall be responsible for:

- 4.5.1. Monitoring technological advances in the body armor industry that may necessitate a change in body armor.
- 4.5.2. Assessing weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.
- 4.5.3. Providing training programs that demonstrate body armor's stopping power under actual firing conditions and that emphasize its safe and proper use.
- 4.5.4. Maintaining statistics on incidents that have occurred within the Sioux Falls Police Department where body armor has or has not protected officers from harm, including traffic accidents.

4.6. Armor Plates

- 4.6.1. The soft body armor issued by the department provides minimal protection against rifle threats. The additional body armor described below will provide additional protection to officer.
- 4.6.2. The department will allow officers to purchase additional plate body armor at the employee's expense.
- 4.6.3. Currently the two authorized armor plate packages are from MSA and Safariland.

- 4.6.3.1. The MSA package consists of an outer carrier (DHSOC012-LG-BK) and either III+ or IV level strike plates. The vest carrier must have the word Police on the front and rear.
- 4.6.3.2. The Safariland package consists of an outer carrier (TAC PR Plate Carrier) and level III+ plates. The vest carrier must have the word Police on the front and rear.
- 4.6.4. In an active shooter, high risk or gun call situations, officers may don the black plate carrier that contains a front and rear armor plate. The additional body armor is not meant to be worn in place of the issued "soft" body armor. This armor is not meant for everyday use.



Sioux Falls Police Department

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Policy: Personal Protective Equipment (PPE)	Related Policies:	Section #: 400 Risk Management
		Policy #: 410
		Effective: 01-01-2018
		Page 1 of 2
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i></p>		
Reference:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Guarded <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

1.1. There is a significant threat to law enforcement personnel, and other first responders, who may come into contact with Fentanyl and other Fentanyl-related substances through routine law enforcement, emergency or life-saving activities. Since Fentanyl can be ingested orally, inhaled through the nose or mouth, or absorbed through the skin or eyes, any substance suspected to contain Fentanyl should be treated with extreme caution as exposure to a small amount can lead to significant health-related complications, respiratory depression, or death.

2. Policy:

2.1. It is the policy of the Sioux Falls Police Department to maximize officer safety through the use of Personal Protective Equipment (PPE) in combination with prescribed safety procedures. While PPE provides a significant level of protection, it is not a substitute for the observance of officer safety procedures. This policy mandates the use of Personal Protective Equipment (PPE) when handling drugs, paraphernalia, or items suspected of drug contamination and when field testing suspected substances. Contact with marijuana would only require gloves, unless available information indicates additional protection is needed.

3. Definitions:

3.1. **Personal Protective Equipment (PPE):** Nitrile gloves, safety glasses, N-95 mask, and Naloxone.

4. Procedure:

4.1. Issuance of PPE

- 4.1.1. PPE kits consisting of Nitrile gloves, safety glasses, N-95 mask, and Naloxone will be placed in the checkout box that each officer acquires prior to their shift. The Nitrile gloves, safety glasses, and N-95 mask will be in a Ziploc bag to be used later for disposal.
- 4.1.2. All officers will visually inspect the checkout box to ensure it contains the above PPE items. When the box is checked back in at the end of shift, Sergeants receiving the checkout box will inspect it to ensure it contains the appropriate contents.
- 4.1.3. When PPE is used, it should be properly disposed of by placing the used gloves, safety glasses, and mask in the Ziploc bag and placed in a trash receptacle at the Law Enforcement Center. Replacement PPE is to be requested from a shift Sergeant at check-in.

4.2. Training

- 4.2.1. Training for the proper use, care, and disposal of PPE will be conducted by Sergeants of the Sioux Falls Police Department using a standardized and approved PowerPoint presentation.

4.3. Nonuniformed Officer

- 4.3.1. This policy applies to all sworn officers; however, will not replace advanced levels of PPE training and equipment narcotics officers have received.