



Sioux Falls Police Department

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

Policy: Headquarters	Related Policies:	Section #: 900 Materials
		Policy #: 901
		Effective: 5-01-2009
		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:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Guarded <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

1.1. This policy is created to establish a business type atmosphere at the Law Enforcement Center.

2. Policy:

2.1. Materials, including equipment and forms, are provided by the department to more effectively accomplish the police objective. Department personnel shall make the proper use of such materials and provide necessary maintenance in the case of personal issue items.

3. Procedure:

3.1. Headquarters are to be maintained in a secure and businesslike manner.

3.2. Visitors

3.2.1. Visitors should enter security areas only for legitimate purposes, and should always receive prompt attention to minimize security risks.

3.2.2. All visitors will sign in with the front desk officer if they need to enter an area past the front desk area.

3.2.3. The front desk officer will issue a temporary visitor pass to the visitor after they sign in.

- 3.3. While custodial personnel will be available for maintenance functions, employees are responsible for the orderliness of their workstations, and are to exercise care with their stations and fixtures.
- 3.4. Employees will be issued keys and ID card keys to areas where they need regular access.
 - 3.4.1. The Administrative Services Division shall be responsible for the issuing of building keys and police department ID / card keys.
 - 3.4.2. If an employee needs to enter an area where they do not have regular access, they should check with a supervisor.
 - 3.4.3. Certain areas, including the Crime Lab and Records, can be entered only with the permission of the on-duty supervisor in charge of that area.



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Policy: Motorized Equipment – Vehicle Maintenance	Related Policies:	Section #: 900 Materials
		Policy #: 902
		Effective: 5-01-2009
		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>		
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1. Purpose:

2.

2.1. This policy is created to provide members of the Sioux Falls Police Department guidance regarding the repair of vehicles leased or owned by the City of Sioux Falls.

3. Policy:

3.1. Materials, including equipment and forms, are provided by the department to more effectively accomplish the police objective. Department personnel shall make the proper use of such materials and provide necessary maintenance in the case of personal issue items.

3.2. Motorized vehicles will be maintained under the direction of the Fleet Maintenance Coordinator.

4. Procedure:

4.1. Motorized Equipment

4.1.1. Motorized vehicles and related equipment are to be inspected by the operator prior to use.

4.1.2. Damage to the vehicle and equipment, or missing equipment, is to be reported immediately to a supervisor and noted on the Vehicle Inspection Form.

4.1.3. When vehicles are in need of repair, the appropriate forms shall be completed.

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- 4.1.4. If the vehicle is being taken to a shop for repair and is to be left unattended, any weapons, portable radio, radar, and any other portable equipment will be removed and brought to headquarters for safekeeping.
- 4.1.5. A supervisor will be notified of any equipment needing repair.
- 4.1.6. Citizens' vehicles will not be jump-started by city police vehicles, marked or unmarked.
- 4.1.7. Private citizens that have locked their keys in their vehicles must make their own arrangements for getting the vehicle unlocked and open, except in emergency situations or in the performance of other specific police duties requiring the vehicle to be unlocked.

4.2. Vehicle Maintenance

- 4.2.1. Police department vehicles will be fueled at designated fuel pumps.
- 4.2.2. Officers will use their assigned gas cards to activate the pumps and will enter the correct and accurate mileage from the vehicle odometer into the pump computer.
- 4.2.3. Uniformed Services Division vehicles will, at a minimum, be washed monthly by the trustee at the Law Enforcement Center or at approved commercial car wash facilities or as necessary to maintain cleanliness.
 - 4.2.3.1. Officers will make every effort to keep the interior of the patrol cars free from trash and remove any such items during pre-shift inspection.
- 4.2.4. Oil changes for department vehicles will be done at designated locations.
 - 4.2.4.1. Only one marked vehicle will be taken to any given service location at a time.
- 4.2.5. During the hours the Fleet Maintenance Coordinator (FMC) is not working, he can be called at home to come to the LEC to effect emergency repairs.
 - 4.2.5.1. Only the on duty shift commander will call in the off-duty FMC.
 - 4.2.5.2. Keep in mind that major repairs requiring use of a repair shop outside the building cannot be made during the evening.
 - 4.2.5.3. Shift supervisors may be contacted by the FMC to assist in delivering vehicles to the repair shop and picking them up when repairs are completed.



Sioux Falls Police Department

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Policy: Uniforms/Appropriate Attire	Related Policies: 908 Employee Property/Equipment Inventory	Section #: 900 Materials
		Policy #: 903
		Effective: 03-25-2010
		Page 1 of 9
<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. This policy is created to establish the uniform clothing regulations of the Sioux Falls Police Department.

2. Policy:

2.1. The City provides a uniform allowance to all sworn employees of this department at the beginning of each calendar year. The uniform allowance is to be used to purchase authorized apparel and personal equipment as approved by the Uniform Committee and the Chief of Police.

3. Procedure:

3.1. General Regulations:

3.1.1. The following regulations apply to uniforms and equipment provided by the department or purchased with the uniform allowance:

3.1.2. Uniform Classes:

3.1.2.1. Class A Uniform

3.1.2.1.1. The Class A Uniform consists of the standard uniform cap with visor, a long-sleeve shirt with tie, the standard uniform trousers (no cargo pants), the full-duty gun belt that is clean and polished, and black shoes or boots that are highly shined.

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- 3.1.2.1.2. The Class A Uniform will be worn at all funerals, honor guard functions, formal affairs, and presentations, and other occasions as directed by the Chief of Police.
- 3.1.2.2. Class B Uniform
 - 3.1.2.2.1. The Class B Uniform consists of a long- or short-sleeve shirt, standard or cargo uniform trousers, full-duty gun belt, black shoes or boots that are cleaned and polished. Standard uniform caps with visors will be available but need not be routinely worn.
 - 3.1.2.2.1.1. Officers assigned to station duty may wear a black department issued or approved safety holster in lieu of a full duty gun belt.
- 3.1.3. Uniforms and equipment provided by the department, or purchased through the uniform allowance, will only be worn and used while on duty except as authorized by the Chief of Police. This does not include travel to and from work.
- 3.1.4. Official badges and emblems of the Sioux Falls Police Department will not be worn for purposes of off duty secondary employment.
- 3.1.5. Only uniforms and equipment approved by the Uniform Committee and the Chief of Police will be worn while on duty.
- 3.1.6. The appearance of the uniform will be above reproach. Uniform apparel will be clean, pressed, and free of tears and worn areas.
- 3.1.7. Shirts will be buttoned to the top when a tie is worn. Only the very top button will be undone when a tie is not worn. Long-sleeve shirts will be worn with the sleeves down and all buttons fastened.
- 3.1.8. All leather gear will be maintained in good condition.
- 3.1.9. Non-uniform employees will wear dress or casual business attire, or attire appropriate to their assignment, as approved by their Division Commander and the Chief of Police. With the exception of clothing worn by officers working in an undercover capacity and clothing authorized for city-designated "casual days," "casual business attire" **does not include** T-shirts, blue jeans, shirts, or jackets with advertising logos, or tennis shoes.
- 3.1.10. The Class A Uniform will be required for jury trials for uniformed officers unless otherwise requested by the prosecuting attorney. Wearing uniform caps to court will be optional. Uniformed officers will wear their duty uniform when subpoenaed to testify in other court proceedings. Court attire for non-uniformed employees will be appropriate business attire.

3.2. No modifications or changes may be made to the written uniform specifications without approval of the Uniform Committee and the Chief of Police.

3.3. General Uniform Specifications:

3.3.1. Caps—Standard Specifications:

3.3.1.1. Caps will be a solid frame, round top, navy blue cloth cover with visor. Black or clear plastic rain covers may be worn in inclement weather.

3.3.1.2. Cap Badge and Trim

3.3.1.2.1. Silver badges and trim for officers, gold for all other ranks. Gold bullion may be worn on the visor for the Chief of Police.

3.3.1.2.2. Watch Cap—Black or navy blue knit “watch caps” may be worn during cold weather.

3.3.1.3. Protective Headgear

3.3.1.3.1. Various protective headgear will be mandated by Division/Section Commanders for employees assigned to motorcycle patrol, bicycle patrol, hazardous duty (riots, civil disturbances), and the SWAT Team.

3.3.2. Shirt—Police

3.3.2.1. General specifications include:

3.3.2.1.1. The shirts must be regulation navy blue with matching blue buttons.

3.3.2.1.2. Officers wearing load bearing vests may wear short- or long-sleeve shirts, in regulation navy blue. These shirts have matching blue buttons and epaulets with button on shoulders.

3.3.3. Nylon Windshirt

3.3.3.1. The nylon windshirt is approved for wear by all uniformed personnel. It may be worn over a long- or short-sleeve uniform shirt in place of the sweater or light jacket.

3.3.4. Raincoat

3.3.4.1. Raincoats may be yellow or black rubber, or yellow, black, or clear plastic or nylon. They must be a “police” style with badge patch or tab.

3.3.5. Turtlenecks/Mock Turtlenecks Specifications:

3.3.5.1. Turtlenecks will be worn only under long-sleeve uniform shirt.

3.3.6. Necktie Specifications:

3.3.6.1. Only dark navy long neckties of a clip-on or Velcro style will be permitted. Bow ties are not permitted. Ties must be worn with the Class A uniform.

3.3.7. Trouser Belt Specifications:

3.3.7.1. Only black plain or basket weave leather belts with a buckle or Velcro closure are permitted.

3.3.8. Footwear Specifications:

3.3.8.1. Footwear must be black lace up oxfords or high top shoes, or boots. The must have a rounded, hard toe with a smooth finish, capable of being shined. No buckles or straps are permitted.

3.3.9. Gloves Specifications:

3.3.9.1. Plain black leather or synthetic material gloves are permitted.

3.3.10. Gun Belt and Accessory Specifications:

3.3.10.1. All gun belt and accessories shall be black, basket weave leather. The belt will be two and one quarter inches (2 ¼") in width and include a nickel two prong Sam Browne Style buckle, or Velcro closure.

3.3.10.2. The handgun holster will be the department issued/approved safety holster.

3.3.10.3. The handcuff case will be black basket weave leather of an open or closed style that has a snap or Velcro closure.

3.3.10.4. The ammunition case will be the current department issue.

3.3.10.5. Batons shall be an expandable style baton which shall be furnished by the department. Along with the baton, the department will issue a baton holster.

3.3.10.6. The OC Spray Holster will be the department issue.

3.3.10.7. There is an optional carrying device for an additional rifle magazine. **Center Mass Integrated Magazine Pouch:** It has a paddle to temporarily attach to a belt or slide for permanent placement. Approved rifle

magazines are Brownell's, Colt, or MagPull. Only magazines that have received approval from the Armorer Sergeant will be carried.

3.3.10.8. Other Accessories must be black basket weave leather, with nickel or Velcro closure.

3.3.11. Ballistic vests are furnished by the department and must be at least "Threat Level II."

3.3.11.1. The V1 Elbeco external vest carrier is an optional authorized item of uniform apparel. Officers are required to display their badge and name tag at all times either on the vest carrier or their uniform shirt if the carrier is removed in the station. All other department authorized insignia currently approved may be worn on the external carrier also.

3.3.12. T-shirts will be black or dark navy if the top of the T-shirt will show above the top button of the uniform shirt when worn without a tie.

3.4. Bike Patrol Uniform

3.4.1. Helmets will meet SNELL and ANSI standards. "POLICE" may be stenciled on helmet. Helmets must be worn when operating department bicycles.

3.4.2. Protective eyewear is mandatory when operating department bicycles.

3.4.3. Gun Belt—Officers may wear their leather duty rig, or black nylon duty belt with accessories. If officers choose the nylon duty belt, the holster must be a Gould & Goodrich Phoenix Model B2315, or B2306, or any other department approved holster.

3.4.4. Socks will be solid white and will be over-the-ankle style.

3.4.5. Footwear will be black, lace-up, round-toed, ankle-high shoes or boots. A gloss or non-gloss finish will be acceptable. Shoelaces will be black. If athletic shoes are worn, they must be all black.

3.4.6. Gloves are not mandatory, but are encouraged. Gloves must be all black and may be padded or non-padded. Lycra or leather half-finger or full-finger gloves are permissible. You must be able to draw and accurately fire your weapon with the gloves on.

3.5. Reflective vests may be worn during the hours of darkness. They may be fluorescent white or orange. Vests must be sleeveless to allow the department shoulder patch on the uniform shirt to be visible.

3.6. Training Uniforms

3.6.1. Recruit Officer Uniform—On their first day of duty, new officers will be issued the standard Recruit Officer Uniform which will be required attire during in-house training before and after attending the State Law Enforcement Academy. The uniform will consist of a charcoal colored shirt, a black undershirt, black pants, black belt and black boots as outlined below:

3.6.1.1. Shirt: 5-11 Performance Short-Sleeve Polo.

3.6.1.2. Pants: 5-11 Taclite Pro.

3.6.1.3. Belt: Black leather basket weave belt with silver buckle.

3.6.1.4. Footwear: Footwear must be black boots. They must have a rounded, hard toe with a smooth finish, capable of being shined. No buckles or straps are permitted.

3.6.1.5. Insignia: The shirt will have “SFPD Training” embroidered on the left front.

3.6.2. Non-dynamic Training Instructor Uniform—Officers and supervisors who instruct courses, non-dynamic in nature, may wear business casual attire or their duty uniform.

3.6.2.1. The training cadre is also authorized to wear the “training uniform” which consists of a Dark navy blue polo shirt. It will have the SFPD badge embroidered on the left front with “Sioux Falls” embroidered above the badge and “Training” embroidered below the badge. The instructors also have the option of printing their name and rank on the right front of the shirt. Embroidery will be silver for officer rank and gold for supervisors. The pants are to be a khaki-colored 5.11 Tactical pants or similar style.

3.6.3. Dynamic Training Instructor Uniform—Instructors in Firearms, PPCT, Defensive Tactics, EVOC, and Motorcycle Certification are **required** to wear the following uniform whenever they are assigned to conduct dynamic training.

3.6.3.1. The dynamic instructor uniform consists of a “range red” polo shirt. The SFPD badge will be embroidered on the left front with “Sioux Falls” embroidered above it and “Training” embroidered below it. Instructors will have the option of embroidering their name and rank on the right front of the shirt. Embroidery will be black in color for all ranks. The badge will be silver-colored for officer, gold-colored for supervisor. The pants will consist of black, 5.11 Tactical pants or Tactical Dress Uniform (TDUs).

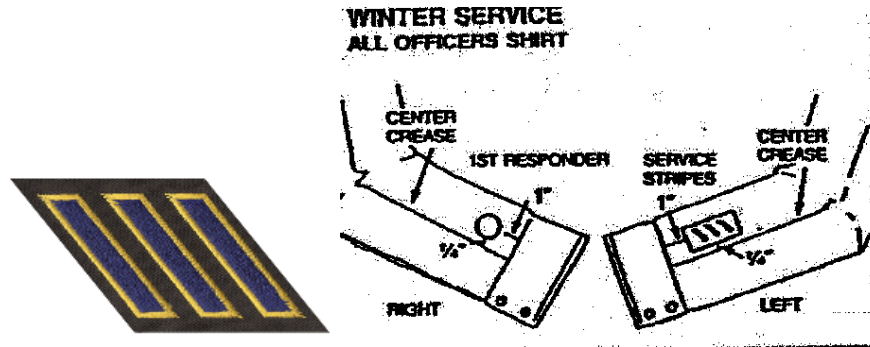
3.7. Animal Control Uniform

- 3.7.1. Shirt specifications:
- 3.7.2. Animal Control Patch will be worn on both sleeves.
- 3.7.3. Turtlenecks will be worn only under long-sleeve uniform shirt.
- 3.7.4. Training shirts will be the heather gray 5.11 Professional polo. The Animal Control badge will be embroidered on the left front with "Sioux Falls" embroidered above it and "Animal Control" embroidered below it. The embroidery will be gold-colored.
- 3.7.5. Trouser belts will be either black nylon tactical type belt or black leather with a basket weave pattern.
- 3.7.6. Footwear will be black lace up oxfords, high top shoes, or boots. They must have plain, rounded, hard toe with a smooth finish, capable of being shined. Absolutely no stitching or designs on the toe.
- 3.7.7. Wind shirt are to be black in color with an embroidered badge on left front.

3.8. Uniform Insignia:

- 3.8.1. Sergeants will be designated by chevrons. Ranks above sergeant will wear gold metal rank insignia on their uniform shirt collar. It will be a single gold bar for lieutenants, double gold bars for captains, a gold oak leaf for the Assistant Chief and a single gold star for the Chief of Police.
- 3.9. Name Bars are furnished by the department upon employment. All name bars will have the officer's first and last name displayed. Silver colored bars are for officers and gold colored for all ranked employees. "Serving Since" date bars may be attached to the name tag. The "Service Since" year will be the date of hire by the Sioux Falls Police Department. Name bars must be worn by uniformed officers.
- 3.10. Badges are furnished by the department. Silver colored badges are for officers and gold colored badges are for supervisors. Detectives may purchase a gold badge at their own expense. Officers and supervisors will have one hat badge and two shirt badges. One shirt badge will be worn on the uniform shirt, and the other one on the outer garment (coat, sweater).
- 3.11. Miscellaneous Insignia:
 - 3.11.1. **Service Stripes**—Each stripe will denote 5 years of service. The stripes will be worn on the left sleeve of the long-sleeve shirt. Stripes will be placed one inch (1") above the cuff seam and one quarter inch (1/4") in front of the center crease of the sleeve.

- 3.11.1.1. The approved service stripe model is Premier Emblems 1/2" by 2" Double Slanted Hash Marks on Strip Royal/Gold/Black Twill.
- 3.11.1.2. The illustration below shows the left sleeve with service stripes. The right sleeve illustrated is not approved. The wearing of service stripes is an optional feature on the long-sleeve shirt.



- 3.11.2. Officers will wear no more than two insignia on the right side of the uniform and no more than two insignia on the left side of the uniform at one time.
- 3.11.3. The following insignia may be worn on the left uniform shirt pocket:
 - 3.11.3.1. Marksmanship Bar
- 3.11.4. The following insignia may be worn centered above the right uniform shirt pocket:
 - 3.11.4.1. SWAT Insignia—Worn by SWAT Team members.
 - 3.11.4.2. Crisis Negotiation Unit—Worn by CNU Team members.
 - 3.11.4.3. Explosive Ordinance Insignia—Worn by bomb technicians.
 - 3.11.4.4. Traffic Officer Insignia—Worn by officers assigned to the Traffic Section who have been certified as police motorcycle operators.
 - 3.11.4.5. Honor Guard Insignia—Worn by Honor Guard members.
 - 3.11.4.6. SRO Insignia—School Resource Officers may wear a red, white, and blue bar that bears the logo of the National Association of School Resource Officers.
 - 3.11.4.7. DRE Insignia—Worn by certified Drug Recognition Expert officers.
 - 3.11.4.8. Clan Lab Insignia—Worn by Clandestine Lab Team.

- 3.11.4.9. Crisis Intervention Insignia—Worn by officers certified in the CIT program.
- 3.11.4.10. Peer Support Team Insignia—Worn by Peer Support Team Members.
- 3.11.5. Mourning Bands—May be black elastic band or a black elastic band with a blue line through it. Mourning bands are to be worn over the badge.
 - 3.11.5.1. At any time an officer from our agency is killed in the line of duty from the time of the death until 14 days after the death.
 - 3.11.5.2. For an officer killed in the line of duty within our region from the day of the death until midnight on the day of the funeral.
 - 3.11.5.3. Mourning bands may also be worn on National Peace Officers Memorial Day (May 15).
 - 3.11.5.4. Mourning bands may be worn at any other occasion at the discretion of the Chief of Police.
- 3.11.6. Service Recognition Medals
 - 3.11.6.1. Medal of Honor—A red/white/blue bar with the word “Honor” in the center in gold. It is to be worn centered on the left shirt pocket flap on the seam.
 - 3.11.6.2. Medal of Merit—A blue/white/blue bar with the word “Merit” in the center in gold. It is to be worn centered on the left shirt pocket flap on the seam.
 - 3.11.6.3. Blue Star Medal—A blue bar with a gold star in the center. It is to be worn centered on the left shirt pocket flap on the seam.
- 3.12. Miscellaneous Uniform Items:
 - 3.12.1. Flashlight—Any brand or style that is black in color and is suitable to the officer.
 - 3.12.2. Leatherman-Style Multipurpose Tool or Knife—Must be in a black basket weave leather case if worn on the duty belt.
 - 3.12.3. Plain Clothes Holster
 - 3.12.3.1. A department-issued/approved safety holster will be required during qualification shots on the range due to safety concerns. Officers will be required to demonstrate their proficiency with these holsters during individual sessions.



Sioux Falls Police Department

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Policy: Handcuffs	Related Policies: 604 Use of Force – Impact Weapons	Section #: 900 Materials
		Policy #: 904
		Effective: 4-01-2009
		Page 1 of 1
<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 establishes standards regarding handcuffs.

2. Policy:
 - 2.1. At all times, while on duty, officers will carry National Institute of Justice approved handcuffs.

3. Procedure:
 - 3.1. All persons who are arrested should be handcuffed with their hands behind their back, unless exigent circumstances prohibit it.

 - 3.2. All persons should be handcuffed first, and then searched prior to transporting them.

 - 3.3. Except in an emergency, handcuffs will not be used as a defensive impact tool.
 - 3.3.1. If handcuffs are used other than for restraint purposes, a Response to Resistance Report on the department's administrative reporting software will be made to your supervisor during the same tour of duty.



Sioux Falls Police Department

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Policy: Computer Usage – Work Stations and Mobile Data Computers (MDC)	Related Policies:	Section #: 900 Materials
		Policy #: 906
		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>		
<p>Reference: <i>City of Sioux Falls Executive Orders, City of Sioux Falls Acceptable Use Agreement for Electronic Mail and Internet Access</i></p>		
<p>Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Guarded <input type="checkbox"/> Law Enforcement Eyes Only</p>		

1. Purpose:

- 1.1. This policy establishes the acceptable use of computer technology used by the Sioux Falls Police Department.

2. Policy:

- 2.1. As is the case with all department owned equipment, Personal Computers (PC) and Mobile Data Computers (MDC) are provided to enhance the capabilities of employees in the furtherance of department goals and objectives. Department PCs and MDCs are not to be used for personal business while on or off duty.

3. Definitions:

- 3.1. **MDC** – Mobile Data Computer
- 3.2. **PC** – Personal Computer

4. Procedure:

- 4.1. Email which includes car-to-car messaging on MDCs is provided for necessary internal and external communications in the day-to-day conduct of department business. Each employee must ensure that City email is not used inappropriately.

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- 4.2. Only department employees, City Information Technology staff, and those specifically authorized by the Chief of Police or a division commander shall be allowed access to Police Department PCs and MDCs.
- 4.3. Employees will not copy City owned software to be installed on any other PC or MDC, whether inside or outside of the department.
- 4.4. Unless specifically authorized to do so by the Chief of Police, a Division Commander, or City Information Technology staff, individual employees will not install **any** software on department computers. All software will be installed by City Information Technology staff or an authorized member of the department.
- 4.5. Employees will not use another employee's computer login credentials to gain access to department computers without the express permission of that employee.
- 4.6. Employees will not password-protect any program or application without the authorization of City Information Technology.
- 4.7. Department employees will not use department computers to transmit or receive violent, threatening, obscene, illegal, or immoral materials unless required to do so as part of an ongoing criminal investigation.
- 4.8. City email accounts will not be used to send jokes of a sexual, racist, or questionable nature, chain letters, or correspondence pertaining to a private business venture. Employees receiving such correspondence shall notify the sender not to send such materials to their City email account in the future.
- 4.9. Unless specifically authorized to do so by the Chief of Police or a Division Commander for official purposes, employees will not use the Internet to access personal Internet-based email accounts, chat rooms, or Internet message services (AOL, Buddy List, Facebook, MS Messenger, MySpace, NetMeeting, Instant Messenger, etc.).
- 4.10. All employees having access to the Internet and City email must read and sign the "City of Sioux Falls Acceptable Use Agreement for Electronic Mail and Internet Access." These signed agreements will be collected and maintained on file.



Policy: Radio Communications	Related Policies:	Section #: 900 Materials
		Policy #: 907
		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 establishes guidelines for the use of the radios used by the Sioux Falls Police Department.

2. Policy:

2.1. The police radio communications are centralized in the Metro Communications Center at the Public Safety Building. The director of the Metro Communications Center is directly responsible for the efficient operation of the department's radio communications. Any problems, complaints, or needed changes in procedure will be handled through the Chain of Command of this department and Metro Communications.

3. Procedure:

3.1. General Guidelines

- 3.1.1. Radio traffic should be short and official.
- 3.1.2. Sarcasm, humor, and trivial conversations are to be avoided.
- 3.1.3. Radio users must fully employ the ten signals, the phonetic alphabet to maximize brevity and clarity.
- 3.1.4. Officer's names are to be avoided in radio transmissions, with assigned call numbers and badge numbers used instead.

- 3.1.5. Mention of citizens' names is also to be avoided whenever possible, and the telephone or MDC used when suitable to avoid the transmission of names and sensitive information over clear radio channels.

3.2. Specific Guidelines

- 3.2.1. Whenever a Metro Communications operator calls a unit on the radio, the officer shall respond with identification of the unit and location, except when it is necessary for a supervisor or officer on undercover assignment to withhold location information.
- 3.2.2. To ensure the safety of all officers, if an in-service unit that is not logged as busy is called and does not respond, this information will be brought to the attention of a shift supervisor.
- 3.2.3. All units will advise Metro Communications that they are available for calls when going into service.
- 3.2.4. When one unit is assigned to a call and there is a potential for danger, a second unit will serve in a cover capacity. The Metro Communications operator shall be notified of all cover units.
- 3.2.5. The judgment of the Metro Communications operator in assigning units should not be questioned. However, this does not preclude requesting additional units, or requesting reassignment of units to meet changing conditions in handling an incident. Police supervisors have the final authority as to the appropriate police response to an incident.
- 3.2.6. Whenever officers change location on a call, they will notify the Metro Communications operator of the nature of the activity and their new location.
- 3.2.7. Officers will advise Metro Communications that they are on the scene upon arrival.
- 3.2.8. When the call is completed, officers will immediately notify Metro Communications. A disposition for the call for service will be recorded by each unit using the MDC or by providing it to Metro Communications via radio. Officers should record any pertinent information regarding the call in the disposition narrative on the clearing screen. Officers will record any reports as soon as time is available after completing the call.
- 3.2.9. Metro Communications has the ability to request subscriber information (Ping / Trace Cell phone) on behalf of local law enforcement. Request will be limited to situations where a person is believed to be in immediate danger of death, serious injury or if a law enforcement officer states exigent circumstances exist necessitating the ping / trace. All requests for a ping / trace must be made on a recorded telephone line or radio channel. A supervisor will be notified when a Ping / Trace is requested.

3.3. **Ten Codes:** The following is a standardized list of 10-Signals used by Police Officers:

10-4	Message received
10-6	Busy
10-7	Out-of-service (not available for call) Officer off duty
10-8	In service (available for call)
10-9	Repeat the message
10-10	On break
10-12	Visitor present
10-14	Escort (funeral, lost traveler, etc.)
10-15	Prisoner in custody
10-16	NCIC check
10-17	Serving civil papers (Sheriff's Office use)
10-19	Return to headquarters
10-20	Location
10-22	Disregard
10-24	Meet a party
10-25	Request film on in booking
10-28	Check vehicle registration
10-29	Warrant check
10-30	Traffic unnecessary/does not conform to regulations
10-31	Send tow truck
10-33	Emergency
10-36	Correct time
10-39	Message was delivered
10-40	Request permission to transmit car-to-car
10-41	Permission granted for 10-40
10-42	Officer at his residence
10-43	Officer taking meal break
10-44	Traffic stop
10-45	Patrol unit with two officers
10-50	Use caution
10-51	Driving while intoxicated
10-54	Send backup units
10-55	Change channels
10-58	Driver's history request
10-59	Driver's license and restriction request
10-65	Standby to copy
10-89	Unit is off the air for service
10-97	Arrived at scene
10-99	Emergency—officer needs assistance
10-100	Transport an officer or essential personnel when authorized

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3.4. Equipment

- 3.4.1. The Sioux Falls Police Department's fleet is presently outfitted with Motorola ASTRO In-Car Digital Radios.
- 3.4.2. Officers are issued Motorola XTS 5000 Digital Radios.
- 3.4.3. These systems are programmed to enable officers from our agency to communicate outside their jurisdiction to other agencies as needed. The systems contain numerous zones and channels that will aid in communication should a statewide emergency exist.

3.5. Channels

3.5.1. PD East, PD West, Sheriff

- 3.5.1.1. These talk groups are the primary dispatch and status talk groups for Sioux Falls Police, Minnehaha County Sheriff, and Brandon Police Departments.
- 3.5.1.2. Talk groups are to be used for the dispatching of calls to field units, reporting of officer status, requesting additional personal and or agencies, providing additional priority information relating to working incidents, and the reporting of call dispositions. Mobile-to-mobile traffic between field units will be conducted on Channels Law 1, 2, or 3.

3.5.2. Law 1, 2, and 3

- 3.5.2.1. Talk groups designed for mobile-to-mobile and mobile-to-base communications.
- 3.5.2.2. Law 1 is available for coordination communications by all law enforcement agencies.
- 3.5.2.3. Law 2 generally is for intra-department communications of the Sioux Falls Police Department.
- 3.5.2.4. Law 3 is for intra-department communications of the Sheriff's Office and Brandon Police.
- 3.5.2.5. All Law talk groups are available to all law enforcement when the circumstances necessitate inter-department communications.

3.5.3. Investigations (INVEST)

- 3.5.3.1. The Investigations talk group is used by Sioux Falls Police, Minnehaha County Sheriff's Office detectives, and Department of Criminal Investigations for mobile-to-mobile and mobile-to-base communications on day-to-day activities.
- 3.5.3.2. This talk group has been installed in patrol units for necessary communications with Detectives.
- 3.5.3.3. Detectives' communications with Metro would be on appropriate dispatch talk group (PD East, PD West, and Sheriff).

3.6. Law Enforcement Operating Procedures

3.6.1. Coordination Talk Group Assignments

- 3.6.1.1. User members may request responding officers to switch to a Law talk group for coordination on calls. If the field supervisor feels there is significant activity which would require a dispatcher to be assigned to the Law talk group, then one may be requested.
- 3.6.1.2. When a Law talk group has been assigned for an armed robbery, for example, the primary dispatcher will continue to simulcast suspect description and pertinent information on all law enforcement talk groups. Officers should be cognizant of the dispatcher's need to air information quickly; thus, responding units should keep their radio traffic brief so as not to miss vital information that is being aired.
- 3.6.1.3. During incidents where a dispatcher is assigned to a Law talk group, all dispatching and status of the call will be kept on that Law talk group.
- 3.6.1.4. Units not assigned to the call shall keep their status on their applicable talk group (PD East, PD West or Sheriff). Of course, if an officer is not assigned to the call by the primary dispatcher, but becomes involved in the incident on the Law talk group, the officer must advise the primary (PD East, PD West, or Sheriff) dispatcher of such.
- 3.6.1.5. Additionally, a field supervisor may request a **Clear talk group** in order to limit other user agencies from transmitting on the Law talk group. Factors that will be taken into consideration are type of incident, number of units involved, call load, and the impact this limitation would have on the rest of the user agencies.



Sioux Falls Police Department

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

Policy: Employee Issued Equipment / Department Inventory Tracking	Related Policies: 903 Uniforms / Attire	Section #: 900 Materials
		Policy #: 908
		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:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Guarded <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

- 1.1. This policy establishes the ownership of equipment issued to department personnel.

2. Policy:

- 2.1. All equipment and materials issued to an employee of the Sioux Falls Police Department remains the property of the City of Sioux Falls.

3. Procedure:

- 3.1. Whenever an employee leaves the employment of the police department, he must turn in all department-issued equipment that is listed on the employee's personal inventory printout.
- 3.2. Annual Employee Property Inventory
 - 3.2.1. The equipment issued to each officer can be found in Documents tab in the Personnel module of New World. The title of the document is "Equipment Issue".
 - 3.2.2. The inventory is to be checked yearly by the employee's supervisor personally, viewing each item that the employee has assigned to him. This is generally completed during an employee's annual performance review.

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- 3.2.3. If there are any discrepancies between the physical inspection and the inventory sheet, the Armorer Sergeant shall be notified of such changes so that the inventory equipment list can be updated. This can be done by noting the changes on the inventory sheet.
- 3.2.4. Officers missing equipment items shall immediately notify their immediate supervisor to make arrangements for replacement of the missing item.
- 3.2.5. Officers may be billed for missing equipment if the loss is due to negligence. When equipment is stolen, a case report must be made.

3.3. Department Equipment Inventory

- 3.3.1. All department equipment must be tracked for audit purposes. Each division is responsible for establishing a means to record the required information needed to be able to track and inventory their unique equipment. This can be done through the use of the New World Equipment module.
- 3.3.2. The fixed asset inventory will be handled by the Administrative Assistant.
- 3.3.3. Any equipment not in use, or to be declared surplus, must be turned in to the Armorer Sergeant for proper disposition.