Foreword

This manual of the Department of Police Operations (also known as the Toledo Police Department) serves as a standard of conduct for all personnel. The department manual consists of the rules, policies, procedures and standard operating guidelines, which are necessary in the daily operation of the Toledo Police Department.

The department is constantly adapting to meet the needs of a changing society. The information contained herein reflects the department's ability to effectively respond to changing needs.

This manual is an important resource and all personnel shall be held accountable for its contents. It is up to each individual to assist in accomplishing the department's goals and objectives. In doing so, the Toledo Police Department will continue to be a truly outstanding organization.

By Order of:

Michael C. Troendle

Michael Troendle
Director of Police Operations

Toledo Police Department
Mission Statement

The mission of the Toledo Police Department is to enhance the quality of life in the city of Toledo by working in partnerships with the community to preserve life, enforce the law, provide quality services, reduce the fear of crime, and promote joint problem-solving for safe, secure neighborhoods.

Law Enforcement Code of Ethics

The Law Enforcement Code of Ethics is adopted as a general standard of conduct for officers of the Toledo Police Department.

"As a law enforcement officer, my fundamental duty is to serve mankind, to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, the peaceful against violence and disorder, and to respect the constitutional rights of all men to liberty, equality, and justice.

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

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

"I recognize the badge of my office as a symbol of public faith and I accept it as a public trust to be held as long as I am true to the ethics of police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession…Law Enforcement."

Fundamental Goals

While short-term goals evolve to meet changing societal conditions, the basic responsibilities of the police department remain unchanged. These are:

- To deter crime and create a sense of public well-being and security through constant visible presence and availability.
- To reduce the opportunity for, and instance of, criminal activity and public nuisance through the consistent proactive and reactive enforcement of laws and ordinances.
- To apprehend and assist in the prosecution of law violators through investigation, intelligence gathering and the collection, preservation and presentation of evidence.
- To safeguard, identify and return to its rightful owner, property coming into possession of the department.
- To facilitate the safe, expeditious flow of vehicular and pedestrian traffic through public education, enforcement of traffic laws, accident investigation and traffic control.
- To abate potentially violent confrontations and preserve individual rights through tactful mediation, informed advice, preventive presence, and through enforcement of laws when necessary.
- To aid persons in need of assistance through the use of department resources or through knowledgeable referral to other suitable agencies.
- To respond to changes in community needs, legislative and judicial mandates, criminal trends and technological advances through research, planning and implementation of new and innovative policies, practices and procedures.
- To achieve and maintain a high degree of police-community interaction, respect and cooperation through education, dialogue, information sharing and responsiveness.
- To maintain a superior level of organizational and individual performance through the hiring of qualified persons, training and ongoing management and supervisory control and review of police activities.
- To provide for the safety and well-being of its employees through appropriate training, equipment and supply acquisition, and administrative and technical support.

TOLEDO POLICE DEPARTMENT
STANDARD OPERATING GUIDELINES
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EFFECTIVE November 01, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED December 1, 2012	PART: ADMINISTRATION CHAPTER: LAW ENFORCEMENT ROLES AND AUTHORITY	PAGES 3
RESCINDS November 01, 2002	**AUTHORITY OF PERSONNEL**	

I **POLICY**

The Federal Constitution, Ohio Constitution and Ohio Revised Code define the scope and limits of law enforcement authority as it pertains to the enforcement of laws, statutes and ordinances.

Ohio Revised Code 737.11 outlines the general duties of police, stating, "The police force of a municipal corporation shall preserve the peace, protect persons and property, and obey and enforce all ordinances of the legislative authority of the municipal corporation, all criminal laws of the State and the United States, and all court orders issued and consent agreements approved pursuant to Section 2919.26 and 3113.31 of the Ohio Revised Code."

The Ohio Constitution, Article XVIII, Section 3, grants to municipalities the authority to exercise all powers of local self-government and to adopt and enforce within their limits such local police, sanitary and other similar regulations, as are not in conflict with general laws.

The Ohio Constitution, Article XVIII, Section 7, permits any municipality to frame and adopt or amend a charter for its government and, subject to provisions of Section 3 of this article, exercise thereunder all powers of local self-governments. The City of Toledo adopted a charter November 3, 1914.

The City of Toledo Charter, Section 61, grants the Mayor of the City of Toledo the responsibility of being the "chief conservator of the peace within the city; to see that all ordinances and resolutions of the city are enforced."

II **PROCEDURES**

1 **DIRECTOR OF PUBLIC SAFETY-EXECUTIVE AUTHORITY**

The executive authority of the Director of Public Safety is prescribed in the Ohio Revised Code, Section 737.01 and 737.02, which is quoted in part:

> "…the Director of Public Safety shall be the executive head of the police and fire departments…"

The same authority is prescribed in Section 139 of the Toledo City Charter, Chapter VII, and is quoted as follows:

> "The Director of Public Safety shall be executive head of the divisions of police and fire."

Additional powers and duties are to be found in Section 104 of the Toledo City Charter:

> "He shall have the power to prescribe rules and regulations not inconsistent with this charter, for the conduct of the officers and employees of his department; for the distribution and performance of its business; and for the

> custody and preservation of the books, records, papers and property under its control."

2 **CHIEF OF POLICE AUTHORITY**

The authority of the Chief of Police is prescribed in the Ohio Revised Code, Section 737.06, which is quoted in part:

> "The Chief of police shall have exclusive control of the stationing and transfer of all patrolmen, auxiliary police officers, and other officers and employees in the department…under such general rules and regulations as the director of public safety prescribes."

The same powers are conferred in Section 140 of the Toledo City Charter, Chapter VII, and is quoted in part:

> "The chief of the division of police, to be called the chief of police, shall have exclusive control of the stationing and transfer of all patrolmen and other officers and employees constituting the police force, under such rules and regulations as the director of public safety may prescribe."

3 **LEGAL AUTHORITY TO CARRY AND USE WEAPONS**

As long as members of the public are victims of violent crimes and officers in the performance of their duties are confronted with deadly force, it will remain necessary for police officers to be properly armed for the protection of society and themselves.

The Chief of Police may authorize sworn personnel to carry and use weapons in the performance of their duties as long as they meet department requirements and follow procedures set forth within this manual.

4 **POLICE ACTION BASED ON LEGAL JUSTIFICATION**

What is reasonable in terms of appropriate police action or what constitutes probable cause varies with each situation, and different facts may justify an investigation, a detention, a search, an arrest or no action at all. The requirement that legal justification be present imposes a limitation on an officer's action. In every case, an officer must act reasonably within the limits of his authority, as defined by statute and judicial interpretation, thereby ensuring the rights of both the individual and the public are protected.

5 **Police Authority Aboard Foreign Vessels**

Generally, all persons within the jurisdiction of the United States are subject to like punishment and penalties. This includes persons from or aboard foreign vessels. Ships and crews are to abide by local laws and any crime committed within that jurisdiction may be punishable by local laws. The right to enter and to navigate the waters of any county is subject to the conditions of temporary obedience to its laws. The United States Coast Guard has jurisdiction in matters involving hazardous cargo and drug violations on foreign vessels.

It is the policy of the department that if a minor incident occurs on board a foreign vessel that only affects that vessel or the crew, it shall be dealt with by the foreign authorities on board the vessel. Conversely, if crimes committed on board the vessel are serious in nature, the offenders are not entitled to any exemption from the enforcement of local laws.

Foreign vessels and crews are subject to the criminal laws of the Toledo Municipal Code and the Ohio Revised Code as any other citizen, and are entitled to the same safeguards as any other criminal defendant. Officers of the department have the authority to board foreign vessels much the same as they have authority to enter a private dwelling, but are also bound by the same restrictions.

Although incidents aboard foreign vessels are rare, it is important to keep in mind that any action taken could have local, national and international ramifications.

5.1 Officers shall evaluate the incident and determine whether it is necessary to board the vessel.

5.2 If it becomes necessary to board the vessel, a field operations supervisor shall respond to the scene.

5.3 The responding field operations supervisor shall ensure that the United States Coast Guard is notified that department officers are boarding the vessel and relate the nature of the incident, and may request assistance if necessary.

5.4 Department officers shall take only such action as is necessary to resolve the incident.

6 **POLICE AUTHORITY OUTSIDE CITY**

No officer of the department shall attempt to make a warrantless misdemeanor arrest, while acting under color of his authority, for any offense committed outside the municipal boundaries of the city of Toledo.

Summons in Lieu of Arrest – Ohio Revised Code summary

In order for a police officer to issue a summons in lieu of arrest, he must have the authority pursuant to the provisions of Rule 4(A)(3) of the Ohio Rules of Criminal Procedure. This means that unless a police officer has the power to make an arrest, he does not have the authority to issue a summons. The controlling factor here is whether or not the officer is within his territorial jurisdiction. Therefore, a Toledo police officer within the Toledo city limits would have authority to issue a summons in lieu of arrest for an offense committed within the city, but he has no arrest powers outside the city limits, and could neither arrest nor issue a summons for an offense committed outside the city (other than a Felony).

6.1 Offenders that have fled from our officers, for offenses committed within the city, who are stopped outside the city by law enforcement officers from that jurisdiction may be issued traffic citations or summonses by our officers when /if called to the scene.

6.2 Officers called to a scene outside the city of Toledo shall first obtain approval from their supervisor who shall consider the time lapse from the time of the offenses until the apprehension, and distance from the city limits.

Exception: Mutual Aid Pact – An exception to the above restrictions is a special provision in the Ohio Revised Code allowing for mutual aid pacts between governmental agencies. When an officer is sent to a different governmental jurisdiction, under the terms of a Mutual Aid Pact, the officer has the same authority as a police officer of the community receiving the assistance

DIRECTIVE 101.2	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES	
EFFECTIVE November 01, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED October 1, 2020	PART: ADMINISTRATION CHAPTER: LAW ENFORCEMENT ROLES AND AUTHORITY	PAGES 4
RESCINDS December 1, 2012	**ROLES AND RESPONSIBILITIES**	

I POLICY

Community relations are most commonly manifested in the daily encounters between individual officers and citizens. It is at this level where the greatest opportunity to strengthen community relations exists. When dealing with the public, each officer must make his contact one which inspires respect for himself as an individual and professional, and one which generates confidence, cooperation and approval of the public. An officer cannot allow his personal feelings or prejudices to enter into public contacts. As the community is made up of a wide spectrum of cultural beliefs and values, it is incumbent upon the officer to maintain his effectiveness through objectivity and impartiality regardless of his personal beliefs.

II PROCEDURES

1 PROFESSIONAL STANDARD OF SERVICE

The department cannot be aware of each circumstance in the city where police action or assistance may be required. The department is dependent upon members of the community for such information. The people, in return, expect the department to respond to requests for police service within a reasonable time and to render professional quality service in all cases.

2 INDIVIDUAL DIGNITY

Recognition of individual dignity is vital in a free system of law. Just as all persons are subject to the law, all persons have a right to dignified treatment under the law, and the protection of this right is a duty that is as binding on the department as any other.

An officer must treat a person with as much respect as possible and he must be constantly mindful that the people with whom he is dealing are individuals with human emotions and needs. Such conduct is inherent in an officer's primary responsibilities.

3 EQUALITY OF ENFORCEMENT

Toledo is composed of many different communities, each with its own life style and each with its own individual crime problems. The cosmopolitan nature of the city is manifested by the diverse ethnic and social background of its people. However, all persons in each area of the city have a common need for protection that is afforded by fair and impartial law enforcement. As a person moves throughout the city, he must be able to expect a similar police response to his behavior, wherever it occurs.

In order to respond to varying law enforcement needs in different parts of the city, the department must have flexibility in deployment and methods of enforcement. Policies should be formulated on a citywide basis and applied uniformly. Implicit in uniform enforcement of the law is the element of evenhandedness in its application.

To ensure equal treatment in similar circumstances, an officer must be alert to situations where, because of a language barrier or for some other reason, he may be called upon to display additional patience and understanding.

4 **RESPONSIVENESS TO THE COMMUNITY**

The department must be responsive to the needs and problems of the community. While the department's task is governed by the law, the policies formulated to guide the enforcement of the law must include consideration of the public will. This responsiveness must be manifested at all levels of the department by willingness to listen and a genuine concern for the problems of individuals or groups. The total needs of the community must become an integral part of the programs designed to carry out the mission of the department.

5 **INTERPERSONAL COMMUNICATION**

To promote understanding and cooperation there must be interpersonal communication between members of the community and officers at all levels of the department. Each employee must be aware of the law enforcement needs of the community and his particular assigned area of responsibility. Guided by policy, an officer must tailor his performance to attain the objectives of the department and solve the particular problems in the area he serves. The department should provide for programs to encourage productive dialogue with the public to enhance the unity of the police with the community.

6 **POLITICAL ACTIVITY**

The department encourages active participation in community affairs by its officers; however, that role is limited by existing law. Officers must be cautious to avoid conflicts with federal or state laws, or Charter or Civil Service Commission regulations, which limit "Political Activities."

7 **THE NATURE OF THE TASK**

Law enforcement operations consist of many diverse activities, which are directed toward the attainment of department objectives. Activities such as patrolling, conducting field interviews and issuing traffic citations are not objectives in themselves; rather, they are methods of achieving the real objectives of preventing and deterring crime, arresting criminal offenders and preventing traffic accidents.

Decisions in law enforcement operations frequently must be made in an instant and the lives of officers and others may depend upon the quality of those decisions. An officer is confronted in stressful situations with both criminal and non-criminal behavior and he must be capable of making a reasonable response in both cases. An officer must base his conduct and actions in each instance upon the facts of the situation as they reasonably appear, relying upon his experience, training and judgment to guide him toward morally justified and lawful decisions and actions.

8 **VALUE OF LIFE STATEMENT**

The value of human life is immeasurable in our society. Police officers have been delegated the awesome responsibility to protect life and property and apprehend criminal offenders. The apprehension of criminal offenders and the protection of property must at all times be subservient to the protection of life. The officer's responsibility for protecting life must include his own.

9 RESPONSIBILITY OF ON-DUTY OFFICERS

9.1 ON-DUTY, WITHIN CITY, FULLY RESPONSIBLE

On-duty officers within the city limits, after considering the tactical situation, are to take all steps reasonably necessary and consistent with their assignment to effect the enforcement of the criminal provisions of the city ordinances, state statutes, and federal laws, and to protect life and property.

9.2 ON-DUTY, OUTSIDE OF CITY, FULLY RESPONSIBLE FOR CITY MATTERS

On-duty officers outside the city limits who become aware of a situation requiring police action must first consider the tactical situation, and then take all steps reasonably necessary on police matters of direct concern to the City of Toledo.

9.3 ON-DUTY, OUTSIDE OF CITY, OTHER CONSIDERATIONS

On-duty officers outside the city limits acting within the scope of their employment as Toledo Police officers on matters of direct concern to the city, are to give first consideration to causing the appropriate action to be effected by the responsible law enforcement agency. Such officers should act only after consideration of the tactical situation.

10 RESPONSIBILITY OF OFF-DUTY OFFICERS INSIDE AND OUTSIDE OF CITY

Under Ohio law, both on and off-duty officers have law enforcement authority as to any public offense committed or which there is probable cause to believe such offense has been committed in his presence and with respect to which there is immediate danger to persons or property.

Off-duty officers, both inside and outside of the city limits, are to give consideration to causing the appropriate action to be effected by the responsible law enforcement agency. Such officers should then act after consideration of the tactical situation.

11 RESPONSIBILITY OF ON AND OFF-DUTY PLAIN-CLOTHES OFFICERS

Plain-clothes officers, both on and off-duty, must remember uniform officers arriving at an incident may not readily identify plainclothes officers as police officers. Until identified, plain-clothes officers may be considered “a person with a gun”. Bearing this in mind, plain-clothes officers shall yield authority to uniform officers upon their arrival at an incident. The plain-clothes officers shall not argue with or point weapons in the general direction of arriving officers. After the arriving uniform officers have the situation under control, the plain-clothes officer may continue with his responsibilities.

12 DUTY TO INTERVENE

Trust placed in law enforcement by the community can be damaged or completely lost if department employees fail to intervene when encountering inappropriate conduct by others in the criminal justice profession. Therefore, department employees have a responsibility to take appropriate action in circumstances that involve fellow employees, as well as other public safety associates (i.e. task force members, officers from other jurisdictions, etc.) whose actions are criminal, unconstitutional or inappropriate.

The duty to intervene shall occur when a department employee observes or becomes aware that a constitutional violation is being committed and possesses a realistic opportunity to intervene to prevent the harm from occurring when one or more of the following occur:

(1) excessive force is being used
(2) an unjustifiable arrest has been made
(3) a violation of a federal, state or local statue was committed and a reasonable department employee would recognize it as such
(4) Violation of department policy

Circumstances involving excessive force and/or unjustifiable arrest shall require immediate intervention when realistically possible. Notification to the appropriate supervisor shall be made as quickly as possible during the department employee's tour of duty.
When circumstances do not require immediate intervention, the conduct shall be reported to the appropriate supervisor no later than the reporting department employee's tour of duty.

Non-sworn department employees are not required to intervene in use of force situations where they are not properly trained or required by oath of office or law to take such actions.

DIRECTIVE 101.3	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED December 1, 2012	PART: ADMINISTRATION CHAPTER: LAW ENFORCEMENT ROLES AND AUTHORITY	PAGES 1
RESCINDS November 01, 2002	**USE OF DISCRETION**	

I **POLICY**

When exercising discretion, officers shall take into consideration the seriousness of the offense, the goals and objectives of the department, the best interest of the public, and any mitigating circumstance involved.

II **DEFINITION**

DISCRETIONARY POWER – The power of free decision or latitude of choice within certain legal bounds. When this power is poorly exercised, discretionary power may be viewed by the public as favoritism, bias or corruption.

III **PROCEDURES**

1 **THE USE OF DISCRETION**

Police officers may be restricted or limited by any of the following:

1.1 State law.

1.2 City ordinance or statute.

1.3 Court decisions.

1.4 Rules, regulations, policies or procedures of the department.

1.5 A lawful order by a superior.

DIRECTIVE 101.4	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED December 1, 2012	PART: ADMINISTRATION CHAPTER: LAW ENFORCEMENT ROLES AND AUTHORITY	PAGES 2
RESCINDS November 01, 2002	**CONSTITUTIONAL REQUIREMENTS**	

I POLICY

No person has a constitutional right to violate the law; neither may any person be deprived of his constitutional rights merely because he is suspected of having committed a crime. The task of determining the constitutionality of a statute lies with an appellate court of proper jurisdiction, not with an officer who seeks to properly enforce the law as it exists. Therefore, an officer may enforce any federal, state or local statute which is valid on its face without fear of abrogating the constitutional rights of the person violating that statute. An officer who lawfully acts within the scope of his authority does not deprive persons of their civil liberties. He may within the scope of his authority make reasonable inquiries, conduct investigations, and arrest on probable cause. However, when an officer exceeds his authority by unreasonable conduct, he violates the sanctity of the law he is sworn to uphold.

II PROCEDURES

1 CONSTITUTIONAL REQUIREMENTS

1.1 MIRANDA WARNINGS

Prior to interrogating a suspect, whenever he is in custody or is otherwise deprived of his freedom, an officer shall advise the suspect of his constitutional rights, as required by the United States Supreme Court decision of Miranda vs. Arizona (1966). The officer shall also complete a WAIVER OF RIGHTS (TPD FORM 30.2).

1.1.1 **When Miranda warnings are not necessary:**

(a) Without express questioning or its functional equivalent there is no "interrogation" within the meaning of Miranda, even though the suspect may be in custody.

(b) When questioning a person who was merely a witness to a crime but is not a suspect.

(c) When questioning a suspect who has not been deprived of his freedom in any significant way and realizes he is free to terminate the interview at any time. Also, the suspect must understand that he is free to leave, without fear of arrest or detention.

(d) When questioning a motorist stopped for a routine traffic offense.

(e) When asking questions reasonably motivated by concerns for public safety.

1.2 RIGHT TO COUNSEL

Once a defendant has expressed a desire to exercise the right to counsel he shall not be interrogated or questioned until the defendant has obtained counsel, or a court appointed attorney.

1.3 **PRE-TRIAL PUBLICITY**

Because pre-trial publicity could prejudice a fair trial, department personnel will follow the guidelines outlined in Directive 303.2 NEWS MEDIA RELATIONS.

DIRECTIVE 101.5	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED December 1, 2012	PART: ADMINISTRATION CHAPTER: STANDARDS OF CONDUCT	PAGES 1
RESCINDS February 20, 2012	**OATH OF ALLEGIANCE**	

I **POLICY**

Each department member, prior to assuming their official duties is required to take and subsequently abide by an oath of office to enforce and uphold the Constitution of the United States, the laws of the state of Ohio, and the ordinances of the city of Toledo.

The mayor or his designee will administer this oath, and a signed copy of the oath will be placed in the employee's personnel file.

Ethics training shall be provided to all department personnel biennially.

DIRECTIVE 102.1	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED March 26, 2026	PART: ADMINISTRATION CHAPTER: ORGANIZATION AND MANAGEMENT	PAGES 7
RESCINDS July 3, 2024	**ORGANIZATIONAL STRUCTURE AND FUNCTIONS**	

I DEFINITIONS

DEPARTMENT – A major organizational component of Toledo municipal government headed by a director. The Director of Police Operations (chief of police) heads the Department of Police Operations (also known as the Toledo Police Department).

DIVISION – An organizational component headed by a deputy chief that reports directly to the chief of police.

BUREAU/DISTRICT – A sub-component of a division or the department, headed by a captain.

GROUP – A sub-component of a section, bureau, division, or department that has only one level of command or supervision (e.g., lieutenant, sergeant, or civilian supervisor).

SECTION – A sub-component of a bureau, district, or division that has at least two levels of command (e.g., lieutenant and sergeant).

TASK FORCE - A collaborative effort between federal, state, and local law enforcement. These organizational components combine the resources, intelligence and talents of multiple law enforcement agencies to focus on particular criminal activities.

TEAM – A sub-component of a section, bureau, division, or department that has only one level of command or supervision (e.g., lieutenant, sergeant, or civilian supervisor).

UNIT – A sub-component of a section, bureau, division, or department that has only one level of command or supervision (e.g., lieutenant, sergeant, or civilian supervisor).

OFFICE – A small organizational component of a unit, section, bureau, division, or department that is managed by a patrol officer or civilian employee.

II FUNCTIONS

1 OFFICE OF THE CHIEF OF POLICE

The chief of police is responsible for the overall management and direction of the Toledo Police Department.

1.1 **INTERNAL AFFAIRS SECTION**

Reports directly to the chief of police. Reviews and investigates complaints received both internally and externally against department personnel to ensure the integrity of the department.

1.2 **PUBLIC INFORMATION UNIT**

Serves as coordination point for all media contacts.

2 **SUPPORT AND ADMINISTRATIVE SERVICES DIVISION**

Responsible for the management of the following functions:

2.1 **ADMINISTRATIVE SERVICES BUREAU**

Responsible for the management of the following sections:

2.1.1 **PERSONNEL SECTION**

This section manages functions relating to the hiring, retaining, and discharge of department personnel.

- **SERGEANT-AT-ARMS OFFICE**
  Provides security for city council members and keeps the peace at city council meetings.

2.1.2 **FISCAL AFFAIRS SECTION**

Responsible for the below areas as well as the management of the department's financial resources including controlling and coordinating the purchase of equipment and supplies.

- **GRANT COORDINATOR OFFICE**
  Responsible for development and research for grant opportunities to ensure grant requirements and timelines are met. Will assist grant project directors in writing grant applications and completing documents for proper format prior to submission.

2.1.3 **ADMINISTRATIVE SERVICES SECTION**

Assists the Administrative Services Bureau in the day to day functioning of the bureau. Acts as a liaison between the Toledo Police Department and the Toledo Fire and Rescue Department Communications Bureau. Responsible for coordinating the planning functions for response to unusual occurrences (e.g., emergency management).

- **Administrative Sergeant**
  Assists the Administrative Services Section in the day to day functioning of the Section.
  - **TECHNICAL SERVICES OFFICE**
    Responsible for the management of the department's technical equipment and services.
- **BACKGROUND AND RECRUITMENT UNIT**
  This unit conducts pre-employment investigations of sworn police applicants, civilian police applicants, and fire department applicants. It is also responsible for the continuous recruitment effort for the police department.
- **PROPERTY MANAGEMENT UNIT**
  Responsible for the safekeeping and disposition of all property booked into the department's custody. Issues, maintains, and controls department owned equipment and supplies.

- **WELLNESS UNIT / EMPLOYEE ASSISTANCE PROGRAM (EAP)**
  Supports the mental, physical, and emotional wellness of sworn members by encouraging positive health practices that enhance job satisfaction and productivity, while also helping in resolving personal challenges—including alcohol, drug, marital, financial, emotional, legal, and other issues—that may impact employee well-being and performance.
  - Critical Incident Stress Management/Peer Support

2.2 **SUPPORT SERVICES BUREAU**
Responsible for the management of the following sections:

2.2.1 **PLANNING, RESEARCH, AND INSPECTIONS SECTION**
Researches new ideas, laws, methodologies, equipment, develops department-wide plans, policies and procedures. This Section is responsible for inspecting and reviewing various facets of the department's operation in order to ensure conformity to department directives.

- **ACCREDITATION UNIT**
  Develops and implements the department's accreditation plan in an effort to maintain accreditation through the Commission on Accreditation for Law Enforcement Agencies.
- **COURT LIAISON UNIT**
  Acts as a liaison between the Toledo Police Department and the Toledo Municipal Court and administers the Court Call-In Program.

2.2.2 **RECORDS SECTION**
Serves the department's records management function including repository for CRIME REPORTS (TPD FORM 38.1), INCIDENT REPORTS (TPD FORM 38.12), ACCIDENT REPORT (OH-1), criminal histories, and crime statistical reporting. Operates and staffs the Toledo Police Department Impound Lot.

- **IMPOUND LOT UNIT**
  This Unit receives all police tows and inside storage of vehicles which are being protected for fingerprints. Also conducts police auctions of forfeited and impounded vehicles.
- **DATA ENTRY OFFICE**
  Enters a variety of reports and miscellaneous data into computer systems for subsequent use by the Toledo Police Department.
  - **IDENTIFICATION OFFICE**
    Takes, classifies, and compares fingerprints for subsequent use by the Toledo Police Department and citizens applying for certain jobs.
- **PUBLIC INFORMATION OFFICE**
  Responsible for requests for copies of police records such as tape recordings, Internal Affairs files, personnel records, etc.

2.2.3 **TRAINING SECTION**
Responsible for conducting all in-service and virtual training of current personnel as well as cadets attending the Toledo Police Academy.

3 **OPERATIONS DIVISION**
Responsible for the management of the following functions:

3.1 **OPERATIONS DIVISION ADMINISTRATIVE ASSISTANT**-Assists the Deputy Chief of the Operations Division in the day to day functioning of the division.

3.1.1 **FIELD TRAINING UNIT**
Conducts and manages the field training of probationary patrol officers.

3.2 **CENTRAL DISTRICT STATION** - 525 N. Erie St., Toledo, OH 43604

3.2.1 **OPERATIONS**
Responsible for handling calls for police service, self-initiated stops and community policing efforts in the northeast, central, and east areas of Toledo.

3.3 **SCOTT PARK DISTRICT STATION** - 2301 Nebraska Ave., Toledo, OH 43607

3.3.1 **OPERATIONS**
Responsible for handling calls for police service, self-initiated stops and community policing efforts in the northwest, south, and central areas of Toledo.

3.4 **OPERATIONAL SUPPORT AND PLANNING BUREAU**
Responsible for the management of the following functions:

3.4.1 **COMMUNITY SERVICES SECTION**
Responsible for management of the following functions:

- **COMMUNITY SERVICES OFFICER (CSO)** – Interacts with citizens, businesses, and neighborhood groups to build a safer community.
- **SCHOOL RESOURCE OFFICER (SRO)** – Assigned to Toledo Public High Schools, the Washington Local High school and their surrounding areas where they enforce laws, serve as mentors and provide training to students and staff. School resource officers also assist with Safety City and Brains and Body programs.

3 **RETIRED SENIOR VOLUNTEER PATROL OFFICE (RSVP)**
Checks on homebound citizen within the City limits.

4 PAL OFFICE
A non-profit, delinquency prevention program that relies heavily on athletics.

3.4.2 **TRAFFIC SECTION**
Provides traffic regulations, taxi inspections, OVI/SOL, and commercial vehicle enforcement. Investigates abandoned/junk vehicles and accidents (hit & run, serious injury/fatal).

3.4.3 **HARBOR PATROL UNIT**
Patrols the major waterways within the city limits.

3.4.4 **NORTHWEST OHIO BOMB SQUAD**
Handles disposal of dangerous ordnance

3.4.5 **CRITICAL INCIDENT NEGOTIATORS**
The Critical Incident Negotiation Team is responsible for the intervention and resolution of critical incidents involving, but not limited to: hostage/barricades, suicide attempts, and any other incident that through the use of crisis negotiations may prevent the loss of human life.

3.4.6 **UNMANNED AIRCRAFT SYSTEM**
Use of drones to assist officers in their day-to-day functions

3.4.7 **STRATEGIC COMMUNICATION TEAM**

Facilitates dialogue and cooperation between the department and the community with a focus on safeguarding constitutional rights.

3.4.8 **CANINE SECTION**

Provides multiple organizational components with dual-purpose teams that assist in narcotics location, explosives location, missing person searches, tracking individuals, building searches, and other incidents that may require a canine unit.

4 INVESTIGATIVE SERVICES DIVISION

Responsible for the management of the following functions:

4.1 INVESTIGATIONS BUREAU

Manages the Investigations Bureau.

4.1.1 PERSONS SECTION

Conducts investigations involving crimes against persons.

4 COLD CASE OFFICE

Investigates unsolved homicides and other major felonies.

5 SPECIAL VICTIMS UNIT

Investigates sexual assaults.

- **DOMESTIC VIOLENCE OFFICE**

  Assists victims of domestic violence with court proceedings, community referrals and with the ability to live free of domestic violence.

6 U.S. MARSHALS TASK FORCE

Assists in fugitive investigations.

7 JOINT TERRORISM TASK FORCE

Multijurisdictional task force organized to proactively combat acts of terrorism and investigates terroristic acts.

8 MISSING PERSONS OFFICE

Investigates missing persons cases.

4.1.2 PROPERTY SECTION

Conducts follow-up investigations involving property crimes.

- **ARSON OFFICE**

  Investigates fire scenes to determine cause and origin of the fire. Pursues criminal charges if the fire is arson related.

4.2 INTELLIGENCE AND FORENSIC BUREAU

Manages the Intelligence and Forensic Bureau

4.2.1 FORENSIC AND CYBERCRIME SECTION

Responsible for management of the following functions:

- **VIDEO AND DIGITAL FORENSIC UNIT**
  - **VIDEO OFFICE**

    Responsible for the department's video-related services.
  - **DIGITAL FORENSIC OFFICE**

    Investigates various computer crimes, seizes/analyzes evidence and assists officers with computer-related aspects of investigations.
  - **CRIME STOPPER**

    Program intended to gain community involvement in order to aid law enforcement agencies in investigating unsolved crimes.

- **CRIME SCENE INVESTIGATION UNIT**
  Responsible for collection, preservation, and analysis of physical evidence. Responsible for administering polygraph examinations.
- **FORENSIC LAB**
  The crime laboratory conducts scientific analyses of evidentiary items.

4.2.2 **CRIMINAL INTELLIGENCE SECTION**

Responsible for the tabulation, compilation, and analysis of suppressible crimes and the identification of crime trends and problem areas in the city.

4.3 **SPECIAL OPERATIONS BUREAU**

Focuses its enforcement efforts on crimes that have a negative effect on the quality of life such as drugs sales, liquor permit violations, prostitution, and gambling.

4.3.1 **VICE NARCOTICS SECTION**

The Vice/Narcotics Section investigates crimes involving gambling, liquor, prostitution, narcotics, and handles liquor permit objections. It is the objective of the department to enforce all local, state, and federal statutes which prohibit the possession, use, or traffic in narcotics, non-prescription dangerous drugs, and other restricted or prohibited substances. Through aggressive enforcement, the department seeks to prevent and deter the use, possession, and trafficking of all such substances within the city. In doing so, the department may also conduct investigations outside the city, in cooperation with appropriate law enforcement agencies, to prevent the flow of such illegal substances into the area.

- **PROSTITUTION TASK FORCE**
  Multi-jurisdictional task force combating prostitution and human trafficking

4.3.2 **GANG TASK FORCE SECTION**

Multi-jurisdictional task force that focuses on gang-related criminal activity and gathers intelligence regarding gang organizations.

- **CRIME GUN INTELLIGENCE CENTER TASK FORCE (CGIC)**
  Multi-jurisdictional task force that concentrates on preventing violent crime by identifying perpetrators, linking criminal activities and identifying sources of crime guns for immediate disruption, investigation and prosecution.
  - **TOLEDO ATF GUN AND VIOLENT CRIME TASK FORCE**

4.3.3 **SWAT SECTION**

Serves the department's tactical needs by executing high-risk entries, handling hostage/barricaded subject situations, conducting surveillance, and engaging in investigative support and crime suppression operations.

- **SPECIAL INTELLIGENCE GROUP**
  Responsible for intelligence collection, surveillance, and the apprehension of priority and prolific offenders.
- **TACTICAL MEDIC TEAM**
  Responsible for providing emergency medical support during tactical operations

4.3.4 METRO DRUG TASK FORCE

Conducts long-term drug investigations utilizing personnel from several area agencies.

- **NORTHWEST OHIO VIOLENT CRIME TASK FORCE**
  Identifies and targets for prosecution, criminal enterprise groups responsible for drug trafficking, money laundering, crimes of violence such as murder, aggravated assault, robbery, and violent street gangs, as well as, apprehends dangerous fugitives where there is, or may be, a federal investigative interest.

4.3.5 **FORFEITURE UNIT**

Responsible for seizing U.S. currency, real property, vehicles, and other assets proven to be the property of the facilitators of criminal activity or the proceeds of criminal activity.

- **NORTHWEST OHIO INTERDICTION TASK FORCE**
  Multi-jurisdictional task force that focuses on drug interdiction.

4.3.6 **MOBILE FIELD FORCE**

Responds to and controls incidents of civil disorder.

5 JOB DESCRIPTIONS

5.1 A list of all current job descriptions shall be electronically accessible to all department personnel.

5.2 Division Commanders will be responsible for ensuring all job descriptions are reviewed once every four years. The Planning, Research and Inspections Section will be responsible for sending out the notice and updating the forms if needed.

5.3 All job descriptions shall be reviewed by the respective commander every time a bid goes out for a job opening.

DIRECTIVE 102.2	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES CHIEF OF POLICE: Michael C. Troendle		
EFFECTIVE November 01, 2002			
REVISED April 10, 2020	PART: ADMINISTRATION CHAPTER: ORGANIZATION AND MANAGEMENT		PAGES 6
RESCINDS December 1, 2012	**WRITTEN DIRECTIVE SYSTEM**		

I **POLICY**

The Toledo Police Department shall establish and maintain a system of written directives for the guidance and use of all employees. The directive system shall contain department policy, rules and regulations, and procedures for implementing agency activities.

II **DEFINITIONS**

CALEA – The Commission on Accreditation for Law Enforcement Agencies, Inc.

DEFINITION(S) – A statement of the meaning of a term used in a written directive, the understanding of which is essential for correct interpretation of the directive.

DEPARTMENT MANUAL – A collection of standard operating guidelines (SOG) pertaining to sworn personnel in two or more divisions. The manual may be presented in a written booklet or in an electronic file.

DIVISION, BUREAU, SECTION, UNIT, OFFICE OR PROCEDURAL MANUAL – A collection of policy and/or procedures pertaining to a specific division, bureau, section, unit, office, or action(s).

POLICY – Consists of principles and values that guide the performance of a department activity. A policy statement generally does not establish fixed rules or set procedures for conduct of a particular activity, but rather provides a framework for development of procedures and rules or regulations.

PROCEDURE – A directive that is a guideline for complying with policy or executing agency activities.

RULE – A directive requiring compliance within narrowly and specifically prescribed limits.

STANDARD OPERATING GUIDELINES (SOG) – A permanent written directive concerned with policy, rules and/or procedures affecting more than one division.

WRITTEN DIRECTIVE – Takes many forms (e.g., SOG, special order, personnel order), which sets forth policies and procedures for the Toledo Police Department or for its various components. Written directives are prepared under the department's official planning and approval process. Employees under the governance of any written directive are required to obey it. Written directives are permanent directives that are subject to regular review, including revision or cancellation. The department maintains accountability procedures to ensure that persons governed by any written directive are fully informed of its provisions.

III PROCEDURES

1 ISSUING AUTHORITY

Orders that affect only one office, section, unit, bureau, or division may be issued by, or at the direction, of the concerned commanding officer or the chief of police; otherwise, they shall be issued only at the direction of the chief of police.

In no event shall an order be in conflict with departmental policy as herein established, nor shall such order conflict with departmental policy as determined by the chief of police.

2 DEPARTMENTMANUAL – ORGANIZATION AND DIRECTIVE FORMAT

The department manual of the Toledo Police Department is hereby established, and shall hereafter be referred to as the "department manual."

2.1 THE DEPARTMENT MANUAL

Shall be divided into four major parts:

- Part I: Administration
- Part II: Personnel
- Part III: Support Services
- Part IV: Operations

2.2 DEPARTMENT MANUAL ORGANIZATION

In descending order of significance, the department manual shall include parts, chapters and written directives.

Assigned chapter numbers shall correspond to the Part under which they are organized:

- Part I: 100 Series (Chapters 101-199)
- Part II: 200 Series (Chapters 201-299)
- Part III: 300 Series (Chapters 301-399)
- Part IV: 400 Series (Chapters 401-499)

2.3 SOG NUMBERING AND DOCUMENT FORMAT

2.3.1 SOG numbers shall be unique designations and shall consist of two parts: chapter number and directive number separated by a decimal point (e.g., 101.2, 303.5).

2.3.2 SOG document numbers are unrestricted and may continue through three decimal places. (e.g., 101.999)

2.3.3 Sections Contained:

(a) Policy Statement (Mandatory)
(b) Definitions (Optional)
(c) Procedure (Mandatory)

2.3.4 SOG Heading:

(a) Signature of chief of police
(b) Revised Date
(c) Effective Date
(d) Title
(e) Directive Number
(f) Rescinds Date

2.3.5 Except for the heading page, all subsequent pages shall contain a header to include the directive number and title of the document.

2.3.6 Page numbers shall be placed on each page following the first page of the directive and will be located in the bottom center. One-page directives will not be numbered.

2.3.7 References to SOGs shall be made by listing the directive number followed by the directive title (e.g., Directive 103.2 - RESPONSE TO RESISTANCE). References to a subsection of a SOG shall be made by listing the directive number and subsection number followed by the subsection title (e.g., Directive 103.2/7.2 – AUTHORIZED USE OF FIREARMS).

2.4 GRAMMATICAL CONSTRUCTION

The following rules shall apply throughout the manual:

2.4.1 Construction of tenses: The present includes the past and future tenses, and the future the present.

2.4.2 Construction of gender: The masculine gender includes the feminine and neuter genders.

2.4.3 Construction of singular and plural: The singular number includes the plural, and the plural the singular.

2.4.4 Permissive and mandatory verbs: “May” is permissive and “shall” is mandatory. “Should” indicates suggested activities or conduct.

3 FORMULATION/CLASSIFICATION OF WRITTEN DIRECTIVES

3.1 GENERAL

Requests for revisions or additions to the department manual shall be prepared and forwarded through the chain of command to the commander of the Planning, Research and Inspections Section. Suggestions and drafts not immediately acted upon shall be placed in a file in the Planning, Research and Inspections Section for further consideration when the affected written directive becomes due for review.

3.2 STANDARD OPERATING GUIDELINE (SOG)

A written directive issued to establish or implement departmental policies and procedures and to amend the department manual.

3.3 SPECIAL ORDER

A written directive used to notify personnel of changes to the department manual requiring acknowledgement of receiving and reading the Special Order in the LMS.

3.4 PERSONNEL ORDER

A written directive which governs the transfer of personnel within the department. Personnel orders may also be used to announce promotional assignments. All personnel orders shall be originated by the Personnel Section. All personnel orders shall be processed by the Planning, Research and Inspections Section.

3.5 NOTICES AND BULLETINS

Publications for the circulation of routine notifications, schedules and matters of information or general interest.

3.6 DIVISION ORDER

Written directive that establishes policy and procedure within a division.

3.7 **BUREAU/UNIT/OFFICE ORDER**

Written directive that establishes policy and procedure of a bureau or smaller organizational component.

3.8 **TRAINING BULLETINS**

To facilitate continuing education and development of department personnel, the department utilizes training bulletins. Training bulletins contain valuable information that is timely, relevant, and informative. Training bulletins shall not contain information that would otherwise be located in department, section or unit manuals.

4 AMENDMENTS AND REVIEW OF WRITTEN DIRECTIVES

4.1 **SOG REVIEWS**

As SOGs are permanent directives, it is essential that they be reviewed regularly to ensure correctness, accuracy and adequacy. Each SOG shall be assigned for review to a specific sworn or civilian supervisor. The specified supervisor will be notified by the Planning, Research, and Inspections Section of the pending review completion date and shall be responsible for reviewing and revising the content of the SOG. Upon completion of a scheduled review that results in changes, the Planning, Research, and Inspections Section will prepare the new version of the SOG for consideration for ~~by~~ staff review and approval by the chief of police.

4.1.1 Copies of division, bureau, section, and/or unit orders shall be provided to the respective bargaining associations in accordance with the current collective bargaining agreements.

4.2 Written directives shall remain in effect until rescinded or amended.

4.3 Revisions to a directive will require re-issuance of the directive in total, or in part, as determined by the Planning, Research, and Inspections Section.

4.4 Minor revisions to a directive considered clerical in nature will not require staff review.

4.5 Directives bearing the same name and directive number with the most recent "effective" date shall be the official directive of record.

4.6 REMOVED

4.7 The Planning, Research and Inspections Section shall be responsible for maintaining the online version of the department manual.

5 DISTRIBUTION OF WRITTEN DIRECTIVES

5.1 The Planning, Research, and Inspections Section shall be responsible for maintaining the distribution list for all department manual amendments and shall be responsible for the distribution of all revisions or additions thereto.

(a) All new or amended directives shall be distributed via the department learning management system (LMS).

(b) Employees shall be responsible for reviewing and understanding amended directives that have been assigned via the LMS.

5.2 It shall be the responsibility of each employee to become knowledgeable of all written directives and to seek further clarification, as needed, including those that have been disseminated during their absences from duty.

5.3 All department personnel shall have ready access to the department manual via an electronic file on the department Intranet.

5.4 REMOVED

5.5 REMOVED

5.6 **DISTRIBUTION NUMBER SYSTEM**

The following list defines the distribution of written directives.

- Distribution 1 – To all sworn personnel.
- Distribution 2 – To all command officers.
- Distribution 3 – To all divisions, bureaus, sections, units and offices.
- Distribution 4 – To all civilian personnel.
- Distribution 5 – Any unique distribution.

6 **STORAGE AND ARCHIVING POLICY DOCUMENTS**

The Planning, Research, and Inspections Section shall maintain a system of organization for all current and previous policies issued by the chief of police.

7 **BUREAU, SECTION, UNIT, OFFICE, PRODEDURAL MANUALS**

7.1 The chief of police or the applicable deputy chief shall ensure the annual maintenance and accuracy of division, bureau, section, unit, office and/or procedural manuals. An electronic copy of reviewed/revised manuals, in which the revision month and year are noted, shall be sent to the Planning, Research and Inspections Section annually by June 30th.

- Division Manuals
  - Operations Division Manual

- Bureau Manuals
  - Investigative Services Bureau Manual

- Section Manuals
  - Community Services Section Manual
  - Criminal Intelligence Section Manual
  - Fiscal Affairs Section Manual
  - Gang Task Force Section
  - Internal Affairs Section Manual
  - Personnel Section Manual
  - Planning, Research and Inspections Section Manual
  - Records Section Manual
  - Special Investigations Section Manual
  - SWAT Section Manual
  - Traffic Section Manual
  - Training Section Manual

- Vice Metro Manual

- Unit Manuals
  - Backgrounds and Recruitment Unit Manual
  - Canine Manual
  - Communications/All Hazards Liaison Manual
  - Court Liaison Unit Manual
  - Crime Scene Investigation Unit Manual
  - Property Management Unit Manual
  - Range Manual
  - Technical Services Unit Manual
  - Video and Computer Crimes Unit Manual

- Office Manuals
  - Impound Lot – Records Section
  - PAL Manual – Community Services Section
  - Public Information Office Manual
  - Video Office Manual – Video and Computer Crimes Unit

- Procedural Manuals
  - Critical Incident Negotiator Team – Investigative Services Division
  - Emergency Operations Manual - Communications/All Hazards Liaison
  - Field Training Officer Manual – Operations Division
  - Honor Guard Manual – Operations Division
  - Interview Guidelines - Support and Administrative Services Division
  - Mobile Field Force – Operations Division
  - Northwest Ohio Bomb Squad - Investigative Services Division
  - OVI Manual -Traffic Section
  - Supervisor's Guide to Personnel Complaint Investigations – Internal Affairs Section
  - Toledo Police Academy Cadet Manual – Training Section
  - Unit ID Manual - Communications/All Hazards Liaison
  - Weapons Manual – Training Section

DIRECTIVE 102.3	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE March 12, 2003		
REVISED August 1, 2018	PART: ADMINISTRATION CHAPTER: ORGANIZATION AND MANAGEMENT	PAGES 1
RESCINDS January 1, 2015	**ACCREDITATION**	

I POLICY

The Toledo Police Department shall seek to achieve and to maintain law enforcement agency accreditation from the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). Reaccreditation shall remain an annual priority.

II PROCEDURES

1 ACCREDITATION MANAGER

1.1 The Accreditation Manager shall be selected from the rank of sergeant or above.

1.2 The Accreditation Manager is accountable directly to the Chief of Police on all issues related to accreditation.

1.3 The Accreditation Manager is responsible for directing the process of accreditation.

2 COMPLIANCE WITH CALEA STANDARDS

The department shall comply with all CALEA standards, both mandatory and optional, unless determined to be not applicable, waived by the Commission, or in the case of optional standards, determined to be impractical by the Chief of Police.

3 ACCREDITATION TRAINING

3.1 The Accreditation Manager shall provide accreditation training, during the self-assessment phase associated with achieving initial accreditation.

3.2 Removed

3.3 New employees shall receive accreditation training, during their academy or initial orientation training.

DIRECTIVE 102.4	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE March 12, 2003		
REVISED December 1, 2012	PART: ADMINISTRATION CHAPTER: ORGANIZATION AND MANAGEMENT	PAGES 2
RESCINDS June 01, 2012	**GOALS AND OBJECTIVES**	

I POLICY

As part of its ongoing effort to insure police services provided are the finest possible, this department continually evaluates its goals and objectives in terms of community interests and objective standards of police service.

II DEFINITIONS

GOALS – A relatively broad statement of the end result that one intends ultimately to achieve. A goal usually requires a relatively long time span to achieve.

OBJECTIVE – An end or result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a sub-goal or an element of a goal and, therefore, requires a shorter time to accomplish than does a goal. Objectives must be stated in such a format that they contain measurable achievements.

III PROCEDURES

1 GOALS

1.1 The Chief of Police or his designee will establish written goals for the Toledo Police Department that must be updated annually.

1.1.1 Maintaining accreditation shall be one of the department's annual goals.

1.2 These goals will be made available to all employees of the department to assist in the setting of objectives.

2 OBJECTIVES

2.1 Using the goals as provided by above, objectives will be established annually by each organizational unit within the department.

2.1.1 Personnel representing all levels within the department will participate in the annual process to assist with defining the objectives.

2.1.2 The objectives used to meet the goals will be forwarded through the chain of command to the respective division commanders, who will consolidate and finalize the objectives and forward the completed objectives to the Chief of Police.

2.1.3 This process will be completed by December 31st of each year.

2.2 The completed goals and objectives statement for the department will be provided to each employee.

3 **MULTI-YEAR PLAN**

The Chief of Police will be responsible for developing and maintaining a multi-year plan for the department. The Chief of Police will utilize all resources inside and outside of the department that he deems necessary when creating and updating this plan. The plan will include the following at a minimum:

- Long-term goals and operational objectives for the department
- Anticipated workload and population trends
- Anticipated personnel levels
- Anticipated capital improvements and equipment needs

DIRECTIVE 103.1	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle		
EFFECTIVE November 01, 2002			
REVISED October 2, 2023	PART: ADMINISTRATION CHAPTER: STANDARDS OF CONDUCT		PAGES 2
RESCINDS June 14, 2019	**PERSONAL CONDUCT**		

I POLICY

All members of the Toledo Police Department shall abide by the rules of conduct as set forth in this manual.

II PROCEDURES

1 LOYALTY

In the performance of his duty to serve society, an officer is often called upon to make difficult decisions. Not only does an officer need to consider how his actions and decisions will impact him on a personal level, he must also be mindful of how they will impact the department. An officer's decisions are not easily made and occasionally they involve a choice that may cause him hardship or discomfort. An officer must be faithful to his oath of office, the principles of professional police service, and the objectives of the department, and in the discharge of his duty he must not allow personal motives to govern his decisions and conduct.

2 CONDUCT UNBECOMING AN OFFICER

An officer is the most conspicuous representative of government, and to the majority of the people, he is a symbol of stability and authority upon whom they can rely. An officer's conduct is closely scrutinized, and when his actions are found to be excessive, unwarranted, or unjustified, they are criticized far more severely than comparable conduct of persons in other walks of life. Since the conduct of an officer on or off duty may reflect directly upon the department, an officer must at all times conduct himself in a manner which does not bring discredit upon himself, the department, or the city.

3 INTEGRITY

Society demands that the integrity of its law enforcement be above reproach, and the dishonesty of a single officer may impair public confidence and cast suspicion upon the entire department. Succumbing to even minor temptation can ultimately destroy an individual's effectiveness and may contribute to the corruption of countless others. An officer must avoid any conduct that would compromise the integrity of himself, his fellow officers, or the department. An officer who has personal knowledge of serious misconduct of a fellow officer has a responsibility to report such conduct to his superior officers.

4 COURTESY

Effective law enforcement depends upon a high degree of cooperation between the department and the citizenry it serves. The practice of courtesy in all public contacts encourages understanding and appreciation; discourtesy breeds contempt and resistance. The majority of the public are law-abiding citizens who rightfully expect fair and courteous treatment by department employees. The practice of courtesy by an officer is not a

manifestation of weakness; it is, on the contrary, entirely consistent with the firmness and impartiality that characterizes a professional police officer.

5 **COMPLIANCE WITH LAWFUL ORDERS**

The department is an organization with a clearly defined chain of command. This is necessary because obedience of a superior's lawful command is necessary for the safe and prompt performance of law enforcement operations. The most desirable means of obtaining compliance are recognition and reward of proper performance and the positive encouragement of a willingness to serve. However, discipline may be necessary where there is a willful disregard of lawful orders, commands, or directives.

6 **USE OF INTOXICANTS**

There is an immediate lowering of esteem and suspicion of ineffectiveness when there is public contact by a department employee evidencing the use of intoxicants. Additionally, the stresses of law enforcement require an employee to be mentally alert and physically responsive. Except as necessary in the performance of an official assignment, the consumption of intoxicants is prohibited while an employee is on duty; no officer is to consume intoxicants to such a degree that it impairs his on-duty performance.

7 **ATTENTION TO DUTY**

As most police work is necessarily performed without close supervision, the responsibility for the proper performance of an officer's duty lies primarily with the officer himself. An officer carries with him a responsibility for the safety of the community and his fellow officers. He discharges that responsibility by the faithful and diligent performance of his assigned duty. Anything less violates the trust placed in him by the people, and nothing less qualifies as professional conduct.

8 **OFFICER OFF-DUTY ARREST**

All sworn employees are advised that being arrested and/or criminally charged by any jurisdiction can result in disciplinary action against the employee. All sworn employees shall contact their applicable unit/section/bureau commander as soon as possible when they are arrested and/or criminally charged. The applicable commander shall then make notifications through their chain of command and ensure that the Personnel Section is notified.

9 **CONDUCT UNBECOMING A DEPARTMENT EMPLOYEE**

A police department employee is a clear representative of government. Since the conduct of a department employee on or off duty may reflect directly upon the department, a department employee must at all times conduct himself in a manner which does not bring discredit upon himself, the department, or the city.

DIRECTIVE 103.2	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED August 27, 2025	PART: ADMINISTRATION CHAPTER: STANDARDS OF CONDUCT	PAGES 16
RESCINDS April 12, 2021	**RESPONSE TO RESISTANCE**	

I POLICY

The Fourth Amendment to the Constitution has long recognized the right of officers to make an arrest or conduct an investigatory stop and carries with it the right to use some degree of physical control. In the course of carrying out their lawful duties, officers may find it necessary to use physical control techniques to protect themselves or others from bodily harm or to affect an arrest when de-escalation techniques have proven unsuccessful or are not possible. Officers are permitted to use only physical control techniques that are objectively reasonable, in light of the facts and circumstances confronting them, to accomplish lawful objectives. The United States Supreme Court rulings in *Graham v. Connor*, and *Tennessee v Garner*, have suggested guidelines for police officers' responses to subjects' actions. Officers shall follow all applicable federal, state and local laws when applying physical control techniques.

All department personnel authorized to carry lethal and less-lethal weapons, shall be issued copies of, be instructed in, and tested on the department's RESPONSE TO RESISTANCE policy, before being authorized to carry a weapon. The issuance, instructions, and testing shall be documented.

II DEFINITIONS

ACTION/RESISTANCE – the behavior of a subject to exert himself, so as to counteract, or defeat, an officer's commands.

AEROSOL CHEMICAL AGENTS – chemical agents dispensed from a pressurized container.

ACTIVE RESISTANCE – the subject actively resists arrest through their words and/or actions, or takes aggressive action against an officer.

CANISTER CHEMICAL AGENTS – chemical agents dispensed from a canister, commonly used in civil disturbances (e.g. hand thrown or launched grenades).

CHOKE-HOLD – defined as a method by which a person applies sufficient pressure to a person's neck to restrict the flow of oxygen or blood through the neck.

COMPLIANT – the subject is cooperative and voluntarily follows verbal commands.

DEADLY/LETHAL OPTIONS – any response, which creates a substantial risk that it will proximately result in the death of any person.

DE-ESCALATION - Using skills and techniques (i.e., non-confrontational verbal skills, empathy, active listening, persuasion, command presence, repositioning, warnings, distance, resources, additional time, etc.) to stabilize a person in crisis so as to reduce the intensity of a potentially violent situation and the need to use force.

EXCITED DELIRIUM – a state of extreme mental and physiological excitement, characterized by extreme agitation, hyperthermia, hostility, exceptional strength and endurance without apparent fatigue.

LESS-LETHAL WEAPONS – weapons that are used in a manner not intended to cause death or serious injury.

NON-VIOLENT PASSIVE RESISTANCE – a method of protest commonly used during nonviolent demonstrations, where a subject does not respond to an officer's commands, refuses to move, becomes limp or dead weight (e.g., nonviolent protests against government entities, abortions clinics, etc.).

NON-COMPLIANT – the subject refuses to cooperate and does not respond to verbal commands but takes no verbal/physical actions against an officer.

NON-DEADLY RESPONSE – any response that is neither likely nor intended to cause death or serious injury.

OBJECTIVELY REASONABLE RESPONSE – the level of response that is within the bounds of what an ordinary and prudent officer would use, in a similar way, under similar circumstances. The RESPONSE TO RESISTANCE CONTINUUM shall be used as the basis for the reasonableness of the response.

PHYSICAL CONTROL TECHNIQUES – has the same meaning as response.

PROJECTILE CHEMICAL AGENTS – chemical agents dispensed from projectiles fired from various weapons systems, commonly used at incidents involving large civil disturbances, barricaded suspects, and high-risk entry situations (e.g., 12 gauge, 37/40 mm, PepperBall, etc.).

RESPONSE – any physical power or compulsion used to affect the behavior, coerce, or restrain a subject. Compulsion includes the officer's presence and verbal commands that are used to influence the behavior of a subject.

SERIOUS PHYSICAL INJURY – any physical harm that carries a substantial risk of death, permanent partial or total incapacity; involves some temporary, substantial incapacity; involves some permanent or serious temporary disfigurement; involves acute pain of such duration as to result in substantial suffering; involves any degree of prolonged or unmanageable pain; or that involves any mental illness or condition of such gravity as would normally require hospitalization or prolonged psychiatric treatment.

SOFT-IMPACT 40MM PROJECTILE – a 40MM round in a sponge baton cartridge. Commonly used at incidents involving non-compliant subjects, or to overcome resistance by a subject, or to prevent serious injury or death of subjects, officers, or bystanders.

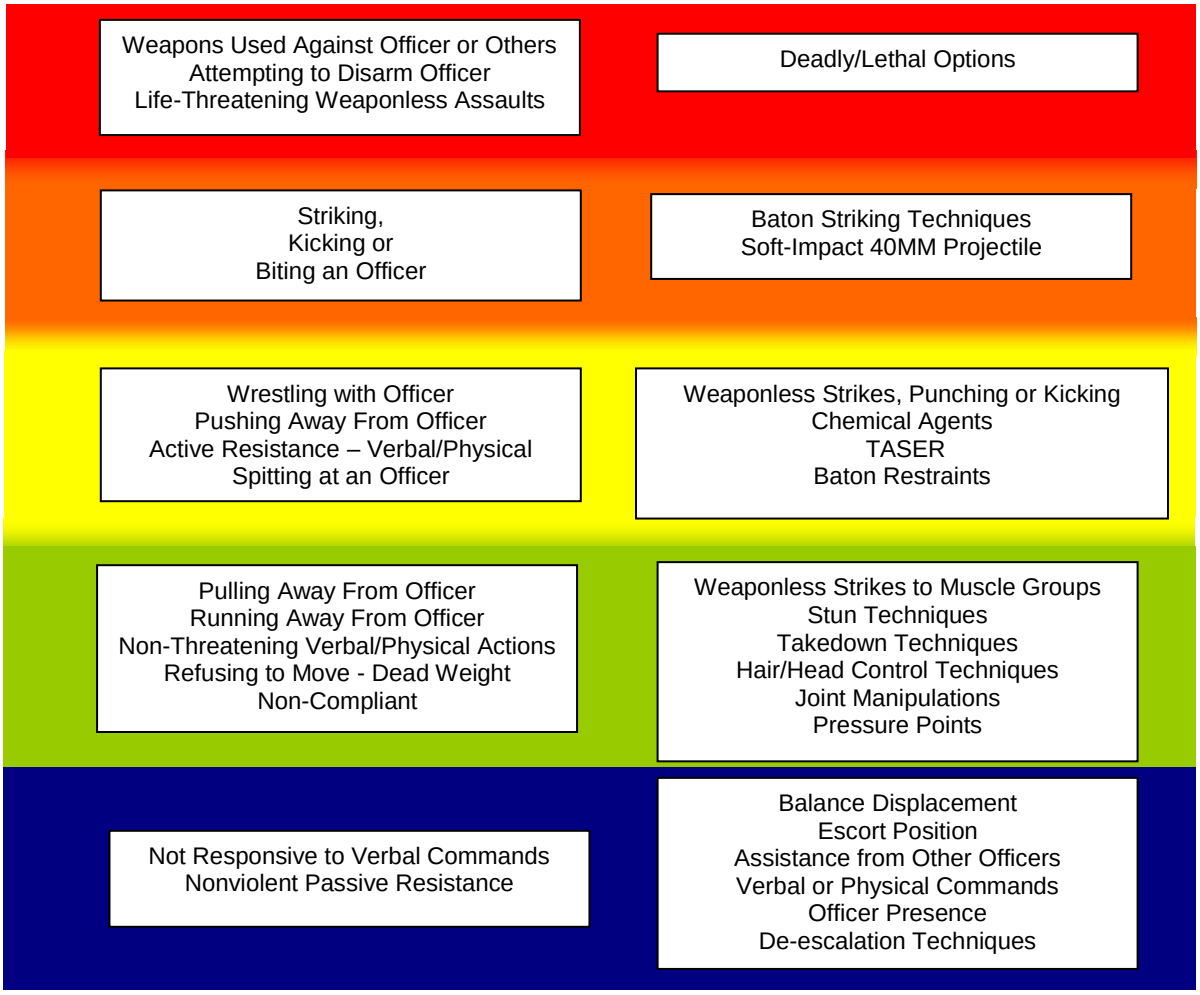
USE OF DEADLY FORCE - An officer may use deadly force only when the officer reasonably believes that the action is in the defense of human life, including the officer's own life, or in defense of any person in imminent danger of serious physical injury.

III PROCEDURES

1 GUIDELINES FOR RESPONSE TO RESISTANCE

1.1 The **RESPONSE TO RESISTANCE CONTINUUM** provides guidelines for the reasonable responses to a subject's actions. Control of a resisting subject may be achieved through advice, warnings, persuasion or by the use of physical control techniques when responding to a subject's actions. In determining which control techniques to use in accordance with the RESPONSE TO RESISTANCE CONTINUUM, the totality of the circumstances shall be considered. Listed below are the established guidelines in determining the control techniques that are reasonable based on the RESPONSE TO RESISTANCE CONTINUUM. Whenever possible, de-escalation techniques should be employed to gain voluntary compliance of a subject. If it is necessary for the officer's response to increase, officers can still use any of the techniques listed in the prior level(s) of the continuum. Response options may be used simultaneously, for instance, combining verbal commands with the use of chemical agents.

RESPONSE TO RESISTANCE CONTINUUM



OFFICER/SUBJECT FACTORS

- Age
- Sex
- Size
- Skill level
- Multiple subjects
- Relative strength

SPECIAL CIRCUMSTANCES

- Closeness of a weapon
- Injury, or exhaustion
- Being on the ground
- Distance from the subject
- Special knowledge
- Availability of other options
- Environmental conditions
- Subject handcuffed

1.2 **CONSIDERATIONS WHEN RESPONDING TO RESISTANCE**

At times, an officer may be justified in moving to a higher or lower response than recommended on the continuum. Just as officers must be prepared to respond to rising levels of action(s) by the subject, they must likewise be prepared to promptly de-escalate their response when appropriate. The RESPONSE TO RESISTANCE CONTINUUM is not a rigid, inflexible guide. It provides for ranges of reasonable officer responses, and allows for the unique circumstances of each incident. The decision to move to a higher or lower level on the continuum shall be based on the totality of the circumstances.

Officer/Subject factors may be considered when moving to a higher or lower level of response than recommended by the RESPONSE TO RESISTANCE CONTINUUM. These factors include, but are not limited to, age, sex, size, skill level, multiple subjects or relative strength.

Special circumstances may also be considered in determining a reasonable response. These special circumstances include, but are not limited to, the closeness of a weapon, officer injury or exhaustion, being on the ground, the distance from the subject, any special knowledge, and the availability of other options, environmental conditions, or subject is handcuffed.

Whenever an officer responds above the level of response recommended by the RESPONSE TO RESISTANCE CONTINUUM, he must articulate the threat and action posed by the subject in the required reports.

1.3 **DETAINEE SAFETY**

Once in an officer's custody, the safety of the detainee is paramount. See directive 402.5/2.14 Detainee Safety.

2 NON-VIOLENT DEMONSTRATORS RESPONSE TO RESISTANCE

Due to the sensitive nature of nonviolent demonstrations (i.e., civil rights, pro-life, pro-choice, etc.) exceptions to the RESPONSE TO RESISTANCE CONTINUUM have been established, for nonviolent, passive-resistance subjects:

2.1 If a nonviolent demonstrator does not respond to an officer's verbal commands, the officer is authorized to use all options within the blue area of the RESPONSE TO RESISTANCE CONTINUUM.

2.2 If a nonviolent demonstrator refuses to move, or uses the weight of his body to defeat the control of the officer, joint manipulations and pressure point control may also be used.

2.3 Officers, however, are **not** authorized to use weaponless strikes to muscle groups, stun techniques, or takedown techniques, with nonviolent demonstrators.

NOTE: This exception only applies to **non-violent** demonstrators. If at any time, a demonstrator becomes violent, then the standard RESPONSE TO RESISTANCE CONTINUUM applies.

3 LESS-LETHAL WEAPONS

Prior to issuance to an officer, all department less-lethal weapons shall be inspected and approved by department members who are certified, less-lethal weapons instructors. This process will be completed to ensure that these weapons are within specifications and in safe working order.

3.1 APPROVED LESS-LETHAL WEAPONS

3.1.1 Approved less-lethal weapons shall be issued to all officers by the department, the specifications of which shall be dependent upon the nature of the officer's assignment.

3.1.2 Officers while on-duty or working off-duty projects, shall only carry less-lethal weapons that they have been trained to use and that are issued and approved by the department.

- Baton – Expandable
- Aerosol Chemical Agent – Oleoresin Capsicum & C.S. Military Tear Gas
- Projectile Chemical Agent – Pepper Ball Gun capable of deploying shell projectiles that contain pepper powder
- Soft-Impact 40MM Projectile

3.2 USE OF BATONS

Officers are permitted to carry department issued batons for which they have received training. The baton shall be used in accordance with the RESPONSE TO RESISTANCE CONTINUUM.

3.3 USE OF CHEMICAL AGENTS

3.3.2 **AEROSOL CHEMICAL AGENTS**

Officers are permitted to carry aerosol chemical agents for which they have received training and authorization from the Training Section

3.3.2 **USE OF CANISTER AND PROJECTILE CHEMICAL AGENTS**

The incident commander has the responsibility of determining the use of canister and projectile chemical agents, and has the authority to direct their deployment. Canister and projectile chemical agents may be used in situations such as large civil disturbances, barricaded suspects, and high-risk entry situations. These chemical agents may be used to minimize injury to suspects, officers, and others, and also to avoid property damage.

3.3.3 **AID AFTER EXPOSURE TO CHEMICAL AGENTS**

Whenever a subject is exposed to chemical agents, the arresting officer shall be responsible for monitoring the subject for possible medical complications.

If the subject experiences medical complications, medical treatment shall be sought immediately. The arresting officer shall also be responsible to ensure, and document, that the subject is provided some form of field decontamination (exposure to fresh air, wind, and/or provided water to flush the eyes) prior to being transported to a medical facility.

3.4 **EMERGENCY WEAPONS**

Incidents that require the use of physical control techniques are dynamic, and potentially dangerous. In these evolving situations, officers may not have the time, or the ability, to utilize authorized weapons. Only in those emergency instances where officer availability options are limited, are they authorized to use other instruments to protect themselves, or others.

3.5 **TASER**

The TASER is a hand-held electronic control device that causes the subject to become temporarily physically debilitated, regardless of his/her pain tolerance, or mental focus. **See Directive 401.21 – TASER, for the procedures associated with this device.**

3.6 **SOFT-IMPACT 40MM PROJECTILE**

Soft-Impact 40MM Projectiles offer a less lethal alternative for subduing or incapacitating a subject and to prevent imminent physical harm, while maintaining officer safety. **See Operations Division Manual – EXTENDED RANGE IMPACT WEAPONS, for procedures associated with this device.**

3.7 **REMOVAL OF UNSAFE LESS-LETHAL WEAPONS**

Less-lethal weapons that are found to be deficient or unsafe shall be removed from service. If an officer observes any of his issued less-lethal weapons to be deficient or unsafe, he shall immediately notify a supervisor. The supervisor shall then direct the officer to the Property Management Unit for a replacement weapon.
See Directive 401.21/2.4 – TASER, for the procedures associated with this device.

4 REPORTING USE OF PHYSICAL CONTROL TECHNIQUES

RESPONSE TO RESISTANCE REPORT - In every instance where an officer uses physical control techniques that are beyond the mere taking control of a subject to take the subject into custody, or in any incident where a subject is injured while resisting their arrest (whether claimed or apparent), or in any incident where physical control techniques are utilized (including incidents where no arrests are made), a RESPONSE TO RESISTANCE REPORT, and a **CRIME REPORT (TPD FORM 38.1)**, shall be completed. The Response to Resistance Report shall be completed in the management system.

NOTE: Placing handcuffs on a submissive, or compliant, subject; conducting a 'Terry' pat down; or assisting fire/rescue, or EMS personnel are not physical control techniques that require the completion of this form, providing that the subject does not sustain injury. However, striking or wrestling with a subject, or the use of chemical agents (including projectile chemical agents), a baton, TASER, or firearm, are uses of physical control techniques that require the completion of a RESPONSE TO RESISTANCE REPORT, and a CRIME REPORT.

4.1 **INCIDENTS INVOLVING NO INJURY:**

4.1.1 On-duty officers completing a RESPONSE TO RESISTANCE REPORT, shall turn them into a supervisor, prior to the end of the officer's shift.

4.1.2 Off-duty officers shall turn in their RESPONSE TO RESISTANCE REPORT to their immediate supervisor (where the officer is assigned). Off-duty officers shall turn in their RESPONSE TO RESISTANCE REPORT, no later than 48 hours after the incident occurs.

4.2 **INCIDENTS INVOLVING INJURY:**

4.2.1 On-duty officers shall immediately advise their direct supervisor of the injury, or claimed injury. On-duty officers completing a RESPONSE TO RESISTANCE REPORT, shall turn it in to their supervisor, prior to the completion of the officer's tour of duty.

4.2.2 Off-duty officers shall immediately notify the on-duty Operations supervisor responsible for the geographical area, where the incident occurred. A RESPONSE TO RESISTANCE REPORT shall be completed, immediately, and turned in to the Operations supervisor conducting the review of the incident.

4.3 Officers using physical control techniques shall document each subject upon whom physical control techniques were used. If more than one police unit is involved in the incident, each additional unit shall complete a RESPONSE TO RESISTANCE REPORT.

4.4 In all cases, the factors and circumstances that supported the level of physical control techniques used shall be described in the narrative portion of the CRIME REPORT.

4.5 Use of Firearms: In cases involving the use of a firearm by an officer, the provisions contained in Directive 303.3/16 FIREARMS AND AMMUNITION, shall be followed, in lieu of, Directive 103.2/4 – REPORTING USE OF PHYSICAL CONTOL TECHNIQUES.

4.6 Any time an officer checks a box for **"*Other*",** he shall indicate what the "*Other*" was. For example, if "*Other*" is checked for "*Special Circumstances*", the officer shall specify the factor.

5 **SUPERVISORY RESPONSIBILITIES**

5.1 **INCIDENTS INVOLVING NO INJURY**

5.1.1 For incidents that do not result in an injury or claimed injury, immediate supervisors shall review all RESPONSE TO RESISTANCE REPORTS completed by their subordinates.

5.1.2 Supervisors shall also review all RESPONSE TO RESISTANCE REPORTS completed by their subordinates for all incidents that occur when officers are off-duty. The supervisor shall forward each RESPONSE TO RESISTANCE REPORT, up the chain of command, for review and approval.

5.2 **INCIDENTS INVOLVING INJURY**

5.2.1 On-Duty Officer Involved: A command officer of at least one rank higher than the involved officer, preferably his immediate supervisor, shall immediately

respond to the scene and review the circumstances of any incident where a subject is injured or claims to be injured. Command officers shall thoroughly investigate the incident, including interviewing all witnesses.

5.2.2 Off-duty officer Involved: The on-duty Operations supervisor assigned to the geographic area, in which an off-duty incident occurs, shall be responsible for responding to the scene, reviewing the incident, and completing the supervisor review portion of the RESPONSE TO RESISTANCE REPORT. Once the form is completed, it shall be forwarded to the off-duty officer's assigned bureau/section commander.

5.2.3 For incidents involving injury, whether on or off-duty, the supervisor shall complete the RESPONSE TO RESISTANCE REPORT and shall provide a complete, factual account of the incident, and shall not include personal opinions or conclusions.

5.3 **ROUTING**

5.3.1 Each level of command shall conduct a review, and submit all completed forms and relevant reports to the next level, or assign a supervisor to conduct an additional review.

5.3.2 The Response to Resistance Report, along with a copy of the CRIME REPORT, shall be sent through the chain of command to their respective deputy chief or their designee.

5.3.3 Supervisors in the chain of command shall each have seven calendar days to review the Response to Resistance Report(s) before it is sent to the next level.

5.4 **VIOLATIONS OF THE RESPONSE TO RESISTANCE POLICY**

All suspected violations of the RESP0NSE TO RESISTANCE policy shall be reported immediately on a DEPARTMENTAL INVESTIGATION FORM (TPD FORM 5.6) and routed to the Internal Affairs Section.

6 **EXCITED DELIRIUM**

6.1 Excited delirium is characterized by agitation, aggression, acute distress and in some cases, sudden death. Individuals in a state of excited delirium may exhibit one or more of the following signs:

- Incoherent or irrational speech
- Aggressive, agitated or disorderly behavior
- Extraordinary strength or resistance to pain
- Profuse sweating
- High heart rate
- Attraction to light, glass, mirrors, and water
- Public disrobing (partially or fully naked, even in the winter months)

6.2 If, at any time, an officer believes a subject is in a state of excited delirium, a life squad shall be summoned to the scene as soon as possible; a supervisor and, if necessary, additional backup shall be requested. Officers should consider the following:

6.2.1 Subjects with excited delirium often do not respond to verbal commands.

6.2.2 Attempts at physical control may not be effective given extreme levels of strength and resistance to pain.

6.2.3 Continued physical struggle can worsen a subject's innate fight-or-flight response, which can raise the subject's temperature, cause changes in the body's acid-base balance, and increase risk of sudden death.

6.2.4 The safety of officers and the general public is paramount.

6.3 If it can be done so safely, officers shall wait for life squad/medical personnel to arrive and coordinate a plan of action before making physical contact with the subject. This coordination may involve:

- A plan to restrain/control the subject
- Positioning of the subject's body once under control
- How and where a sedative will be administered, if necessary

6.4 If officers deem it necessary to go hands-on with the subject before the life squad arrives, officers shall:

- Continuously communicate a plan to restrain/control the subject. If possible, the subject shall be placed in a recovery position (either in a seated position or placed in a position lying on his side with the legs no closer than a 90-degree angle to the torso) while waiting for life squad/medical personnel.
- If the recovery position is not feasible, every attempt shall be made to monitor the consciousness and breathing of the subject until life squad/medical personnel arrive.

6.5 The decision to render sedation medication based on the subject's agitated/behavioral emergency is entirely up to the responding life squad/medical personnel. Officers are not authorized to command the emergency medical service to sedate the subject.

6.6 At least one officer shall accompany medical personnel in the ambulance when transporting the subject to the emergency room. This officer will be required to relay any pertinent information to the medical staff upon arrival.

7 RENDERING MEDICAL AID AFTER RESPONSE

7.1 Every time physical control techniques are used, officers shall evaluate the subject, and determine if medical aid is required. Medical treatment shall be provided under any of the following circumstances:

7.1.1 If there is any visible injury the officer believes may require treatment.

7.1.2 If the subject requests medical attention.

7.1.3 If the subject is incapable of communicating his well-being and an officer has reason to believe the subject needs medical attention.

7.1.4 If the subject was unconscious at any time during the contact.

7.1.5 If a TASER has been deployed on a subject.

7.1.6 If the subject is believed to be in a state of excited delirium.

7.1.7 If the subject was struck with a Soft-Impact 40MM Projectile.

7.2 Depending upon the urgency of the subject's need for medical attention, officers shall either request the Toledo Fire and Rescue Department to the scene, transport the subject immediately to the nearest hospital with EMS approval, or request an evaluation by Lucas County Correction Center (LCCC) medical personnel when booking the subject.

7.3 Medical aid shall be rendered as quickly as reasonably possible following any law enforcement interaction in which injuries have been sustained.

8 DEADLY/LETHAL OPTIONS

8.1 RESTRICTIONS

The Toledo Police Department limits the use of deadly/lethal options to: self-defense or the defense of others, from the threat of death, or immediate serious physical injury; the apprehension of subjects, whose acts have demonstrated that they are likely to take an innocent party's life, or to inflict serious physical injury upon another person, if not immediately apprehended.

8.1.1 Danger to third parties - even when deadly/lethal options are permissible, officers should assess whether their use creates a danger to third parties that outweighs the likely benefits of its use.

8.1.2 The risk of death – officers should be aware that even in the rare case where the deadly/lethal options are reasonable, it must be with the realization that the death of some person may occur, not necessarily with the intent that such will be the result.

8.1.3 When the decision is made to use deadly/lethal options, officers may continue its application until the subject no longer poses an immediate threat of danger to the officer, or to others.

8.1.4 Justification; limited to facts known by the officer – justification for the use of deadly/lethal options must be based on what reasonably appears to be the facts known, or perceived by an officer, at the time he decides to use deadly/lethal options. Absent any known or perceived supporting facts, a subsequent investigation establishing these supporting facts does not justify the officer's response.

8.1.5 Officers are prohibited from using choke holds except when protecting themselves or others against an imminent threat of serious bodily harm or injury.

8.2 AUTHORIZED USE OF FIREARMS

8.2.1 Defense of human life – officers are permitted to use deadly/lethal options, when it is reasonable to believe that a subject poses an immediate threat of danger of death, or serious physical injury, to the officer, or to others.

(a) When feasible, and to do so would not increase the danger to officers or others, officers shall identify themselves as a police officer and issue a warning of their intent to use deadly force before discharging a firearm.

8.2.2 Fleeing felons – An officer is authorized to use deadly/lethal options, when it is reasonable to prevent the escape of a felon, **if**:

(a) There is probable cause to believe that the subject has committed a felony involving the infliction or threatened infliction, of serious physical injury, or death, **and**

(b) The subject's escape would pose an immediate threat of danger, or death, or serious physical injury to the officer, or to others, if not immediately apprehended, **and**

(c) **If feasible**, some warning has been given.

8.2.3 Dangerous, or seriously injured animals – officers shall use a duty issued firearm to destroy:

(a) A dangerous animal, which poses an **immediate** threat to the officer or to others.

(b) A seriously injured animal, where humanity requires its relief from further suffering.

- This shall be done only as a last resort, when no other disposition is reasonably available, and only upon the authorization of a supervisor.
- If an officer uses a firearm to destroy a seriously injured deer (e.g., when struck by a motor vehicle), or when an officer encounters a situation, with a seriously injured or dead deer, then officers shall use the following procedure:
  - ❖ **Motor vehicle crashes** - The driver of the motor vehicle that struck the deer has first claim on the deer's carcass. If this driver does not wish to claim the carcass, the officer may allow another individual to claim the carcass.
  - ❖ **Incidents other than motor vehicle crashes** – the officer may allow an individual to take possession of the carcass, but should give preference to anyone with a possessory claim to the deer.
  - ❖ The officer shall complete an Ohio Department of Natural Resources (ODNR) Deer Carcass Receipt, listing the information of the individual who takes possession of the carcass. Officers shall provide the yellow copy of the completed deer carcass receipt to the individual.
  - ❖ The officer shall forward the original deer carcass receipt, and if applicable, other related reports (e.g., an Ohio Traffic Crash Report, Impound Report, etc.) to the Records Section, prior to the end of their tour of duty.
  - ❖ If the circumstances surrounding the death of the deer are suspicious, the officer shall have Communications personnel contact the local ODNR Wildlife Officer for advice, before releasing the carcass.

8.2.4 In supervised target practice, authorized competition, or when Forensic Laboratory personnel are required to do so, to test a firearm.

9 FIREARMS RESTRICTIONS (SEE DIRECTIVE 303.3/16 FIREARMS AND AMMUNITION)

10 POST-SHOOTING

10.1 OVERVIEW

All officer-related firearm discharges shall be investigated, administratively. All firearm discharges that **result in human injury or death,** shall be investigated, both criminally, and administratively.

10.1.1 The Investigations Bureau shall conduct the criminal investigation of any incident involving death, or injury, and any other discharge incident, where exigent, or special circumstances, exist.

10.1.2 The Internal Affairs Unit shall be responsible for the administrative investigation of any incident involving a death or injury, **and** any other incident that the Internal Affairs Section Commander deems appropriate.

(a) Incidents to which Internal Affairs personnel do not respond, shall be investigated, administratively, by a supervisor of the Division/Bureau of the officer involved in the shooting, with the results of the investigation forwarded through channels, to the Internal Affairs Unit.

10.1.3 The only exceptions to this procedure are when an officer discharges a firearm at the range, a firearm meet, while performing forensic laboratory testing, while engaged in hunting, target, sports shooting, or euthanizing an animal with prior supervisor approval.

10.2 **INVOLVED OFFICER'S RESPONSIBILITIES**

The following procedures and responsibilities apply whenever an officer discharges a firearm, regardless of his duty status (on or off-duty), geographical location, or whether the discharge was accidental or intentional. The only exceptions to this procedure are when an officer discharges a firearm at the range, a firearm meet, while performing forensic laboratory testing, or while engaged in hunting, target, or sports shooting. Officers are encouraged to use the OFFICER INVOLVED SHOOTING CHECKLIST (TPD FORM 15.26), to assist in processing the scene.

10.2.1 An officer involved in an intentional or accidental discharge, shall:

(a) Notify Communications of the incident.
(b) Stabilize the scene and update the dispatcher on conditions.
(c) Determine the physical condition of any injured persons, and based on the tactical conditions, render first aid, when appropriate.
(d) Call for medical assistance.
(e) Protect the scene and detain witnesses.
(f) Remain at the scene (unless injured) until the arrival of the appropriate investigator.
(g) Protect all firearms for possible laboratory examination and submit all related firearms to the appropriate ISB commander, or designee, upon request.
(h) Complete a CRIME REPORT.
(i) Complete a RESPONSE TO RESISTANCE REPORT, and forward to the immediate on-duty supervisor.

10.3 **COMMUNICATIONS RESPONSIBILITIES**

10.3.1 Dispatch necessary back-up units, maintaining control of the number of units responding.

10.3.2 Send medical aid, as needed.

10.3.3 Notify the Operations shift commander.

10.3.4 Notify other department personnel as required: the officer's District/Bureau Commander, the Investigations Bureau Commander, the Investigative Services Division Commander, the chief of police, the Employee Assistance Program Command Officer, and the Public Information Officer.

10.3.5 Notify the Internal Affairs Section Commander, unless the incident involves the shooting of a dangerous, or seriously injured, animal.

10.4 **OPERATIONS SHIFT COMMANDER RESPONSIBILITIES**

Supervisors are encouraged to use the OFFICER INVOLVED SHOOTING CHECKLIST, to assist in managing the scene. In the event that the officer is off-duty when the shooting occurs, and his shift/bureau command is off-duty, the on-duty Operations shift command officer responsible for that geographic area, shall:

Immediately respond to the scene.

10.4.1 Ensure that aid has been summoned and administered, for all injured parties.

10.4.2 Take command of the tactical response, giving consideration to establishing an incident command (IC) post.

10.4.3 Ensure that the scene is protected and treated as a crime scene. Assign an officer to complete the MAJOR CRIME SCENE PERSONNEL LOG (TPD FORM 31.16).

10.4.4 Ensure that the crime scene is cleared of all unauthorized department and non-departmental personnel (authorized department personnel are only those on-duty officers, regardless of rank, with an assigned duty in the crime scene, or other legitimate purpose).

10.4.5 As soon as the scene is secure, assign a command officer to remain with the involved officer and ensure the officer maintains their weapon(s).

(a) The Operations shift command officer shall inquire of all involved officers, whether a backup firearm was carried or used, at the time of the incident.

(b) The on-scene ISB Commander shall be notified of the firearms involved in the shooting. The ISB Commander, or designee, shall collect all involved firearms and treat them as evidence.

10.4.6 Assign an officer to remain with the involved officer (preferably, an on-duty member of the Peer Support Team).

10.4.7 Separate all witnesses, including involved department personnel.

10.4.8 Ensure that Communications has made all required notifications.

10.4.9 Ensure the completion of the required reports: CRIME REPORT, SUPPLEMENTAL CRIME REPORT (TPD FORM 38.3); UNUSUAL INCIDENT REPORT (TPD FORM 40.0), and the RESPONSE TO RESISTANCE REPORT, which shall be forwarded through the supervisor's chain of command, to the Commander of the Internal Affairs Section. **EXCEPTION:** A diagram and photographs of the scene are not required when an officer discharges a firearm, to euthanize a seriously injured animal.

10.4.10 Initiate the administrative investigation process, until relieved by the Internal Affairs' representative.

10.4.11 The completed administrative investigation shall be forwarded through the supervisor's chain of command, to the Internal Affairs Unit.

10.5 **INVESTIGATIONS BUREAU COMMANDER'S RESPONSIBILITIES**

The commander of the Investigations Bureau shall assume overall responsibility for the related criminal investigation. He shall ensure that the crime scene is processed, all evidence is collected, and that all witnesses and officers are interviewed. The Commander of the Investigations Bureau shall not be involved in the administrative investigation. However, the content of the criminal investigation shall be made available to the administrative investigator.

10.5.1 The Investigations Bureau commander shall:

(a) Form a shooting investigation team, to initiate the criminal investigation.

- The shooting investigation team should include members of various investigative specialties, such as the Crime Scene Investigation Unit (CSIU), and an ISB command officer.
- The lead investigator should be at least one rank above that of the officer involved.

(b) Respond to scene.

(c) Ensure that the Investigative Services Division commander has been notified.
(d) Ensure that the officer's district commander has been notified.
(e) Notify the coroner, if a death has occurred.
(f) Provide additional support, and/or personnel, as needed.

10.6 **SHOOTING INVESTIGATION TEAM RESPONSIBILITIES**

The shooting investigation team is responsible for conducting the criminal investigation of any shooting incident, where an officer or partner is killed or wounded, or when an officer has caused an injury to, or the death of, another.

10.6.1 The team shall:

(a) Respond to the scene.
(b) Assume the investigative command of the scene, after the tactical situation is under control.
(c) Conduct a thorough investigation of incident:
- Interview officers.
- Interview witnesses.
- Interview victim or subject.
- Process the crime scene (collect physical evidence, including the involved officer's firearm).
- Determine whether a replacement firearm should be issued.
- Request laboratory services.
- Prepare a press release.

(d) Prepare a detailed report, and forward to the Chief of Police.

10.7 **INTERNAL AFFAIRS SECTION COMMANDER'S RESPONSIBILITIES**

10.7.1 The commander of the Internal Affairs Section shall conduct a review of all administrative investigations of officer-involved shootings, regardless of the originating division or bureau.

10.7.2 The commander of the Internal Affairs Section, or his designee, shall report to the scene of all incidents that result in the death or injury of a person, and any other incident that the Commander deems appropriate.

10.7.3 The commander of the Internal Affairs Section, or his designee, shall not be involved with the criminal investigation. However, the content of the criminal investigation shall be made available to him.

10.7.4 He shall observe the scene to determine if additional evidence collection is needed, and shall interview witnesses, and any officer he deems necessary, for a thorough administrative investigation.

10.7.5 He shall report the findings of all administrative shooting investigations to the Critical Incident Review Board.

10.8 **CRITICAL INCIDENT REVIEW BOARD**

The Critical Incident Review Board (CIRB) will act as a quality control mechanism for the incident being reviewed. The Critical Incident Review Board shall meet to review all officer-involved firearm discharges and any other officer involved critical incidents at the Chief's discretion. They will also have authority and responsibility to recommend to the Chief changes in investigative protocols, procedures, and training. The only exceptions occur when an officer discharges a firearm at the range, a firearms meet, while performing forensic lab testing, when engaged in hunting, target, sports

shooting, or euthanizing an animal with prior supervisor approval. If a criminal investigation into an officer's actions is warranted, the review will commence after the completion of any criminal investigation or court proceedings into the matter.

10.8.1 The Deputy Chief of the Investigative Services Division, or his designee, shall coordinate the presentation of all evidence gathered during the administrative investigation, to the board.

10.8.2 The board shall consist of the Deputy Chief of Investigative Services Division, (3) captains as determined by the Deputy Chief, and a Union representative of the affected officer. Others required to attend are a representative from Internal Affairs, the Training Section, the Investigations Bureau, and any other member of the Department as determined by the Critical Incident Review Board.

10.8.3 The board shall meet at the direction of the chairman, and shall:

(a) Conduct a thorough review of the firearm discharge(s) or critical incident(s).

(b) Avail itself of all facilities, reports, and personnel of the department necessary to conduct a complete examination of the circumstances involved in the firearm discharge(s) or critical incident(s).

(c) Visit the scene of the incident, if necessary.

(d) Determine if the firearm discharge or critical incident was:

- Within policy.
- Outside policy.

10.8.4 The chairperson is responsible for coordinating all meetings and ensuring all relevant material compiled during any criminal or administrative investigation is reviewed. The chairperson will be responsible for submitting a written report to the Chief within the established timelines.

10.8.5 The chairperson will prepare a final report to the Chief that will become part of the investigation file. The report shall include a description of the incident (including all response to resistance), a summary and analysis of all relevant evidence, proposed findings and analysis to support those findings. The CIRB will determine:

(a) Whether all response to resistance during the encounter was consistent with department policy and training.

(b) Whether the officer(s) involved employed proper tactics.

(c) Whether lesser force alternatives reasonably were available.

10.8.6 Recommendations made by the CIRB should be unanimous or by consensus. If a consensus cannot be reached, a majority/minority opinion will be prepared at the direction of the chairperson.

10.8.7 The CIRB will issue its final report to the Chief within 90 days of receipt of the material. The report shall identify training issues and corrective measures, tactical response issues and corrective measures, and outline any recommended policy and/or procedure changes. References to specific policies, procedures, or training shall be included in all recommendations.

11 ANNUAL ADMINISTRATIVE REVIEW

11.1 Annually, the accreditation manager shall complete an administrative analysis of the department's response to resistance practices. The analysis shall include

recommendations as they relate to various issues (e.g., training, community relations, policy and procedure).

11.2 This process shall be undertaken with the goal of maintaining a reasonable and viable response to resistance policy.

DIRECTIVE 103.3	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES CHIEF OF POLICE: Michael C. Troendle		
EFFECTIVE November 01, 2002			
REVISED October 13, 2026	PART: ADMINISTRATION CHAPTER: STANDARDS OF CONDUCT		PAGES 11
RESCINDS April 1, 2016	**ADMINISTRATION OF DISCIPLINE**		

I POLICY

It is the policy of the Toledo Police Department to use the disciplinary process to correct and improve employee conduct and performance in a fair, equitable and just manner. Consistent with the concept of progressive discipline, the department uses the least punitive corrective action necessary to promote compliance with department policies and procedures.

II PROCEDURES

1 COUNSELING – SWORN PERSONNEL

1.1 GENERAL

Counseling is regarded as a suitable step to deal with employees who, by their actions, have shown a lack of understanding of departmental guidelines, policies, rules or procedures.

1.1.1 The philosophy of counseling is to provide retraining, guidance and instruction to nurture a healthy job attitude and to assist officers in avoiding future violations.

1.1.2 Counseling is not a disciplinary step and should not be used when employees are in direct violation of departmental guidelines, policies, rules or procedures where disciplinary action is obviously required.

1.2 SUPERVISORY DISCRETION

The decision to counsel an employee lies solely within the authority of the involved supervisor. Generally, the responsibility to issue counseling lies with the employee's immediate supervisor.

1.3 DOCUMENTATION

In every instance when a sworn supervisor counsels an employee, a brief written statement of the circumstances shall be made on SWORN EMPLOYEE – COUNSELING (TPD FORM 8.2).

1.3.1 The documentation shall specify the areas of retraining and the guidance and instruction discussed with the employee.

1.3.2 The employee shall sign and date the original.

1.3.3 The issuing sworn supervisor shall sign and date the counseling form.

1.3.4 It shall be the responsibility of the issuing sworn supervisor to forward the original and copies as directed on the SWORN EMPLOYEE – COUNSELING form, where they will be maintained in accordance with the respective labor agreement.

1.3.5 The employee shall be given a copy as proof that the employee was counseled in the particular areas of concern.

1.4 **ISSUED IN PRIVATE**

When a supervisor counsels an employee, it shall be done in private and in a manner so as not to cause the employee public embarrassment.

2 COUNSELING – CIVILIAN PERSONNEL

2.1 GENERAL

Counseling is regarded as a suitable step to deal with employees who, by their actions, have shown a lack of understanding of department guidelines, policies, rules or procedures. Civilian supervisors issuing counseling shall adhere to the provisions of the employee's collective bargaining agreement.

2.1.1 The philosophy of counseling is to provide retraining, guidance and instruction to nurture a healthy job attitude and to assist employees in avoiding future violations.

2.1.2 Counseling is not a disciplinary step and should not be used when employees are in direct violation of department guidelines, policies, rules or procedures where disciplinary action is obviously required.

2.2 SUPERVISORY DISCRETION

The decision to counsel an employee lies solely within the authority of the involved civilian supervisor. Generally, the responsibility to issue counseling lies with the employee's immediate supervisor.

2.3 DOCUMENTATION

In every instance when a supervisor counsels an employee, a brief written statement of the circumstances shall be made on CIVILIAN EMPLOYEE – COUNSELING (TPD FORM 8.2a).

2.3.1 The documentation shall specify the areas of retraining and the guidance and instruction discussed with the employee.

2.3.2 The employee shall sign and date the original.

2.3.3 The issuing supervisor shall sign and date the counseling form.

2.3.4 If present, the employee's union representative shall sign the counseling.

2.3.5 It shall be the responsibility of the issuing supervisor to forward the original and copies as directed on the CIVILIAN EMPLOYEE – COUNSELING, where they will be maintained in accordance with the respective labor agreement.

2.3.6 The employee shall be given a copy as proof that the employee was counseled in the particular areas of concern.

2.4 ISSUED IN PRIVATE

When a supervisor counsels an employee, it shall be done in private and in a manner so as not to cause the employee public embarrassment.

3 REPRIMANDS – SWORN PERSONNEL

3.1 GENERAL

A reprimand is regarded as a suitable step to deal with relatively minor infractions of departmental policies, rules, procedures or other guidelines that are clearly established to govern the conduct of officers.

3.2 **SUPERVISORY RESPONSIBILITY**

3.2.1 It shall be the responsibility and within the authority of the concerned sworn supervisors to initiate the process that leads to the issuance of a verbal or written reprimand or formal charges for violations of established departmental guidelines.

3.2.2 It shall be the responsibility of the concerned division commander, or designee, to review and approve all initiated disciplinary action prior to administering the discipline, to determine its appropriateness to the violation, excluding investigations conducted by the Internal Affairs Section.

(a) Once the level of discipline has been decided, it shall be the responsibility of the employee's immediate sworn supervisor to administer the discipline.

(b) All sworn supervisors shall have the responsibility and authority to initiate disciplinary action against a subordinate within the department, regardless of the subordinate or supervisor's assignment.

(c) Disciplinary action initiated against officers reporting directly to the Chief of Police shall be at the direction of the Chief of Police.

(d) Disciplinary action against officers assigned to sections reporting directly to the Chief of Police shall be the responsibility and within the authority of the concerned section commander.

3.3 **REPRIMAND TO INCLUDE COUNSELING/TRAINING**

In every instance when a verbal or written reprimand is issued, the sworn supervisor who issues it shall provide sufficient guidance and advice to the officer to assist the officer in avoiding future infractions. Officers shall be provided training concerning the area of the infraction. The reprimand shall include a statement of the areas of retraining.

3.4 **DOCUMENTATION**

In every instance where a sworn supervisor issues a verbal or written reprimand, a written statement of the circumstances shall be made. The SWORN EMPLOYEE – VERBAL REPRIMAND (TPD FORM 8.3) or SWORN EMPLOYEE – WRITTEN REPRIMAND (TPD FORM 8.4) shall be used.

3.4.1 The document shall include the nature of the infraction, provide instructions for the prevention of future infractions, and provide an admonishment to the officer.

3.4.2 The employee shall sign and date the original.

3.4.3 The issuing sworn supervisor shall sign and date the reprimand.

3.4.4 It shall be the responsibility of the issuing sworn supervisor to forward the original and copies as directed on the SWORN EMPLOYEE – VERBAL REPRIMAND or SWORN EMPLOYEE – WRITTEN REPRIMAND, where they will be maintained in accordance with the respective labor agreements.

3.4.5 The employee shall be given a copy as proof that the employee was reprimanded in the particular areas of concern.

3.5 **ISSUED IN PRIVATE**

The supervisor who issues a reprimand shall do so in a manner that assures privacy. Except in emergency situations, no officer shall be subjected to embarrassment, due to the failure of a supervisor to issue the reprimand privately.

3.6 **VERBAL REPRIMAND; CAUSE**

While there is no all-inclusive list of the types of incidents which may lead to a verbal reprimand, the following infractions shall normally be considered cause for a verbal reprimand:

- Failure to answer a subpoena or to appear in court when subpoenaed.
- Failure to comply with procedures for reporting illness.
- Absent Without Leave (AWOL), when caused by a duty roster change.
- Failure to adhere to property booking procedures.
- Failure to complete required reports.
- Leaving home when off-duty while being carried as "Sick."

3.7 **WRITTEN REPRIMAND; CAUSE**

If the supervisor feels the violation is of a more serious nature and stronger measures are called for, the sworn supervisor may recommend the issuance of a written reprimand, or that the matter be made the subject of a hearing before the Chief of Police.

4 VERBAL WARNINGS AND WRITTEN REPRIMANDS – CIVILIAN PERSONNEL

4.1 **GENERAL**

Verbal warnings and written reprimands are regarded as suitable steps to deal with relatively minor infractions of department policies, rules, procedures or other guidelines that are clearly established to govern the conduct of employees. Supervisors issuing verbal warnings or written reprimands shall adhere to the provisions of the employee's collective bargaining agreement.

4.2 **SUPERVISORY RESPONSIBILITY**

4.2.1 It shall be the responsibility and within the authority of the concerned supervisor to initiate the process that leads to the issuance of a verbal warning, written reprimand or formal charges for violations of established department guidelines.

4.2.2 It shall be the responsibility of the concerned division commander, or designee, to review and approve all initiated disciplinary action prior to administering the discipline, to determine its appropriateness to the violation, excluding investigations conducted by the Personnel Section or the Internal Affairs Section.

(a) Once the level of discipline has been decided, it shall be the responsibility of the employee's immediate supervisor to administer the discipline.

(b) All supervisors shall have the responsibility and authority to initiate disciplinary action against a subordinate within the department, regardless of the subordinate's or the supervisor's assignment.

(c) Disciplinary action initiated against employees reporting directly to the Chief of Police shall be at the direction of the Chief of Police.

(d) Disciplinary action against employees assigned to sections reporting directly to the Chief of Police shall be the responsibility, and within the authority, of the concerned section commander.

4.3 **VERBAL WARNINGS AND WRITTEN REPRIMAND TO INCLUDE COUNSELING / TRAINING**

In every instance when a verbal warning or written reprimand is issued, the supervisor who issues it shall provide sufficient guidance and advice to the employee to assist the employee in avoiding future infractions. Employees shall be provided training concerning the area of the infraction. The warning or reprimand shall include a statement of the areas of retraining.

4.4 DOCUMENTATION

In every instance where a supervisor issues a verbal warning or reprimand, a written statement of the circumstances shall be made. CIVILIAN EMPLOYEE – VERBAL WARNING (TPD FORM 8.3a) or CIVILIAN EMPLOYEE – WRITTEN REPRIMAND (TPD FORM 8.4a) shall be used.

4.4.1 The document shall include the nature of the infraction, provide instructions for the prevention of future infractions, and provide an admonishment to the employee.

4.4.2 The employee shall sign and date the original.

4.4.3 The issuing supervisor shall sign and date the warning or reprimand.

4.4.4 The employee's union representative shall sign the warning or reprimand.

4.4.5 It shall be the responsibility of the issuing supervisor to forward the original and copies as directed on the CIVILIAN EMPLOYEE – VERBAL WARNING or CIVILIAN EMPLOYEE – WRITTEN REPRIMAND, where they will be maintained in accordance with the respective labor agreements.

4.4.6 The employee shall be given a copy as proof that the employee was issued a verbal warning or written reprimand in the particular areas of concern.

4.5 ISSUED IN PRIVATE

The supervisor who issues a verbal warning or written reprimand shall do so in a manner that assures privacy. Except in emergency situations, no employee shall be subjected to embarrassment due to the failure of a supervisor to issue the reprimand privately.

5 GENERAL PROVISIONS – SWORN AND CIVILIAN PERSONNEL

5.1 ABSENT WITHOUT LEAVE (AWOL)

Anytime an employee does not report for duty at the designated time and place, and has not called in sick, sick family, or otherwise been excused by a supervisor, the employee shall be considered AWOL and shall not be paid for such unexcused absence from duty.

5.1.1 The employee shall be subject to the regular disciplinary procedures for the unexcused absence.

5.1.2 If the employee does not report for duty at all during the full tour of duty, a DEPARTMENTAL INVESTIGATION FORM (TPD FORM 5.6) shall be completed and forwarded, following proper procedures.

5.2 ABSENCE FROM DUTY STATION

An employee shall not be absent from the employee's assigned district, beat, place of duty or assignment without permission from a supervisor, except when performing urgent or necessary police business.

5.2.1 When absence is necessary, the employee shall take no longer than is required to complete the mission.

5.2.2 The employee shall notify a supervisor if the absence is self-initiated.

5.2.3 An employee is not required to notify a supervisor when the absence results from an emergency situation or a dispatched assignment.

5.3 **SMOKING ON DUTY**

An employee shall not smoke or use tobacco in any form while engaged in any departmental business which requires personal or face-to-face contact with any citizen, or while engaged in any official department business. Employees shall not smoke in any buildings, facilities, structures or vehicles owned, leased or operated by the department.

5.4 **EMPLOYEES IDENTIFYING THEMSELVES**

Employees shall carry their department-issued photo identification card while on duty and shall display it upon request. When requested to do so, employees shall provide their name and assignment in a respectful manner. Officers shall also provide their badge number, or rank if the officer is a sworn supervisor, in a respectful manner.

5.4.1 Officers shall provide business cards (TPD Form 47.3) to citizens in accordance with Toledo Municipal Code 129.09 – Right to Know Act.

5.5 **CORRESPONDENCE**

Employees shall not enter into official departmental correspondence over their signature, nor shall they convey departmental communications by telephone, radio, or any other communications device outside the city, without permission of a supervisor.

5.6 **GRATUITIES**

No departmental employee shall solicit or accept any reward, gratuity or gift from any source when that reward, gratuity or gift is the result of the employee's official position with the City of Toledo. This policy governs an employee's conduct both on and off duty.

5.6.1 The policy prevents the acceptance of free or reduced price food or beverage, as well as any other item of monetary value.

5.6.2 Members of the department are also prohibited from accepting any gratuity from any potential bidder to the City of Toledo. This includes meals or any other gratuity that could reasonably be perceived to influence any purchase or bid for any project or materials in which the police department is involved.

5.6.3 Should any employee be offered a reward, gratuity or gift, the employee shall respectfully decline to accept and shall explain to the person making the offer that accepting it is not permitted by departmental policy.

5.6.4 No employee shall accept cash or donations for themselves or others without the prior approval of the chief of police (see DM 201.2 Serious Injury or Death Notification; 9 Community Liaison).

EXCEPTION: An employee acting as an official representative of the department at a civic meeting, banquet or other approved gathering where a meal is furnished to the participants is allowed to partake as any other person in attendance. Under similar circumstances, an employee may accept a non-monetary award (such as a certificate, medal or plaque) made on the basis of outstanding professional conduct.

5.7 **MONETARY GAIN**

Department employees shall not gain monetarily from information that has been received through the performance of the employee's duties.

5.8 **APPEARANCE BEFORE CITY COUNCIL**

No sworn employee shall appear before City Council or any committee thereof on any business pertaining to the department, except when summoned to appear or with permission of the Chief of Police and the Safety Director.

5.9 **SPEECHES AND PUBLICATIONS**

No employee shall deliver any speech or address any public meeting or gathering in the name of the department, nor indicate or cause others to assume that the employee is representing the department, nor make any statement for publication concerning the plans or policies of the administration of police unless authorized by the Chief of Police.

5.10 **SOLICITATION**

As a representative of the department, no member of the department shall, either in or out of uniform, circulate subscription papers, sell tickets or solicit funds for any charitable or other purpose, except by written permission of the Chief of Police.

5.11 **EMPLOYEES' INTEREST IN CITY CONTRACTS**

City employees shall not take any action which may influence a decision or action by another employee where such a decision or action will result in a city contract being entered into in which an employee has a substantial financial interest.

5.11.1 If an employee's interest is remote, the employee may participate in such a decision or action.

5.11.2 All department employees shall comply with City of Toledo – Administrative Policy and Procedure #40 entitled, ETHICS POLICY FOR CITY EMPLOYEES.

5.12 **POLITICAL ACTIVITY**

No police department employee, while in uniform or otherwise representing the police department, shall:

- Be involved in any fundraising activity for any political party or candidate for partisan political office.
- Engage in any type of partisan or non-partisan political activity while in uniform or as a representative of the department, except by written permission of the Chief of Police.
- Become a candidate for partisan political office.
- Serve in any political convention or cause, either as a delegate, alternate or employee.
- Perform any activity as a checker, watcher or challenger for any party, faction or group of candidates.
- Require political service of any subordinate.
- Nothing in this section is intended to prevent any employee from voting as the employee chooses.

5.13 **ACCEPTING ASSIGNMENTS**

Employees of the department shall serve in the assignment given them by their respective superiors. Failure or refusal to accept an assignment, or any effort to bring pressure on the Chief of Police, Safety Director, or any other supervisor to have an assignment changed shall be considered insubordination.

5.14 **DEMEANOR**

Employees shall perform their respective duties with discretion, diligence, and firmness in a courteous manner.

5.14.1 Department employees shall act together and protect each other in the performance of their duties.

5.14.2 Employees of the department shall not use violent, profane, obscene, derogatory or insolent language while on-duty or representing the department.

5.14.3 Department employees shall not grant or make available to any person any consideration, treatment, advantage or favor beyond that which is the general practice to grant or make available to all citizens.

5.15 **NEGOTIATION OR COMPROMISE**

Absent expressed permission by a sworn supervisor or prosecutor, no employee shall take part or be concerned in any way with making or negotiating any compromise or arrangement for any person who has been arrested or charged with any violation of law. No employee shall make any recommendation under any of the stated circumstances in the name of the department without the specific knowledge and permission of a higher ranking officer or prosecutor with authority in the case.

5.16 **OFFENSES**

The following offenses, in addition to all other orders and sections of this manual, shall be adequate justification for disciplinary action.

5.16.1 General incompetence.

5.16.2 Neglect of duty or gross neglect of duty.

5.16.3 Immorality or gross immorality.

5.16.3A Inefficiency or gross inefficiency.

5.16.4 Drunkenness, habitual drunkenness or the illegal use or abuse of narcotic drugs, cannabis or any other controlled substance.

5.16.5 Conviction of a felony.

5.16.6 Insubordination or gross insubordination.

5.16.7 Dishonesty.

5.16.8 Abuse of authority in dealing with the public.

5.16.9 Accepting a bribe or gift from any person whom the employee is in a position to favor.

5.16.10 Malfeasance, misfeasance, nonfeasance in office or cowardice.

5.16.11 Political activity as defined in Directive 103.3/5.12 – POLITICAL ACTIVITY.

5.16.12 Any habitual violation of any department orders, rules, regulations or provisions of this manual.

5.16.13 Disrespect to an employee of higher rank.

5.16.14 Discourteous treatment of the public.

5.16.15 Sleeping while on-duty.

5.16.16 Conduct subversive or prejudicial to the good order and discipline of the department.

5.16.17 Willful violation of any law of the State of Ohio, ordinance of the City of Toledo, rules of the Civil Service Commission, provision of this manual, department orders or any other lawful order, rule or regulation made by competent authority.

5.16.18 Personal use of the department communications, making long distance

phone calls, personal use of department or city letterheads, envelopes, electronic mailing devices or postage for mailing without permission from a proper authority.

5.16.19 Conduct unbecoming an officer or conduct unbecoming a police department employee.

5.16.20 Lack of energy, inattention or carelessness in performance of duty, lounging on post or duty or improper patrolling of a post or assigned area.

5.16.21 The unnecessary use of physical control techniques in performance of duty.

5.16.22 Gross ignorance of the manual or orders governing the department.

5.16.23 Neglecting to report the true residence address or change of address to the Office of the Chief of Police.

5.16.24 AWOL, or absence from post, duty, assigned area or assignment without good cause.

5.16.25 Division or Bureau commander leaving the city in excess of 48 hours without leaving a forwarding address with the Office of the Chief of Police, or the commander of the bureau to which the employee is assigned.

5.16.26 Failure to follow City of Toledo Administrative Policies.

5.17 **INTOXICANTS**

5.17.1 No employee shall report for duty while under the influence of intoxicants, or smelling of intoxicants or alcoholic beverages. While on-duty, employees of the department shall not drink or consume any intoxicants at any time, except by specific permission of the Chief of Police.

5.17.2 There are instances when officers may have to take some type of enforcement action while off-duty. In these instances, if the officer has been consuming alcohol, the seriousness of the offense, tactical situation, and amount of alcohol consumed should be considered prior to any action being taken. Whenever possible, if an off-duty officer has consumed *any* amount of alcohol, on-duty officers should be summoned if enforcement action is necessary.

5.17.3 Employees, while off duty and in public, will refrain from consuming intoxicating beverages to the extent that it results in offensive behavior which discredits them or the department or renders the employee unfit to report for their next regular tour of duty.

5.18 **CRIMINAL ASSOCIATIONS**

Departmental personnel, except as necessary in the performance of official duties or as required due to familial or similar circumstances, shall avoid associations or dealings with persons whom they know are under criminal investigation or indictment, or who have a reputation in the community or department for present involvement in felonious or criminal behavior.

5.19 **ILLEGAL ESTABLISHMENTS**

Departmental personnel shall not, except in the performance of duty or while acting under proper and specific orders from a higher ranking officer, knowingly visit, enter, or frequent a house of prostitution, illegal gambling house, "boot joint," "crack house," or establishment wherein the laws of the United States, the State of Ohio or the ordinances of the City of Toledo are regularly violated.

5.20 **REPORTING CRIMINAL ASSOCIATIONS & ILLEGAL ESTABLISHMENTS – REQUIRED**

It is recognized by the department that criminal contacts may be unavoidable due to an employee's familial relationships. In these instances, the circumstances surrounding these contacts will be taken into consideration.

- Departmental employees having criminal contacts as described in this manual or entering prohibited establishments except as authorized, shall complete and forward to the Chief of Police a confidential SUPPLEMENTAL CRIME REPORT (TPD FORM 38.3) detailing the circumstances of the contact or entry into the prohibited establishment.

5.21 **MINOR QUARRELS**

Members of the department should avoid making arrests in quarrels of their own, disputes occurring in their own neighborhood, or family disputes, especially in trivial matters.

5.22 **TEMPORARY RELIEF FROM DUTY**

5.22.1 **All sworn supervisors are authorized to temporarily relieve from duty any sworn or civilian employee** who is physically, emotionally or mentally unable to perform the employee's duties. Additionally, sworn supervisors are also authorized to relieve from duty any employee whom the supervisor has reasonable suspicion to believe has committed a felony, a serious misdemeanor, or when necessary for the safety and welfare of the community or to preserve the good order and discipline of the department. When practical, an employee should be relieved of duty by an employee of higher rank. In those cases that require immediate relief from duty, the employee shall comply with the instructions provided by the supervisor at the time the employee is relieved. The involved employee shall contact the Office of the Chief of Police at 0900 hours on the next business day. The employee's duty status and pay status will be determined by the Chief of Police. Supervisors shall use the TEMPORARY RELIEF OF DUTY (TPD FORM 27.10) to notify the involved employee of the employee's change of status.

5.22.2 **Civilian supervisors shall have the authority to temporarily relieve from duty any civilian employee** who is physically, emotionally or mentally unable to perform the employee's duties. Civilian supervisors are also authorized to relieve from duty any civilian employee whom the supervisor has reasonable suspicion to believe has committed a felony, a serious misdemeanor, or when necessary for the safety and welfare of the community or to preserve the good order and discipline of the department. When practical, an employee should be relieved of duty by an employee of higher rank. In those cases that require immediate relief from duty, the employee shall comply with the instructions provided by the supervisor at the time the employee is relieved. The involved employee shall contact the Office of the Chief of Police at 0900 hours on the next business day. The employee's duty status and pay status will be determined by the Chief of Police. Supervisors shall use the TEMPORARY RELIEF OF DUTY (TPD FORM 27.10) to notify the involved employee of the employee's change of status.

5.22.3 Civilian supervisors who become aware of a sworn employee whom the supervisor has reasonable suspicion to believe has committed a felony, a serious misdemeanor, or whom the supervisor believes should be relieved from duty when necessary for the safety and welfare of the community or to

preserve the good order and discipline of the department, shall immediately notify a sworn supervisor and advise the sworn supervisor of the details of the event. The sworn supervisor shall take the appropriate action.

5.22.4 Supervisors relieving an employee from duty shall promptly notify the employee's bureau commander, and if on-duty, the employee's immediate supervisor. The relieving supervisor shall complete a SUPPLEMENTAL CRIME REPORT detailing all events leading up to the relief from duty. The SUPPLEMENTAL CRIME REPORT shall be forwarded through the proper chain of command to the Chief of Police.

5.22.5 There are instances when sworn supervisors take custody of employees' property, either due to disciplinary action or because the employee cannot care for their equipment. Regardless of the reasons, the procedures for taking custody of property will remain the same.

- Sworn supervisors shall take custody of the employee's identification card, electronic access key card, all keys for police facilities, and in the case of a sworn officer, the officer's issued service firearm, hat piece, badge, and issued portable radio.
- The sworn supervisor shall complete a TOLEDO POLICE PROPERTY RECEIPT (TPD FORM 23.12) and give the employee their copy.
- The property shall then be booked at the Property Room, or, if after normal working hours booked in the night property room at the Safety Building. The white copy of the Property Receipt shall accompany the property.
- No Records Section Number or Crime/Incident Report is necessary. Property Room personnel have special booking procedures for employees' property.

5.22.6 Additional procedures regarding the relief from duty shall be performed in accordance with language specified in the appropriate employee labor agreement.

5.22.7 Approval to return to duty shall be made in writing by the Chief of Police.

6 DISMISSAL – SWORN AND CIVILIAN PERSONNEL

If an employee's misconduct results in dismissal, the employee shall be provided with:

- A written statement citing the reason for dismissal.
- The effective date of the dismissal.
- A statement of the status of accrued employee benefits after dismissal.

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EFFECTIVE November 01, 2002			
REVISED March 26, 2026	PART: ADMINISTRATION CHAPTER: STANDARDS OF CONDUCT		PAGES 3
RESCINDS December 1, 2012	**DEPARTMENT AWARDS**		

I POLICY

The Toledo Police Department expects a very high level of professional job performance from all employees. At times, members of the department perform their duties in a manner exceeding the high standards of the department. The official commendation of such performance and the arrangement of appropriate publicity is provided to give full public recognition to those who have brought honor to themselves and the department. Similarly, when a member of the public performs outstanding services to the community in the furtherance of police objectives, they are also deserving of the department's appreciation and recognition.

II PROCEDURES

1 COMMENDATIONS

1.1 EXCEPTIONAL PERFORMANCE REPORT

The Exceptional Performance Report is a valuable method to officially recognize above-average performance by an employee.

1.1.1 Any employee may formally recognize another employee for exceptional performance, however all PERFORMANCE REPORTS (TPD Form 8.1) shall be submitted by a command officer to the section commander for review and approval prior to issue. Reports initiated by a supervisor outside of the intended recipient's section or unit shall be forwarded first to the intended recipient's section or unit commander for review, approval and issuance.

(a) A patrol officer who wishes to recommend a fellow patrol officer or civilian for recognition of exceptional performance may do so by bringing the matter to the attention of a supervisor.

1.2 LETTERS OF APPRECIATION

Any Letter of Appreciation received by the department shall be forwarded to the Personnel Section for filing in the employee's personnel file. The Personnel Section shall also forward a copy to the employee's commander and a copy to the employee.

1.3 RECOMMENDATION FOR AWARD

Any employee may recommend another employee (or citizen) for a department award for an act that occurs on or off duty.

1.3.1 All recommendations for awards shall be submitted on TPD Form 8.1, PERFORMANCE REPORT, and shall be subject to ascending levels of review as noted on page 2 of the report.

1.3.2 No recommendation should be made for a specific award, only that an award should be considered (exception: Professional Service Award).

1.3.3 Recommendations should be submitted for review no more than thirty (30) days following the act worthy of an award (exception: Professional Service Award).

1.3.4 An Awards Review Committee (as appointed by the Chief of Police) shall review each recommendation and forward its decision to the Chief of Police, who will then make the final determination. The submitting officer will also be advised of the committee's decision.

2 AWARDS

2.1 MEDAL OF VALOR

The Toledo Police Department's Medal of Valor is the highest department award obtainable by an officer. It is awarded to a member who performs an outstanding act of valor, demonstrating the qualities of selflessness, personal courage and devotion to duty while meeting the following criteria:

a. The circumstance was extremely hazardous and the officer took action, aware of the hazard.
b. An incontestable risk of death or serious physical harm existed.
c. The actions of the officer involved the preservation or attempted preservation of human life.
d. The officer's action were consistent with good judgement and justified the risk.

2.2 DISTINGUISHED SERVICE MEDAL

The Toledo Police Department's Distinguished Service Medal is the second highest award obtainable by an officer. It is awarded for acts of distinguished service, where an officer demonstrates courage in response to a dangerous situation, while meeting the following criteria:

a. The situation was hazardous and the officer took action, aware of the hazard.
b. A substantial risk of death or serious physical harm existed.
c. The actions of the officer involved the preservation or the attempted preservation of human life
d. The officer's actions were consistent with good judgement and justified the risk.

2.3 MERITORIOUS SERVICE MEDAL

The Meritorious Service Medal is awarded to a department officer for diligence and perseverance in performing a difficult task, while meeting the following criteria:

a. The officer demonstrated a high degree of personal initiative.
b. The officer performed substantially above normal expectations.
c. The officer contributed significantly to the achievement of the mission of the department.

2.4 SPECIAL COMMENDATION MEDAL

Awarded to a department member for service rendered, meeting the following criteria:

a. Performed a lifesaving act under risk of personal harm
b. Performed a valuable police service that demonstrated special faithfulness or perseverance.
c. Effected an exceptional arrest for a high-level felony crime, in most cases, without prior knowledge from an outside source.
d. Significantly improved an administrative or tactical procedure.

e. Fostered a community service initiative, without outside direction, which significantly improved community relations.
f. Any other outstanding service on or off duty deemed worthy of special commendation by the Chief of Police.

2.5 **PROFESSIONAL SERVICE AWARD**

Presented in recognition of exceptional service to the department over a period of years. It will recognize an officer, or civilian employee, who has consistently conducted himself in a highly professional manner to include such traits as promptness, courtesy, dependability, cooperation, general knowledge, dedication and loyalty.

2.6 **BLUE STAR MEDAL**

Awarded to any department officer who, on duty or in performing an act in a law enforcement capacity while off duty, has been killed or wounded.

2.7 **LETTER OF RECOGNITION**

Awarded to a department member for service rendered, which does not come within the classification for a medal, but which the Awards Review Committee wishes to formally recognize, to include:

a. Letter of Recognition for Physical Fitness – Recognizes department member who volunteer to participate in the FIT Program and score within the top 10% of officers in their age group.
b. Letter of Recognition for Firearms Proficiency – Recognizes officers who demonstrate excellence in firearms by obtaining a perfect score (100%) on the department firearms qualification.

2.8 **CERTIFICATE OF APPRECIATION**

Presented to a person, not a member of the department, who performs an outstanding act for the police department.

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RESCINDS NOVEMBER 01, 2002	**INSPECTIONS**	

I POLICY

Inspection and control is necessary to ensure that policies, procedures, and rules are adequate and are being adhered to, whether department resources are adequate and are being properly utilized, and to evaluate the overall performance and attitude of the department. While a formalized inspections unit may exist, it remains the responsibility of each sworn supervisor to conduct inspections within his command to ensure the proper performance of assigned personnel and the most efficient use of assigned equipment, materials, and facilities. Merely finding fault is not inspecting. Therefore, a sworn supervisor's responsibility does not end with the discovery of a deficiency or inadequacy; it includes taking positive measures to correct the problem.

II DEFINITIONS

STAFF INSPECTION – An inspection specifically conducted by members of the Planning, Research and Inspections Section. All staff inspections are at the direction of either the chief of police or the Support and Administrative Services Division commander.

LINE INSPECTION – An inspection conducted by supervisory personnel immediately responsible for an employee, equipment or facility being inspected.

III PROCEDURES

1. STAFF INSPECTIONS

The purpose of a staff inspection is to promote an objective review of administrative and operational activities, facilities, property, equipment and personnel, outside of regular supervisory inspections. In general, staff inspections focus on agency procedures and encompass a wider scope than line inspections. The staff inspection process shall include five components:

No

1.1 INITIATION AND APPROVAL

Any member of the police department may request the initiation of a staff inspection by submitting a written request through his chain of command to the Planning, Research and Inspections Section.

1.1.1 Requests for staff inspections should be based upon a demonstrated need for the evaluation of a department component, function or procedure.

1.1.2 No staff inspection shall be initiated without the approval of the chief of police or the Support and Administrative Services Division commander.

1.1.3 The chief of police or the Support and Administrative Services commander shall also determine the scope of the staff inspection.

1.2 **NOTIFICATION**

1.2.1 Prior to beginning any staff inspection, a member of the Planning, Research and Inspections Section shall notify, in writing, the commander of the bureau, section or unit included in the inspection.

1.2.2 This written notification shall contain the date the inspection will commence, as well as the date on which it is estimated the inspection will conclude.

1.2.3 The notice will also include the scope of the inspection and will contain a request for documents or materials that will be needed to conduct the evaluation.

1.3 **EVALUATION**

1.3.1 The evaluation component consists of the actual on-site or hands-on inspection of the subject evaluated.

1.3.2 Members of the Planning, Research and Inspections Section shall make use of any and all available reports and materials, as well as personnel interviews, to make a complete evaluation.

1.3.3 The ideals of thoroughness and objectivity shall be foremost throughout the inspection process.

1.4 **REPORTING**

1.4.1 All staff inspections require a written report. The report's format may vary based on the subject of the inspection; however, the report shall always contain a statement of the inspection's results, including both negative and positive findings. The formal report will also contain recommendations for eliminating or lessening any deficiencies found.

1.4.2 Prior to forwarding the final inspection report, the person conducting the inspection shall discuss the findings with the commanders of the bureaus, sections and units evaluated. Their comments, whether in agreement or disagreement with the findings of the inspection, shall be included in the final report.

1.4.3 The inspection report shall be submitted to the commander of the Planning, Research and Inspections Section, who shall review it and forward it to the commander of the Support and Administrative Services Division. The Support and Administrative Services Division commander shall forward reports of inspections initiated at the direction of the chief of police to him after his review. The chief of police will be provided a copy of all other staff inspection reports if not originated by him. If the final report is acceptable, the original shall be permanently filed with the Planning, Research and Inspections Section.

1.5 **FOLLOW-UP EVALUATION**

1.5.1 All staff inspections require a follow-up evaluation. Follow-up evaluations do not require the wide examination that was necessary in the initial inspection. Instead, they will concentrate on the correction of deficiencies found during the first inspection. The timing of follow-up inspections shall be based upon

the amount of time reasonably required to implement corrective actions recommended in the formal inspection report.

1.5.2 Follow-up inspections require the same notifications as does the initial inspection. The findings of the follow-up will also be discussed with the involved bureau, section and unit commander prior to the submission of any report. The commander's comments will be incorporated in the follow-up report. Follow-up reports are to be submitted under the same procedure as the initial inspection report, and will be filed as an addendum to the original report.

2 LINE INSPECTIONS

Each supervisor is responsible for inspecting personnel, activities, and equipment under his supervision and initiating suitable corrective action in the event of failure, error, violation, misconduct, or neglect of duty by a subordinate. The frequency of an inspection depends upon the purpose of the inspection. On a daily basis, an employee's appearance, demeanor and maintenance of equipment are subject to inspection. A more comprehensive equipment inspection will be conducted annually, during the month of April to discover damaged or missing equipment. See Department Manual chapter 303.2 UNIFORM AND EQUIPMENT, section 6.1 ANNUAL INSPECTION OF EQUIPMENT.

2.1 FREQUENCY

Supervisors are responsible for performing line inspections on a daily basis. A visual inspection will be conducted of employees' personal appearance and condition of equipment at the beginning of their work shift. Each bureau commander also possesses the authority to initiate line inspections other than those scheduled.

2.2 REPORTING

The division commander of the involved bureau shall determine what line inspections require a written report and the format of any report filed. Generally, a written report of the inspection is only required if corrective or disciplinary action is needed.

2.3 FOLLOW-UP EVALUATIONS

Supervisors will follow up to ensure that corrective action has been taken regarding unacceptable conditions or performance. If upon re-inspection, the deficiency is not corrected, the supervisor may initiate a DEPARTMENTAL INVESTIGATION FORM (TPD FORM 56).

3 FACILITIES

All supervisory personnel are responsible for reporting building deficiencies. Supervisors should inspect facilities by means of a walk-through or observation. Minor deficiencies should be noted on a Supervisors REPORT (TPD FORM 20.7) and forwarded through the chain of command. Major concerns should be immediately reported to the appropriate division commander.

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EFFECTIVE November 01, 2002			
REVISED July 2, 2024	PART: ADMINISTRATION CHAPTER: STANDARDS OF CONDUCT		PAGES 8
RESCINDS December 1, 2012	**INTERNAL INVESTIGATIONS**		

I POLICY

It is essential that public confidence be maintained when it pertains to the ability of the department to accept, investigate, and properly adjudicate all complaints against the department and its members. Investigations arising from complaints of misconduct shall be conducted fairly and impartially, with truth as the primary objective in determining the appropriate disposition.

II PROCEDURES

1 ACCEPTING COMPLAINTS

1.1 PERSONNEL COMPLAINTS

Any person may file a complaint.

1.2 WHO MAY ACCEPT COMPLAINTS

Any police officer, upon being informed that a person wishes to file a complaint against the department or another police officer, shall immediately notify his immediate command officer who shall then assume responsibility for recording the complaint.

1.2.1 Should the complaint involve the actions of a command officer, the officer shall refer the complainant to his immediate shift/section commander.

1.2.2 The commander shall then follow the established procedure in accepting or referring the complaint.

1.2.3 All complaints shall be submitted in the established management system, unless otherwise directed by a supervisor.

1.3 PERSONNEL COMPLAINT RESTRICTIONS

The sworn supervisor has the prerogative of imposing a twenty-four hour moratorium before recording the complaint, if the complainant appears to be under the influence of intoxicants/drugs of abuse or in a distraught state.

1.3.1 In the event the complainant was just recently arrested, and wishes to complain about the actions of either the arresting or transporting officer, the recording officer has the prerogative of imposing a twenty-four hour moratorium, subject to the conditions outlined in this section.

1.3.2 The sworn supervisor shall forward a SUPERVISOR'S REPORT (TPD FORM 20.7) to his commander including the complainant's name, address, telephone number, basic information relative to the complaint reason for imposing the moratorium, and the information given to the complainant concerning the

right to file a complaint. The commander will forward a copy of the SUPERVISOR'S REPORT to the Internal Affairs Bureau.

1.4 **ACCEPTING COMPLAINTS FROM JUVENILES**

In the event a juvenile is attempting to make a **minor** complaint, the recording officer may refuse to take the complaint unless the juvenile is accompanied by a parent, guardian or other person acting "in loco parentis." The juvenile should be advised to return with a parent or guardian and the complaint may be accepted.

1.4.1 If the juvenile's complaint is of a **major** nature, the recording officer shall make every effort to contact a parent or guardian of the juvenile prior to accepting the complaint. In the event a parent or guardian cannot be contacted, the complaint shall be accepted.

1.5 **THIRD PARTY COMPLAINTS**

Third party complaints shall be accepted.

1.5.1 The recording officer shall make a reasonable effort to contact the aggrieved to confirm the substance of the complaint.

1.5.2 Should these efforts fail, a CITIZEN ADVISORY FORM (TPD FORM 5.7) shall be completed and routed through channels to the Internal Affairs Bureau where it will be filed under the complainant's name.

1.6 **ANONYMOUS COMPLAINTS**

Anonymous complaints will be accepted. However, when a single anonymous complaint is made against the department or a police officer and there is no corroborative evidence of any kind, the accused police officer shall not be required to submit to an interrogation or submit a report.

1.7 **ACCEPTING COMPLAINTS CONCERNING CIVILIAN EMPLOYEES**

Officers or supervisors aware of a complaint against a civilian employee of the department shall treat the complaint in the same manner as that made against a sworn officer. Only command officers can initiate a DIF against a civilian employee. All submissions shall be submitted outside of the management system.

1.7.1 **ROUTING**

(a) The original DIF shall be routed promptly and directly to the Internal Affairs Bureau.

(b) A copy of the DIF shall be sent to the deputy chief of the appropriate division.

1.7.2 REMOVED

2 **FILING COMPLAINTS**

2.1 **PERSONNEL COMPLAINT INVESTIGATION**

All administrative complaint investigations will be conducted, documented and reported in the manner described in the police department's Supervisor's Procedural Guide to Personnel Complaint Investigations.

2.2 **RECORDING COMPLAINTS**

All personnel complaints, excluding civilian employees shall be initiated on the DEPARTMENTAL INVESTIGATION FORM (DIF) utilizing the management system. The complainant may sign the DIF which will then be submitted by the recording officer.

2.2.1 Any statements made by the complainant and witnesses may be tape recorded at the discretion of the recording officer. In the event the complainant refuses to sign the DEPARTMENTAL INVESTIGATION FORM, the recording officer shall complete the DIF, which will then be treated as an anonymous complaint.

(a) Officers submitting a complaint from a citizen shall complete the DIF in the management system.

(b) When complete, the DIF shall be printed from the management system and the citizen shall sign on the citizen complainant signature line.

(c) The DIF shall then be uploaded into the management system as an attachment.

2.2.2 Should the preliminary inquiry into the complaint determine conclusively that the allegation did not occur, or should the initial consultation with the complainant fail to produce an allegation which is a violation of any rule, regulation, or directive of the department **or** a violation of any law, the sworn supervisor shall:

(a) Explain to the complainant that the allegation is not a violation of policy.

(b) Make referrals where appropriate.

(c) Complete a CITIZEN ADVISORY FORM (TPD FORM 5.7) and forward through the management system to the Internal Affairs Bureau.

2.3 COMPLAINT INFORMATION SHEET

Sworn supervisors accepting a personnel complaint shall give the complainant a copy of the CITIZEN COMPLAINT INFORMATION SHEET (TPD FORM 27.2) and ensure that the receipt portion is properly completed. The sworn supervisor shall answer any questions the complainant may have concerning either the information sheet or the complaint process.

2.4 MINOR COMPLAINTS

2.4.1 Generally, complaints that may be considered minor encompass violations of administrative and procedural nature or conduct which negatively reflects solely upon the individual officer, all of which is non-criminal in nature, and occurs either on or off duty.

(a) Examples of a minor complaint include, but are not limited to:

- Failing to answer a subpoena.
- Failure to follow procedures when reporting off/returning from sick.
- Failure to complete required reports.
- Discourtesy.
- Abuse of sick time.

(b) A minor complaint is not precluded from being made the subject of a disciplinary hearing.

2.4.2 ROUTING

(a) The original DIF shall be routed promptly and directly to the Internal Affairs Bureau through the management system.

(b) The deputy chief of the appropriate division shall be selected through the management system.

- In the event the officer cannot be identified, the Internal Affairs Bureau shall attempt to identify the officer and refer the complaint

back through the chain of command to the proper division commander.

- Should the division commander find it necessary, he may, in writing, request the assistance of the Internal Affairs Bureau in conducting certain aspects of the investigation.

(c) It is the responsibility of the section submitting the DIF to properly route and/or investigate complaints. A working copy of a minor complaint shall be made by the section submitting the DIF for use in the investigative process.

2.5 **MAJOR COMPLAINTS**

2.5.1 Major complaints involving inappropriate conduct of a serious nature or criminal behavior of an employee, whether on-duty or off-duty. Examples include but are not limited to:

- Unnecessary or excessive force
- Gross Insubordination
- Dishonesty
- On-duty intoxication
- Criminal Complaints
- Conduct subversive or prejudicial to the good of the order and discipline of the police department

2.5.2 **ROUTING**

(a) The original copy of the DIF shall be routed promptly and directly to the Internal Affairs Bureau for assignment and investigation through the management system.

(b) The deputy chief of the appropriate division shall be selected through the management system.

2.5.3 Allegations of criminal conduct, alleged at the time of complaint or discovered during the course of the investigation will be directed immediately to the deputy chief of the Investigative Services Division for assignment.

3 **INVESTIGATING COMPLAINTS AND DISPOSITION OF COMPLAINTS**

3.1 **INTERNAL AFFAIRS BUREAU**

3.1.1 The commander of the Internal Affairs Bureau is responsible for the investigation and disposition of all major complaints and those complaints referred by a division commander or the chief of police.

3.1.1.1 Allegations of criminal conduct shall be investigated by the Investigative Services Division (See 2.5.3).

3.2 **DIVISION COMMANDER**

The division commander, or his designee, is responsible for the investigation and disposition of all minor complaints and any other complaint that is referred to him by the Internal Affairs Bureau or the chief of police.

3.3 **DIVISION LEVEL INVESTIGATIONS**

Any sworn supervisor assigned to investigate a personnel complaint shall, upon completing his investigation, evaluate the findings and make a recommendation for disposition of the investigation to his commander. This recommendation shall be made by utilizing the **COMPLAINT RESPONSE FORM (TPD FORM 27.1)**.

3.3.1 When the final recommendation is in favor of the involved officer, and upon concurrence of the division commander, the complaint shall be closed.

3.3.2 When the final recommendation is adverse to the involved officer, a determination of the appropriate corrective action will then be made by the concerned division commander and/or the chief of police as to the appropriate corrective action.

3.3.3 The sworn supervisor assigned to investigate the complaint shall notify the complainant and the involved officer of the finding in writing.

3.3.4 The finding shall be explained in terms consistent with the **CITIZEN COMPLAINT INFORMATION SHEET (TPD FORM 27.2)**

3.3.5 COMPLAINT RESPONSE FORMS shall be completed, reviewed, signed, and forwarded to the Internal Affairs Bureau for proper recording through the management system along with any signed counseling or discipline as an attachment.

3.4 OFFICER OF NEXT HIGHER RANK TO INVESTIGATE

In all cases, every effort should be made to have the complaint investigated by a command officer of at least the next higher rank.

3.5 MINOR PERSONNEL COMPLAINTS INVESTIGATION

All complaints alleging minor, non-criminal conduct will be initially investigated by the commanding officer receiving the complaint (or his designee) if it involves personnel under his command. Otherwise, procedures outlined below shall be followed.

3.5.1 Minor complaints will be investigated by the involved officer's shift, unit or section commander, or his designee.

3.5.2 The Internal Affairs Bureau may assist division, bureau, shift, section or unit commanders when requested.

3.5.3 At the request of the chief of police, the Internal Affairs Bureau may make independent investigations.

3.6 PERSONNEL INVESTIGATIONS; CRIMINAL

The original, signed/submitted DIF and all related copies of complaints alleging criminal involvement on the part of any member of the department shall be directly routed to the Internal Affairs Bureau.

3.6.1 The Internal Affairs Bureau shall conduct the administrative investigation.

3.6.2 The Investigations Bureau shall conduct a separate criminal investigation. The command officer investigating the criminal complaint will conduct his investigation in a manner that affords the suspected employee the same rights as any private citizen under similar circumstances.

3.6.3 This manual section does not preclude a sworn supervisor from initiating an investigation into possible criminal conduct of a department employee if the offense is alleged to be in progress and a delay would jeopardize the safety of officers or others, or circumstances dictate immediate action is necessary.

3.6.4 Investigating officers shall not make any public statement regarding the investigation. The results of the criminal investigation shall be submitted to the commander of the Internal Affairs Bureau.

3.7 COMPLAINANT/OFFICER CONFRONTATION

If a complainant appears in person to file a complaint against an officer, and the subject officer is on duty at the time, it is within the discretion of the sworn supervisor accepting the complaint to have the complainant meet the officer if the officer agrees to the meeting.

3.7.1 If the officer refuses to meet the complainant, no confrontation shall be attempted.

3.7.2 The DIF shall then be completed.

3.8 DISPOSITION OF COMPLAINTS

All personnel complaint investigations shall conclude with one of the following dispositions:

3.8.1 **SUSTAINED** – The investigation established sufficient evidence to clearly show that the wrongful act alleged in the complaint did occur.

3.8.2 **SUSTAINED – NO PENALTY -** The investigation established sufficient evidence to clearly show that the act alleged in the complaint did occur. However, the chief of police, at his/her sole discretion based on mitigating circumstances, has decided not to issue discipline.

3.8.3 **NON-SUSTAINED** – The investigation was unable to find sufficient evidence to prove or disprove the allegation of a wrongful act made in the complaint.

3.8.4 **EXONERATED** – The act described in the complaint did occur, however the investigation revealed the act was lawful and in accordance with established department policy and procedures.

3.8.5 **UNFOUNDED** – The investigation proved conclusively that the alleged act did not occur and/or the accused officer did not commit the act or there is no credible evidence to support the complaint.

3.8.6 **INSUFFICIENT EVIDENCE** – The chief of police has determined that an investigation is unable to proceed due to a lack of cooperation on the part of the complainant or an inability to contact the complainant.

4 INTERNAL AFFAIRS BUREAU, DISCIPLINARY HEARINGS AND FILE RETENTION

4.1 INTERNAL AFFAIRS BUREAU

The Internal Affairs Bureau is commanded by an officer designated by the chief of police, and the bureau itself is a part of the administrative function of the Department of Police Operations.

4.1.1 The Internal Affairs Bureau coordinates, investigates and/or exercises staff supervision on behalf of the chief of police concerning allegations of misconduct against members of the department.

4.1.2 Investigations conducted by the Internal Affairs Bureau shall be impartial, with evidence both favorable and unfavorable gathered and documented with truth as the ultimate objective.

4.1.3 The Internal Affairs Bureau is responsible for the presentation of evidence obtained in the course of an investigation at disciplinary hearings.

4.2 DISCIPLINARY HEARINGS

Should it be determined at the division level that a disciplinary hearing on the complaint is necessary, the complaint shall be forwarded to the Internal Affairs Bureau for review, preparation and service of formal charges.

4.3 **DISCIPLINARY HEARING; WITNESS**

To provide for the complete presentation of evidence at a disciplinary hearing, the following shall outline the procedure for notification and compensation of witnesses appearing at a hearing before the chief of police.

4.3.1 If the charged employee desires to have a witness called that the department has not indicated will be called, the employee may submit the name to the chief of police, through the Internal Affairs Bureau, along with a brief statement as to what the witness can testify to, and request the witness be called.

4.3.2 This request shall be submitted to the chief of police allowing adequate time for determination on the matter and notification to be made.

4.3.3 No overtime compensation will be provided to any police employee witness and no on-duty employee will be excused to testify, unless his attendance has been authorized by the chief of police or his designee.

4.3.4 It shall be the responsibility of the employee charged to secure and notify any other witnesses not covered by these procedures.

4.4 **ON-DUTY WITNESSES**

If the witness is an employee of the department that is on duty at the time of the hearing and the chief of police determines the witness has information to contribute during the hearing, the chief will authorize the witness to be excused from duty to testify at the hearing. Such authorization and notification shall be made only by the chief of police or his designee.

4.5 **OFF-DUTY WITNESSES**

If the witness is an employee of the department that is off duty at the time of the hearing and the chief of police determines the witness has information to contribute, the chief will authorize the appearance as well as compensation for such witness to testify at the hearing.

4.5.1 The witness shall be compensated under the court appearance provisions of the respective employee labor agreement.

4.5.2 The authorization and notification shall be made only by the chief of police or his designee.

4.6 **CHARACTER WITNESSES**

The purpose of a hearing is to determine the guilt or innocence of the employee charged. Character witnesses shall not testify at a disciplinary hearing.

4.6.1 If an employee is determined to be guilty, the chief will accept written statements attesting to the character of the employee, prior to the determination of any penalty.

4.6.2 Such statements must be submitted at the time of the hearing.

4.7 **INTERNAL AFFAIRS TO MAINTAIN FILES**

4.7.1 All complaints investigated with any finding shall be forwarded and maintained by the Internal Affairs Bureau.

4.8 **INTERNAL AFFAIRS BUREAU INVESTIGATIONS**

All personnel complaint investigations conducted by the Internal Affairs Bureau shall contain a recommendation for disposition.

4.8.1 Upon the concurrence of the Bureau commander, the appropriate action will be taken.

(a) The subject officer and the complainant shall be notified in writing of the final disposition in terms consistent with the CITIZEN COMPLAINT INFORMATION SHEET (TPD FORM 27.2). Additionally, a CIVILIAN POLICE REVIEW BOARD appeal form shall accompany the complainant's notification in all externally-generated, citizen-based complaints.

4.9 **RETENTION PERIODS**

All suspensions, reprimands, and counselings shall be retained in an officer's disciplinary file no longer than the retention periods outlined in the employee's labor agreement. With the exception of those cases that are the subject of litigation or other court action, all case files shall be retained no longer than the retention periods outlined in the employee's labor agreement and/or approved public records retention schedules (Freedom of Information Act (FOIA), or state public records act, *Ohio Sunshine Laws, etc.*), whichever is longer.

4.9.1 Retention periods for administrative complaint investigations are in conjunction with Ohio History Connection guidelines, which are, as follows:

(a) Sustained administrative complaint investigations, 30+ days suspended, five years from completion and disposal.

(b) All other completed administrative complaint investigations, four years from completion and disposal.

5 **FALSIFICATION CHARGES**

5.1 **FALSIFICATION CHARGES ARISING FROM PERSONNEL COMPLAINTS**

At the conclusion of the investigation of a personnel complaint, when facts have been established to indicate the complainant knowingly made false statements, the Internal Affairs Bureau shall contact the Toledo Municipal Court Prosecutor's Office for a recommendation regarding the filing of criminal charges against the complainant.

5.1.1 Should the Municipal Prosecutor concur that there is sufficient evidence to file a criminal charge; the commander of the Investigations Bureau shall be notified of the prosecutor's opinion.

5.1.2 The Investigations Bureau commander shall then cause an independent investigation into the matter to gather the evidence necessary for prosecution.

5.1.3 If, after reviewing the investigation, the prosecutor decides to proceed, he will prepare a criminal complaint for signature based upon the facts and evidence available.

5.1.4 Only the sworn supervisor who originally received the personnel complaint may file charges and only with the recommendation and assistance of a prosecutor.

5.1.5 All officers are advised that a disposition of "unfounded" does not necessarily imply that a charge of falsification can be proven.

DIRECTIVE 103.7	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES	
EFFECTIVE November 01, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED December 1, 2012	PART: ADMINISTRATION CHAPTER: STANDARDS OF CONDUCT	PAGES 2
RESCINDS November 01, 2002	**WORKPLACE VIOLENCE**	

I POLICY

The Toledo Police Department is committed to maintaining a healthy and safe working environment for its employees with the goal of preventing workplace violence of any kind. This is achieved by establishing a secure working environment, educating employees, creating procedures that enable the reporting of incidents and the correction of potentially violent situations.

II DEFINITIONS

VIOLENCE in the workplace may consist of, but is not limited to, the following actions whether intentional or reckless:

- Damage or the threat of damage to personal property.
- Damage or the threat of damage to city property.

HARASSMENT – Unwarranted verbal threats toward persons or property, the use of vulgar or profane language towards others, disparaging or derogatory comments or slurs, offensive/aggressive sexual flirtations and propositions, intimidation or exaggerated criticisms, obscene gestures, posters and cartoons.

STALKING (MENACING BY STALKING) – To knowingly, by engaging in a pattern of conduct, cause another to believe that the offender will cause the other person physical harm or mental distress.

WEAPONS – Brandishing of weapons of any kind or objects that could reasonably be perceived as weapons, unless doing so is in compliance with department guidelines and the Use of Force Continuum.

PHYSICAL HARM/THREATS – Physically harming or threatening to harm an individual, unless such actions are required in the course of the employee's duties and comply with the Use of Force Continuum.

RAPE or other sexual assault.

HOMICIDE, unless performed in the course of an employee's duties and in compliance with department guidelines and the Use of Force Continuum.

WORKPLACE – All buildings, parking lots, property and structures owned, leased or operated by the City of Toledo and all vehicles owned, leased or operated by the city; any other area where employment-related activities occur, whether on or off duty, including outside training and conferences.

II PROCEDURES

1 Employees shall not participate, initiate, engage in alone or with others or encourage another to violate the workplace violence policy.

Employees shall notify their immediate supervisor as soon as possible of any potentially violent situation or any threat, assault or violent act (as defined) toward an employee by any individual.

NOTE: This requirement is not intended to apply to arrest situations in which an officer is threatened or assaulted by an arrestee.

1.1 In most instances, the supervisor who is made aware of any such problem shall prepare an UNUSUAL INCIDENT REPORT.

1.2 It shall be the supervisor's responsibility to determine whether the affected section commander should be immediately notified, based on the apparent seriousness of the situation.

1.3 The department will take the steps it deems necessary to immediately address and remedy the problem.

1.4 All department employees shall comply with this order.

DIRECTIVE 103.8	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November, 01, 2002		
REVISED December 1, 2012	PART: ADMINISTRATION CHAPTER: STANDARDS OF CONDUCT	PAGES 2
RESCINDS November, 01, 2002	**PERSONAL HARASSMENT**	

I POLICY

It is the policy of the Toledo Police Department to guard against improper conduct in order to maintain a quality working environment for all employees of this department. Employees are entitled to a workplace free from intimidation, humiliation, insult, physical abuse, verbal abuse or actions of a sexual, ethnic, racial or religious nature.

II DEFINITION

PERSONAL HARASSMENT – Personal harassment includes unwelcome sexual advances or requests for sexual favors or sexual, racial, ethnic or religion related jokes, comments, insults, cartoons or innuendoes or other verbal or physical conduct that could be construed as offensive or sexual in nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting that individual.
- Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive workplace.

III PROCEDURES

1 PERSONAL HARASSMENT

No employee of the Toledo Police Department shall personally harass another member. No employee of the department shall initiate, engage in alone or with others, or encourage another to violate any portion of this section.

2 SUPERVISORS ACCOUNTABLE

It shall be the responsibility of the Toledo Police Department to take appropriate action to prevent offensive physical and verbal conduct from occurring and to deal with all such reported incidents in a fair, impartial and speedy manner.

2.1 All complaints or incidents shall be investigated on a case-by-case basis.

2.2 When it is determined that a violation has occurred, action shall be taken to remedy the situation and to prevent any reoccurrence.

2.3 All supervisors shall be accountable to prevent personal harassment incidents from occurring within their work jurisdiction and to report any such incidents coming to their attention regardless of where they occur within the department.

3 REPORTING PERSONAL HARASSMENT

3.1 Incidents of personal harassment shall be reported to the commander of the Internal Affairs Section or any other supervisor of the employee's choosing. The reports shall be forwarded directly to the commander of the Internal Affairs Section for investigation.

3.2 Nothing in this policy prevents an employee from directly contacting the Office of Diversity and Inclusion of the City of Toledo to file a complaint in addition to, or in lieu of, contacting the Internal Affairs Section.

DIRECTIVE 103.9	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED July 2, 2024	PART: ADMINISTRATION CHAPTER: STANDARDS OF CONDUCT	PAGES 8
RESCINDS September 22, 2017	**DRUG AND ALCOHOL POLICY**	

I POLICY

The Toledo Police Department recognizes illegal drug usage as a threat to the public safety and welfare of the employees of the department.

Thus, the Toledo Police Department will take the necessary steps, including drug testing, to eliminate illegal drug usage by its employees. The goal of this policy is prevention and rehabilitation rather than termination. The illegal use of drugs and alcohol by employees of this department can have a major impact on job performance.

II PROCEDURES

1 IMPACT OF DRUG USE

1.1 DRUG-RELATED CRIMES

The department is especially sensitive to the fact that even the one-time usage of a controlled substance feeds into a vast network of criminal activity. Frequent use of drugs may lead to selling drugs, theft of drugs, theft of evidence, commission of other serious crimes, association with criminal corruption and involvement with organized crime.

1.2 UNRELIABLE WITNESSES

Employees who have used or abused drugs can easily be discredited as a witness in a court case.

1.3 MORALE AND LOSS OF PUBLIC TRUST

A scandal involving illegal drug usage in the police department would have a major impact on the vast majority of employees who have earned the public's trust. The department would face speculation about the integrity and the willingness of the department to police its own.

1.4 SAFETY AND LIABILITY ISSUES

Department members have a number of responsibilities that set them apart from employees in other organizations:

- They are entrusted with firearms.
- They operate vehicles, sometimes under emergency conditions.
- They have the authority to deprive others of their liberty.
- They provide back-up to other officers in dangerous and sometimes life-threatening situations.
- They may be recalled to duty 24 hours a day.

2 DRUG TESTING; NOTIFICATION

2.1 ASSIGNMENT/SPECIALIZED UNIT - NOTIFICATION/TESTING

Personnel assigned to special units as specified in the respective bargaining agreements, and those in the Special Operations Bureau may be ordered at the Chief's discretion to submit a urine sample for testing for illegal drug usage once each calendar year.

2.1.1 A calendar year shall be from January 1 to December 31.

2.1.2 The Chief of Police or his designee shall determine the date and time of the testing.

2.1.3 All notifications of assignment-related drug testing shall be made in writing on an ILLEGAL DRUG USAGE SCREENING FORM (TPD FORM 5.10).

2.1.4 During normal business hours, a sworn supervisor of at least one rank higher and/or the Personnel Section Commander or his designee shall accompany the officer to the city physician's office.

2.1.5 The officer shall then be ordered to submit a urine sample according to the specific procedures established by the city physician's office.

2.2 PROMOTION-RELATED NOTIFICATION/TESTING

Sworn personnel may be tested as a requirement of promotion.

2.2.1 Officers tested as a requirement of promotion shall be notified of the place and time of the test.

2.2.2 All notifications of promotion-related drug testing shall be in writing on an ILLEGAL DRUG USAGE SCREENING FORM.

2.3 REASONABLE SUSPICION NOTIFICATION/TESTING

Any employee may be tested for illegal drug usage based on reasonable suspicion, **whether on-duty or off-duty**.

2.3.1 Reasonable suspicion is a lesser standard than probable cause.

2.3.2 There is reasonable suspicion when there is some articulable basis for suspecting the employee is using illegal drugs or using intoxicants.

2.3.3 This section removed.

2.3.4 All notifications to submit to drug testing due to reasonable suspicion shall be made in writing on an ILLEGAL DRUG USAGE SCREENING FORM AND FITNESS FOR DUTY USE OF INTOXICANTS FORM (TPD FORM 5.12).

2.3.5 It is the policy of the department to collect urine samples in a medical setting. Generally, the sample should be collected during normal business hours at the office of the designated city physician. However, samples may be collected in other medical settings during other than normal business hours.

2.4 RANDOM NOTIFICATION/TESTING

Employees whose labor agreement allows for random testing for illegal drug usage may be ordered to submit a urine sample to test for illegal drug usage. Whenever they are selected for such testing, employees will be required to submit a urine sample through the random method utilized by the Department's drug screening provider.

2.4.1 The Chief of Police or his designee shall determine the date, time and location of the testing.

2.4.2 All notifications, of random drug testing, shall be made in writing on an ILLEGAL DRUG USAGE SCREENING FORM.

2.5 INCIDENT-RELATED NOTIFICATION/TESTING

Employees whose labor agreement allows for testing based on their involvement in an incident-related action (e.g., vehicle operator in an on-duty traffic accident, officer-involved shooting, etc.) may be ordered to submit a urine sample to test for illegal drug usage, if they are involved in a covered incident.

2.5.1 Covered incidents are outlined in the current labor agreement.

(a) Immediate testing based upon reasonable suspicion or probable cause is not limited to the listed incidents or to duty status. Testing procedures found in Directive 103.9/3.2 – SUPERVISORY RESPONSIBLITIES shall be utilized.

2.5.2 When an employee whose labor agreement calls for such testing is involved in an incident-related action, the employee's Deputy Chief shall be immediately made aware of the facts surrounding the incident.

2.5.3 The Deputy Chief shall determine whether or not the employee shall be required to submit a urine sample to test for illegal drug usage.

2.5.4 When it is determined that an employee is to be tested as a result of an incident-related action, he shall be given a written order setting forth the time and date of the test, on an ILLEGAL DRUG USAGE SCREENING FORM AND FITNESS FOR DUTY USE OF DRUGS OR INTOXICANTS FORM.

2.5.5 A sworn supervisor of at least one rank higher, and the Personnel Section Commander or his designee, shall accompany the employee to the city physician's office.

2.5.6 The employee shall then be ordered to submit a urine sample according to the specific procedures established by the city physician's office.

3 FITNESS FOR DUTY; DRUG OR ALCOHOL TESTING

Supervisors are periodically faced with fitness-for-duty situations where immediate action is required. The following is an attempt to clarify and simplify some of the issues involved in the most common types of fitness-for-duty situations.

3.1 INTOXICATED EMPLOYEE OR SUSPECTED DRUG USE

3.1.1 If the employee is driving and probable cause exists to believe the employee is under the influence of alcohol and/or a drug of abuse, a criminal charge of OVI may exist.

(a) Any employee suspected of OVI, whether on or off duty, shall be treated the same as any other citizen suspected of OVI.

3.1.2 If the employee is not driving, the basis for the testing of an on-duty or off-duty employee is *reasonable suspicion*; a lesser standard than probable cause. There is reasonable suspicion when there is some articulable basis for suspecting the employee is using illegal drugs or under the influence of alcohol.

3.2 SUPERVISORY RESPONSIBILITIES

When an employee is suspected of driving under the influence; or there is reasonable suspicion that an employee is using illegal drugs; or there is reasonable suspicion that an on-duty employee has consumed alcohol or is under the influence of alcohol; or an off-duty officer has consumed *any* amount of alcohol and acts in the capacity of a police officer, or identifies himself as a police officer:

3.2.1 A sworn supervisor of at least the next higher rank must immediately be notified and respond to the scene. If a civilian employee is involved, the employee's supervisor shall contact the shift commander, who will immediately respond to the scene.

3.2.2 The employee shall be **immediately** relieved of duty. The sworn supervisor shall immediately relieve the employee of his service weapon, Taser, police radio, ID card (civilians included) and badge/hat piece.

3.2.3 An employee suspected of being under the influence of drugs or alcohol **shall** be administered field sobriety tests for criminal proceedings. Field sobriety tests are not required when testing an employee for **administrative charges**.

3.2.4 Prior to testing for **administrative charges**, inform the employee of his right to union representation.

3.2.5 Per the T.P.C.O.A. and T.P.P.A. labor agreements, employees must be informed of the Toledo Police Department's drug testing policy before testing is administered for **administrative charges**.

3.2.6 Notify the employee's section commander. The section commander shall then ensure that the employee's deputy chief, as well as the commanders of the Internal Affairs and Personnel Sections are notified **immediately** (if non-business hours, contact may be made through Communications).

(a) During business hours, the Personnel Section Commander shall review facts with the Chief of Police to determine if reasonable suspicion exists and notify the Safety Director.

(b) After business hours, the Personnel Section Commander and the respective deputy chief will determine if reasonable suspicion exists; then, the Personnel Section Commander will notify the Safety Director the next day.

(c) The respective deputy chief shall notify the Chief of Police.

3.2.7 Follow any and all instructions received by the Personnel Section Commander.

(a) This may include instructions for transporting the employee to a specific medical facility (if not an OVI), where the testing will take place.

(b) The Personnel Section Commander will meet the sworn supervisor and the employee at the medical facility.

(c) The Personnel Section Commander will make all arrangements with the medical facility.

3.2.8 The officer must be offered a breathalyzer test as it relates to the criminal or traffic charges of OVI or, if the employee was not driving, the administrative charge of use of intoxicants.

3.2.9 If the employee is being charged with the criminal charge of OVI or administrative charge of being intoxicated while on-duty, and refuses the breathalyzer test, the Personnel Section Commander, or his designee, shall order the employee, in writing, to submit to the breathalyzer test for administrative purposes using FITNESS FOR DUTY USE OF INTOXICANTS.

(a) Refusal could result in the **administrative charge** of GROSS INSUBORDINATION, WILLFUL VIOLATION and/or CONDUCT UNBECOMING AN OFFICER.

(b) The officer shall be advised that refusal of the order could be the basis for disciplinary action up to and including dismissal from the department.

3.2.10 If the breathalyzer test is unable to be administered, another test may be given. Reasons for other tests may be, but are not limited to:

(a) Breathalyzer machine is not operating.
(b) Employee is unable, due to medical conditions, to take a breathalyzer test.

3.2.11 A sworn supervisor shall remain with the employee at all times, including transport.

3.2.12 The employee shall not be allowed to operate any vehicle.

3.2.13 The sworn supervisor shall cite the employee for any appropriate criminal/traffic OVI violations. Copies of the citation(s) shall be included with the UNUSUAL INCIDENT REPORT (TPD FORM 40.0) and/or DEPARTMENT INVESTIGATION FORM REPORT (TPD FORM 5.6).

3.2.14 As with any private citizen charged with OVI, booking is optional as long as there is a responsible party to whom the arrested person may be released. At no time shall an on-duty officer serve as the responsible party to whom the arrested employee is released.

3.2.15 If the employee was not driving nor booked at the Lucas County Corrections Center, the sworn supervisor shall make arrangements to have the employee driven home by someone other than an on-duty employee. At no time shall an employee relieved of duty for drugs or intoxication be allowed to operate any motor vehicle.

4 URINE SAMPLES; CUSTODY

4.1 URINE TESTING

4.1.1 The sworn supervisor who relieves the employee of duty shall transport and remain with the employee at all times, until the employee has submitted a sufficient sample and the process has been completed. However, in order not to cause embarrassment to the employee, the sworn supervisor shall generally not be required to witness the submission of the urine sample, unless required by the policies of the medical facility.

4.1.2 The submission of samples taken during assignment/promotion-related testing shall not be witnessed.

4.1.3 This section deleted.

4.1.4 An employee, who in the judgement of the collecting official, attempts to substitute another person's urine, alter by placing or mixing any foreign substance into the sample bottle with his urine, or in any other way, tampers with the collection process, will be required to remain at the medical facility and submit a proper sample.

4.1.5 Once the sample has been collected, the sworn supervisor shall be directed by the Personnel Section Commander where to take the employee.

4.1.6 All required and appropriate reports (i.e., UI, DIF, Supplemental) shall be completed immediately with one copy forwarded to the employee's deputy chief, one copy to the Personnel Section Commander, and one copy forwarded to the Chief of Police. All envelopes containing reports shall be sealed and marked **PERSONAL & CONFIDENTIAL**.

4.2 SAMPLE AND CHAIN OF CUSTODY

A urine sample collected at the city physician's office shall remain in his custody. The procedures established by his office for the preservation of the integrity of the sample shall be followed.

4.2.1 The urine sample collected for testing shall normally be obtained as the result of one void.

4.2.2 A minimum of 30 cc of urine must be obtained at one time in order for a split sample to be obtained. For those samples testing positive, the split sample will be subject to a second analysis at a second approved laboratory.

4.2.3 If less than 30 cc of urine is obtained, there will be no split sample. However, the original sample, if tested positive, will continue to be kept and available for testing at a separate laboratory.

4.3 **SAMPLES NOT COLLECTED BY CITY PHYSICIAN**

Incidents may occur where samples may be collected at medical locations other than the city physician's office. When the Personnel Section Commander is notified, he shall respond to the employee's location. The Personnel Section Commander shall supervise the collection of the sample. In addition to the other provisions of this order, he shall ensure the following steps are adhered to:

4.3.1 The name and department I.D. number of the employee submitting the sample are securely affixed to the bottle used to collect the sample.

4.3.2 The sample is collected directly from the employee submitting the sample or the medical personnel receiving the sample.

4.3.3 The sample is properly sealed and is marked on the top of the container with the initials of the employee submitting the sample, along with the initials of the medical personnel receiving the sample.

4.3.4 The Personnel Section Commander shall take custody of the sample and deliver it to the city physician's office.

4.3.5 The city physician will make the request for analysis of the sample and ensure that his standard procedures are followed.

4.4 **ANALYSIS OF SAMPLE**

The urine sample from the employee will be analyzed at a laboratory selected by the city.

4.4.1 The laboratory will use established scientific principles in the analysis of the sample. However, to insure the highest degree of reliability, in every case where the initial screening test is positive, there shall be a confirmation test.

4.4.2 Only samples testing positive through the confirmatory test will be reported as positive.

4.4.3 Normally the EMIT test will be used as the initial screening test and Gas Chromatograph Mass Spectrometry (CG/MS) will be the confirmatory test.

4.4.4 REMOVED

4.4.5 The positive levels of other drugs being tested for will be determined by the established standards of the testing laboratory.

4.4.6 The confirmation test shall be qualitative in nature rather than quantitative.

4.5 **PROHIBITED SUBSTANCES -- DRUG FREE WORK PLACE:**

4.5.1 The use of, or presence of a prohibited substance in an employee's system while on or off duty, is not permitted. Prohibited substances include: illegal drugs, prescription drugs not taken as prescribed and marijuana, including medical marijuana. Alcohol is defined as a prohibited substance when an officer is acting in an official capacity.

Marijuana remains an illegal controlled substance at the Federal level under the Controlled Substance Act. As such, department personnel, whether qualified or not by the Ohio Medical Marijuana Control Program, shall not be considered "fit for duty" if they are using or ingesting marijuana, including marijuana for medical purposes.

(a) Any employee or volunteer of the department who has applied for, intends to apply for, received, or been denied a card as a “qualifying patient" under the Ohio Medical Marijuana Control Program, shall immediately notify the Chief of Police of any such action in writing.

(a) Any employee or volunteer of the department who has applied for, intends to apply for, received, or been denied a card as a "caregiver" under the Ohio Medical Marijuana Control Program, shall immediately notify the Chief of Police of any such action in writing.

(b) Any employee or volunteer of the department who has any person living within their residence who is considered, under the Ohio Medical Marijuana Control Program, to be a "qualified patient" or "caregiver" shall immediately notify the Chief of Police in writing indicating the person’s name and what relationship the department member has with the person(s).

(c) No member of the department shall be permitted to own, operate, manage, be employed by, be financially involved in, or be otherwise involved in the operation, in any way, of any marijuana cooperative, dispensary, business or location that is used to manufacture, grow, process, use, sell, distribute or dispense marijuana for medical purposes, or any location that is involved in the sale or distribution of any paraphernalia that can be used for any of the above.

(d) No member of the department shall be permitted to be a "caregiver" as defined by the Ohio Medical Marijuana Control Program for any person, unless so authorized in writing by the Chief of Police. Permission may be granted by the Chief of Police to allow a member to be a "caregiver" in extreme circumstances and only for persons of the department member’s immediate family who are residing with the department member.

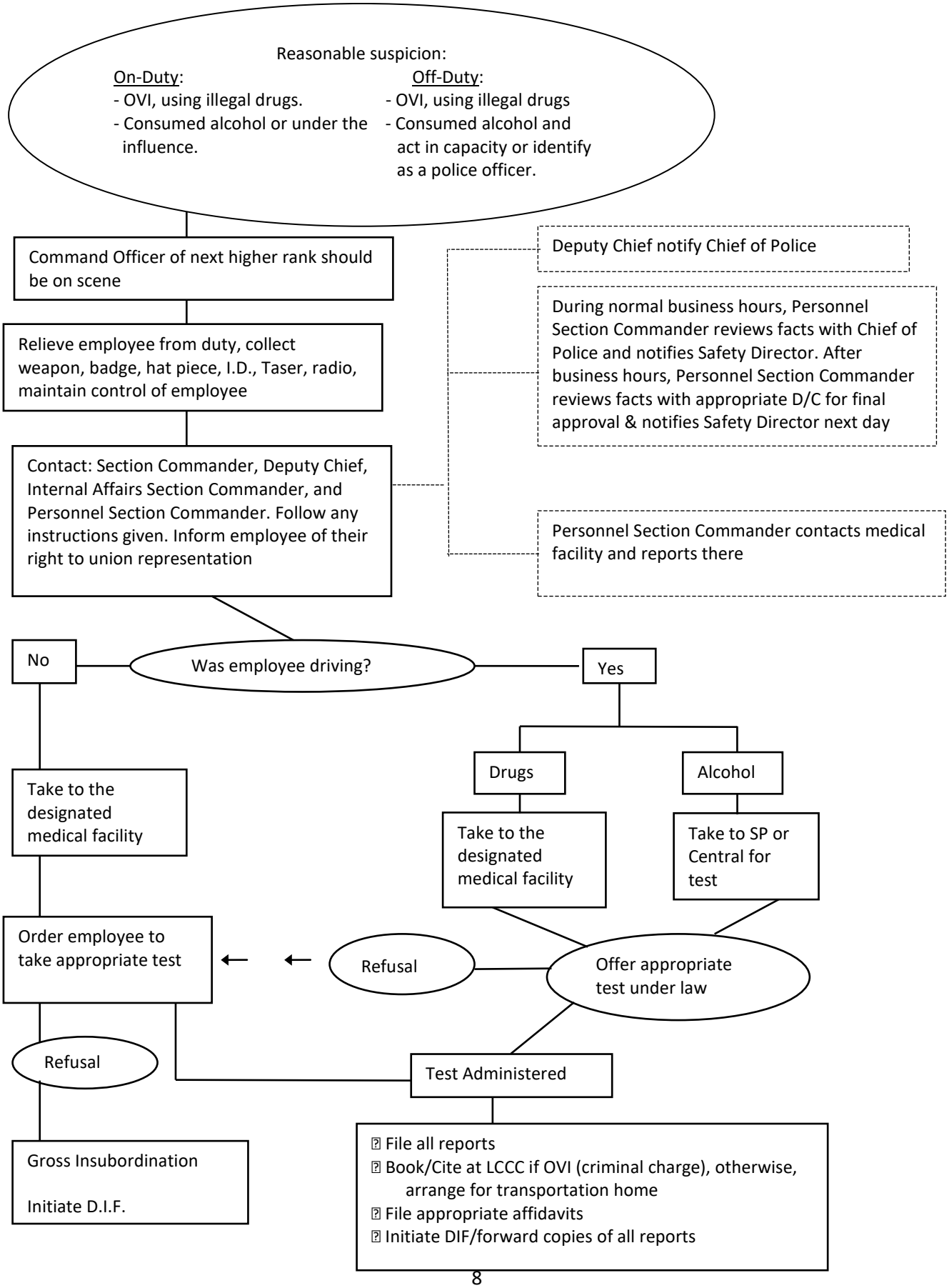
4.5.2 Personnel are required to comply with the federal Comprehensive Drug Abuse Prevention and Control Act (also known as the federal Controlled Substances Act) which considers marijuana to be a Schedule I controlled substance. Department personnel are prohibited from manufacturing, distributing, dispensing, or possessing a controlled substance, including marijuana. The manufacture or sale of controlled substances in performance of a work assignment must receive prior authorization from the Chief of Police.

4.5.3 Officers are further prohibited from using marijuana by the federal Gun Control Act, which prohibits an individual who uses marijuana from possessing a firearm or ammunition.

4.6 DISCIPLINE

Those employees testing positive for a prohibited substance may be subject to the disciplinary process.

103.9 DRUG AND ALCOHOL POLICY



DIRECTIVE 103.10	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED February 13, 2018	PART: ADMINISTRATION CHAPTER: STANDARDS OF CONDUCT	PAGES 2
RESCINDS October 4, 2017	**BIASED-BASED PROFILING**	

I PURPOSE/POLICY

To provide guidance to ensure that police services are delivered equitably, respectfully and free of bias in a manner that promotes broad community engagement, trust and confidence in the Toledo Police Department.

Biased-based profiling is an unacceptable behavior and shall not be tolerated. The Toledo Police Department shall utilize various management tools to ensure that race, ethnicity, national origin, age, gender, gender expression or identity, sexual orientation, disability, religion, economic status, cultural group, limited English proficiency or any other identifiable group profiling does not occur.

II DEFINITIONS

BIAS-BASED PROFILING – Racial/ethnic/gender/sexual orientation profiling is defined as the stopping, questioning, detention, arrest, or other disparate treatment of any person based solely on characteristics of race, ethnicity, national origin, age, gender, gender expression or identity, sexual orientation, disability, religion, economic status, cultural group, limited English proficiency or any other identifiable group.

PROBABLE CAUSE – Sufficient reason based upon known facts to believe a crime has been committed or that certain property is connected with a crime.

REASONABLE SUSPICION – Legal standard of proof that is less than probable cause, the legal standard for arrests and warrants, but more than a "suspicion or 'hunch'"; it must be based on "specific and articulable facts".

III PROCEDURES

1 FAIR AND EQUAL TREATMENT

Officers must ensure all citizens receive equal and fair treatment regardless of race, ethnicity, national origin, age, gender, gender expression or identity, sexual orientation, disability, religion, economic status, cultural group, limited English proficiency or any other identifiable group.

2 BASIS OF STOP OR SEIZURE

Officers shall make traffic stops, field contacts, or any other formal action on the basis of reasonable suspicion or probable cause, shall make arrests only on the basis of probable cause, and shall not stop, detain, search, arrest or seize property based on race, ethnicity, national origin, age, gender, gender expression or identity, sexual orientation, disability, religion, economic status, cultural group, limited English proficiency or any other identifiable group.

3 **CORRECTIVE MEASURES**

In addition to remedial training, officers who have profiling or discrimination complaints sustained against them may be subject to the disciplinary process.

3.1 Employees are required to report any observed or known violations of this order by any department employee to their immediate supervisor.

4 **ANNUAL ADMINISTRATIVE REVIEW**

The Office of the Chief of Police, or their designee, shall conduct a documented annual administrative review of the department's practices concerning biased-based profiling.

4.1 The review shall include, but is not limited to, department policy and procedure, statistical data, and citizen concerns and any corrective measures taken to address these concerns.

5 **INITIAL AND ANNUAL AGENCY WIDE TRAINING**

The Toledo Police Department shall conduct biased-based profiling related training that includes, but is not limited to the following: field contacts, traffic stops, search issues, asset seizures and forfeitures, interview techniques, cultural diversity, discrimination, and community support to all new hires. It shall also provide annual refresher training to all sworn personnel.

DIRECTIVE 103.11	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED February 5, 2025	PART: ADMINISTRATION CHAPTER: STANDARDS OF CONDUCT	PAGES 5
RESCINDS November 7, 2019	**EARLY INTERVENTION SYSTEM**	

I POLICY

The Toledo Police department has a responsibility to its employees and the community to identify and assist employees who require additional training or are showing symptoms of job-related stress or performance problems. The Early Intervention System (EIS) offers a non-disciplinary avenue to detect and address problems and/or deficiencies with personnel as early as possible. The behaviors identified under the system parameters will result in a comprehensive review of the individual employee's performance.

The EIS is a proactive program that assists participants in achieving the highest professional and ethical standards to ensure that employees of the Toledo Police Department have the necessary knowledge, skills and abilities to provide the best possible service to the community. The goals of the system are to facilitate positive reinforcement, training, and counseling to promote career longevity for the employee.

The Early Intervention System is divided into three distinct areas:

- Identification
- Analysis and Review
- Participation and Review

II PROCEDURES

1 CRITERIA THAT CAN TRIGGER AN EARLY INTERVENTION ASSESSMENT

Any of the below listed criteria, or a combination of the criteria, may cause an early intervention assessment to be completed by the EIS Review Committee. The EIS Review Committee will take an in-depth look at the criteria; decisions will not be based solely on the benchmarks, but rather as a collective whole.

- Three or more complaints within a 12 month period in which the employee was not exonerated.
- Three or more ACTION–RESPONSE (TPD FORM 29.3) incidents within a 12 month period which require additional supervisory review as a result of injuries suffered by prisoners.
- Two or more violations of the Vehicle Pursuit Policy within a 12 month period.
- Two or more preventable accidents within a 12 month period.
- Three or more firearm qualification attempts on three separate exercises, or a failure to qualify with an officer’s duty weapon during annual qualifications. Any officer who has consistently demonstrated difficulties during firearm qualifications may also be recommended for the EIS by the range supervisor.
- The referral is deemed appropriate by the chief of police.

2 BEHAVIORAL INDICATORS

The following performance data, although not all-inclusive, may indicate an employee is a candidate for EIS.

- Below average performance evaluation.
- A significant reduction in work performance.
- Unusual or unexplained changes in behavior.
- Excessive absenteeism and/or Late-for-Duty Reports.
- Any discernible pattern of repeated complaints, regardless of finding, against an employee.

3 IDENTIFICATION PROCESS

The EIS Employee Identification Process is dependent upon recognition of candidates through the following methods:

3.1 DATA SCANNING BY THE ACCREDITATION / INSPECTIONS UNIT

Under this process, employee statistical data is reviewed on an ongoing basis for referral indicators.

3.2 DATA SCANNING BY THE INTERNAL AFFAIRS SECTION

Under this process, employee statistical data is reviewed on an ongoing basis for referral indicators.

3.3 SUPERVISORY ASSESSMENT

Any supervisor who identifies negative behavior patterns in an employee should request, through the employee's division commander, that an EIS EMPLOYEE ANALYSIS REPORT be completed on the employee.

3.4 TRAINING SECTION ASSESSMENT

The Range supervisor, or his designee, identifies that an officer is in need of further firearms training.

4 EMPLOYEE ANALYSIS REPORT

4.1 When an employee has been identified through the EIS Employee Identification Process, or through a supervisory assessment, the EIS Review Committee shall thoroughly review all information pertaining to that employee, to determine whether an EMPLOYEE ANALYSIS REPORT (TPD FORM 12.40) is to be completed.

4.2 The EMPLOYEE ANALYSIS REPORT shall include any information that was used to determine the officer's eligibility for the EIS program, including all reports. In addition, it shall also include the employee's present assignment, length of service, and any prior training that may be appropriate.

4.3 The completed EMPLOYEE ANALYSIS REPORT shall be sent to the employee's division commander for review and recommendations. Once completed, the EMPLOYEE ANALYSIS REPORT shall be returned to the commander of the Administrative Services Bureau to determine a course of action.

5 THE EIS REVIEW COMMITTEE

5.1 The EIS Review Committee shall serve as an unbiased, objective group of department employees who provide a systematic and comprehensive review of defined indicator criteria when such a review is necessary. The EIS Review Committee shall consist of:

- The commander of the Administrative Services Bureau or his designee (Chairperson)
- The commander of the Personnel Section, or his designee
- The commander of Internal Affairs Section, or his designee
- The accreditation manager

5.2 The EIS Review Committee shall meet quarterly, and at the discretion of the chief of police, to analyze the preceding twelve months of threshold criteria data. The EIS Review Committee shall compile a list of all officers who have reached the identification process thresholds. The EIS Committee will thoroughly review all necessary reports to determine if a pattern of behavior has been identified or a cause of concern has been substantiated. If determined, then the EIS Review Committee shall complete an EMPLOYEE ANALYSIS REPORT (TPD FORM 12.40) and forward it to the appropriate division/bureau/section commanders, with a list of officers who have reached the determined thresholds. The appropriate district commander shall provide any additional information regarding the employee to assist the EIS Review Committee, if applicable.

5.3 After reviewing the completed EMPLOYEE ANALYSIS REPORT with the division commander's recommendations, if the committee and the division commander concur they shall work together to develop a PLAN OF ACTION. If the committee and the division commander do not concur, they shall meet with the chief of police to determine the preferred course of action.

5.3.1 If no action is necessary, then the EMPLOYEE ANALYSIS REPORT will be filed, and no further action will occur.

(a) The EIS Review Committee Chairperson shall ensure that the referring supervisor is notified of the decided course of action to be taken.

5.3.2 If action is deemed necessary, the EIS Review Committee will notify the employee's division/bureau/district commander and collectively, they will develop a PLAN OF ACTION (TPD FORM 12.30) for the employee. The committee shall then meet with the affected employee to discuss the plan and the expectations of the program. The chair of the committee will notify the applicable bargaining unit.

6 PLAN OF ACTION

6.1 The PLAN OF ACTION should be flexible to permit modification. Significant progress, or adverse behavior by the employee, may require that the PLAN OF ACTION be modified.

6.2 The PLAN OF ACTION shall include:

- A synopsis of the identified behaviors of the employee that are adversely affecting his work performance.
- Specific actions required of the employee, the employee's immediate supervisor, and/or his bureau/district commander.

- Notice to the employee that his participation in the PLAN OF ACTION is mandatory, and will not mitigate any disciplinary action resulting from the employee's on-duty or off-duty actions (e.g., future complaints, internal investigations).

6.3 Recommendations stemming from the PLAN OF ACTION may include, but are not limited to the following:

- Supervisory counseling
- Retraining of the employee in the specific area of concern
- Referral for remedial training
- Re-assignment (within contractual rights)
- Mandatory use of a body camera
- Fitness for duty
- Referral to the Employee Assistance Program (EAP)

6.4 Prior to its implementation, the PLAN OF ACTION shall be forwarded to the chief of police, for approval.

6.5 Copies of the approved PLAN OF ACTION shall be sent to the appropriate division/bureau/district commander and to the involved employee.

- An additional copy of the PLAN OF ACTION shall be placed in the employee's personnel file.
- The division/bureau/district commander or his designee shall review and discuss the PLAN OF ACTION with the employee and his immediate supervisor.

6.6 The chief of police may direct employees to attend EAP counseling, or other sources of counseling, at his/her discretion.

7 PLAN OF ACTION SPECIAL PROVISIONS

7.1 All PLAN OF ACTION reports shall be in effect for a period of six months from the date of approval by the chief of police.

7.2 The supervisor responsible for implementing the employee's PLAN OF ACTION (shift supervisor or range supervisor) shall closely monitor the employee's progress. If a referral was made based on a supervisor assessment, the referring supervisor shall not be the supervisor monitoring the employee during this period. Note that this does not apply to the Range supervisor.

7.2.1 The supervisor shall complete an EARLY INTERVENTION SYSTEM STATUS REPORT (TPD FORM 12.60) which shall be signed and reviewed by the affected employee. The status report shall then be submitted monthly by the immediate supervisor to the bureau/district commander, with a copy forwarded to the involved employee's division commander.

7.2.2 At the end of the six month period, the immediate supervisor will complete a final progress report along with a recommendation, and forward it through the bureau/district commander to the division commander, who shall forward it to the chief of police for review.

(a) The recommendation may include:

- A declaration of successful completion of the PLAN OF ACTION
- A request for an extension of the PLAN OF ACTION

- A referral for additional assistance to the involved employee
- Any other action deemed necessary

(b) If the recommendation is a declaration of successful completion of the PLAN OF ACTION and is concurred with by both the division/bureau/district commander and the chief of police, no further action is necessary.

(c) If the recommendation is not a declaration of successful completion of the PLAN OF ACTION, an assessment meeting will be held with the EIS Review Committee.

(d) Once the Plan of Action is complete, regardless of the outcome, employees shall be offered an exit interview with committee members.

8 **RECORD RETENTION**

The EMPLOYEE ANALYSIS REPORT and the original PLAN OF ACTION shall be filed in the Office of the Chief of Police for a period of one year, after the completion of the PLAN OF ACTION.

9 **ANNUAL SYSTEM EVALUATION**

The accreditation manager shall conduct an annual documented evaluation of EIS, including findings and recommendations. The report shall be submitted to the chief of police.

DIRECTIVE 103.12	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE March 1, 2022 REVISED October 13, 2026	PART: ADMINISTRATION CHAPTER: ADMINISTRATIVE SUPPORT	PAGES 11
RESCINDS October 2, 2023	**AGENCY WELLNESS**	

I **POLICY**

The Toledo Police Department is committed to providing the opportunity for all sworn and civilian personnel of the Toledo Police Department to receive emotional and tangible support at a time when personal or professional difficulties may interfere with work, family, or daily life. Stress associated with the law enforcement profession may impact the health, well-being and job performance of all involved individuals. In order to help department personnel deal with such stressors, the department will maintain a Wellness Unit dedicated solely to the well-being of its personnel. The Wellness Unit will provide department personnel with professional, objective and non-judgmental resources. Through the Wellness Unit, both a Critical Incident Stress Management (CISM) Team and a Peer Support Team will be coordinated and administered. Through privileged confidentiality, these teams will be available to assist employees and their families with individual and family support for both critical incidents and daily stressors.

II **DEFINITION**

CISM TEAM- A group of officers trained to provide CISM services and emotional support services to fellow officers during and after a critical incident. CISM Team members are certified by the International Critical Incident Stress Foundation and are a part of the Ohio CISM network.

CRITICAL INCIDENT- Any event experienced on or off duty that is outside the realm of normal experience and could be expected to produce significant stress reactions. These stressful events may generate intense reactions and briefly interfere with a person's coping mechanisms.

CRITICAL INCIDENT STRESS DEBRIEFING - A formal Critical Incident Stress Debriefing (CISD) is a group discussion of a traumatic experience. These confidential meetings typically occur within a reasonable time of the incident. Although a CISD is usually held within three days, the specific timing depends on a number of factors. CISM Team members must judge the timing of the CISD meeting on a case-by-case basis. The CISD follows a standardized group process model approved by the International Critical Incident Stress Foundation (ICISF).

CRITICAL INCIDENT STRESS DEFUSING- A brief small group process conducted by CISM Team members within hours of a traumatic experience.

CRITICAL INCIDENT STRESS MANAGEMENT (CISM) - A comprehensive, systematic, and multi-component approach to managing traumatic stress within an organization.

EMPLOYEE ASSISTANCE PROGRAM (EAP) - A short-term problem resolution, assessment and referral program service provided to employees and family members by the City of Toledo. Services are available for personal problems such as: depression, marital-family and relationship issues, alcohol or substance abuse, stress, finances, childcare or eldercare consultations, critical incident defusing and/or debriefing.

FAMILY SUPPORT SERVICES- A set of interventions which may be utilized by CISM Team officers to provide a range of crisis support services to families of officers.

FOLLOW-UP SERVICES- Contact with officers following initial services provided by a CISM Team member.

PEER SUPPORT TEAM- A group of officers dedicated to one-on-one support of department personnel about any topic that is of concern to the individual.

POLICE CHAPLAIN- A clergy person with a passionate interest in and the specialized training for pastoral care in the dangerous world of law enforcement. The chaplain is led in his or her own faith to be available and ready to serve those in need but is non-denominational in service.

PRE-INCIDENT EDUCATION- CISM information provided to newly hired personnel during in-service education programs.

REFERRALS- Recommendations made by the Wellness Unit to department personnel to seek further assistance through other resources such as the City's Employee Assistance Provider (Lighthouse Telehealth – Harbor), chaplains, or other mental health professionals.

WELLNESS UNIT – A dedicated department unit tasked solely with both the mental and physical wellness of department personnel.

III PROCEDURES

1. WELLNESS UNIT

The Wellness Unit will be responsible for the coordination and implementation of the programs and services that are focused on the well-being of the Toledo Police officers, both from a physical and mental standpoint. Some of the programs that the unit will be responsible for coordinating include:

- Lighthouse EAP
- CISM and Peer Support Teams
- Military Reintegration
- Specialized, outside therapy options
- Physical Fitness information
- Health Screenings
- Police Chaplains
- Dietary Issues
- Sleep Issues

2. CISM TEAM

The CISM Team will provide crisis support services for department personnel who are involved in a critical incident in order to mitigate the impact of traumatic stress on their lives. The CISM Team aims to accelerate normal recovery processes of individuals who are having normal reactions to abnormal events. The CISM Team also attempts to identify personnel who might benefit from additional services beyond the scope of the CISM Team. All CISM Team members will be certified by the International Critical Incident Stress Foundation (ICISF) in both "Group Crisis Intervention" and "Assisting Individuals in Crisis".

Incidents that may qualify as critical incidents include, but are not limited to:

- Line of Duty Death
- Officer involved shootings or actions that result in serious injury or death of another whether intentional or accidental
- Serious injury to officers in the performance of their duties
- Suicide of an officer or civilian employee
- Serious multiple casualty incidents or accidents
- Incidents involving serious injury or death of children
- Prolonged hostage or barricaded subject situations
- Personally threating situation to an officer
- Prolonged incident that ends in loss of life
- Any other incident that produces unusually high levels of stress or has an unusually powerful impact on an officer or civilian employee

2.1 **CISM TEAM DEFUSING** – A defusing is defined as a small, brief post-incident intervention conducted by specially trained CISM Team members or chaplain immediately following a stressful incident and is designed to lessen the impact of the event and accelerate recovery. These will be conducted by CISM Team Members. Attendance at a defusing can be mandated by the department. Defusings should be held within 8-12 hours of the incident and typically last approximately 20-45 minutes. CISM Team members will make a determination if a **CISM Team Debriefing** is warranted following the defusing.

2.2 **CISM TEAM DEBRIEFING** - A debriefing is a group discussion of a traumatic experience. Debriefings will be made available for all personnel involved in a critical incident. Critical incident debriefings shall be held within 72 hours after the incident occurrence and attended by the on-call CISM Team member, a Lighthouse EAP counselor, CISM Team members, chaplain, and those officers that were present at the incident. Officers directly involved in critical incidents will be mandated to attend scheduled debriefings when utilized. The purpose of mandatory attendance is to ensure those directly involved in the incident receive support opportunities and to remove the possibility of negative impressions or stigmas associated with attending debriefings or support sessions. All persons involved in the incident have a valuable contribution to make to the recovery process. Attendance at a debriefing can be mandated by the department. When debriefings are necessary, they will be provided in accordance with the procedures established by the International Critical Incident Stress Foundation (ICISF).

3. CRITICAL INCIDENT NOTIFCATION PROCEDURE

3.1 Upon being notified of the occurrence of a critical incident, the section commander will inform their division or bureau commander of the need for a CISM Team member and chaplain.

3.2 Notification shall be made to the on-call CISM Team member as well as the on-call chaplain. The CISM team monthly on-call member and chaplain shall respond to the appropriate location to assist officers with either one-on-one interventions or a post-incident **CISM Team Defusing**.

3.3 The CISM on-call member may utilize other CISM Team members for assistance, depending on the nature and size of the incident.

3.4 The on-call CISM Team member shall further assess the situation to determine the need for a formal **CISM Team Debriefing** and communicate their findings to the chief of police, chief's designee, or division/bureau commander. A formal **CISM Team Debriefing** may or may not be required.

3.5 Once a **CISM Team Debriefing** is deemed necessary, the Wellness Unit Supervisor and EAP Provider shall be notified and will be responsible for determining the date, time and location of the **CISM Team Debriefing**. The Wellness Unit Supervisor shall then notify the on-call CISM Team member, chaplain and division/bureau/section Commanders of the date, time and location of the formal **CISM Team Debriefing**. Division/Bureau/Section Commanders shall notify the officers involved in the incident of their mandatory attendance.

3.6 The on-call CISM Team member shall coordinate with Lighthouse Tele-Health LLC to administer the **CISM Team Debriefing**.

4. CISM TEAM RESPOSIBILITIES FOR OFFICERS INVOLVED IN A DEADLY/LETHAL FORCE INCIDENT

4.1 The primary purpose of the CISM Team is to provide emotional comfort and support to the involved officer. Officers acting in this capacity shall not serve as counselors or attempt to provide counseling that may be beyond their expertise. CISM Team members shall refer affected officers to the Employee Assistance Program (EAP) when necessary.

4.2 A member of the CISM Team shall report to the scene of any shooting incident, as requested by the supervisor in charge, or by members of the Shooting Investigation Team.

- When requested to report to a scene, the team member shall report to the supervisor in charge of the scene.
- The officer will provide moral and emotional support, only, and shall not become involved in the related investigation.
- He will discuss with the officer, any post shooting feelings that may or may not arise.
- He may provide other assistance, as necessary, after clearance from the supervisor in charge of the scene.

NOTE: The involved officer may refuse assistance from a CISM Team member.

4.3 **DEATH/SERIOUS PHYSICAL INJURY, REMOVAL FROM FIELD ASSIGNMENT**

When any department employee's actions or use of force in an official capacity results in death or serious physical injury, the department employee shall be temporarily

removed from field assignments, pending an administrative review by the chief of police. This review shall be conducted as soon as possible. This precautionary action serves to:

4.3.1 Shield department employees who have not exceeded the scope of their authority from possible confrontations with the community.

4.3.2 Protect the public's interest, if a department employee has exceeded the scope of his authority.

4.3.3 Ensure that the department employee is mentally prepared to return to a field assignment.

5. POST CRITICAL INCIDENT PROCEDURES

5.1 Personnel closely involved with critical incidents or significantly affected by a critical incident may at the chief's discretion be mandated to attend counseling in addition to CISM Team actions.

5.2 Any officer directly involved in a critical incident may receive critical incident leave time at the discretion of the Chief of Police (as outlined in the respective labor agreements).

5.2.1 An officer who utilizes critical incident leave time will be mandated to attend at least one counseling session within 30 days of the leave time. These sessions will be coordinated by the Wellness Unit Supervisor.

5.2.2 Critical Incident leave time may be granted by Division Commanders, Bureau/District Commanders and the Wellness Unit Supervisor after approval from the Chief of Police.

6. PEER SUPPORT TEAM

6.1 The Peer Support Team is open to all officers, regardless of rank, seniority or assignment. The Wellness Unit Supervisor will maintain an application process and solicit members as needed. The Wellness Unit Supervisor will make the final decision as to who will be selected to be on the Peer Support Team.

6.2 Serving on the Peer Support Team is purely a voluntary assignment and officers may resign from the Peer Support Team at any time. Officers may be removed from the Peer Support Team by the Wellness Unit Supervisor if their duties, assignments, a violation of the confidentiality agreement, or any other situation creates an inability to function as a member of the Peer Support Team.

6.3 Peer Support Team Members will be trained in conjunction with the CISM Team and will be expected to attend semiannual training sessions. Peer Support Team Members may also receive additional training from other agencies and organizations when available. International Critical Incident Stress Foundation (ICISF), certified training in both “Group Crisis Intervention” and “Assisting Individuals in Crisis”, is required for any member of the Peer Support Team.

6.4 Department personnel may contact Peer Support Team members for support on any issue that is of concern to the member.

6.5 Any employee of the department may approach any Peer Support Team Member at any time. Individual support conducted during off-duty time is encouraged but such

meetings are purely voluntary on the part of the support person and the individual requesting the meeting.

6.6 A Peer Support Team Member may approach department personnel to offer assistance.

6.7 The Wellness Unit Supervisor or his designee will make arrangements for appropriate peer support activities.

7. OFFICER INVOLVED SHOOTING (OIS) SUPPORT TEAM

Members of the Officer Involved Shooting Support Team are also members of the Peer Support Team and subject to all training and guideline requirements of the Peer Support Team. OIS Support Team members have an additional requirement in that they have properly utilized a firearm during a response-to-resistance incident. OIS Support Team members are responsible for leading one-on-one follow-ups with officers that have recently utilized their firearm during a response-to-resistance incident. Follow-ups will include not only discussing the effects of the incident itself, but also peripheral issues that may be of concern to the officer (family issues, community issues, procedural issues, etc.).

8. CONFIDENTIALITY – CISM/PEER SUPPORT TEAM MEMBERS

8.1 All CISM and Peer Support Team members have an obligation and duty to maintain strict confidentiality. Any statement or discussion with a CISM or Peer Support Team member, while fulfilling his or her role on the CISM or Peer Support Team, will remain confidential except as specified below. CISM or Peer Support Team Members are prohibited from making notes or recordings of conversations while providing support.

8.1.1 The following communications are not considered confidential and the CISM or Peer Support Team must report these circumstances to the chief of police.

- The communication indicates clear and present danger to the individual who receives crisis response services or to other persons.
- The communication pertains or is related to any criminal act.
- Admission of child abuse or neglect.

8.2 The CISM and Peer Support Teams' participation in the Ohio CISM network allows the teams to be protected under the **Ohio Revised Code - 2317.02(K) Privileged Communications**. This code states: "The following persons shall not testify in certain respects: Except as provided under division (K)(2) of this section, a critical incident stress management team member concerning a communication received from an individual who receives crisis response services from the team member, or the team member's advice to the individual, during a debriefing session."

8.3 Communication between the CISM or Peer Support Team members and an individual is privileged. It is the policy of the Toledo Police Department not to question CISM or Peer Support Team members concerning support services. CISM or Peer Support Team members may take recommendations to the Wellness Unit Supervisor for referral to additional assistance services if they feel additional support may be needed by

individual officers or employees. The Wellness Unit Supervisor will evaluate the recommendation. Confidential information will not be disclosed during this process.

8.4 The department will not seek any information from a CISM or Peer Support Team member about any service they provide other than verifying those in attendance at mandatory sessions.

8.5 CISM or Peer Support Team members who violate confidentiality will immediately be dismissed from the CISM or Peer Support Team and may be subject to additional disciplinary action.

8.6 CISM and Peer Support Team members are not legal counsel and should not attempt to provide legal advice.

9. EMPLOYEE ASSISTANCE PROVIDER (EAP)

The City of Toledo Employee Assistance Provider (EAP) will be utilized as a resource as needed in supporting employees affected by critical incidents.

9.1 All employees of the Toledo Police Department are eligible for the program through the contracted provider. Program eligibility includes the spouse, domestic partner, children and household members of the employee.

9.2 Participation in the program will not jeopardize or impair job security, promotional opportunity or reputation.

9.3 Employees who have issues that they feel may affect their work performance or their personal lives will be encouraged to voluntarily seek information concerning employee assistance programs on a confidential basis by contacting the Wellness Unit Supervisor.

9.4 An employee who chooses to take advantage of the services offered by the city under the EAP may contact the contracted provider and make arrangements for an initial consultation.

9.5 The current contracted provider is Lighthouse Tele-Health LLC at 6629 W. Central Avenue Toledo, Oh 43617. The phone number is 419-475-5338 (Local) or 1-800-422-5338 (toll free).

9.6 When an employee has an emergency situation that requires immediate assistance, the employee may contact the contracted provider to arrange for counseling, which is available twenty-four hours a day.

9.7 **SUPERVISOR REFERRAL TO EAP -** All employees exhibiting behavioral or adverse job performance that indicates they may have the need for EAP services may be referred to the Wellness Unit Supervisor.

9.8 The referring supervisor shall be sensitive to the employee's needs while the employee is using the program and cooperate with the Wellness Unit Supervisor, if requested.

9.9 When an employee has experienced a serious or critical incident, the employee's supervisor should recommend EAP services to the employee. When a supervisor feels that a serious or critical incident has had such a significant impact on the employee that requires time away from the current assignment, the supervisor shall make such request through his chain of command to the chief of police. The chief shall review the case and determine if the action is warranted and the length of the temporary assignment.

9.10 Participants in the EAP shall be expected to meet existing job performance standards and established work rules within the framework of existing labor-management agreements. Any exception to this requirement shall be by mutual agreement between labor and management.

9.11 **RECORDS AND CONFIDENTIALITY** - All EAP records shall be kept strictly confidential and shall be considered private medical records within the limits governed by federal and state regulations. These medical records shall not be noted in any public document or in the employee's personnel file.

10. **TOLEDO POLICE CHAPLAINS**

The Toledo Police Chaplains work in conjunction with the Wellness Unit to meet the spiritual needs of the affected employees. Chaplains are coordinated by the Wellness Unit Supervisor in conjunction with the Personnel Commander. Chaplains are appointed by the chief of police and serve at the chief's discretion.

10.1 All services offered by police chaplains are free of charge.

10.2 Police chaplains provide pastoral care for members of the department requesting emotional and spiritual guidance and will be available to assist members both on and off duty. Members are encouraged to call upon the chaplains for their services as necessary.

10.3 Supervisors should call out chaplains in situations where their presence may enhance the operations of the police units involved or be of service to the community on behalf of the Toledo Police Department. Examples of when to call out the chaplains may include: unexpected deaths, infant deaths, major accidents and homicide scenes with inconsolable family members.

10.4 Chaplains are permitted access to department facilities, events, and call-out locations when serving in an approved chaplaincy capacity. Commanders may restrict this access at certain internal affairs, intelligence or other sensitive operations where such presence may endanger operations, police personnel or the chaplain.

10.5 Chaplains shall display an ID badge at any emergency call-out field condition that identifies him or her as a Toledo Police Chaplain. Attire should be the clothing of their order or department issued polo shirts/jackets with the word "Chaplain" or conservative professional clothing to avoid unfavorable comment on the department.

10.6 Matters of a personal nature will remain private unless otherwise required by law. Police chaplains have an obligation and duty to maintain strict confidentiality within the limits of law, safety, mandatory reporting requirements, and department policy.

10.7 The following communications are not considered confidential and must be reported through the appropriate chain of command or required reporting channel:

- The communication indicates a clear and present danger to the individual receiving services or to other persons.
- The communication pertains or is related to any criminal act.

10.8 Police chaplains who violate confidentiality may be removed from the Police Chaplain Program and may be subject to additional review or action as determined by the department.

10.9 Services provided by the chaplains:

- Respond and offer spiritual counsel to those affected when an officer has been killed in the line of duty or seriously wounded/injured.
- Assist officials in making notifications to families of officers receiving serious injuries or upon death, or if requested by the officer on their CONFIDENTIAL NOTIFICATION OF SERIOUS INJURY OR DEATH (TPD FORM 1.2).
- Assist officers in making serious injury or death notifications in particularly difficult situations (e.g. the scene of a fatal traffic accident).
- Attend and participate in funerals of active and retired members of the department.
- Provide spiritual counseling to officers when requested.
- Call on sick and injured police personnel at home or in the hospital.
- Attend department graduations, promotions and award ceremonies, memorial services and other social events to offer invocations and benedictions.
- When requested by the department, act as a liaison to other religious leaders in the community.
- Provide pastoral care in crisis situations.
- Chaplains shall maintain a visible and supportive presence with department personnel through attendance at roll calls and participation in a ride along with an assigned unit.
- Assist in the instruction of or attend in-service training dealing with, but not limited to, topics such as stress management, ethics, family life and pre-retirement.

10.10 Credentials, Training and Availability

- Ecclesiastically certified person in good standing and endorsed for law enforcement chaplaincy by a recognized religious body, with five (5) years' experience in ministry. Acceptability in the program is contingent upon their continued good standing within the religious organization the Chaplain represents.
- Willing to be carefully screened by a chaplaincy committee, comprised of the Personnel Section Commander and the Wellness Unit Supervisor.
- Willing to become involved in training programs that enhance one's efficiency in meeting and dealing with people in crisis and should be familiar with community medical, psychiatric and other helping resources in the local area.
- Be readily available to assist Toledo Police personnel, including **call-out** situations, without endangering their ministry work.

- Must be an active member of the International Conference of Police Chaplains (ICPC) and in good standing.
- After one (1) year of appointment to the position of Police Chaplain, the chaplain shall be scheduled to complete the Basic Chaplaincy Course Bundle through the International Conference of Police Chaplains and shall complete the course within the training completion period established by ICPC.

11. FITNESS INCENTIVE TIERED (FIT) PROGRAM

Police work can be dangerous and physically demanding. Research indicates that good physical fitness positively affects every aspect of life. A physically fit employee is less inclined to illness and injury, and enjoys improved mental alertness and emotional well-being. Officers who are physically fit are better equipped for the increased demands of today's law enforcement profession and can positively affect personal and public safety.

Officers who choose to participate in this voluntary program will be eligible to receive compensatory time added to their time bank depending on the tier of exercises they are able to successfully complete. These tiers will be based on OPTOC physical fitness standards.

12. ACADEMY MENTORING PROGRAM

Mentoring programs have been effective in developing more successful police officers who understand the organization's culture, history, and mission, as well as increasing their job satisfaction, loyalty, appreciation, and feeling of institutional support.

Mentoring is a mutually beneficial relationship in which a well-respected, veteran officer (Mentor) provides insight, guidance, and support to a new recruit (Mentee) through their academy and FTO assignments, and possibly beyond. The Mentor may assist with personal or professional concerns that may impact job performance or overall well-being. The Mentor serves as a supportive resource with no role in formal training or evaluation.

<u>Mentoring Goals:</u>

- To promote professional growth and to assist with the transition into a law enforcement career in the Toledo Police Department.
- To increase the probability of successfully completing the probationary period and integration into the department.
- To provide guidance for personal and professional development.
- To support the overall well-being of the officer and their family.

<u>Eligibility:</u>

- Mentor must be a Toledo Police Officer (any rank) that has been selected and agreed to the voluntary terms of the program.
- Mentee must be a Toledo Police cadet assigned to the Toledo Police Academy.
- The Mentorship Program Coordinator will be the Wellness Unit Supervisor.
- Selection and pairing of all Mentors will be conducted by a Mentor Selection Committee consisting of the commander of the Support and Administrative Services Division (or their designee(s)), the commander of the Toledo Police Academy (or their designee(s)), and the Wellness Unit Supervisor.

13. PRE-SERVICE EDUCATION

All officers will receive pre-service training regarding critical incident effects. Training should emphasize the nature of critical incidents and how stress associated with these types of incidents may affect emergency service personnel. Training should also provide the employee with suggestions regarding how to positively manage stress associated with critical incidents. Training will be coordinated by the Wellness Unit.

14. TRAINING

13.1 Training will be provided to all officers on an annual basis on aspects of physical health (i.e. exercise and nutrition, health screenings, sleep, etc.).

13.2 Training will be provided to all officers on an annual basis on aspects of mental health (i.e. reactions to trauma/stress and coping skills/treatment options, etc.).

15. GENERAL HEALTH AND PHYSICAL FITNESS

Personnel are expected to maintain a level of general health and physical fitness that will enable them to perform the duties as detailed in their job description.

16. ANNUAL REVIEW

A review of this policy will occur annually, including an assessment of the effectiveness of the department's wellness programs, with adjustments as needed based on feedback and/or other outcomes.

DIRECTIVE 103.15	**TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES**	
EFFECTIVE June 14, 2019	CHIEF OF POLICE: Michael C. Troendle	
REVISED October 2, 2023	PART: ADMINISTRATION CHAPTER: STANDARDS OF CONDUCT	PAGES 3
RESCINDS JUNE 14, 2019	**DUTY TO DISCLOSE EXCULPATORY EVIDENCE**	

I POLICY

The purpose of this policy is to provide department personnel with the information necessary to properly fulfill the reporting and testimonial requirements mandated under *Brady v. Maryland 373 U.S. 83 (1963)* and *Giglio v. U.S. 405 U.S. 150 (1972).*

The U.S. Supreme Court decisions and subsequent rulings involving *Brady/Giglio* mandate that law enforcement agencies identify and provide the prosecution with any exculpatory evidence and/or *Brady/Giglio* material that would have a reasonable probability of altering the results in a trial or could reasonably mitigate the sentencing of a defendant. This includes, but is not limited to, any material relevant to the credibility of government witnesses and law enforcement officers. Failure to abide by this policy may jeopardize a law enforcement officer's ability to continue serving as such.

II DEFINITIONS

BRADY/GIGLIO VIOLATIONS - Violations of an individual's 14th Amendment right to due process of law involving the failure to disclose exculpatory evidence**.**

DUTY TO DISCLOSE - The affirmative constitutional duty of the police to notify the prosecutor of any exculpatory evidence and Brady/Giglio material.

EXCULPATORY EVIDENCE AND BRADY/GIGLIO MATERIAL - Evidence that is favorable to the accused is *material* to the guilt, innocence, or punishment of the accused; and that may impact the credibility of a government witness, including a police officer. Impeachment material is included in the *Brady/Giglio* disclosure requirements.

MATERIAL EVIDENCE - Evidence is *material* if there is a reasonable probability that disclosing it will change the outcome of a criminal proceeding. A *reasonable probability* is a probability sufficient to undermine confidence in the outcome of the trial or sentencing of a criminal case.

III PROCEDURES

1 GENERAL PROVISIONS OF DISCLOSURE -AFFIRMATIVE DUTY TO REPORT

1.1 When subpoenaed as a witness in a court case, prosecutors will discuss issues pertinent to B*rady/Giglio* disclosure with Toledo Police personnel during pretrial meetings. All Toledo Police personnel shall fully and truthfully answer all questions asked by the prosecutor.

1.2 Any previously unknown or unrecognized exculpatory evidence, for which a defendant is subject to, or is experiencing, a significant and on-going deprivation of liberty in relation to current or post-conviction investigations, shall be documented on a CRIME REPORT (TPD FORM 38.1) or SUPPLEMENTAL CRIME REPORT (TPD FORM 38.3)

explaining the details or nature of the evidence. The officer shall advise his or her direct supervisor and the commander of the Court Liaison Unit as soon as practical.

1.3 Collect and book any evidence per Department policy.

1.4 A copy of the report shall be forwarded to both the officer's direct supervisor and the commander of the Court Liaison Unit.

1.5 Without undue delay, the officer's direct supervisor will be responsible for ensuring follow-up with the commander of the Court Liaison Unit.

1.6 The commander of the Court Liaison Unit will notify the appropriate prosecutor as soon as practical.

1.7 If information is believed to be privileged or confidential (e.g., confidential informant or protected personnel files); the information will be forwarded to the prosecutor to determine the appropriate manner in which to proceed.

1.8 Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial, this includes evidence that could be used to impeach an officer's credibility on cross examination. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure whether evidence or facts are material they shall document the circumstances in a CRIME REPORT (TPD FORM 38.1) or SUPPLEMENTAL CRIME REPORT (TPD FORM 38.3). Additionally, they shall address the issue with their direct supervisor.

1.9 Supervisors who are uncertain about whether evidence or facts are material shall address the issue in written form to an appropriate prosecutor. A copy of the document shall be retained by the supervisor.

2 EXAMPLES OF *BRADY/GIGLIO* MATERIAL THAT MAY BE SUBJECT TO DISCLOSURE INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Any witness statement, however recorded, which suggests that someone other than the defendant committed a crime.
- Any evidence relevant to potential bias of a witness, including promises or deals made to the witness by the police.
- Information that tends to diminish the degree of the defendant's culpability or the defendant's offense level under state or federal sentencing guidelines.
- Information concerning any situation in which an officer was disciplined internally by any law enforcement related agency for lying, falsifying documents, preparing misleading police reports, planting evidence, providing false statements under oath and theft.
- Any pending criminal charges and/or past convictions against an officer involved in an investigation. This includes both misdemeanors and felonies.

3 TESTIMONIAL IMPEACHMENT

3.1 Department personnel who are knowingly and intentionally untruthful, or are otherwise dishonest in the course of their employment, are subject to impeachment of testimony at trial. Such personnel are also subject to disciplinary action up to and including termination of employment.

3.2 Pre-conviction and post-conviction investigations where claims of omitted exculpatory evidence are the result of the initial investigation by the department should not be conducted by investigative personnel involved in the initial investigation.

4 TRAINING

4.1 All Toledo Police Department personnel shall receive annual training in *Brady/Giglio* disclosure requirements.

DIRECTIVE 103.16	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 7, 2019		
REVISED	PART: ADMINISTRATION CHAPTER: STANDARDS OF CONDUCT	PAGES 2
RESCINDS	**INTERACTIONS WITH LGBTQ+ COMMUNITY**	

I POLICY

The Toledo Police Department provides guidelines to officers so they are better prepared to render quality services to individuals of the LGBTQ+ community. The policy of The Toledo Police Department is to interact with the LGBTQ+ in a manner that is respectful, professional and courteous.

II DEFINITIONS

Adopted Name - Non-birth name that a transgender individual uses in self-reference (this may or may not be the individual's legal name).

Asexual – A person who has no sexual feelings or desires, or who is not sexually attracted to anyone.

Intersex – A set of medical conditions that features a congenital anomaly of the reproductive and sexual system. A person with an intersex condition is born with sex chromosomes, external genitalia, or an internal reproductive system that is not considered "standard" for either male or female. Referred to in the past as "hermaphrodites", intersex is the preferred term.

LGBTQ+ - A term used to refer collectively to those who identify as lesbian, gay, bisexual, transgender, queer, questioning, intersex and asexual.

LGBTQ+ LIAISON OFFICER - The LGBTQ+ liaison officer is a department member selected by the chief of police to promote cooperation between department members and the LGBTQ+ community.

Queer - An umbrella term for sexual and gender individuals who are not exclusively heterosexual.

Questioning - Applies to people who are uncertain as to their sexual orientation or gender, as well as sexual and gender identity.

Transgender - A general term applied to a variety of individuals, behaviors, and groups involving tendencies that diverge from normative gender role (woman or man), commonly but not always assigned at birth, as well as gender roles traditionally held by society.

III PROCEDURES

1 ROLE OF LGBTQ+ LIAISON OFFICER

The LGBTQ+ liaison officer's role includes, but is not limited to, the following:

INTERACTIONS WITH LGBTQ+ COMMUNITY

1.1 Provides internal support to employees on LGBTQ+ matters.

1.2 Promotes cooperation between the department and the community, while taking a leading role in building a link between the police and LGBTQ+ community.

1.3 Informs the deputy chief of operations of LGBTQ+ significant events and incidents occurring in the community.

2 INTERACTIONS WITH TRANSGENDER INDIVIDUALS

2.1 Transgender individuals shall be addressed by their adopted name and with pronouns consistent with their gender identity (he/him/his; she/her/hers; they/them/their). Officers should respectfully ask transgender individuals how they preferred to be addressed.

2.2 Whenever reasonably possible, searches of transgender individuals shall be conducted by an officer of the gender preferred by the individual absent exigent circumstance. If exigency necessitates an immediate search, an officer of either gender may conduct the search.

2.3 The booking or transporting officer(s) shall inform jail staff of arrestee's gender identity status.

2.4 When completing reports, the individual's name and gender that is on the most current government identification (e.g., driver's license, passport, etc.) shall be used to complete the suspect, victim and other necessary information fields. If available to the officer(s), the individual's adopted name shall be listed in the alias field and their preferred gender identity status shall be listed in the narrative of the report.

2.5 An arrestee's transgender status shall not be disclosed to any non-law enforcement personnel, except when required for some other lawful purpose.

2.6 Officers shall not remove any appearance-related items (wigs, prosthetic breasts, etc.) unless the items would be removed for a non-transgender individual or unless the items are evidence or present a safety hazard to the officers or others.

2.7 Officers that have questions regarding this policy should contact a supervisor for further guidance.

3 MEDICAL TREATMENT FOR TRANSGENDERED INDIVIDUALS

Persons that have had, or who are in the process of transsexual operations or taking hormone treatments could experience harmful physical reactions and may require medical attention. If a transgender individual experiences any need for medical attention, officers shall address the need with the same urgency and respect as any other medical situation.

DIRECTIVE 103.17	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES	
EFFECTIVE November 2, 2021	CHIEF OF POLICE: Michael C. Troendle	
REVISED	PART: ADMINISTRATION	PAGES 2
	CHAPTER: STANDARDS OF CONDUCT	
RESCINDS	**FRATERNIZATION AND NEPOTISM**	

I **POLICY**

In advancing the department's goal of maintaining public trust and organizational confidence, the department commits to taking reasonable precautions to avert undue influence resulting from family and personal relationships between department employees. While the department recognizes the rights of employees to have familial and/or personal relationships with co-workers, public trust, workplace safety, departmental operations and morale require that employees avoid the appearance or actual conflict of interest. Therefore, employees shall not use their position or their relationship status for the purposes of coercing or seeking special treatment from another.

II **DEFINITIONS**

FAMILY RELATIONSHIP –Relatedness or connection by blood, marriage, or adoption/foster care. Includes: significant other, domestic partner, multiple generations, and in-laws.

PERSONAL RELATIONSHIP/FRATERNIZATION - is a relationship involving employees who are dating, engaged in a romantic/sexual relationship or cohabitating.

SUPERVISOR/TRAINER - A superior officer or professional employee who supervises, acts in the capacity of a Field Training Officer, directs and/or evaluates the activities of personnel assigned to them.

SUBORDINATE - An employee who is answerable to another employee based on their rank, job classification or job assignment.

TRAINEE – An employee who is subject to a formal evaluation process as part of a formal training program. This includes academy cadets, probationary officers in the Field Training Program, and employees assigned to new assignments/specialized units.

III **PROCEDURES**

1 **HIRING, PROMOTION AND SPECIALIZED POSITIONS/ASSIGNMENTS**

1.1 Personnel in familial relationships or involved in a personal relationship with candidates shall not participate in any part of the hiring, promotional, or assignment to specialized positions process.

1.1.1 If participation cannot be avoided (e.g., absence of available alternate), the final selection decision is subject to approval by the Chief of Police or his designee, or the Director of Public Safety.

103.17 FRATERNIZATION AND NEPOTISM

2 **SUPERVISOR/EMPLOYEE, TRAINER/TRAINEE RELATIONSHIPS**

2.1 Employees, in a familial or personal relationship, shall not accept or knowingly be placed in a supervisor/subordinate assignment, trainer/trainee assignment, or in positions/assignments when the relationship could interfere with the job assignment, working conditions, morale, professionalism, and/or the goals and objectives of the department, as determined by the Chief of Police or his designee.

3 **REPORTING**

3.1 Supervisors and subordinates, assigned to the same unit or section, who develop a personal or familial relationship during the course of employment shall report the relationship to the commander of the Personnel Section.

3.1.1 If the relationship could create a conflict of interest, affect the job assignment, working conditions, morale, professionalism, and/or the goals and objectives of the department, one of the involved employees may be transferred to another position after consultation with the respective bargaining unit(s), and as determined by the Chief of Police or his designee.

3.2 At no time shall an employee, serving in the Training Section or as a Field Training Officer, develop a personal relationship with a trainee.

3.2.1 Allegations of fraternization and/or nepotism shall be forwarded to the Internal Affairs Section, documented and investigated in accordance with Directive 103.3, Administrative Discipline.

3.3 Allegations shall be based on the actual or reasonably perceived adverse impact(s) created by the alleged fraternization and/or act of nepotism, not the existence of any particular relationship in and of itself.

3.4 Allegations of fraternization and/or nepotism may be reported:

3.4.1 Sworn officers - Your commanding officer or Internal Affairs.

3.4.2 Civilian employees – The Personnel Section.

4 **EXCEPTIONS**

Only the Chief of Police or his designee may make exceptions to the directives in this policy such that personnel may be assigned to best fulfill and support the mission of the department, promote safety and welfare, avoid the creation or continuation of conflicts of interest, and enhance the quality and efficiency of service.

DIRECTIVE 104.1	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle		
EFFECTIVE November 01, 2002			
REVISED October 13, 2026	PART: ADMINISTRATION CHAPTER: ADMINISTRATIVE SUPPORT		PAGES 4
RESCINDS July 28, 2020	**ADMINISTRATIVE REPORTING SYSTEM**		

I POLICY

The administrative reporting system is established to provide a continuous and accurate flow of information between management and operational units.

II PROCEDURES

1 DAILY REPORTS

1.1 UNUSUAL INCIDENT REPORT (UI)

1.1.1 Purpose – to report any unusual incident of exceptional concern to the Department that requires major police action or any incident of such a nature that it is potentially newsworthy.

1.1.2 A sworn supervisor of the appropriate rank shall respond to the scene and prepare an **UNUSUAL INCIDENT REPORT (TPD FORM 40.0).**

1.1.3 Distribution shall be made by sending the original report and a copy of any related reports via departmental email to the UI contact list and the affected employee's chain of command.

1.2 ADULT INVESTIGATION CRIME CONTROL LOG

1.2.1 Purpose – to inform personnel of daily felonies, deceased persons, and the locations at which they occurred.

1.2.2 Investigative Services desk personnel shall log incoming calls from patrol officers.

1.2.3 REMOVED

1.2.4 REMOVED

1.3 DAILY TOTALS

1.3.1 Purpose – to record a summary of officers' daily activities.

1.3.2 The following totals shall be provided to the watch commander or the watch commander's designee by every patrolman at the end of each tour of duty:

- Moving citations
- Field Interviews (FI)
- On-view misdemeanor/felony arrests and warrants
- All reports
- Parking citations
- Traffic stops
- Suspect stops

- Walk-rides

2 MONTHLY REPORT

2.1 PURPOSE

To maintain a repository of statistical data for all departmental components.

2.2 STATISTICS

Monthly summaries of relevant statistics shall be compiled by bureau and district station commanders and forwarded by the 10th of each month to division commanders. The monthly report shall include:

- Summary of activities for the month
- Major accomplishments for the month
- New developments for the month

3 ANNUAL REPORT

3.1 PURPOSE

To summarize the operational activities of the Toledo Police Department for each calendar year. The report shall be made available to all Department employees and citizens of Toledo.

3.2 STATISTICS

The annual report generally includes:

3.2.1 A summary of the activities of each section/unit.

3.2.2 Information on crime statistics and crime trends for the City of Toledo.

3.2.3 Crime trend comparisons for the current and prior years.

3.2.4 Any other pertinent statistics or activities regarding the operation of the Toledo Police Department.

3.3 COMPILE/FORWARD REPORT

The report shall be compiled by the Planning, Research and Inspections Section and approved by the Chief of Police. A copy of the final report shall be forwarded to each of the following:

- City Council
- The Mayor
- Safety Director and other department heads
- Community leaders/Block Watch leaders

4 STAFF REPORT

A staff report is any report that a sworn supervisor prepares that addresses an issue or problem that necessitates research, analysis, and a recommendation or solution.

4.1 All staff reports originating within the Department, with the intent to remain within the Department, shall be submitted on plain paper. At no time is it acceptable to put an intradepartmental staff report on Department letterhead.

4.1.1 All staff reports shall contain and address the following six titled paragraphs:

- Issue
- Assumptions
- Facts
- Discussion

- Conclusions
- Recommendations

4.1.2 Generally, the writer should be complete and concise when addressing the issues and should understand that, for each issue, some assumptions can be made.

4.1.3 Facts relating to the issue speak for themselves but must be verifiable by the reader.

4.1.4 The discussion, pro and con, shall provide an interpretation of the facts while logically addressing the advantages and disadvantages of the subject.

4.1.5 The conclusions and recommendations are critical. The conclusion lets the reader know the result reached through the analysis, while a recommendation is mandatory for every report. At times, it may appear that there is only one possible recommendation, but alternative courses of action are desirable and should be included whenever possible.

4.1.6 All staff reports shall be submitted through ascending levels of review.

5 AFTER-ACTION REPORT

Following the Department's involvement in an incident of considerable size and extended operational duration, or at the request of the Chief of Police (e.g., a disaster situation, active shooter incident, presidential visit, Fourth of July fireworks event, etc.) the incident commander (IC) shall submit an after-action report through the chain of command to the Operations Division Commander within ten workdays after the conclusion of the incident, or as directed. The report shall address the following:

- Overview of the entire incident
- Command post location and staffing
- Activation of the Incident Command System
- Notification and mobilization of additional agency personnel
- Obtaining support from other agencies
- Establishing a unified command, if necessary
- Establishing a staging area, if necessary
- Providing public information and maintaining media relations
- Maintaining the safety of all affected personnel
- Chronological narrative
- Crimes and arrests
- Deaths and injuries
- Property damage
- Accounting of man-hours expended by the Department
- Logistics
- Critique of the overall Department response
- Any other pertinent information
- Recommendations for recovery, if applicable

6 DISSEMINATION OF STUDIES

6.1 ANALYTICAL REPORTS

All analytical reports shall be distributed to the affected organizational components.

6.2 RESPONSIBILITY

It shall be the responsibility of division, bureau, district, section and unit supervisors to disseminate relevant information to affected employees.

7 AGENCY FORMS

7.1 ACCOUNTABILITY

In order to ensure accountability and continuity of forms used by the Department, all proposals for new forms, modifications of current forms, or elimination of forms shall be processed through the Planning, Research and Inspections Section.

7.2 PERSONNEL PROPOSING A NEW/REVISED FORM

Personnel shall submit a proposal and justification to the Planning, Research and Inspections Section through the chain of command. The proposal must include:

- Copies of any forms that will be revised or declared obsolete if the proposal is implemented.
- An explanation of the reasons for the needed revisions.
- A draft of the proposed form, preferably in electronic format.

7.2.1 Responsibilities of the Planning Research and Inspection Section.

a. Evaluate the proposal to ensure there is no conflict with Department policy or duplication of effort.
b. Forward a draft copy of the form for staff review, if applicable.
c. Prepare the final version.
d. Maintain the master copy of all Department forms.

DIRECTIVE 104.2	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES	
EFFECTIVE November 01, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED November 7, 2019	PART: ADMINISTRATION CHAPTER: ADMINISTRATIVE SUPPORT	PAGES 8
RESCINDS April 1, 2016	**FISCAL/GRANT MANAGEMENT**	

I POLICY

The budgetary process is required by the City of Toledo Charter and is an essential planning tool that enables the department to organize its financial resources.

II DEFINITION

Grant Coordinator – The coordinator develops and researches grant opportunities, coordinating regularly with project directors to ensure timely submission of grant applications. Once a grant is awarded, the coordinator will ensure that all grant requirements are met and submitted on time. The coordinator works closely with the secretary of police to ensure that all grants are appropriately tracked through the City of Toledo accounting system. The coordinator is responsible for maintaining a master file of all grants submitted by the department and performing inventory audits of equipment purchased with grant funding.

Project Director – The director is tasked with ensuring that the day-to-day grant requirements (i.e. documentation of overtime, data collection, etc.) are completed and submitted to the grant coordinator. The director also ensures that the necessary resources (i.e. manpower, equipment, etc.) to fulfill the grant requirements are met.

III PROCEDURES

1 BUDGET AND PURCHASING

1.1 ANNUAL BUDGET PROCESS

1.1.1 The chief of police has the responsibility to control the department's budget.

1.1.2 The department has several different funds within the budget, all of which support the different organizational units.

(a) The Fiscal Affairs Section shall be responsible for the budgetary concerns of the department.

(b) The chief of police may direct the reallocation of funds from individual budgets during the year.

1.1.3 The Fiscal Affairs Section shall comply with the city budget process. Fiscal Affairs Section personnel shall prepare the department's budget and manage the fiscal process.

1.1.4 Supervisors shall be accountable for the budget assigned to their area of responsibility. Fiscal Affairs Section personnel will distribute instructions on budget preparation and receive input from supervisors based on the city's budget process. Supervisors shall not exceed their designated budget without prior permission of the chief of police.

1.1.5 The chief of police may conduct budget hearings or otherwise review proposed budgets.

1.1.6 Supervisors shall ensure purchases are consistent with the budget and with functional goals and objectives. Supervisors shall control purchases, allocation and responsible utilization of goods and services to ensure resources are available throughout the budget year.

1.2 EMERGENCY OR SUPPLEMENTAL APPROPRIATIONS

Requests for supplemental or emergency appropriations and fund transfers shall be forwarded, in memo form, through the chain of command to the chief of police.

1.3 PURCHASING

1.3.1 Specifications for items requiring standardized purchases shall follow the procedures as stated in the Toledo City Charter and the City of Toledo's Administrative Policies and Procedures on purchasing and contracts.

1.3.2 Section and bureau commanders generally have the authority to request purchases and administer their respective budgets, subject to any additional controls initiated by the division commander.

1.3.3 Emergency purchases or rentals can be made upon approval of the chief of police. When an emergency occurs where there is an imminent danger to life or major property damage and the resources to handle the situation are unavailable, department personnel may purchase and/or lease the necessary equipment to handle the emergency in accordance with the following procedure:

(a) Notify the chief of police what equipment or resources are required. The chief or his designee may then verbally authorize the purchase or lease of the needed equipment.

(b) After the incident is resolved, complete a written report to the chief of police indicating why the equipment was needed and the circumstances involved.

(c) Forward a report of all expenses, including receipts, to the Fiscal Affairs Section.

1.3.4 Purchases shall not be made without obtaining a purchase order or permission from Fiscal Affairs Section personnel.

1.3.5 Purchases of $10,000 or more require the permission of the chief of police.

(a) They may also require passage of an ordinance and/or formal bidding.

(b) Fiscal Affairs Section shall be contacted for direction prior to beginning any purchase process anticipated to cost in excess of $10,000.

1.3.6 Purchases under $10,000 generally can be accomplished with an informal bidding procedure to acquire the best bid price using the following procedure:

(a) Supervisors shall contact Fiscal Affairs Section personnel for current bidding procedures.

(b) Supervisors shall contact at least three vendors to obtain a written quote for the item or service being purchased, including quotes from Minority Business Enterprises (MBE) and Women's Business Enterprises (WBE) if available.

(c) After examination of the bids, supervisors shall complete a PURCHASE REQUEST (FORM 6.7) listing the information of the vendor submitting the lowest and/or best bid.

(d) If the best bid is not the low bid, justification must accompany the PURCHASE REQUEST.
(e) The original copy of all bids shall be attached to the PURCHASE REQUEST and forwarded to the Fiscal Affairs Section.

1.3.7 When the city has a contract for the purchase of certain goods or services, bids are not required. Periodically, the Fiscal Affairs Section may provide supervisors with a list of those goods and services.

1.3.8 The city is exempt from sales tax. The City of Toledo Finance Department policy prohibits the reimbursement of sales tax. When purchasing anything for department use, employees:
(a) Shall remind the vendor that the city is exempt from sales tax.
(b) Will not be reimbursed from petty cash for sales tax.
(c) If unsuccessful in having the vender eliminate the sales tax, should not make the purchase.

2 MONEY HANDLING

2.1 DEPARTMENT MONEY HANDLING

The Department of Police Operations shall establish money-handling procedures in accordance with the city's policies.

2.2 HANDLING AND TRANSFER OF CITY FUNDS

The supervisors of sections that receive monies, such as fees for public records, restitution for lost or damaged equipment, officer witness fees, purchase of safety equipment and proceeds from auto or property auctions, shall ensure compliance with the following procedures:

2.2.1 All monies shall be adequately controlled and safeguarded by the use of locking cash registers, drawers or safes, until deposited with the Records Section cashier or the city treasurer.

2.2.2 All monies received by the sections shall be deposited with the Records Section cashier or city treasurer on the day of receipt.
(a) The Records Section commander shall be responsible for establishing the times of daily deposits.
(b) If money is received at a time when the Records Section is closed or after the daily deposit has been made, the money shall be deposited on the following workday.
(c) The chief of police may exempt certain sections or operations from same day or next business day deposit of funds. Exemptions shall be in writing.

2.2.3 Sections lacking cash registers that automatically render a receipt shall use pre-numbered receipts for all payments received in person (e.g., restitution, witness fees and purchase payments).

2.2.4 All numbered receipts shall be audited by supervisory personnel independent of the persons issuing receipts.

2.2.5 Section copies of receipts shall be maintained for two years.

2.2.6 All checks received as payment shall be immediately endorsed FOR CREDIT TO CITY OF TOLEDO.

2.2.7 The Records Section commander shall ensure the transfer of all monies collected to be in accordance with the policies established by the city.

2.2.8 The Records Section commander shall establish and provide a receipt system to those sections that deposit funds with the Records Section cashier.

2.2.9 Monies collected shall not be spent for any purchase or service. Expenses associated with conducting an auction (including auctioneer service) shall be paid by purchase order or by requesting issuance of a check after the auction has been conducted.

2.2.10 When monies are deposited with the City of Toledo Treasurer's Office, the depositor will be provided a signed yellow copy of the City of Toledo Remittance Form. The yellow copy of the remittance form shall be immediately forwarded to the Fiscal Affairs Section. Depositors shall retain a photocopy as proof of their deposit.

2.3 AUTHORITY TO HANDLE CASH FUNDS

The chief of police shall grant authority to receive cash, maintain cash funds or disburse cash. The following areas are authorized to receive cash, maintain a cash fund or disburse cash:

- Special Operations Bureau (petty cash funds only).
- Records Section/Impound Lot (receipt of fines, fees, and maintenance of petty cash funds).
- Fiscal Affairs Section (Petty Cash Fund).
- The receipt of cash as evidence, safekeeping or found property by the Property Management Unit shall be governed by the procedures listed in the Property Management Unit manual.

2.4 REQUIREMENTS

Receipt of cash, maintenance of a cash fund and disbursement of cash requires:

2.4.1 The existence of a balance sheet, ledger, cash register or other system that identifies the initial balance, cash received, cash disbursed and the current balance.

2.4.2 Receipts or documentation for cash received.

2.4.3 An invoice, record or other documentation for cash expended or deposited.

NOTE: The yellow copy of City of Toledo TC-25 Remittance Form shall be forwarded to Fiscal Affairs Section. A photocopy of the form shall be retained at the depositing section/unit.

2.4.4 A division, bureau or section order describing the persons or positions authorized to disburse or accept cash.

2.4.5 Approval of the chief of police for cash disbursements greater than $25.

NOTE: The Special Operations Bureau is exempt from the $25 limit. They are restricted per their bureau order.

2.4.6 Those areas having authority to receive, maintain or disburse cash funds shall provide a quarterly accounting of cash activities to the Fiscal Affairs Section.

3 EQUIPMENT, SUPPLIES AND MAINTENANCE

3.1 REQUESTS FOR EQUIPMENT, SUPPLIES, OR SERVICES

All requests for equipment, supplies or services shall be submitted on a PURCHASE REQUEST.

3.1.1 Requests shall include accurate and current costs of items, including shipping costs, and a complete justification for the request.

3.1.2 The complete description of the items requested shall include, but is not limited to:

- Brand name
- Model number
- Name of catalog
- Catalog page and item number (copy of catalog page shall be attached)
- Any information which thoroughly describes the items requested.

3.1.3 No item is to be purchased in the name of the police department without the permission of the chief of police and/or Fiscal Affairs Section personnel.

3.2 REPAIR OF EQUIPMENT, OFFICE EQUIPMENT, FURNITURE, ETC.

Personnel requesting repair of equipment, office equipment, furniture or other items shall contact Fiscal Affairs Section personnel.

3.3 REMOVED

3.4 REQUEST FOR EQUIPMENT NOT INCLUDED IN THE CURRENT BUDGET

If the need is urgent and, in the opinion of the concerned commander, the item or service cannot wait for inclusion in the next budget, a request shall be made in writing, through the chain of command to the secretary of police. The request shall include an explanation and a thorough justification for the need and urgency of the request. If necessary, the secretary of police will consult with the chief of police for a final decision.

3.5 OFFICE SUPPLIES

Office supplies can be obtained through the Property Management Unit. All supplies not available through the Property Management Unit shall be requested by utilizing the procedures in Directive 104.2/3.1 – REQUESTS FOR EQUIPMENT SUPPLIES OR SERVICES.

3.6 CONTRACTUAL SERVICES

Contractual services include those requests to outside businesses to perform a contractual service for the department that will be charged to the department budget.

4 TRAVEL EXPENSES, FORMS AND CREDIT CARDS

4.1 TRAVEL EXPENSE ESTIMATE

Any department employee who expects to receive city funds to pay for travel expenses shall complete a City of Toledo Travel Expense Estimate and Authorization (FORM A-1). The form shall be completed at least three weeks prior to departure if an advance check is requested. These requests must be approved by the safety director before travel funds are expended.

4.2 TRAVEL EXPENSE REPORT

Upon returning to work, any department employee who received city funds to pay for travel expenses shall immediately complete a City of Toledo Travel Expense Report (Form A-2). The form, along with all receipts, bills and unspent allocated funds shall be submitted to the secretary of police.

4.3 CREDIT CARD AUTHORIZATION

Credit cards for authorized expenses are available at the Fiscal Affairs Section. A CREDIT CARD AUTHORIZATION (TPD FORM 15.2) shall be completed by the requestor and approved by the requestor's division commander.

4.3.1 Use of credit cards shall only be authorized by the chief of police or Fiscal Affairs Section personnel.

4.3.2 Upon return to duty, employees shall immediately forward all receipts for purchases made with department credit cards to the Fiscal Affairs Section. Failure to provide receipts for purchases may result in the employee being held responsible for reimbursement of the expense.

5 GRANT MANAGEMENT

Budget constraints restrict the capacity to fund all beneficial services and programs. External funding, or a grant from an outside source, is an excellent means to supplement the police department's budget. External funding and grant sources include federal, state and local governments, as well as corporate, foundation and service group entities. All department personnel are encouraged to locate appropriate grant funding to advance the department toward its goals.

5.1 GRANT REQUESTS

Requests for a grant shall be submitted on a GRANT REQUEST APPROVAL FORM (TPD FORM 6.14) through the proper chain of command to the Office of the Chief of Police. The narrative section of the form shall contain a brief summary of the grant with the following information included: the department section(s) involved in the grant, the funding source, the goals and objectives of the grant, the resources required, identity of subcontractors identified, if matching funds or resources are needed from the city and a brief overview of what items or services will be purchased with the grant funds. After the chief of police makes his final decision, the form shall be forwarded to the grant coordinator who will then notify the project director of the final disposition of the request.

5.1.1 If the chief of police gives the approval to move forward on a project, the grant coordinator and the grant project director will work together to submit the grant application for consideration by the funding organization. If the department is awarded the grant, the project director shall complete a NEW GRANT PROJECT INFORMATION SHEET (TPD FORM 6.13) and sign on the line labeled "Original Project Manager Signature." The project manager will have the day-to-day responsibility of managing the grant until relieved of that responsibility by his deputy chief. If the deputy chief assigns a new project manager to the grant, the new manager shall sign his name on the form in the space provided.

5.1.2 The project director and the secretary of police shall both keep a binder in their respective sections to include necessary documentation required by the funder. Once the grant has closed, both binders will be stored in the Fiscal Affairs Section for auditing and research purposes. Copies of the NEW GRANT PROJECT INFORMATION SHEET (TPD FORM 6.13) and the GRANT REQUEST APPROVAL FORM (TPD FORM 6.14) shall be kept in both binders.

5.1.3 If grant funding is awarded, the grant application and all information relating to the grant shall be kept on file for a minimum of five years after the expiration of the grant. A completed copy of the grant application shall be forwarded to the commander of the Fiscal Affairs Section.

5.1.4 If the nature of the grant is for the reimbursement of general overtime (e.g., traffic control, crowd control, general patrol duties, etc.) all sworn employees shall have an opportunity to work the grant. The grant's project director shall not include any language that restricts overtime compensation to specific divisions, bureaus, sections or units.

EXCEPTION: If the grant overtime is job-specific (e.g., Vice/Narcotics Section, SWAT), or requires specifically-trained officers, the chief of police or his designee reserves the right to allow only those officers assigned to a specific division, bureau, section or unit, or the specifically-trained officers, to work the overtime.

5.2 GRANT COMPLIANCE

It is imperative that the grant project director maintain strict compliance with the grant's requirements. A lack of compliance with the grant's requirements may result in unnecessary audits, restriction from future grant awards, create a potential need for the department to reimburse funds received from the grant, or forfeit remaining grant funding.

5.2.1 The grant project director shall be responsible for the timely submission of all programmatic reports required by the grant. Fiscal Affairs Section personnel shall coordinate the completion of these fiscal reports.

5.2.2 The grant project director shall be responsible for all data retention for grant requirements

5.2.3 All reports and data associated with grant requirements shall be stored with the grant file for a minimum of five years beyond the expiration of the grant.

5.2.4 The grant project director will be required to prepare PURCHASE REQUESTS (TPD FORM 6.7), and other reports, as directed by the grant coordinator or Fiscal Affairs Section personnel.

5.2.5 Grant project directors shall ensure that notice of grant overtime opportunities are disseminated to qualified officers (e.g. through the issuance of a NOTICE AND BULLETIN).

5.2.6 Moved to 5.1.1

5.2.7 Project directors are responsible to notify, in writing, the appropriate personnel of any requests for grant extensions, budget adjustments, changes in project directors, cost overages and shortages, purchasing problems or delays and any issues with grant sub-contractors.

5.2.8 For all equipment that is purchased with grant funds, a GRANT EQUIPMENT INVENTORY FORM (TPD FORM 6.15) shall be completed immediately upon receipt of the purchased items by either the grant coordinator or the project director. Copies of the GRANT EQUIPMENT INVENTORY FORM (TPD FORM 6.15) shall be kept in the grant binders maintained by the project director and the Fiscal Affairs Section. The appropriate responsible inventorying unit (Technical Services or Property Management) shall also maintain a copy of the Grant Inventory Sheet in their files. A label, which includes the city assigned grant number, grant name, and year, shall be affixed to the property. Due to their size, smaller items will be marked with the abbreviated grant name and year (i.e. FED JAG 17). Items purchased with grant funding shall be so noted, when practical, in the general inventory maintained by the appropriate unit. All items that are no longer in use shall be disposed of properly and according to the conditions specified in the grant award.

5.3 FEDERAL AND STATE GRANT FISCAL REPORTING

When notified that funding has been awarded, the grant coordinator shall request the Fiscal Affairs Section to prepare the documentation necessary to accept the grant.

5.3.1 When the department is notified of a grant award, the grant project director shall coordinate all grant-related activities with the grant coordinator to ensure that the proper expenditure accounts are created through the City of Toledo Division of Accounts.

5.3.2 Fiscal Affairs Section personnel and the grant coordinator shall design and maintain a grant expenditure accounting system for each grant project to comply with established auditing and accounting procedures, ensuring that future grant reimbursement requests are for approved costs as outlined in the grant award. An adequate audit trail shall be maintained for at least five years after the completion of each grant for all grant expenditures.

DIRECTIVE 105.1	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle		
EFFECTIVE November 01, 2002			
REVISED December 1, 2012	PART: ADMINISTRATION CHAPTER: SUPERVISION		PAGES 6
RESCINDS November 01, 2002	**SUPERVISION**		

I POLICY

Officers must frequently make critical decisions without the benefit of on-scene direction. In most police operations however, supervision is available and necessary to provide guidance and training. Supervision gives coherence to the police task and directs the energies of the department into an organized effort. Proper supervision is essential to maintain a professional level of competence in law enforcement operations. An established chain of command promotes consistency, reduces confusion and enhances public safety operations. The Toledo Police Department delegates authority to supervisors through an established chain of command to allow employees to perform their assigned duties and responsibilities in an effective and coordinated manner.

II DEFINITIONS

STAFF OFFICER – Used to describe an officer above the rank of lieutenant.

COMMANDER – Used to describe an officer in charge of a division, bureau, section, or unit and is generally the same as Commanding Officer.

INCIDENT COMMANDER – Used to describe an officer who takes command of an emergency situation or who is in command of field details at planned special events. An Incident Commander may establish a command post.

SUPERVISOR – Used to describe an officer engaged in field supervision or in general supervision of an office, bureau, section, district, group, squad or unit.

OFFICER-IN-CHARGE – Used to describe an officer having charge of a squad, unit or detail.

LINE SUPERVISION – A supervisor who has the specific responsibility of issuing directions and orders to designated subordinates shall be considered as having the duty of line supervisor and shall be held accountable for achieving conformity with directions and orders he issues.

FUNCTIONAL SUPERVISION – The temporary supervision of employees not normally under the command of one designated to furnish specialized or technical knowledge necessary to accomplish department objectives.

III PROCEDURES

1 RANK AND RESPONSIBILITY

1.1 COMMENSURATE AUTHORITY

The department is an organization with an assignment of responsibility and accountability throughout the rank structure. Supervisors must be granted

commensurate authority in order to properly discharge their supervisory responsibility.

1.2 **CHAIN OF COMMAND**

The Chief of Police must necessarily limit the number of persons who report to him. Therefore, to ensure unity of command, clearly defined lines of authority must be drawn so there exists a structural relationship between each employee and the Chief of Police. Each employee must be aware of his relative position in the organization, to whom he is immediately responsible and those persons who are accountable to him. Employees should strive, at all times, to operate within the chain of command and keep their supervisors informed of their activities. The Chief of Police should be available by appointment to any member of the department.

1.2.1 Each member of the department shall be directly accountable to only one supervisor at any given time.

1.2.2 Each organizational component shall be accountable to and under direct command of only one supervisor.

1.2.3 In the planned absence of the Chief of Police, he shall appoint, in writing, an acting chief until his return.

1.2.4 In the event of an injury, illness or other emergency situation wherein the Chief of Police cannot appoint an acting chief, the mayor or his designee shall appoint an acting Chief of Police.

1.3 **RECOGNITION OF COMMAND**

In performance of routine duties, or at the scene of a police incident, officers shall recognize and respect the position of officer-in-charge, or officers of superior rank.

1.3.1 Employees shall promptly obey orders of superior officers and other members acting in a supervisory capacity whether received directly or passed along through other officers.

1.3.2 Employees shall not obey unlawful orders. Unlawful orders are defined as any order that violates a city ordinance, state statute or federal law. If in doubt as to the legality of an order, employees shall request the issuing party to clarify the order or to confer with a higher authority.

1.3.3 Employees receiving an order that is in conflict with a previous order shall notify the supervisor issuing the conflicting order.

(a) Responsibility for circumventing the first order then shifts to the supervisor issuing the second and conflicting order.

1.4 **COMMAND RESPONSIBILITY**

A commanding officer has responsibility and accountability for every aspect of his command. Commensurately, within policy guidelines and legal constraints, he has the authority to coordinate and direct assigned personnel and other allocated resources in achieving his organizational objectives. In doing so, he must perform the full range of administrative functions relying upon policy, direction, training, and personal initiative to guide him and his command in achieving the highest level of performance possible.

1.5 **SUPERVISOR ACCOUNTABILITY**

Each supervisor within the department is accountable for the performance of employees under his immediate control. The accountability ensures performance is satisfactory for the overall operation of the department. If performance is not acceptable, the supervisor is responsible to ensure steps are taken to remedy the

problem.

1.6 **SUPERVISION IN OPERATIONS**

A field sergeant is the first level of full-time supervision and it is his primary responsibility to guide, train, direct and motivate those over whom he has control. However, more experienced officers at all ranks have a responsibility to aid and assist less experienced officers in the performance of their duties.

1.7 **COMMAND RESPONSIBILITY AT POLICE SITUATIONS**

Command of department resources at a police situation rests with the Incident Commander. He has the authority to direct the operation and is responsible for its outcome. A senior ranking officer may make suggestions; however, he may not actively direct the operation unless he properly relieves the subordinate of command.

1.8 **GENERAL SUPERVISORY DUTIES**

A supervisor shall be responsible for the performance of general supervisory duties, in addition to having the technical skills and knowledge necessary for the performance of the duties unique to his specific assignment.

1.9 **SUPERVISORY KNOWLEDGE OF DEPARTMENT ORDERS**

A supervisor shall familiarize himself with the contents of department manual, procedural orders, directives, instructions, teletypes, bulletins, and notices, and shall disseminate such information to his subordinates. Information shall be disseminated in such a manner as to achieve department objectives

1.10 **DELEGATION OF DUTIES**

A supervisor may delegate to his subordinates, appropriate portions of his responsibilities, together with equivalent authority; but he may not delegate or relinquish his overall responsibility for results nor any portion of his accountability.

1.11 **SENIOR OFFICER; DETERMINATION**

The senior officer at a police incident shall be determined by rank, then by seniority within the rank.

1.11.1 At the scene of an emergency situation, except as otherwise designated, the term senior officer shall apply to the senior patrol shift command officer on duty.

1.11.2 The position of investigator is of a specialized nature and shall normally be considered separate from line command.

(a) When an incident has reached the stage where remaining functions are investigative in nature, the senior assigned investigating officer shall be in command.

(b) A concerned investigator or specialized unit shall assume command by identifying himself and informing the officer then in command.

1.12 **OFFICERS OF SENIOR RANK ASSUMING COMMAND**

An officer of senior rank may take command of a situation by identifying himself and then informing the officer then in charge of his intent.

1.12.1 Such assumption of command shall be under taken whenever the situation appears to the senior officer to be beyond the control of the officer in charge, or,

1.12.2 When jurisdiction is concurrent over a particular duty, or,

1.12.3 For disciplinary purposes.

1.13 **OFFICER OF JUNIOR RANK DELEGATED COMMAND**

An officer, regardless of rank, shall assume command of a situation when so instructed by an officer of superior rank then in command. An officer placed in command of an operation shall maintain that responsibility until relieved by competent authority.

2 PRINCIPLES OF COMMAND

2.1 DIRECTION OF SUBORDINATES

A supervisor shall exercise control over his subordinates necessary to the accomplishment of department objectives. He shall analyze and evaluate the personality, temperament, traits and capabilities of each subordinate in order to realize from every employee the maximum degree of service commensurate with his abilities and limitations.

2.2 TRAINING OF SUBORDINATES

Training shall be considered the process of aiding employees to gain effectiveness in their present or future assignments through the development of appropriate habits of thought, action, skill, knowledge, and attitude. Emphasis shall be placed on respect for the personality and human dignity of each employee, in order to allow maximum development of his capability.

2.3 GUIDANCE OF SUBORDINATES

A supervisor shall take a personal interest in the welfare and problems of subordinates and shall make himself available to employees seeking guidance and counseling. He shall give appropriate advice and personal instructions to immediate subordinates for the development of administrative and supervisory skills.

2.4 TECHNIQUES OF SUPERVISION

A supervisor must frequently command the actions of subordinates by orders and directions in order to carry out proper police operations. This must be done effectively and is essential to control most critical police situations. A supervisor shall make use of positive disciplinary techniques such as the following, to promote satisfactory supervisor-subordinate relationships:

2.4.1 **INSPIRATION** – The ideals and objectives of public service in the police field shall be developed and exemplified by the conduct and actions of supervisory members of the department.

2.4.2 **EXPLANATION** – Department policies and objectives shall be presented to the employees by means of reasoned consideration of the issues. Supervisors shall adopt an attitude of guiding employees by sound, logic and clear thinking, rather than by arbitrary orders and commands and shall strive for willing response and cooperation from subordinates.

2.4.3 **ENCOURAGEMENT** – Supervisors shall be aware that recognition of good work is an indispensable need in the employee's relationship with the department and shall make certain that meritorious acts and accomplishments are rewarded either by personal encouragement and praise or by formal commendation.

2.5 ORGANIZATION OF ACTIVITIES BY SUPERVISORS

A supervisor shall organize his own work and that of his subordinates to ensure

adoption and practice of the best principles and procedures to meet current, unusual, and changing needs.

2.6 **KNOWLEDGE OF OTHER SUPERVISORY POSITIONS**

A supervisor shall acquaint himself with the duties and responsibilities of other supervisory positions which, in the normal course of operations, he may have to discharge.

2.7 **TRANSFER OF COMMAND**

Upon assuming a new assignment and continually thereafter, a command officer should critically evaluate all aspects of his command. Upon change of command, the commanding officer being replaced has a duty to lend his full assistance in making the command transition as smoothly and orderly as possible. Orientation of a new commanding officer should include information concerning unique problems of the command and assistance in continuing community and professional contacts relative to the command.

2.8 **TRANSFER OF SUPERVISORY RESPONSIBILITY**

Details or assignments which do not report at one of the regular times for change of shift shall be under the supervision of the watch commander on duty at the time the detail or assignment reports for duty. The responsibility for supervision of such detail or assignment is transferred at the change of shift to the watch commander coming on duty.

2.9 **COMMAND CONCERN FOR EMPLOYEE WELFARE**

The nature of command is such that there must be coexisting loyalty to the management of the department and to subordinates. The resolution of those loyalties, in a manner which benefits both the department and the individual, and which avoids conflicts between the two interests, requires the exercise of leadership. An interest in employees and their welfare is a responsibility of command, which may extend beyond morale problems and their effect upon an individual's performance. It includes a concern for the personal problems, desires, and interests of employees and positive assistance in resolving those problems or in achieving their goals. However, commanding officers should be cautious to avoid interfering where assistance is not required or desired.

2.10 **COMMUNITY LIAISON BY COMMANDING OFFICERS**

Commanding officers have a responsibility to maintain professional and community contacts as they relate to their command. As a representative of the department, commanding officers should take an active role in the community and participate in identifying and providing for law enforcement needs.

2.11 **SUPERVISORY PLANNING**

A supervisor shall initiate or receive and consider proposals for changes in policy affecting activities within the scope of his jurisdiction.

3 ACTING TIME AND GENERAL RESPONSIBILITIES

3.1 **NECESSITY OF ACTING TIME**

All deputy chiefs shall make a determination as to when acting time is to be utilized within their respective divisions in accordance with the respective labor agreements.

3.2 **RESPONSIBILITIES OF ACTING COMMAND OFFICERS**

All officers accepting an acting command position assignment, and being monetarily compensated for it, shall assume the responsibility and commensurate authority for that position.

3.2.1 Officers who do not wish to take this responsibility should not accept the acting assignment.

3.2.2 Officers in a position to accept or reject acting time shall indicate their decision prior to the start of their tour of duty.

3.2.3 Any officer who, at his own request has been allowed to work a shift or assignment for his own convenience, shall not be allowed to exercise seniority as it relates to an acting position on that shift or assignment.

3.2.4 This is not to be construed to apply to those officers who have successfully bid onto a shift.

3.3 **SENIORITY; CIVILIAN EMPLOYEES**

The seniority of a civilian employee shall be determined in accordance with the collective bargaining agreement of the employee's bargaining unit/agency.

3.4 **MAJOR DISASTER AND CIVIL DEFENSE PLANS; SUPERVISORS**

A supervisor shall be familiar with the role of the department and his own responsibilities and duties, and shall maintain plans for his activities in the event of a major disaster or the activation of civil defense plans.

3.5 **CIVILIAN WORK RULE**

Where Civilian Work Rules exist, all command officers who have civilian employees working in their area shall make themselves aware of the content of all current work rules affecting civilian employees, and shall be responsible for enforcement of all provisions contained therein. Enforcement of rules shall be uniformly applied to all civilian employees. A copy of the "Work Rules for the Police Department - Civilian Employees" shall be furnished to all civilian employees and all sworn personnel who have supervisory responsibilities over civilian employees.

3.6 **SUPERVISORY REPORTS**

Supervisory Reports shall be made in a prompt and effective manner. All pertinent facts shall be incorporated and the welfare of the department shall be the primary consideration.

DIRECTIVE 104.3	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES	
EFFECTIVE February 25, 2004	CHIEF OF POLICE: Michael C. Troendle	
REVISED August 1, 2018	PART: ADMINISTRATION CHAPTER: ADMINISTRATIVE SUPPORT	PAGES 1
RESCINDS April 1, 2016	**LEGAL CLAIMS**	

I POLICY

Due to the nature of police work, department personnel and the City of Toledo are at times parties in civil litigation. The purpose of this policy is to ensure that any information needed in a civil action is communicated in a consistent and timely manner.

II PROCEDURES

1 CLAIMS FOR DAMAGES AND/OR EXPENSES AGAINST THE CITY

Department personnel shall not advise or promise compensation to any person claiming damages or incurring an expense which appears to have been caused by the City or any of its employees, unless authorized to do so. The claimant shall be directed to the City Law Department for evaluation of the claim.

1.1 NON-EMEREGENCY ACCESS AUTHORIZATION

Department members receiving a request for assistance to enter a locked vehicle, or building, absent any emergency or exigent circumstances, shall advise the complainant that there is the possibility of damage during the entry attempt. The person requesting assistance will be required to sign a TOLEDO POLICE ACCESS AUTHORIZATION (T.P.D. FORM 15.6), which releases the department from any liability. Officers shall also ascertain that the person requesting the access has legitimate authority to do so.

2 DAMAGE TO CITY PROPERTY

When completing a crime report involving maliciously damaged city property, a copy of the report shall be forwarded to the City Law Department.

2.1 When laying up a vehicle for repair due to damage caused by a detainee, officers shall place the related Records Section number on the Wheel Report.

3 NOTIFICATION OF CIVIL LITIGATION

Whenever a department employee receives notification that he has been named as a defendant in any legal proceedings as a result of his official duties or actions, he shall immediately notify the Chief of Police in writing.

3.1 The notification shall include the plaintiff's name, the case number, date of hearing for the case, and a copy of the lawsuit.

3.2 Official duties or actions include any incident where a member of the department acts in the capacity of a police officer, whether on-duty or off-duty.

DIRECTIVE 201.1	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES**	
EFFECTIVE November 1, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED March 26, 2026	PART: PERSONNEL CHAPTER: PERSONNEL ADMINISTRATION	PAGES 2
RESCINDS November 7, 2019	**ALLOCATION AND DISTRIBUTION OF PERSONNEL**	

I **POLICY**

All components of the department shall be periodically assessed for workload and service demands to ensure efficiency and the best possible service to the public.

II **DEFINITIONS**

WORKLOAD - The amount of work performed by an employee or group of employees in a given period of time.

III **PROCEDURES**

1 **ANALYSES -** Workload analyses shall be conducted periodically or as determined by the chief of police.

1.1 The workload analysis includes documenting the amount of time spent on the various tasks required of the position, and determining if individuals are working under, at, or over capacity.

1.2 **REMOVED**

2 **RESPONSIBILITY**

2.1 When determined by the chief of police, division commanders will be responsible for ensuring that workload analyses are conducted in their area of responsibility. Workload data shall be collected and utilized to ensure the best allocation of resources.

2.1.1 Division commanders will be responsible for ensuring **WORKLOAD ASSESSMENTS (TPD FORM 82.0)** are completed by applicable personnel. The Workload Assessment serves as a tool to:

- Predict and plan future staffing and skill requirements
- Identify the need to restructure and prioritize workloads/assignments
- Ensure workloads are evenly distributed
- Ensure job descriptions are accurate and up-to-date
- Promotes supervisor and employee accountability
- Increases the objectivity and accuracy of performance evaluations

2.1.2 The Workload Assessment Form shall be completed and reviewed by commanders. Approved workload assessments shall be forwarded through the chain of command to the Planning and Research and Inspections Section for storage.

2.1.3 Upon completion of the assessments, division commanders shall produce a report that documents the findings and needs within their respective divisions and submit it to the chief of police.

2.2 Annually, the deputy chief of the Operation's Division shall ensure the completion of a manpower projection analyses. The analyses will assist in determining the number of officers needed as well as their shift and district station assignment. In conducting the analyses, the following data should be considered:

- Call rate (calls for service per hour)
- Average time consumed (time spent on calls)
- Travel time, by call priority
- Percent of calls, by call priority

3 **REMOVED**

4 **REMOVED**

5 **REMOVED**

DIRECTIVE 201.2	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002 REVISED July 2, 2024	PART: PERSONNEL CHAPTER: PERSONNEL ADMINISTRATION	PAGES 8
RESCINDS October 1, 2020	**SERIOUS INJURY OR DEATH NOTIFICATION**	

I POLICY

The Toledo Police Department recognizes the need to be prepared when a serious injury or death occurs while in the performance of work-related duties. The way in which the department responds to family and co-workers at the time of the serious injury or death and in subsequent weeks is vital. The department will assist in recovery by providing emotional and psychological support. This policy shall attempt to specifically address vitally important issues that must be planned in advance of a serious injury or death in the performance of work-related duties.

II RESPONSIBILITIES

1 SUPPORT FOR IMMEDIATE FAMILY

1.1 It shall be the responsibility of the department to assist the immediate family of an employee who suffers a serious injury or dies in the performance of work-related duties. This assistance applies whether the employee was killed feloniously or accidentally, while serving as an active member of the department. Responsibilities of the department include:

- Clarifying survivor benefits
- Providing emotional support during this traumatic period
- Continued contact and care during recovery or after the funeral, until so indicated by the survivors

1.2 Policy implementation is predicated on the wishes of the affected member of the department through the **NOTIFICATION OF SERIOUS INJURY OR DEATH FORM (TPD FORM 1.2)**.

2 SUPPORT FOR PERSONNEL

In order to provide support for Toledo Police personnel, the department shall require those members directly affected to participate in a debriefing as soon as feasible. The commander of the Personnel Section shall ensure affected members are scheduled for debriefing. The Employee Assistance Program officers (EAP), police chaplains, and the Peer Support Team shall provide any employee experiencing stress, due to the nature of the incident, the opportunity to receive emotional and tangible support.

III HANDBOOK AND FORMS

1 SERIOUS INJURY OR DEATH OF A DEPARTMENT EMPLOYEE HANDBOOK

In order to be more adequately prepared for the serious injury or death of a department employee, the **SERIOUS INJURY OR DEATH OF A DEPARTMENT EMPLOYEE HANDBOOK (TPD FORM 1.16)** has been created. This handbook will be available on the TPD Intranet.

2 NOTIFICATION OF SERIOUS INJURY OR DEATH (TPD FORM 1.2)

2.1 All employees **shall** complete a NOTIFICATION OF SERIOUS INJURY OR DEATH (TPD FORM 1.2). The employee is to place this notification form in the provided envelope, seal and return it to their section commander.

2.1.1 This form shall be distributed to those indicated on the form in the event the employee is seriously injured or dies while in the line of duty, or while employed by the Toledo Police Department.

2.2 The section commander shall forward the sealed envelope to the Planning, Research and Inspections Section who will then forward the envelopes to the Investigations Bureau to maintain.

2.2.1 It shall be the responsibility of the on-duty commander of the Persons Investigation Section or his designee to retrieve and open the sealed envelope in the event of serious injury or death of an employee.

2.2.2 The sealed envelopes are to be kept in Persons Investigation Section on the second floor of the Safety Building.

2.3 Annually, in September, notice will be sent to employees to forward a Supervisor's REPORT (TPD FORM 20.7) to the Planning, Research and Inspections Section if an original or an amendment in the NOTIFICATION OF SERIOUS INJURY OR DEATH FORM is needed.

2.3.1 Planning, Research and Inspections Section personnel will return the previously filed and sealed NOTIFICATION OF SERIOUS INJURY OR DEATH FORM (if applicable) to the employee, along with a new envelope. Employees filing for the first time will receive a blank NOTIFICATION OF SERIOUS INJURY OR DEATH FORM and an unsealed envelope. The forms are also available on the Intranet.

2.3.2 Once completed, the updated NOTIFICATION OF SERIOUS INJURY OR DEATH FORM shall be sealed in the provided envelope with the employee's name, ID, and the year written on the envelope in the provided spaces. The envelope shall be forwarded to the Planning, Research and Inspections Section.

2.3.3 Planning, Research and Inspections Section personnel shall ensure each employee's NOTIFICATION OF SERIOUS INJURY OR DEATH FORM is filed with the Persons Investigation Section.

2.4 If an employee wishes to make changes on the notification form at any time, they may do so by submitting a request to the Planning, Research and Inspections Section commander.

IV POSITIONS AND REPSONSIBILITIES IN THE EVENT OF SERIOUS INJURY OR DEATH WHILE IN THE PERFORMANCE OF WORK-RELATED DUTIES OF A DEPARTMENT EMPLOYEE

The following positions must be activated immediately upon a serious injury or death of a department member. Several positions may be combined and assigned to one person. Each individual shall be responsible for maintaining resources and have them readily available.

1 EMPLOYEE ASSISTANCE OFFICER

The employee assistance officer(s) shall assume the responsibility of overseeing the health and well-being of department personnel affected by the tragedy.

1.1 The employee assistance officer(s) shall notify the contracted employee assistance provider as soon as is practical.

1.2 The employee assistance officer(s) shall notify the police chaplain(s) as soon as is practical.

2 FAMILY LIAISON(S)

The person designated shall be indicated on the NOTIFICATION OF SERIOUS INJURY OR DEATH (TPD FORM 1.2). If no liaison has been indicated, the commander of the Personnel Section shall act as the family liaison until otherwise indicated.

2.1 The family liaison(s) shall be responsible for tending to the needs of the family of the department member killed or seriously injured. This position shall be the coordination point for the planning of funeral services and any follow-up care for the family.

2.2 Personnel assigned to this task shall be accessible to the family at all times, from the time they are notified through the end of the funeral.

2.2.1 The family liaison(s) is responsible for ensuring the wishes of the family are followed throughout the funeral process.

2.2.2 The family liaison(s) shall work closely with the department liaison during the process to obtain the necessary approval for any expenditure.

2.3 Unless the affected member of the department has indicated otherwise on the NOTIFICATION OF SERIOUS INJURY OR DEATH form, the surviving spouse/domestic partner shall be the decision-maker regarding the funeral arrangements, and the person from whom the family liaison(s) shall take direction.

2.3.1 Should a department member be single, the family liaison(s) shall work directly with the deceased's family.

3 DEPARTMENT LIAISON

This individual shall be the current commander of the Personnel Section.

3.1 The department liaison, in conjunction with the Fiscal Affairs Section, has the authority to allow the family liaison(s) to make financial obligations and purchases.

3.2 The department liaison shall keep all department personnel informed on the funeral arrangements as the information is received from the family liaison(s).

3.3 The department liaison shall make arrangements with the hospital for all workers' compensation-related expenses and inform hospital personnel that this is a workers' compensation case.

4 BENEFITS REPRESENTATIVE

This individual shall be the current commander of the Fiscal Affairs Section.

4.1 The benefits representative is responsible for compiling all death benefits due the survivors.

4.2 The benefits representative shall assemble this information as soon as possible upon the death of a member and coordinate with the Family Liaison(s) to provide this information to the survivors.

4.2.1 These benefits shall be maintained in the DEATH SURVIVOR HANDBOOK TPD FORM 1.17.

- The DEATH SURVIVOR HANDBOOK shall be reviewed and updated as necessary by the commander of the Fiscal Affairs Section

4.3 The benefits representative shall also prepare and file benefits paperwork on behalf of the family, as well as check the status of claims until benefits are paid to the survivor.

5 MEDIA CONTACT

This individual shall be the Public Information Office (PIO).

5.1 All media contact shall be made through the Public Information Office (PIO).

5.2 Media releases or information to be released regarding the death of any personnel shall be provided to the family of the employee prior to being released to the public.

5.3 **Absolutely no information regarding the death of an employee shall be released prior to notification of the deceased member's family.**

6 **LOGISTICS LIAISON**

This individual shall be the current commander of the Planning and Research Section.

6.1 Responsible for ensuring that officers are posted at the residence of the fallen officer until the end of funeral day, the body is escorted from the Coroner's Office to the funeral home and that a sentry is posted at the funeral home until the body is moved.

6.1 The logistics liaison is responsible for contacting and arranging the honor guard, color guard, bagpipe players, buglers, etc. The logistics liaison shall work closely with the family liaison(s), the media contact, operations liaison and the department liaison to ensure the family's wishes are carried out.

6.2 The logistics liaison is responsible for coordinating with outside law enforcement agencies with regards to attending the funeral.

6.3 The logistics liaison is responsible for coordinating with state and government law enforcement authorities regarding recognition of the deceased officer's status as an official fallen officer.

6.4 Responsible for contacting the commander of the Traffic Section to arrange traffic details on the day of the funeral.

6.5 Coordinate with dignitaries for arrival, seating and security considerations on day of the funeral.

6.6 Assist the incident commander in preparation for the funeral and any related events.

7 **OPERATIONS LIAISON**

This individual shall be the commander of the Operations Staff Office or his designee.

7.1 The operations liaison is responsible for arranging for mutual aid to be requested from other law enforcement agencies to cover patrol operations on the day of the funeral.

7.2 The operations liaison is responsible for having the bomb squad perform a bomb sweep at any venues on the day of the funeral (church, cemetery, hall for dinner, etc).

7.3 The operations liaison is responsible for working with the logistics liaison to disseminate information to the patrol officers on such matters as: uniforms to wear at the funeral, parking, hours of work for officers attending the funeral, allotment of vehicles to attend the event, etc.

8 **INCIDENT COMMANDER**

This individual shall be the commander of the Support Bureau or his designee.

8.1 The incident Commander is responsible for the overall operation of the funeral event.

8.2 A modified incident command structure should be implemented.

9 **COMMUNITY LIASION**

This individual shall be the appointed by the chief of police.

9.1 Responsible for coordinating all outside donations and fundraisers related to the department.

(a) No officer shall accept cash donations. Individuals wishing to donate shall be directed to the community liaison or the sanctioned fund.

V **PROCEDURE**

1 **DEPARTMENT NOTIFICATION**

1.1 The following process shall begin immediately upon a serious injury or death:

(a) The on-duty Persons Investigations Section commander or designee shall retrieve the sealed NOTIFICATION OF SERIOUS INJURY OR DEATH (TPD FORM 1.2) of the affected member.

(b) The on-duty Persons Investigations Section commander or his designee shall contact the Personnel Section commander who will then make notification to the family liaison(s) indicated by the affected member of the department.

(c) The on duty Communications supervisor shall activate WENS (Wireless Emergency Notification System) to contact:

- The on-call Employee Assistance Officer (EAP)
- The on-call police chaplain
- Chief of police, deputy chiefs and captains.
- The Public Information Office
- Commander of the Internal Affairs Section
- Commander of the Personnel Section
- Union leadership

(d) Post a marked cruiser and an officer outside the incapacitated or deceased member's home from the time of the fatality or injury through the end of the funeral day or stay in the hospital. The duty of this detail is to discourage any visits from media or others, unless the family liaison(s) indicates the family wishes to speak with the media.

- This guard shall be provided to those officer's residences within the corporate limits of the City of Toledo. If an officer lives outside the city's limits, notification shall be made to the outside agency governing where the officer resides.

2 FAMILY NOTIFICATION AND TRANSPORT

2.1 The name of the deceased employee shall **NEVER** be released to the media before the immediate survivors are notified. The name of the involved employee shall never be transmitted over the radio.

2.2 All persons indicated on the NOTIFICATION OF SERIOUS INJURY OR DEATH form shall be notified.

2.3 Notification SHALL ALWAYS be made in person and SHALL NEVER be made alone. Ideally, a command officer and two one-man units will be dispatched to the residence of the family.

- 2.3.1 Notification shall not be delayed. If the department member has not yet died, all attempts shall be made to get the family to the hospital prior to the member's death.
- 2.3.1 The Operations watch commander of the affected employee's shift shall make sure that this notification is made without delay. If the watch commander or his designee is not able to make the notification, the Communications supervisor shall contact the other district station to ensure that the notification is made.
- 2.3.2 If the fallen employee is from a different division/bureau other than Operations, every effort should be made to co-ordinate the notification with the officer's on-duty or current command.

2.4 If there is knowledge of a medical problem with an immediate survivor, medical personnel shall be dispatched to the residence to coincide with the death notification.

2.5 Family members wishing to go to the hospital should be transported in a department vehicle. It is highly recommended that the family NOT drive themselves to the hospital.

- 2.5.1 Information that the family is en route shall be made by telephone and not by police radio.
- 2.5.2 Should there be serious resistance where the family insists on driving, an officer should accompany them.

2.6 If immediate survivors live out of town, request that a PERSONAL death notification be made by the public safety department in that area.

3 ASSISTING THE FAMILY AT THE HOSPITAL

3.1 The family of the employee shall be afforded the opportunity to see the employee as soon as is practical.

- 3.1.1 If it is possible for the family to be with the employee prior to death, immediate arrangements shall be made.
- 3.1.2 In the event of death prior to the family's arrival, the family may be allowed to view the deceased employee if they wish.

3.2 The family liaison(s) shall be responsible for acting as the liaison for information between the family and the hospital staff. Additional information regarding the member's condition shall be transmitted from the family liaison(s) to the department liaison for release to the rest of the department.

3.3 In addition to the family liaison(s), there shall be at least one officer and chaplain present at the hospital at all times until the family departs. The primary responsibility of these personnel shall be to shield the family from media representatives, unless the family wishes to speak with them.

3.3.1 Should the employee not be deceased, there shall be at least one officer posted at the hospital at all times. This officer shall have the responsibility of assisting the family liaison(s), family and any other relatives who may congregate.

4 FUNERAL

4.1 As soon as is practical, the family liaison(s) shall discuss arrangements with the surviving family member responsible for making decisions and shall provide the NOTIFICATION OF SERIOUS INJURY OR DEATH form to each person indicated by the deceased officer.

4.2 The surviving family member shall make all decisions and these decisions shall be final.

DIRECTIVE 201.3	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle		
EFFECTIVE November 01, 2002			
REVISED December 1, 2012	PART: PERSONNEL CHAPTER: PERSONNEL ADMINISTRATION		PAGES 1
RESCINDS November 01, 2002	**PROMOTIONAL PROCESS**		

I POLICY

It is the policy of the Toledo Police Department to establish a fair and equitable process for promotion. The department shall work with the city's Human Resources Department to ensure that a fair, professional standard is utilized for the purpose of promoting employees. The final decision concerning promotional testing rests with the Director of Human Resources based upon recommendations from the Chief of Police. The final decision concerning promotional selections rests with the Chief of Police. It is the objective of the City of Toledo and its Police and Human Resources Departments to provide equal promotional opportunities to all members of the police department based on a candidate's merit, including skills, knowledge and abilities.

II PROCEDURES

1 GENERAL

1.1 The Chief of Police, or his designee, shall perform appropriate liaison activities and maintain primary responsibility for oral interviews, selection of successful applicants for promotion and administration of probationary periods.

1.2 When a vacancy exists, the Chief of Police shall take steps to initiate the promotional process in accordance with current contractual language.

1.3 The first one hundred eighty (180) calendar days of service in the position to which the employee has been promoted shall constitute a promotional probationary period. In the event the employee is found to be unsuited for the work of the new rank or he desires to return to his former rank during this period, he shall be reinstated to his former rank.

2 REVIEW & APPEALS

Requests to review or appeal any part of the promotional testing process shall be made in accordance with Civil Service Commission Rules and/or current contractual language.

DIRECTIVE 201.4	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES**	
EFFECTIVE November 01, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED December 1, 2012	PART: PERSONNEL CHAPTER: PERSONNEL ADMINISTRATION	PAGES 3
RESCINDS February 23, 2004	**PERSONNEL FILES**	

I POLICY

The Toledo Police Department shall maintain employee files in a secure, confidential manner in order to prevent unauthorized access, alteration, disclosure or destruction of files.

II PROCEDURES

1 PERMANENT EMPLOYEE IDENTIFICATION NUMBER

1.1 Each department employee shall be assigned a permanent four-digit identification (I.D.) number which shall remain with that person throughout his career. Badge numbers will continue to be assigned on the basis of seniority, but will not be the primary officer identification system within the department.

1.2 Each sworn and civilian member of the department shall use their permanent I.D. number on all crime reports, supplementals, traffic and/or criminal affidavits, parking tags and any other report that requires an identification number.

1.3 I.D. numbers of employees who leave department employment shall not be re-issued to any other employee, until the existing block of unassigned numbers (1000 – 9999) is exhausted.

1.4 Persons who leave department employment, and who are re-employed at a later date, shall have their original I.D. number re-assigned to them.

2 PERSONNEL FILES

2.1 Personnel files of department employees shall be maintained by each of the following and shall contain individual employee records for their respective areas of responsibility:

2.1.1 Personnel Section.
2.1.2 Training Section.
2.1.3 Internal Affairs Section.

2.2 Personnel files may be maintained at the bureau, section or unit level, but shall conform to current department policy.

3 PERSONNEL SECTION

The Personnel Section shall be responsible for maintaining the personnel files for the Department of Police Operations. The contents shall be limited to:

- DEPARTMENT PERSONNEL RECORD (TPD FORM 2.1).
- On-duty injury records.

- Medical records.
- Department commendations, letters of appreciation, and commendations from private citizens and industry.
- General information as determined by the Personnel Section commander, e.g., prior service credit records, outside employment verification.
- Requests for Funeral Leaves.

3.1 The Personnel Section shall maintain all disciplinary records for civilian employees.

4 **INTERNAL AFFAIRS SECTION**

Shall maintain all disciplinary records for all sworn personnel and any other information as directed by the chief of police.

4.1 It shall be the responsibility of division commanders to forward the originals of all Verbal and Written Reprimands to the commander of the Internal Affairs Section, along with copies of any other investigatory reports, e.g., supplementals, crime reports and crash reports.

4.2 The Internal Affairs Section commander shall forward a report annually to the Chief of Police detailing the number and types of discipline issued to department personnel.

5 **TRAINING SECTION**

Shall maintain a file of all training records for department employees.

5.1 INDIVIDUAL TRAINING RECORDS (TPD FORM 11.3) shall be maintained by the Training Section to document all individualized training received by members of the department.

5.2 Removed

5.3 Removed

6 **BACKGROUND & RECRUITMENT UNIT**

All completed pre-employment investigation files of all department personnel and candidates applying for employment to the department, whether hired or not, shall be maintained in accordance with the instructions provided by the City of Toledo's Manager of Selection and Evaluation.

7 **BUREAU, SECTION, UNIT FILES**

Shall be kept under the following guidelines. These files shall contain only:

- DEPARTMENT PERSONNEL RECORD.
- Current disciplinary record as outlined in the labor contract.
- Performance evaluations (last two years only).
- Counseling (as outlined in each of the labor agreements).
- Department commendations, letters of appreciation, etc.
- Attendance records.

7.1 Counseling records shall be removed from personnel files within the time limits as outlined in each of the respective labor agreements. When a counseling record is removed from a personnel file, it shall be sent to the affected employee with a notation that it has been removed from his file.

7.2 Commanders shall be responsible for an annual review of all personnel files kept within their bureau/section/unit. Commanders shall review and update personnel files annually and report all action taken to their respective division commander.

7.3 The division commander shall review the bureau files and forward a report to the Chief of Police, by March of each year, of all action taken within his division in regard to personnel file maintenance.

8 CHANGES OF PERSONAL INFORMATION

8.1 All department personnel shall utilize the link on the TPD Intranet to report any change of name, address, phone number and/or marital status.

8.1 Removed

9 PERSONNEL TRANSFERS

Whenever any employee is transferred from one unit or section to another, the Personnel Section shall publish a Personnel Order describing the transfer. Copies of the Personnel Order shall be sent to the Planning and Research Section.

DIRECTIVE 201.5	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE July 1, 2015 REVISED September 22, 2017	PART: PERSONNEL CHAPTER: PERSONNEL ADMINISTRATION	PAGES 2
RESCINDS July 1, 2015	**MILITARY DEPLOYMENT OR LEAVE**	

I POLICY

Employees who are members of the armed forces Reserve Component present unique circumstances surrounding their employment. This policy addresses pre-deployment, deployment, and post-deployment for any officer whose deployment will last for a period of fifty-two (52) days or longer, as well as short-term military leaves.

II PROCEDURES

1 MILITARY ABSENCE

1.1 Any employee seeking a military absence shall provide a copy of his Military Orders to the Wellness Unit Supervisor, the Fiscal Affairs Commander, and the employee's Section Commander at least fourteen (14) days prior to the start of their leave whenever possible. The Wellness Unit Supervisor or their designee should be considered the deployed employee's point of contact with the department during the employee's absence.

1.2 Officers that are deployed shall have their time kept per Directive 203.1/3.4 – MILITARY LEAVE.

1.3 Within 30 days of an employee's start of active duty, a copy of the leave/earnings statement that is provided by their branch of the military shall be forwarded to the Fiscal Affairs Section. Acceptable statements include:

- Army National Guard/Army Reserve, DA Form 2139.
- Air National Guard/Air Force Reserve, AF Form 1965.
- Navy/Marine Corps Reserve, NAVCOMPT 2120.
- Coast Guard Reserve, Order/Pay/Travel Voucher 4436B.

2 EXIT INTERVIEW

An exit interview shall be conducted with the employee prior to their deployment. The Wellness Unit Supervisor or their designee will discuss any Human Resources related issues during this interview. The topics covered should include:

- Continuation of Employee's fringe benefits
- Family benefits
- Salary continuation
- Any other information that may aid in later reintegration
- Obtain contact information (email and phone number) so the department can maintain communication with the deployed employee
- Reminder to the employee that they remain responsible for the security of all department issued equipment

- Contact information of the Wellness Unit Supervisor, or their designee, provided to the deployed employee and his family so they have access to any support the department may be able to provide
- Completion of a MILITARY PRE-DEPLOYMENT CHECKLIST (TPD FORM 4.9)
- Provision of a MILITARY PRE-DEPLOYMENT INFORMATION FOR OFFICER FORM (TPD FORM 4.10)

2.1. To the extent possible, the Wellness Unit Supervisor or their designee, should keep the deployed employee notified of department news, significant events, promotions, or promotional opportunities.

3 REINTEGRATION

A reintegration interview shall take place upon the employee completing their military service obligation. The Wellness Unit Supervisor, or their designee, will conduct the reintegration interview, which will cover, at a minimum, the following topics:

- An inventory of department issued equipment
- The issuance of updated copies of any new/updated department policies
- Meeting with the Training Section and the FTO program coordinator to determine what training, certifications, or refresher training is required of the deployed employee
- The availability of any specialized needs that the deployed employee may require upon his return, such as the Employee Assistance Program, the Peer Support Team, Chaplain Program, or any other additional resources that the department may be able to coordinate.
- The completion of a POST DEPLOYMENT CHECKLIST (TPD FORM 4.8)

DIRECTIVE 202.1	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED December 1, 2012	PART: PERSONNEL CHAPTER: SELECTION	PAGES 1
RESCINDS November 01, 2002	**RECRUITMENT AND BACKGROUND INVESTIGATION**	

I POLICY

In an effort to attract the highest caliber of candidates possible, it is essential that the department participate in the recruitment process. To this end the department maintains an active recruitment program; however, an officer in his daily contact with the public is the department's best recruiter. By his demeanor and enthusiasm, he favorably impresses and attracts the type of individual the police service needs. Because of his experience and knowledge, he is able to counsel persons who show interest in law enforcement careers and to encourage applications by those who appear qualified.

II PROCEDURES

1 BACKGROUND INVESTIGATIONS

1.1 ACCESS TO BACKGROUND INFORMATION

Only officers who are assigned to conduct pre-employment investigations, or who are directly involved in the decision-making process, or those officers who have been granted authority by the Chief of Police shall have open access to information gathered during the pre-employment screening process. Access to the files will be limited to job-related matters.

1.1.1 Persons authorized to have access to information gathered during the background investigation process shall not divulge or disseminate any information except as required within the scope of their police duties.

1.1.2 All other access to background investigation information shall be handled in accordance with the Ohio Public Records Act.

1.2 USE OF OFFICIAL RECORDS

No person shall use any of the official records or communication devices of the department to obtain, or attempt to obtain, any information about any candidate unless authorized by the Chief of Police or his designee.

1.3 INTERVENING ON BEHALF OF A CANDIDATE

No department employee shall attempt to personally intervene on behalf of an applicant during any phase of the hiring process.

1.4 PROVIDING INFORMATION ON CANDIDATES

Department employees are encouraged to provide information about any applicant that may be pertinent to the background investigation. Such information shall be directed to the Backgrounds and Recruitment Unit commander. However, department employees are specifically prohibited from seeking access to information gathered on, or the status of, any applicant.

DIRECTIVE 202.2	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE April 16, 2003		
REVISED December 1, 2012	PART: PERSONNEL CHAPTER: SELECTION	PAGES 1
RESCINDS October 1, 2011	**EQUAL EMPLOYMENT OPPORTUNITY PLAN**	

I POLICY

The Toledo Police Department is committed to personnel practices that ensure equal employment opportunity. The department will ensure that all individuals are given equal employment opportunities regardless of race, color, age, religion, national origin, or physical impairment. The Toledo Police Department shall recruit, hire and maintain a diverse workforce. The department will achieve this goal through the use of a fair and job-related selection process. By utilizing a selection process that is administered, scored, evaluated and interpreted in a standardized manner, the department will ensure a fair process.

II PROCEDURES

1 EQUAL EMPLOYMENT OPPORTUNITY (EEO)

1.1 The Toledo Police Department is an Equal Opportunity Employer and actively recruits women and minorities. The Toledo Police Department will continue to strive to develop a workforce that is reflective of the community. In an effort to maintain and enhance the diversity of the workforce, the department will periodically analyze its current workforce makeup to determine if there is an under-utilization of minorities or females.

1.2 Prior to each active recruitment effort, a recruitment plan shall be developed to specifically target women and minorities. The recruitment plan shall include recruitment goals and corresponding action plans designed to achieve these goals. The action plans shall include such strategies as the use of advertising as an, “equal opportunity employer”, the utilization of radio and print advertisements with media that reaches the targeted group(s), easy access to recruitment presentations and material, and the availability of interest cards at locations around the city.

1.3 If an individual has an equal employment opportunity complaint, he may address it by contacting the department’s Equal Employment Opportunity Representatives or by directly contacting the City of Toledo Office of Affirmative Action. Employees are not precluded from seeking other equal employment opportunity remedies.

1.4 The commander of the Personnel Section will be responsible for the planning and administration of the department’s Equal Opportunity Plan.

DIRECTIVE 203.1	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED June 9, 2022	PART: PERSONNEL CHAPTER: CONDITIONS OF WORK	PAGES 10
RESCINDS April 10, 2020	**TIMEKEEPING**	

I **POLICY**

In order to ensure accountability and accuracy, it is the policy of the department to establish and maintain policies that are consistent with applicable federal, state, and other laws governing compensation.

II **PROCEDURES**

1 **INTIME ISE**

1.1 **INTIME ISE ENTRY, GENERAL**

It shall be the responsibility of all section and/or unit commanders to ensure that the time records and duty status of all personnel under their command are accurate and maintained daily in the InTime ISE Timekeeping Portal. The commander shall approve the current month's entries by making a notation in the NOTE TAB, on the last day of the current month, noting that he approved the entries. This approval shall be made by the 6th day of the following month.

1.1.1. **Partial Days** – Any entry for a complete shift only requires one ISE entry. However, if an employee works a partial day, it is necessary to create a "Leave" entry for the time the employee was absent. When an employee is late, the timekeeper shall note the time of arrival in the NOTE TAB on the applicable date. The timekeeper shall then forward a SERGEANT'S REPORT (TPD FORM 20.7) to the secretary of police documenting the time the employee arrived. The timekeeper shall create a "Leave" marked 'Late for Duty', and adjust the time accordingly.

1.1.2. **Late for Duty** - When an employee is late, the timekeeper shall note the time of arrival in the NOTE TAB on the applicable date. The timekeeper shall then forward a SERGEANT'S REPORT (TPD FORM 20.7) to the secretary of police documenting the time the employee arrived. The timekeeper shall create a "Leave" marked 'Late for Duty', and adjust the time accordingly.

1.1.3 Any employee reporting late for duty will work only until his normal quitting time. If an employee is late, he will be docked on his pay in equivalents of tenths of an hour. Each six (6) minutes will constitute a tenth.

00-06 minutes…….0.1 hour
07-12 minutes…….0.2 hour
13-18 minutes…….0.3 hour
19-24 minutes…….0.4 hour
25-30 minutes…….0.5 hour
31-36 minutes…….0.6 hour
37-42 minutes…….0.7 hour

43-48 minutes…….0.8 hour
49-54 minutes…….0.9 hour
55-60 minutes…….1.0 hour

1.1.4 **Late report cards -**Officers who report late for duty shall fill in the appropriate spaces on the LATE REPORT CARD (TPD FORM 2.7), time stamp the card and sign it before submitting it to his supervisor. The supervisor shall certify the times by signing the card in the space indicated. The officer's regular quitting time shall be entered on the back of the card and signed by the supervisor on duty.

1.1.5 The card shall be forwarded, through channels, to the appropriate commander.

- The third late report within the preceding twelve months shall be cause for a verbal reprimand.
- The fourth late report within the preceding twelve months shall be cause for a written reprimand.
- The fifth late report within the preceding twelve months shall be cause for a disciplinary hearing before the Chief of Police.

1.1.6**. Sick During Recall** – When a sworn employee calls in sick or sick family on a day off and was scheduled to work a "recall" day or a "Special Event," the employee shall be marked as a day off and may be subjected to a home visit. The scheduler shall note in ISE that the officer called in sick on that particular recall day.

1.2 ABSENCE FROM DUTY

1.2.1 **SICK AND INJURY REPORT (TPD FORM 4.3)** – When an employee of the department calls in sick, sick family, or injured, or has another person call in sick on their behalf, a SICK AND INJURY REPORT shall be completed and forwarded to the Personnel Section.

1.2.2 **Injured on Duty** – If an employee is injured on duty and does not return to work, the time of injury and a notation, "Did not return to duty" shall be recorded in the NOTE TAB of the employee's daily ISE schedule. If the employee does not return to duty on his next scheduled workday due to the injury, he shall be marked 'Sick Personal'. If he does not have any sick time, he shall be marked 'Vacation'. If he does not have any vacation time, but has accumulated compensatory time, he shall be marked 'Comptime Used'. If he does not have any time available, he shall be marked 'Off-Payroll' with an explanation in the NOTE TAB of the employee's daily ISE schedule.

(a) Employees who have no accumulated time off shall continue to be marked 'Off Payroll' until a leave for the employee has been approved.

(b) Upon notice of approved medical substantiation by the Department of Human Resources, the Personnel Section shall change all such sick time, vacation time, compensatory time, and/or off payroll time to 'Disabled On-Duty'.

1.2.3 Leaves – If an employee is on a leave, the timekeeper shall mark the employee as 'Leave of absence paid or "Leave of absence unpaid. (Leave information may be forwarded to the employee's section from the Personnel Section advising them of the circumstances of the leave.)

- Employees who are off work, on a leave of any kind (including disability leave) shall remain in their regularly assigned key (with the exception of

Military Leave). No employee shall be allowed to make up days owed while on any type of leave.

1.2.4 Family Medical Leave Act (FMLA) - When an employee calls off and designates the time requested as FMLA, the timekeeper shall mark the day as requested (FMLA Carryover Vacation, FMLA DIS, FMLA Donated Paternity, FMLA from Sick Time Conversion, FMLA Off Payroll, FMLA OT, FMLA Sick, FMLA Sick Family [FMLA SiF], FMLA Vac, etc.).

- If the employee has more than one approved FMLA leave, the employee must designate to the timekeeper which type of FMLA leave they are requesting. The timekeeper shall then make a notation which FMLA Leave in the Note Tab of the employee's daily ISE schedule.

1.2.5 Jury Duty – If an employee has been excused for jury duty, the timekeeper shall mark the employee as 'Jury Duty' on the daily ISE schedule.

1.2.6 Relieved of Duty – Any time an employee has been relieved of duty, the timekeeper shall mark the employee as or 'Relieved of Duty Without Pay' or 'Relieved of Duty With Pay' on the daily ISE schedule.

(a) An employee, who is relieved of duty shall **not** have previously scheduled vacation days, bonus days, or compensatory days marked against him.

(b) The employee who is relieved of duty will be moved to the administrative key, Monday thru Friday 0800-1600hrs.

1.2.7 Removed

1.2.8 "Old" On-Duty Injury – Whenever an employee calls in sick due to an "old" on-duty injury, a SICK AND INJURY REPORT shall be completed; it shall contain the date of the "old" injury, as well as the nature of the injury. If the employee intends to re-open a Bureau of Workers Compensation (BWC) claim on the "old" injury, they shall contact the Personnel Section to schedule an appointment at Occupational Health. If the employee is reporting the injury outside of normal business hours, the employee shall contact the Personnel Section the following business day. Employees not intending to re-open a BWC claim aren't required to contact the Personnel Section.

(a) If the employee has no accumulated sick time, the employee shall be marked 'Off Payroll'.

1.3 TRADING DAYS

1.3.1 Removed.

1.3.2 Employees requesting trade days shall use the InTime Self-Service Portal.

(a) Select "Leave" in the menu bar.

(b) Select "Day Off" from the drop down menu.

(c) Enter the date.

(d) Enter details of the trade in the "Notes" section (the dates and other involved employee).

(e) Both officers involved in the trade shall submit a "Day Off" leave request by utilizing the InTime Self-Service Portal.

1.3.3 All day trades shall be completed per the respective bargaining agreements.

1.3.4 Removed.

1.4 COMPENSATORY TIME RESTRICTIONS

The Fair Labor Standards Act (FLSA) limits the amount of compensatory overtime an employee may accumulate. Sworn personnel may have a maximum of 480 hours. Civilian personnel may have a maximum of 240 hours.

The Fiscal Affairs Section shall notify any employee who reaches the maximum limit. All hours in excess of these limits shall be paid to the employee in cash, as stipulated in the respective bargaining agreements.

1.5 **NON-COMPENSATED TIME**

Time spent in chief's hearings, remedial training, and while away on union business is not time that is compensable under FLSA regulations. The Personnel Section shall make the final determination of the compensation status of sworn personnel under these circumstances, and shall maintain a record of all non-compensated hours.

1.6 **FUNERAL LEAVE**

An employee who is marked 'Funeral Leave' shall also have a notation placed on the NOTE TAB of the daily ISE schedule containing the name of the deceased and the relationship to the employee.

1.7 **VERIFICATION OF COMPUTER TIME SHEETS**

Time banks shall be verified prior to initializing end of month reports. When errors or deviations are found, commanders shall notify the Personnel Section to ensure that the entries are corrected.

1.8 **HOLIDAY PREMIUM PAY; SHIFT DIFFERENTIAL PAY**

Commanders shall ensure the Holiday/Shift Premium Pay entries are completed correctly for all employees prior to initialing the end-of-month Directive 203.1.1 – INTIME ISE ENTRY, GENERAL.

1.8.1 Command and patrol officers are entitled to holiday premium pay when they work any of the eight major holidays. These holidays are: New Year's Day, Martin Luther King Jr. Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Patrol officers also receive holiday premium pay when they work Veteran's Day. Refer to the respective civilian bargaining agreements for holiday premium pay.

1.8.2 To be eligible for holiday premium pay, sworn personnel assigned to shifts 4, 5, 7 and 8 must work on the actual day of the holiday. Sworn personnel working shift 6 must work on the eve of the holiday to receive holiday premium pay.

1.8.3 Department personnel are eligible for shift (differential) premium pay, according to the following schedule:

(a) Sworn personnel with starting times on or after 1100 hours and before 0300 hours shall be paid the shift premium.

(b) Section removed.

(c) Shift premium days shall be paid only for actual days worked.

(d) For civilian employees, refer to the respective bargaining agreements.

2 FAIR LABOR STANDARDS ACT (FLSA)

2.1 **GENERAL REQUIREMENTS**

The Fair Labor Standards Act requires that all sworn personnel below the rank of deputy chief be compensated at a rate of time and one-half for all time worked in excess of 171 hours in a 28 day period and in excess of 40 hours in a seven day period for civilians.

2.1.1 Commanders shall ensure that:

(a) Sworn personnel are not scheduled to work more than 171 hours in any 28-day FLSA period.

(b) Assigned make-up days do not exceed one per pay period.

(c) A review is conducted at the end of each FLSA period; the employee's division commander shall be notified if any employee has worked in excess of the established FLSA limits.

(d) All VOLUNTARY CHANGE OF SCHEDULE REQUESTS shall be submitted through the InTime Self-Service Portal.

(e) All time/payroll records, or copies thereof, are securely maintained at the bureau/section level for three years.

(f) Civilians are not scheduled to work more than 40 hours in any seven day FLSA period.

2.2 MAINTAINING FLSA RECORDS

While InTime ISE tracks FLSA hours for each employee, it is the responsibility of the bureau, section, or unit commander to maintain FLSA compliance.

2.3 FLSA PERIODS

The Personnel Section is responsible for preparing a chart of FLSA periods at the beginning of each calendar year. This chart is included in the annual Vacation Book. The FLSA periods can also be identified by the dark blue line on the InTime ISE calendar.

2.4 COMPUTING FLSA HOURS

For the purposes of computing FLSA hours, the following rules apply:

- Only the actual number of hours worked by the employee is counted.
- Days (hours) worked by sworn personnel who traded a day with themselves are only counted on the day that the sworn personnel actually worked.
- Hours worked as a result of two sworn personnel trading days DO NOT count as FLSA hours worked, and are not added to the employee's accumulated total.
- All hours worked at the overtime rate do not count (i.e., court time).
- Sick days, OT days, days off, and vacation days do not count towards FLSA hours because they are not days in which the employee actually worked.
- Hours in which employees are excused from duty also do not count (i.e., union business).

2.5 TRANSFER OF PERSONNEL

Whenever an employee is transferred from one section to another, the Personnel Section shall make the appropriate changes in ISE to reflect the transfer of an employee from one section commander to another section commander.

2.6 FLSA INSPECTION

At the end of each FLSA period, commanders shall review the MONTHLY ISE ASSIGNMENT SHEET for accuracy, completeness, and overages of hourly limits.

2.6.1 If an overage has occurred, the commander shall determine the cause of the overage and determine if the employee is entitled to overtime compensation.

2.6.2 If overtime is to be paid to the employee, then:

(a) The employee shall complete and sign an **OVERTIME REPORT (TPD FORM 3.3)**.

(b) The commander shall sign the OVERTIME REPORT, indicate "FLSA Overage", and forward it to the Fiscal Affairs Section.

(c) The commander shall forward a copy of the OVERTIME REPORT to his division commander with an explanation for the overage.

3 LEAVES

3.1 ON-DUTY INJURY, DISABILITY LEAVE

When an employee is awarded disability or injury leave, the Personnel Section shall notify the employee's section commander who shall ensure that the employee's attendance records reflect the employee's actual duty status.

3.1.1 An employee may receive a retroactive disability award when:

(a) The employee takes time off of work to seek medical treatment for a job-related injury, if it is determined that the treatment is only available during working hours.

(b) The employee is off of work to recover from a disability that resulted from a job-related injury.

(c) The employee takes time off of work to attend an **Allowance Hearing** at the Bureau of Workers' Compensation, the Industrial Commission, or the courts, and the employee's claim is **allowed**.

(d) The employee, after returning to work from a disability, has taken time off of work to participate in a previously scheduled and prescribed therapy program (if it is determined the therapy program is only available during working hours).

- Employees who attend therapy or doctor appointments during their working hours must complete a SICK AND INJURY REPORT for the time absent from duty.
- Time Keepers shall mark the employee 'Sick Personal' for the time absent, and shall be notified by the Personnel Section of any disability time awarded.

3.1.2 Disability leaves shall not be granted for more than sixty days without an injury leave extension request.

3.1.3 Employees must substantiate their disability with a STATEMENT OF ATTENDING PHYSICIAN.

3.1.4 Questions regarding disability issues shall be directed to the Personnel Section.

3.2 ON-DUTY INJURY, RETURN TO DUTY

Any department employee returning to work after losing workdays due to an on-the-job injury, must submit to the Personnel Section a STATEMENT OF ATTENDING PHYSICIAN releasing the employee to a full-duty or limited-duty assignment.

3.3 FUNERAL LEAVES

Employees requesting funeral leave shall submit a completed **REQUEST FOR FUNERAL LEAVE (TPD FORM 1.7)** to their Section Commander for approval.

3.3.1 Whenever possible, the request shall be completed prior to the employee's absence. When advance completion of the form is not possible, it shall be completed and forwarded to the section commander on the first day of the employee's return from the absence.

3.3.2 Evidence of the death of the person (i.e., a copy of the obituary or death certificate) is mandatory, and shall accompany the REQUEST FOR FUNERAL LEAVE.

3.3.3 Section Commanders shall forward the completed REQUEST FOR FUNERAL LEAVE form and documentation of the death to the Personnel Section.

3.3.4 When a special filial relationship exists between the employee and any relative for whom he would normally be granted one day of funeral pay **and** the Department of Human Resources has **verified** the special filial relationship, three days of funeral pay will be granted upon request. In order for the Department of Human Resources to verify the relationship, the employee must furnish an affidavit describing the facts of the special filial relationship to the Personnel Section. All special filial relationship requests shall be forwarded to the Department of Human Resources. Copies of all REQUEST FOR FUNERAL LEAVE forms shall be maintained in the employee's personnel file.

3.4 MILITARY LEAVE

Military Leave is granted to individuals of the department subject to the provisions of the respective collective bargaining agreements.

3.4.1 Section removed.

3.4.2 Section moved to Directive 201.5/II-1 – MILITARY ABSENCE

3.4.3 Employee's on Military Leave (two week drill or called to active duty) shall be placed on the administrative schedule and marked as working Monday through Friday, with weekends and holidays off. Employees on weekend drill shall remain in their assigned key schedule. Time keepers shall mark the employee as 'Military Leave' on the daily ISE schedule.

3.5 OFF-PAYROLL SWORN

3.5.1 An employee who is absent from work (i.e., when sick, sick family, or from an off-duty injury) for any period of time that exceeds the total amount of the employee's accumulated sick time is considered to be off-payroll.

3.5.2 An employee who is marked 'Off Payroll' shall have a notation placed on the NOTE TAB of the daily ISE schedule stating the reason the employee is being marked off-payroll (e.g., "called in sick while having no sick time"). A SERGEANT'S REPORT containing the same information shall immediately be completed and forwarded to the Fiscal Affairs Section.

3.5.3 An **OFF-PAYROLL NOTIFICATION (TPD FORM 1.14)** shall be issued to the employee upon returning to work.

3.5.4 The affected employee shall submit a SUPERVISORS REPORT indicating the days requested, the original OFF-PAYROLL NOTIFICATION and sufficient documentation to substantiate the need for the leave (i.e.: A STATEMENT OF ATTENDING PHYSICIAN) to their Section Commander. Once these documents are received the Section Commander shall submit the completed package to the Personnel Section within seven calendar days.

3.5.5 The employee may request an extended sick leave and/or request assistance through his association's time bank, in accordance with the respective bargaining agreements. The bargaining association shall notify the city of any relief granted to the sworn personnel by virtue of the time bank.

3.5.6 The chief of police will not consider granting a personal leave of absence without sufficient documentation or STATEMENT OF ATTENDING PHYSICIAN. The Personnel Section shall notify the employee's Section Commander when the

leave has been approved or disapproved. If the leave is disapproved the employee shall be considered Absent Without Leave (AWOL) and the employees Section Commander shall start the disciplinary process.

3.6 **UNEXCUSED ABSENCES - CIVILIANS**

Anytime an employee is absent from work (i.e., when sick, sick family, or from an off-duty injury) for any period of time that exceeds the amount of the employee's accumulated sick time, the absence shall be considered "unexcused".

3.6.3 Employees shall not be paid for unexcused absences and shall be subject to the disciplinary process.

3.6.4 Consistent with Local 7, Local 2058, and exempt employee Agreements, "Charges must be brought within ten workdays, (Monday through Friday) of the City having gained knowledge that an infraction exists".

3.7 An employee on a leave of any nature shall remain in their scheduled key except when the employee has been activated into Military Service, including two week drill.

4 **LIMITED DUTY**

The Personnel Section shall complete and forward a **LIGHT DUTY NOTIFICATION FORM (TPD FORM 4.4)** to the section commander of the employee's temporary assignment, authorizing a limited-duty assignment.

4.1 The Personnel Section shall determine which bureau/section/unit is responsible for keeping the time records of an employee on limited-duty assignment status.

4.2 The affected section commander shall determine the employee's working hours and days off for the temporary assignment, and shall notify the employee of his schedule.

5 **ACTING TIME**

Sworn personnel requesting compensation for acting in a command capacity shall complete an **ACTING TIME REPORT (TPD FORM 3.4)**, and shall include the number of hours and minutes actually worked in the acting capacity. A report shall be completed and submitted for each day worked and forwarded after review and approval to the Fiscal Affairs Section. An entry for the acting time shall also be made in ISE.

5.1 **FORTY- EIGHT HOUR RULE**

Except for emergency cases, ACTING TIME REPORTS submitted more than 48 hours after the time it was earned shall not be processed for payment.

6 **TRAINING SCHEDULES**

6.1 **RESPONSIBILITIES**

Sworn personnel's in-service training schedules will be submitted by the commander of each bureau, section, or unit in the manner specified by the Training Section.

6.1.1 A training day is a regularly scheduled workday. All sworn personnel are required to attend on their scheduled day unless their bureau, section, or unit commander has excused them. If possible, bureau, section, or unit commanders shall notify the commander of the Training Section, in writing, of any schedule change prior to the start of the scheduled training. If time constraints for this written notification are not practical, the employee's

bureau, section, or unit commander shall ensure that the Training Section is notified by telephone of any cancellation or change, of scheduled training days.

6.1.2 If sworn personnel are ill or disabled on their scheduled training date, they shall notify the Training Section prior to the scheduled start of the training session. A SICK AND INJURY REPORT shall be completed by the Training Section's command staff and forwarded to the sworn personnel's commander who shall make the necessary changes in ISE.

6.1.3 If sworn personnel fail to appear on their scheduled training date, and a notification of an approved change or sick call has not been received by the Training Section, then the sworn personnel's commander shall be notified in writing that the sworn personnel was AWOL on the training date(s). The sworn personnel's commander shall then make the corrections in ISE.

6.1.4 If sworn personnel are late for a scheduled training session, the Training Section command staff shall compete and forward a SERGEANT'S REPORT to the Fiscal Affairs commander, who shall then create a leave marked 'Late for Duty' and adjust the time accordingly. The Training Section command staff shall also ensure that a **LATE REPORT CARD (TPD FORM 2.7)** is completed by the sworn employee and forwarded to the sworn employee's bureau Commander.

6.2 TRAINING SESSION – EXCUSED

6.2.1 In the event a sworn employee must leave a training session for any reason prior to its conclusion, the Training Section command staff shall be notified.

6.2.2 If a sworn employee has received a subpoena or has been ordered to appear at other department-related business on the scheduled training day, the sworn employee shall be excused for only the time necessary to answer the subpoena or complete the department-related business.

7 OVERTIME

7.1 OVERTIME MUST BE WITHIN SCOPE OF EMPLOYMENT

Overtime will only be paid for activities relating to the employee acting within the scope of his employment on matters of direct concern to the City of Toledo.

7.1.1 Overtime shall not be paid for incidents resulting directly from outside employment, or from civil matters arising from incidents that are not a direct result of the employee's official department responsibilities.

7.1.2 Overtime will not be paid for an appearance or interview with a defense attorney unless the employee's commander has authorized the meeting. (A defense attorney who wishes to meet with an employee may be able to do so while the employee is working, with the permission of the employee's commander.).

7.2 FORTY- EIGHT HOUR RULE

Except for emergency cases, OVERTIME REPORTS submitted more than 48 hours after the time it was earned shall not be processed for payment.

7.2.1 Any report for on-call pay must be submitted within one month of the time in which it was earned.

7.2.2 An exception to the 48 hour rule is Court Call-In overtime reports. They shall be submitted on the officer's **next scheduled** work day.

7.3 **PAYMENT TYPE**

OVERTIME REPORTS that do not indicate the type of compensation desired shall be paid in cash.

DIRECTIVE 203.2	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED March 26, 2026	PART: PERSONNEL CHAPTER: CONDITIONS OF WORK	PAGES 10
RESCINDS December 2, 2024	**REPORTING FOR DUTY**	

I POLICY

It shall be the policy of the department to provide guidance in matters of duty and leave and to establish procedures for all members while balancing the needs with the overall mission of the Toledo Police Department.

II PROCEDURES

1 UNABLE TO REPORT FOR DUTY

1.1 NOTIFICATION WHEN UNABLE TO REPORT FOR DUTY

All employees shall be responsible to report for duty at their assigned time and place unless the employee is ill, excused "Sick Family" or has been excused from duty by the employee's supervisor.

Anytime an officer is unable to report for duty at the assigned starting time and place, the officer shall notify the designated on-duty supervisor in his bureau or section no later than one half hour prior to his scheduled starting time.

Employees who are on approved FMLA leave shall inform their timekeeper of all FMLA absences, and how they would like the day to be marked. If the employee has more than one approved FMLA leave, the employee must designate to the timekeeper which FMLA they are requesting the time for.

1.2 EMPLOYEE ILLNESS

When an employee is absent from duty due to illness or injury and receiving sick pay, the employee must remain at home unless he is away receiving medical attention (i.e., hospital, doctor's office, pharmacy, etc.) In those circumstances, the employee must be able to document his absence from home.

When an employee is recuperating from surgery or some other major medical condition and is advised by his physician that a change of location would hasten his recovery, he may do so with the approval of the chief of police.

The employee shall be allowed, under these conditions, to continue to receive sick pay benefits.

1.3 STATEMENT OF ATTENDING PHYSICIAN

Once a command officer or patrol officer is off sick for five consecutive work days, he shall immediately submit a signed STATEMENT OF ATTENDING PHYSICIAN substantiating the illness to the Personnel Section, by whatever means necessary. The employee's

commander shall contact the Personnel Section to ensure the paperwork has been submitted.

1.3.1 If any sworn employee reports for duty without the STATEMENT OF ATTENDING PHYSICIAN to cover the sick absence, or they fail to turn it in after the required time, it will be the responsibility of the employee's section commander to contact the employee and order them to turn in the statement immediately. Disciplinary action **shall immediately** be initiated.

- There are instances when physicians will fax STATEMENTS OF ATTENDING PHYSICIAN to the Personnel Section directly. Commanders shall check with the Personnel Section to ensure that no STATEMENT OF ATTENDING PHYSICIAN has been sent to them prior to initiating any disciplinary actions.

1.3.2 The STATEMENT OF ATTENDING PHYSICIAN should include the diagnosis, prognosis, signature of the employee, and the facts concerning the employee's condition.

1.3.3 If the employee remains off work past the time allowed on the initial STATEMENT OF ATTENDING PHYSICIAN, they shall submit an additional STATEMENT OF ATTENDING PHYSICIAN as required by the city.

1.4 SICK FAMILY

When an employee has an illness or injury in his immediate family that necessitates his absence from work to secure arrangements for the care of an immediate family member, or if the immediate family member is at a hospital, the employee shall be at home with the ill or injured family member, at a pharmacy, taking the family member to seek medical attention, or at a hospital where the ill or injured family member is a patient.

1.4.1 Family illness provisions shall be limited to a period not to exceed three days, except as may be provided for in the appropriate employee agreement.

1.5 ABSENT WITHOUT LEAVE (AWOL)

Anytime an employee does not report for duty at the designated time and place, and has not called in sick, sick family, or has otherwise been excused, ~~he~~ shall be considered Absent Without Leave (AWOL) and shall be subject to disciplinary procedures for the unexcused absence, which may result in loss of pay.

1.5.1 If the employee does not report for duty at all during the entire shift, a DEPARTMENTAL INVESTIGATION shall be initiated and forwarded to the Internal Affairs Bureau. The employee shall be marked AWOL Pending Investigation (AWOL-P) in In-Time (ISE). At the conclusion of the investigation, if the charges are sustained for AWOL, the employee's section commander shall mark the employee AWOL in ISE and in the notes put the date the investigation was completed. An AWOL Sworn report (TPD FORM 4.11) shall also be completed indicating the date the officer was AWOL and the hours that shall be deducted from payroll. A copy of the report shall then be forward to the Employee, Personnel Section, Internal Affairs and Fiscal Affairs.

1.6 JURY DUTY

Department employees receiving a notice to appear for jury duty shall notify their shift commander as soon as possible of the dates involved.

1.6.1 Employees shall obtain documentation, normally in the form of a letter, which certifies their attendance and forward it to the Personnel Section.

1.6.2 Personnel scheduled for work on the midnight, or 2000 x 0400 shifts shall be excused for the day immediately prior to the scheduled jury duty.

1.6.3 Day and afternoon shift personnel will be excused the day of jury duty.

1.6.4 Personnel who have been informed that they will not have to appear for jury duty shall immediately advise their shift commander and report to work at their regular starting time on the day they would have been excused.

1.6.5 Personnel who have been called to sit on the Grand Jury are generally called for a two week period. Those employees serving on the Grand Jury shall be placed in the Administrative key for that two week period and marked 'Jury Duty' Monday through Friday, with appropriate entries on the daily ISE schedule per DIRECTIVE 203.1/1.2.5 – ABSENCE FROM DUTY.

1.6.6 Employees may retain the jury fee paid to them for their service.

2 ON-DUTY AND OFF-DUTY INJURIES

2.1 ON-DUTY INJURY

When an employee is absent from work due to an on-duty injury and is receiving pay, the employee must remain at home caring for his injury unless he is away receiving medical attention, such as in a hospital, at a doctor's office or at a pharmacy, and the employee must be able to document the absence from home.

When an employee is recuperating from an on-duty injury and is advised by his physician that a change of location would hasten his recovery, he may do so with the written approval of the chief of police.

2.2 ON-DUTY INJURY REPORT

If a department employee is injured while on duty to the extent that the injury renders the employee unfit to perform his assigned duties, or if the employee requires any type of medical treatment, the injury shall be reported on a CITY OF TOLEDO EMPLOYEE INJURY REPORT as soon as possible.

2.2.1 If the injured employee is unable to complete the form, it shall be completed by the sworn supervisor handling the incident.

2.2.2 A command officer of the rank of lieutenant or above from the injured employee's division shall conduct the investigation into the incident and complete that portion of the form indicated to be completed by the supervisor.

(a) In the event the injured employee is of the rank of lieutenant or higher, the next higher-ranking officer will conduct the investigation.

(b) If no supervisor of the required rank is available from the injured employee's division, the employee's immediate supervisor shall conduct the investigation.

(c) If no supervisor is available, an Operations Division shift commander shall conduct the investigation.

2.2.3 It shall be the responsibility of the command officer investigating the incident to ensure the CITY OF TOLEDO EMPLOYEE INJURY REPORT is fully completed and forwarded to the Office of the Chief of Police.

2.3 ON-DUTY AND "OLD" ON-DUTY INJURIES

If any employee incurs an on-duty injury or exacerbates an "old" on-duty injury which renders him unfit to perform his assigned duties, the employee can choose either to participate or not participate in the city's injury program.

2.3.1 Old On-Duty Injury - Employees shall notify the Personnel Section within 24 hours or the next administrative workday in reference to time missed for an "old" on-duty injury.

2.4 CITY'S INJURY PROGRAM

If the employee chooses to participate in the city's injury program, and the injury is not an emergency requiring immediate care, the following procedure is to be followed:

2.4.1 If the employee is injured between 0800 and 1600 hours, Monday – Friday, the employee should report to the designated program physician.

2.4.2 If the employee is injured between 1600 and 0800 hours, or Saturdays, Sundays and holidays, the employee shall contact the Personnel Section between 0800 and 0830 hours the next administrative workday to have an appointment scheduled with the program physician.

(a) The program physician, along with rendering a diagnosis and prognosis, will determine if the employee is capable of returning to regular duties, light duty or remain off disabled.

(b) The program physician will also prescribe the proper rehabilitation plan to be followed.

(c) Follow-up visits may be required by the program physician. Appointments can be obtained by contacting the Personnel Section.

2.4.3 If the employee sustains a work-related emergency/trauma injury (i.e., life-threatening, severe bodily injury) requiring immediate medical care, the employee may be treated at any medical treatment facility to which emergency medical personnel transport them.

(a) The employee will subsequently be examined by the program physician.

(b) The employee shall contact the Personnel Section within 24 hours or the next administrative workday upon being released by the medical treatment facility.

2.4.4 On-duty accident reports and all other related forms in the packet must be completely filled out and forwarded to the Personnel Section as soon as possible to recoup any lost time and initiate a Worker's Compensation Claim Number.

2.4.5 Any employee may, after the initial evaluation by the program physician, elect to see his own physician for treatment of the injury, provided the program physician's recommendations are followed.

(a) If the employee seeks treatment from his personal physician, the injured employee is responsible for ensuring his personal physician is certified by the Bureau of Worker's Compensation.

(b) If the employee's personal physician is not BWC-certified, the employee will be responsible for the medical bill.

(c) The employee must sign any necessary waivers to allow his personal physician to release information to the program physician.

(d) If the opinion of the employee's personal physician conflicts with the program physician, a third opinion can be obtained, per the respective bargaining agreements.

2.5 **OUTSIDE OF PROGRAM**

If the employee chooses not to participate in the city's injury program or does not report the injury within 24 hours (as outlined in Directive 203.2/2.3 – ON-DUTY AND "OLD" ON-DUTY INJURIES), the employee sustaining an on-duty injury will not be eligible for paid injury leave benefits from the City. At that point, the injury will be processed through Worker's Compensation.

2.5.1 The employee can elect to go on a Worker's Compensation Leave of Absence or use sick time.

2.5.2 If the employee is out of sick time, the employee will be carried as on vacation. If the employee has no vacation time, the employee must apply for a Leave of Absence.

(a) Refer to Directive 203.1/3.5 - OFF-PAYROLL SWORN

2.6 **LIGHT-DUTY ASSIGNMENT**

If an employee receives a medical release that requires a temporary, limited-duty assignment, the employee shall immediately forward the release to the Personnel Section who shall make the determination regarding the availability of a limited duty assignment.

2.7 **OFF-DUTY INJURY REPORT**

If a department employee is injured while off duty to the extent that the injury renders him unable to perform his regularly assigned duties, the employee shall notify his commander.

2.7.1 The commander shall complete a SICK AND INJURY REPORT (TPD FORM 4.3) and mark the employee as sick. If the employee has no sick time available, refer to Directive 203.1/3.5 - OFF-PAYROLL SWORN.

2.7.2 The employee shall complete a REPORT OF OFF-DUTY INJURY (TPD FORM 3.10) when an employee is injured during off duty hours. The report shall describe, in detail, how the injury occurred, what part of the body was injured and the extent of the injuries.

(a) This report shall be forwarded to the Personnel Section.

2.8 **FEIGNING ILLNESS OR INJURY**

No employee of the department shall feign or simulate illness, injury or disability, or fraudulently by concealment, false statement or otherwise seek to deceive or mislead the department in relation to his case.

2.8.1 Any employee who does so shall be subject to the regular disciplinary procedures and, in addition to any penalty received, shall not be paid for such illness, injury or disability.

2.9 **NOTIFICATION WHEN RETURNING TO DUTY**

When an officer has been excused from duty due to illness, injury or sick family and anticipates returning to duty, the officer shall notify an on-duty supervisor at the officer's duty station at least one hour prior to the start of the officer's regularly scheduled shift.

2.9.1 In the event an officer's duty station is such that it is not manned by a supervisor at the times the officer is required to make notification, the employee's commander may designate, in writing, any other appropriate location or person to which notification can be made.

3 FITNESS FOR DUTY

3.1 REQUIRED MEDICAL EXAMINATIONS

When an employee is required to have a medical and/or psychological examination as a condition of employment for full-time jobs it shall be provided at no cost to the employee.

4 RECALL

Staffing levels within the department shall be established by the chief of police. When recall becomes necessary, except when the department is operating under the Emergency Call Back Plan, it shall be subject to the following:

- Whenever possible, recall shall be used in the rank where the vacancy exists.
- Acting time shall only be assigned to officers working a regular shift.
- Recall shall be for officers within the same division, bureau, or section and the same shift, if possible, where the vacancy exists.
- Shifts will be determined by the starting time of the recall.
- The starting and quitting times of the recall shall be determined by the chief of police or his designee.
- Any officer recalled shall be compensated as detailed in the most recent effective collective bargaining agreement for the specified rank.
- Officers on regularly scheduled vacation days or days off contiguous to their vacation shall be eligible for voluntary recall; however, they shall not be ordered in to work recall.
- Any officer on an extra day off, at his own request, shall not be eligible for voluntary recall, but is subject to being ordered in through reverse seniority.
- Any officer may refuse voluntary recall unless the entire Voluntary Recall Log has been exhausted and the chief of police determines that it is necessary to order officers in to work.
- The entire Shift Seniority List shall be utilized, by reverse seniority, regardless of the officers' voluntary recall status (except those officers on vacation as stated above), when it becomes necessary to order officers in to work.
    - Once an officer has been ordered in to work, he shall be exempt from being ordered in again until such time as the entire Shift Seniority List has been exhausted.
    - Command officers, other than shift commanders, who are ordered in to work, shall be exempt from being ordered in again until the entire Shift Seniority List is exhausted at that rank.
- Absent an emergency situation, officers shall not be scheduled to work a combination of regular duty, recall, and/or special event recall assignments that total more than 16 hours in any 24 hour period.
    - When an officer receives a recall assignment that will exceed the 16 hour limit, he shall immediately inform the command officer scheduling the recall of the conflict.

4.1 VOLUNTARY AND INVOLUNTARY-RECALL STATUS

4.1.1 REMOVED

4.1.2 REMOVED

4.1.3 The chief of police may excuse an officer from being ordered in to work recall upon a written request to the chief of police.

(a) Requests must be received by the chief of police at least two calendar days prior to the requested effective date.
(b) An exclusion may be for any length of time, but in no case shall it be for less than seven days.

4.1.4 Shift commanders shall create a Voluntary and Involuntary Recall Logbook for the officers in their section and list them by seniority within the section to which they are assigned.
(a) REMOVED

4.2 **RECALL NOTIFICATION**

Supervisors shall make every attempt to notify officers as far in advance as possible of the recall.

4.2.1 An ISE generated message will be sent out notifying the officers of the recall opportunity. In the event the recall opportunity is for two or more days in advance, officers will have 24 hours to respond. If recall on a shift is for the next working day, they shall have until the end of the commander's shift to respond.

4.2.2 If this procedure does not generate the required number of volunteers, then an additional ISE system generated message shall be sent to all personnel assigned to that watch/shift.

4.2.3 If there still aren't enough volunteers, then a final ISE message will be generated and sent to all officers regardless of District Station.

4.2.4 If these steps do not generate the required number of volunteers, then watch commanders must resort to involuntary recall by reverse seniority of officers assigned to the preceding shift regardless of district station assignment.

4.2.5 REMOVED

4.2.6 If an officer is inadvertently passed over for recall, and it is not possible to immediately correct the error, a notation shall be made next to the bypassed officer's name in the Recall Logbook.
(a) If it is not convenient for the officer who was bypassed to work the next recall, he shall remain at the top of the list until he receives the second opportunity to work recall.
(b) The bypassed officer will receive two opportunities to work the one recall in which he was inadvertently bypassed.
(c) The supervisor conducting the recall shall send a SUPERVISORS REPORT (TPD FORM 20.7) to the section/shift commander, detailing the circumstances of the officer being bypassed.
- It shall be the section/shift commander's responsibility to see that the officer bypassed is made aware of the error and that he shall remain at the top of the list for the next two recall opportunities.

4.3 **RECALL LOGBOOK - COMMAND**

To facilitate the recall procedures, a Recall Logbook shall be maintained in each section.

4.3.1 The Recall Logbook, comprised of RECALL LOG (TPD FORM 22.5), shall contain the following information:
(a) A list of all section command officers who have volunteered for recall, (Voluntary Recall List).
(b) A station/section list by rank and seniority in that rank.
(c) The address, telephone number and if available a cell phone number of every officer assigned to the shift.

(d) A space to enter the date and time notification was made or attempted.
(e) In the space marked "Response," list one of the following:
- NA – No answer; includes line busy and not home, etc.
- R – Refused recall, and the number of hours refused.
- A – Accepted recall, and the number of hours accepted.
- O – Ordered to work recall, and the number of hours worked.

(f) An area for remarks.

4.4 SPECIAL EVENT RECALL

Recall for Special Events shall be subject to the respective employee agreements.

5 NON-COURT RELATED OVERTIME

5.1 NON-COURT RELATED OVERTIME

Any employee who reports for overtime duty shall use the time-stamp machine to verify the time the employee began working.

5.1.1 The start and finish times shall not be written in on the TOLEDO POLICE DEPARTMENT OVERTIME REPORT (TPD FORM 3.3) except for unusual circumstances (e.g., broken time stamp machine, power outage, or starting/finishing work at a location that does not have a time stamp machine accessible).
(a) Civilian employees shall use the TOLEDO POLICE DEPARTMENT CIVILIAN OVERTIME REPORT (TPD FORM 3.31).

5.1.2 If an employee starts an overtime period that continues into the employee's regularly assigned shift, the only time stamp necessary is at the start of the overtime period (assuming the employee ends his shift at the regular time).

5.1.3 An employee who works past his regularly assigned duty hours shall complete the OVERTIME REPORT and time stamp the report at the end of the overtime.

5.1.4 If an employee is working overtime during periods that are not contiguous with his regular tour of duty, time stamps are required at both the beginning and end of the overtime period.

5.1.5 Any employee working overtime at a location that does not have an official time-stamp machine shall have their time written in and initialed by an on-duty command officer who is at least one rank higher than the employee working the overtime.
(a) If no ranking command officer is available, the OVERTIME REPORT shall state so with the circumstances of the overtime.

5.1.6 The OVERTIME REPORT shall then be forwarded through channels to the division and bureau commander.
(a) All non-court related OVERTIME REPORTS shall be signed or initialed by both the bureau and division commander.

EXCEPTION: Units and sections reporting directly to the chief of police shall have their OVERTIME REPORTS signed or initialed by their unit or section commander. Unit or section commanders shall have their personal overtime verified by the chief of police.

5.1.7 At no time shall a command officer verify his own OVERTIME REPORT or have his OVERTIME REPORT verified by a subordinate officer or a command officer of the same rank.

5.1.8 All non-court related OVERTIME REPORTS shall contain a full explanation of the overtime assignment, justification of the overtime, Records Section number of the incident and under whose authorization the overtime assignment was taken.

5.1.9 Employees shall not submit copies of OVERTIME REPORTS for payment under any circumstance. *Only the original shall be accepted*.

5.1.10 Overtime compensation will not be paid to any employee who is ordered back to complete reports, obtain information, or perform any function that should reasonably have been performed during the employee's regular working hours.

5.1.11 Any OVERTIME REPORT not in full compliance with the provisions relating to OVERTIME REPORTS will not be processed, and shall be returned to the submitting officer.

(a) OVERTIME REPORTS may be resubmitted when they are corrected.

5.2 REMOVED

5.3 **SPECIALLY FUNDED OVERTIME PROGRAMS**

Overtime for specially funded programs shall be restricted to the officers working the shift that coincides with the hours of the overtime program.

5.3.1 If the numbers of officers needed to run the program are not available from the designated shift or section, the overtime shall then be offered to all personnel assigned to the affected bureau.

5.3.2 When there are not enough volunteers from the affected bureaus to work the overtime, the chief of police or his designee shall determine whether:

(a) Other officers from different bureaus will be offered the overtime.

(b) Officers from affected bureaus will be ordered in to work the overtime (recall).

5.3.3 In the event that officers are ordered in, the procedure set forth in Directive 203.2/4 – RECALL shall be used.

5.3.4 Modification of this procedure may be permitted on a case by case basis, pending written approval of the chief of police and notification by the Personnel Section commander.

6 SCHEDULE CHANGES

6.1 **SCHEDULE CHANGES; WAIVER**

Employees who voluntarily elect to change their days off, shifts or start their workdays at irregular hours, shall complete a SCHEDULE CHANGE WAIVER (TPD FORM 1.9).

6.1.1 It shall be the responsibility of the requesting employee's commander, or his designee, to ensure that a SCHEDULE CHANGE WAIVER is properly completed.

6.1.2 The SCHEDULE CHANGE WAIVER shall then be signed by the employee's commander and forwarded to the Personnel Section.

6.1.3 The Personnel Section shall contact an authorized employee representative and forward the SCHEDULE CHANGE WAIVER to them for review and authorization.

(a) Once approved, the representative shall sign the waiver and return it to the Personnel Section.

(b) The Personnel Section shall then notify the employee's commander and ensure copies of the SCHEDULE CHANGE WAIVER are distributed as directed on the bottom of the form.

6.1.4 Officers assigned to the Vice/Narcotics Section, Metro Drug Task Force Section, and the Community Services Section, are exempt from the provisions of this section.

6.2 **SCHEDULE CHANGES; TRAINING COURSES**

If an employee is ordered to attend training or to attend to other duties which cause the officer to be away from home overnight, a SCHEDULE CHANGE WAIVER shall not be necessary.

6.2.1 Training which an officer requests to attend or otherwise volunteers to attend shall not be eligible for overnight pay.

6.2.2 Training which is required for a position for which the officer has requested reassignment to shall be considered voluntary, unless the notice does not specify training for the position is necessary.

(a) After such initial training, any additional training which becomes necessary and which causes the officer to be away from home overnight shall entitle the officer to overnight pay.

DIRECTIVE 203.3	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED December 2, 2024	PART: PERSONNEL CHAPTER: CONDITIONS OF WORK	PAGES 9
RESCINDS April 10, 2020	**REPORTING FOR COURT**	

I POLICY

It is the policy of the Toledo Police Department that all personnel appearing in court in any capacity be well-groomed, prepared and professional. Department personnel shall regard themselves as officers of the court, assisting in the fair and impartial administration of law. Employees shall treat the courts and personnel with respect, recognizing that such an attitude is necessary for the maintenance of our system of due process guarantees. Prosecutors have the final decision on the legal process. Officers shall follow all legal and department procedures to reduce case dismissal; failure to do so may subject officers to departmental consequences or result in civil ramifications for the officer, or the department.

II DEFINITIONS

Subpoena - For the purposes of this section, subpoena shall be defined as any order or notice to appear (or not appear), originating from the court, the clerk of courts, or any officer of the court with the authority to issue such notice, or from any command officer or department supervisor.

III PROCEDURES

1 MANDATORY APPEARANCES FOR COURT

1.1 Officers receiving mandatory appearance notices from the Court Liaison Unit shall appear for court at the listed time on the subpoena or when directed by Court Liaison Unit personnel. Other mandatory court appearances include:

- All subpoenas marked, “Per judge – officer appearance requested.”
- All subpoenas with appearance times after 1130 hours
- Toledo Municipal Court - courtroom #3 – felony court
- For the initial hearing for OVI/ALS hearing
- When directed by the Court Liaison Unit
- Interviews with prosecutors
- All civil cases issued by a prosecutor or the City of Toledo Law Department
- Federal Court
- Lucas County Common Pleas
- Juvenile Justice Center
- Domestics Relations Court
- Children Services Bureau
- Jury Pre-trial or Jury Trial

1.2 Officers required to appear shall be prepared for trial at the designated time in the specified courtroom unless otherwise directed by the Court Liaison Unit.

1.3 Officers who have received a mandatory notice to appear in court and have failed to do so are subject to disciplinary action.

1.4 When appearing for court, officers shall follow department manual sections:

- 303.2/3.7 – Uniform Personnel
- 303.2/9.1 – Plain Clothes Personnel

1.5 Officers with multiple court appearances in different courts may contact the Court Liaison Unit for assistance with their cases. Officers may also contact court prosecutors for direction when receiving multiple, overlapping subpoenas.

1.6 Officers canceled for court events will receive notification from the court general mailbox tpdcourts@toledo.oh.gov . The **Do Not Appear Notices (TPD form 35.8)** will be sent to all officers via department email.

1.7 In the case of a major weather event, power outage or other major unforeseen event, officers shall contact the Court Liaison Unit for direction or check the court calendar before appearing for the court event.

2 EMAIL NOTIFICATIONS FOR COURT APPEARANCES; OFFICER RESPONSIBILTY

Officers can be served mandatory appearances in both Toledo Municipal Court and Lucas County Common Pleas Court through the Microsoft Outlook work e-mail account by the Court Liaison Unit (TPDcourts@toledo.oh.gov), Matrix (LCProsecutors@matrixprosecutor.com), and NORIS. Officers shall check their work e-mail account to ensure they are notified of upcoming court events.

Officers shall follow all email prompts to satisfy delivery requirements by clicking on the appropriate boxes indicating that they have received notification of court appearance. Officers shall print a copy of this email notification and attach it to their OVERTIME REPORT (TPD FORM 3.3) to receive compensation.

3 SIGNING INTO COURT

3.1 TOLEDO MUNICIPAL COURT

Officers subpoenaed to Toledo Municipal Court shall, upon arriving in the courtroom, enter the required information on the provided **TOLEDO POLICE DEPARTMENT MUNICIPAL COURT LOG (TPD FORM 35.1)**. Officers shall sign-in at each courtroom where they are required to appear. The Court Liaison Unit will maintain the TOLEDO POLICE DEPARTMENT MUNICIPAL COURT LOGS.

3.1.1 Once signed in, officers shall remain in the immediate area of the courtroom and be available when their case is called unless they have other required court appearances. Upon completing their other appearances, officers shall return to the appropriate courtroom to provide testimony if needed or to ensure that the case is resolved.

3.1.2 When the employee is finished giving court testimony or is otherwise excused by the prosecutor, the officer shall sign the court log and indicate the time excused from court.

3.2 OTHER COURTS

Officers shall follow the sign-in procedures at all other courts to indicate their presence.

4 COURT RELATED OVERTIME REPORTS AND SUBPOENAS

4.1 All court related overtime shall be documented on a **TOLEDO POLICE OVERTIME REPORT (TPD FORM 3.3).**

4.1.1 The **OVERTIME REPORT** shall be time-stamped at the beginning of the overtime period unless the overtime is contiguous with the end of the employee's regular tour of duty.

4.1.2 The name of the defendant, the charge(s) and case number(s) shall be listed on the overtime report.

4.1.3 At no time shall an officer time-stamp an OVERTIME REPORT fifteen minutes before the time the employee is required to appear or for another officer. Officers may be directed to appear earlier by the Court Liaison Unit for trial preparation, review of the case, review of in-car or body worn camera or conversations with the prosecutor.

4.1.4 Employees shall not attempt to receive compensation for off-duty activities unless authorized by the employee's deputy chief.

4.1.5 When an employee is finished giving court testimony or is otherwise excused, the officer shall present the OVERTIME REPORT to the prosecutor to be signed with the time noted.

4.1.6 In the event testimony is given in Common Pleas Court, the law clerk in the courtroom may sign the OVERTIME REPORT and note the time.

4.1.7 Off-duty officers **REQUIRED** to appear on a case shall complete and file an OVERTIME REPORT and will be compensated only for the appearance and **NOT** for any court call-in required that would fall within that period.

4.1.8 Off-duty officers **NOT** required to appear in court shall complete and file an OVERTIME REPORT including all case information. Officers will be compensated for the court call-in period. In lieu of time stamps and a prosecutor's signature, officers shall check the "Court Call-In" box on the OVERTIME REPORT.

(a) Officers are only permitted to seek court call-in compensation if the officer is capable of appearing in court at the designated time.

4.1.9 A court-related **OVERTIME REPORT** shall not be processed unless a subpoena, summons or notice to appear was signed by both the officer and the serving supervisor at the time of service and it is attached to the OVERTIME REPORT when it is submitted to the employee's commander or his designee for review. Overtime Reports shall be forwarded to the Fiscal Affairs Section for processing. The subpoenas shall be forwarded to the Court Liaison Unit for review.

(a) In Lucas County Common Pleas Court or at a grand jury hearing where the employee is required to relinquish the subpoena, summons, or notice of hearing; the employee shall obtain a photocopy of it prior to reporting to their court appearance.

(b) In the event the employee is called to appear in court on a day off and he has not received a subpoena, summons, or notice of hearing, the employee shall, upon completion of giving testimony, request the respective court's clerk of court or the Court Liaison Unit supervisor to issue a subpoena, summons, or notice of hearing.

(c) Subpoenas received electronically through email do not need to be signed by a supervisor (See 203.3/2 Reporting for Court – Email Notifications for Court Appearances: Officer Responsibilities).

4.1.10 When an employee's appearance on a court case extends beyond one day, all OVERTIME REPORTS shall be attached to the original subpoena or notice of hearing.

NOTE: For cases extending beyond two days, the 48-hour rule regarding the timely submission of OVERTIME REPORTS does not apply.

4.2 Subpoenas for members of the department shall be personally served by a command officer or through departmental email. **Note** - Subpoenas shall not be placed in any department mailbox.

4.2.1 If service of a subpoena is unable to be made due to vacation or for any other reason, the officer's commander will note this fact on the subpoena and forward it to the court liaison unit which will contact the clerk's office and the city prosecutor to determine what action is necessary.

4.2.2 The sworn supervisor who actually makes personal service and the employee upon whom the subpoena is served shall each sign both copies of the subpoena. The sworn supervisor shall retain the **return copy** of the subpoena at the section level for a minimum of 180 days.

4.2.3 Email notification of court appearance records shall be maintained by the Court Liaison Unit supervisor for a minimum of 180 days.

5 COURT CALL-IN PROGRAM – TOLEDO MUNICIPAL COURT

The Court Call-In Program is designed to notify officers to appear for an afternoon trial in the Toledo Municipal Court (TMC). Officers receiving court subpoenas, witness notice of court and participant subpoenas shall follow the Court Call-In Program procedures for morning court events.

5.1 Officers with morning subpoenas and not required to be present will call **419-245-1045 at 1100 hours** and listen to a recorded voice message. The message will announce officers needed for an afternoon trial at the Toledo Municipal Court for 1300 or 1330 hours. **NOTE:** The voice message recorded after 1400 hours is intended for Lucas County Common Pleas and Juvenile Court concerning the next day's court event cancelations.

5.1.1 In the case of a malfunction with the Court Liaison Unit's telephone number or voicemail message, officers **SHALL NOT** appear for court call-in trials at 1300 hours or 1330 hours unless contacted by the Court Liaison Unit.

5.2 Cancellations that are made less than 48 hours in advance will qualify for court call-in compensation and will be indicated at the bottom of the form. Officers receiving Friday afternoon notification of a Monday morning court cancellation shall receive court cancellation compensation. Friday afternoon notification of a Monday afternoon court cancellation, (or a Tuesday court event when Monday is a court recognized holiday), **shall not** result in court cancellation compensation.

5.2.1 Officers may also access the court calendar through the Toledo Police Department's internet to check for the status of the court event.

(a) "**Inside TPD" tab** - scroll to "court call-in/cancellation" and click on the corresponding date for appearance and cancellation information.

(b) The court calendar displays cases pending, canceled or reset, along with the case number, time, courtroom and officer identification number by clicking on the corresponding date. The court abbreviations used to identify the specific court will be included in the title and description box of the tab on the calendar. When the abbreviation DNA is present, it is informing that the officer is advised to "Do Not Appear."

5.3 Officers shall not seek compensation for a court call-in event if the officer is not capable of attending court at the specified time and date. See Directive 203.3/12 – VACATION, LEAVES AND OUTSIDE TRAININGS and 203.3/13 REQUESTING RELEASE FROM COURT APPEARANCE/VACATIONS for the appropriate procedure when a conflict with a court event becomes known.

6 **COURT CANCELATION PROGRAM – LUCAS COUNTY COMMON PLEAS AND JUVENILE COURTS**

The Lucas County Common Pleas Court and the Lucas County Juvenile Court employ a court cancellation process. Prior to appearing in these courts, officers shall ensure that their cases are proceeding on the subpoenaed date. This may be done by checking their case(s) status, by calling the **Court Call-In Program number at (419) 245-1045 after 1400 hours**, or by viewing the cancellation calendar found in the Toledo Police Department intranet. Voicemail cancellation information will be listed the day before the event and erased on the following day at 1100 hours for the Toledo Municipal Court's Call-in Program message.

7 **MULTIPLE COURT APPEARANCE COMPENSATION**

Labor agreements require a minimum payment of two hours at time and one-half for off-duty court appearances. One **OVERTIME** REPORT shall be utilized for multiple court appearances if:

(a) There is less than **one hour** between the end of the two hour minimum of the first court appearance and the subpoena time of the subsequent court appearance.

(b) There is less than **one hour** between the end of a first court appearance (that exceeds the two hour minimum) and the subpoena time of a subsequent court appearance.

8 **COURT APPEARANCE CONTIGUOUS TO OTHER OVERTIME**

When the subpoena time is less than **one hour** from the end of any other overtime, personnel shall complete only one **OVERTIME REPORT**. When finished with the last case, have the prosecutor (or the clerk in Common Pleas Court) sign and note the time on the **OVERTIME REPORT**. A notation shall be made on the **OVERTIME REPORT** that the overtime is contiguous to other overtime and the reason for the other overtime shall be described.

9 **LATE FOR COURT**

Officers shall be considered late for a court appearance if the time stamped on the submitted **OVERTIME REPORT** is later than the subpoena time issued by the court unless subject to the CALL-IN PROGRAM.

9.1 Upon determination that an officer was late for court, the reviewing command officer shall circle the late time-stamp and the subpoena time contained on the OVERTIME REPORT with a red pen. The late officer shall then be issued a late card.

9.2 OVERTIME REPORTS shall be submitted to the Fiscal Affairs Section.

9.3 The submission of a SUPERVISORS REPORT (TPD FORM 20.7) is not necessary when an officer is late for court.

10 **ABSENCE FROM COURT**

Officers with a court-related conflict shall immediately contact the Court Liaison Unit by email, or by sending a **SUPERVISOR REPORT (TPD FORM 20.7)**, to request a new court date. Officers shall include the reason(s) for their request, their name, identification number, defendant name, case number, and courtroom number. Officers shall call (419) 245-1890 in the case of an emergency which prevents them from attending court.

11 **COURT APPEARANCE RESTRICTIONS**

No department employee shall attend court or use the Court Call-in Program while being carried on any type of leave, sick, sick family or are absent from work due to an on-duty injury and are receiving

pay. In these instances employees should follow established procedures in DIRECTIVE 203.3/10 – ABSENCE FROM COURT.

12 VACATION, LEAVES AND OUTSIDE TRAININGS

12.1 The Court Liaison Unit will provide the Assignment Commission a vacation schedule for all department members.

12.2 Department members shall submit a **SUPERVISOR'S REPORT** to the Court Liaison Unit whenever they have scheduled any type of leave (other than vacations), outside trainings, or extended a scheduled vacation period by using day trades, OT, vacation, or bonus days. The SUPERVISOR'S REPORT shall list the days off as well as the date the officer will be returning to duty. The Court Liaison Unit requires a minimum of seven days to have cases rescheduled and to notify victims/witnesses.

13 REQUESTING RELEASE FROM COURT APPEARANCE/VACATIONS

13.1 **TOLEDO MUNICIPAL COURT -** If a subpoena is served on an employee before he goes on vacation, and the court date is within his vacation period, the employee shall immediately contact the Court Liaison Unit which will then consult with the city prosecutor and determine what course of action to follow.

13.2 **GRAND JURY, COMMON PLEAS AND JUVENILE COURT -** If a subpoena for the Grand Jury, Common Pleas Court or Juvenile Court is served on an employee before he goes on vacation and the court date is within his vacation period, the employee shall contact the county prosecutor listed at the top of the subpoena for direction. The officer shall abide by the prosecutor's decision. **NOTE - It is the responsibility of the subpoenaed employee to make contact with the county prosecutor**.

14 GRAND JURY REPORTING

14.1 **GRAND JURY APPEARANCE AFTER PRELIMINARY HEARING**

In some cases in which an officer had been subpoenaed to appear at a preliminary hearing and the case is then bound over to the grand jury, they will hear the case the same day.

14.1.1 The prosecutor shall determine which officers are needed to testify at the grand jury when multiple officers/witnesses are involved.

14.1.2 Only those officers notified by the prosecutor shall appear before the grand jury.

15 WITNESS FEES-VOUCHERS

It shall be the responsibility of the subpoenaed officer to obtain witness fees and endorse them over to the City of Toledo General Fund, as required by OHIO REVISED CODE (ORC) 2335.17. There are occasions when department personnel will receive a witness fee (either in cash or check). The fees shall be turned into the secretary of police - Fiscal Affairs Section. Only the employee named on the subpoena shall obtain a witness slip or voucher from the bailiff or other court personnel. Department members shall not present the subpoenas of other personnel in an attempt to obtain witness slips or vouchers for others. In the event an officer is unaware of what procedure to follow for obtaining witness fees; he shall make an inquiry at the appropriate clerk of courts office where he will be advised of the proper procedures.

203.3 REPORTING FOR COURT

15.1 **FELONY PRELIMINARY HEARINGS** Department personnel subpoenaed to TOLEDO MUNICIPAL COURT in felony preliminary hearings shall report to the county prosecutor's office (second floor of the TOLEDO MUNICIPAL COURT Building) to receive a witness fee voucher. The department employee shall sign the voucher which will be retained by the deputy clerk.

15.2 **LUCAS COUNTY COMMON PLEAS COURT-** sign the voucher form (courtroom log*)* located in each courtroom

15.3 **LUCAS COUNTY GRAND JURY-** Officers shall report to the Lucas County Common Pleas Clerk of Courts office to sign the witness fee voucher. Department personnel will not receive a witness fee for appearing at the Lucas County Grand Jury in the same morning period (before 1200 hours) that they appeared in the TOLEDO MUNICIPAL COURT in felony preliminary hearings on the same case. However, if department personnel are required to remain beyond 1200 hours, they are entitled to an additional witness fee to be issued by the Lucas County Common Pleas Clerk of Courts Office.

15.4 **LUCAS COUNTY JUVENILE COURT**—officers shall report to the Clerk of Courts Office.

15.5 **LUCAS COUNTY DOMESTIC RELATIONS COURT**-report to the magistrate's bailiff

15.6 **UNITED STATES DISTRICT COURT (CIVIL CASES)** Department personnel subpoenaed to appear in the United States District Court on a civil matter will receive the witness fee at the same time the subpoena is received. The subpoenaed employee shall turn the witness fee in to the secretary of police – Fiscal Affairs Section. In the event the marshal indicates the witness fee will be mailed, the subpoenaed employee shall advise the marshal to mail it to the secretary of police.

15.7 **OUT-OF-TOWN COURT APPEARANCES**

Department personnel attending court outside of the city shall check with the appropriate clerk of court and obtain witness fees and mileage reimbursement if applicable. In the event the witness fee/mileage reimbursement is presented directly to the subpoenaed employee, he shall turn it in to the secretary of police -Fiscal Affairs Section. If a check will be mailed, the subpoenaed employee shall advise the clerk to send the check to the secretary of police.

16 **FILING PRECIPE**

When receiving a 'Notice of Hearing', the officer shall promptly issue a precipe for the necessary victims, witnesses and/or evidence for upcoming court cases. The officer shall state on the precipe the specific reason as what the subpoenaed witness will testify.

16.1 Officers shall complete the precipe in a legible printed or typed manner. The officer completing the form shall list the charge(s) on the lines provided. The officer shall sign the precipe in the space provided with his ID number listed after the signature.

16.2 All precipe forms, except those filed with a felony package, shall be forwarded to the court liaison unit for approval.

16.3 In the event that a prosecutor determines that the officer who signed the affidavit is not an essential witness, that officer will receive a notice not to appear in court. Instructions to subpoena the witness and/or evidence will be included on the 'Do Not Appear' notice. The officer shall maintain the responsibility of filing a precipe and subpoenaing the essential witnesses.

16.4 The Court Liaison Unit sends out a daily list of crash reports for upcoming cases involving traffic accidents to assist officers in subpoenaing the necessary parties. This list is sent out prior to officers receiving court notifications for their appearance.

17 **MUNICIPAL COURT CASE DISPOSITION FORM**

Officers filing affidavits, all-purpose citations (APC) or traffic citations in the Toledo Municipal Court may complete the upper portion of the **MUNICIPAL COURT CASE DISPOSITION REPORT (TPD FORM 35.3) AND** attach the report to the affidavit/APC/traffic citation to convey their recommendations. Only one **MUNICIPAL COURT CASE DISPOSITION** REPORT is necessary for each defendant. Officers may also contact the Court Liaison Unit to convey information to the appropriate courtroom prosecutor.

18 **SERVICE OF CIVILIAN SUBPOENAS**

The scheduling of court cases includes personal service to notify victims and witnesses. When officers are directed to provide personal service, they shall complete all necessary paperwork attached to the subpoena and return it to the court liaison unit. Officers shall include the date and time served to properly inform the court that the involved parties were notified of the court event.

203.3 REPORTING FOR COURT

MUNICIPAL COURT ONLY

Municipal Court Only (Subpoena time between 0830 hours and 1100 hours)

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Call-In Program

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Call designated number between 1100 hours and 1200 hours

Go to toledopolice.com Online services cancelation/call-in calendar

If advised to report at 1300 or 1330 hours

If advised NOT to report at 1300 or 1330 hours

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Report to designated courtroom at 1300 or 1330 hours. Complete an Overtime Report for the appearance only

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Complete an Overtime Report for Call-In Program (.5 or 1-hour compensation)

LUCAS COUNTY COURT AND OTHER LOCAL COURTS

Lucas County and Other Local Courts (subpoena times between 0830 hours and 1600 hours)

↓

Using the subpoenaed time for the other local court, ***officers shall immediately report to the Toledo Municipal Court and sign in at the appropriate courtroom if applicable before appearing at the other court.***

↓

Proceed to Other Local Court.

↓

Upon completion of the case, return to the Municipal Court to determine the status of the case if applicable. Remain in Municipal Court until relieved by a prosecutor or the Court Liaison Unit personnel.

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Complete an Overtime Report for the appearance only.

MUNICIPAL COURT AND/OR OTHER LOCAL COURTS

Municipal Court and/or Other Local Courts (subpoena times after 1230 hours)

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Appear in all courts – complete an Overtime Report for the appearance only

Other Local Courts (All subpoena times)

↓

Appear in the other local courts

DIRECTIVE 203.4	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES**	
EFFECTIVE November 01, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED August 1, 2018	PART: PERSONNEL CHAPTER: CONDITIONS OF WORK	PAGES 6
RESCINDS March 1, 2017	**OUTSIDE EMPLOYMENT**	

I POLICY

It is the policy of the Toledo Police Department to allow officers and civilian employees to engage in outside employment that does not negatively reflect on the department or adversely influence an employee's ability to perform regular duties for the City of Toledo. Because certain occupations inherently conflict with an employee's primary responsibility to the department, the department may impose conditions or prohibitions on certain outside employment.

II DEFINITIONS

POLICE RELATED OUTSIDE EMPLOYMENT – outside employment, any function of which is similar in nature to what any officer could reasonably be called upon to perform by virtue of his employment with the city of Toledo.

INCOMPATIBLE OUTSIDE EMPLOYMENT – outside employment, any function of which possesses qualities that are not mutually suitable, are in conflict with, or are undesirable for officers or civilian employees to perform because of their employment with the City of Toledo.

III PROCEDURES

1 POLICE RELATED OUTSIDE EMPLOYMENT

1.1 INCOMPATIBLE EMPLOYMENT

No officer shall engage in outside employment that is incompatible, adverse to, or in conflict with his municipal employment. Incompatible employment shall include, but not be limited to:

1.1.1 Working inside any establishment where the dispensing of alcoholic beverages is the primary business. This prohibition applies to all bars and nightclubs.

1.1.2 Owning, managing or working in a bar or tavern in any capacity.

1.1.3 Collecting bad debts, including credit cards and checks.

1.1.4 Owning, managing or working in a massage parlor.

1.1.5 Any business or function, the operation of which requires a permit or license, and the proper permit or license has not been obtained; or the activities or functions of the business are not in compliance with the requirements of the permit or license.

1.1.6 In any capacity, inside of the building, where a bingo game is taking place. However, officers may work in a security or traffic control capacity outside of a building where a bingo game is operating.

1.1.7 Functions or businesses, in which the activities engaged in, are of such a nature that they may bring embarrassment, disrespect, or dishonor to the department.

1.1.8 Any employment where the hours worked are such that they could adversely affect the officer's job performance during his on-duty status with the police department.

1.1.9 No officer shall be permitted to engage in outside employment when the employer is engaged in a labor dispute, a strike is in progress, a strike vote has been taken, or a strike is authorized

1.1.10 No member of the department shall be permitted to own, operate, manage, be employed by, be financially involved in, or be otherwise involved in the operation, in any way, of any marijuana cooperative, dispensary, business or location that is used to manufacture, grow, process, use, sell, distribute or dispense marijuana for medical purposes, or any location that is involved in the sale or distribution of any paraphernalia that can be used for any of the above.

1.2 COMPATIBLE EMPLOYMENT – ESTABLISHMENTS DISPENSING ALCOHOLIC BEVERAGES

Officers may engage in outside employment at establishments which dispense alcoholic beverages, subject to the following conditions:

1.2.1 Officers may perform police-related functions while working for establishments where the dispensing of alcoholic beverages is the primary business provided the officers' employment is restricted to the area outside and adjacent to the business (e.g., parking lots, streets).

1.2.2 Officers may perform police-related functions while working for establishments that possess a liquor permit which authorizes alcoholic beverages upon the premises of the permit holder, but only when the primary business of the permit holder is not the dispensing of alcoholic beverages. Officers shall be permitted to work in establishments such as auditoriums, large restaurants or hotels when the officer is performing such duties as crowd control, traffic control, or general security, provided the officer does not work in the area where the alcoholic beverages are actually dispensed (e.g., bar, concession stand, patio).

2 OFFICER'S RESPONSIBILITIES

2.1 PRIMARY DUTIES

In all instances, the primary duty obligation and responsibility of an officer while engaged in outside employment is to the City of Toledo and the Toledo Police Department.

2.2 POLICE ACTION

Officers shall take appropriate police action during any incident coming to their attention while engaged in outside employment. Officers shall not neglect or fail to perform as required merely because such action is not within the requirements of their outside employment. Any conflict of responsibility between outside employment and an officer's municipal police duties shall be resolved in favor of his municipal police duties.

2.3 OFFICER CONDUCT

While engaged in outside employment, an officer shall conduct himself as required by the Toledo Police Department.

2.4 REPORTS

While engaged in outside employment, officers shall complete all reports and forms that would have to be completed if he were on-duty when becoming involved in an incident.

3 DEPARTMENT APPROVAL OF OUTSIDE EMPLOYMENT

3.1 OUTSIDE EMPLOYMENT REQUEST

Officers engaged in outside employment, any function of which is police related in nature, shall submit an OUTSIDE EMPLOYMENT REQUEST (TPD FORM 2.2) electronically, via the Toledo Police Intranet, prior to the start of the outside employment.

3.1.1 No police related outside employment shall be worked unless an OUTSIDE EMPLOYMENT REQUEST has been approved by the Office of the Chief of Police, or his designee.

EXCEPTION: In extraordinary circumstances, an officer's supervisor may give preliminary approval to an outside employment request. In such cases, the officer shall submit the Outside Employment Request electronically, printing a copy of the request that was attached to the immediate email response received after submission. The officer shall have the approving supervisor sign and date the request. A copy shall be forwarded to the Office of the Chief of Police. The preliminary approval will permit the officer to work the outside employment duty pending the final approval or disapproval of the Office of the Chief of Police.

3.1.2 Outside employment, all functions of which are non-police related in nature, do not require an OUTSIDE EMPLOYMENT REQUEST.

3.1.3 If there is any question as to whether the outside employment is police related, or incompatible with an employee's municipal employment, an OUTSIDE EMPLOYMENT REQUEST shall be submitted.

3.2 COMPLETION OF OUTSIDE EMPLOYMENT REQUEST

The OUTSIDE EMPLOYMENT REQUEST shall be completed in the following manner:

3.2.1 The OUTSIDE EMPLOYMENT REQUEST shall be filled out in its entirety.

3.2.2 The officer shall document the significant aspects of their outside employment by selecting the appropriate duties in the drop down box entitled "Duties to be Performed."

3.2.2 The date and time that the report is submitted electronically will serve as a time stamp for submission.

3.2.3 An OUTSIDE EMPLOYMENT REQUEST shall be submitted annually for each employment request.

- All approved OUTSIDE EMPLOYMENT REQUESTS will expire on December 31st of the year of issuance.
- Permanent, long-term OUTSIDE EMPLOYMENT REQUESTS should be submitted in early December to ensure uninterrupted approval.

3.3 REVIEW AND APPROVAL OF OUTSIDE EMPLOYMENT REQUESTS

3.3.1 OUTSIDE EMPLOYMENT REQUESTS shall be submitted electronically at least three days prior to the first day of employment.

3.3.2 Removed

3.3.3 The OUTSIDE EMPLOYMENT REQUEST shall be reviewed to determine if the employment is in compliance with outside employment regulations.

3.3.4 OUTSIDE EMPLOYMENT REQUESTS not in compliance with departmental regulations shall be disapproved. If an OUTSIDE EMPLOYMENT REQUEST is disapproved, employees shall refrain from submitting additional OUTSIDE EMPLOYMENT REQUESTS that involve similar type elements that resulted in disapproval.

3.3.5 The Planning, Research and Inspections Section shall have responsibility for coordination and administration of OUTSIDE EMPLOYMENT REQUESTS. In addition, the Office of the Chief of Police shall have the authority for final approval or disapproval of OUTSIDE EMPLOYMENT REQUESTS.

3.3.6 In all cases, the requesting employee will receive an email that will indicate if the request is approved or disapproved. The Planning, Research and Inspections Section shall maintain a database of all OUTSIDE EMPLOYMENT REQUESTS.

3.3.7 Moved to 203.4/3.1.1 OUTSIDE EMPLOYMENT/OUTSIDE EMPLOYMENT REQUESTS

3.3.8 Moved to 203.4/3.3.4 OUTSIDE EMPLOYMENT/REVIEW AND APPROVAL OF OUTSIDE EMPLOYMENT REQUESTS

4 REVOCATION OF OUTSIDE EMPLOYMENT REQUESTS

4.1 The Office of the Chief of Police may revoke any previously approved OUTSIDE EMPLOYMENT REQUESTS that are determined to be in conflict with the department's outside employment policy.

4.2 Officers will be notified in writing by the Office of the Chief of Police, if approval for outside employment is revoked.

4.3 Any supervisor having knowledge of an employee working outside employment that violates departmental policy shall forward a memo detailing the violation to the Office of the Chief of Police.

5 OTHER OUTSIDE EMPLOYMENT REGULATIONS

5.1 OFF-DUTY UNIFORMS AND PERSONAL APPEARANCE STANDARDS

Officers who wear a uniform as a condition of outside employment shall wear the uniform authorized for on-duty officers, with the name tag and badge worn on the outermost garment. While wearing soft body armor is not mandatory, it is highly recommended. The complete issued duty belt shall also be worn, including the issued service firearm and portable radio (See Directive 301.7/7.6 – PORTABLE RADIO USE DURING OUTSIDE EMPLOYMENT). Officers shall not wear specialized uniforms (e.g., Bike Patrol, Gang Unit, SWAT) while working off-duty. Officers must comply with departmental personal appearance standards.

5.2 NON-UNIFORMED OFFICERS INVOLVED IN OUTSIDE EMPLOYMENT

Officers in non-uniformed assignments may be prohibited from engaging in outside employment if wearing a uniform could compromise or conflict with the ability to function in their regular police assignment.

5.2.1 Officers wearing plain-clothes as a condition of outside employment shall carry the issued service firearm, a less-lethal weapon (e.g., canister chemical agent, baton, TASER), handcuffs and portable radio

(See Directive 301.7/7.6 – PORTABLE RADIO USE DURING OUTSIDE EMPLOYMENT). Wearing soft body armor is not mandatory, but is highly recommended.

5.3 **USE OF POLICE RECORDS PROHIBITED**

No employee shall, while on-duty or off-duty, request, review, search, copy, remove or forward any information from any police record, for his or any other's use, in connection with any outside employment.

5.3.1 Record checks of suspects shall be allowed in accordance with established department procedures.

5.4 **WITHIN CITY LIMITS**

Except for teaching or instructional duties, no officer shall accept police related outside employment that requires the officer to work outside the corporate limits of the city of Toledo while wearing the department uniform.

5.5 **OUTSIDE EMPLOYMENT INSTRUCTORS**

Department employees engaged in outside employment to instruct, lecture, or similarly participate in seminars dealing with police-related subject matter shall submit an OUTSIDE EMPLOYMENT REQUEST.

5.6 **DONATION OF SERVICES**

The fact that an officer will not be paid for his services shall not be cause for exemption from any of the provisions or procedures dealing with outside employment.

5.7 **PROBATIONARY AND TRAINEE OFFICERS**

Probationary and trainee officers shall not engage in any police related outside employment during their academy training or probationary period.

5.8 **OUTSIDE EMPLOYMENT WHILE SICK OR INJURED**

No department employee shall engage in outside employment of any kind while carried on sick, sick family, FMLA or injured on-duty status, except by specific written permission of the chief of police.

5.9 **OUTSIDE EMPLOYMENT WHILE ON LIMITED DUTY STATUS**

No department employee, while carried on light duty or limited duty status, shall engage in any outside employment which requires, or could reasonably be expected to require, the employee to perform any function beyond the scope of limitations placed upon the employee's department assignment.

5.10 **CONTRACTUAL AGREEMENTS**

The department shall comply with contractual agreements between the city of Toledo, the Toledo Police Patrolman's Association, the Toledo Police Command Officers' Association, AFCSME Local 7 and 2058, as it relates to outside employment.

5.11 **OVERTIME BENEFITS**

No officer or civilian shall be entitled to any overtime benefits from the city of Toledo, for any court appearance or other activity performed while engaged in, or as a direct result of, outside employment unless authorized by the employee's deputy chief.

5.12 **RESTRICTION OF FUNCTIONS**

No officer in uniform, engaged in outside employment, shall perform any function that is not regularly performed by an on-duty officer.

5.13 **BODY WORN CAMERA REQUIREMENT**

Officers shall adhere to the Body-Worn Camera policy when working off-duty. (See Directive 401.26/1.2.1 BWC System/General Guidelines).

6 USE OF CITY VEHICLES FOR OUTSIDE EMPLOYMENT

6.1 **USE OF CITY VEHICLES SHALL REQUIRE AUTHORIZATION**

The use of a city vehicle for off-duty employment shall require written authorization from the Office of the Chief of Police. Officers shall send requests to the Office of the Chief of Police via email.

6.2 **NO EXEMPTION FOR TAKE-HOME VEHICLES**

Employees who have authorization for home garaging (take-home vehicles) are **not** exempt from this order and must have written authorization from the chief of police in order to utilize a take-home vehicle for outside employment.

6.3 **ASSIGNMENT OF VEHICLES**

If permission is granted to use city vehicles, the requesting officer shall contact the appropriate shift commander for the assignment of vehicles.

6.4 **PAYMENT FOR USE OF VEHICLES**

A fee of $12.00 per hour for the use of each city vehicle will be charged, unless the Office of the Chief of Police waives the fee. The requesting officer shall secure the payment and submit it to the Fiscal Affairs Section.

- The officer shall submit the payment, along with a copy of the written authorization and a SUPERVISOR'S REPORT (TPD FORM 20.7) documenting the number of vehicles used, the vehicle number(s), and the actual number of hours each was used.

DIRECTIVE 203.5	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES	
EFFECTIVE November 01, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED December 1, 2012	PART: PERSONNEL CHAPTER: CONDITIONS OF WORK	PAGES 2
RESCINDS November 01, 2002	**COLLECTIVE BARGAINING**	

I POLICY

The department has a mutual responsibility with its employees to recognize the value of collective bargaining and to negotiate in good faith the joint interests of both parties. The department recognizes the right of its employees to organize and will abide in both letter and spirit with the provisions of any collective bargaining agreement lawfully entered into by the City of Toledo.

II DEFINITION

COLLECTIVE BARGAINING – The performance of the mutual obligations of the public employer and the bargaining agent of the employee organization to meet at reasonable times, negotiate in good faith, and execute a written contract with respect to agreements reached concerning the terms and conditions of employment.

III PROCEDURES

1 COLLECTIVE BARGAINING PRACTICES

1.1 Collective bargaining practices as outlined through individual labor agreements and the Ohio Revised Code Section 4117 will be strictly adhered to in negotiations with representatives for affected associations (Toledo Police Command Officers' Association; Toledo Police Patrolman's Association; AFSCME Local 7; AFSCME Local 7 Communications Operators; and AFSCME Local 2058).

1.2 In order to provide for a smooth and amicable negotiation process, the City of Toledo shall identify a management team to meet with each union or association when bargaining for new contractual agreements.

1.3 The team will include members of the city's Law Department, Human Resources Department and police department supervisors.

1.4 The person designated as the principal negotiator for each team will be determined by the city prior to negotiations.

2 CONTRACT DISSEMINATION

2.1 Once the City of Toledo and the respective police employee labor organizations have ratified an agreement, the signed agreement shall be printed and distributed to all affected employees and supervisors.

2.2 The Personnel Section shall be responsible for the physical distribution of the agreements to the affected commanders.

3 CHANGES IN WRITTEN DIRECTIVES

3.1 At the direction of the Chief of Police, affected division, bureau, section and unit commanders shall review and amend any policies, procedures or directives to coincide with the terms of any negotiated agreement.

3.2 Amended documents shall be forwarded to the Planning and Research Section for review to ensure no potential conflict exists with labor agreements, departmental policies or applicable laws. When necessary, amended documents shall be included in the department manual.

DIRECTIVE 203.6	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED December 1, 2012	PART: PERSONNEL CHAPTER: CONDITIONS OF WORK	PAGES 1
RESCINDS November 01, 2002	**GRIEVANCE SYSTEM**	

I POLICY

Effective management and respect for individual dignity requires that employees have means available for the proper redress of grievances. A department employee having a complaint relating to any matter affecting his employment is ensured the right of review at succeeding levels of department authority until the grievance is resolved. The right of an employee to file a grievance and its administrative review promotes efficiency and results in improved morale. Those positive benefits are defeated if employees are reluctant to file a grievance. Therefore, no action of a formal or informal nature shall be taken by the department against an employee, his witness or employee representative merely for having filed a grievance. Such filing shall not be looked upon with disfavor by the department.

II DEFINITIONS

GRIEVANCE – Any dispute or difference that arises between the city and the affected association regarding the interpretation or application of contractual language.

III PROCEDURES

1 LABOR AGREEMENTS

The department and all affected employee bargaining units shall adhere to current labor agreements regarding representation, time limits, levels of appeal and actions surrounding the grievance procedure for their respective members.

2 COORDINATION OF GRIEVANCE SYSTEM

The Administrative Services Bureau commander shall cause all grievance records to be maintained in a central location for research and archival purposes.

DIRECTIVE 204.1	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002 REVISED January 4, 2019	PART: PERSONNEL CHAPTER: CAREER DEVELOPMENT	PAGES 3
RESCINDS December 1, 2012	**PERFORMANCE EVALUATION SYSTEMS**	

I **POLICY**

Command officers of each ascending level of authority within the department shall have the responsibility and authority to evaluate subordinates' performance and actions to ensure that department guidelines are being followed and department goals are being achieved. Such evaluations shall be based on continuous observation and inspection and shall consider personal traits as well as duty requirements.

II **PROCEDURES**

1 **PERFORMANCE EVALUATION SYSTEMS**

1.1 Performance evaluations shall be conducted for all sworn personnel (with the exception of the Chief of Police) as well as all full-time employees (i.e. civilian personnel). Performance evaluations shall be conducted by the employee's immediate supervisor a minimum of once each calendar year during the months of November and December.

1.1.1 If the employee's immediate supervisor is not available, then the next available supervisor who has the most familiarity with the employee shall complete the evaluation.

1.2 Performance evaluations are issued and completed in accordance with their respective instructions.

1.2.1 All performance evaluations shall be completed and retained as prescribed in this directive.

1.3 Written explanations shall be included in the narrative section when any competency area is rated as unacceptable.

1.3.1 Removed

1.4 Criteria used for the performance evaluation are specific to the position occupied by the officer during the rating period.

1.4.1 In cases of recent transfers, the supervisor having the longest opportunity to observe performance criteria shall complete the performance evaluation for the prescribed period.

1.5 Prior to the evaluation interview with the subordinate, the performance evaluation shall be reviewed and signed by the rater's supervisors, via the chain of command to the captain's level (or to the Deputy Chief level if there is no Captain in the chain of command). This will ensure uniform application of ratings and afford the evaluated employee the opportunity to read comments by their command hierarchy.

1.6 Supervisors shall be rated, in part, upon on their ability to effectively evaluate employees assigned to them.

2 EVALUATION INTERVIEW

During the evaluation interview, supervisors shall advise employees of the following:

- Results of the performance evaluation
- Level of performance expected
- Career counseling relative to such topics as goals, advancement, specialization, and/or training opportunities.

2.1 Removed

2.2 At the conclusion of the interview, the employee shall sign and date the rating form. The rater shall distribute the evaluation report as follows:

- Copy to employee.
- Original maintained in section-level personnel file.
- Copy to Administrative Bureau commander when three or more areas are rated as unacceptable.

2.3 Only the two most current evaluations shall be kept in the individual employee's file. All others will be destroyed pursuant to the dictates of the Ohio Public Records Law.

3 APPEAL PROCESS

The evaluated employee shall be granted the right to formally appeal the evaluation. The Appeal Form, TPD Form 12.10, can be found in E-Forms. This form will allow the individual filing the appeal to make additional comments about the evaluation, offer explanations about the evaluation, and/or offer complaints about some specific aspect of the evaluation process itself. Appeal forms will remain attached to the evaluation form and are kept with the evaluation reports in the section-level personnel record.

4 ENTRY LEVEL PERSONNEL

The evaluation process for probationary police officers shall be conducted as follows:

- During Academy training, the Training Section supervisor shall continuously evaluate performance based upon test performance, inspections and evaluation of conduct. Written feedback shall be provided for critical incidents and substandard performance.
- During Field Training, the Field Training supervisor becomes the recruit officer's "immediate supervisor" for training and evaluation purposes. During this period, the FTO will complete a Daily Observation Report. A step advancement FTO Report will be completed at the end of each step of the field training program by the FTO supervisor.

5 SPECIAL EVALUATIONS FOR BID ASSIGNMENTS OR PROMOTIONS

The Personnel Section shall be responsible for notifying commanders when one or more employees assigned to their area require a special evaluation for bid assignments or promotions.

Once notified, each respective commander shall ensure that all special evaluations are completed by the date specified and submitted through the chain of command, to the office of Personnel.

- The special evaluation need only be completed if a performance evaluation was not completed within six months prior to the date of the request. If an evaluation was completed within the six month period, a copy of the evaluation shall be forwarded to the Personnel Section.

DIRECTIVE 204.2	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES	
EFFECTIVE November 01, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED December 1, 2012	PART: PERSONNEL CHAPTER: CAREER DEVELOPMENT	PAGES 2
RESCINDS November 01, 2002	**OFFICER EXCHANGE PROGRAM**	

I POLICY

In an effort to enhance professional growth and development as well as to improve job satisfaction, the department enables officers to experience a variety of job assignments by permitting them to temporarily work in various areas of the department. These temporary assignments shall not be considered a reassignment, nor do they qualify an officer for Career Enhancement.

II PROCEDURES

1 ELIGIBILITY

All patrol officers who have completed their probationary period are eligible to request participation in the Officer Exchange Program.

2 COMPLETION OF THE EXCHANGE FORM

Officers interested in participating in the program shall complete an OFFICER EXCHANGE PROGRAM FORM (TPD FORM 18.0). Forms are available at all district stations and the print shop.

2.1 The requesting officer shall forward the form through their chain of command for completion of the recommendation portion of the form.

2.2 The form shall then be forwarded to the requesting officer's captain for completion of the approval section. If a captain is not in the officer's chain of command, the officer's deputy chief shall complete this section.

3 APPROVAL & LEVEL OF PARTICIPATION

Only officers receiving positive recommendations from their supervisors may be approved for the exchange program.

3.1 All areas of the department are open to consideration for the exchange program. Manpower, workloads, and the capacity of an exchange officer to do meaningful work in the area requested should be considered when deciding whether to approve an exchange.

3.2 The requesting officer's captain/deputy chief shall have the final determination as to approval of the request and shall complete the "Approval & Level of Participation" section of the form. However, if the request affects more than one section, the affected captains/deputy chiefs must both approve the exchange and shall coordinate the exchange prior to final approval.

3.3 The receiving captain/deputy chief shall determine the level of participation permitted by the exchange officer for each assignment. For example, an officer on an exchange may not have the specialized training or certification necessary to perform

certain duties related to an assignment (e.g., an officer exchanged to the Tactical Operations Team would not be qualified to be a member of an entry team). If there are limitations on the level of participation, the receiving captain/deputy chief shall indicate the limitations on the OFFICER EXCHANGE FORM.

4 **SCHEDULE CHANGE WAIVER**

If participation in the Officer Exchange Program will require a change of shifts, days off, or starting times, the exchange officer must be willing to complete a SCHEDULE CHANGE WAIVER, (TPD FORM 1.9). The form must be completed and processed prior to the start of the exchange.

5 **DURATION OF THE PROGRAM**

Generally, the exchange will be for a one-month period; however, the exchange shall not exceed two months. The affected captain/deputy chief shall determine the exact length of the exchange.

6 **TIMEKEEPING**

The receiving commander shall be responsible for keeping the officer's time for the duration of the exchange.

DIRECTIVE 204.3	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle		
EFFECTIVE November 01, 2002			
REVISED November 7, 2019	PART: PERSONNEL CHAPTER: CAREER DEVELOPMENT		PAGES 5
RESCINDS September 12, 2018	**TRAINING**		

I POLICY

The department has an obligation to provide a high level of law enforcement service to the community. In meeting that responsibility, it is necessary that personnel are properly trained. Training is continuous throughout an officer's career and is provided to accommodate department goals, maintain professional standards and certifications, and enhance the personal development of employees.

II PROCEDURES

1 TYPES OF TRAINING

1.1 CADET TRAINING

A newly hired cadet will not be placed into a position where the cadet has a likelihood of having to take any type of official police action until the cadet has graduated from the police academy and has been administered the Oath of Office by the mayor or his designee.

1.2 FIELD TRAINING PROGRAM

The goal of the Toledo Police Department's Field Training Program is to produce fully trained, competent and qualified police officers. The Field Training Program is an extension of the academy training that cadets receive. The training of new officers is not complete until they have satisfactorily completed the Field Training Program.

1.3 ON-THE-JOB TRAINING

After graduation, an officer's training continues in the form of on-the-job training. Supervisors and commanding officers of all ranks have the responsibility to train subordinates to perform assigned tasks and to familiarize them with their supervisory duties so they are better prepared to assume additional responsibilities if needed.

1.4 IN-SERVICE TRAINING

Training is periodically provided to officers to update their knowledge and skills and to evaluate the effectiveness of their prior cadet and in-service training.

1.4.1 During in-service training, the senior ranking command officer shall assume responsibility over all other Toledo Police Officers present, unless the instructor is of equal rank.

- In such instances, the instructor of the class shall be in charge of all department personnel present.
- Senior ranking shall be determined by the officer's seniority in rank.
- The senior ranking command officer shall identify himself to the instructor prior to the start of the session or as near as practicable there to.

1.5 SPECIALIZED TRAINING

To prepare employees for new or specialized assignments, the department provides specialized training in those areas where a need has been identified. Such training has, as its goal, the development of specialized skills and knowledge.

1.6 ACCREDITATION TRAINING

New employees shall receive accreditation training before graduation from the Toledo Police Training Academy.

1.7 REMEDIAL TRAINING

1.7.1 Recommendations for remedial training will occur when an officer is identified as needing retraining, practice, testing or remedial instruction in any area pertaining to his assigned duties or responsibilities. Referral for remedial training shall be made by the employee's commanding officer and forwarded to the EIS Review Committee. See DIRECTIVE 103.11 – EARLY INTERVENTION SYSTEM.

1.7.2 If remedial training is required for any approved lethal or less lethal weapons due to an officer failing to demonstrate proficiency, the officer shall not return to duty with that weapon until such time as proficiency is demonstrated and documented.

1.8 REFRESHER TRAINING

In the event that an officer has been on an extended leave of absence from the department, (e.g. extended military deployment, long term disability), or begins a new assignment that requires the officer to be trained/retrained on certain job skills, the Training Section commander, along with the employee's commanding officer, shall determine the type and duration of the refresher training needed by the officer to satisfactorily assume/resume their normal duties.

1.9 LEARNING MANAGEMENT SYSTEM

The department utilizes a learning management system (LMS) for the administration, documentation, tracking, reporting, and delivery of educational courses, training bulletins, department manual directives, and other information that may require a signature of receipt. Department personnel are responsible to complete all assignments through the LMS in the time allotted.

Department personnel wishing to enhance their skills and/or develop their career are encouraged to request training courses offered through the LMS. All such requests shall be made by the employee through his chain of command. Approved requests shall be sent by the employee's section or bureau commander, via email, to the Training Section commander or his designee.

2 CAREER DEVELOPMENT

2.1 NEWLY PROMOTED PERSONNEL

Once the selection process has resulted in promotion, the department shall provide training to prepare newly promoted supervisors and commanding officers for their added responsibilities. When employees are promoted, it is the responsibility of the department to provide them with appropriate job-specific training.

2.1.1 When a promotional list is certified for the rank of sergeant, the academy commander will conduct a First Line Supervisor's course. The chief of police shall determine who shall attend.

2.1.2 Sergeants and lieutenants may attend periodic mid-management training to provide them with increased knowledge and skills affecting their position.

2.2 CAREER DEVELOPMENT ACTIVITIES

The department provides employees with opportunities for individual growth and development at all levels in the organization. Career development assistance is provided to all employees through sources including, but not limited to:

- In-service training.
- The Learning Management System (LMS)
- Continuing education topics provided by the academy.
- Outside training sessions paid for through the department's training budget.
- Utilization of the tuition reimbursement program through the city.
- Feedback on performance during employee evaluation processes.
- Feedback on performance during promotional processes.
- Officer exchange program.

3 TRAINING, GENERAL PROVISIONS

3.1 PARTICIPATION OF COMMAND AND STAFF OFFICERS IN FORMAL TRAINING

All officers, regardless of rank, are expected to participate in department wide training.

3.1.1 The chief of police may also schedule periodic training sessions with his command staff.

3.2 DETACHED DUTY FOR ADVANCED TRAINING

The department engages in programs whereby selected officers are granted leave with full salary to participate in advanced training programs. The selection process for such courses is designed to choose the most qualified officer.

3.3 REQUESTS TO ATTEND DEPARTMENT SPONSORED TRAINING

Any employee interested in attending department sponsored training, excluding mandatory training shall submit a TOLEDO POLICE TRAINING APPLICATION (TPD FORM 11.9) through the appropriate commander for review and approval.

3.3.1 The commander shall review the TOLEDO POLICE TRAINING APPLICATION. If the commander does not approve the application, he shall return it to the applicant as soon as practical.

3.3.2 If the commander recommends approval for the training, he shall send the application to the Training Section for a final determination. The Training Section will “approve” or “disapprove” the application and email it to the commander and the applicant. The commander shall be responsible to schedule the applicant for the training. Watch commanders should only approve the number of officers that they are able to allow to attend the training.

3.4 REQUESTS TO ATTEND OUTSIDE TRAINING SCHOOLS

All requests from officers to attend training schools, seminars, etc., shall be in writing and contain course information such as a copy of the course announcement or brochure.

3.4.1 The employee shall submit a TOLEDO POLICE TRAINING APPLICATION. Applications shall be routed through the employee's chain of command to the division commander for approval. If approved, the application shall be forwarded to the chief of police for authorization to attend.

3.4.2 Removed

3.4.3 Upon returning from a training school, the attending officer shall ensure that any certificates received are forwarded to the Training Section for inclusion in the officer's file. **When the training is part of an OPOTA certification, the attending officer shall notify the Training Section that the course has been completed. The Training Section coordinator will obtain the training certificate and place it in the officer's training and personnel files.**

3.5 ENCOURAGEMENT TO FURTHER EDUCATION

In fulfilling its commitment to provide professional police service, the department encourages all employees to further their education. Therefore, the department cooperates, when feasible, with employees in arranging duty schedules and assignments to facilitate and encourage such individual effort.

3.6 INDIVIDUAL TRAINING RECORD

Individual training records shall be maintained by the Training Section to document all individualized training received by members of the department.

3.6.1 Removed

3.6.2 When Training Section personnel present training, the officer in charge of the program shall ensure that roll call is taken and a sign in sheet is completed.

3.6.3 Attendance records, along with in-service training records, shall be kept by the instructor and forwarded to the Training Section upon completion of the training.

3.6.4 Training records delivered via the LMS will be maintained by the Training Section.

4 IN-SERVICE TRAINING INSTRUCTOR LESSON PLANS

4.1 REVIEW OF LESSON PLAN

Prior to any in-service training program being presented to members of the department, the training shall be reviewed by the commander of the Training Section. This will be done by reviewing the lesson plan prior to the training.

4.1.1 Department officers assigned as instructors for any in-service training shall prepare their lesson plans on the TRAINING LESSON PLAN (TPD FORM 11.1). The completed form shall be submitted to the Training Section at least two weeks prior to the first training session.

4.1.2 The lesson plans will be reviewed to ensure compliance with state law, department policy and current practice.

4.1.3 Any revision, correction or other problems with the lesson plan shall be listed and the lesson plan sent back to the author for correction prior to any training being conducted.

4.1.4 The approved lesson plan shall be placed in the Training Section files and a

copy will be returned to the author. Any subsequent revisions to the lesson plans shall follow this procedure.

4.2 GUEST INSTRUCTORS

Any division, bureau, section or unit providing in-service training to members of the department using a guest instructor shall provide the lesson outline and syllabus to the Training Section at least two weeks prior to any training to allow for the above review process.

4.3 RETRAINING

Unless otherwise directed, this procedure does not apply to the individual training or retraining of an officer by a supervisor as necessary under the direction of their commander.

5 CIVILIAN EMPLOYEE TRAINING

5.1 NEW EMPLOYEE INFORMATION

All newly hired department civilian employees shall receive information concerning the following:

5.1.1 The department's role, purpose, goals, policies and procedures.

5.1.2 Working conditions and regulations.

5.1.3 Responsibilities and rights of employees.

5.2 EMPLOYEE TRAINING

Commanders in the following areas shall ensure that employees receive pre-service and in-service training commensurate with their responsibilities:

- Records Section
- Investigative Services Division
- Fiscal Affairs Section

DIRECTIVE 301.1	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle		
EFFECTIVE November 01, 2002			
REVISED October 13, 2026	PART: SUPPORT SERVICES CHAPTER: COMMUNICATIONS		PAGES 12
RESCINDS February 13, 2018	**COMMUNICATIONS**		

I POLICY

The community expects the department to respond to requests for police service in an efficient, effective, and professional manner. To ensure the efficient management of citizens' calls for service, the department utilizes a system of classifying various types of calls and matching police response to the particular needs generated by those calls.

It shall normally be the responsibility of the Operations Division Commander to determine the type of police response necessary to handle a particular complaint. Such determination shall be made within the framework of that bureau's guidelines.

II DEFINITIONS

TALKGROUP – A uniquely-named group of radios that shares calls and messages. A talkgroup comprises a group of users having a need to communicate with each other.

CHANNEL – A single unidirectional or bidirectional path for transmitting and/or receiving electrical or electromagnetic signals.

RADIO FREQUENCY – General term for the range of frequencies that are used in radio communication systems.

REGIONAL COUNCIL OF GOVERNMENTS (RCOG) – The organization, independent from the Toledo Police Department, responsible for answering 911 calls for emergency services and carrying out dispatch functions for the Toledo Police Department and other first responders.

ZONE – A geographical area within a radio system.

TRUNKED RADIO SYSTEM – This system allows multiple users to share the same set of frequencies because each user is rerouted to the first available frequency. When a user presses the Push-to-Talk (PTT) button to transmit, the radio sends the talkgroup information to the central computer, which then assigns that talkgroup to a specific frequency. This allows all radios in that talkgroup to receive that transmission. This entire process is completed in less than a second.

301.1 COMMUNICATIONS

The primary radio system used by public safety agencies within Lucas County is an 800 MHz trunked radio system.

III **PROCEDURES**

1 **SERVICE RESPONSE MODES** (CALEA)

Upon receiving a call for service from a citizen, RCOG personnel utilize the Differential Police Response (DPR) system to categorize and prioritize requests for police response to incidents as follows:

1.1 **Emergency Response (Code 3)**

1.2 **Immediate Mobile Response**

1.3 **Delayed Mobile Response**

1.4 **Non-Mobile Response**

- Telephone Reporting Unit
- RCOG personnel call-back
- General Broadcast
- Referral to appropriate bureau or outside agency

2 **UNIT DESIGNATIONS**

A copy of the Toledo Police Department Unit Identification System manual shall be available on the Toledo Police Department Intranet. All radio transmissions shall require the officer to use the applicable unit call number.

3 **RADIO CODES AND TERMINOLOGY**



- Code B – Report Taken
- Code C – Citation Issued
- Code D – Warning/Advice Issued
- Code E – Assistance Rendered
- Code F – No Action Taken******
- Code G – Unable to Locate Incident
- Code H – Subject(s) Gone on Arrival
- Code I – Canceled Before Arrival
- Code J – False Alarm

NOTE: ** - A disposition of "Code F" shall not be utilized when responding units find no legitimate reason for the activation of an alarm, including the accidental set-off of an alarm.

3.2.2 The following numeric designation codes, in conjunction with the current letter disposition codes, shall be given by responding units to indicate the race/ethnicity and gender of drivers involved in officer-initiated traffic stops immediately upon completion of the stop:

(a) Race/Ethnicity designation
- White – 1
- Black – 2
- Hispanic – 3
- Asian, Pacific Islander – 4
- Middle Eastern, East Indian – 5
- Native American – 6

(b) Gender designation
- Male – 1
- Female – 2

(c) Warrant or On-view arrest (appropriate arrest designation type)
- Warrant arrest only: "Adam-11, by warrant"
- On-view arrest only: "Adam-11, by on-view"
- Warrant **AND** On-view arrest (both): "Adam-11, by warrant"

(d) Traffic accident investigations where a driver is cited for an accident, shall require a disposition code, followed by a numeric designation code for the cited party.
- "Charles-11"

(e) Hit-skip accident investigations or instances where the party most responsible for an accident cannot be determined or located shall require a disposition code, followed by a numeric designation code for any known party.
- *"Baker-11"*

(f) Suspect stops require only a disposition code. A numeric designation code is not necessary.
- "A-Adam", "D-David", etc.

4 DISPATCH

4.1 EMERGENCY OPERATION – REGIONAL COUNCIL OF GOVERNMENTS

Regional Council of Governments (RCOG) personnel shall attempt to determine the degree of emergency in all complaints and relay this information to all concerned units.

4.2 GENERAL BROADCASTS

General broadcasts shall be utilized to broadcast general information such as missing persons, descriptions of suspects, stolen autos, etc.

4.3 CALLS FOR SERVICE

Calls will be dispatched according to RCOG policy.

4.3.1 The dispatcher should dispatch units to incidents by giving the unit designation, the type of incident, the location, and a response code, if necessary. The assigned unit shall respond with their unit number, an “OK” and the location they are responding from.

4.3.2 Whenever multiple units are dispatched to an incident, those units shall respond with their unit number, an "OK,” and their location, in the same order in which their unit numbers were broadcast.

4.3.3 All broadcasts by the units shall be made only once unless there are reasons to repeat (e.g., improper reception).

4.4 HIGH PRIORITY CALLS

High priority calls should be dispatched in the following manner:

4.4.1 When the dispatcher receives information regarding lifesaving, life-threatening, or serious crime-in-progress calls, the dispatcher should activate the appropriate talkgroups, sound an alert tone, and broadcast the type of call and location.

4.4.2 The dispatcher should immediately assign the necessary number of units that are available and closest to the incident. The designated units shall acknowledge by responding with their unit number, “OK,” and their location. If any units are closer to the incident than those assigned, those units shall notify the dispatcher of their location and request that they be allowed to respond. However, all units shall keep the air clear until the dispatcher has completed the entire broadcasting procedure and the designated units have acknowledged.

NOTE: Whenever a unit arrives at the scene of a high priority call and discovers the situation is under immediate control, that unit shall immediately notify the dispatcher, who in turn shall broadcast, on the previously activated talkgroups, the additional information for the benefit of other units that may be responding to the high priority call.

4.5 REASSIGNMENT OF HIGH PRIORITY CALLS

When dispatching lifesaving, life-threatening, or serious crime-in-progress calls and no units are available, the dispatcher should reassign a unit from a less urgent call. The steps to be followed in these instances are:

4.5.2 The dispatcher shall broadcast the call on the appropriate talkgroups to ascertain if any unit in the area can make itself available.

4.5.3 If no unit responds to the general broadcast, the dispatcher should reassign a unit from a less urgent call.

4.5.4 If no unit is available from a less urgent call or such units cannot be contacted, the dispatcher should dispatch a command officer to the lifesaving, life-threatening or serious crime-in-progress call.

4.5.5 If a unit is pulled from a less urgent call, the dispatcher should ensure that the call is reassigned when a unit becomes available.

4.6 ONE (1) MAN UNITS

4.6.1 A one man unit may be dispatched on any call for service where all available information indicates there is no obvious or apparent danger to the safety of the officer. On calls for service where information available indicates a possible danger to the safety of the one man unit, a backup unit should also be dispatched to assist the primary unit. A backup unit shall also be sent on any call upon the request of the primary unit or a command officer.

4.6.2 In the event that no backup unit is available, the dispatcher should utilize the steps listed in the RCOG Manual. However, at no time should the dispatcher fail to immediately dispatch a one man unit to a lifesaving, life-threatening, or serious crime-in-progress situation if unable to locate additional units.

4.6.3 In the event that a one man unit arrives at the scene of a dangerous call before assistance is available, the officer is advised to use discretion, depending on the circumstances involved, in handling the call. If the life or safety of a citizen or other police officer is in jeopardy, the officer shall take appropriate action to safeguard the endangered person. If no direct danger exists to a citizen or other officer, the primary unit shall attempt to maintain the status quo until assistance is available.

4.7 EMERGENCY NOTIFICATIONS (CALEA)

4.7.1 Whenever any member of the department receives a request from a person or agency to make a notification regarding a family emergency (e.g., death, serious medical emergency, or injury notification), RCOG personnel shall immediately be notified and the following information shall be communicated:

- The nature of the emergency
- The name of the party to be notified and an alternate party, if desired
- The address where the notification can be made
- The name of the caller and/or agency
- The caller's return phone number
- Other necessary information such as the name of the funeral home and phone number, if applicable

4.7.2 RCOG personnel will ensure an officer is dispatched to make the notification.

4.7.3 The responding officer shall make every effort to complete the notification and immediately notify RCOG personnel upon completion of the notification.

4.7.4 If the responding officer is unable to make the notification prior to the end of the tour, the officer shall notify RCOG personnel and the current on-duty Watch Commander that notification was not made. The Watch Commander shall assume the responsibility for having the oncoming shift attempt contact.

(a) Once eight hours have elapsed since the original call, the RCOG supervisor or designee may call the requesting party to determine if notification is still desired.

(b) The immediate supervisor will determine how long to continue the notification attempts.

4.8 NOTIFICATION OF SIMULATED DRILLS

4.8.1 When a talkgroup is to be used for a simulated drill, the sworn supervisor in charge of the drill shall be responsible for notifying RCOG personnel, Operations Division supervisors, desk personnel, and Investigative Services Division personnel at all district stations.

4.8.2 RCOG personnel shall broadcast a message on all Toledo Police Department talkgroups that a simulated drill is to take place. RCOG personnel may periodically rebroadcast that a drill is in progress so any person monitoring the drill will be aware of the simulation.

5 OPENING AND CLOSING TALKGROUPS

5.1 WHEN TO CLOSE TALKGROUPS

There are instances when it becomes necessary for the police dispatchers to close talkgroups to normal air traffic. A talkgroup shall be closed under the following circumstances:

- Felony-in-progress calls, when the first unit arrives upon the scene
- Robbery and B & E alarms, when the first unit arrives at the scene
- All armed persons calls, when the first unit arrives at the scene
- At the request of a police unit or command officer at the scene
- During all vehicle and foot pursuits

5.2 RESPONSIBILITY FOR REOPENING TALKGROUPS

Generally, the supervisor in charge at the scene shall have primary responsibility for informing the dispatcher when the talkgroup should be reopened. However, on all false alarms and/or calls where the hazard to an officer's safety no longer exists, it is imperative for the first unit on the scene to notify the dispatcher to open the radio to normal air traffic.

5.3 VEHICLE STOPS WHEN TALKGROUP IS CLOSED

Whenever persons or vehicles are stopped while the talkgroup is closed, the officer shall switch to one of the other talkgroups to relay information to the dispatcher. In the event that all talkgroups are closed and an officer not involved in the emergency feels that it is absolutely necessary to use the air, the officer may do so, but shall keep the transmission brief.

6 OFFICERS' RESPONSIBILITIES

6.1 HITTING ON (CALEA)

Officers shall test both their mobile and portable radios at the start of their shift.

6.2 UNITS SHALL NOTIFY THE DISPATCHER

Officers shall be responsible for notifying the dispatcher of the following activities:

6.2.1 **VEHICLE STOPS** – Under no circumstances shall an officer stop a vehicle without notifying the dispatcher of their location and the license number of the vehicle, nor shall the officer leave the vehicle to investigate persons or suspicious circumstances without first giving the dispatcher his location.

6.2.2 **FOOT PURSUIT** – Officers who become involved in a foot pursuit shall advise the dispatcher of such pursuit and whenever practicable, keep the dispatcher informed of their current location.

6.2.3 **SELF-INITIATED ACTIVITY** – Officers shall notify the dispatcher of self-initiated activities.

6.2.4 **DETECTIVES** – Detectives and other non-Operations Division personnel shall notify the dispatcher and check their radios prior to leaving the building.

6.3 RESPONSIBLE FOR MONITORING RADIO

All units shall constantly monitor their respective talkgroups. When out of the vehicle, units shall utilize the portable radio for this purpose. All Operations units shall be available for dispatch at all times.

6.4 OUT OF SERVICE

Officers shall notify the dispatcher when going out of service.

6.5 IMMEDIATE RESPONSE BY UNITS

All dispatch assignments shall be responded to immediately and without unnecessary delay.

6.6 OPERATIONS TALKGROUPS

ZONE 3 (LOCAL OPS), on all Toledo Police Department mobile and portable radios on the 800 MHz radio system, contains 14 local Operations talkgroups which are labeled *OPS 10-2* through *OPS 10-15*. OPS talkgroups 10-2 through 10-8 are reserved for TOLEDO FIRE AND RESCUE DEPARTMENT operations. All Lucas County LE agencies use OPS 6-2 through OPS 6-15 for their operations talkgroups. The operations talkgroups are reserved for extended law enforcement operations. Officers who wish to use the OPS talkgroups shall contact RCOG personnel for permission before utilizing these talkgroups. Officers who need to exchange information or hold short-term conversations shall continue to use *ZONE 1 (LOCAL)* talkgroups, *RESERVED 1* and *RESERVED 2*.

6.7 CONTACTING OTHER LAW ENFORCEMENT AGENCIES

6.7.1 EMERGENCY SITUATIONS

Officers who become aware of emergency situations or need to relay information regarding an emergency involving another law enforcement

jurisdiction/agency shall request RCOG personnel to relay the information to the appropriate law enforcement agency.

6.7.2 **NON-EMERGENCY SITUATIONS**

Officers who need to contact other law enforcement agencies on the countywide 800 MHz for general questions or simple requests for information may utilize the appropriate law talkgroup located on *ZONE 2 (COMMON)* of the radio system or may contact RCOG personnel, who may relay information to the appropriate agency. If information is provided directly to the outside law enforcement agency via a *ZONE 2 (COMMON)* talkgroup, but is pertinent to an active incident or involves officer safety, officers should also relay the information to the dispatcher.

7 PORTABLE RADIO

7.1 PORTABLE RADIO

It shall be the responsibility of the Property Management Unit Commander to issue all sworn department employees portable radios, batteries, chargers and lapel microphones.

7.2 PORTABLE RADIO REPAIR

Officers with malfunctioning radios, or radios needing repair, shall complete a RADIO REPAIR REQUEST REPORT (TPD FORM 34.3) indicating the type of malfunction or repair required. The RADIO REPAIR REQUEST REPORT and only the radio (without the antenna and lapel mic) shall be presented to their immediate supervisor who shall issue a temporary replacement. The malfunctioning radio shall be placed in the radio repair box at the Central Station Equipment Room.

7.3 PORTABLE RADIO INVENTORY

Annually, in the month of April, the Property Management Unit Commander will verify the portable radio inventory during the Annual Inspection of Equipment (see DIRECTIVE 303.2/6.1 – ANNUAL INSPECTION OF EQUIPMENT).

7.4 LOST, STOLEN, MISSING OR DAMAGED PORTABLES

Lost, stolen, missing or damaged portable radios shall be reported immediately.

7.4.1 The on-duty RCOG supervisor shall be notified as soon as practical when a radio is lost, stolen or missing so the radio may be immediately disabled, if appropriate.

7.4.2 If a portable radio is lost, stolen, missing or damaged, the officer to whom it was issued shall follow the procedures listed in DIRECTIVE 303.2/6.3 – OFFICIAL EQUIPMENT; LOST, DAMAGED OR STOLEN.

7.4.3 The immediate supervisor shall be notified. The supervisor shall ensure the Property Management Unit Commander and the Administrative Services Commander are notified via email.

7.5 UNAUTHORIZED POSSESSION OF A PORTABLE RADIO

The possession of a portable radio without proper authorization, as defined in this section, shall be considered a violation of these procedures.

7.6 **PORTABLE RADIO USE DURING OUTSIDE EMPLOYMENT**

Officers engaged in police-related outside employment shall use their assigned portable radio. Officers using a portable radio shall obtain a temporary unit number from RCOG personnel prior to the start of the outside employment shift. Officers shall provide RCOG personnel with the location of the outside employment, their working hours, and a telephone number at which the officer can be reached during the outside employment. Officers shall log on with the appropriate dispatcher at the start of the shift and log off at the end of their shift.

- For limitations see DIRECTIVE 203.4/5.3 - USE OF POLICE RECORDS PROHIBITED.

NOTE: Officers engaged in outside employment and working directly for another law enforcement agency are not required to contact RCOG personnel if they are utilizing the other agency's radio talkgroups and their activities are controlled by the other agency's dispatcher (e.g., officers working for the University of Toledo Police Department).

7.7 **PORTABLE RADIO USE WHILE OFF-DUTY**

Off-duty officers within Lucas County needing police, fire or medical assistance should call 9-1-1. If a telephone is not available, off-duty officers within Lucas County may use their portable radio to report life-threatening incidents. Whenever an off-duty officer (not engaged in outside employment) calls 9-1-1 or uses a portable radio to contact the dispatcher, officers should identify themselves as an off-duty officer (ODO) or by rank, followed by their identification number (i.e., "ODO ID# 2080," "Off-duty Sergeant ID# 1900").

8 **ACTIVATION OF EMERGENCY BUTTON**

All mobile and portable radios are equipped with an emergency button, providing priority access to the user when activated.

8.1 **DURING ON-DUTY HOURS**

If an officer activates the emergency button on their radio while on-duty, RCOG personnel will follow their procedure. This could include sending backup units to the involved officer's location or searching for the involved officer.

8.1.1 If it is determined that the officer failed to log off with the dispatcher and activated their emergency button, RCOG personnel may contact the officer via radio, telephone, or contact the appropriate on-duty watch/section commander if unable to make contact.

8.2 **DURING OFF-DUTY HOURS**

If an officer activates the emergency button on their radio while off-duty, RCOG personnel may attempt to contact the officer via radio, telephone, or other available resources. If contact is not made, the RCOG supervisor may contact the appropriate on-duty watch/section commander. The watch/section commander shall determine if a unit should be sent to the officer's residence to check the officer's safety.

8.3 **DURING TIMES OF OUTSIDE EMPLOYMENT**

If an officer activates the emergency button on their radio while engaged in outside employment, RCOG personnel will follow the procedure listed in their policy. This could include sending backup units to the involved officer's location or searching for

the involved officer. If contact is not made, the RCOG supervisor will contact the watch commander assigned to the geographic area of the outside employment. The watch commander shall ensure every possible attempt to contact the officer is made (e.g., checking the area, checking the residence of the officer, etc.).

9 **RADIO SYSTEM USE BY OUTSIDE LAW ENFORCEMENT AGENCIES**

Department members who become aware of officers or agents from outside law enforcement agencies conducting operations within the City of Toledo and intending to transmit on Toledo Police Department talkgroups shall direct those officers or agents to contact the on-duty RCOG supervisor prior to the commencement of the operation.

10 **ACTIVATION OF EMERGENCY ALERT SYSTEM**

10.1 **REGIONAL COUNCIL OF GOVERNMENTS RESPONSIBILITIES**

RCOG is responsible for coordinating implementation of the Emergency Alert System (EAS). An on-duty RCOG supervisor, upon notification of an incident or emergency that requires rapid dissemination of information to the general public, will:

- Obtain sufficient facts to accurately describe the nature of the emergency or incident.
- Notify the Chief of Police, or designee, of the circumstances and request permission to activate the EAS.
- Follow the guidelines for activation of the EAS contained in the Northwest Ohio Emergency Alert System – Operational Area Plan reference manual.
- See DIRECTIVE 408.1 - EMERGENCY OPERATIONS.

11 **RADIO FAILURE PROCEDURE**

11.1 **800 MHz SHUTDOWN - FAILSOFT BACKUP**

When the 800 MHz primary radio system is no longer operational due to a major system failure, communications will be maintained with a computer backup system called **FAILSOFT**. Under this system four talkgroups will be available: Central, South, Ops 6-2 and Records (which will be merged with the Auto Desk). The backup system automatically switches all police radios on a Zone 1 (Local) talkgroup over to one of two predesignated talkgroups, *CENTRAL* or *SOUTH*. Radios on all other *ZONE 1 (LOCAL)* talkgroups will automatically switch to *CENTRAL* talkgroup. Radios on talkgroups other than *ZONE 1 (LOCAL)* when **FAILSOFT** activates must be manually changed to the appropriate zone and talkgroup.

11.1.1 Mobile and portable users will be alerted to this changeover by a flashing **FAILSOFT** display on their radios. Additionally, an audible tone will sound every 10 seconds.

11.1.2 Since only four talkgroups are in use instead of the usual 13 talkgroups, radio users assigned to all other talkgroups shall cease all radio transmissions except for life-threatening emergencies. These users shall use other communication modes, such as cellular telephones.

11.2 REMOVED

11.3 **TOTAL RADIO FAILURE**

11.3.1 In the event that the 800 MHz primary and **FAILSOFT** systems malfunction, all Operations Division units shall report to the appropriate location:

- Sector 1 Central District Station
- Sector 2 Central District Station
- Sector 3 Central District Station
- Sector 4 Central District Station
- Sector 5 Scott Park District Station
- Sector 6 Scott Park District Station
- Sector 7 Scott Park District Station
- Sector 8 Scott Park District Station

11.3.2 **Command Responsibilities**

(a) Watch commanders shall ensure that all one man units are paired into two man units.

(b) Each Watch Commander shall make every effort to contact all personnel under their command to notify them that the radios are in total failure and all on-duty personnel shall report to their respective district station.

11.4 **DISPATCHING PROCEDURES DURING TOTAL RADIO FAILURE**

RCOG personnel will make all necessary notifications, including contacting the District Station watch commanders.

11.4.1 Each watch commander shall ensure that an officer is assigned to each of the designated reporting locations to act as a "dispatcher" until relieved by RCOG personnel. Only Priority One and Priority Two calls will be dispatched during total radio failure.

(a) The assigned officer shall be responsible for receiving calls, via the telephone and assigning them to responding police units.

(b) Upon arrival at the designated locations, RCOG personnel will assume responsibility for dispatching units.

11.4.2 After completing an assigned call, units shall return to their designated reporting location, give the dispatcher a disposition code, and stand by for their next assignment.

11.4.3 A minimum of two officers shall be dispatched on all calls for service.

11.4.4 The Computer Aided Dispatching (CAD) system may be operable during radio failures. Units shall remain attentive to their Mobile Data Computers (MDCs) during radio system failures.

11.4.5 Officers assigned to divisions other than Operations shall follow the procedure established by their division commander.

12 **EMERGENCY COMMUNICATIONS**

Interoperable communications among various jurisdictions and disciplines (police, fire, and EMS) is an integral component of responding to emergencies and managing incidents involving more than one agency. The countywide 800 MHz primary radio system is designed to permit maximum interoperability, allowing communication between various jurisdictions and disciplines on many talkgroups. The system can be used for emergency or tactical situations involving more than one agency. When a unified command or an Emergency Operations Center (EOC) is required, or there is a need for interagency communication, the Incident Commander

or RCOG personnel will direct the involved officers to the appropriate zone and talkgroup. Officers shall not transmit on any talkgroups in ZONE 4 *(Maumee)* through ZONE 9 *(Sylvania Township)*, ZONE 11 *(Toledo-Express Airport)* through ZONE 32 (*Interop National)*, ZONE 34 *(Conventional)* and ZONE 35 *(County Med Channels)*, without consulting RCOG personnel, or from a supervisor or dispatcher with the agency using/controlling the talkgroups.

DIRECTIVE 302.1	**TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES**	
EFFECTIVE November 1, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED October 13, 2026	PART: SUPPORT SERVICES CHAPTER: RECORDS	PAGES 6
RESCINDS July 1, 2024	**RECORDS**	

I POLICY

Records are maintained by the Department in compliance with statutes, as a public service, as an investigative and administrative aid, and to provide statistical data.

II PROCEDURES

1 RECORDS

1.1 ACCURACY OF RECORDS

An employee shall not make any false official report or knowingly enter or cause to be entered in any Department record or document any inaccurate information.

1.2 REPORTS, INFORMATION AND FILES

An employee shall not, without authority, alter, mutilate, destroy, or remove from Department files any report, record, photograph, computer file/data disk, audio/video recording, or other document.

1.3 POLICE DEPARTMENT PROPERTY – TRANSITION OF ASSIGNMENT

1.3.1 Any employee leaving the employment of the Department, or being transferred from one assignment to another, shall leave all records, communications, and other material that will lead to an orderly transfer of authority and responsibility.

1.3.2 The Chief of Police shall be the final judge as to what material is the personal property of any employee leaving any assignment.

2 CRITERIA FOR THE RELEASE OF DEPARTMENT RECORDS

2.1 RELEASE OF DEPARTMENT RECORDS

Department records that are generally not protected under the Ohio Public Records Act may be released by the Records Section Commander or designee in accordance with the Ohio Public Records Act. Records of criminal history may be released to those persons who qualify under law. The Department will provide copies of INCIDENT REPORTS or CRIME REPORTS, traffic crash reports, photographs, or other records to those persons making requests, as permitted by law, for a fee determined by City ordinance.

Any Department personnel receiving any request for a copy of a police record (e.g., tape recordings, Internal Affairs files, personnel records, etc.), shall inform the inquiring person to submit a request to the public records clerk. Any questions regarding either

the availability of a record or the Ohio Public Records Act shall also be directed to the public records clerk.

2.2 **DISSEMINATION AND TRANSMISSION OF LAW ENFORCEMENT INFORMATION**

2.2.1 Department employees shall only access or request access to law enforcement database information that is necessary for their duties for the City of Toledo and only for law enforcement purposes.

2.2.2 Requests for information from law enforcement databases by anyone other than law enforcement or criminal justice personnel or agencies shall be referred to the Records Section.

2.2.3 Only Records Section personnel may disseminate or transmit law enforcement database information to the public. The transmission and distribution shall be in compliance with Records Section procedures, law enforcement database (e.g., NORIS/LEADS/NCIC/OHLEG) rules, and state and federal laws.

(a) NORIS – Most police records contained in NORIS are available under the Ohio Public Records Act. All LEADS/NCIC/BCI/FBI identifying numbers and data shall be redacted from the records prior to disclosure. Social Security numbers are protected under federal law.

(b) LEADS and NCIC – Printouts of information obtained through LEADS/NCIC computer interface systems may only be transmitted to a member of a law enforcement or criminal justice agency.

2.2.4 Personnel who are not LEADS certified operators shall not access LEADS or NCIC data, except when in training.

2.2.5 Information retrieved from the computer interface system shall not be sold, transmitted or disseminated in any manner to any non-law enforcement or non-criminal justice personnel or agency, except as provided in this section.

2.2.6 When disseminating law enforcement database information, Department personnel shall watermark (print or type the date and time of the transmission and the receiving individual's name and/or agency) across the computer printout before dissemination.

2.2.7 Department personnel who are not assigned to the Records Section are only permitted to disseminate printouts to law enforcement or criminal justice personnel or agencies.

2.2.8 Printouts shall be rendered unreadable (shredded) after any proper dissemination to authorized persons. This does not preclude Department employees from filing printouts as required for their duties.

2.2.9 Bulk destruction of physical criminal justice information performed by third party contractors shall be logged by the sworn employee accompanying the contractor, on the Bulk Physical Media Destruction Log, located near the shred bin in Department facilities.

2.3 **BACKGROUND AND RECRUITMENT UNIT PERSONNEL**

Department personnel assigned to the Background and Recruitment Unit may transmit and/or disseminate law enforcement database information for proper employment background investigations in compliance with law enforcement database administrative rules and regulations, and state and federal law.

3 **EMERGENCY NOTIFICATIONS** (Section moved to Directive 301.1/COMMUNICATIONS)

4 **TAKING/SUBMITTING REPORTS**

4.1 **REPORTS**

Reports shall be prepared in the following instances, if the incidents are alleged to have occurred in the City of Toledo:

4.1.1 Any time an officer encounters a complainant during their tour of duty and is required by law or policy to report a crime or an incident, or is assigned or dispatched to such a call.

4.1.2 Self-initiated criminal and noncriminal cases requiring a report.

4.1.3 Any incident involving an arrest, accident, All Purpose Citation, summons, etc.

4.1.4 Any incident, concern, problem, condition, or informational update regarding an issue that needs to be brought to the attention of a superior.

Example: Relevant information received by an officer regarding current concerns voiced by the community, potential problems that have a bearing on Department activities in the community, or updates on previously identified concerns shall be reported via memo, SUPERVISOR'S REPORT, or SUPPLEMENTAL REPORT through the chain of command to the supervisor responsible for that area of concern.

4.2 **RECORDS SECTION NUMBER AND OHIO TRAFFIC CRASH REPORT NUMBER**

4.2.1 A Records Section Number is a unique sequential number generated by the Records Section for CRIME REPORTS and INCIDENT REPORTS.

4.2.2 An Ohio Traffic Crash Report Number is a unique sequential number generated by the Records Section for Ohio Traffic Crash Reports.

4.3 **CRIME REPORT (TPD FORM 38.1)**

The CRIME REPORT shall be used to record crimes and crime-related incidents and shall be issued a unique number by the Records Section.

4.3A **INCIDENT REPORT (TPD FORM 38.12)**

The INCIDENT REPORT shall be used to record non-criminal complaints (injured persons, lost/found property, deceased persons (non-homicide), abandoned vehicles, dog bites, custody disputes, surrender of a newborn, etc.)

- When an INCIDENT REPORT is completed, it shall be issued a unique number by the Records Section. If further investigation determines that a crime has been committed, a CRIME REPORT shall be completed by the investigating officer. The same Records Section number shall be used.

4.4 **SUPPLEMENTAL CRIME REPORT (TPD FORM 38.3)**

The SUPPLEMENTAL CRIME REPORT shall be used to record additional information subsequent to the original report, to report a follow-up investigation, to document a change in status of any original report, or for grand jury reporting.

4.4.1 Removed.

4.4.2 A SUPPLEMENTAL CRIME REPORT shall also be used internally to comply with existing orders, policies, and procedures that require a SUPPLEMENTAL CRIME REPORT and shall be submitted as prescribed by established Department procedures.

4.4.3 When completed, SUPPLEMENTAL CRIME REPORTS shall be routed to the Records Section. When prepared by investigative personnel, copies shall be distributed as directed, and the white original routed to the Records Section.

4.5 **SUPERVISOR'S REPORT (TPD FORM 20.7)**

The SUPERVISOR'S REPORT is a general-purpose utility report available to all Department personnel that may be used to report minor concerns, problems, or conditions or to provide an update on an issue that needs to be brought to the attention of a superior or other officer.

4.6 **OHIO TRAFFIC CRASH REPORT (OH-1)**

An OHIO TRAFFIC CRASH REPORT (OH-1) shall be completed for all motor vehicle crashes occurring on a public roadway.

4.6.1 All personnel completing an OHIO TRAFFIC CRASH REPORT shall fill in the Local Information box with the district in which the crash occurred: Central or Scott Park.

4.6.2 Officers shall **not** list the Social Security numbers of any drivers on OH-1s, or any other traffic crash report that is sent to the State of Ohio.

4.6.3 All completed Ohio Traffic Crash Reports shall be forwarded to the Records Section and issued a unique traffic crash report number.

4.7 **COMPLETED REPORTS**

4.7.1 Officers shall submit all completed reports for supervisory review to ensure accuracy and completeness.

4.7.2 All reports shall be submitted by Department personnel prior to leaving at the end of their tour of duty or as otherwise directed by a command officer.

4.7.3 Injury or fatal crash reports shall be submitted as promptly as possible.

4.8 **REQUIRED ITEMS FOR COMPLETING REPORTS**

4.8.1 All reports shall be typed or neatly printed in black ink.

4.8.2 All pages of CRIME REPORTS and INCIDENT REPORTS shall be completed according to the instructions. The reports shall be completed in ReportWise. In the event of prolonged computer outage, reports shall be typed or neatly printed in black ink.

4.8.3 All pertinent information and elements of the crimes involved shall be included in the report.

4.8.4 All Department personnel shall enter their name, four-digit employee identification number, assigned unit call number, and shift designation number in the spaces provided on all reports.

4.9 **WHEN COMPLETING CRIME/INCIDENT REPORTS, DEPARTMENT PERSONNEL SHALL COMPLY WITH THE FOLLOWING:**

4.9.1 Complete a separate report for each occurrence of an INCIDENT REPORT or CRIME REPORT. A single report may be completed, listing all victims and losses, if the crimes occurred in a place of transient lodging or a parking lot, or in the same proximity and by the same suspects.

4.9.2 Ensure the proper type of crime is entered on the report. If an officer is unable to determine the type of crime committed or if no crime has occurred, but the officer feels it is necessary to make a report, the report may be titled "Investigation."

4.9.3 When the victim is a business and the crime is reported by an employee, the name of the business shall be given as the victim. The employee shall be listed as the reporting person.

4.9.4 The "City of Toledo" shall be listed as the victim when City property is involved.

When the actual victim of the offense is not clearly indicated or when serving a summons, warrant, or attachment, the "City of Toledo" or "State of Ohio" may be entered as the victim, depending on jurisdiction.

4.9.5 When the offense reported is an attempt, select "A" from the drop-down menu on the offense screen in ReportWise.

4.9.6 During the course of an investigation, whenever the Records Section issues a Records Section number it shall be placed in the prescribed boxes on the report. In cases of multiple warrant arrests or arrests in combination with on-view charges, the Records Section number shall be referenced in the narrative of the report.

4.9.7 When a warrant or summons is served, the offense shall be "Warrant Service." The narrative portion of the report shall clearly reference which warrants are being served.

4.9.8 CRIME REPORTS and INCIDENT REPORTS shall be approved by Department personnel who are higher in rank than the person submitting the report. CRIME REPORTS and INCIDENT REPORTS may also be approved by Department personnel of the same rank provided that the approver is serving in an acting rank higher than the person submitting the report.

4.10 **NOTIFICATIONS FOR FOLLOW-UP PROCEDURES**

4.10.1 Investigative Notifications - Notification shall be made as soon as possible for all felonies, deceased persons, and bomb threats by telephoning the Investigative Services desk and notifying the on-duty supervisor of the particulars of the offense. If no phone is available, notifications shall be made by radio.

4.10.2 REMOVED

4.10.3 REMOVED

4.11 **PRIVATE PROPERTY ACCIDENTS**

Officers shall not complete an OHIO TRAFFIC CRASH REPORT (OH-1) for a traffic crash occurring on private property unless one of the following conditions exists:

- Operating a vehicle under the influence of alcohol and/or drugs of abuse
- Hit-skip accident
- Injury accident
- No operator's license
- Suspended operator's license

Officers shall provide participants with an EXCHANGE OF IDENTIFICATION INFORMATION (TPD FORM 17.7) and instruct them to exchange the information required on the form. If there is damage caused by an uninsured driver, the injured party should be instructed to file a BMV Form 3303 with the Bureau of Motor Vehicles within six months.

4.12 **STOLEN/UNAUTHORIZED USE VEHICLE/LICENSE PLATE REPORTS**

The Records Section Auto Desk shall be notified immediately with all pertinent information whenever a CRIME REPORT involving a stolen or unauthorized use motor vehicle, license plates, boat, or aircraft is taken.

5 **RECORDS RETENTION AND DISPOSITION**

5.1 Commanders of each bureau, section, and unit shall maintain a copy of the Department's approved SCHEDULE OF RECORDS RETENTION AND DISPOSITION.

5.2 Periodic requests may be made to the State for revisions to the approved schedule. A SCHEDULE OF RECORDS RETENTION AND DISPOSITION FORM RC-2 (TPD FORM 8.7) shall be completed to establish retention periods for Department records not currently on the schedule.

5.2.1 This form shall be signed by the Commander, as the person responsible for the records, and forwarded to the Toledo Records Commission.

5.2.2 When the Records Commission approves these requests, the Commander shall include them with the SCHEDULE OF RECORDS RETENTION AND DISPOSITION.

5.3 Before any record may be destroyed, a CERTIFICATE OF RECORDS DISPOSAL, FORM RC-3 (TPD FORM 8.8) shall be completed.

5.3.1 The disposal form shall be signed by the Commander and forwarded to the Toledo Records Commission.

5.3.2 If the Commission approves the record destruction, it will forward the request to the State and notify the responsible Commander when the records may be destroyed.

5.4 Listed below are the only forms that will be accepted by the State:

5.4.1 Form RC-1, APPLICATION FOR ONE-TIME DISPOSAL OF OBSOLETE RECORDS AND CONTINUATION SHEET [TPD FORM 8.6 and 8.6a (Rev. 9/97)].

5.4.2 Form RC-2, SCHEDULE OF RECORDS RETENTION AND DISPOSITION AND CONTINUATION SHEET [TPD FORM 8.7 and 8.7a (Rev. 9/97)].

5.4.3 Form RC-3, CERTIFICATE OF RECORDS DISPOSAL [TPD FORM 8.8 (Rev. 9/97)].

5.4.4 Forms shall be sent to:
Attention: Clerk of Council
Toledo Records Commission
One Government Center, Suite 2140
Toledo, OH 43604

DIRECTIVE 302.2	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED December 1, 2012	PART: SUPPORT SERVICES CHAPTER: RECORDS	PAGES 9
RESCINDS February 26, 2010	**NEWS MEDIA RELATIONS**	

I POLICY

It shall be the policy of the department to actively seek to establish a cooperative climate in which the news media may gather and disseminate information or visual images on matters of public interest in a manner that does not hamper police operations. Department personnel shall by not interfere or allow others to interfere with media personnel acting in their news gathering capacity. It must be understood, however, that certain information must be withheld from the media in order to protect the constitutional rights of the accused, to avoid interfering with a department investigation, or because it is legally privileged. If the information cannot be released, the reason for denial should be explained.

Since photography and/or videotaping is rarely unlawful absent any other indicators of criminality (e.g., trespass), an investigation of a report of suspicious photography or videotaping thought to be terrorism-related is governed by the constitutional and statutorial rules generally applicable to the investigation of any other type of suspicious activity or behavior. Forcible detention of an individual engaged in such activity may occur if a member of the department can articulate reasonable suspicion that the subject is engaged in photography or videotaping for terrorism-related purposes.

When there is probable cause to believe that a recording device (e.g., camera, video and audio recording devices) or media (e.g., film, electronic storage media) contains evidence of criminal activity, the items may be seized. A search warrant must be obtained in order to view the recordings. Department personnel shall not delete, destroy or alter any equipment, images, files or recordings; or request or permit any other person (including the person taking such recordings) to delete, destroy or alter such recordings.

II DEFINITIONS

NEWS MEDIA MEMBER – staff and freelance representatives of print publications (e.g., newspaper, magazines), electronic broadcast (e.g., radio and television), news and photo agencies.

NEWS MEDIA REPRESENTATIVE – has the same meaning as news media member.

NEWSWORTHY EVENT – crime scenes, incident scenes, motor vehicle crash scenes and any other events or activities that may be of interest to the public

III PROCEDURES

1 GENERAL

1.1 RELEASE OF INFORMATION

As a general rule, public information may be released by the Chief of Police, commanders, supervisors and the Public Information Officer (PIO) in accordance with

this order. Other employees may release certain information in accordance with this manual section.

1.2 **RELEASE OF DEPARTMENT POLICY AND PERSONNEL ISSUES**

Department policy and personnel issues shall be released only by the Chief of Police or his designee, and then only in accordance with applicable laws and contractual agreements.

1.3 **RESPONSIBILITY TO ADVISE PIO**

It is the responsibility of all members of the department to keep the PIO regularly advised of new programs, outstanding achievements, current events, investigative developments, or any other newsworthy information that will assist the PIO in performing his duties.

1.4 **REQUESTS FOR MEDIA INTERVIEWS**

In the interest of accuracy and continuity, any request for a news interview, made to any member of the department below the rank of sergeant shall be directed to that employee's immediate supervisor or the PIO.

1.5 **RELEASE OF POLICE OFFICER PHOTOGRAPHS**

Photographs of police officers maintained by police departments have been ruled exempt from disclosure under the Ohio Public Records Act. The Toledo Police Department will not release photographs of a Toledo Police Officer without written consent from the officer.

1.5.1 Each officer shall complete a RELEASE OF PHOTOGRAPH DISCLOSURE OF INTENT (TPD FORM 1.3), indicating if he wishes to be contacted in the event his photograph is requested.

1.5.2 If the officer elects not to be contacted, all requests will be automatically denied. If the officer indicates he wishes to be contacted, the PIO shall contact him. The officer shall indicate his decision on a PHOTOGRAPH RELEASE WAIVER (TPD FORM 1.4).

1.6 **REQUESTS FOR POLICE RECORDS**

Records that are not protected under the Public Records Act may continue to be released by the appropriate designated department personnel holding such records. The Public Records Office is responsible for unusual requests for copies of police records such as tape recordings, Internal Affairs files, personnel records, etc.

2 **THE DEPARTMENT**

2.1 The department shall actively seek to maintain a procedure where the news media may obtain information on matters of public interest in a manner that does not hamper operations and is within legal guidelines.

2.1.1 The scope and content of each release of information is determined by the facts of the situation. Such determination is made by the PIO, a ranking command officer, or a ranking case investigator.

2.1.2 Generally, a description of the circumstances that is not legally privileged and which will not prejudice the rights of suspects or interfere with an investigation will be provided.

2.2 **INVESTIGATIONS INVOLVING OTHER AGENCIES**

When the Toledo Police Department is involved in joint activities with multiple agencies (e.g., police, fire, and other city services) the agency with primary jurisdiction shall be responsible for the coordination and release of information to the media.

2.3 **NEWS MEDIA CREDENTIALS**

To ensure the department is communicating with an authorized news media representative at the scene of a police incident, and to ensure the representative is not unnecessarily obstructed in the pursuit of his function, the department will honor all valid news media credentials.

2.3.1 The Director of Public Safety is authorized by city ordinance to issue news media credentials. Credentials are issued to newsmen from newspapers, news services, news magazines, and radio and television stations which maintain regular news services in Toledo and which are legitimate current news disseminators. Any such credentials must be made available to both local and visiting media members, which may include on-site availability immediately preceding or during a newsworthy event.

2.3.2 The possession of a news media credential issued by another government, law enforcement agency, or those issued by a media organization ***should*** be persuasive evidence that its possessor is a legitimate media representative.

2.3.3 Authorization for entry is normally dependent upon the possession of a permanent city-issued news media credential; however, at the scene of a major incident, the department may issue temporary media credentials for entry into a particular area and/or for coverage of a special event or in order to provide the opportunity for meaningful news coverage. In such situations a credential issued by another law enforcement agency, media organization, and/or professional photography organization (e.g. NPPA, or ASMP) ***may*** be recognized as valid news credentials and be persuasive evidence that its possessor is a legitimate news media representative entitled to be issued a temporary media credential for this department.

2.3.4 The denial of media credentials may be appealed to the Deputy Mayor of Public Safety.

2.3.5 If the Incident Commander at an incident/event/activity determines that media access must be restricted in certain circumstances (i.e., in order for the department to carry out its law enforcement functions), he or she retains the discretion to do so.

2.4 **USE OF DEPARTMENT FACILITIES**

When recording interviews, news documentaries, news releases, or events of an unusual nature, representatives of the media may be allowed to use their equipment inside police facilities.

2.5 Requests for department cooperation in the preparation of articles for newspapers, magazines, and other publications will be individually considered by the Chief of Police or his designee. If approved, permission for the interviewing of department personnel and the photographing of police facilities will be limited to the scope of the approval.

2.5.1 Officers participating in the preparation of such articles should ascertain the scope of approval and should be careful not to exceed those limits.

2.5.2 Officers should exercise care and discretion so as not to make statements or convey information that may create misunderstanding or compromise the effectiveness of the police service.

3 PUBLIC INFORMATION OFFICER

A PIO shall be designated by the Chief of Police to serve as a liaison between the media and the department. The role of the PIO is to foster mutual respect between the news media and the department. All employees shall cooperate fully with the PIO in providing the information requested in a clear and timely manner.

3.1 RESPONSIBILITIES OF THE PIO

The responsibilities of the PIO include the following:

3.1.1 Serves as the central source of information concerning the department and responds to media requests for such information. The PIO may designate another employee of the department to facilitate a request from the media for an interview or specific information.

3.1.2 Acts as spokesperson for the department at the request of the Chief of Police or a division commander.

3.1.3 Refers media requests concerning Internal Affairs investigations to the commander of the Internal Affairs Section.

3.1.4 Responds to the scene of any major media event involving the department at the request of the Chief of Police.

3.1.5 Prepares and distributes news releases. News releases may be prepared and released by supervisors in specific bureaus or sections (e.g., Investigations, Operations, Vice, Traffic, etc.) provided department guidelines are followed and the PIO is provided a copy of the release.

3.1.6 Assumes a proactive role in contacting the news media with newsworthy information about the department that might not otherwise come to their attention.

3.1.7 Arranges, presents or assists at news conferences concerning department activities.

3.1.8 Facilitates media relations in emergency or crisis situations.

3.1.9 Meets with news media representatives annually, or more often as needed, to discuss problems and concerns media representatives may have involving the Toledo Police Department or its media policy.

3.1.10 Responds to requests for release of Toledo Police Officer photographs and maintains PHOTOGRAPH RELEASE DISCLOSURE OF INTENT and PHOTOGRAPH RELEASE WAIVER FORMS.

(a) When a police officer photograph is requested, the PIO shall determine the status of the PHOTOGRAPH RELEASE DISCLOSURE OF INTENT form and respond as indicated. If there is no PHOTOGRAPH RELEASE DISCLOSURE OF INTENT form on file, the photograph will not be released.

(b) The PIO shall be responsible for releasing or withholding the photograph.

3.2 NOTIFICATION OF THE PIO

The following shall serve as a guideline as to when the PIO shall be notified:

3.2.1 Supervisory personnel shall inform the PIO of significant changes in operations, procedures and personnel.

3.2.2 Supervisory personnel shall inform the PIO of newsworthy information concerning promotions, projects, programs, or other activities as far as

possible in advance of the effective dates. When time does not permit, or there is an urgent need to release information, supervisors may forward the information by telephone or in person.

3.2.3 Planned major incidents, including raids, anticipated multiple arrests, and high profile search warrants shall include advance notification of the PIO, or his designee, to allow for proper planning for the dissemination of information to the news media. Notification of the PIO is the responsibility of the highest-ranking officer in charge of such an operation.

3.2.4 The PIO shall notify the mayor's PIO of news conferences, media briefings or issues that may be of major interest to the mayor's office.

3.2.5 Police-related incidents of significant interest to the community require the immediate notification of the PIO or his designee. The supervisor in charge of the incident is responsible for ensuring that such notification is made. Examples of such incidents include, but are not limited to:

- Disaster incidents resulting in the loss of life or extensive property damage. These would include, but are not limited to: tornadoes, floods, earthquakes, building collapses and explosions.
- Aircraft crashes and train derailments involving injuries, death or a threat to the community.
- Accidents involving hazardous materials if there is a threat to public safety (such as a propane or explosive truck accident, or a natural gas pipeline burst.)
- In-custody deaths.
- School bus accidents involving serious injuries or deaths.
- Active searches for missing persons or wanted persons involving extensive use of personnel.
- Strikes, riots or other major incidents of public disorder.
- Shootings involving Toledo police officers or any other law enforcement agency if the shooting occurs within the Toledo city limits.
- Any on-duty injury to a department employee where hospitalization is required.
- Bomb threats where a device has been found.
- Kidnappings, homicides and bank robberies.
- Hostage and barricade situations.
- Incidents involving public officials.
- Arrival of news media at any major incident.
- Police pursuits resulting in serious injury or death.
- Incidents requiring the call-out of the Chief of Police.

4 MEDIA RELEASES

The department shall issue a written media release concerning department activity when deemed appropriate by the Chief of Police, a supervisor or the PIO.

4.1 When available, the PIO should be utilized to compose and disseminate media releases and to set up press conferences. This policy, however, allows under certain circumstances, for media releases to be authorized by any supervisor in this department when the PIO is unavailable.

4.1.1 When a media release is issued, the employee issuing the release shall ensure that the release is equally available to all legitimate news media representatives.

4.1.2 The format of the media release shall be in written form and will be approved by the Chief of Police, the PIO, or the responsible supervisor prior to release. All written releases shall contain the "who, what, when, where and why and how" of the event being reported, in accordance with relevant department policies and public records law. In addition, the release shall contain the date the release was issued, a contact name and telephone number for media representatives (this person shall be notified of the pending release and, whenever possible, be given a copy of the release prior to media notification) and the name and telephone number of the person who authorized the release.

4.1.3 After a written release has been made, the person making the release shall, as soon as practical, forward or deliver a copy of the release to the Chief of Police, the PIO, and the commander of any division, bureau or section affected by the contents of the news release.

4.2 **ROUTINE DAILY RELEASES**

It shall be the responsibility of each bureau commander to maintain routine daily releases such as UNUSUAL INCIDENT REPORTS and crime logs in a manner that is readily accessible to the news media. Such reports shall have all restricted information redacted by the respective bureau commander or his designee prior to making them available to the news media.

4.3 **CRIME SCENE RELEASES**

When a crime scene is under investigation by either the Operations Division or Investigative Services Division, it shall be the responsibility of the assigned ranking case investigator to assume responsibility for the release of any information requested by the media.

4.4 **UNUSUAL OCCURRENCE RELEASES**

When an emergency or disaster is under the control of a command post set up by the Operations Division the ranking command officer at the scene, or his designee, shall make notifications as required by established department policies.

5 **CRIME AND INCIDENT SCENES**

Ohio Revised Code Section 2917.3 - Misconduct at Emergency specifies prohibited conduct during an emergency. However, it does not prohibit or limit "any news media representative in the lawful exercise of the news media representative's duties."

5.1 **ENTERING CLOSED SCENE AUTHORIZATION**

According to state law, duly authorized representatives of any news media may enter an area closed because of a menace to the public health or safety.

5.2 Authorization for such entry is based upon possession of a permanent city-issued news media pass.

5.3 The decision to assume the risk of danger remains with the individual news media member involved, and it is not the responsibility of officers to provide for the safety of those members of the news media who voluntarily choose to subject themselves to danger.

5.4 Police lines may be established to prevent persons from entering an area of a serious police incident or a crime scene. Dependent upon the tactical situation and the

likelihood of jeopardizing the police operations, members of the news media may be allowed into such areas.

5.5 While a news media member may be permitted in the area of a crime scene or serious police incident, he/she does not have the authority to be within a crime scene or area which has been secured to preserve evidence or at any location where his presence jeopardizes police operations.

5.6 Department personnel shall not interfere with the videotaping or the photographing of incidents in public places. However, this does not include access to interior crime scenes or areas secured for security reasons.

5.7 In order to cooperate more fully with members of the news media and provide them with access to cover incidents/events/activities/scenes of public interest, the following guidelines shall be complied with unless they interfere with public safety interests and/or recognized law enforcement procedures:

- 5.7.1 The media shall be granted close access to the incident/event/activity/scene, with a clear line of sight and within hearing range of the incident/event/activity/scene.
- 5.7.2 When incidents/events/activities/scenes spill over or occur on private property or lawfully restricted public property, members of the media shall not be arrested for criminal trespass, unless an owner or property representative expressly indicates that they do not wish the media to be permitted to enter or remain on their property.
- 5.7.3 If the Incident Commander at an incident/event/activity/scene determines that media access must be restricted in certain circumstances (i.e., in order for the department to carry out its law enforcement functions), he or she retains the discretion to do so.

6 PUBLIC INFORMATION

6.1 UNRESTRICTED INFORMATION

The following information is generally unrestricted, but <u>may</u> be restricted if there is an investigative reason such as the need to protect the identity of an officer or the need to protect the confidentiality of an informant or other source of information.

- 6.1.1 The identity of persons arrested, along with identifying information such as age, residence, occupation, etc.
- 6.1.2 The charge for which a person has been arrested or issued a citation.
- 6.1.3 The circumstances of the arrest, including time and place, and if there were factors involved such as pursuit, resistance, weapons, etc.
- 6.1.4 The name of the investigating and/or arresting officers.
- 6.1.5 Facts relating to the crime and routine investigative procedures and techniques.
- 6.1.6 Factual information pertaining to non-criminal matters. Care should be taken to ensure that information given does not conflict with or jeopardize an investigation being conducted by any other law enforcement agency.
- 6.1.7 Identity of seriously injured or deceased persons after sufficient notice to relatives.

6.2 RESTRICTED INFORMATION

- 6.2.1 If the suspect in a crime is a juvenile, the following guidelines shall be followed regarding the release of any information.

- If the juvenile is a suspect but has not been arrested, the records cannot be released.
- If the juvenile was arrested and fingerprinted or photographed the records cannot be released.
- If a juvenile was arrested without being fingerprinted or photographed the records are public and may be released unless portions of the file are protected through another exemption and must be redacted prior to the release.
- Reports concerning child abuse or child endangering shall not be released.

6.2.2 Reports containing information that would endanger the life or physical safety of law enforcement personnel, a crime victim, a witness, or a confidential information source shall not be released.

6.2.3 Reports listing a suspect who has not been charged must have all suspect information redacted. If the suspect is charged only the social security number and RID must be redacted.

6.2.4 Reports pertaining to Endangered Elderly may be released only to the victim, the victim's legal counsel, or an authorized representative of the Adult Protective Services Agency.

6.2.5 Witness information concerning the witness's address, telephone number and any identifiers (i.e., social security number, date of birth) must be redacted.

6.2.6 Victim's home address, telephone number and social security number shall be redacted when the report is issued to anyone except the victim.

6.2.7 Any peace officer's "residential and familial information" are exempt from disclosure under the Public Records Act. These include:

- The address of the personal residence of a peace officer, except for the state or political subdivision in which the peace officer resides.
- Information from, referral to, or participation in an employee assistance program.
- The social security number, the residential telephone number, any bank account, debit card, charge card, or credit card number, or the emergency telephone number of, or any medical information pertaining to, a peace officer.
- The name of any beneficiary of employment benefits including, but not limited to, life insurance benefits provided to a peace officer by the peace officer's employer.
- The identity and amount of any charitable or employment benefit deduction made by the peace officer's employer from the peace officer's compensation unless the amount of the deduction is required by state or federal law.
- The name, the residential address, the name of the employer, the address of the employer, the social security number, the residential telephone number, any bank account, debit card, charge card, or credit card number, or the emergency telephone number of the spouse, a former spouse, or any child of a peace officer.
- Any record that identifies a person's occupation as a peace officer other than statements required to include the disclosure of that fact under campaign finance law.
- Photographs of peace officers without the employee's written consent.

DIRECTIVE 303.1	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED August 1, 2018	PART: SUPPORT SERVICES CHAPTER: FACILITIES AND EQUIPMENT	PAGES 10
RESCINDS April 1, 2016	**POLICE VEHICLE OPERATIONS**	

I POLICY

Because department employees enforce traffic ordinances and are the most visible representatives of local government, officers must operate department vehicles in a safe, legal and professional manner. This responsibility is especially great in view of the unique police situations and traffic conditions in which department vehicles are operated on a daily basis.

Code 3 operations, pursuit driving and transporting potentially dangerous people all present a risk of injury to officers, citizens and subjects; making the safe operation of police vehicles and strict adherence to safety practices vital.

II PROCEDURES

1 VEHICLE INSPECTIONS

1.1 START-OF-SHIFT VEHICLE INSPECTION

Prior to the beginning of a shift, officers assigned to an Operations Bureau vehicle or other vehicle that may be used for detainee transportation shall search the vehicle and complete a VEHICLE INSPECTION SLIP (TPD FORM 15.2). This form shall be submitted at the beginning of the officer's shift. The purpose of the VEHICLE INSPECTION SLIP is to ensure all equipment is present and in working condition. The inspection shall include:

1.1.1 A search of areas accessible to detainees and passengers, including searching under the front and back seats for weapons or other contraband that may have been left from a previous shift. If any such items are found, a sworn supervisor shall be contacted immediately.

1.1.2 Testing of the emergency lights and siren.

1.1.3 An inventory of the minimum required equipment

1.1.3.1 Patrol Vehicles and Wagons

- Shotgun and Six Shells
- Traffic Cones (Minimum 4)
- Flares (Minimum 18)
- Fire Extinguisher
- First Aid Kit and Equipment
- Emergency Response Guidebook
- Crow Bar
- Blankets

1.1.4 If equipment is missing, the officer shall notify his sworn supervisor to obtain replacement equipment.

1.1.5 An inspection for damage. If fresh damage to a vehicle is found, the officer shall notify his sworn supervisor. The sworn supervisor will then determine if

the damage is new or has already been reported. The sworn supervisor shall note any new damage on the VEHICLE INSPECTION SLIP and initiate an investigation.

1.2 **END-OF-SHIFT VEHICLE INSPECTION**

At the end of the shift, officers shall again inspect the vehicle for contraband, fresh damage, missing equipment and cleanliness.

1.2.1 If equipment has been used or is missing, officers shall notify a sworn supervisor to obtain replacement equipment.

1.2.2 Vehicles shall be left in a litter-free condition at the end of the shift.

2 USE OF DEPARTMENT VEHICLES; HOME GARAGING; TRANSPORTING CIVILIANS/CHILDREN

2.1 **UTILIZATION OF DEPARTMENT VEHICLES – OTHER THAN NORMAL WORKING HOURS**

Assignment of a department vehicle, during other than regularly assigned working hours, must be justified under at least one of the following guidelines:

2.1.1 Utilization of a department vehicle for emergency call-out requirements.

- Emergency call-outs should average at least two actual trips per month.
- If the potential emergency is of such magnitude that, despite its rare occurrence, still requires the employee's presence at the scene, the chief of police may approve a vehicle assignment after taking into consideration the potential for call-out.

2.1.2 Utilization of a department vehicle for other than emergency situations.

- Situations may exist that require an employee's presence at the scene of an incident (e.g., on-call investigators)
- Use of vehicle should average at least two actual trips per week.

2.1.3 Utilization of a department vehicle for purpose of reporting to or departing from work.

- Use of vehicle at the beginning of a workday to travel to a work site other than the employee's office, or for the purpose of departing at the end of a workday from a work site other than the employee's office.
- This situation should average at least two one-way trips per week.

2.1.4 Utilization of a department vehicle to transport specialized equipment when the employee is required to report directly to the scene of an investigation or other situation.

2.1.5 Temporary assignment of a department vehicle may be made by a deputy chief in emergency situations. The commander will be required to inform the chief of police of the reason for the temporary assignment during the next regular workday after the assignment is made.

2.1.6 Assignment of a department vehicle for any reason not covered in the above guidelines must be approved by the chief of police.

2.2 **HOME GARAGING AUTHORIZATION**

The approved assignments for which employees may be offered home garaging vehicle authorization are determined by the chief of police. A list of the approved positions is kept in the Office of the Chief of Police. Employees requesting home garaging authorization shall submit a SERGEANT'S REPORT (TPD FORM 20.7) with justification through the chain of command to the chief of police.

2.3 OUT-OF-TOWN VEHICLES

Personnel requiring the use of a department vehicle for out-of-town travel:

2.3.1 If an unmarked vehicle is to be used, the officers shall utilize an unmarked sedan from their own section.

2.3.2 If the type of vehicle required is not assigned, then a SERGEANT'S REPORT shall be submitted through their commander to the Motor Pool officer.

(a) The report must contain:
- Reason the vehicle is needed and/or destination.
- When the keys will be needed.
- Type of vehicle preferred (marked, unmarked, wagon, etc.).
- Who will be driving the vehicle (include phone number where the person can be contacted) and the number of passengers.
- When the vehicle will be returned.

(b) Requests shall be submitted at least 48 hours in advance.

(c) If advance notice is not practical (Honor Guard funeral, etc.), the officer shall contact the Motor Pool officer directly to coordinate use of the vehicles.

(d) During other than business hours when an urgent need for an out-of-town vehicle has been identified, contact the commander of the Fiscal Affairs Section through the emergency on-call phone number maintained by Communications or the district station desk officer.

2.3.3 When several officers are attending the same function, car pooling shall be used whenever practical.

2.3.4 If officers intend to use a privately owned vehicle for department business, they must comply with department manual sections titled, "Use of Privately Owned Vehicles for City Business."

2.4 WHEEL OFFICER

2.4.1 The motor pool officer shall perform the function of Wheel Officer.

2.4.2 The wheel officer shall maintain an effective line of communication with the Commissioner of Facility and Fleet Operations and monitor department vehicle work orders at the Municipal Garage.

2.4.3 The wheel officer shall provide monthly reports on vehicle mileage to the respective deputy chief or his designee.

2.5 RULES FOR USE OF DEPARTMENT VEHICLES

All department personnel assigned the use of a police department vehicle shall observe the following rules as required by the City of Toledo Administrative Directive 22:

2.5.1 All department-owned vehicles that are stored overnight or on weekends at the employee's residence shall be parked either in a garage or private driveway. No department-owned vehicle shall be parked on a public street or right-of-way during these times.

2.5.2 Department personnel shall not use a department-owned vehicle for private purposes at any time. If the department-owned vehicle is stored at the employee's residence overnight or on weekends, the vehicle shall not, under any circumstances, be used for private transportation during the time it is at the employee's residence, unless specifically authorized by the chief of police.

NOTE: The enforcement of this policy precludes any employee from using a

city-owned vehicle to visit the Ohio Bureau of Worker's Compensation. No deviation from this policy shall be permitted unless specifically authorized by the director of Human Resources. An employee may be allowed to visit the Bureau of Worker's Compensation in his city vehicle while on duty if he is authorized to be there for a required appearance. Authorization must be obtained from the Office of the Chief of Police.

2.5.3 No department-owned vehicle shall be driven outside the corporate limits of the city of Toledo, except as necessary in the performance of the employee's official duties with the city, or while driving to or from work after an officer has been authorized by the chief of police for home garaging of a department vehicle.

2.5.4 Department-owned vehicles shall be operated only by department personnel. Persons other than department personnel may be passengers in department vehicles when such persons are official guests of the city of Toledo; engaged in official business or when required for the conduct of official city business, or in other cases when approval is granted in advance by the chief of police.

2.5.5 Department personnel are expected to operate department-owned vehicles in a safe and reasonable manner at all times in accordance with city and state traffic regulations. Department personnel are expected to provide to the public, at all times, driving courtesy, which reflects favorably upon the city of Toledo and the individual department personnel.

2.6 VEHICLE MAINTENANCE

Commanders shall cause all vehicles in their respective sections to be maintained in the best possible condition.

2.6.1 Department personnel shall not make any alterations, additions, removals or repairs to city-owned or controlled vehicles.

2.6.2 Department personnel shall not permit any unauthorized person to perform changes or repairs.

2.6.3 Department personnel are not prevented from securing or performing emergency services.

2.6.4 No person shall continue to operate any city-owned vehicle that is malfunctioning, where continued operation would increase damage to the vehicle.

2.7 OBTAINING REPAIRS TO CITY VEHICLES

Whenever department personnel take a city vehicle to a designated repair facility that is in need of service or repairs (with the exception of gasoline refill or oil check), the driver shall obtain a CITY OF TOLEDO WHEEL REPORT from the service attendant.

2.7.1 The WHEEL REPORT shall state the problem with the vehicle.

2.7.2 The officer shall sign the report and leave it at the repair facility, along with the vehicle keys.

2.7.3 When it is necessary to leave the vehicle at the repair facility, the driver shall transfer all department equipment that may be needed out of the vehicle and return it to the issuing supervisor.

2.7.4 For the purpose of the WHEEL REPORT, the area marked "unit number" refers to the assigned vehicle number. The driver must fill in the required odometer reading at the time the vehicle is turned in for repairs.

2.8 REFUELING VEHICLES

2.8.1 Personnel are responsible for following the instructions for operation of the automated fuel dispensing system.

2.8.2 Personnel experiencing difficulty with a pump shall notify an on-duty sworn supervisor.

2.9 PERSONAL REFUELING ID CARD

All sworn personnel shall be issued a personal identification card that will include access to the automated refueling system.

2.9.1 This card shall be carried at all times during working hours and is part of the official equipment.

2.9.2 Department personnel who lose and/or experience damage to their card shall immediately notify their supervisor and complete an INCIDENT REPORT (TPD FORM 38.12) detailing the circumstances of the loss or damage.

2.9.3 The Fiscal Affairs Section will be responsible for issuing replacement identification cards.

2.9.4 It is possible that the personal identification card and refuling card may be issued separately. In such case this section refers to both cards.

2.10 NON-DEPARTMENT PERSONNEL IN POLICE VEHICLES

In keeping with the public service function, the department recognizes that it is sometimes necessary to transport non-department personnel in department vehicles, such as transporting stranded motorists. This type of public service is encouraged. It is also essential that these contacts be documented to protect officers from any unjust accusations.

2.10.1 Anytime department personnel transport non-department personnel in a police vehicle, the officer shall notify the dispatcher of the location where the person was picked up, the proposed destination and the reason the civilian is being transported.

2.10.2 Regardless of a person's sex, officers shall give the dispatcher the odometer reading at the time the civilian is placed in the vehicle, the odometer reading when the destination is reached, and a final disposition code.

2.10.3 Officers shall proceed to their destination by the most direct and expeditious route possible.

2.10.4 The dispatcher shall record all of the above-listed information in such a way that it will be readily available for future reference.

2.10.5 Officers operating a vehicle with an in-car video system shall record both video and audio of all motor vehicle stops, pursuits, and investigative stops of pedestrians, and any type of transportation of detainees or civilians. Officers shall refer to the OPERATIONS DIVISION MANUAL for additional reference.

2.11 TRANSPORTING INJURED PERSONS IN POLICE VEHICLES

Officers arriving upon the scene shall request medical assistance and administer first aid in accordance with their training and knowledge until EMS arrives. Officers shall assist EMS personnel in handling injured persons as necessary.

2.11.1 In extremely rare instances when TFRD confirms that EMS service is not available or will not be available for an extended period, and in the officer’s opinion the life of the injured person is dependent upon immediate

professional medical aid, EMS can authorize the officers to transport the injured person in a police vehicle to a medical facility.

2.12 **USE OF SEAT BELTS AND CHILD RESTRAINT SYSTEMS**

2.12.1 Officers and civilians in police vehicles or utility terrain vehicles (UTV) shall wear their seat belts, when available.

2.12.2 The seatbelts shall be worn properly adjusted and securely fastened.

2.12.3 Children requiring the use of a child restraint system shall be transported in one.

(a) Ohio law exempts public safety vehicles from using child car seats for children under the age of one; however, it is the department's policy to use a safety seat whenever practical.

(b) Children under the age of one shall be transported in a child restraint system (car seat) normally used by the child, or the officer may request a car seat be brought to the scene from an Operations Division district station.

(c) Child safety seats shall be placed in the back seat of the transporting vehicle.

(d) Officers transporting children between the ages of one and eight, or older, if less than 4 feet 9 inches tall, have the option of using either a child restraint system (child safety seat or booster seat) or a seat belt.

(e) Whenever an emergency exists that threatens the life of any person; a child restraint system is not required.

3 **USE OF PRIVATELY OWNED VEHICLES**

3.1 **USE OF PRIVATELY OWNED VEHICLES FOR CITY BUSINESS; ALLOWED**

Personnel may use their privately owned vehicles when:

3.1.1 Reimbursement for use is paid by a person, agency or business other than the city of Toledo.

3.1.2 Personnel have a minimum of $100,000 liability insurance, and in the event of a claim for liability, that insurance shall be primary for recovery.

3.1.3 All completed paperwork (proof of insurance and a statement showing intent to reimburse from a third party) shall be forwarded through the employee's chain of command to the secretary of police.

3.1.4 The paperwork shall be kept on file with the Secretary of Police for a period of two years from the date completed, or until the adjudication of any litigation involving damages or injuries as a result of the use of the personnel's privately owned vehicle for city business.

4 **CODE 3 OPERATION OF DEPARTMENT VEHICLES**

4.1 **CODE 3 OPERATION**

Department vehicles shall be operated on an emergency basis only when dispatched code 3 by Communications, when a sworn supervisor has reasonable grounds to believe a life is in danger, or when an officer is in pursuit of an offender. The following may be considered emergency incidents that require the code 3 operation of a department vehicle:

- A serious public hazard.
- The preservation of life.

- A crime of violence in progress or prevention of a crime of violence.
- A unit at the scene requests assistance code 3.

4.2 **CODE 3 OPERATION; MANNER OF OPERATION**

Regardless of the nature of the emergency, officers shall not drive in such a manner as to endanger the lives or property of others. They shall, at all times, consider traffic volume, weather conditions and their ability to control their vehicle under existing conditions. When driving code 3, the following procedures shall be followed:

4.2.1 The emergency lights and siren on the police vehicle shall be activated.

4.2.2 Only fully marked police sedans, sport utility vehicles and wagons equipped with emergency lights and sirens shall be operated code 3.

EXCEPTIONS: Dual-purpose vehicles utilized by the SWAT Section, the Gang Task Force Section, or others with authorization from the chief of police may operate code 3 when:

- Responding to an incident for tactical reasons with the approval and at the request of the incident commander.
- Responding to an in-progress robbery, hold-up, or burglary to an occupied structure.
- Responding to a request for code 3 back-up from officers on scene of an incident.
- Initiating a pursuit.
- Officers operating a dual-purpose vehicle shall disengage from a pursuit as soon as a fully marked police sedan, or sport utility vehicle is available to take over.

4.2.3 Removed

4.2.4 The driver of any emergency vehicle or public safety vehicle, when responding code 3, upon approaching a red or stop signal or any stop sign, shall slow down as necessary for safety, but may proceed cautiously past such red or stop signal or sign with due regard for the safety of all persons using the street or highway (ORC 4511.03,).

4.2.5 Units that have detainees, witnesses, suspects, complainants or other non-police personnel as passengers shall not operate department vehicles code 3. These restrictions do not apply to units with civilian observers who have signed waivers. However, host officers, while accompanied by a civilian observer, shall not join or participate in any vehicle pursuit that has been initiated by another police unit.

5 **TRAFFIC ACCIDENTS INVOLVING DEPARTMENT VEHICLES OR EMPLOYEES**

5.1 **DEPARTMENT PERSONNEL INVOLVED IN ACCIDENTS**

Any traffic accident involving a department vehicle or involving department personnel shall immediately be reported to the department by the employee operating the vehicle.

5.1.1 A sworn supervisor of a rank at least one level higher than the involved personnel shall be dispatched to accident scene. The supervisor shall ensure that the accident scene, including damage to involved vehicles, poles, trees, building, etc, shall be photographed and processed as outlined in 407.1/5.

5.1.2 It shall not be necessary to dispatch a sworn supervisor to accidents involving off-duty civilian personnel unless circumstances would dictate otherwise.

5.2 **SWORN SUPERVISOR'S DUTIES; TRAFFIC ACCIDENTS INVOLVING DEPARTMENT**

PERSONNEL

When notified of a traffic accident involving department personnel, the concerned operations sworn supervisor shall immediately respond to the scene, evaluate the circumstances and supervise the investigation.

5.2.1 TRAFFIC CRASH REPORTS (OH-1) and any supplements required shall be prepared by an uninvolved officer for the sworn supervisor's review

5.2.2 When appropriate, the on-scene sworn supervisor shall direct the issuance of a traffic citation to department personnel.

5.2.3 When the occurrence involves on-duty personnel and results in death or serious injury of any involved person, the on-scene sworn supervisor shall be responsible for ensuring the chief of police is notified of the accident as soon as possible.

5.2.4 In all cases, the sworn supervisor shall complete an UNUSUAL INCIDENT REPORT (TPD FORM 40.0) and forward it as stated in directive 409.1 UNUSUAL INCIDENTS.

5.3 **SWORN SUPERVISOR'S DUTIES; TRAFFIC ACCIDENTS INVOLVING DEPARTMENT VEHICLE**

A sworn supervisor dispatched to the scene of a traffic accident involving department personnel shall conduct an investigation to determine whether the employee involved was adhering to traffic laws, department rules, policies and regulations.

5.3.1 The immediate supervisor of the involved employee shall be notified by the sworn supervisor investigating the accident. The notification shall include circumstances of the accident and the findings and actions taken by the on-scene sworn supervisor.

5.3.2 This notification may be made by telephone and shall be made as soon as practical following the completion of the investigation.

5.3.3 The sworn supervisor shall be responsible for ensuring the involved employee completes the required reports, notes the RB number on the OH-1 or City Accident Report (SC-2), and makes sufficient copies to be distributed as required.

(a) When an Ohio TRAFFIC CRASH REPORT (OH-1) is completed, both the driver and sworn supervisor shall also complete the short form CITY OF TOLEDO TRAFFIC ACCIDENT REPORT (SC-2A).

(b) The original OH-1 shall be processed as normal. A copy of the SC-2A, OH-1, and the UNUSUAL INCIDENT REPORT shall be forwarded to the Motor Pool officer.

(c) When an Ohio TRAFFIC CRASH REPORT (OH-1) is not completed, the long form CITY OF TOLEDO TRAFFIC ACCIDENT REPORT (SC-2) shall be completed by both the driver and sworn supervisor and then forwarded to the motor pool officer, along with the UNUSUAL INCIDENT REPORT. Only one copy needs to be forwarded.

(d) Section I of the City of Toledo EMPLOYEE INJURY REPORT shall be completed by an employee who is injured while on duty and forwarded to the Personnel Section.

(e) If an employee is injured, the employee's immediate supervisor shall complete Section II of the City of Toledo EMPLOYEE INJURY REPORT.

(f) The TRAFFIC CRASH REPORT (OH-1) shall be completed by an officer uninvolved in the accident.

(g) The Motor Pool Office shall be responsible for obtaining the photographs

from the Video Office and forwarding them to the city Law Department.

5.3.4 The supervisor of the involved officer shall ensure all damage to involved vehicles and/or property is photographed and processed as outlined in Directive 407.1/5. When available, a Traffic Investigator shall be utilized for this task.

5.4 **COMMANDER'S DUTIES; TRAFFIC ACCIDENTS INVOLVING DEPARTMENT VEHICLE**

The commander of the involved employee, upon notification of the traffic accident, shall verify the duty status of the employee involved and shall apprise himself of the condition of the employee and the extent of damage to police equipment.

5.5 **UNASSIGNED DEPARTMENT VEHICLES INVOLVED IN ACCIDENTS**

If an unoccupied department vehicle parked at a police parking lot or garage displays evidence of traffic accident damage which has not been reported, the commander to whom the vehicle is assigned shall cause a TRAFFIC CRASH REPORT (OH-1) and a CITY OF TOLEDO VEHICULAR ACCIDENT REPORT Form (SC-2A) to be completed.

5.6 **CITY OF TOLEDO ACCIDENT REVIEW BOARD**

The City of Toledo Accident Review Board shall review all vehicular accidents in which city vehicles have been involved.

5.6.1 This review will occur no sooner than five (5) workdays after the accident occurs. During this five-day period, the employee driver may prepare and present written or oral statements to the commander of the Traffic Section. These statements shall be considered part of the review board record.

5.6.2 The chairperson shall notify the employee driver as to when the board is to review the case.

5.6.3 The employee driver and the issuing supervisor shall sign this notification at the time of receipt.

5.6.4 The signed notification shall immediately be returned to the chairperson of the review board through the commander of the Traffic Section.

5.6.5 The employee driver has the right to personally appear at the review to present oral and written evidence or to present witnesses who are not already on record.

5.6.6 After the accident has been reviewed, a notice of the findings, preventable or non-preventable, shall be sent to the employee driver, the chief of police and the deputy mayor of public service. The deputy chief of the employee driver shall make a determination as to whether any further action is necessary.

6 PARKING

6.1 **PARKING TICKETS WHILE APPEARING IN COURT; METERED ZONE VIOLATIONS**

Officers and citizens who, while in response to a subpoena, receive a parking ticket in a metered parking zone while attending court may have the ticket excused if:

6.1.1 The ticket is for a metered zone violation and it is presented to the Records Section with a copy of the subpoena within three days from the date of issue.

6.1.2 Restricted zone violations shall not be excused.

6.2 **EMPLOYEE PARKING VIOLATIONS WHILE CONDUCTING CITY BUSINESS**

Department personnel entrusted with a city-owned vehicle are responsible for the

safe and lawful operation of the vehicle, including the observance of parking regulations.

6.2.1 Generally, department personnel are personally responsible for answering traffic charges resulting from their operation of city vehicles.

6.2.2 In exigent circumstances where the vehicle (driver) receives a parking ticket, the employee may cause a review of the incident.

6.3 **REVIEW OF EMPLOYEE PARKING VIOLATIONS**

Whenever a city-owned vehicle, or privately owned vehicle which is being used to conduct city business, is issued a parking ticket, and the employee who was driving the vehicle believes the ticket should be excused, the employee shall:

6.3.1 Complete a SERGEANT'S REPORT detailing the reasons why the employee believes the parking ticket should be excused (i.e. was representing the police department at a meeting at the Ohio Building when the parking ticket was issued). The SERGEANT'S REPORT should then be forwarded to the Records Section along with the parking ticket.

6.4 **PARKING REGULATIONS; SAFETY BUILDING GARAGE**

Permanent authorized parking in the Safety Building garage shall be limited to those vehicles authorized by the chief of police. Other parking in the Safety Building garage is limited to loading/unloading prisoners or property.

6.5 **PARKING REGULATIONS; SAFETY BUILDING RAMP**

Parking spaces are reserved as posted.

6.6 **PARKING REGULATION; AREAS ADJACENT TO SAFETY BUILDING**

During working hours, marked and unmarked police vehicles may be parked on the streets near the Safety Building as marked.

6.6.1 A staging area for marked police vehicles is located outside the Alarm Building at 550 N. Erie.

6.7 **PARKING REGULATIONS; GENERAL**

When not being utilized, all unmarked police vehicles shall be parked in the city designated parking lot.

6.7.1 No marked or unmarked vehicles shall be parked overnight in the Safety Building garage, on the ramp or on any street around the Safety Building.

6.7.2 Off-duty personnel attending court shall not operate or use marked vehicles to accommodate the parking of their personal vehicle.

6.7.3 Assigned parking spaces are to be used only for the assigned vehicle and shall not be reassigned or utilized by any other person.

6.7.4 At no time shall any department personnel park their personal vehicle in the Safety Building garage, on the ramp or in any other restricted parking area around the Safety Building, unless authorized by the chief of police.

6.7.5 The Central District Station commander shall be responsible for the enforcement of the parking regulations, proximate to the Safety Building, specified in the department manual.

DIRECTIVE 303.2	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES**	
EFFECTIVE November 01, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED February 5, 2025	PART: SUPPORT SERVICES CHAPTER: FACILITIES AND EQUIPMENT	PAGES 22
RESCINDS December 2, 2024	**UNIFORMS AND EQUIPMENT**	

I POLICY

The wearing of the Toledo Police Department uniform is a privilege. Whether an officer is on-duty or off-duty, the public we serve constantly judges an officer's appearance. Officers shall, at all times, maintain a professional appearance while adhering to the uniform regulations set forth. The purpose of these regulations is to provide for standardized professional appearance and uniform maintenance.

II DEFINITIONS

CLASS "A" UNIFORM – Also considered the "Uniform of the Day," is the standard uniform (long sleeve or short sleeve).

COMPLETE DUTY BELT – Consists of a leather belt, authorized firearm with approved holster, two extra magazines, handcuffs, flashlight, baton, radio, Taser with approved holster and/or mace.

DRESS UNIFORM – A uniform for formal occasions such as funerals, parades, ceremonies, special occasions, speaking engagements, etc. The uniform shall consist of a sack coat, long-sleeve shirt, navy blue trousers, tie and hat. Cargo pants are not permitted with the dress uniform.

III PROCEDURES

1 OFFICIAL UNIFORM AND EQUIPMENT FOR SWORN PERSONNEL

1.1 OFFICIAL UNIFORM

The official uniform of the Toledo Police Department shall be of such style, color, and manufacture as prescribed by the chief of police. Insignia, badges, service stripes and decorations shall be attached as permitted or required, in a manner authorized by the chief of police. No unauthorized item shall be worn as part of the official uniform. No uniform shall be worn off-duty without authorization from the chief of police.

1.2 POSSESSION OF UNIFORM AND PERSONAL EQUIPMENT

All officers required to wear uniforms during their regularly assigned duties shall maintain the uniforms and issued equipment in a serviceable fashion.

1.2.1 Officers assigned to those duties shall have such uniforms purchased and provided by the city of Toledo.

1.2.2 Officers shall wear uniforms as required by assignment.

1.2.3 Officers assigned to non-uniform positions shall maintain one uniform provided by the city.

1.2.4 The department shall provide official equipment for all officers. Only issued or authorized equipment shall be worn or carried while on-duty.

(a) Non-department issued equipment, which officers are authorized to carry, is the responsibility of the officer to purchase and maintain.

(b) The department is not responsible for any lost, damaged or stolen non-department issued equipment.

1.2.5 All uniforms and equipment referred to in this directive shall meet department uniform and personal equipment specifications.

1.2.6 The chief of police may grant exemptions to this directive.

1.3 OFF-DUTY UNIFORMS

Officers working off-duty, in uniform, shall wear the complete, standard uniform as authorized for on-duty sworn personnel.

1.3.1 Officers shall, at a minimum, have the following equipment with them while working off-duty:

- Department issued or approved off-duty firearm
- One extra magazine
- Radio
- Less-lethal option (baton, mace, or Taser)
- Handcuffs

1.3.2 Officers are strongly encouraged to wear soft body armor when working off-duty.

1.3.3 Officers shall not wear specialized uniforms while working off-duty.

1.3.4 Officers shall comply with all uniform, personal appearance and jewelry limitations.

1.3.5 The department issued badge shall be worn on the outermost garment.

2 MAINTENANCE OF UNIFORMS AND EQUIPMENT

2.1 AVAILABILITY FOR USE

All uniforms and equipment shall be maintained in a clean, serviceable condition and ready at all times for immediate use.

2.2 LEATHER EQUIPMENT MAINTENANCE

All leather equipment shall be kept dyed and in good condition, and replaced when cracked or worn out.

2.3 EQUIPMENT AND UNIFORM MAINTENANCE

2.3.1 The routine cleaning of official equipment and uniforms discussed in this directive is the duty of the officer to whom it is assigned.

- All employees shall ensure their body and clothing are kept clean to prevent offensive odor.

2.3.2 Officers shall be held accountable, at all times, for the neat appearance of the uniform, and shall report for duty as these regulations prescribe.

2.4 REPAIR OF EQUIPMENT

2.4.1 Repair or replacement of any worn or damaged equipment is the responsibility of the Operations Division staff sergeant.

2.4.2 No equipment shall be repaired by any other officer or individual unless otherwise directed.

2.4.3 It is, however, the duty and responsibility of all officers issued such equipment to report to the Operations Division Staff Office as soon as his equipment needs repair. If an officer is unable to notify the Operations Division Staff

Office of a needed repair in a timely manner, the officer shall report the incident to his supervisor as soon as possible.

2.5 **REPAIR OF UNIFORM**

2.5.1 The official uniform of the department, when badly worn or torn, shall be repaired or replaced.

2.5.2 Inspection of the damaged uniform and a requisition form for the repair or replacement shall be issued through the Operations Division staff sergeant.

2.5.3 Alteration of uniforms will be limited to those necessary to keep the uniform presentable on the officer. Elaborate, custom tailoring shall not be performed.

2.6 **UNIFORM SUPPLIER**

The term uniform supplier refers to an individual or corporation with whom the city of Toledo has a contractual agreement for the purchase of police uniforms.

2.7 **DAILY INSPECTION OF UNIFORMS AND EQUIPMENT**

2.7.1 The uniform and equipment of all officers shall be inspected by a sworn supervisor before the start of each workday.

2.7.2 Sworn supervisors assigned to this function shall conduct an inspection to ensure the officer maintains appropriate personal hygiene, his clothing is clean and pressed, his shoes and leather gear are clean and in good condition, his official equipment is ready for service, and all personal appearance and uniform guidelines outlined in Directive 303.02 – UNIFORMS AND EQUIPMENT are followed.

(a) Aftershaves, perfumes, colognes or other artificial scents shall not be so excessive as to cause annoyance to others. Officers shall also maintain appropriate personal hygiene in a manner that does not cause annoyance to others.

2.7.3 An officer unable to become readily compliant with this directive shall not continue with their tour of duty and shall be directed to utilize compensatory time until they are in compliance. Officers lacking such time shall be marked off payroll. Officers found not in compliance with this directive may be subject to the disciplinary process.

2.7.4 In the case where repairs are needed to department issued equipment, the inspecting supervisor shall ensure that a SUPERVISOR'S REPORT (TPD FORM 20.7) is completed regarding the needed repairs and forwarded to the Field Operations Staff Office.

3 UNIFORM SPECIFICATIONS

3.1 **WHO SHALL WEAR A UNIFORM**

All officers, regardless of rank, shall wear the prescribed uniform and equipment during their tour of duty, unless specifically exempted by the chief of police.

3.2 **BUCKLES/BUTTONS**

All metal buckles and snaps that are part of the official uniform shall be black or silver in color for patrol officers, and black or gold in color for command officers.

3.3 **STANDARD CLASS "A" – LONG SLEEVE SHIRT UNIFORM**

The standard uniform shall be provided by the department and consist of the following items:

3.3.1 Uniform hat with hatband, appropriate for rank. Wearing of the hat is optional unless directed by the chief of police.

3.3.2 **Long-sleeve shirt** appropriate for rank with a navy blue or black crew neck style undershirt or approved turtleneck/dickey or tie.

3.3.3 Navy blue trousers or cargo pants.

3.3.4 Officers may purchase the department approved turtleneck/dickey to be worn.

(a) Officers have the option of wearing the necktie, turtleneck/dickey, or neither while wearing the external vest carrier.

3.3.5 Navy blue all-season coat. The coat may be worn unzipped.

3.3.6 Each officer shall furnish himself with the following additional items:

- Black footwear
- Navy blue or black socks

3.4 **STANDARD CLASS "A" – SHORT SLEEVE SHIRT UNIFORM**

The standard uniform shall be provided by the department and consist of the following items:

3.4.1 Uniform hat without hatband. Wearing of the hat is optional unless directed by the chief of police.

3.4.2 **Short-sleeve shirt** appropriate for rank. Short sleeve shirts shall be buttoned their full length, except top button.

3.4.3 Navy blue trousers or cargo pants.

3.4.4 Each officer shall furnish himself with the following additional items:

- Black footwear
- Navy blue or black socks

3.5 **CHANGE IN UNIFORM; AUTHORITY TO ORDER**

Officers may wear the standard Class "A" long or short sleeve uniform at any time during the course of the year unless directed otherwise by the Office of the Chief of Police or unless one of the listed dress codes/situations in this directive or any other directive applies.

3.6 **DRESS UNIFORM**

Personnel issued a sack coat shall wear it, in lieu of the all-season coat, for formal occasions such as funerals, parades, ceremonies, special occasions, speaking engagements, etc.

3.6.1 The tie, long-sleeved shirt, and dress slacks shall be worn with the sack coat. When the sack coat is worn, it shall be fully buttoned.

3.6.2 The uniform hat shall be worn at all times with the sack coat when outdoors.

3.6.3 Notification of dress requirements will be announced in advance of any special occasion.

3.7 **COURT UNIFORM**

Officers appearing in court shall wear the uniform which is appropriate for their assigned section.

3.7.1 A tie or turtleneck/dickey shall be worn at all times when the long-sleeved uniform shirt is worn to court.

3.7.2 Officers shall comply with all on-duty uniform personal appearance and jewelry limitation regulations.

3.7.3 A civilian garment may conceal the police uniform when officers are in transit; however, the uniform shall not be covered by a civilian garment inside the

court building.

3.7.4 Officers appearing in court may carry an approved off-duty firearm in lieu of the department-issued firearm. It shall be carried in a black leather holster on the outside of the belt. Shoulder holsters, inside-the-pants holsters, ankle holsters, etc., shall not be worn for court appearances.

3.8 **OFFICE UNIFORM**

3.8.1 Section commanders may exempt officers from wearing the police duty belt or issued firearm.

3.8.2 Officers not wearing the police duty belt shall wear the prescribed black trousers belt.

3.9 **IN-SERVICE TRAINING UNIFORM**

3.9.1 Unless specified, officers attending in-service training shall wear the department uniform or appropriate civilian attire.

3.9.2 Jeans, shorts, T-shirts, sleeveless shirts or halter-tops shall not be worn unless specifically required due to the nature of the training.

3.9.3 Skirts and dresses shall be of an appropriate style and conservative length.

3.9.4 If a firearm is worn in plain view while in plain-clothes, a badge or department identification must also be worn in plain view. When in a public place and in plain-cloths, firearms shall be concealed at all times.

3.9.5 The Training Section Commander shall have the final determination of the appropriateness of an officer's attire.

3.10 **LIGHT-DUTY ASSIGNMENTS AND UNIFORM**

3.10.1 Officers placed on a light-duty status shall notify the Personnel Section prior to returning to duty.

3.10.2 The Personnel Section will determine the light-duty job assignment and manner of dress; uniform or civilian clothing.

3.10.3 The examining physician may make a recommendation on the "Statement of Attending Physician" form indicating whether an officer may or may not carry a firearm while on light-duty. The Personnel Section has the final authority as to whether or not an officer may carry a firearm.

3.11 **LIGHT-DUTY CIVILIAN ATTIRE**

3.11.1 Officers assigned to a light-duty assignment in civilian clothing shall wear appropriate business attire or other attire as directed by the section commander.

3.11.2 Jackets and ties are not required for male officers on a light-duty assignment; however, casual business attire shall be worn.

3.11.3 Female officers on a light-duty assignment have the option of wearing slacks, a skirt or a dress. The skirt or dress shall be of an appropriate style and conservative length.

3.11.4 Jeans, shorts, T-shirts, halter-tops or sleeveless shirts are not authorized for wear. All shirts must have sleeves and, if of a button style, only the top button may be left unbuttoned.

3.11.5 If an officer has medical conditions that require exceptions to certain uniform or civilian clothing standards, permission must be obtained from the section commander. Officers are still obligated to conform to the dress standard for the remaining non-exempt clothing items.

3.11.6 Section commanders shall have the final authority over an individual officer's

appropriateness of dress.

3.12 **INCLEMENT WEATHER GEAR**

The department furnishes each officer with a raincoat and blue winter "fur" hat.

3.13 **OPTIONAL CLOTHING**

Each officer may furnish himself with the following additional clothing:

- Navy blue or black scarf.
- Black gloves; gloves shall not contain metal inserts.
- Turtleneck/dickey may be worn with the winter shirt only.
  - Command officers – Blue with gold "TPD" embroidery.
  - Patrol officers – Blue with white "TPD" embroidery.
- Navy blue watch cap, department-approved, in the long sleeve uniform only.
- Navy blue sweater, department approved.
  - The authorized sweater shall have shoulder patches, name tag tab and badge tab. This is the only sweater to be worn by personnel.
  - Sweaters, when worn in season, shall be worn with a tie or turtleneck/dickey. Officers have the option of wearing a necktie or turtleneck/dickey with a sweater when worn under an external vest.
  - Sweaters shall be worn under the external vest, and over a vest worn under the uniform shirt.

3.14 **UNDERSHIRTS**

Whenever the uniform shirt is worn and an undershirt is exposed, a navy blue or black crew neck style undershirt shall be worn. The purchase of undershirts is the responsibility of the individual officer.

3.15 **SOCKS**

Officers are required to wear navy blue or black socks. When an officer has a medical problem that requires him to wear white socks, he may wear special socks that have white bottoms and black uppers. These socks may be obtained through the uniform supplier, at a cost to be paid by the officer.

3.16 **FOOTWEAR**

3.16.1 Black shoes, with enclosed toes and heels; military-type lace boots; or over-the-ankle, black, plain-toe Wellington boots may be worn while on-duty.

3.16.2 Shoes or boots shall be devoid of ornamentation or perforation, and the elevation of the heel above the sole shall not exceed one and one-half inches. Laces shall be black.

3.16.3 The shoes or boots must be capable of taking a high degree of polish. Shoes or boots treated with waterproofing that are unable to take a polish, shall be clean and well maintained (no scuffs or discoloration).

3.16.4 When a military-type or Wellington boot is worn, the trousers are to be worn outside the boot.

3.16.5 Black rubber overshoes, boots or insulated boots may be worn during periods of inclement weather.

(a) Such overshoes or boots shall be completely buckled or zipped.

(b) When overshoes are worn, the trousers are to be worn outside the overshoes.

3.16.6 As an alternative to the above footwear styles, officers may wear tennis shoes.

The tennis shoe uppers shall be constructed of leather and the shoes shall be completely black.

3.17 REQUESTS FOR UNIFORM EXEMPTIONS

Requests for permission to be exempted from wearing the prescribed uniform shall be made, through channels, to the office of the chief of police.

Special Exemptions: When the wearing of the uniform is not practical because of work conditions, and when prior exemption has been granted by the chief of police, certain officers may be exempted from wearing the prescribed uniform. Partial wearing of the uniform while in public is strictly prohibited, unless specific provisions have been made to these uniform regulations.

4 WEARING OF UNIFORMS

4.1 SOFT BODY ARMOR

The department shall provide soft body armor for all officers.

4.1.1 OPERATIONS PERSONNEL

All officers shall wear soft body armor while on-duty. Officers may temporarily remove exterior vests while inside department buildings completing administrative duties, as long as they are not in areas accessible to the public. Vests must be worn when officers exit secure areas of the building. Shift commanders, and those assigned to inside duties, shall wear soft body armor when actively engaged in field duties.

4.1.2 OTHER UNIFORMED PERSONNEL

Officers assigned to inside duties shall wear soft body armor when actively engaged in field duties.

4.1.3 PLAIN-CLOTHES SWORN PERSONNELS

Officers assigned to inside duties shall not be required to wear soft body armor. The wearing of soft body armor shall be mandatory during planned raids, arrests, service of search warrants, surveillance which can reasonably be expected to culminate in a confrontation with armed and dangerous subjects, or when ordered by a sworn supervisor.

4.1.4 COURT APPEARANCES

Personnel are not required to wear soft body armor while attending court.

4.1.5 SWORN SUPERVISORS' RESPONSIBILITY

Sworn supervisors are responsible for ensuring soft body armor is worn as directed.

4.1.6 CARE/MAINTENANCE/WARRANTY

Each officer shall be responsible for the care and maintenance of the soft body armor according to the manufacturer’s instructions. Soft body armor will be replaced according to the manufacturer’s warranty.

4.2 UNIFORM HAT

4.2.1 Departmental employees may wear the uniform hat at their discretion, based on the individual officer’s preference. This regulation applies when on-duty or off-duty.

4.2.2 Uniform hats shall be worn for special occasions such as funerals, parades, or ceremonies, as directed by the chief of police.

4.2.3 When officers are outdoors, the uniform hat shall be worn with the sack coat.

4.2.4 When the hat is worn, it shall be set squarely upon the head and shall not be

tilted to either side or the rear of the head. The bill of the hat shall be set at approximately the width of two fingers from the bridge of the nose.

4.2.5 Removed

4.2.6 The uniform hat shall not regularly be worn indoors.

Exceptions: Officers will don their uniform hats, indoors, when:

- Saluting the colors as they pass
- During the Pledge of Allegiance/Star Spangled Banner
- During certain periods in promotional ceremonies
- Any other time when directed by sworn supervisors

4.3 **BALL HAT**

4.3.1 Officers may, at their discretion, purchase a baseball style hat for use while on duty with the standard uniform.

4.3.2 All baseball hats shall be purchased from a vendor of the city's choosing

4.3.3 All baseball hats shall be identical in brand and style.

4.4 **WEARING UNIFORM WHILE IN TRANSIT**

Any officer, while on the way to or from a tour of duty, may be in uniform. Officers may choose to wear a civilian garment that is sufficient to completely conceal the police uniform and equipment.

4.5 **WEARING UNIFORM WHILE AT IN-SERVICE TRAINING**

Upon issuance of the yearly in-service training schedule, the commander of the Training Section shall establish the manner of dress for each training session.

4.6 **PERSONAL ORNAMENTATION**

4.6.1 Jewelry or personal ornaments shall not be worn or affixed to any part of the uniform, equipment, or body, except those authorized by this directive.

4.6.2 All officers are permitted to wear such items of ornamentation as are necessary to their performance or are utilitarian in purpose (i.e., wristwatch, hair clip or eyeglasses). Such items shall be worn without any flamboyance and are not to be of such a nature that the wearing of the item calls unusual attention to the wearer.

4.6.3 A tie bar or tie tack may be worn. The proper placement of the tie bar/tie tack is between the third and fourth button of the shirt.

4.6.4 The department, as an impartial governmental agency, shall not permit the wearing of any article that may be a symbol representative of any political movement, gesture of oppression or licentious act.

4.7 **AWARD RIBBONS**

4.7.1 Uniformed officers that receive award ribbons for their various actions and achievements shall wear them in the following described manner.

(a) Award ribbons shall be worn only on the uniform shirt or sack coat.

(b) Award ribbons shall be worn centered over the nametag.

(c) If two or more award ribbons are worn, they shall be positioned vertically above each other. The highest award shall always be the top ribbon, with others following in descending order per Directive 103.4.2 – AWARDS.

4.8 UNIFORM PINS

Approved uniform pins awarded for specialized training/assignments may be worn only on the uniform shirt or sack coat. These pins shall be worn centered over the nametag, unless otherwise noted. If award ribbons are worn, the specialized pins shall be worn centered above the ribbons. Veterans who have been honorably discharged or reservists who are currently serving may wear a pin designating their branch of service. The only approved pins are:

- Bicycle Patrol
- Crisis Intervention Team
- SWAT
- Field Training Officer
- Hazardous Devices
- Honor Guard
- Unity
- Federal Bureau of Investigation – National Academy
- Accreditation
- Taser Instructor
- United States Flag
- Gang Unit
- Accident Investigator
- Army
- Navy
- Air Force
- Marines
- Coast Guard
- Tactical Medical Team

5 ADDITIONAL TYPES OF UNIFORMS

5.1 ACADEMY TRAINEES

The uniform worn by police officer trainees while assigned to the academy shall be the standard uniform without department patches, unless determined otherwise by the Training Section. Trainees shall wear this uniform in conformance with the department manual and the standards established by the Training Section. Trainees shall also wear the required physical exercise attire as determined by the Training Section.

5.2 BIKE PATROL SWORN PERSONNEL

Officers will be furnished with navy blue bike patrol pants with zip off legs to form shorts. A riding helmet must be worn while operating a bicycle. The bike patrol uniform shall only be worn on days when actively engaged in bike patrol duties.

5.4 SWAT SECTION

Tactical Operations Team officers are authorized to wear black or navy blue Battle Dress Uniforms (BDU) and the appropriate headgear while involved in tactical operations.

5.5 HONOR GUARD

Honor Guard officers will be furnished with a dress uniform to be worn during events, drills and ceremonies. Officers will also be furnished with a navy blue short-sleeve knit shirt that may be worn on training days.

5.6 Removed

5.7 **RECORDS SECTION IMPOUND LOT PERSONNEL**

Impound Lot officers shall wear the Class A uniform of the day. Impound Lot officers will be furnished with a two piece rain suit, Carhartt jacket, bib overalls, and a navy blue baseball hat. Officers are authorized to wear items appropriate for the weather conditions and job assignment, while involved in impounding/junking activities.

5.8 **TRAINING SECTION SWORN PERSONNEL**

Training Section officers shall wear the Class A uniform of the day. A campaign hat will be issued and worn at the direction of the Training Section Commander. While engaged in training activities, such as physical or defensive tactics training, Training Section officers are authorized to wear, as an alternative to the regulation uniform, a gray or dark blue short-sleeve knit shirt, regardless of rank and a navy blue baseball hat. Officers that are assigned temporarily as instructors will be issued a gray or dark blue short-sleeve knit shirt for his or her use while at the range.

5.9 **MOBILE FIELD FORCE PERSONNEL**

Mobile Field Force officers are authorized to wear black Battle Dress Uniforms (BDUs), riot protective gear, and the appropriate headgear, while involved in tactical operations.

6 ACCOUNTABILITY FOR UNIFORM AND EQUIPMENT

6.1 **ANNUAL INSPECTION OF EQUIPMENT**

Annually, in the month of April, the commander of each bureau, or a designated supervisor, shall conduct an inventory of the equipment issued to each officer under his command.

6.1.1 All records of the equipment inventory shall be maintained in an electronic database.

6.1.2 All officers' equipment shall be inspected.

6.1.3 The Property Management Unit Commander, or his designee, will be responsible for maintaining accurate records of issued equipment.

6.2 **RESULTS OF INSPECTION**

Since the purpose of this annual inspection is to discover damaged or missing equipment and confirm possession of items issued to officers, missing equipment shall be immediately replaced and damaged items shall be repaired or replaced at the direction of the Operations Division Staff Sergeant.

6.3 **OFFICIAL EQUIPMENT; LOST, DAMAGED OR STOLEN**

Officers shall be personally responsible for the care and security of all issued equipment. If an officer's issued equipment suffers irreparable harm, is stolen, or is lost due to the officer's negligence, the officer shall pay the replacement cost of the equipment. Additionally, if negligence is found, the officer could face disciplinary action.

6.3.1 Officers shall not be required to pay the replacement cost of any issued equipment taken in a burglary.

6.3.2 All issued equipment, if left in a motor vehicle, shall be secured by using one of two listed means.

(a) Locked in a gun safe or vault that is designed to secure a firearm and/or equipment *and* is hidden from view *and* is secured to the vehicle.

(b) Locked inside the trunk of a vehicle that is **only** accessible by unlocking the trunk with a key or external remote control (not internally). No city issued equipment shall be stored in a vehicle that does not have a trunk (i.e., SUV's, pick-up trucks, vans) unless the equipment is secured under section (a) of this directive.

6.3.3 If the equipment is lost or damaged, the officer shall ensure an INCIDENT REPORT (TPD FORM 38.12) detailing the circumstances is prepared immediately and forwarded through channels to his sworn supervisor.

6.3.4 If the equipment is stolen, the officer shall ensure a **CRIME REPORT (TPD FORM 38.1)** detailing the circumstances is prepared immediately and forwarded through channels to his sworn supervisor.

6.3.5 If the lost, damaged or stolen equipment is a portable radio, the officer shall forward a copy of the INCIDENT REPORT or CRIME REPORT to the Communications/All Hazards Liaison in Communications.

6.3.6 If necessary, bureau commanders shall initiate a department investigation. Bureau commanders shall forward the original reports to the Records Section and shall forward a copy, with recommendations or disposition, to their respective deputy chief.

6.3.7 If the deputy chief concurs with a recommendation for disciplinary action, he shall cause the necessary procedures to be initiated.

6.4 **OFFICIAL EQUIPMENT; TERMINATION OF SERVICE**

Any officer leaving the department as a result of by retirement, resignation, or dismissal, shall return all equipment issued to him to the Property Management Commander or his designee. Any items unaccounted for shall be paid for by the officer.

6.4.1 This final accounting shall be in writing and shall be forwarded to the Fiscal Affairs Section.

6.4.2 Until such report is received and approved, final paychecks cannot be issued. Any sum of money due the department from loss or negligence may be deducted from the officer's final paycheck.

6.5 **OFFICIAL UNIFORM; TERMINATION OF SERVICE**

Any uniform items issued to an officer during his service with the department shall be turned in to the commander of the Property Management Unit, or his designee, at the termination of his service. The officer shall return it in good condition. Allowances shall be made for normal wear and tear due to use in service.

6.6 **POLICE DEPARTMENT PROPERTY; TRANSITION OF ASSIGNMENT**

Any department employee leaving the employment of the police department, or being transferred from one assignment to another within the department, shall leave all records, communications and other property that will lead to an orderly transfer of authority and responsibility. The chief of police will be the final judge as to which items are the personal property of any employee leaving any assignment within the department.

6.7 **AUXILIARY EQUIPMENT**

Any equipment, which is routinely carried in a police vehicle as part of the official equipment, shall be the responsibility of the officer, or officers jointly, to whom such vehicle and equipment is assigned.

6.8 **PERSONAL EQUIPMENT**

Officers may carry such personally owned equipment as tape measures, audio recorders, cameras, etc., at their own risk. No liability shall extend to the department for the loss or damage of such equipment.

6.9 **PERSONAL EQUIPMENT DAMAGE**

Should personal equipment, such as eyeglasses or wristwatches worn by an officer, be damaged in the line of duty due to difficulties with a detainee, the officer has recourse through the Municipal Court Probation Department.

6.9.1 A **SUPERVISORS REPORT (TPD FORM 20.7**) listing the items damaged and their cost should be made out in duplicate.

6.9.2 One copy should be attached to the affidavit. The other copy and a copy of the CRIME REPORT concerning the incident should be forwarded to the Court Liaison Unit.

6.9.3 The Court Liaison Unit shall maintain communications with the Municipal Court Probation Department to ensure proper follow-up results on all such claims.

6.9.4 An officer filing such a claim must be prepared to substantiate the amount of damage, through proper records or receipts.

6.9.5 In some instances, it may not be possible for the Municipal Court Probation Department to resolve such claims, since the defendant cannot be compelled to settle. For this reason, officers are advised that expensive articles should not be worn while on-duty.

6.10 **OFFICIAL EQUIPMENT; TAMPERING WITH OR ALTERING**

Police Department employees shall not repair, tamper with or alter any police department or City of Toledo equipment without written permission from the chief of police.

6.10.1 This provision is intended to cover equipment such as vehicles, firearms, radios, etc.

6.10.2 It is not intended to cover normal repair or alterations of uniforms, which may be necessary to maintain a neat, professional appearance.

7 **OFFICIAL EQUIPMENT**

7.1 **OFFICIAL EQUIPMENT; BASIC**

All on-duty officers shall have their badge, identification card, handcuffs, baton or chemical agent, issued firearm and portable radio available for use at all times, except under circumstances as may be stated elsewhere in this manual.

7.2 **OFFICIAL EQUIPMENT; POLICE**

The department shall provide official equipment for all officers of this department. Only such equipment as is issued or authorized shall be worn or carried while on-duty.

7.2 **FIREARMS –** See Directive 303.3 – FIREARMS AND AMMUNITION

7.4 **CHEMICAL AGENT (ON-DUTY OR OFF-DUTY)**

7.4.1 A canister of chemical agent and a carrying case will be issued to Operations Division officers.

7.4.2 No officer shall carry a chemical agent until they have received proper training in its use.

7.4.3 Non-Operations officers who choose to carry a chemical agent may obtain a

canister of chemical agent and a carrying case from the Property Management Unit.

7.4.4 In-service training for the use and proficiency of the chemical agent shall be completed at least biennially.

7.5 BATON (ON-DUTY OR OFF-DUTY)

7.5.1 A collapsible baton shall be issued to every officer.

7.5.2 No officers shall carry a baton until they have received proper training in its use and can demonstrate proficiency, as determined by the Training Section.

7.5.3 In-service training for the use and proficiency of the baton shall be completed at least biennially.

7.6 SWORN PERSONNEL TO CARRY OTHER LESS-LETHAL WEAPON

7.6.1 Officers shall carry a less-lethal weapon, in addition to the service firearm.

7.6.2 Operations officers shall carry a Taser and a baton on their duty belts at all times. If a Taser is not available, officers shall carry a canister of chemical agent.

7.6.3 Non-Operations officers, including uniformed and plain-clothes, shall carry a less-lethal weapon when they leave a department facility. Officers have the option of carrying a canister of chemical agent, baton or Taser.

7.6.4 Officers that are assigned inside duties but have extensive contact with the public shall carry a less-lethal weapon while inside police facilities (e.g. Records Section sworn personnel assigned the duty of taking reports from walk-ins).

7.7 LEATHER GEAR; GENERAL

7.7.1 A black leather belt, holster, handcuff case, key holder, magazine case, flashlight holder, belt keepers and chemical agent carrying case will be issued to uniformed patrol officers. These items are to be arranged on the duty belt in such a manner as to provide the officer with ready and safe access to his equipment.

7.7.2 The department authorizes the wearing of a uniform duty belt, holster, handcuff case, chemical agent carrying case, magazine case, and key holder other than the department issue, if the specifications are substantially the same as the official issue within the following limits:

- Basketweave tooling will be acceptable. However, if any item is so tooled, all items worn or carried must be tooled to match. A mix of tooled and non-tooled items is prohibited.
- Construction of the leather equipment may be of a man-made type of material provided the appearance is of the issued leather gear.

7.7.3 Any equipment other than department issue will be the responsibility of the individual officer to purchase and maintain in conformance with uniform regulations.

7.7.4 The department will not be responsible for any lost, damaged or stolen personal leather equipment.

7.7.5 The department will not be liable for any injury caused to, or by, any officer as a result of the use of any leather equipment, other than that which is officially issued by the department, except as required by state law.

7.8 **FIREARMS HOLSTERS**

All officers issued the standard service firearm will be issued, and shall wear, an approved holster with the following specifications:

7.8.1 A permanently enclosed trigger guard cover

7.8.2 Level II retention holster. Use of friction retention plus a mechanism restraint. This restraint could be a thumb strap, a flip-up cover, an automatic locking system, or some other device.

7.8.3 A strong-side draw design

7.8.4 Department members may request approval to wear an alternate holster or modify their issued holster, provided it:

- Meets the specifications listed above.
- Does not utilize thumb-breaks that incorporate adjustable Velcro straps.
- Accommodates single-handed holstering and securing of the drawn firearm.
- Meets or exceeds the security level of the officer's issued holster, as determined by the Training Section.
- Is within the limits described in Directive 303.2/7.7 – LEATHER GEAR; GENERAL.
- Alternate holsters shall not be worn until inspected by a Training Section officer to ensure consistency with the specifications. In addition, officers shall demonstrate proficiency with the alternate holster.
- Any modifications made to the holster or holster mount shall be inspected and approved by Training Section personnel before use.
- The Training Section officer inspecting the holster shall record the inspection on the officer's permanent firearms record and shall include the date, time, make and model of the alternate holster and his signature.
- The inspecting Training Section officer shall also complete an **ALTERNATE FIREARMS HOLSTER AUTHORIZATION FORM (TPD FORM 7.2)** with copies directed to the officer's section commander and deputy chief to verify approval. A copy of the form shall be maintained in the officer's training file.
- All holsters shall be worn in the manner prescribed. Swivel holsters of any type shall not be permitted.

7.8.5 For plain-clothes assignments, the chief of police, or district commanders, may permit the use of a substitute holster. With the exception of the Special Operations Bureau, the only two substitute holsters acceptable are the cross-draw holster and shoulder holster. Each must meet the following criteria:

- Constructed of leather.
- Permanently enclosed trigger guard.
- Cross-draw holsters must have a thumb break release.

7.8.6 Shoulder holsters must have a thumb break or, at a minimum, be spring loaded to secure the firearm.

(a) The barrel of the firearm may point horizontal or downward when secured in the holster.

(b) Prior to use, the entire shoulder rig or cross-draw holster must be inspected and approved by the Training Section and the officer must demonstrate proficiency with the holster.

7.8.7 The purchase of the substitute holster is the responsibility of the individual sworn personnel.

7.9 **TASER HOLSTERS**

All officers issued a Taser will be issued, and shall wear, an approved holster with the following specifications:

7.9.1 A permanently enclosed trigger guard cover.

7.9.2 A thumb break release.

7.9.3 A support-side cross draw design.

7.9.4 Department members shall be permitted to wear an alternate holster, provided it:

- Meets the specifications listed above.
- Accommodates single-handed holstering and securing of the drawn Taser.
- Meets or exceeds the security level of the sworn personnel's issued holster, as determined by the TASER coordinator.
- Is within the limits described in Directive 303.2/7.7 – LEATHER GEAR; GENERAL.
- Alternate holsters shall not be worn until inspected by the Range Staff to ensure consistency with the specifications.
- The Range Staff shall complete an **ALTERNATE TASER HOLSTER AUTHORIZATION FORM (TPD FORM 7.4)** with copies directed to the sworn personnel's section commander and deputy chief to verify approval.
- All holsters shall be worn in the manner prescribed. Swivel holsters of any type shall not be permitted.
- The purchase of the substitute holster is the responsibility of the individual officer.

7.10 **BADGE AND HAT PIECE**

A badge and hat piece shall be issued to all officers.

- The hat piece shall be worn attached to the front of the hat.
- While in uniform, the badge shall be worn over the left breast of the outermost garment.

7.11 **IDENTIFICATION CARD**

Whenever officers carry their badge off-duty the identification card shall also be carried.

7.12 **RIOT HELMET**

A riot helmet shall be issued to all Operations officers. Officers shall be responsible for its ready availability in the event of an emergency.

7.13 **HANDCUFFS AND KEYS**

7.13.1 All officers shall carry their issued handcuffs while on-duty, including court appearances, and shall have the key available.

7.13.2 Plain-clothes officers are not required to carry handcuffs in a case; however, a coat shall conceal the handcuffs and firearm.

7.14 **FLASHLIGHT**

All officers shall be issued a flashlight. Officers may use the issued flashlight or may provide their own. If the flash light has a strobe feature, officers shall be aware that there is a chance the strobe feature on the flashlight may cause photosensitive seizures to occur in subjects exposed to the strobe light. Although the potential for the seizures is very small, officers shall be aware that a seizure could occur.

Officers should not attempt to do the following when using the strobe feature. Officers should not aim the strobe at persons operating a vehicle, a very young juvenile, a subject in the water or in a precarious situation that could increase the chances of injury by a fall or becoming disoriented. If an officer comes across a situation where a citizen could be placed in jeopardy, he shall not use the strobe feature.

If a citizen begins exhibiting seizure type symptoms or becomes disoriented, turn off the strobe feature immediately. Have the subject close or cover only one eye with either hand until the dizziness or seizure stops. Covering both eyes will **not** help stop the sensation. Notify Communications and request a first responder to the scene.

7.15 **MIRANDA RIGHTS CARD**

All officers shall be issued a Miranda rights card to be read to detainees as instructed in Directive 402.1/1.1 – MIRANDA RIGHTS.

7.16 **OFF-DUTY FIREARMS**

See Directive 303.3 – FIREARMS AND AMMUNITION.

7.17 **PORTABLE RADIO**

All officers shall be issued a portable radio, battery, and charger.

7.18 **VEST CARRIER, OPTIONAL**

Officers have the option of wearing an external vest carrier. Officers who choose to wear an external vest carrier may only wear the department issued carrier. A body worn camera mount worn on the external vest carrier is mandatory for all officers wearing the external vest carrier. In addition to the body worn camera mount, officers may wear on the back of the carrier, an 8 ½ inch by 3 inch "POLICE" placard supplied by the current contracted uniform supplier. Officers may wear a TASER holster on the external vest carrier, which must remain in a cross-draw position on the support side of the vest. Additionally, officers are permitted to wear up to three items from the below listed, approved equipment on the carrier. All of the items worn on the external vest carrier must be the approved version, supplied by the current contracted uniform supplier.

- Radio Holder
- Mace Holder
- Baton Holder
- Magazine Holder -Double
- Single Cuff Holder
- Flashlight Holder

7.18.1 The authorization to wear a vest carrier/molle vest and any associated equipment may be terminated or granted by the Chief of Police or his designee at any time.

7.18.2 Officers have the option of wearing the uniform necktie, the turtleneck/dickey, or neither while wearing a long sleeved Class "A" uniform shirt with an external vest carrier. The top button on the long sleeve shirt shall remain unbuttoned if no necktie is worn.

8 **INSIGNIA**

8.1 **SHOULDER PATCHES**

Shoulder patches will be furnished and sewn in place on shirts and coats supplied by

the uniform supplier. These patches shall be located on garments in compliance with the department uniform and personal equipment specifications.

8.2 **SWORN PERSONNEL NAME TAGS**

8.2.1 All personnel shall wear an approved nametag, as authorized by the chief of police, whenever they are in uniform.

8.2.2 The nametag shall be worn on the outermost garment.

8.2.3 The nametag shall be pinned over the top edge of the right breast pocket, centered between the right and left pocket edges.

8.2.4 The nametag shall be displayed so as to be readable at all times.

8.2.5 On uniform clothing that does not have a breast pocket; the nametag shall be positioned equivalent to where the top of a right breast pocket would be.

8.2.6 The nametag shall not be worn on the department issued raincoat.

8.2.7 Personnel assigned to uniform duties shall be issued two nametags.

8.2.8 Officers working in plain-clothes assignments shall wear the approved nametag while in uniform and engaged in outside employment. Nametags shall be purchased at their own expense.

8.3 **SERVICE STRIPES – SACK COAT/WINTER COAT**

8.3.1 One gold service hash mark shall be furnished for each five years of service.

8.3.2 Officers may request service stripes that shall be furnished and sewn on by the uniform supplier.

8.3.3 Service stripes may be obtained by following the procedures described in Directive 303.2/2.5 – REPAIR OF UNIFORMS.

8.4 **RANK; SHOULDER INSIGNIA OR PINS**

Insignia of rank shall be worn on both shoulders of coats of all uniformed personnel of the rank of sergeant or higher.

8.4.1 These pins shall be worn centered on the shoulder tab provided, at approximately one inch from the shoulder seam.

8.4.2 The bottom edge of the insignia shall be parallel to the shoulder seam.

8.4.3 Insignia of rank shall not be worn on the shoulders of soft shell jackets, or exterior vest covers.

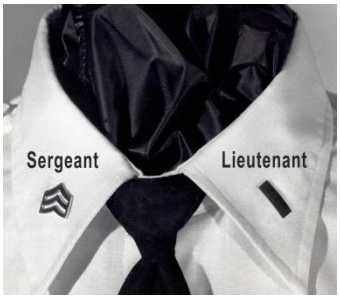
8.4.4 Those at the rank of sergeant with chevron patches on coats may continue to wear them. The simultaneous wearing of insignia of rank chevron patches on sleeves and chevron pins on the shoulders of winter duty coats is prohibited.

8.5 **RANK; COLLAR INSIGNIA**

Officers of the rank of sergeant or higher shall wear rank insignia pins on both collars of the uniform shirt.

8.5.1 The rank insignia pin of sergeant, lieutenant, captain, and deputy chief, respectively, shall be designated, as shown, below left/center.

8.5.2 The rank of assistant chief shall be designated by two stars. The rank of chief shall be designated by four stars, as shown, below right.







8.6 **SPECIAL INSIGNIA**

Additional special insignia of rank such as sleeve braid, gold hat decoration or collar trim shall be furnished for the ranks of chief, deputy chief, captain and lieutenant.

8.7 **MOURNING BANDS; BADGES**

Whether in uniform or plain-clothes, officers may wear a black band over their badge as a symbol of their mourning when fellow sworn personnel have been killed in the line of duty.

8.7.1 The band will be placed over the numbers on the patrol officer's badge, or over the rank/title for a command officer's badge.

8.7.2 The band may be worn until midnight of the day of the deceased's interment.

8.8 **MOURNING BANDS; SLEEVES**

8.8.1 Black armbands may be worn by an officer as a symbol of their mourning when fellow officers have been killed in the line of duty.

- Armbands shall not exceed three inches in width.
- Armbands shall be securely fastened to the left sleeve of the outer garment, midway between the elbow and the shoulder.
- When worn on a short-sleeve shirt, it shall be placed one inch above the bottom of the sleeve.

8.8.2 The armband may be worn until midnight of the day of the deceased's interment.

9 PLAIN-CLOTHES DRESS, OTHER UNIFORM DRESS

9.1 **PLAIN-CLOTHES DRESS; GENERAL PROVISIONS**

9.1.1 Officers assigned to duties, which do not require the wearing of the basic uniform, shall wear appropriate plain-clothes attire.

9.1.2 Male officers shall be dressed in business attire of a suit or sport coat, pants, dress shirt and a necktie.

9.1.3 Female officers shall be dressed in business attire of a suit consisting of:

- A jacket over a dress
- A jacket and skirt with a blouse
- A jacket and pants with a blouse

9.1.4 Officers on assignment within a building may remove their jacket.

9.1.5 Officers assigned to duties, which do not require the wearing of the basic uniform, may wear, as an option, a blue or black collared polo style shirt and slacks.

9.1.6 If wearing a firearm in plain view, the badge must also be displayed in plain view.

9.2 **COURT CLOTHES**

All plain-clothes officers appearing in court shall be dressed as described in Directive 303.2/9.1 – PLAIN-CLOTHES DRESS; GENERAL PROVISIONS.

9.3 **WORK CLOTHES**

9.3.1 Officers assigned to any short-term detail that may call for clothing of a casual nature shall wear pants and a shirt approved by their sworn supervisor.

9.3.2 Should the officer be required to leave their place of assignment, they shall have the badge displayed in plain view while wearing a firearm in plain view. Officers may wear a coat or jacket that will conceal the service firearm at all times while in a public place.

9.3.3 Short-sleeve or long-sleeve shirts are to be worn at the discretion of the officer, however, only the top button at the neck may be unfastened when no necktie is worn. Sleeves may be rolled up only when actually engaged in tasks which the sworn supervisor determines require it.

9.4 **FOOTWEAR**

Footwear must be clean, enclosed and the elevation shall not exceed two inches. Boots may be worn provided they are completely fastened or zipped.

9.5 **PLAIN-CLOTHES INSPECTIONS**

The supervisor of plain-clothes officers shall conduct a brief inspection during which the manner of dress and condition of equipment shall be checked.

9.6 **DRESS DISCRETION AUTHORIZED**

9.6.1 Discretion as to the manner of dress and its appropriateness to the tasks at hand rests exclusively with an officer's sworn supervisor.

9.6.2 All officers under his command shall follow the sworn supervisor's directions as to the type of clothing to be worn, provided that such directions do not conflict with this directive.

9.6.3 Officers assigned to plain-clothes duties may wear jewelry which is appropriate for business attire, is not flamboyant, and does not interfere with assigned duties.

10 PERSONAL APPEARANCE

10.1 **FINGERNAILS**

Officers shall keep their fingernails clean and neatly trimmed so as not to interfere with the performance of their duties or present a safety hazard.

- While on-duty, fingernails shall not exceed more than one-quarter–inch beyond the fingertip.
- Any nail polish worn shall be appropriate for business attire and not flamboyant.

10.2 **HAIR STYLE; MALE SWORN PERSONNEL** (See illustration on page 23)

10.2.1 At all times while on-duty or wearing the department uniform, regardless of the particular style an officer may choose to wear his hair, hairstyles shall be neat, clean, well-groomed, properly trimmed, of a natural color and shall not be extravagant.

10.2.2 The bulk of the officer's hair shall not exceed two inches in thickness on the top of the head, as measured from the scalp, nor more than 1½ inches from the side of the head, at a point measured outward from the top of the ear.

10.2.3 When combed, hair shall be allowed over the ear, but not more than $^2/_3$ of the ear shall be covered.

10.2.4 Hair shall not fall over the eyebrows.

10.2.5 At the neck, the bulk of the hair shall not exceed more than one inch outward in any direction at its lowest point.

10.2.6 Hair may touch the collar, but not extend downward beyond ½ inch from the top of the collar.

10.2.7 In all cases, the bulk and length of the hair shall be measured while the officer is standing with the head in a normal carry position and with the collar of the shirt buttoned.

10.3 **HAIR STYLE; FEMALE SWORN PERSONNEL** (See illustrations - pages 23 & 24)

10.3.1 At all times, while on-duty or wearing the department uniform, regardless of the particular style an officer may choose to wear her hair, hairstyles shall be neat, clean, well-groomed, properly trimmed, of a natural color and shall not be extravagant.

10.3.2 Female officers may wear either down or up hairstyles.

- When worn down, hair shall not be of such length as to touch any part of the shoulders.
- When worn up, hair may be of longer length, but shall be pinned up securely in place in a neat manner so it does not touch any part of the shoulder.

10.3.3 When a uniform hat is worn, female officers shall ensure their hair is neatly pinned up underneath the hat.

10.3.4 For safety reasons, "pony tails" are not authorized for wear while in uniform.

10.3.5 In all cases, the bulk and length of hair shall not interfere with the wearing of any uniform or equipment headgear.

10.4 **SIDEBURNS**

If an officer chooses to wear sideburns they shall be neatly trimmed.

10.4.1 Sideburns shall not flare to more than 1½ inches in width, ending at a clean-shaven, horizontal line, squared at the bottom.

10.4.2 Sideburns shall not extend below the bottom of the earlobe.

10.5 **MUSTACHES**

A neatly trimmed mustache of natural color may be worn.

10.5.1 No portion shall extend more than ½ inch beyond the corners of the mouth; nor shall any portion extend more than ½ inch below the corners of the mouth.

10.5.2 Mustaches shall not cover or touch any portion of the lower lip.

10.5.3 Mustaches that curl at the ends, or other extreme types, shall not be permitted.

10.6 **BEARDS AND GOATEES**

Department personnel are permitted to have a beard or goatee. It shall be neatly trimmed at all times and be of consistent length throughout. The beard or goatee may not exceed a maximum length of a ½". Beards must connect to an appropriately grown mustache and follow a defined cheek or jaw line. The neck shall remain clean shaven. Designer beards, or "chin strap" beards are prohibited. Additionally, displaying words, images, logos, or designs in the beard/goatee is prohibited.

10.6.1 Police cadets and the following are ***not authorized*** to wear a beard or goatee:

- Probationary police officers
- Honor Guard personnel

- Academy staff personnel (while actively training a police class)

10.6.2 A growth of whiskers shall be temporarily permitted for medical reasons, when substantiated on a "Statement of Attending Physician" form by the sworn personnel's personal physician and shall be submitted every six months while the condition exists. All medical documentation shall be forwarded to the Personnel Section.

(a) The city retains the right to have this condition reviewed by a city physician at any time.

(b) An employee with a medical condition that precludes shaving should be assigned temporary duties that require a minimal amount of public exposure.

10.6.3 The wearing of beards/goatees or the authorization to wear a beard/goatee may be terminated or granted by the Chief of Police or his designee at any time.

10.7 WIGS

The wearing of a wig or hairpiece while in uniform or on-duty is prohibited, except to cover natural baldness or physical disfigurement caused by accident or medical procedures. The wig must conform to all uniform hair regulations.

10.8 TATTOOS

While tattoos are worn as a matter of personal choice, tattoos visible to the public may shift the focus from the officer serving as a neutral representative of government to the officer himself. This distraction can be counter-productive to the mission and the efficiency of the department, therefore:

10.8.1 Facial and/or neck tattoos are prohibited on all personnel.

10.8.2 Any visible tattoo that is deemed offensive, profane, or objectionable shall be covered while on-duty or while performing any police-related function. Examples of offensive, profane, or objectionable tattoos include but are not limited to:

- Depictions of nudity
- Sexually suggestive or explicit
- Gang related
- Symbols likely to incite a strong negative reaction in any group (i.e., swastikas, pentagrams, etc.)
- Initials, numbers, or acronyms that represent criminal or historically oppressive organizations (i.e., KKK)

10.8.3 The chief of police or his designee is the final authority for determining if a visible tattoo is offensive, profane, or objectionable.

10.9 JEWELRY AND BODY ORNAMENTATION

10.9.1 Rings on the hand may be worn while in uniform.

(a) Rings worn should not be able to inflict injury to the officer or anyone with whom the officer may come in contact.

(b) The number of rings worn shall be limited to two per hand.

10.9.2 Necklaces, pendants, or medallions worn around the neck shall not be visible when the uniform is worn.

10.9.3 Female officers may wear clip-on or post-type earrings in uniform assignments

provided that the earrings do not exceed a diameter of ¼ inch.

(a) Earrings shall fit snugly against the ear and shall be worn as a matched pair with only one earring per ear.

(b) Earrings of a dangling or hoop design shall not be worn while in uniform.

10.9.4 Male officers shall not wear any type of earring. The only exception to this requirement may be granted according to Directive 303.2/9.6 – DRESS DISCRETION AUTHORIZED for undercover sworn personnel.

10.9.5 With the exception of earrings, no other form of body piercing or subcutaneous implantation that is visible to the public shall be worn by officers. This includes, but is not limited to, tongue, nose, and eyebrow piercings. The only exception to this requirement may be granted according to Directive 303.2/9.6 – DRESS DISCRETION AUTHORIZED for undercover sworn personnel.

10.10 EXEMPTIONS

Any exemption to the personal appearance standards shall be granted only by the chief of police, in writing, to fulfill a specific police purpose, or as may be necessary for a particular assignment. At the termination of the need for such an exemption, the sworn personnel shall resume compliance with these standards.

11 SALUTING REGULATIONS

11.1 SALUTING DURING NATIONAL ANTHEM OR FLAG CEREMONIES

When the National Anthem is played at any ceremony or during a ceremony of hoisting and lowering the United States flag, those officers in uniform, including hat, shall face the flag and render the prescribed hand salute.

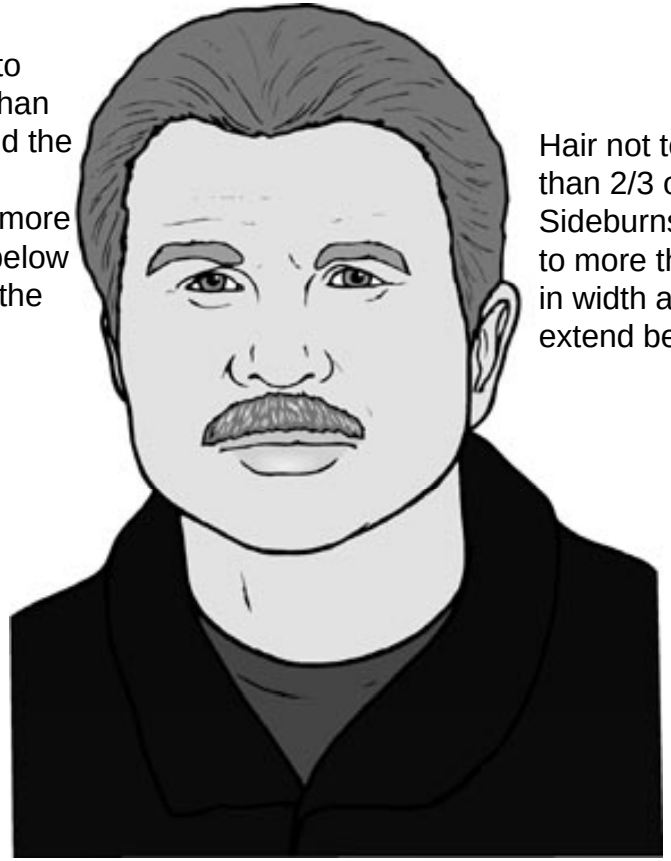
11.1.1 Officers in uniform, but no hat, shall face the flag, place their hand over their heart and stand at attention.

11.1.2 Officers in plain-clothes dress shall place their hand over their heart and stand at attention.

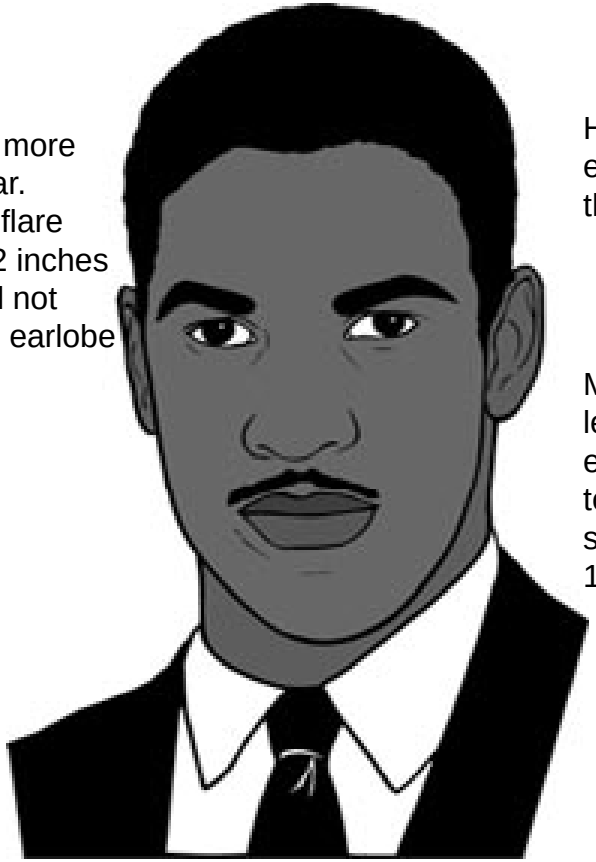
11.1.3 If there are no National Colors present, officers shall face the band and, if wearing the uniform hat, render the salute. Officers not wearing the uniform hat shall place their hand over their heart and stand at attention.

Men’s Hair Style

Mustache not to exceed more than 1/2 inch beyond the corners of the mouth and no more than 1/2 inch below the corners of the mouth



Hair not to cover more than 2/3 of the ear. Sideburns not to flare to more than 11/2 inches in width and shall not extend below the earlobe



Hair bulk not to exceed 2 inches at the top of the head

Maximum hair length that may extend below the top of the collar shall not exceed 1/2 inch

Female's Hair Style
Hair Worn Down





Female's Hair Style
Hair Worn Up



DIRECTIVE 303.3	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED March 26, 2026	PART: SUPPORT SERVICES CHAPTER: FACILITIES AND EQUIPMENT	PAGES 10
RESCINDS July 28, 2020	**FIREARMS AND AMMUNITION**	

I POLICY

To ensure the safety of the public and themselves, officers are required to be equipped with firearms while on duty. In addition, officers must be proficient in the handling and use of firearms to attain the highest level of performance and safety. To accomplish this mission, the Toledo Police Department shall maintain a continuous course of instruction in firearms for all of its sworn personnel

II PROCEDURES

1 ON-DUTY FIREARMS AND AMMUNITION

Prior to issuance to an officer, all department firearms shall be inspected and approved by the department armorer to ensure that the firearm is within specifications and in safe working order. In addition, each officer's service firearm will be serviced periodically by the department armorer.

1.1 Firearms found to be deficient shall be removed from service by the armorer and repaired and/or replaced. The officer will receive a replacement firearm until the service firearm is repaired or replaced.

1.2 An approved service firearm shall be issued to all officers by the department, the specifications of which shall be dependent upon the nature of the officer's assignment.

1.2.1 Officers while on-duty shall carry only the firearm issued and approved by the department. Sworn personnel may use an approved rail-mounted light, red dot optic, and holster for the primary service firearm, (when issued) both on and off-duty, upon training and qualification conducted by Toledo Police range personnel.

- Handgun
  - Brand
    - Smith and Wesson / Sig Sauer
  - Models
    - M&P9 M2.0 / M&P Shield Plus
    - P226 / P229 / P239
- Shotgun
  - Brand
    - Benelli
  - Model
    - Model M4
- Tactical Patrol Rifle
  - Brand
    - Various Manufactures

- Model
  - M16/AR-15
- Optic
  - Brand
    - Aimpoint
  - Model
    - Various
  - Type
    - 3.5 MOA Red Dot Reflex

1.2.2 Only department issued ammunition shall be carried in the service firearm

- Handgun
  - Brand
    - Speer and Federal
  - Types
    - Speer 9mm Gold Dot G2 147 grain (M&P9 M2.0)
    - Speer 9mm Gold Dot +P 124 grain (Shield Plus)
    - Federal .40 Caliber HST 180 grain (Sig P226/229/239)
- Shotgun
  - Brand
    - Federal
  - Type
    - 12 gauge Tactical "00" Buck
  - Brand
    - Winchester
  - Type
    - Ranger Segmented Rifled Slug
- Tactical Rifle
  - Brand
    - Speer Gold Dot
  - Type
    - .223 caliber 55 grain Jacketed Soft Point (JSP)

1.2.3 All sworn personnel shall be issued three magazines approved by the department. Sworn personnel in the Operations Division shall carry three magazines. All other sworn personnel shall carry a minimum of two magazines while on duty.

1.3 Except for performing a press check, the manual cocking of the Sig Sauer firearm is prohibited.

1.4 To de-cock the Sig Sauer firearm, officers shall use the de-cocking lever.

2 FIREARMS PROFICIENCY

2.1 During all proficiency training, a qualified Toledo Police Department firearms instructor shall be present on the firing line at all times.

2.2 All Toledo Police Department officers shall, at a minimum, qualify with their service firearm on a yearly basis.

2.3 The qualification course shall comply with the rules adopted by the Ohio Attorney General's Office pursuant to Ohio Revised Code Section 109.743.

2.4 When an officer fails to meet the minimum score required for each exercise after three consecutive attempts he shall be given individualized remedial instruction in the areas of deficiency by the range staff. When the officer believes that he can successfully meet the degree of proficiency required, or when the range sworn supervisor deems it necessary, the officer shall re-fire the specific exercise that he failed. Officers meeting the proficiency standards on all exercises shall be considered qualified. Only sworn personnel qualified with specific firearm are approved to carry firearm.

3 FAILURE TO QUALIFY

The range sworn supervisor shall disarm any officer failing to meet the proficiency standards required on all exercises.

3.1 The firearm shall be stored by the range sworn supervisor in a secure place.

3.2 The range sworn supervisor shall notify the disarmed officer's commander and refer the officer to the Early Intervention System. (TPD Form 12.40).

3.3 An officer who is disarmed of a handgun shall be given an assignment that does not require the carrying of firearms.

3.3.1 The officer shall be ordered not to carry his city issued firearm on or off duty.

3.3.2 The officer shall be given an assignment that does not require the wearing of a uniform.

3.4 Officers failing to qualify with the shotgun shall have their authorization to use the shotgun revoked. If the failing officer is issued a shotgun during his normal duties, (i.e. Operations) his assignment shall be changed to one that does not require having an issued shotgun.

3.5 The officer shall not be permitted to operate a marked police vehicle. If needed, the officer's commander shall make arrangements to have the officer and his vehicle transported back to his assigned work area.

3.6 An officer who has failed to qualify shall be scheduled at the range as soon as practical by the failing officer's commander. In no case shall the additional attempts take place later than seven days after the original training.

3.7 When an officer fails to qualify after remedial training or fails to attempt to qualify within the allowed seven range working days, the range sergeant shall complete a **Complaint Response Form (TPD 27.1)** and forward it through the chain of command for review. A copy of the Complaint Response Form shall be sent to the affected employee's deputy chief and to the Internal Affairs Section for filing.

3.8 The range sworn supervisor may exempt an officer from completion of any qualifying course of fire when, in his opinion, unusual circumstances create a situation that would be detrimental or unfair to the officer if firing continues.

3.8.1 The range sworn supervisor granting an exemption shall complete and forward an UNUSUAL INCIDENT REPORT (TPD FORM 40.0) to the Training Section commander who shall then notify the officer's commander.

3.8.2 Once notified, the concerned officer's commander shall reschedule the officer for firearms training.

[redacted]

[redacted]

5 OFF-DUTY FIREARMS AND AMMUNITION

5.1 Carrying a firearm off-duty is optional.

5.2 Whenever an officer carries the service firearm or a substitute off-duty firearm, the officer shall also have in his possession the issued badge or wallet badge (purchased at the officer's expense) and identification card.

5.3 If an officer elects to carry a firearm while off-duty, it shall be either the service firearm or an approved substitute and shall meet all the following conditions:

- 5.3.1 Handguns shall be of such design and construction to ensure safety and competency with the firearm.
- 5.3.2 Shall not exceed a barrel bore greater than .45 caliber.
- 5.3.3 Handguns shall have all safety features and mechanisms in good working order.

5.4 Off-duty ammunition requirements:

- 5.4.1 If the firearm is compatible with the service firearm, it shall be loaded with department-issued ammunition.
- 5.4.2 If the firearm is a different caliber than the service firearm, the officer shall supply acceptable ammunition at his own expense, in sufficient quantity for training purposes.
- 5.4.3 Rifle, totally frangible, exploding, shot or other non-conventional ammunition shall not be used.

5.5 Manner of carrying off-duty firearms:

- 5.5.1 It is recommended that any firearm carried by an off-duty officer be carried in a holster, designed and constructed to hold the firearm securely and prevent the firearm from accidentally falling out.
- 5.5.2 Officers shall make every effort to carry their off-duty firearm concealed from the view of the general public.

6 ANNUAL PROFICIENCY WITH OFF-DUTY FIREARMS

Upon an approved inspection, the officer shall contact the Training Section to demonstrate proficiency and familiarity with the off-duty firearm. Officers who carry a gun off duty, and have not completed the annual inspection and qualification with a firearm, may incur individual liability which is not indemnified by the city of Toledo should an off-duty incident occur. The officer may be subject to increased civil liability for their actions.

6.1 The officer shall demonstrate proficiency and familiarity on a yearly basis.

6.2 The range armorer shall document the results of the proficiency testing, and record make and type of off duty ammunition.

6.3 Officers are prohibited from carrying an off-duty firearm with which they have not demonstrated proficiency. Officers that have state issued CCW permits are subject to all laws and regulations applicable from the issuing jurisdiction.

7 MAINTENANCE OF OFF-DUTY FIREARM

Any firearm other than the official, issued service firearm is the responsibility of the individual officer to purchase and maintain.

7.1 The department is not responsible for any lost, stolen or damaged off-duty firearm.

7.2 Maintenance standards must conform to those for the issued service firearm.

8 USE OF OFF-DUTY FIREARMS RESTRICTED

8.1 When it becomes necessary for the chief of police to restrict an officer from carrying a firearm on duty, he may also restrict the officer from carrying a substitute department issued firearm while off duty.

8.2 The Ohio Revised Code places restrictions on access to firearms while intoxicated.

8.2.1 Ohio Revised Code 2923.15 states:

- "No person, while under the influence of alcohol or any drug of abuse, shall carry or use any firearm or dangerous ordnance."
- "Whoever violates this section is guilty of using weapons while intoxicated, a misdemeanor of the first degree."

8.2.2 Ohio Revised Code 2923.16D1 states:

- "No person shall knowingly transport or have a loaded handgun in a motor vehicle if, at the time of that transportation or possession… The person is under the influence of alcohol, a drug of abuse, or a combination of them."
- "Whoever violates this section is guilty of improperly handling firearms in a motor vehicle… a felony of the fifth degree."

NOTE: Ohio Revised Code, Sections 2923.15 and 2923.16D1 make no exception for law enforcement officers.

8.3 Officers, whether on duty or off duty shall not carry, use, or have in their possession any firearm or dangerous ordnance in violation of Ohio Revised Code 2923.15 or 2923.16D1.

9 TRAINING & INSPECTION OF DEPARTMENTAL FIREARMS

9.1 FIREARMS TRAINING

Every department officer shall participate in at least one handgun/shotgun qualification course annually. This program shall address the following goals for department officers:

- High personal proficiency with the service firearm
- High firearms safety standards
- Consistency of performance
- Compliance with department's Action Response Directive
- Proper target identification and selection
- Rapid and instinctive shooting techniques
- Meet State of Ohio mandated firearms qualification standards

9.2 SPECIAL WEAPONS TRAINING

The Special Operations Bureau shall conduct annual training in the use of specialized firearms issued to the officers assigned to the bureau.

9.2.1 Whenever firearms training is conducted, all officers who participate shall demonstrate proficiency and qualify in the use of the specialized firearm.

9.2.2 Officers failing to qualify with any specialty firearm shall have their authorization to use the firearm withdrawn.

9.2.3 Scheduling of re-qualification attempts and/or remedial training shall be the responsibility of the officer's commander.

9.2.4 The Special Operations Bureau commander shall be responsible for maintaining accurate records of each officer's firearms training/qualification, including attendance, proficiency, scores and firearms with which the officer is qualified to carry.

9.3 FIREARMS TRAINING RECORDS

The Training Section shall maintain accurate records of each officer's service firearms training, including attendance, proficiency and scores.

9.4 REMEDIAL TRAINING

9.4.1 Remedial training is additional training designed to develop the basic skills of marksmanship.

9.4.2 Remedial training is offered to any officer who requests it and shall be given to any officer who either fails to qualify after their first three consecutive attempts, or who is ordered to attend by the chief of police.

9.4.3 Remedial training shall be given by appointment only, when not in conjunction with qualifying. It shall be the responsibility of the concerned officer and/or his sworn supervisor to contact the Training Section to schedule an available appointment. A qualified Toledo Police Department firearms instructor shall be present at all times on the firing line during remedial training sessions.

10 DAILY FIREARMS INSPECTION

At the completion of roll call, officers shall assemble into lines for inspection of firearms.

10.1 The firearm shall be carried with one round in the chamber. Each officer is responsible to ensure the firearm is in the prescribed manner of carry.

11 MAINTENANCE INSPECTION

The maintenance inspection of the service firearms shall be conducted twice monthly, on days set by shift or division procedures. Maintenance inspections shall include patrol rifles.

11.1 Sworn supervisors may also conduct periodic checks at times other than the normal maintenance inspection day.

11.2 Sworn supervisors may include additional procedures that ensure safe and expeditious maintenance inspections.

11.3 On those days that have been designated as maintenance inspection days, each officer shall report to the designated area, for example the roll call room, and unload his firearm at the sand barrel under the supervision of a sworn supervisor.

11.3.1 After the firearm is cleared, the officer shall remove the slide from the frame of the firearm.

11.3.2 The inspection of the firearm shall consist of a check of cleanliness, proper slide lubrication, wear, and a check of the ammunition.

- The inspecting sworn supervisor shall ensure any deficiencies are corrected.
- Once inspected, the officer shall place the slide back on the frame with the slide locked back. The officer shall then reload his firearm at a sand barrel and re-holster in the mandated manner of carry under the supervision of a sworn supervisor.
- All firearms shall be loaded or unloaded at a sand barrel. Sand barrels shall be located at the Safety Building, Scott Park District Station, Ottawa Park Substation, Alarm Building, Academy and Range.

12 RANGE SAFETY

12.1 RANGE TRAINING SESSION

During any training session, range discipline and proper safety practices shall be maintained at all times.

12.1.1 Failure to follow instructions or adhere to proper safety practices shall result in disqualification of the offender at the point of the infraction.

(a) Disqualification shall be considered as one qualification attempt.

(b) The offender shall then be given remedial training to ensure that all instructions and safety practices are understood prior to being given a second opportunity to participate in the qualification exercise.

12.1.2 If the offending officer persists in the unsafe practices, improper actions, or fails to follow instructions after adequate remedial training, the range supervisor shall remove the offending officer from the line and the officer will not be allowed to continue. A Department Investigation Form shall be initiated.

13 STORAGE OF FIREARMS

Officers, **both on and off-duty** are responsible for the safe storage of department authorized firearms.

13.1 Pool department firearms shall be stored in a place that is locked.

13.2 When necessary, on-duty officers shall store their authorized firearm in a place that is secure and locked (i.e. Shotgun Rack, Gun Locker at LCJ). When working in an office environment, officers who remove their firearm shall store it in a location that is locked or under constant personal observation. At no time shall an officer leave a firearm unattended unless it has been properly secured.

13.3 While off-duty, officers shall make every effort to ensure that department authorized firearms are safely stored in a manner where they are not accessible to children or other individuals. While not all-inclusive, methods of safely storing a firearm off-duty may include:

13.3.1 Utilizing a commercial trigger lock.

13.3.2 Utilizing a gun safe.

13.3.3 Securing the firearm in the officer's assigned locker at a police facility.

13.3.4 Unloading the firearm and storing the firearm and ammunition, separately, under lock and key.

13.3.5 Utilizing handcuffs, padlocks or flex cuffs to prevent the cylinder or slide from closing.

14 ATTACHED RAIL-MOUNTED WEAPON LIGHTS

If an officer's weapon is equipped with an attached rail-mounted light:

14.1 The approved attached rail-mounted weapon light is a part of the weapon and shall not be used in lieu of a flashlight for illumination.

14.2 The attached rail-mounted weapon light may only be aimed in a direction where it is appropriate to point the weapon.

14.3 The attached rail-mounted weapon light shall not be removed when carrying the firearm in the issued or approved duty holster.

14.4 The attached rail-mounted weapon light may be removed when carrying the firearm in an approved off-duty/administrative holster.

15 ATTACHED RED DOT OPTIC

Officers must attend a pistol red dot optic firearms training and be able to proficiently pass the qualification course.

15.1 The approved optic must be attached and mounted to the department issued firearm by range personnel.

15.2 The pistol must have iron sights affixed to the weapon. These iron sights must be able to acquire a target with the optic in place.

15.3 Pistols with red dot optics must be carried in a safe manner in an approved holster.

15.4 The red dot optic shall not be removed unless done so by range personnel.

16 FIREARMS RESTRICTIONS

16.1 DISCHARGING OF FIREARMS AT MOVING MOTOR VEHICLES

The discharging of a firearm at a moving motor vehicle creates substantial risks. The likelihood of misses, the subsequent risk of errant shots, the improbability of stopping the vehicle, and the probability of the vehicle's crashing and causing injury to officers and other persons, are among factors that counsel against such actions, other than in the most extreme circumstances.

The discharging of a firearm at a moving motor vehicle is **prohibited**, unless other alternatives are impractical, or would present a greater risk to the officer, or to others.

If possible, and under the circumstances, it is the officer's **primary responsibility** to move out of the path of the motor vehicle, and/or seek cover. In most instances, this option provides the safest alternative for the officer.

16.2.1 Officers shall utilize the tactical positioning of vehicles, and tactical vehicle approaches, in order to minimize the danger presented by occupied vehicles.

16.2.2 Due to the extreme risks presented to officers, they shall not deliberately place themselves in the path of a fleeing vehicle.

16.2.3 Reaching into an occupied vehicle to turn off the ignition, significantly increases the likelihood of being disarmed, entangled, dragged, or even killed, as a result. Therefore, an officer should only engage in this practice after careful consideration of the tactical situation.

16.2.4 As with all uses of firearms, the discharging of a firearm at a motor vehicle is only justified if the officer has probable cause to believe that the subject poses an immediate threat of danger of death, or serious physical injury, to the officer, or to others.

17 DISCHARGING OF FIREARMS FROM MOVING MOTOR VEHICLES

As is the case with firing **at** moving motor vehicles, the substantial risk created by firing **from** a moving vehicle must be carefully weighed, against the possibility of an innocent person being injured.

17.2.1 Discharging a firearm from a moving vehicle is **prohibited**, unless other alternatives are impractical or would present a greater risk to the officers, or to others.

17.3 OFFICERS SHALL NOT DISCHARGE FIREARMS

No member of the department shall discharge a firearm, under the following circumstances:

17.3.1 As a warning.

17.3.2 Solely to disable a motor vehicle.

17.3.3 In any case, involving solely a misdemeanor, or traffic offense.

17.3.4 In any felony case, that does not involve an actual or threatened attack, and could result in death, or serious physical injury.

17.3.5 To effect the arrest, or to prevent the escape of a misdemeanant.

17.4 PROHIBITED USE OF FIREARMS AND AMMUNITION

No member of the department shall:

17.4.1 While acting as an agent of the department, carry, use, or discharge any firearm or ammunition, except those issued or approved for use, by the department.

17.4.2 At any time, *on* or *off*-duty, unnecessarily draw, or point a firearm, engage in 'horseplay' with a firearm, or use a firearm as an impact weapon.

DIRECTIVE 303.4	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED September 12, 2018	PART: SUPPORT SERVICES CHAPTER: FACILITIES AND EQUIPMENT	PAGES 3
RESCINDS December 1, 2012	**AGENCY-OWNED PROPERTY**	

I POLICY

The Toledo Police Department accepts responsibility for the care and control of valuable city equipment and is entrusted with the preservation and accounting of its use. The overall responsibility for the department's inventory of equipment lies with the Property Management Unit; however, all employees are expected to properly care for equipment and materials assigned to them.

II PROCEDURES

1 INVENTORY OF EQUIPMENT AND SUPPLIES

Commanders shall be accountable for department-owned property in their divisions, bureaus, sections or units, and shall maintain an updated department inventory file with copies of their annual inventory.

1.1 Each commander shall conduct a physical inventory of property each November. The Property Management Unit shall provide a computer printout to each commander in October of each year. The physical inventory shall consist of comparing the existing inventory file with the actual inventory in the division, bureau, section or unit and the new computer printout provided by the Property Management Unit.

1.2 Corrections, additions or deletions shall be recorded on the new computer printout, with the original returned to the Property Management Unit by November 30th. A copy of the corrected printout shall be retained at the appropriate level. After review, a corrected printout will be sent to each commander. This corrected version will be maintained and updated throughout the following year in the inventory file.

1.3 When a discrepancy is found in an inventory that cannot be accounted for, the bureau, section, unit commander or the Property Management commander may initiate a department investigation.

2 PROPERTY TO BE INVENTORIED

All department-owned property shall be inventoried annually with the exception of the following:

- Office supplies such as staplers, tape dispensers, wastebaskets, in & out trays, etc.
- Items issued to officers or carried in police vehicles.
- Items inventoried under existing inventory systems such as firearms, computers and portable radios.
- Items that are leased or loaned to the department, such as photocopiers.

3 INVENTORY IDENTIFICATION TAGS

3.1 Generally, all items that are to be included in the department inventory have a City of Toledo Property Identification tag with an identifying control number.

3.2 Recognizing that some items are not conducive to attaching tags, the Property Management commander shall provide a list of these items and their assigned inventory numbers to commanders.

3.3 If, during this inventory, an item is found that is neither tagged nor listed on the untagged property list, the Property Management Unit shall be notified and will ensure a tag is affixed and an inventory control number is assigned.

4 INVENTORY CONTROL FORMS

The inventory shall be tracked using forms and cards which will be provided by the Property Management Unit:

4.1 PROPERTY INDEX CARD (TPD FORM 10.3)

- Upon receipt of new property, a PROPERTY INDEX CARD shall be completed by all commanders and forwarded to the Property Management Unit.
- The Property Management Unit shall tag and number the item.
- Commanders shall also add the new item and its identifying number to the computer printout of inventory upon receipt of the number.

4.2 PROPERTY DISPOSITION CARD (TPD FORM 10.4)

- PROPERTY DISPOSITION CARD, shall be completed and forwarded to the Property Management Unit by a commander whenever property in a section becomes unneeded, worn-out, transferred, lost or stolen.

5 PROPERTY TRANSFER

When an inventoried item is transferred to another section, the PROPERTY DISPOSITION CARD shall be completed and signed by both commanders involved in the transfer.

5.1 Both commanders shall update their inventory files to reflect the transfer.

5.2 The commander receiving the property item shall forward the completed PROPERTY DISPOSITION CARD to the Property Management Unit, which shall re-tag and/or re-number the item as soon as possible.

6 LOST OR STOLEN PROPERTY

When an inventoried item is lost or stolen, the commander shall cause an INCIDENT REPORT (TPD FORM 38.12) to be completed and, if necessary, shall initiate a departmental investigation.

6.1 A PROPERTY DISPOSITION CARD shall also be completed to reflect the loss and section inventory files shall be updated.

7 PROPERTY DISPOSAL

When inventoried property is no longer serviceable or needed within a section, the commander shall complete a PROPERTY DISPOSITION CARD and direct it to the Property Management Unit.

7.1 The Property Management commander shall determine the final disposition of the property item and shall notify the commander to delete the item from his inventory file.

7.2 Under no circumstances shall any department member dispose of department-owned property without the written authorization of the Property Management commander.

7.3 Equipment containing information (computers, cell phones, cameras etc.) shall be disposed of by the Technical Services Unit. The Technical Services Unit shall ensure the

destruction of hard drives or data cleansing of the device prior to it being removed from service or destroyed through proper channels. Any device containing sensitive information shall be incinerated or shredded when no longer needed.

8 OBTAINING PROPERTY HELD BY PROPERTY MANAGEMENT

8.1 Requests for property held in the Property Management Unit shall be submitted on a REQUEST FOR UNCLAIMED OR FORFEITED PROPERTY FORM (TPD FORM 55.3). Part 1 of the form shall be completed by the requesting commander and submitted to the Office of the chief of police through the ascending levels of review.

8.2 One form shall be completed for each item requested. Upon approval by the chief of police, the request shall be sent to the Property Management Unit. It shall be kept on file until December 31st of each year or until the property becomes available.

8.3 The Property Management Unit commander shall return the unfilled request to the respective commander to determine if the need for the item still exists. Should the item still be needed, the commander shall note the request as such and return it to the Property Management Unit, where it shall be kept on file until the property becomes available or until the end of the year.

8.4 If multiple requests are received for the same item, the chief of police shall determine the priority of assignment.

8.5 Any items that have been obtained from the Property Management Unit through this procedure shall be inventoried per the existing inventory procedure.

8.6 Property items that have been obtained through this procedure shall not be transferred from one division, bureau, section or unit to another.

9 STORED EQUIPMENT RESPONSIBILITIES

9.1 Maintenance of stored department property in a state of "operational readiness" shall be the responsibility of the person or division/bureau/section/unit to which the property is assigned.

9.2 "Operational readiness" includes care and cleaning, preventative maintenance, repair, workability and responsiveness of the property.

9.3 It is the responsibility of respective supervisors to ensure compliance by conducting inspections at regular intervals.

10 ISSUING AGENCY OWNED PROPERTY

10.1 Property may be issued or reissued to authorized users from the following:

- Training Section
- Assigned division, bureau, section or unit
- Equipment Officer

10.2 All agency property that is issued or reissued shall be signed for by the employee receiving the property. The item shall be logged in the appropriate location and the identification number recorded for inventory purposes. Property that is generally disposable in nature shall be excluded from these procedures.

DIRECTIVE 303.5	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE April 01, 2003		
REVISED December 1, 2012	PART: SUPPORT SERVICES CHAPTER: FACILITIES AND EQUIPMENT	PAGES 2
RESCINDS June 01, 2011	**SPECIAL-PURPOSE VEHICLES**	

I **POLICY**

The Toledo Police Department shall properly equip and maintain special-purpose vehicles and ensure authorized and qualified personnel operate such vehicles.

II **DEFINITIONS**

SPECIAL-PURPOSE VEHICLES – A department vehicle other than an administrative or regular patrol car used for special operations and events.

- **ARMORED PERSONNEL CARRIER (APC)** – An armored officer transport utilized as a heavyweight equipment vehicle for tactical entries, response to hostage situations, bank robberies and active shooters at schools or any office complex.
- **CANINE UNIT VEHICLE –** A vehicle utilized for and specially equipped to transport a police work dog.
- **COMMERCIAL ENFORCEMENT VAN –** A vehicle equipped with portable scales utilized for weighing commercial and other vehicles.
- **HARBOR PATROL WATERCRAFT –** Watercraft utilized for and specially equipped to conduct police operations on waterways.
- **MOBILE COMMAND POST VEHICLE –** A vehicle equipped with radio and telephone equipment, maps and other items making it capable of being used as a mobile command post.
- **MOUNTAIN BIKES –** Bicycles utilized for and specially equipped to perform police operations.
- **NORTHWEST OHIO BOMB SQUAD VEHICLES –** Vehicles utilized for incidents involving explosives and/or hazardous devices.
- **RAID WAGONS/TECHNICAL ASSISTANCE RESPONSE VEHICLES (TARV)** – A vehicle utilized for transport of the Tactical Operations Team members to execute search warrants. Secondary use is for the accommodation of technical equipment and the Hostage Negotiation Team at a critical incident scene.
- **RAPID RESPONSE VEHICLE (RRV)** – A lightweight equipment vehicle utilized for immediate response to bank robberies in progress and active shooters at schools or any office complex.
- **SPEED CONTROL VAN** – A vehicle utilized for speed enforcement within school zones.

III PROCEDURES

1 SPECIAL-PURPOSE VEHICLE USE

1.1 OBJECTIVES

1.1.1 To formulate written policy and procedures governing the use of special-purpose vehicles.

1.1.2 To ensure special-purpose vehicles are maintained in a state of operational readiness at all times.

1.1.3 To ensure those members operating special-purpose vehicles are knowledgeable of the vehicle's unique characteristics and maintain the appropriate licensing endorsement for the particular vehicle operated.

1.2 INSTRUCTIONS, CONDITIONS AND LIMITATIONS OF USAGE

Information concerning the usage of all special-purpose vehicles is located within the individual bureau, unit or section manual regarding special-purpose vehicles.

1.3 AUTHORIZATION FOR USE

Commanders are responsible for authorizing the use of assigned special-purpose vehicles.

1.4 QUALIFICATIONS AND TRAINING

Any officer operating special-purpose vehicles must possess a current and valid license for that type of vehicle, if applicable. Prior to operating such vehicles, operators shall be trained according to the established standards for their respective assignments.

1.5 CONDITION AND MAINTENANCE

Commanders are responsible for the condition and maintenance of the special-purpose vehicles under their command.

1.6 EQUIPMENT

Lists of required equipment are located within the individual bureau, unit or section manual regarding special-purpose vehicles assigned to that area.

1.7 AUTHORIZED PERSONS OR POSITIONS

Commanders shall maintain a current list of personnel trained and authorized to operate assigned special-purpose vehicles. Only those persons who are trained and authorized may operate special-purpose vehicles.

1.8 REMOVED

DIRECTIVE 303.6	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE June 6, 2005		
REVISED November 7, 2019	PART: SUPPORT SERVICES CHAPTER: FACILITIES AND EQUIPMENT	PAGES 2
RESCINDS December 1, 2012	**RETIREE QUALIFICATION**	

I POLICY

The Law Enforcement Officers Safety Act (LEOSA) allows for current police officers and retired police officers to carry concealed weapons across state lines. One provision of this act requires retired police officers to qualify with their firearm every twelve months. This directive outlines the process of qualification for retired police officers.

The Toledo Police Department shall comply with the Law Enforcement Officers Safety Act and allow officers who retire in good standing with the Toledo Police Department, at the discretion of the chief of police, to participate in scheduled weapon qualifications.

II PROCEDURES

1 APPLICATION

Any retired Toledo Police officer wishing to comply with the LEOSA shall complete the APPLICATION FOR RETIREE GUN IDENTIFICATION CARD (TPD FORM 11.12). The application shall be submitted to the Office of the Chief of Police for processing and the following shall occur:

1.1 A Triple III criminal records check of the applicant shall be conducted.

1.2 The original APPLICATION and the Triple III information shall be submitted to the chief of police.

1.3 The chief of police shall approve or disapprove the application and direct the following:

(a) Notification shall be sent to the applicant. The notification shall include:
- A copy of the original application
- The final disposition (approval/disapproval)

(b) If approved, the applicant shall be directed to contact the Toledo Police Range commander to schedule the firearm qualification.
- A copy of the approved APPLICATION shall be forwarded to the commander of the Training Section.

2 QUALIFICATION

After qualifying, applicants will be issued a “TOLEDO POLICE RETIRED” identification card.

2.1 The Training Section will maintain all records associated with LEOSA.

2.2 Retired officers seeking to renew their identification card shall contact the Range commander to schedule the firearm qualification. Upon successful qualification a Triple III backgrounds check will be conducted and a new identification card issued.

3 **REVOCATION**

This privilege can be revoked, at any time, by the chief of police or for non-compliance with any applicable local, state, or federal laws. Upon revocation the retiree shall be instructed to return his identification card to the Office of the Chief Police.

DIRECTIVE 303.7	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE July 1, 2015		
REVISED	PART: SUPPORT SERVICES CHAPTER: FACILITIES AND EQUIPMENT	PAGES 5
RESCINDS	**CIVILIAN EMPLOYEE DRESS**	

I POLICY

Civilians shall, at all times, maintain clean and professional appearance while adhering to the dress regulations set forth. The purpose of these regulations is to provide for a standardized professional appearance and standards for dress and uniform maintenance.

II PROCEDURES

1 DRESS FOR OFFICE PERSONNEL

Office personnel shall maintain a clean, business appearance. Standards of dress and personal hygiene, similar to accepted business workplace attire, shall be the guideline. Section commanders shall have the final authority over an individual employee's appropriateness of dress.

1.1 FEMALE EMPLOYEES

Dresses, pant suits or slacks and a blouse or sweater shall be acceptable. The dress or skirt shall be of an appropriate style and conservative length.

1.2 MALE EMPLOYEES

Slacks and a shirt with sleeves and a collar shall be acceptable. If the shirt is a button style shirt, only the top button may be left unbuttoned. 'V' or crew neck sweaters or blazers may be worn over shirts. A tie may be worn at the employee's option but is not required.

1.3 JEANS

Jeans are acceptable, for either female or male employees, within the following guidelines

- They are of solid color with little or no visible stitching, studs, or rhinestones
- They are not faded, acid-washed, or white washed
- They are wrinkle free with no holes, patches, burned spots, rips, or tears.

1.4 FOOTWEAR

Footwear for both male and female employees shall be appropriate to the tasks they perform. Flip-Flop styled shoes are not acceptable.

1.5 ATHLETIC WEAR

Athletic style clothing, including "sweat" bottoms or tops, t-shirts, shorts, yoga pants, or halter-tops, is not acceptable and shall not be worn by any employee. Exceptions may be made by the section commander.

2 DRESS FOR FIELD PERSONNEL

Civilian Field Personnel shall wear their prescribed official uniform. The official uniform for the Toledo Police Department Field Employees shall be of such style, colors, and manufacture as shall be prescribed by the Chief of Police, with the approval of the Deputy Mayor of Public Safety. Insignia, badges, service stripes and decorations shall be attached as permitted or required, in a manner authorized by the Chief of Police. No unauthorized item shall be worn as part of the official uniform. No uniform shall be worn off-duty without authorization from the Chief of Police.

2.1 POSSESSION OF UNIFORM

All Civilian Field Personnel are required to wear uniforms during their regularly assigned duties and shall maintain the uniforms and issued equipment in a serviceable fashion.

2.1.1 Personnel assigned to those duties shall have such uniforms purchased and provided by the City of Toledo.

3 MAINTENANCE OF UNIFORMS

3.1 UNIFORM MAINTENANCE

3.1.1 The routine cleaning of the official equipment and uniforms discussed in this directive is the duty of the employee to which it is assigned.

3.1.2 Employees shall be held accountable at all times for the neat appearance of the uniform, and shall report for duty as these regulations prescribe.

3.2 REPAIR OF UNIFORM

3.2.1 The official uniform of the department, when badly worn or torn shall be repaired or replaced.

3.2.2 Inspection of the damaged uniform and a requisition form for the repair or replacement shall be issued through the Operations Division Staff Office.

3.2.3 Alteration of uniforms will be limited to those necessary to keep the uniform presentable on the employee. Elaborate, custom tailoring will not be performed.

3.3 UNIFORM SUPPLIER

The term uniform supplier refers to an individual or corporation with whom the City of Toledo has a contractual agreement for the purchase of police uniforms.

4 PERSONAL APPEARANCE

4.1 FINGERNAILS

Civilian Employees shall keep their fingernails clean and neatly trimmed so as not to interfere with the performance of their duties or present a safety hazard.

- While on-duty, field personnel's fingernails shall not exceed more than one-quarter (¼) inch beyond the fingertip.
- While on-duty, office personnel's fingernails shall not exceed more than one-half (½) inch beyond the fingertip
- Any nail polish worn shall be appropriate for business attire.

4.2 HAIR STYLE; MALE CIVILIAN PERSONNEL (See illustration on page 6)

4.2.1 At all times while on-duty or wearing the department uniform, regardless of the particular style a civilian may choose to wear his hair, hairstyles shall be

neat, clean, well-groomed, properly trimmed, of a natural color and shall not be extravagant.

4.2.2 The bulk of the civilian's hair shall not exceed two (2) inches in thickness on the top of the head, as measured from the scalp, nor more than one and one-half (1½) inches from the side of the head, at a point measured outward from the top of the ear.

4.2.3 When combed, hair shall be allowed over the ear, but not more than two-thirds ($^2/_3$) of the ear shall be covered.

4.2.4 Hair shall not fall over the eyebrows.

4.2.5 At the neck, the bulk of the hair shall not exceed more than one (1) inch outward in any direction at its lowest point.

4.2.6 Hair may touch the collar, but not extend downward beyond one-half (½) inch from the top of the collar.

4.2.7 In all cases, the bulk and length of the hair shall be measured while the civilian is standing with the head in a normal carry position and with the collar of the shirt buttoned.

4.3 **HAIR STYLE; FEMALE CIVILIAN PERSONNEL** (See illustrations – pages 8 & 9)

4.3.1 At all times while on-duty or wearing the department uniform, regardless of the particular style a civilian may choose to wear her hair, hairstyles shall be neat, clean, well-groomed, properly trimmed, of a natural color and shall not be extravagant.

4.3.2 Female field personnel may wear either down or up hairstyles.

- When worn down, hair shall not be of such length as to touch any part of the shoulders.
- When worn up, hair may be of longer length, but shall be pinned up securely in place in a neat manner so it does not touch any part of the shoulder.
- For safety reasons, "pony tails" are not authorized for wear while in uniform.

4.4 **SIDEBURNS**

If an employee chooses to wear sideburns, they shall be neatly trimmed.

4.4.1 Sideburns shall not flare to more than one and one-half (1½) inches in width, ending at a clean-shaven, horizontal line, squared at the bottom.

4.4.2 Sideburns shall not extend below the bottom of the earlobe.

4.5 **MUSTACHES**

A neatly trimmed mustache of natural color may be worn.

4.5.1 No portion shall extend more than one-half (½) inch beyond the corners of the mouth; nor shall any portion extend more than one-half (½) inch below the corners of the mouth.

4.5.2 Mustaches shall not cover or touch any portion of the lower lip.

4.5.3 Mustaches that curl at the ends, or other extreme types, shall not be permitted.

4.6 **BEARDS**

When reporting for duty, the employee's face shall be clean-shaven, other than the wearing of the acceptable mustache, beard, goatee, or sideburns.

4.6.1 For Civilian Office Personnel, beards or goatees may be worn, if closely trimmed.

4.6.2 For Civilian Field Personnel, beards or goatees shall not be worn.

4.6.3 A growth of whiskers shall be temporarily permitted for medical reasons, when substantiated on a Statement of Attending Physician by the employee's personal physician and shall be submitted every six (6) months while the condition exists. All medical documentation shall be forwarded to the Personnel Section.

(a) The City retains the right to have this condition reviewed by a City physician, at any time.

(b) An employee with a medical condition that precludes shaving should be assigned temporary duties that require a minimal amount of public exposure.

4.7 WIGS

The wearing of a wig or hairpiece must conform to all hair regulations.

4.8 TATTOOS

While tattoos are worn as a matter of personal choice, tattoos visible to the public may shift the focus from the employee serving as a neutral representative of government to the employee himself. This distraction can be counter-productive to the mission and the efficiency of the department, therefore:

4.8.1 Facial and/or neck tattoos are prohibited on all personnel.

4.8.2 Any visible tattoo that is deemed offensive, profane, or objectionable shall be covered while on-duty or while performing any police-related function. Examples of offensive, profane, or objectionable tattoos include but are not limited to:

- Depictions of nudity
- Sexually suggestive or explicit
- Gang related
- Symbols likely to incite a strong negative reaction in any group (i.e., swastikas, pentagrams, etc.)
- Initials, numbers, or acronyms that represent criminal or historically oppressive organizations (i.e., KKK)

4.8.3 The Chief of Police or his designee is the final authority for determining if a visible tattoo is offensive, profane or objectionable.

4.9 JEWELRY AND BODY ORNAMENTATION

4.9.1 Rings on the hand may be worn while in uniform.

(a) Rings worn should not be able to inflict injury to the employee or anyone with whom the employee may come in contact.

(b) The number of rings worn shall be limited to two (2) per hand.

4.9.2 Necklaces, pendants, or medallions worn around the neck shall not be visible when the uniform is worn.

4.9.3 Female Civilian Field Personnel may wear clip-on or post-type earrings in uniform assignments provided that the earrings do not exceed a diameter of one-quarter (¼) inch.

(a) Earrings shall fit snugly against the ear and shall be worn as a matched pair with only one earring per ear.

(b) Earrings of a dangling or hoop design shall not be worn while in uniform.

4.9.4 Female Civilian Office Personnel may wear earrings that are appropriate for the workplace and that do not interfere with work duties.

4.9.5 Male employees shall not wear any type of earring.

4.9.6 With the exception of earrings, no other form of body piercing or subcutaneous implantation that is visible to the public shall be worn by employees. This includes, but is not limited to, tongue, nose, and eyebrow piercings.

5 EXEMPTIONS

Any exemption to the personal appearance standards shall be granted only by the Chief of Police, in writing, to fulfill a specific police purpose, or as may be necessary for a particular assignment. At the termination of the need for such an exemption, the employee shall resume compliance with these standards.

DIRECTIVE 304.1	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES**	
EFFECTIVE November 01, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED October 13, 2026	PART: SUPPORT SERVICES CHAPTER: PROPERTY MANAGEMENT	PAGES 16
RESCINDS March 26, 2026	**PROPERTY MANAGEMENT**	

I POLICY

The Toledo Police Department shall safeguard and properly dispose of all property that comes into its custody. The department strives to maintain property in the same condition as received and to preserve the evidentiary integrity of property for possible court presentation. Unless property is contraband or must be presented in court, every reasonable effort will be made to ensure its return to the rightful owner. Property that cannot be returned to its rightful owner will be disposed of by public auction, statutory provision, or in the case of contraband, by destruction.

II DEFINITIONS

ELECTRONIC ACCESS CONTROL SYSTEM – a comprehensive electronic system that restricts physical access to department facilities and areas based upon the permissions granted to an individual.

KEYCARD – card issued by the department to all permanent department employees and individuals authorized by the chief of police which works in conjunction with the Electronic Access Control System to limit physical access to department facilities and areas.

NIGHT PROPERTY ROOM – a temporary storage facility where officers can book evidence or other property (e.g., found property, safekeeping) when the Property Room is closed. Designated Night Property Rooms have individual lockers for property, a secure mailbox for currency and drugs, and firearms lockers for firearms. The Safety Building Night Property Room contains an area dedicated for digital evidence, a locker for memory card envelopes, and a refrigerator (e.g., blood kits). The Tow Lot Night Property Room is used exclusively for the Tow Lot and items recovered from towed vehicles.

COMPUTER CRIMES PROPERTY ROOM – a storage facility for property received by the Computer Crimes Office that is being analyzed and examined for evidentiary purposes.

PROPERTY MANAGEMENT COMPUTER SYSTEM – a computer system used to track all property booked into the Property Management Unit, one of the designated Night Property Rooms or other storage facilities. Officers can use this system to view a list of property that they have booked, order destruction of property no longer needed for prosecution, place holders on property, or release property to the owner.

III PROCEDURES

1 BOOKING AND CUSTODY OF PROPERTY

The Property Management Unit commander shall be responsible for the custody of all found, recovered, abandoned, unclaimed evidence and other property delivered to the Property Management Unit and shall be responsible for the safekeeping, accurate recording, accounting for and proper disposition of all such property.

2 **SUBMISSION OF PROPERTY**

Every attempt shall be made to photograph or otherwise limit the amount of evidence collected and stored by the Property Management Unit. Officers shall physically collect only that evidence that is necessary to successfully prosecute a case.

Any member of the department taking possession of property or evidence in the course of his official duties shall deposit the property as soon as practical, but before the end of the officer's shift, in the Property Management Unit or, when the Property Management Unit is closed, one of the designated Night Property Rooms, except where provided in Directive 304.1/6 – PROPERTY MANAGEMENT UNIT ROOM EXCEPTIONS.

No property obtained in the course of official duty shall be retained in any office or other place longer than is necessary to move it to secure storage, except as otherwise stated in this directive, or unless written authorization has been obtained from the chief of police.

No property coming into the possession of a member of the department in the course of his official duties shall be retained by, sold, given away, junked, destroyed or dispensed of in any manner by the employee other than specified in this directive, or unless written authorization is obtained from the chief of police.

3 **RECEIPT FOR PROPERTY**

When taking custody of property from an individual, an officer shall complete a **PROPERTY RECEIPT (TPD FORM 23.12).**

- The YELLOW copy shall be given to the individual from whom the property was obtained.
- The WHITE copy shall be submitted when the officer books and logs the property. Each of the night property rooms and the large item storage area will have a designated wall file holder available for placement of the receipts. Officers booking property when the Property Management Unit is open will submit the receipt to Property Management Unit personnel at the counter. Officers booking property in the lockers for flammables or loaded firearms shall place the receipt in the designated folder within the locker.
- The Records Section number shall be included on the PROPERTY RECEIPT.
- A notation shall be made in the narrative of the CRIME REPORT or INCIDENT REPORT that the citizen was issued a PROPERTY RECEIPT and advised on the procedure to reclaim their property.

4 **REPORT REQUIRED**

Except as otherwise noted, in all cases where a department member takes possession of property or returns property to its rightful owner, a CRIME REPORT or INCIDENT REPORT (Found Property) shall be completed as soon as practical, but before the end of the officer's shift. When in the best interest of the department to do so, bicycles and other property not held as evidence or contraband may be returned or released to the legal owner, provided ownership can be satisfactorily shown. In such cases, a CRIME REPORT/INCIDENT REPORT shall be completed documenting all of the circumstances involved and describing the property.

- The report shall describe how the property came into the possession of the reporting officer.
- The reporting officer shall document the chain of custody, from initial control of the property through the final booking or return of the property.
- The officer shall document where the item was booked/placed (e.g., Property Room; Night Property Room evidence locker, shelf, Secure Mailbox, Firearms Locker or refrigerator; or returned to owner).

5 **TAGGING PROPERTY**

All property coming into the possession of a department member in the course of his official duties shall be tagged prior to being booked into any department storage facility.

5.1 The following are the only property tags/placards/forms authorized:

- Red tag – Evidence
- Blue tag - Found Property (property which is not part of a criminal investigation)
- Manila tag - Safekeeping (property confiscated and/or held for Safekeeping)
- Memory Card Envelope (containing memory cards and PHOTO PLACARDS)
- **CURRENCY INVENTORY FORM (TPD FORM 23.16)**
- Pre-printed Manila Envelope

5.2 Each property tag shall be completely filled out. All items contained within a sealed container shall be listed on the attached tag. If the contents of the container are too numerous to list on one tag, a copy of the CRIME REPORT, INCIDENT REPORT or SUPPLEMENTAL CRIME REPORT listing the contents shall be attached to the tag.

5.3 The responsibility for using the proper tag, for accurate documentation of the contents and furnishing the required information rests with the department member originally acquiring the property. No property shall be accepted or booked unless it is properly tagged. Tags without attachment wires should be used, or the tag wire shall be removed and disposed of prior to booking, when the tag is attached to the property by another means (e.g., staples, tape). Property Management Unit personnel shall not open sealed containers to examine, count or verify the contents thereof.

5.4 When tagging property from felony cases, the assigned investigator in charge of the case should be listed as the investigator on all evidence tagged for that case, regardless of how many investigators are working the case or who collected the evidence.

6 **PROPERTY MANAGEMENT UNIT ROOM EXCEPTIONS**

All property taken into police custody shall be booked into the department Property Management Unit Room except:

6.1 Loaded firearms (see 304.1/8.4.4)

6.2 Flammable liquids (see 304.1/6.4.1)

6.3 Hazardous devices or substances shall not be booked in the Property Management Unit Room if they would create an undue hazard in that area. Their storage or disposal shall be determined by a member of the Northwest Ohio Bomb Squad (NOBS) with authority in the matter.

6.3.1 When the Property Management Unit is closed, fireworks shall be placed in the Flammable Liquids/Fireworks Storage Cabinet located in the Safety Building garage. A SUPERVISOR'S REPORT (TPD FORM 20.7) shall be sent to the Property Management Unit indicating that property has been placed in the Flammable Liquids/Fireworks Storage cabinet.

6.4 Generally, no motor vehicles shall be booked into the Property Management Unit Room. Any motor vehicles (including gas powered scooters and mopeds) which require license plates shall be towed. Go-carts, mini-bikes, and similar types of vehicles shall also be towed. However, small toy-like items that can be readily transported in a police vehicle may be booked in the Property Management Unit.

6.4.1 Gasoline shall be siphoned from all small engines that are booked. A gas can and siphons are located inside the Flammable Liquids/Fireworks Storage cabinet in the Safety Building garage. Siphoned gas shall be placed into the Flammable Liquids/Fireworks Storage cabinet.

6.5 When the Property Management Unit is closed, property shall be booked into a Night Property Room at one of the district stations.

6.5.1 Property Management Unit personnel shall be contacted per established call-in procedures if any of the following occur:

- The value of the property is more than $50,000 (e.g., cash, large amount of jewelry, large quantity of drugs).
- A supervisor believes it is necessary to book the property in the Property Management Unit Room to protect the integrity of the evidence.

6.6 Large, bulky items and bicycles.

6.6.1 The Large Item Storage Area is located on the Beech Street side of the Police and Fire Alarm Building, 550 N. Erie Street. This facility shall be utilized for items that can be transported but will not readily fit into a Night Property Room (e.g., basketball hoops, large ladders, furnaces, etc.).

6.6.2 All bicycles shall be transported directly to the Large Item Storage Area.

6.6.3 Officers entering the Large Item Storage Area must use their keycard to open the overhead door and disarm the alarm system.

6.6.4 All items secured at the Large Item Storage Area must be properly marked and tagged.

6.6.5 Large items shall be secured inside the cage.

6.6.6 Exiting the Large Item Storage Area via the overhead door will reset the alarm system. Officers shall ensure that the overhead door is properly secured after exiting the facility.

(a) If the overhead door malfunctions and will not close, officers shall request the dispatcher notify City Line for an immediate repair. At no time shall the unsecured facility be left unattended.

6.6.7 Officers shall not trespass into any other area of the building as this will set off other alarms.

6.7 Perishable food items

6.7.1 Under most circumstances, any quantity of perishable foods should not be booked into the Night Property Room.

EXCEPTION: In extreme cases (e.g., when a poisoning is suspected), a supervisor shall be contacted for guidance regarding any perishable foods which may be evidence. In this type of case, the perishable foods should be booked into the refrigerator in the Night Property Room.

7 MARKING EVIDENCE

All property held as evidence, even if in a container, shall either be marked or placed so it can be positively identified at a later time, except as otherwise noted. Evidence shall not be marked:

7.1 If marking it would alter or change it. In such case it should be placed in a container.

7.2 If it already has a serial number and/or distinctive mark that can be positively identified at a later time (the serial number or mark shall be fully described and noted in the CRIME REPORT).

7.3 If the property is to be marked as evidence, the mark shall be:

- As small as possible.
- Distinctive and not easily capable of duplication. An "X" shall not be used.
- Placed to prevent altering, contamination or destroying the evidentiary value or reducing the marketable value.
- Made as soon as possible by the department member who first obtained custody of the property.

8 PACKAGING PROPERTY

Property being booked shall be packaged to maintain the integrity of evidence, to protect the item being booked, to protect officers handling the item, and to provide a practical method to store and handle the property. Items collected as evidence require greater care in handling and consideration of special packaging. However, some items may not require packaging, but only the proper tag.

8.1 The following are mandatory guidelines:

8.1.1 Items that require packaging shall be packaged in the smallest container possible.

8.1.2 Small items of evidence connected to the same case may be placed in one bag or envelope, using one property tag. Multiple items from the same case that are bagged separately (e.g., drugs) shall be tagged separately. Driver's licenses and IDs shall be packaged in a heat-sealed bag so the information is visible.

NOTE: Items with the potential of being returned to the rightful owner prior to other items (e.g., sets of keys, cell phones) must be bagged and tagged separately.

8.1.3 **REMOVED**

8.1.4 Evidence tape shall be used to seal all packages. Permanent marker shall be used to print the booking officer's name, identification number, Records Section number, and the date on the evidence tape.
EXCEPTION: Evidence tape is not required on heat-sealed bags or on rape kits sealed by medical personnel.

8.1.5 Property requiring forensic analysis **shall be packaged separately** from other items not requiring analysis. Each **exhibit** shall be packaged individually. New packaging material shall be used to contain these items. Staples shall not be used to secure these items.

8.1.6 Items too large to package require only a property tag.

8.1.7 License plates shall be tagged without packaging unless being protected for fingerprints.

8.1.8 Items that are known to present or may present a biohazard when handled shall be clearly and adequately labeled to warn others of the potential danger.

8.1.9 Sharp items (e.g., needles, scalpel blades, razors, and other sharp instruments) shall be considered as potentially infectious and shall be handled with extraordinary care. To reduce the chance of needle stick injuries, needles shall never be recapped, bent, broken, removed from a syringe or otherwise unnecessarily manipulated by hand.

8.1.10 As soon as possible, all sharp or potentially sharp items (e.g., glass crack pipes that are intact but could break during handling) shall be placed in puncture resistant containers. The containers are available at the Night Property Rooms and in the Vice Metro Section. Additional containers are available at the Property Room.

8.1.11 Officers shall use every precaution to eliminate any chance of injury. Sharp edges and points of sharp objects should be covered, keeping in mind officer safety and the evidentiary value of the object.

8.1.12 All drugs shall be heat-sealed before being booked. The only exception is large quantities of marijuana or similar substances, which will be bagged, secured with evidence tape, and properly marked.

8.1.13 Items that are known to require DNA analysis, or that may eventually be submitted for DNA analysis, shall be packaged in a manner that excludes the use of staples to seal the container, as stapling can cause contamination of the evidence. To prevent contamination or cross contamination of these items, only new packaging materials shall be used (new bags, boxes, envelopes, etc.).

8.2 ALCOHOL

Alcohol taken into custody as evidence shall be placed in a sample vial, sealed and packaged separately from other items. Sample vials are available in the Night Property Rooms. If analysis is required for prosecution, a Lucas County Coroner Forensic Toxicology Property Control Form must be submitted. Original containers should be photographed and discarded. Any additional items shall be booked according to established procedures.

8.2.1 If the alcohol taken into custody is in the original sealed container, there is no need to open the container for a sample. The contents of the sealed container are already verified by the labeling as being alcohol.

8.2.2 A completed Lucas County Coroner Forensic Toxicology Property Control Form shall be routed in this manner: original to Records Section, one copy with the evidence, and one copy in the OVI package, if applicable.

8.3 FLAMMABLE LIQUIDS

Whenever an officer seizes a container of an obviously flammable liquid (e.g., gasoline, kerosene, etc.) or any other liquid which cannot be identified, the container shall be protected for prints, when applicable, tagged and placed in the Flammable Liquids/Fireworks Storage cabinet in the Safety Building garage.

8.3.1 Officers shall include in the CRIME REPORT/INCIDENT REPORT that the liquid is stored in the Flammable Liquids/Fireworks Storage cabinet. A SUPERVISOR'S REPORT (TPD FORM 20.7) shall be sent to the Property Management Unit indicating that property has been placed in the Flammable Liquids/Fireworks Storage Cabinet.

8.3.2 The Toledo Fire and Rescue Department Arson Unit shall be responsible for having fluids that are connected to an arson investigation analyzed and the container checked for prints. After the fluid has been analyzed, it shall be the responsibility of the Arson Unit to dispose of the remaining contents. The empty container shall be discarded, transferred to the Property Room or, if there is no prosecution, returned to the owner. This decision shall be made by the Arson Unit personnel assigned to the case.

8.3.3 Fluids not related to an arson investigation that need to be analyzed shall be placed in the Flammable Liquids/Fireworks Storage cabinet. A REQUEST FOR ANALYSIS (TPD FORM 61.5) shall be completed.

8.3.4 If the property is not evidence in a criminal case, a completed PROPERTY ROOM RELEASE (TPD FORM 23.10) should be attached at the time the property is placed in the Flammable Liquids/Fireworks Storage cabinet.

8.4 **FIREARMS IN CUSTODY**

Any officer who comes into the possession of a firearm shall first ensure it has been rendered safe. If it cannot be rendered safe, officers shall follow the procedures outlined in directive 304.1/8.4.4 Property Management; Loaded Firearms.

8.4.1 When an officer takes custody of a firearm, he shall complete both the **A.T.F. FIREARMS TRACE REQUEST** (TPD FORM 19.1) and a **REQUEST FOR ANALYSIS** (TPD FORM 61.5).

- Contact on-duty CSIU personnel to process the firearm. If no CSIU personnel are working or available, book the firearm into the Central Station Night Property Room's designated "CSIU" lockers ensuring that booking procedures do not compromise fingerprint or DNA analysis. (See directive 407.11/2 HANDLING OF DNA EVIDENCE***).***
- Prior to booking the firearm into the Night Property Room's designated "CSIU" locker or loaded firearms locker, the officer shall obtain all of the information required from the firearm. When a firearm's serial number is not present or has been removed, officers shall record as much identifying information as possible (make, model, caliber, unique features). The forms shall be filled out as completely as possible, clearly describing the circumstances under which the firearm was obtained.
- Officers shall mark the appropriate 'test fire' check box on the **REQUEST FOR ANALYSIS.** This is in addition to any other examinations requested for a particular investigation. Property Management Unit personnel will not process the firearm unless the required forms are completed and booked with the firearm. In instances where the forms are not completed or booked with the firearm, the officer's supervisor will be notified and the involved officer will be directed to complete and submit the proper forms.
- The officer shall place the **A.T.F. FIREARMS TRACE REQUEST form, the REQUEST FOR ANALYSIS form** and a draft copy of the **General Offense report** in the locker with the bagged firearm.
- The Forensic Laboratory shall be responsible for having firearms appropriately tested.

8.4.2 When handling and booking the firearm, treat the weapon as if protecting for prints/DNA:

- As with all evidence processed for DNA analysis/biological evidence, officers must avoid talking, sneezing, scratching, and coughing over the shell casings. Officers must avoid touching their face, nose and mouth when collecting and packaging the casings.
- Wear nitrile gloves at all times when handling firearms. Change gloves if handling other property, before touching the firearm again.
- Avoid touching (as much as possible) the areas of the firearm where DNA may exist

- For semiautomatic firearms, officers shall remove the magazine from the weapon and remove the round from the chamber. For revolvers, remove all rounds from the cylinder.
- **DO NOT** remove the bullets from the magazine
- Place only one firearm and its associated magazine (if applicable) and bullets in the same brown paper bag. **DO NOT USE PLASTIC BAGS OR STAPLES**.
- For rifles, wrap the firearm in brown paper to protect for DNA. Place associated magazine (if applicable) and bullets in a brown paper bag. The rifle and the bag can be placed into the same locker.
- All other evidence not directly associated with the firearm (e.g., holsters, other bullets, drugs, etc.) shall be booked separately per normal booking procedures.
- Officers shall attach to the paper bag with tape **(NO STAPLES):** Two completed property tags – one for the firearm/magazine and one for the bullets. Omit the number of bullets if still in the magazine, just fill out the caliber of the bullets, if known.

8.4.3 Biohazard stickers should be affixed to the firearm if the firearm was exposed to any hazardous material.

8.4.4 **LOADED FIREARMS**

Any officer who comes into the possession of a loaded firearm that cannot be rendered safe through familiar unloading techniques shall not attempt to unload or tamper with the firearm.

(a) If it cannot be determined if a firearm is loaded, it shall be assumed the firearm is loaded and the following procedures apply:
   - Officers shall transport the firearm in such a manner as to reasonably ensure the firearm will not discharge.
   - As soon as possible, the firearm shall be taken to the Scott Park District Station.
   - If the range is open, a range staff member will attempt to render the firearm safe and return it to the transporting officers.
   - The range supervisor shall determine who is best qualified to render the weapon safe.
   - If the range is closed, the firearm shall be placed in the Loaded Firearms Locker located at the Scott Park range area. Officers shall complete a SUPERVISOR'S REPORT stating that a loaded weapon is in the Loaded Firearms Locker and the report shall be placed in the range mailbox.
   - The involved officer shall ensure all other property booking procedures are followed, exercising extreme caution when marking and tagging the loaded firearm.
   - When the range opens, a range staff member will attempt to render the weapon safe and place it in the Firearms Locker in the Night Property Room for removal by Property Management Unit personnel.

(b) The Loaded Firearms Locker shall not be used for any other purpose.

8.5 **CURRENCY**

8.5.1 Any officer who takes custody of currency shall complete a **CURRENCY INVENTORY FORM (TPD FORM 23.16)**. Instructions for banding currency and completing the form are printed on the form.

8.5.2 A second officer (witness officer) shall count all currency and coins. Both the primary officer *and* the witness officer shall initial each band of currency and sign the CURRENCY INVENTORY FORM.

8.5.3 Paper currency shall be neatly packaged with all bills uniformly oriented without any folded, curled or stapled bills. Officers shall fold and seal one (1) copy of the CURRENCY INVENTORY FORM and place it with the currency in a heat-sealed bag, ensuring that the "Currency Amount Total $____" portion of the form is visible from the outside of the bag. One (1) copy of the CURRENCY INVENTORY FORM shall be attached to the outside of the heat-sealed bag.

8.5.4 In the event that more than one heat-sealed bag is needed to secure the money, a CURRENCY INVENTORY FORM shall be completed for the amount of money in each bag.

8.5.5 The original CURRENCY INVENTORY FORM shall be submitted to the Records Section along with the CRIME REPORT/INCIDENT REPORT.

8.5.6 Once the currency has been securely heat-sealed, recounting the money becomes unnecessary.

8.5.7 Officers sealing the bags shall be responsible for the amounts stated on the inventory form.

8.5.8 All currency shall be booked into the Property Room or, during periods when the Property Room is closed, into a Night Property Room, Secure Mailbox.

8.5.9 If, for any reason, a heat-sealed bag is opened, the following procedures shall apply:

(a) At least two officers shall be present.

(b) The money shall be immediately counted and recounted to verify the amount.

(c) The officers shall complete a new CURRENCY INVENTORY FORM and reseal both the old and new forms in a new bag when booking the money back into the Property Room.

(d) Complete a **SUPPLEMENTAL REPORT (TPD FORM 38.3)** stating the circumstances under which the bag was opened.

(e) If a discrepancy is discovered in the amount of money contained in the bag, the officers shall immediately notify their supervisor. The supervisor shall complete a **DEPARTMENT INVESTIGATION FORM (TPD FORM 5.6)** on the incident.

8.6 **COIN MONEY**

Officers coming into possession of coin money shall follow the procedure in Directive 304.1/8.5 – CURRENCY. In the event that a large number of coins are involved where counting and heat-sealing are not practical, officers shall request direction from their immediate supervisor and note their actions in the CRIME REPORT/INCIDENT REPORT.

8.7 **FINE JEWELRY AND PRECIOUS METALS**

Officers booking jewelry, watches and precious metals shall utilize plastic heat-sealed bags so that the contents of the bag are visible from the outside.

8.7.1 Several items that are similar in both description and value can be placed in one heat-sealed bag (e.g., several rings, several bracelets, etc.). Miscellaneous items of lesser value shall not be mixed in with more valuable items.

8.7.2 The contents of each bag shall be listed on the property tag, or an inventory shall be attached to the tag. This information shall also be included in the CRIME REPORT/INCIDENT REPORT.

8.8 **RAPE KITS**

Officers booking rape kits shall tag and book them separately from all other evidence.

8.8.1 Whenever an officer picks up a rape kit, he shall immediately deliver it to the Property Room. If the Property Room is closed, the kit shall be placed in the Safety Building Night Property Room. In addition, officers shall complete the following:

(a) Sign and date the outside of the container.

(b) Ensure the individual who hands the officer the container has properly sealed, signed and dated it.

(c) Ensure hospital personnel have completely filled out all the necessary information on the outside of the container.

(d) If the transporting officer is not the original reporting officer, include the following information in a Crime Report, or in a SUPPLEMENTAL CRIME REPORT:

- The date and time the kit was picked up.
- The hospital from which it was picked up.
- The time the kit was delivered to the Safety Building.

8.8.2 Rape kits shall not be placed in bags. A completed evidence tag shall be affixed to each individual rape kit. All other evidence from the same case shall be packaged and tagged separately.

8.9 **DIGITAL EVIDENCE**

Officers shall book all devices and media containing digital evidence into the Property Room.

8.9.1 When the Property Room is closed, the devices and media shall be booked into the Safety Building Night Property Room in the area designated for digital evidence.

(a) MEMORY CARD ENVELOPES (containing memory cards and PHOTO PLACARDS) shall be booked into the locker designated for MEMORY CARD ENVELOPES.

(b) All devices and other media containing digital evidence shall be booked into the Safety Building Night Property Room in the area designated for digital evidence.

EXCEPTION: Recordings made with the In-Car Camera Recording Systems, Body Worn Camera Systems, Unmanned Aircraft Systems, Drone as First Responder, and License Plate Readers shall be handled according to the respective department manual directive.

8.10 **EVIDENCE SHELL CASINGS**

Officers shall book all shell casings collected at a scene/incident into the designated mailboxes located at the Central and Scott Park Stations. As with all evidence processed for DNA analysis/biological evidence, officers must avoid talking, sneezing, scratching,

and coughing over the shell casings. Officers must avoid touching their face, nose and mouth when collecting and packaging the casings.

8.10.1 Officers shall fill out the Property Log located at the mailbox.

(a) Wear nitrile gloves when handling shell casings.

(b) Shell casings shall be collected and packaged by caliber, if known, and by groupings (where located). Change gloves between each group of casings.

(c) Place shell casings in Evidence Collection Envelopes (TPD Form 55.1a), or a small brown paper bag, and seal the envelope/bag using tape. **Plastic bags shall not be used.**

(d) Packaged shell casings shall have an evidence tag attached **using tape, not staples.**

(e) Officers shall deposit properly packaged shell casings into the mailbox.

(f) Officers shall also include a copy of the General Offense Report and Request for Analysis (TPD FORM 61.5) in the file folder located above the mailbox. Do not staple the report to the evidence collection envelope.

9 STORAGE/SECURITY

9.1 The Property Management Unit is responsible for intake of evidence and proper storage and accountability of all items submitted.

9.1.1 Only authorized sworn personnel shall have access to the Property Management Unit, the property evidence lockers in the Night Property Rooms and other storage facilities (e.g., Large Item Storage Area, Flammable Liquids/Fireworks Storage cabinet, Loaded Firearms Locker).

9.2 The Night Property Room at each district station shall be utilized to book all property and evidence that has come into police custody after normal Property Room hours, except where provided in Directive 304.1/6 – PROPERTY MANAGEMENT UNIT ROOM EXCEPTIONS.

9.2.1 Access to both the Safety Building Night Property Room and the Large Item Storage Area, located in the Police and Fire Alarm Building, is gained via use of the officer's keycard. Keys for other Night Property Rooms and the Firearms Lockers contained in the Night Property Rooms are located at the district stations. The keys will be maintained at the desk of each respective station. Keys for the Flammable Liquids/Fireworks Storage Cabinet and the cage inside the Large Item Storage Area will be maintained at the desk of the Safety Building. The key for the Loaded Firearms Locker will be stored at the desk of the Scott Park District Station.

9.2.2 Officers placing property in any of the Night Property Rooms, the Large Item Storage Area, the Flammable Liquids/Fireworks Cabinet, and Loaded Firearms Locker shall record the required information on the appropriate PROPERTY LOG (TPD FORM 23.19A, B, C, D, E and F) provided in these areas.

9.3 It shall be the responsibility of the Property Management Unit to provide a **PROPERTY KEY LOG (TPD FORM 23.11A, B and C)** at the desk of each district station for the use of the Night Property Rooms and other storage facilities.

9.3.1 It shall be the responsibility of each desk officer to maintain the PROPERTY KEY LOG.

9.3.2 Desk officers shall ensure the officers utilizing the Night Property Room or other storage facilities requiring the use of a key complete the entry on the PROPERTY KEY LOG and that the keys are promptly returned.

9.3.3 The desk officer shall note the time that the keys were returned in the space provided on the PROPERTY KEY LOG.

9.3.4 The Property Management Unit commander shall maintain the completed copies of the PROPERTY KEY LOGS and PROPERTY LOGS.

9.4 Evidence, found property, and safekeeping property stored in any Night Property Room shall be placed in lockers. Currency and drugs shall be placed in the Secure Mailbox. Only items that are too large to fit inside a locker may be stored on a shelf within a Night Property Room.

9.4.1 Blood or urine OVI evidence shall be placed in the Safety Building Night Property Room refrigerator. The sealed container shall be placed in one of the lock-boxes contained within the refrigerator. The lock-box key shall then be dropped into the secure container designated for that purpose.

(a) In addition, a completed Lucas County Coroner Forensic Toxicology Property Control Form shall be routed in this manner: original to Records Section, one copy with the evidence, and one copy in the OVI package, if applicable.

9.5 Items may only be removed from lockers by Property Management Unit personnel or by the district station shift commander (for purposes of consolidating evidence into a single locker). The shift commander shall make a notation on the PROPERTY LOG to indicate which lockers were affected by the consolidation.

9.6 When property in sealed containers is released to officers, detectives, or Forensic Lab personnel for court, examination or viewing, Property Management Unit personnel shall verify that a specific container was released to a specific officer. Property Management Unit personnel will not open and verify individual contents. It is the responsibility of the officer receiving the container to verify the contents and re-seal the container, if opened, before it is returned to the Property Room.

9.6.1 The officer receiving the property shall inventory packages signed out.

9.6.2 Discrepancies in any inventory shall be reported immediately.

10 DISPOSITION OF PROPERTY

10.1 It is the responsibility of every member of the department who takes custody of property to authorize disposal of that property in a prompt and efficient manner within the confines of the law and department regulations.

10.1.1 State law provides for the return of property only to the individual who furnishes evidence of ownership.

10.1.2 All other claims for found or abandoned property require an order from either Municipal or Common Pleas Court.

10.1.3 Every member of the department shall review the status of all property for which they have responsibility on an annual basis, or upon request from the Property Management Unit, to determine if it is necessary to retain that property as evidence.

10.1.4 Unless an investigator or specific investigative unit has been assigned to a case, or unless otherwise stated in this manual, the officer who originally took the property shall be responsible for its disposition.

10.1.5 It is the responsibility of that officer or assigned investigator to determine if an investigation is complete, all criminal court proceedings are complete, and all statutory regulations regarding preservation of evidence are followed.

10.1.6 The determination to release or otherwise dispose of an item may be made by the supervisor of the officer or assigned detective if he determines it is in the best interest of the department to do so.

10.2 Department personnel shall, as is practical, initiate a preliminary investigation to identify the owner and return found property.

10.2.1 Found property stored in the Property Room shall be disposed of in the following manner:

(a) Held for a minimum of 30 days. Property Management Unit personnel will attempt to identify and contact the owner of the property.

(b) Property shall be held an additional ten days if an owner has responded to a written notice.

(c) Property shall be released only to a properly identified owner or other authorized person.

(d) If no owner is located within 30 days, the Property Management Unit commander shall complete a release and process the items according to law and current procedures.

(e) The officer who later determines that found property has evidentiary value shall contact Property Management Unit personnel to have the property's status changed to evidence.

10.3 A Safekeeping tag indicates that an individual has a possessory interest in the property and that they have been notified by the receiving officer of where and when the property may be obtained from the Property Room. Normally, safekeeping property will be held for 30 days after which the Property Management Unit commander may begin disposal procedures in accordance with laws regarding abandoned property.

10.4 Firearms held as evidence in felony cases may only be released by the case investigator of record or an authorized supervisor from the Investigative Services Division.

10.4.1 Firearms held as evidence in misdemeanor cases, or for safekeeping, may only be released by the officer that originally seized the firearm or a supervisor in that officer's bureau or division.

10.4.2 Firearms submitted as found property shall be destroyed after 180 days unless notice is made in writing to the Property Management Unit to change the status of a specific firearm to evidence.

10.5 All property submitted as evidence, found property or safekeeping associated with a deceased person may only be released by the Coroner's Office. One exception exists pursuant to ORC 313.14/C if requested by the family and a deceased person's firearm is not needed as evidence in a criminal prosecution, the department shall return the weapon to an individual that may legally possess it.

10.6 Officers or investigators shall use the Property Management Computer System, when available, on department computers to designate items for disposal.

10.7 When an item is to be released to an individual, officers or investigators approving the release must either provide a completed PROPERTY RELEASE to the Property Management Unit, with the name of the individual authorized to receive the property, or provide the appropriate release information electronically by using the Property Management Computer System.

NOTE: Officers shall not provide the completed PROPERTY RELEASE to the individual authorized to receive the property.

10.7.1 It is the responsibility of the investigating officer to notify the owner that a release for their property has been issued and the owner can pick up their property at the Property Room within 30 days.

10.7.2 If the owner has not picked up their property within 30 days after the property release is authorized, Property Management Unit personnel will consider the property as being held for safekeeping, and begin disposal procedures.

10.7.3 Property cannot be released to "Owner," "Parents," etc.; an individual's name is required.

[redacted]



13 **POLICE DEPARTMENT FACILITY SECURITY / KEYCARDS**

All department employees have responsibility for the security of department facilities. Secure areas shall remain locked with access limited to only those with the proper security authorization, unless accompanied by a department employee. Department employees shall report any defective security equipment (e.g., malfunctioning locks, components of the electronic access control system) immediately to their supervisor. The supervisor shall ensure the department facilities remain secure and the proper notifications are made to rectify the situation.

13.1 Keycards will be issued to all permanent department employees and work in conjunction with the Electronic Access Control System to limit physical access to department facilities.

13.2 The Property Management Unit commander is responsible for the issuance, maintenance, and tracking of all keycards. In the event an employee's keycard is lost or stolen, the employee shall immediately follow the procedures in Directive 303.2/6.3 – OFFICIAL EQUIPMENT; LOST, DAMAGED OR STOLEN and notify Property Management Unit personnel so the card can be disabled.

14 **PROPERTY FOR ANALYSIS RECEIVED FROM OUTSIDE AGENCIES**

14.1 Other police departments and agencies often request assistance from the Toledo Police Department in the analysis of property for evidentiary value. The Toledo Police Department will assist other agencies with these requests, when possible, and will ensure the chain of custody is maintained for all property coming into its possession. Upon completion of analysis, all property received shall be returned to the original agency.

14.1.1 The Computer Crimes Office shall be responsible for the custody of all evidence and/or other property coming into the possession of the Computer Crimes Office and shall be responsible for the safekeeping, accurate recording, accounting for and proper disposition of all such property.

14.1.2 The Crime Scene Investigations Unit shall be responsible for the custody of all evidence and/or other property coming into the possession of the Crime Scene Investigations Unit and shall be responsible for the safekeeping, accurate recording, accounting for and proper disposition of all such property.

15 **PRESCRIPTION DRUG DROP-OFF**

304.1 PROPERTY MANAGEMENT

In an effort to combat prescription drug abuse, which sometimes leads to more serious addictions, the Toledo Police Department will anonymously receive, from citizens, prescription drugs which are in need of disposal.

15.1 Secured collection boxes to receive the prescription drugs have been placed at district stations. Citizens are able to deposit unwanted prescription drugs, anonymously, during regular business hours at district stations.

15.2 The Community Services Section has been provided portable secured collection boxes to have available at block watch meetings and other special events.

15.2.1 When complete, the Community Services Section officers shall secure the portable boxes for safekeeping in a night property room locker and record the information on the night property room log. The Community Services Section officers will not be required to complete a report; the Property Management Unit will complete the report once the portable boxes are emptied. The boxes will remain locked and accessible only to the Property Management Unit.

15.3 The Property Management Unit shall be responsible for the collection of the portable boxes and emptying district station collection boxes.

15.3.1 The prescription drugs will be collected on an ongoing basis.

15.3.2 The prescription drugs shall be weighed and an INCIDENT REPORT will be generated documenting the weight of the drugs.

15.3.3 The Property Management Unit shall dispose of the unwanted prescription drugs according to their established procedures.

DIRECTIVE 305.1	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES**	
EFFECTIVE November 01, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED April 1, 2016	PART: SUPPORT SERVICES CHAPTER: TELECOMMUNICATIONS	PAGES 9
RESCINDS February 29, 2012	**TELECOMMUNICATIONS**	

I **POLICY**

Toledo Police Department maintains and constantly strives to improve its intra-department communications network to provide for rapid and efficient police response and to facilitate management control.

II **DEFINITIONS**

APPLICATION PASSWORD – A password that a user may assign within an application that prohibits other users from opening the secured application.

COMPUTER SYSTEM – A computer and any related devices, whether connected or unconnected, including, but not limited to, data input, output, and storage devices, data communications links, computer programs, and data that makes the system capable of performing specified special purpose data processing tasks.

DEPARTMENT'S COMMUNICATIONS SYSTEM – The department's communication system consists of the 800 MHz countywide radio system, Computer Aided Dispatching (CAD) system, Mobile Data Computers (MDCs), computers, telephones, fax machines, mail service and emerging technologies.

ELECTRONIC MESSAGING – Electronic records or messages created, sent, forwarded, replied to, transmitted, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several electronic messaging systems or services.

HARDWARE – Computer components that include processor, keyboard, monitor, printer, mouse, cables, connectors, adapters, telephones, and any other device attached to any component.

MOBILE DATA COMPUTER (MDC) – an in-vehicle mobile computer used for two-way electronic messaging, data retrieval and report writing.

NETWORK PASSWORD – A password that a user utilizes to gain access to a network.

PASSWORD – A sequence of characters required for access to a computer system.

POWER-ON PASSWORD – A password assigned to the hardware of a PC that prevents other users from starting the system.

SOCIAL NETWORKING WEB SITES – Web sites that focus on building and reflecting social networks, or relationships between people who share similar interests or activities.

SYSTEM ADMINISTRATOR – The Technical Services Section commander is responsible for the overall operation and maintenance of the department's computer system.

TELEPHONE – a device used for voice or data communications. This includes conventional telephones, cellular phones, smart phones and other emerging technologies.

III PROCEDURES

1 THE DEPARTMENT'S COMMUNICATIONS SYSTEM RESTRICTIONS

Toledo Police Department's communications system is subject to the following:

1.1 The departmental communications system is restricted to the official business of the department and shall not be used for the purpose of disseminating commercial advertising, or for the purpose of promoting any commercial business interests unless authorized by the Chief of Police.

1.2 Only authorized employees shall make alterations, additions, removals and/or repairs to any portion of the department's communications system. They shall not permit any unauthorized personal use of the system.

1.3 The 800 MHz countywide radio system is not a secure means of communicating. Any person with monitoring capabilities may overhear these conversations. Communications records all telephone and radio transmissions.

1.4 Communications made through the department's communication system are not protected and are subject to discovery in criminal or civil matters or may be used in internal investigations. Therefore, communications should be considered public records, and employees should realize they have no expectation of privacy.

1.5 All communications are subject to department audit.

2 DEPARTMENT COMPUTERS

The Toledo Police Department utilizes a variety of computer systems in providing services to the community. Employees shall be trained in the use of applicable computer systems and shall exercise the utmost level of integrity with all computers and networks.

2.1 PURCHASING

When a need arises for the purchase of computer hardware or software, a REQUEST FOR EQUIPMENT, SUPPLIES, OR SERVICES (TPD FORM 6.7), must be completed.

2.1.1 After the appropriate commander has approved the request, the form shall be sent to the Technical Services Section.

2.1.2 The Technical Services Section commander shall review the form, attach a specification sheet, and record the date the form was received. The specifications sheet and the REQUEST FOR EQUIPMENT, SUPPLIES, OR SERVICES will then be delivered to the Secretary of Police, who will provide a requisition number, send a copy to the Technical Services Section for their records, and forward the originals to the city's Department of Information and Communications Technology.

2.1.3 The Technical Services Section will track all computer-related requests to ensure they are resolved in a timely manner by the city's Department of Information and Communications Technology**.**

2.1.4 All questions regarding computer-related equipment by department personnel shall be directed to the Technical Services Section commander.

2.1.5 Department personnel should not contact the city's Department of Information and Communications Technology with requests or inquiries about computer-related orders, unless they are assigned to the Technical Services Section.

2.1.6 Department personnel shall not accept any newly ordered computer hardware or software from anyone but the Technical Services Section unless prior approval has been obtained. This does not include replacement equipment (equipment on loan) being brought in as repair of existing equipment.

2.2 RESTRICTIONS

2.2.1 Use of any personal computer (PC) or workstation for any purpose that violates any federal, state, or local laws is prohibited.

2.2.2 Personal use of department network computer workstations is discouraged. However, there may be legitimate uses for the network involving work that is reasonably relevant to the organizational mission and is therefore authorized.

2.2.3 Personal use of Northwest Ohio Regional Information System (NORIS), National Criminal Information Center (NCIC), Law Enforcement Automated Data System (LEADS), Ohio Law Enforcement Gateway (OHLEG), LexisNexis, intelligence, surveillance system or local file databases is strictly prohibited.

2.2.4 Unauthorized use of another employee's password is prohibited.

2.3 COMPUTER SOFTWARE

2.3.1 Computer software generally is a licensed product. The city purchases the right to use a computer program on a specified number of computers. The department respects all computer software copyrights- and adheres to the terms of software licenses.

2.3.2 The Technical Services Section shall maintain a list of authorized department software.

2.3.3 Department personnel shall not load or download any software on a department-owned computer without authorization from the Technical Services Section commander.

2.3.4 Department personnel shall not:

(a) Duplicate any licensed software obtained for the department’s use. This section does not affect making backup copies of department files and software.

(b) Install personally owned/licensed software on any city-owned equipment.

2.4 ELECTRONIC MESSAGING

2.4.1 Electronic messaging capability is intended solely for departmental business purposes.

2.4.2 Any electronic message that is sent through the network may be retrieved even though it may have been deleted from the assigned employee's computer.

2.4.3 All electronic messages shall be professional and courteous.

2.5 INTERNET SERVICES

Department members who access Internet services shall do so in compliance with the following:

2.5.1 Department personnel shall use the Internet and other communications in an appropriate and responsible manner. Employees shall only use the Internet for

purposes that support the department's mission. Employees shall not use the Internet for non-work-related purposes.

2.5.2 When communicating, employees shall use appropriate language. Profane, obscene, offensive or inflammatory language shall not be used. Employees shall notify the commander of the Technical Services Section of any threatening or unwelcome communications received.

2.5.3 Accessing pornographic or offensive materials is prohibited except for specific police investigatory purposes and shall require the prior written permission of a deputy chief.

2.5.4 Personnel shall adhere to copyright guidelines in the use of software, information, the attribution of authorship, and in the transmission or copying of text or files on the Internet or from other sources.

2.6 **EMAIL**

Email is a form of communication used by the department. Important information from the department is disseminated through email communication. Email is available to all department members through computers located at the stations, Mobile Data Computers (MDC's) and through any device with web browsing capabilities.

2.6.1 All department personnel shall check their email, at least once daily, during regularly scheduled work days.

2.6.2 Department personnel shall delete unwanted emails to ensure the email mailbox does not become full.

2.6.3 Department personnel shall be cautious about opening emails from unknown senders to reduce the possibility of infecting the computer and/or network with a virus.

2.7 **REPAIRS**

2.7.1 The Technical Services Section is responsible for all maintenance, support, and repair of department computers.

2.7.2 Requests for service should be placed via the electronic link "Easy Button" located on the Toledo Police Intranet.

2.7.3 **I**n an effort to assist Technical Services Section personnel in resolving computer problems, the person reporting a malfunction shall make every effort to describe the nature of the problem. Personnel reporting computer problems shall telephone or e-mail Technical Services Section personnel with the following information:

- Date and time of occurrence.
- The type of computer and function that was being utilized when the problem occurred.
- Whether the problem can be duplicated on the same or another computer.
- The nature of the problem (e.g., computer out of memory, network services not available, or the content of any message that appeared in a dialog box reporting an error).

2.8 **AUDIT**

2.8.1 The Technical Services Section shall ensure that network security measures/practices are in place to protect the integrity of the system. These may include passwords, access codes, or biometric devices used to access department resources.

2.8.2 The Technical Services Section shall ensure that an audit of the department's security practices is conducted annually to include password complexity, lockout thresholds, lockout reset, password history, other access codes or mechanisms, and access violations.

3 MOBILE DATA COMPUTER (MDC)

3.1 **MOBILE/FIELD USAGE**

The driver of any vehicle equipped with an MDC shall not operate the MDC while the vehicle is in motion. One (1) man units shall stop the vehicle before attempting to access information. Lucas County Emergency Services is responsible for all maintenance, support and repair of MDCs.

3.2 **DISPATCH**

3.2.1 Officers will have available to them, through the MDC, all 9-1-1 information regarding their calls for service. However, for an indefinite period, all calls will continue to be voice dispatched.

3.2.2 Officers shall:

(a) Verbally acknowledge the call as well as announce their arrival on scene.
(b) Verbally advise the dispatcher when a change of location is necessary.
(c) Verbally advise the dispatcher when placing themselves out of service on a self-initiated incident, such as a traffic stop.

3.2.3 The dispatcher will continue to enter all CAD data regarding traffic stops and other on-view incidents.

3.3 **GENERAL RESPONSIBILITIES**

3.3.1 It shall be the assigned officer's responsibility to safeguard the MDC using every reasonable precaution available (i.e., locking the vehicle when unattended).

3.3.2 Officers shall log on to the mobile network computer system at the beginning of their shift. The dispatcher will be responsible for logging the officer off at the end of the shift. Officers shall NOT log themselves out of the MDC without first informing the dispatcher.

3.3.3 At the beginning of the shift, it shall be the responsibility of the driver of the vehicle to ensure that the MDC is functioning properly. If the MDC is found to be malfunctioning, a request for repair shall be initiated immediately. Repairs will be made during normal business hours, unless otherwise directed.

3.4 **STORAGE/SECURITY**

3.4.1 The Technical Services Section is responsible for the physical security of all assigned MDCs and for obtaining any required maintenance. Use of a department computer by anyone other than an authorized user is prohibited.

3.4.2 It shall be the assigned officer's responsibility to ensure the security of the MDC against unauthorized use.

(a) An officer shall not give out his password to any person, nor shall a password be left in any discernible written form in or near the MDC.
(b) Officers may be required to disclose their password to a supervisor or support personnel for departmental purposes.

3.5 **LAW ENFORCEMENT INFORMATION**

3.5.1 Officers shall use the MDC to make all NORIS/LEADS/NCIC inquiries unless circumstances exist that make using the MDC impractical (e.g., running a shoplifter for warrants inside a shopping mall). Officers shall advise the dispatcher if they are with a subject and awaiting confirmation of a warrant.

3.5.2 By law, responses from NORIS/LEADS/NCIC inquiries are protected information.
(a) Officers shall ensure that unauthorized persons do not view responses from these systems.
(b) Officers shall not provide protected information to any unauthorized person.
(c) Officers are not permitted to use these information systems for their own personal use, but only for official criminal justice purposes.
(d) Officers shall not initiate any inquiry outside those purposes necessary to complete a departmental objective.

3.5.3 Non-public sources of information made available to law enforcement personnel shall not be accessed or utilized for non-law enforcement purposes.

3.6 **TRAINING**

3.6.1 It will be the responsibility of bureau/section commanders to ensure that all officers under their command maintain NORIS certification.

3.6.2 It will be the responsibility of the Technical Services Section commander to design and administer computer-training programs specific to the software loaded on the MDCs.

4 **VIDEO PRODUCTION**

4.1 Department personnel requesting a video production shall submit a VIDEO OFFICE WORK ORDER (TPD FORM 31.13) to the Video Office outlining the project and the date the video is needed.

4.1.1 The request should be submitted as early as possible to avoid conflicts with other scheduled projects.

4.1.2 The Video Office will schedule a planning meeting with the person requesting the project. The planning meeting will consist of:

- Outlining the video project.
- Determining the date and location of the video shoot.
- Determining what additional equipment and/or personnel will be required.
- Instruction regarding script development or review of existing script.
- Completion of any release form that may be necessary.
- Discussion of applicable copyright laws.
- Scheduling of follow-up meetings for review of the project and finalization of script. Script content shall be carefully examined to insure accuracy and consistency with department policy, laws, and ordinances.

4.2 Once the video location and date of production have been set, and the content of the script has been approved, the Video Office will coordinate the set-up of the video equipment as well as direct the video crew, subjects, and actors.

4.3 After the video shoot has been completed, the Video Office will complete whatever post-production services are necessary. These services include:

- Editing
- Transferring the image (e.g., videotape, Compact Disc (CD), Digital Video Disc (DVD), other media)
- Recording the narration
- Video duplication
- Labeling, packaging and distributing of the final video program

4.4 After the completion of all post-production services, the Video Office will schedule a final review of the project with the requesting person.

4.5 Prior to release, all projects must receive approval from the requesting employee's bureau or division commander.

5 REQUEST FOR OUTGOING COMPUTER MESSAGE TRANSFERS

All requests for outgoing transfer messages (TWX) from the department to outside agencies shall be made in writing and must be approved by the requesting employee's supervisor prior to being presented to a Records Section supervisor. The approving Records Section supervisor shall cause the message to be sent.

NOTE: This applies to computer transfer messages only, and in no way affects requests from police officers for routine stolen, wanted or registration checks with LEADS, NCIC, or BMV.

6 USE OF DEPARTMENT TELEPHONES

6.1 TELEPHONE COMMUNICATIONS WITH THE PUBLIC

The telephone is the primary method by which department services are requested. All incoming telephone calls must be answered as promptly as possible to determine if a need for police service exists and, if so, to provide the required service.

6.2 TELEPHONE COURTESY

6.2.1 A department employee, when answering or initiating telephones calls, shall:

(a) Courteously greet the caller.

(b) Identify themselves by title and name, the unit they represent in the department and ask to be of assistance.

6.2.2 Employees should make every reasonable attempt to either supply requested information or assistance, or to promptly refer the party to the proper department or other public or private agency for assistance. When making referrals, employees shall use all information available at their disposal.

6.2.3 When a department employee intends to transfer a call to another extension within the phone system, the caller shall be made aware of the employee's intention to transfer the call and shall be given the telephone number and the name of the unit or section.

6.3 **TELEPHONE CALLS; IMMEDIATE SERVICE REQUIRED**

6.3.1 When a department employee receives a phone call that requires immediate police mobile response, the employee shall:

(a) Obtain the location of the incident.
(b) Obtain all other pertinent information regarding the incident.
(c) Relay all information to Communications personnel.

6.3.2 The caller shall also be advised that Communications personnel will be notified of the incident. If the call is of a non-emergency nature, the caller shall be directed to contact Communications at 419-245-3340.

6.4 **LONG DISTANCE TELEPHONE CALLS**

Long distance telephone calls shall be placed on city phones for official business only.

7 **USE OF PERSONAL TELEPHONES**

The use of personal telephones by department personnel is authorized and subject to the following:

7.1 Any employee, while on-duty or acting in an official capacity, shall not wear any hands free telephone devices, unless authorized by a supervisor.

7.2 Officers should consider the tactical situations they may confront and place telephones on vibrate or silent while on-duty.

7.3 Employees shall not use telephones in place of conventional methods of police related communications (e.g., cellular phone calls or text messaging from one unit to another about criminal activity). The department's communication system should be used for these purposes.

7.4 Employees shall not place outgoing or answer incoming telephone calls while engaged in any department business which requires personal or face-to-face contact with any citizen, unless the telephone call is directly related to police business.

7.5 Communications of a personal nature shall be kept at a minimum while on-duty and should be conducted out of public view.

7.6 Cellular phone calls, text messages, emails and other communications, made with personal telephones to conduct department business, may be subject to discovery in criminal or civil matters or may be used in internal investigations. Therefore, these communications should be considered public records and employees should have no expectation of privacy.

8 **EMPLOYEE CONDUCT**

Images, video, audio files, or any other information obtained from the police department, during or outside the course of duty, shall not be posted, displayed, shared, or otherwise made available directly or on a blog, website, file transfer protocol server (FTP), mass storage device, or any other method of dissemination without permission of the Chief of Police, except as necessary in the performance of official duties. Employees must obtain prior approval from the Chief of Police to develop a Web page or to create a bulletin board (blog) that relates to the Toledo Police Department.

- While on or off-duty, officers shall not take graphic, illicit, or compromising photographs, videos, or audio recordings of law enforcement activities (i.e., crime scenes, arrests, etc.) for personal use without the approval of the Chief of Police.

8.1 **SOCIAL NETWORKING WEB SITES**

- Employees who use these types of web sites should ensure that they in no way represent themselves as Toledo Police officers.
- No sensitive, classified, sexually explicit, or racially insensitive postings shall be made.
- No posting that divulges sensitive information, discloses the identities of under-cover officers or brings embarrassment or discredit to the Toledo Police Department shall be made.
- No photographs of police vehicles, logos, uniforms, or facilities shall be posted or shown on these web sites.

8.2 **ACCESSING SOCIAL NETWORKS ON CITY OWNED EQUIPMENT**

Department employees shall not access social networking websites (e.g., Facebook, Twitter, MySpace) from City owned computers, unless access is directly related to employee's duties. Permission from a supervisor is required prior to any employee accessing these types of web sites.

DIRECTIVE 305.2	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE March 26, 2026 REVISED October 13, 2026	PART: SUPPORT SERVICES CHAPTER: TELECOMMUNICATIONS	PAGES 8
RESCINDS March 26, 2026	**PHYSICAL AND ELECTRONIC MEDIA SECURITY**	

I POLICY

It is the policy of the Toledo Police Department to ensure the protection of Criminal Justice Information (CJI) and non-public media until such time as the information is either released to the public via authorized dissemination (e.g., Freedom of Information Act requests, within a court system, or when presented in crime report data), or is purged or destroyed in accordance with applicable record retention rules.

The Media Protection Policy was developed using the FBI Criminal Justice Information Services (CJIS) Security Policy. The Toledo Police Department shall comply with the most current version of the FBI Criminal Justice Information Services (CJIS) Security Policy and any state-specific CJIS Systems Agency (CSA) requirements. All personnel, contractors, and supporting entities with access to CJI shall adhere to CJIS administrative, technical, and physical safeguards requirements.

II DEFINITIONS

PHYSICAL MEDIA - Refers to tangible materials used to store or transmit data and content. This includes printed documents and imagery that contain CJI.

ELECTRONIC MEDIA - Any means by which information is communicated or expressed, including text, audio, video, or graphics, encoded in machine-readable formats and created, viewed, distributed, or modified on electronic devices. This includes memory devices in laptops and computers (hard drives) and any removable, transportable memory media, such as magnetic tape or disk, backup media, optical disk, flash drives, external hard drives, memory cards, or live monitoring.

PHYSICALLY SECURE LOCATION - A physically secure location is a facility, an area, a room, or a group of rooms within a facility with physical and personnel security controls sufficient to protect CJI, associated information systems, and non-public media. The perimeter of the physically secure location shall be prominently posted and separated from non-secure locations by physical controls. Security perimeters shall be defined, controlled, and secured. Restricted non-public areas in the Toledo Police Department shall be identified with a sign at the entrance.

VISITOR ACCESS - A visitor is defined as a person who visits any Toledo Police Department facility on a temporary basis, who is not employed by the Toledo Police Department and has no unescorted access to physically secure locations within a Toledo Police Department facility where CJI, non-public media, and associated information systems are located.

PERSONALLY OWNED DEVICES - Physical media owned by any entity other than the Toledo Police Department, or devices contracted to assist with the functions of the Toledo Police Department. This includes personal devices such as cellular phones, tablets, laptops, and other devices with similar capabilities.

CRIMINAL JUSTICE INFORMATION (CJI) - Data that is not available to the general public and used for criminal investigations, identification, and intelligence. CJI includes Criminal History Record Information (CHRI), biometric data, identity history data, property data, case/incident history, and any information derived from FBI CJIS systems.

NON-PUBLIC MEDIA – Physical or electronic media containing Toledo Police Department information that is not authorized for public release. Non-public media includes audio or video recordings, live monitoring, electronic files, and other department information for which access is restricted to authorized personnel.

AUTHORIZED PERSONNEL – Individuals with current training, credentials, and authorization from the Chief of Police to access media, a secure location, or some other restricted entity.

LOCAL AREA SECURITY OFFICER (LASO) - The designated individual responsible for ensuring the agency complies with FBI Criminal Justice Information Services (CJIS) Security Policy requirements. LASOs manage access to sensitive criminal data, ensuring only authorized personnel use agency systems, and act as the primary liaison with state security authorities.

PRINCIPLE OF LEAST PRIVILEGE - Dictates that users, systems, and applications are granted only the minimum access rights necessary to perform their specific tasks in order to minimize security risks.

ROLE-BASED ACCESS CONTROL - A framework that implements security by assigning permissions based on job roles rather than individual users, ensuring efficient, standardized, and secure access management.

VISITOR ESCORT - Authorized personnel who accompany a visitor at all times while the visitor is within a physically secure location to ensure the protection and integrity of the physically secure location and any CJI and non-public media therein.

III PROCEDURES

1. MEDIA STORAGE AND ACCESS

Controls shall be in place to protect electronic and physical media containing criminal justice information (CJI) and non-public media while at rest, stored, or actively being accessed. Only authorized personnel shall access CJI, non-public media, or secure locations. Non-public media and CJI shall only be used for law enforcement purposes. To protect CJI and non-public media, Toledo Police Department personnel shall:

1.1 Securely store electronic and physical media within a physically secure or controlled area. A secured area includes, but is not limited to, a locked drawer, cabinet, or room.

1.2 Properly protect any individually issued keys, proximity cards, computer account passwords, and other access credentials.

1.3 Restrict access to electronic and physical media to authorized individuals.

1.4 Ensure that only authorized users remove printed forms or electronic media containing CJI or non-public media.

1.5 Physically protect CJI or non-public media until the media reaches end of life. End-of-life media containing CJI or non-public media shall be destroyed or sanitized using approved equipment, techniques, and procedures in accordance with CJIS Security Policy media sanitization standards (e.g., NIST SP 800-88 or successor guidance). Sanitization methods shall be appropriate to the type of media and documented.

1.6 Personnel shall not use personally owned information systems or devices to access, process, store, or transmit CJI or non-public media unless authorized by the Chief of Police or designee, and only when all safeguards in this directive are in place. Any authorized personally owned device accessing CJI or non-public media shall:

- 1.6.1 Utilize CJIS-compliant encryption for CJI or non-public media at rest and in transit.
- 1.6.2 Store CJI or non-public media locally unless specifically authorized.
- 1.6.3 Require multi-factor authentication.
- 1.6.4 Be configured with department-approved security controls.
- 1.6.5 Be subject to remote wipe capability where feasible.
- 1.6.6 Be documented and approved by the LASO. The LASO shall maintain documentation of approved devices. Documentation shall include device identification, approval date, and applicable security controls.

1.7 Personnel shall not utilize publicly accessible computers to access, process, store, or transmit CJI or non-public media.

1.8 Store all hardcopy CJI or non-public media printouts maintained by the Toledo Police Department in a secure area accessible to only those employees whose job functions require them to handle such documents.

1.9 Safeguard all CJI and non-public media within the Toledo Police Department against possible misuse.

1.10 Take appropriate action when in possession of CJI and non-public media while not in a secure area:

- 1.10.1 CJI and non-public media shall not leave the employee's immediate control. CJI and non-public media printouts shall not be left unsupervised while physical controls are not in place.
- 1.10.2 Precautions must be taken to obscure CJI and non-public media from public view, such as by means of an opaque file folder or envelope for hard copy printouts. While using electronic devices such as laptops, a session lock or privacy screen shall be used. CJI and non-public media shall not be left in plain public view.
- 1.10.3 When CJI or non-public media is electronically transmitted or stored outside the boundary of the physically secure location, the data shall be encrypted using

FIPS 140-2 or FIPS 140-3 validated cryptographic modules, or a successor standard, in accordance with CJIS Security Policy.

(a) Storage devices include external hard drives from computers, printers, and copiers used with CJI or non-public media. Storage devices also include thumb drives, flash drives, back-up tapes, mobile devices, laptops, etc.

(b) Encryption keys shall be properly managed, stored separately from encrypted data where applicable, and access shall be restricted to authorized personnel.

1.11 Lock or log off computers when not in the immediate vicinity of the work area to protect CJI and non-public media. The agency shall enforce automatic session lock after a period of inactivity consistent with CJIS requirements. Access permissions shall be granted on a need-to-know basis. Personnel without a work-related need to access the data shall not have access to the information.

1.12 Access to CJI and non-public media systems shall require unique user identification and authentication. Shared accounts are prohibited.

1.13 Establish appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of CJI and non-public media.

1.13.1 Systems accessing, processing, or storing CJI and non-public media shall generate and retain audit logs sufficient to reconstruct events related to CJI and non-public media access, modification, dissemination, and deletion.

1.13.2 Audit logs shall be reviewed periodically in accordance with CJIS policy and retained consistent with CJIS retention requirements.

1.14 Access permissions shall be reviewed at least annually and upon role change or termination.

1.15 Access to live monitoring or recordings from privately owned cameras may be granted to department personnel through express consent or via legal processes.

1.16 Personnel assigned to the Training Section, or personnel assisting the Training Section, may utilize non-public media if needed and relevant to the scope of the training.

2. MEDIA TRANSPORT

Controls shall be in place to protect electronic and physical media containing CJI or non-public media while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure and use. Dissemination to another agency is authorized under the following circumstances:

2.1 The other agency is an Authorized Recipient of such information and is being assisted by the accessing agency, or

2.2 The other agency is performing personnel and appointment functions for criminal justice employment applicants. The Toledo Police Department personnel shall:

2.2.1 Protect and control electronic and physical media during transport outside of controlled areas.

2.2.2 Restrict the pickup, receipt, transfer, and delivery of such media to authorized personnel. Toledo Police Department personnel will control, protect, and secure electronic and physical media during transport from public disclosure by:

(a) When CJI or non-public media is transported electronically outside a physically secure location, encryption meeting CJIS standards shall be used.

(b) Use of privacy statements in electronic and paper documents.

(c) Limiting the collection, disclosure, sharing, and use of CJI and non-public media to law enforcement purposes only.

(d) Following the least privilege and role-based rules for allowing access. Limit access to CJI and non-public media to only those people or roles that require access.

(e) Securing hand-carried confidential electronic and paper documents. When mailed or shipped, the agency must document procedures and only release to authorized individuals. Packages containing CJI or non-public media material that are mailed shall NOT be marked "Confidential." Packages containing CJI or non-public media material shall be sent by methods that provide for complete shipment tracking, history, and signature confirmation of delivery.

2.2.3 Hand-carried electronic media shall remain under the physical control of authorized personnel at all times.

2.2.4 Chain-of-custody documentation shall be maintained for transported media containing CJI or non-public media.

2.2.5 Personnel shall not take CJI or non-public media home or take it while traveling unless authorized by the Toledo Police Department. When disposing of confidential documents, use a shredder or a document destruction service.

3. LOSS OF INFORMATION OR ACCESS; PERSONNEL ROLES AND RESPONSIBILITIES

If CJI or non-public media is improperly disclosed, lost, or reported as not received, or another security concern is discovered including facility access violations, loss of CJI or non-public media, loss of laptops, cell phones, thumb drives, CDs/DVDs and printouts containing CJI, or if CJI or non-public media has been improperly accessed, the following procedures shall be followed:

3.1 Personnel shall immediately notify their supervisor upon discovery of the incident. Report loss of issued keys, proximity cards, etc. to the on-duty supervisor, or the employee's direct supervisor if the assigned bureau/section/unit has restricted hours.

3.2 A report must be completed and submitted. The submitted report shall contain a detailed account of the incident, events leading to the incident, and steps taken in response to the incident.

3.3 Report any security incidents involving CJI to the Toledo Police Department's LASO immediately and in accordance with CJIS Security Policy incident reporting requirements.

4. LOSS OF INFORMATION OR ACCESS; SUPERVISOR RESPONSIBILITIES

Upon being informed that an individual under the supervisor's responsibility has been involved in a situation where CJI or non-public media has been improperly accessed, disclosed, lost, or reported as not received, or another security concern is discovered, including facility access violations, loss of

CJI or non-public media, loss of laptops, cell phones, thumb drives, CDs/DVDs and printouts containing CJI, the following procedures shall be followed:

4.1 Make arrangements to have authorized credentials resecured, such as a proximity card deactivated, door locks possibly re-keyed, passwords reset as necessary, or take steps to prohibit improper access to CJI or non-public media.

4.2 Ensure a satisfactory report is filed and that communication is made regarding the situation to the LASO. The LASO shall notify the Information Security Officer (ISO), CJIS Systems Agency, and/or FBI CJIS Division in accordance with CJIS Security Policy incident response timelines.

4.3 If appropriate, a Departmental Investigative Form (DIF) shall be completed.

5. VISITORS; PERSONNEL ROLES AND RESPONSIBILITIES

The responsibility for the visitor procedure rests with the employee allowing access or continued access to the facility. Personnel physically allowing the visitor into the secured area accept responsibility for that individual, and either pass the responsibility to another Toledo Police Department employee, or remain with the visitor until the visitor exits the secure area. Toledo Police Department personnel shall ensure visitors comply with the following:

5.1 All visitors must complete the visitor access log before entering a physically secure location by listing their name, their agency, purpose for the visit, date of visit, time of arrival, and name and section of the person visited. Time of departure must be noted upon departure.

5.2 The visitor will be screened by Toledo Police Department personnel for weapons. No weapons are allowed in the agency except when carried by personnel authorized by the Chief of Police or designee.

5.3 All visitors in secure areas must be accompanied by a Toledo Police Department visitor escort at all times, including delivery or service personnel. Visitor escort personnel shall ensure visitors do not access CJI systems, non-public media, or view CJI unless authorized and properly screened in accordance with CJIS policy. The use of cameras or other electronic means used to monitor a physically secure location does not constitute an escort.

5.4 The visitor will be screened for electronic devices. Personal electronic devices may not be used in any secure area within the agency facility except when authorized by the Chief of Police or designee. Personnel shall ensure visitors are not permitted to enter a secure area with electronic devices, including cameras and mobile devices, unless approved by the Toledo Police Department Local Area Security Officer (LASO). Photographs are not allowed unless the command officer responsible for the area grants permission.

5.5 The visitor must show Toledo Police Department personnel a valid form of photo identification.

5.6 Visitors must adhere to Toledo Police Department policy for authorized unescorted access.

5.6.1 Noncriminal Justice Agency (NCJA) personnel (e.g., city information technology worker) who require frequent unescorted access to restricted areas will be required to establish a Management Control Agreement between the Toledo Police Department and the NCJA. Each NCJA employee with CJI or non-public media access will have a state and national fingerprint-based record check prior to being granted access to the restricted area.

5.6.2 Private contractors/vendors who require frequent unescorted access to restricted areas will be required to establish a Security Addendum between the Toledo Police Department and each private contractor or vendor. Private contractor or vendor personnel will have a state and national fingerprint-based record check prior to being granted access to the restricted area.

5.7 Personnel shall ensure visitors are not permitted to view screen information.

5.8 Individuals not having any legitimate business in a restricted area shall be escorted to a public area of the facility. Individuals in physically secure areas without an escort shall be stopped. If resistance or behavior of a threatening or suspicious nature is encountered, sworn personnel shall be notified.

5.9 Visitors shall not be allowed to sponsor another visitor.

5.10 Escort personnel will confirm the visitor is not leaving the building with any agency-owned equipment or sensitive data prior to the visitor's departure. All Toledo Police Department personnel and supporting entities are responsible for reporting any unauthorized physical and electronic access, by either visitors or department personnel, to the Toledo Police Department through the chain of command.

5.11 All requests by groups for tours of the Toledo Police Department facility will be referred to the proper agency point of contact for scheduling. Visitor rules apply for each visitor within the group. The group leader will provide a list of names to the proper agency point of contact.

5.12 Escort personnel are responsible for properly evacuating visitors in cases of emergency.

6. AUTHORIZED PHYSICAL ACCESS

Only authorized personnel will have access to physically secure non-public locations. The Toledo Police Department will maintain a list of authorized personnel. The agency will implement access controls and monitoring of physically secure areas to protect all transmission and display media of CJI and non-public media. Authorized personnel will take necessary steps to prevent and protect the agency from physical and electronic breaches.

6.1 Department personnel shall use only the appropriate door for entry to and exit from the Toledo Police Department buildings and secure areas within those buildings, and shall use marked, alarmed emergency exits only in emergency situations.

6.2 Department personnel shall ensure the perimeter security door securely locks after entry or departure. No perimeter door shall be propped open. Unauthorized individuals shall not be permitted to enter after the perimeter door has been opened for an authorized purpose.

6.3 All personnel with CJI and non-public media access shall meet the minimum personnel screening requirements prior to being granted access.

6.3.1 To verify identification, a state of residency check and national fingerprint-based record check shall be conducted prior to assignment for all personnel who have unescorted access to CJI and non-public media and those who have direct responsibility to configure and maintain computer systems and networks with direct access to CJI and non-public media. Personnel shall be re-screened in accordance with state and CJIS requirements.

6.3.2 Support personnel, private contractors/vendors, and custodial workers with access to physically secure locations or controlled areas during CJI and non-public media processing shall be subject to a state and national fingerprint-based record check unless these individuals are escorted by authorized personnel at all times.

6.3.3 Any subsequent arrest or disqualifying event shall be reported in accordance with CJIS policy.

6.3.4 Employees shall keep appropriate Toledo Police Department personnel informed when CJI or non-public media access is no longer needed. In the event of termination of employment, the individual must surrender all property and access credentials managed by the local agency, state, and/or federal agencies.

6.4 All authorized personnel shall complete security awareness training.

6.4.1 All authorized Toledo Police Department personnel, Noncriminal Justice Agencies (NCJA) personnel such as city IT employees, and private contractor or vendor personnel will receive security awareness training prior to initial assignment and annually as required by the CJIS Systems Agency.

6.4.2 Security awareness training will cover areas specified in the CJIS Security Policy, at a minimum.

DIRECTIVE 306.1	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle		
EFFECTIVE November 01, 2002			
REVISED February 1, 2016	PART: SUPPORT SERVICES CHAPTER: DETENTION MANAGEMENT		PAGES 5
RESCINDS June 4, 2010	**TEMPORARY DETENTION**		

I **POLICY**

There are circumstances in which detainees are not immediately transported to a permanent detention facility. There are also situations when interviews may turn into interrogations, thereby suspects become detainees. In these instances, the department utilizes Temporary Detention Rooms and Temporary Detention Areas to safely secure detainees before transport to a permanent detention facility.

II **DEFINITIONS**

SUBJECT – Any individual coming into contact with agency personnel (e.g., citizen, traffic violator not in custody, mental patient not in custody).

SUSPECT – Any individual whose actions cause a citizen or agency personnel to believe that they are involved or have been involved in criminal activity.

DETAINEE – Any individual in the custody of agency personnel, and whose freedom of movement is at the will of agency personnel (e.g., arrestee, person in custody, mental patient in custody because he is absent without leave [AWOL] from a medical facility), including status offenders.

HANDCUFF DETENTION DEVICE – A single handcuff securely attached to a bench or seat which is attached to the chain or hinge of a detainee's handcuffs, securing the detainee to the bench/seat.

TEMPORARY DETENTION AREA – A secure area designed and designated by a sign to confine detainees for short periods of time (e.g., secure area with walls and/or partitions specifically used to confine detainees).

TEMPORARY DETENTION ROOM – A room designed and designated by a sign to confine detainees for short periods of time (e.g., secure rooms specifically used to confine detainees).

INTERVIEW ROOM – A room designed and designated by a sign for officers to conduct interviews and interrogations.

POLYGRAPH ROOM – A room designed and designated by a sign for officers to conduct polygraph examinations.

STATUS OFFENDER – A juvenile who has committed a crime that would not be a crime if committed by an adult (e.g., runaway, curfew, underage drinking, tobacco use, truant, unruly). A status offender in the custody of agency personnel, and whose freedom of movement is at the will of agency personnel is a detainee.

EXCEPTION: If the juvenile is arrested for a status offense and criminal offense, which is not a status offense (e.g., resisting arrest, assault, disorderly conduct), the juvenile is not considered a status offender.

III PROCEDURES

1 RESPONSIBILITY FOR DETAINEES

1.1 OFFICER'S RESPONSIBILITY

Whenever an officer has responsibility for a detainee, the officer shall exercise the utmost precaution to keep the detainee from escaping, injuring himself or others, and/or destroying any items of evidentiary value.

1.1.1 Transporting officers shall be responsible for the safety and welfare of the detainee at all times. Transporting officers shall maintain continual supervision and control of the detainee unless specifically excused by a sworn supervisor or investigator handling the case.

- The relieving authority shall verbally notify the officer that he has been temporarily excused and shall advise him when to return.
- Once properly relieved, the responsibility for the detainee transfers to the relieving officer/investigator.

1.1.2 When custody of a detainee is transferred to another officer, the officer accepting responsibility for the detainee shall properly search the detainee for weapons or other contraband.

2 TEMPORARY DETENTION ROOMS/TEMPORARY DETENTION AREAS

2.1 PHYSICAL CONDITIONS OF TEMPORARY DETENTION ROOMS AND TEMPORARY DETENTION AREAS

Temporary Detention Rooms/Areas shall be designated with a sign stating the room/area is a Temporary Detention Room/Area. Temporary Detention Rooms/Areas shall be free of objects that can be thrown, misused, or used as a weapon.

2.1.1 Benches shall be securely fastened to the floor.

2.1.2 Handcuff detainment devices shall be constructed and installed to securely hold a handcuffed detainee.

2.1.3 Doors to Temporary Detention Rooms/Areas shall remain closed and locked whenever a detainee is in the room/area, unless an officer is present in the Temporary Detention Room/Area (e.g., doors may remain open and unlocked when an officer is placing a detainee in or removing a detainee from the room/area).

2.2 GENERAL GUIDELINES FOR USE OF TEMPORARY DETENTION ROOMS/TEMPORARY DETENTION AREAS

Any officer may utilize a Temporary Detention Room/Area to temporarily secure a detainee. Officers shall use Temporary Detention Rooms, if available. Temporary Detention Areas shall only be used if all Temporary Detention Rooms are occupied or otherwise unavailable for use. Officers utilizing the Temporary Detention Rooms/Areas shall adhere to the following guidelines.

EXCEPTION: ***Juvenile Status offenders shall NOT be brought to a police facility.***

2.2.1 Officers shall record the use of a Temporary Detention Room/Area by making the appropriate entries on the TEMPORARY DETENTION ROOM/AREA LOG (TPD FORM 15.29) maintained in a logbook at each Temporary Detention Room/Area.

- Each time a detainee is placed in or removed from a Temporary Detention Room/Area, for any reason, the time in and out shall be recorded on the TEMPORARY DETENTION ROOM/AREA LOG.
- Any meals provided to a detainee shall be recorded on the TEMPORARY DETENTION ROOM/AREA LOG.
- The Operations Division commander, or his designee, shall maintain the completed TEMPORARY DETENTION ROOM/AREA LOGS.

2.2.2 Officers shall inspect the Temporary Detention Room/Area for weapons, contraband, or unsafe conditions prior to placing a detainee in the room/area and immediately after removing the detainee.

- Prior to placing a detainee into a Temporary Detention Room/Area, officers shall remove all property from the detainee. The property shall be placed in one (1) of the property lockers provided near each Temporary Detention Room/Area. Officers shall secure the locker and maintain possession of the property locker key until the property transfers with the detainee.
- Weapons, contraband or evidence shall be handled in accordance with existing procedures. All other property shall transfer with the detainee when they are transported to another facility or released from custody.

2.2.3 While in a Temporary Detention Room/Area, all detainees shall be handcuffed to a handcuff detainment device to ensure detainee safety, prevent escape, and to prevent damage to Temporary Detention Rooms/Areas.

- The proper handcuffing technique to secure a detainee to a handcuff detention device is both hands handcuffed together behind the back with the operable portion of the handcuff detention device attached around the chain or hinge portion of the detainee's handcuffs.
- If another detention device is used instead of a handcuff detention device, officers shall ensure that both of the detainee's hands remain handcuffed behind the back.
- Males, females and juveniles shall be separated into different detention rooms/areas.
- Juveniles shall be kept sight and sound separated from all adult offenders.

2.2.4 Officers shall keep their detainee under continual supervision using CCTV monitors and conducting visual checks, at least every 30 minutes, or as conditions warrant.

- Officers shall remain alert for possible indications of medical problems, suicide attempts, escape attempts or other potentially harmful events that may occur.

2.2.5 In areas where a Temporary Detention Room/Area is not available, detainees shall be properly handcuffed and shall remain under continual supervision and control.

2.2.6 Generally, detainees shall only be held in Temporary Detention Rooms/Areas for as long as necessary and shall be transported to a permanent detention facility as soon as practical.

2.3 SECURITY MEASURES

2.3.1 Officers shall secure all firearms before entering a Temporary Detention Room/Area with a detainee, or before entering a Temporary Detention Room/Area that contains a detainee. Officers shall secure their firearms in one (1) of the gun lockers installed near the Temporary Detention Rooms/Areas. Officers should also consider securing other potentially harmful weapons prior to entering a Temporary Detention Room/Area.

2.3.2 Some Temporary Detention Rooms/Areas are equipped with duress alarms. Officers may utilize a duress alarm or the emergency button on a portable radio to summon assistance.

2.3.3 Only authorized personnel (e.g., police personnel) shall be permitted in Temporary Detention Rooms/Areas or to have access to detainees. Other individuals, such as attorneys and family members, will have access to a detainee after the detainee is booked into a permanent detention facility.

2.3.4 Officers shall allow reasonable water and restroom breaks for their detainees. Officers shall keep in mind the circumstances, the length of the temporary detention, and any security risk involved in removing handcuffs to allow a detainee to use restroom facilities. If there is any doubt on the part of the officer, a sworn supervisor or investigator shall decide what action to take.

(a) When a detainee is granted permission to use restroom facilities, an officer shall search the restroom for weapons, evidence or contraband before and after escorting the detainee to the restroom. The officer shall also monitor the detainee's activities as closely as possible.

(b) When an opposite-sex detainee is involved, a sworn supervisor shall be advised and he shall render a decision whether to summon an officer of the appropriate sex, or allow the detainee to use the restroom facilities unsupervised.

2.4 FIRE SAFETY PROVISIONS

2.4.1 Fire Prevention – All personnel shall make every effort to prevent the occurrence of fires in Temporary Detention Rooms/Areas, and in other areas where detainees are present, through proper supervision of detainees and control of all flammable materials in and around those areas.

(a) Smoking is not permitted in any City of Toledo facility.

(b) In the event of a fire or other related emergency, the primary objective will be the protection of lives of all detainees and all others occupying the building.

2.4.2 Fire Suppression – Fire fighting equipment is located throughout the Safety Building and district stations. As soon as a fire is detected in a police facility, officers shall follow the procedure listed below:

(a) Call 9-1-1 or inform Communications personnel via radio to report the location and nature of the fire.

(b) Extinguish the fire, if possible.

(c) If the fire cannot be controlled with the available firefighting equipment, immediately evacuate the building, following the posted evacuation routes.

(d) Notify the district shift commander and district commander.

(e) Assist fire department personnel in accessing the building and giving directions to the fire location.

2.4.3 Fire Evacuation Plan – Personnel shall evacuate the building in a safe and expeditious manner and proceed to a designated reassemble area determined by the Incident Commander (IC).

(a) All exits shall be signed and adequately illuminated to facilitate evacuation to hazard-free areas.

(b) Detainees held in Temporary Detention Rooms/Areas and any other areas, remain the responsibility of the detaining officer and shall be evacuated to a safe area.

(c) The IC shall report to the reassemble point and determine if all building occupants are accounted for. If anyone is determined to be missing, the IC shall immediately notify fire department personnel.

2.5 OFFICER REPORT ROOMS – TEMPORARY DETENTION ROOMS AND TEMPORARY DETENTION AREAS

2.5.1 Officers utilizing officer report rooms and Temporary Detention Rooms/Areas shall be responsible for the cleanliness of the areas.

2.5.2 If an officer discovers damage, contraband, or other unacceptable conditions in the rooms/areas, that officer shall immediately contact a sworn supervisor.

(a) Operations Division supervisors shall be responsible for checking the rooms/areas on a bi-weekly basis.

(b) If damage, contraband, or unacceptable conditions exist, the supervisor shall take measures to rectify the conditions and initiate an investigation.

2.5.3 The Officer Report Room, within the Safety Building, shall remain locked at all times when not being used.

2.6 TEMPORARY DETENTION ROOM AND TEMPORARY DETENTION AREA TRAINING

Training shall be provided to all new officers on the use of Temporary Detention Rooms/Areas and retraining shall occur at least once every four years. An administrative review of the temporary detention areas and procedures shall be completed annually.

3 INTERVIEW ROOMS AND POLYGRAPH ROOMS

Officers shall secure all firearms, before entering an Interview Room or Polygraph Room with a detainee, or before entering an Interview Room or Polygraph Room that contains a detainee. Officers shall secure their firearms in one (1) of the gun lockers installed near the Interview Rooms or Polygraph Rooms. Officers should also consider securing other potentially harmful weapons prior to entering a Temporary Detention Room/Area.

DIRECTIVE 401.1	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED July 2, 2024	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 10
RESCINDS July 28, 2020	**PURSUIT OPERATIONS**	

I POLICY

A VEHICLE PURSUIT SHALL BE TERMINATED WHENEVER THE LEVEL OF DANGER CREATED BY THE PURSUIT OUTWEIGHS THE IMMEDIATE CONSEQUENCES OF THE SUSPECT'S ESCAPE.

It is the policy of the Toledo Police Department to expeditiously identify and apprehend violators of traffic and criminal statutes, while utilizing reasonable methods that protect all persons from bodily injury and unnecessary property loss. Due to the risks that may arise when officers engage in vehicular pursuits, the department has established a strict pursuit policy and provides training to officers in its components.

Traditionally, law enforcement's response has been to immediately apprehend offenders. The potential hazards of vehicular pursuits, however, necessitate that officers be able to identify vehicles and suspects upon initial contact, should it become necessary to terminate a vehicle pursuit and arrest through follow-up investigation. Therefore, procedures to be followed during vehicle pursuits have been outlined to minimize the risks involved in these situations. Additionally, in an effort to minimize the potential risks associated with vehicular pursuits, the department periodically reviews pursuit-driving incidents, with the aim of revising policy when appropriate and providing updated training.

II DEFINITIONS

VEHICLE PURSUIT – The following of a motor vehicle by a police vehicle, with emergency lights and siren activated, when the operator of the motor vehicle is attempting to avoid apprehension.

CARAVANNING – The following of a suspect vehicle by more than the authorized number of police vehicles actively involved in the pursuit.

PARALLELING – The operation of police vehicles, not in direct pursuit of the suspect vehicle, on streets that parallel the route being traveled by the suspect vehicle.

RAMMING – The intentional contact of a moving police vehicle initiated against a suspect vehicle.

MOVING BLOCKADE – The positioning of a moving police vehicle so that it partially or totally impedes, interferes with, or attempts to cause the cessation of movement.

STATIONARY BLOCKADE – The positioning of a stationary police vehicle so it partially or totally impedes, interferes with, or attempts to cause the cessation of movement.

CHANNELIZATION – A technique similar to a roadblock in which a marked police vehicle or other

approved device is placed in the anticipated path of a pursued vehicle in order to alter its direction of travel.

DUAL-PURPOSE VEHICLE – A vehicle that has an electronic siren, emergency red and blue lights mounted on the dashboard or windshield and rear deck, alternating flashing headlights and alternating white strobe lights in the front side markers.

MOTORCYCLE – A vehicle with less than four wheels that is powered by a motor.

ALL-TERRAIN VEHICLE (ATV) - A vehicle that travels on low-pressure tires, with a seat that is straddled by the operator, along with handlebars for steering control.

UTILITY TERRAIN VEHICLE (UTV) - A UTV is a four-wheeled vehicle designed for use in rough terrain that is designed to carry the driver and at least one passenger in a "side by side" configuration and is equipped with a steering wheel; all enclosed in a frame or cab.

III PROCEDURES

1 PURSUIT RESTRICTIONS AND CONSIDERATIONS

1.1 APPLICABLE CODE SECTIONS

The emergency operation of a police vehicle is governed by state and municipal ordinances. The following Ohio Revised Code (ORC) and Toledo Municipal Code (TMC) sections are applicable:

1.1.1 ORC 4511.03: Public safety vehicle to proceed cautiously past red or stop signal.
TMC 331.18: Emergency or public safety vehicles at stop signals or signs; turning movements.

1.1.2 ORC 4511.04: Exceptions.

1.1.3 ORC 4511.24: Public safety vehicle **exempted** from speed limits.
TMC 333.05: Speed exceptions for emergency or safety vehicles.

1.1.4 ORC 4511.37: Turning in roadway prohibited; exception.

1.1.5 ORC 4511.45: Right-of-way of public safety vehicles. TMC 331.19: Right-of-way of public safety vehicles.

1.1.6 ORC 4511.45.2: Pedestrian yield right-of-way to public safety vehicle.
TMC 371.08: Yielding to public safety vehicle.

1.1.7 ORC 4513.21: Horns, sirens and warning devices.

1.1.8 These ordinances place two major restrictions on police officers when operating a police vehicle under emergency or pursuit conditions:

- A public safety vehicle only gains the right-of-way when using both emergency lights and siren; and,
- **THE OPERATOR OF THE PUBLIC SAFETY VEHICLE MUST DRIVE WITH DUE REGARD FOR THE SAFETY OF ALL PERSONS ON OR ABOUT THE STREETS OR ROADWAYS**.

1.2 CONSIDERATION OF ENVIRONMENTAL AND OTHER EXTERNAL FACTORS

No officer shall initiate, or otherwise engage in, a vehicle pursuit without first evaluating all environmental conditions and other external factors that reasonably could be considered to impact on the pursuit's outcome. These factors include but are

not limited to:

- The nature and seriousness of the offense.
- The weather and the roadway conditions.
- The presence and volume of vehicular and pedestrian traffic.
- Time of day.
- The presence of passengers in the pursued vehicle.
- The officer's familiarity with the area.
- The availability of assistance.
- The likelihood of the suspect's apprehension.
- The speed and evasive maneuvers of the suspect.
- Condition and capabilities of the police vehicle.
- The suspect is known to the officers or is easily identifiable.

Officers and sworn supervisors shall constantly re-evaluate these factors, and any other relevant factors, during a pursuit so as to make reasonable determinations regarding the continuation or the termination of the pursuit.

1.3 SPEED RESTRICTIONS

1.3.1 Pursuit speeds shall not exceed those that would be described as **REASONABLE**, after consideration of the above-listed environmental factors.

1.3.2 Pursuits shall not be initiated, or if initiated, shall not be continued, when the speeds involved present a clear danger to the public, the occupants of the pursued vehicle or the pursuing officers.

(a) A clear danger exists when speeds hazardously exceed that of the flow of traffic, or when the presence of vehicular or pedestrian traffic necessitates the unsafe maneuvering of the suspect's or officer's vehicle to avoid such traffic, or when unsafe maneuvering would be required regardless of the presence of other traffic.

1.4 TYPES AND NUMBERS OF POLICE VEHICLES

Only fully marked police sedans/SUVs/wagons and dual-purpose vehicles, with operating lights and sirens, shall be employed in vehicle pursuits.

1.4.1 Officers operating police wagons and dual-purpose vehicles in vehicle pursuit situations shall relinquish their position in the pursuit when a fully marked sedan/SUV is able to assume the wagon/dual-purpose vehicle's position unless authorized to remain in their position by the sworn supervisor responsible for the pursuit.

(a) A sworn supervisor operating a dual-purpose vehicle who has acknowledged responsibility for the pursuit shall remain as the supervisor for the remainder of the pursuit.

1.4.2 Under most conditions, the unit initiating the pursuit shall be known as the primary unit. The second unit to engage in the pursuit, while following the primary unit, shall be known as the secondary unit. If practicable, a sworn supervisor may also enter the pursuit, behind the primary and secondary units in order to monitor and more effectively supervise the pursuit. No other units shall enter or participate in a vehicle pursuit without the permission of a sworn supervisor in authority.

1.4.3 The caravanning of police vehicles presents additional and unnecessary risks,

and shall not be employed as a pursuit tactic.

1.4.4 If the primary unit or the sworn supervisory unit determines that additional units are required in order to safely affect the arrest of the suspect, the sworn supervisor in authority may order the participation of additional units in the pursuit. The sworn supervisor must indicate the additional number and/or type of units allowed and the justification for the additional and/or type of units. This includes the allowance of a K9 unit to assist in apprehension of the suspect at the conclusion of the pursuit.

1.5 ADDITIONAL UNITS

Police units located outside the immediate area of a vehicle pursuit that involves both a primary and secondary unit shall not enter the pursuit unless specifically directed to do so by a sworn supervisor in authority.

1.5.1 If no sworn supervisor is available, the officer assigned to the primary unit may request the assistance of outside units. Otherwise, outside units shall maintain their positions and shall closely monitor the status of the pursuit with respect to its likely entry into the outside unit's area.

1.5.2 Police units located within the general area of a vehicle pursuit shall closely monitor the status of the pursuit and may parallel the pursuit's course, if conditions permit. Paralleling units shall operate with emergency lights and sirens**.**

1.5.3 Under no circumstances shall any units, other than those permitted under Directive 401.1/1.4 – TYPES AND NUMBERS OF POLICE VEHICLES, enter the area of a pursuit while operating Code 3. All units shall continuously operate with due regard for safety of all persons on or about the streets and roadways.

2 PURSUIT RESPONSIBILITIES

2.1 PRIMARY UNIT

Upon anticipation of a vehicle pursuit, or no later than the actual initiation of a pursuit, the primary unit shall notify Communications by radio and provide the following information:

- The unit number of the primary unit.
- The location and direction of the pursuit.
- Description of the suspect vehicle and occupants.
- The reason for the pursuit.
- Current Speed

2.1.1 In general, primary unit officers shall be responsible for the actual apprehension of the suspect at the conclusion of the pursuit.

2.1.2 The unit responsible for radio communications shall give updates to speeds and directions regularly.

2.1.3 If a pursuit travels near or into another district, and the radio channel has not been patched, an involved unit or a sworn supervisor with authority in the matter shall request the channels are patched.

2.2 **SECONDARY UNIT**

The secondary unit shall join the pursuit behind the primary unit. The secondary unit shall immediately notify Communications of their participation in the pursuit.

2.2.1 The secondary unit shall follow the primary unit at a safe distance and, where possible, shall assume full responsibility for radio communications regarding the pursuit's progress thus permitting the primary unit officers to concentrate on vehicle operation.

2.2.2 Additional or sworn supervisory units, if any, shall join the pursuit behind the secondary unit. No unit shall pass another engaged in a pursuit unless directed to do so by the sworn supervisor with authority over the pursuit.

2.2.3 If it becomes necessary for the primary unit to drop out of the pursuit, the secondary unit will assume the position of primary unit. The sworn supervisor with authority shall retain the responsibility for directing units into and out of the pursuit.

2.2.4 Units transporting non-police personnel shall not engage in vehicle pursuits, unless the non-police personnel are civilian observers who have signed waivers.

- However, host officers, while accompanied by a civilian observer, shall not join or participate in any vehicle pursuit that has been initiated by another police unit.

2.3 **RESPONSIBILITIES OF COMMUNICATIONS PERSONNEL**

2.3.1 Upon notification of a vehicle pursuit, the Communications dispatcher shall:

(a) Immediately clear the radio channel of all unnecessary radio traffic, and maintain strict control of the use of the radio channel by other units.

(b) Notify the nearest available sector sergeant or patrol shift sworn supervisor and request acknowledgment of the pursuit.

(c) Acknowledge and, if necessary, assign a secondary unit to the pursuit.

(d) Receive and record all information on the pursuit and the pursued vehicle.

(e) Provide other Communications personnel with any available information in order to ascertain the identity of the suspect vehicle's driver and/or occupants, and to discover other possible reasons for which the individuals might be fleeing and relay any information obtained to patrol units.

(f) Notify other units of the direction and progress of the pursuit.

(g) Ensure that neighboring law enforcement agencies are advised when it appears the pursuit may enter their jurisdictions.

2.3.2 The same radio dispatcher shall retain these duties and responsibilities until the pursuit has concluded.

2.3.3 The intent of the department's pursuit policy is to place the responsibility for the supervision of a pursuit with the concerned sector sergeant or other sworn supervisor.

2.4 **RESPONSIBILITIES OF SWORN SUPERVISOR**

2.4.1 Upon notification that a vehicle pursuit is in progress which does not have a sworn supervisor involved, the nearest available sector sergeant or sworn supervisor operating a marked or dual-purpose vehicle shall:

(a) Immediately acknowledge the pursuit.

(b) Proceed to the area of the pursuit.
(c) Supervise the pursuit until its conclusion.
(d) Continually evaluate pursuit factors and make determinations regarding the continuation or termination of the pursuit. Updates on the speed of the pursuit shall be requested regularly if not automatically shared by the primary or secondary unit.
(e) Consider and strictly control any use of forcible-stop techniques for concluding the pursuit.
(f) Continue to the termination point of the pursuit in order to supervise all necessary operations.
(g) Ensure all necessary reports are completed in relation to the pursuit.

2.4.2 The sector sergeant or other sworn supervisor shall make every effort to engage in the pursuit as the sworn supervisory unit following the primary and secondary units, when possible. Regardless of the sworn supervisor's actual engagement in the pursuit, the sworn supervisor shall retain the responsibility for the conduct of the pursuit, especially with respect to its continuation or termination.

2.4.3 In the event that a sworn supervisor initiates a pursuit, the sworn supervisor should relinquish his position as the primary unit as soon as is practicable, and shall assume a supervisory role.

2.5 FORCIBLE-STOP TECHNIQUES

A stationary blockade shall only be established **during** a pursuit when the offense involved is a felony involving violence or the threat of the use of violence, **or** when the blockade can be established so as to **prevent** a vehicle pursuit, for any offense, while the suspect vehicle itself is stationary.

2.5.1 Unless entirely precluded or impractical under the circumstances present, officers shall obtain the permission of a sworn supervisor prior to the establishment of a stationary blockade during a pursuit for a felony involving violence or the threat of the use of violence.

2.5.2 The use of road spike devices shall be permitted in order to prevent or to terminate a vehicle pursuit for a misdemeanor or felony offense, under the training guidelines established. Channelization is a tactic that may be employed in conjunction with the deployment of a road spike device.

2.6 PURSUIT RESTRICTIONS

2.6.1 Ramming is regarded as an extremely high-risk maneuver, the consequences of which may often be beyond those intended by officers. Thus, ramming shall not be used as a pursuit tactic under any circumstance.

2.6.2 Establishment of a moving blockade is also regarded as a high-risk technique. Consequently, a moving blockade shall not be used as a pursuit tactic under any circumstance.

2.6.3 Blockades shall only be performed by officers trained on the approved circumstances and their proper execution.

2.6.4 Unmarked police vehicles may be used to establish a stationary blockade in order to **prevent** a vehicle pursuit. Only fully marked police vehicles may be used to establish a stationary blockade **during** a vehicle pursuit for a felony involving violence or the threat of the use of violence.

2.6.5 Once a department vehicle has been placed as part of a stationary blockade, no one shall remain in the vehicle. A stationary blockade shall not be established unless sufficient time has been afforded for the occupying officer to exit the police vehicle. The vehicle's ignition shall be turned off and any emergency lighting shall be activated.

2.6.6 No stationary blockade shall be employed when innocent persons would clearly be endangered by its use. A blockade shall be established only in such a manner as to provide a driver reasonable opportunity to stop.

2.6.7 Officers shall establish blockades only in well-lit areas, and shall avoid dark or blind areas, such as near curves or beyond the crest of a grade, where the visibility of a driver would be limited or otherwise impaired.

2.6.8 Road spike devices shall only be used by officers trained in their deployment. Road spike devices shall only be used when sufficient time has been afforded for their safe deployment.

2.6.9 Officers shall not pursue vehicles the wrong way on the interstate, other controlled access highway, or divided roadways. This is not intended to prohibit pursuit on the adjacent roadway where the officer is driving with the flow of traffic.

2.6.10 There is no prohibition of the pursuit of a suspect on city surface streets. Officers must evaluate the totality of the circumstances (risk to citizens, the officer, the offender, and environmental factors, as referenced in Section 1.2 in this directive) if choosing to pursue a suspect the wrong way on a one-way city surface street.

2.6.11 The pursuit of a motorcycle, all-terrain vehicle or utility terrain vehicle is prohibited, unless the pursuit is initiated because of a crime of violence or a felony.

2.7 TERRITORIAL RESTRICTIONS

Officers shall not continue vehicle pursuits involving misdemeanors and/or felony traffic offenses beyond the territorial limits of the City of Toledo.

2.7.1 **The felony offense of eluding is not justification for a pursuit to leave the territorial limits of the City of Toledo.**

2.7.2 No vehicle pursuit shall be continued beyond the territorial limits of the State of Ohio unless the involved offense is a felony, an element of which is the use of violence or the threat of the use of violence.

Exception: Officers are authorized to assist in pursuing vehicles outside the territorial limits of the City of Toledo as the secondary unit whenever a single police vehicle from an outside police agency is pursuing a vehicle. For example: when a single police vehicle from an outside police agency is pursuing a vehicle which enters the territorial limits of the City of Toledo, and is joined by Toledo Police officers, and then leaves the territorial limits of the City of Toledo. Toledo Police officers can continue as a secondary unit, but shall terminate their involvement in the pursuit when the outside agency receives sufficient back-up. All other provisions of the department's pursuit policy shall be followed when pursuing vehicles outside the territorial limits of the City of Toledo.

2.8 MANDATORY TERMINATION OF VEHICULAR PURSUITS

2.8.1 **A VEHICLE PURSUIT SHALL BE TERMINATED WHENEVER THE LEVEL OF DANGER CREATED BY THE PURSUIT OUTWEIGHS THE CONSEQUENCES OF THE SUSPECT'S IMMEDIATE ESCAPE.**

2.8.2 In addition to the above, a vehicle pursuit **shall** be terminated when either of the following conditions occur:

- There is other than momentary loss of visual contact with the suspect vehicle ("two turns down" training concept).
- There is other than momentary loss of radio contact with Communications.

2.8.3 The following personnel shall be considered as having the authority to terminate a vehicle pursuit:

- Any officer in the primary or secondary unit
- The sector sergeant or other sworn supervisor in charge of the pursuit.
- A sworn supervisory officer of superior rank with authority in the matter.

2.8.4 When a pursuit is terminated, all involved vehicles, including the supervisory unit, shall, as soon as practicable:

- Deactivate their emergency lights and sirens.
- Notify communications that the pursuit has been terminated.
- Pull to the side of the road and stop their vehicle or make the next available turn as a recognizable action that the vehicle is no longer being pursued.

2.9 **INTER-JURISDICTIONAL PURSUITS**

When a pursuit is initiated by Department officers or officers from another jurisdiction, **communications personnel** shall patch the channel the pursuit was initiated on to the PURSUIT CHANNEL (Zone 1 Channel 13 or Toggle Switch A Channel 13).

When it appears a vehicle pursuit initiated by **department officers** may enter another jurisdiction, the on-duty Communications supervisor shall ensure the other jurisdiction is notified. If the pursuit is terminated by department officers, then the communications supervisor shall determine whether the new jurisdiction wishes to assume control of the pursuit.

2.9.1 If the adjoining jurisdiction desires to take control of the pursuit, the sworn supervisor of the pursuit shall be so notified and shall relinquish control of the pursuit to that jurisdiction. Department officers shall then end their participation and shall remain near jurisdictional boundaries until termination of the pursuit.

2.9.2 When the other jurisdiction does not wish to take over the pursuit, the guidelines set forth previously in this policy shall continue to be followed.

2.9.3 When another law enforcement agency initiates a pursuit within the City of Toledo, or enters into the department's jurisdiction while in pursuit, certain procedures shall be followed:

- Communications personnel shall ascertain the circumstances of the pursuit, including the reason for the pursuit and shall ensure this information is relayed to area units.
- A sworn supervisor and two units shall be dispatched to the general area of the pursuit in order to monitor the situation.
- The **dispatched units** shall be directed to switch to the PURSUIT CHANNEL for pursuit related communication, while still keeping communications with

their primary dispatcher. If Toledo Police personnel assume control over the pursuit, Communications personnel shall patch the pursuit channel to the primary channel.

- Any officer making transmission on the PURSUIT CHANNEL shall include the unit's agency and unit number.

2.9.4 When assistance is requested, the sworn supervisor who is dispatched shall make the determination regarding the participation of Toledo units.

2.9.5 Whenever department officers engage in a pursuit initiated by another agency, or whenever department officers engage in a pursuit outside their jurisdiction, all provisions of this pursuit policy shall be followed.

3 REQUIRED REPORTS

3.1 VEHICLE PURSUIT FORM

Whenever officers participate in a vehicle pursuit, the sworn supervisor in charge of the pursuit shall complete the current Vehicle Pursuit Form. The narrative portion of the form shall include a complete description of the pursuit route, as well as all other pertinent details.

3.1.1 When a sworn supervisor does not directly participate in a pursuit, the route of the pursuit shall be verified.

3.2 SUPPLEMENTAL CRIME REPORT (TPD FORM 38.3)

Officers who participate in the use of a blockade or in the deployment of road spike devices, or who are involved in a pursuit that results in death, injury or property damage, shall submit a SUPPLEMENTAL CRIME REPORT.

3.2.1 Reports shall include all pertinent information relative to the incident. These reports shall be in addition to any other necessary reports (e.g. crime report, accident report, etc.).

3.2.2 When a blockade has been established, or when road spikes have been deployed during a pursuit, the sworn supervisor shall also complete a SUPPLEMENTAL CRIME REPORT.

3.2.3 All reports shall be reviewed and processed upward, through the chain of command, to the respective district or division commander. Watch or section commanders shall ensure that all recommendations made regarding the appropriateness of the pursuit are forwarded.

3.3 UNUSUAL INCIDENT REPORT (TPD FORM 40.0)

Whenever an outside agency's pursuit enters the boundaries of the City of Toledo, and Toledo officers do **NOT** engage in the pursuit, an UNUSUAL INCIDENT REPORT shall be completed by the concerned Toledo sworn supervisor.

3.4 ANNUAL REVIEW

Annually, the department shall compile and analyze statistics regarding the vehicle pursuits that occur during that period.

3.4.1 The data obtained, along with other applicable information, shall be used to provide a continuous review of the pursuit policy.

3.4.2 This process shall be undertaken with the aim of maintaining a reasonable and viable pursuit policy, while achieving the department's twin goals of protecting life and property and apprehending law violators.

3.5 **TRAINING REQUIRED**

Based on its own review process, as well as on information from other sources, the department shall annually conduct update training on its pursuit policy for all sworn personnel.

3.5.1 On a periodic basis, officers assigned to street duties shall receive additional training in the actual operation of police vehicles under emergency conditions.

3.5.2 Officers who have demonstrated a lack of understanding or adherence to the provisions of the department's pursuit policy shall be required to undergo additional and remedial training.

3.5.3 Cadets will receive initial pursuit policy training while in the academy.

DIRECTIVE 401.2	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES**	
EFFECTIVE November 01, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED July 1, 2015	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 3
RESCINDS November 25, 2003	**CIVILIAN OBSERVERS**	

I POLICY

It is the policy of the Toledo Police Department to accept interns from various high schools, colleges and universities within the Toledo area as observers of police operations and practices. Interns and civilian observers are guests of the department and should be treated as such.

II DEFINITIONS

CIVILIAN OBSERVERS – The department, generally, requires 48-hour advance notification for civilians wishing to observe the operation of one particular section of the department for one normal tour of duty. The watch commander or unit supervisor may grant or refuse permission, at his option.

POLICE INTERNS – All college student interns wishing to participate in the department's semester long internship program should first contact the Planning and Research Section for processing. This does not apply for a student wishing to be a civilian observer for a single ride along.

III PROCEDURES

1 INTERNS AND CIVILIAN OBSERVER REQUIREMENTS

All interns and observers shall be governed by the following rules:

1.1 Must be at least 18 years of age and sign a WAIVER OF LIABILITY (TPD FORM 30.5) prior to riding in a police vehicle.

1.1.1 High school students participating in a one-week observation are exempt from the age requirement, but must have a waiver signed by their parent or legal guardian.

- A photocopy of the completed waiver will be provided to the student or parent.

1.1.2 Any individual under 18 years of age may be granted an exemption to participate in the Observer program and will be considered on a case by case basis.

- Prior written approval is required by the Deputy Chief of Operations.
- Any individual under the age of 18 must have a waiver signed by their parent or legal guardian.

1.2 Must be physically able to perform the observation tour without assistance from an officer.

1.3 Must be neat and clean in appearance and attire.

1.4 May accompany an officer, during prisoner transport and booking, only if it would not constitute a hazard to any persons involved, or interfere with an investigation.

1.5 Shall not leave the police vehicle, at the scene of police activity, without permission from the host officer.

1.6 Shall not participate in any police activity or converse with prisoners, suspects, witnesses or other persons contacted on police business without the permission from the host officer.

1.7 Shall not use cameras or any type of recording devices. This includes, but is not limited to: smart phones, tablets, iPods, etc.

1.8 Shall not carry weapons of any kind, regardless of CCW license status.

1.9 May terminate observation tour, at any time, by requesting to be returned to the station. Compliance with the termination request shall be made, as soon as possible, by the host officer.

2 **WATCH COMMANDERS' RESPONSIBILITIES**

The watch commander shall make an entry on the daily assignment sheet indicating the identity of the intern or civilian observer and the officer to whom he was assigned.

3 **OFFICERS' RESPONSIBILITIES**

The host officer shall complete a records check on the observer prior to the start of the observation tour.

3.1 A copy of the records printout shall be attached to the WAIVER OF LIABILITY.

3.1.1 If a command officer is acting as the host officer, another command officer shall sign the form as witnessing the observer's and host officer's signatures.

3.1.2 If a misdemeanor crime of violence conviction is found on the observer's record, a command officer, or the host officer may refuse the observer's request to participate in the observation tour.

3.1.3 Felony convictions found on an observer's record shall be grounds for termination of an observation tour.

3.2 Officers should make themselves available for an explanation of the department's operations and answer questions that interns or observers may ask.

3.3 Should a situation arise wherein the intern or observer becomes a hindrance to the efficient performance of duty, the officer may return the intern or observer to the watch commander or area supervisor. The watch commander shall make a determination as to terminating the intern's or observer's contact with the department for the day.

3.3.1 If it is determined that a particular intern or observer is a hindrance to the efficient performance of any function of the department, the officer shall submit a brief SERGEANTS REPORT (TPD FORM 20.7) detailing the problems encountered.

3.3.2 This report shall be forwarded to the Planning and Research Section which shall take the steps needed to have the situation remedied.

4 **HAZARDOUS CALLS**

If the officer is dispatched to a call that may present danger to the civilian observer, the officer shall request that the observer remain in the police vehicle OR the officer may drop off the

observer at a convenient and safe location and pick the observer up after the call has been completed.

4.1 If the observer is dropped off due to a hazardous call, the dispatcher shall be notified of the location.

4.2 If a prolonged delay is anticipated, every effort shall be made to have another unit pick up the observer.

DIRECTIVE 401.29	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle		
EFFECTIVE September 22, 2017			
REVISED October 13, 2026	PART: OPERATIONS CHAPTER: PATROL OPERATIONS		PAGES 4
RESCINDS SEPTEMBER 22, 2017	**UNMANNED AIRCRAFT SYSTEM**		

I. PURPOSE

The Toledo Police Department has implemented an Unmanned Aircraft System (UAS) program to assist law enforcement by increasing situational awareness, enhancing officer safety, and acting as a force multiplier to improve operational efficiency. This policy is intended to provide personnel assigned responsibilities associated with Unmanned Aircraft Systems (UAS) with instructions regarding their deployment and use in accordance with the Code of Federal Regulations (CFR), Title 14, and other applicable federal regulations.

II. POLICY

It is the policy of the Toledo Police Department that trained and authorized agency personnel may deploy a UAS when such use is appropriate in the performance of their official duties. All deployments, uses, audio/video recordings, and any other data generated by the UAS must comply with the policies and provisions provided herein, along with all applicable laws.

III. DEFINITIONS

Evidentiary UAS Data: Data collected through the UAS program, including video, images, audio, or other sensor data, that is relevant to a criminal investigation, prosecution, administrative investigation, civil litigation, or other official proceeding.

Routine UAS Data: Data collected through the UAS program that has not been identified as having evidentiary value and is not associated with an investigation, prosecution, administrative investigation, civil litigation, or other official proceeding.

Flight Data: Data including the original flight plan, the flight actually taken, the flight's duration, path, and mission objectives.

UNMANNED AIRCRAFT SYSTEM (UAS): A system that includes the necessary equipment, network, and personnel to control an unmanned aircraft.

UAS FLIGHT CREWMEMBER: A pilot, visual observer, payload operator, or other person assigned duties in connection with a UAS for the purpose of flight or training exercises.

VISUAL OBSERVER (VO): The visual observer will assist the pilot in maintaining visual awareness of the airspace and advise the pilot of any imminent hazards, including, but not limited to, other aircraft, terrain, or adverse weather conditions. The VO shall handle radio communications between ground units and Dispatch. Any member of the department may act as a visual observer.

REMOTE PILOT-IN-COMMAND (PIC)*:* The pilot-in-command (PIC) is directly responsible for and has final authority over the operation of the unmanned aircraft. PICs are responsible for compliance with

this manual, federal aviation regulations, letters of agreement, and certificates of authorization and their conditions.

IV. PROCEDURES

1 ADMINISTRATION

1.1 The Toledo Police Department has adopted the use of UAS to provide an aerial visual perspective when responding to emergency situations, exigent circumstances, and for the following objectives:

- Situational Awareness: To assist decision makers (e.g., incident command staff; first responders, and city, county, and state officials) in understanding the nature, scale, and scope of an incident and in planning and coordinating an effective response.
- Search and Rescue: To assist with missing person investigations, AMBER Alerts, Project Lifesaver (PLS), Silver Alerts, and other search and rescue missions.
- Visual Perspective: To provide an aerial visual perspective to assist officers in providing direction for crowd control, traffic incident management, special circumstances, and temporary perimeter security.
- Scene Documentation: To document a crime scene, accident scene, or other major incident scene (e.g., disaster management, incident response, and large-scale forensic scene investigation).
- Requests related to safety and security involving public services, community events, and public relations.

2 PROCEDURES FOR UAS USE

2.1 Prior to deployment and while operating a UAS, Toledo Police Department personnel shall comply with all rules and regulations set forth by the Federal Aviation Administration (FAA) or an applicable Certificate of Authorization (COA).

2.2 Officers who have received the required UAS basic training and have successfully passed the FAA Remote Pilot Airman Certification test shall ensure that the primary UAS is taken out as regular equipment for their tour of duty. The secondary UAS shall be utilized for mission specific or mapping operations or when the primary UAS is in use.

2.3 Minimum Flight Crew Requirements: Due to the nature of the law enforcement mission and the clear distinction between aircrew responsibilities, the minimum crew on all law enforcement missions shall be a pilot and a visual observer.

2.4 The UAS shall be operated only by personnel who have been trained and have successfully passed the FAA Remote Pilot Airman Certificate test. Decisions regarding whether to deploy the UAS due to equipment limitations or weather considerations rest with the pilot in command. If there is cause for concern, the pilot shall brief the command officer requesting the deployment.

2.5 UAS-certified personnel shall inspect, test, and complete a preflight checklist prior to each deployment to verify the proper functioning of all equipment and the airworthiness of the device.

2.6 The UAS equipment is the responsibility of the individual officer certified in the use of the equipment and tasked with operating the device during the present assignment. The UAS shall be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the Operational Planning and Support Bureau Commander as soon as they are discovered so that an appropriate repair can be made or a replacement unit can be procured.

2.7 All flights shall be documented on a form or in a database designed for that purpose, and all flight time shall be accurately recorded. In addition, each deployment of the UAS shall include information regarding the reason for the flight; the time, date, and location of the flight; the name of the supervisor approving the deployment and the staff assigned; and a summary of the activities covered, actions taken, and outcomes of the deployment. The information gathered shall then be stored on the Q Drive under UAS Operations.

2.8 Where there are specific and articulable grounds to believe that the UAS will collect evidence of criminal wrongdoing or that the UAS will be used in a manner that may intrude upon a person's reasonable expectation of privacy, the Toledo Municipal Prosecutor shall be notified to determine whether a search warrant is required prior to conducting the flight.

2.9 The Operational Support and Planning Bureau Commander shall be designated as the UAS Coordinator.

2.10 Only department-owned UAS equipment shall be used in connection with any official activity.

3 RESTRICTIONS ON USING THE UAS

3.1 The UAS shall be deployed and used only to support official law enforcement and public safety missions.

3.2 The UAS shall not be operated in an unsafe manner or in violation of FAA rules or Certificates of Authorization (COAs).

3.3 The UAS shall not be equipped with weapons of any kind.

3.4 Weather: Flight into instrument meteorological conditions, thunderstorms, or other severe weather is prohibited. No operations shall be conducted when flight visibility is less than three statute miles. All flights must be conducted at least 500 feet beneath any cloud ceiling.

3.5 The maximum altitude specified by applicable FAA regulations is 400 feet AGL.

4 UAS DATA MANAGEMENT AND RETENTION

4.1 All evidentiary UAS data, routine UAS data, and flight data shall be handled in

accordance with the applicable records retention schedule.

4.2 All evidentiary UAS data shall be securely downloaded upon the completion of each mission. UAS operators shall record flight data information for each file, including the date, time, location, and case reference numbers or other mission identifiers, and shall identify the UAS personnel involved in the mission.

4.3 Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute evidentiary UAS data, routine UAS data, or flight data without authorization from the Chief of Police or the Chief's designee. Access shall be restricted to ensure that only authorized users access the data for law enforcement purposes.

4.4 REMOVED

4.5 REMOVED

5 UAS SUPERVISION AND REPORTING

5.1 The Operational Planning and Support Bureau Commander shall manage all deployments and uses of UAS to ensure that officers using UAS equipment do so in accordance with the policy and procedures defined herein.

6 TRAINING

6.1 Police personnel who are assigned to operate a UAS must successfully pass the initial aeronautical knowledge test administered by the FAA and complete an agency-approved training program to ensure proper use and operation. Additional training shall be conducted as needed, but at least annually, and may also be required to incorporate changes, updates, or other revisions in policy and equipment to ensure the continued effective operation, proper calibration, and performance of the equipment.

6.2 All agency personnel with UAS responsibilities, including command officers, shall also be trained on applicable local, state, and federal laws. Those with UAS responsibilities shall also be trained on TPD and federal policies and procedures governing the deployment and use of UAS.

7 STORAGE

7.1 All department UASs shall be stored in the equipment rooms at each district station to which they are assigned. Each time a UAS is removed from an equipment room, it shall be signed out by the operator and the supervisor authorizing access to the equipment. The equipment log shall be maintained at the district station, consistent with other equipment logs. Officers assigned to the UAS shall ensure that the UAS batteries are fully charged and ready for future flights.

8 RECALL PROCEDURE

8.1 In the event that a UAS is required for a mission and there is no UAS pilot scheduled for that shift, the supervisor requesting UAS assistance shall notify Dispatch, which shall then make the proper notifications so that a UAS pilot can be recalled.

DIRECTIVE 401.3	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED December 1, 2012	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 3
RESCINDS November 01, 2002	**ROLL CALL**	

I POLICY

At the beginning of each shift it is essential for officers to attend a roll call in order to be adequately prepared for their tour of duty. Roll calls serve the purpose of briefing officers with information regarding daily patrol activities, potential hazards, investigative information, notifying officers of new directives and evaluating officers' readiness to assume patrol.

II PROCEDURES

1 ROLL CALL

1.1 ROLL CALL REQUIRED

Commanders of the following areas shall ensure a roll call period is conducted each day at the time established for the shift to start its tour of duty:

1.1.1 Patrol; all shifts.

1.1.2 Crimes Against Property; day shift.

1.1.3 Crimes Against Persons; day shift.

1.2 ROLL CALL PERIODS

Roll call periods for a shift shall normally commence at the time that is established for the shift to start its tour of duty.

1.2.1 Where desirable to maintain minimum manpower levels in the field, shifts may be divided into additional roll calls, which shall begin at different times, to maintain sufficient field strength during the change of the shift.

1.2.2 Generally, the roll call period shall not exceed 15 minutes in length; however, if necessary to meet operating conditions or conduct special programs, a district station commander may direct a roll call period of greater or lesser length.

1.3 ROLL CALL TRAINING

Roll call sessions are a suitable venue for conducting training. In their roles as trainers, supervisors should take every opportunity to train subordinates in such areas as new policies, procedures and laws.

1.3.1 New directives or problems with a current directive that a supervisor becomes aware of, are suitable opportunities for a supervisor to conduct a short training session during roll call and provide additional instruction and guidance.

1.3.2 Additionally, roll call sessions may be suitable for conducting training on topics that do not require much training time or issues that cannot wait to be scheduled for a formal in-service training session. Such training sessions may be conducted by using an in-house instructor, guest speaker or via video.

1.3.3 As a general rule, roll call training should be no longer than 10 minutes.

1.4 **ORGANIZATION REPRESENTATIVES APPEARING AT ROLL CALL**

Whenever the president or vice-president of one of the recognized bargaining organizations wishes to appear at a roll call or other department assembly, he shall first contact the commander of the Personnel Section.

1.4.1 Approval of the request shall be based upon a determination of the mutual concern of the subject matter and the appropriateness of the request.

1.4.2 Upon approval from the commander of the Personnel Section, the affected sections shall be notified. In all cases where permission is granted, the time allotted shall be held to a minimum.

1.5 **PREPARATION FOR ROLL CALL**

The watch commander and other supervisors of a shift shall assemble in sufficient time prior to roll call to gather material and information to be presented to the officers attending roll call, and to accomplish such preparatory tasks as may be necessary. The time at which watch commanders and other supervisors report for roll call preparation shall be established by the watch commander, with approval from the bureau commander.

1.6 **ROLL CALL ATTENDANCE**

Officers shall attend the roll call for their shift.

1.6.1 A supervisor shall conduct roll call and remain available during the entire roll call period.

1.6.2 Station personnel shall attend roll call unless exempted by their commander.

1.6.3 Where a section conducts more than one roll call period per shift, the watch commander may divide supervisors between the roll call periods and field supervision.

1.7 **SUPERVISION OF THE SECTION DURING ROLL CALL**

During the time that roll call is being conducted for the oncoming shift, the watch commander of the officers coming on duty shall ensure field supervision of section operations is maintained.

1.8 **ROLL CALL UNIFORM REQUIREMENTS**

Officers assigned to uniformed duty shall appear for roll call dressed in the proper uniform and wearing the proper equipment for their duty assignment. The commander may exempt officers assigned to indoor duty from this requirement.

1.9 **WEAPONS INSPECTION**

Roll call and weapons inspections shall be held in accordance with division directives. Commanders may direct a deviation from established procedures in unusual circumstances.

1.10 **READING OF ORDERS TO SHIFT**

During the roll call period, a command officer shall read to the officers of his shift for three (3) consecutive days, all division, bureau, section and unit orders and publications received during the previous twenty-four hours which may affect officers of the shift. A command officer reading an order to the shift shall indicate on the face of the order the following information:

- Shift
- Initials
- Date the order was read

EXAMPLE: Days, GM, 8/17/01

1.11 **ATTENTION TO ROLL CALL; DOCUMENTATION**

All officers present at roll call shall make written notations of pertinent and important information that is read by the command officer. Such information as stolen or wanted vehicles, wanted persons, missing persons, etc., shall be noted.

1.12 **LATE FOR DUTY WHEN ROLL CALL IS REQUIRED**

An employee who is required to attend roll call will be considered late for duty if not present when the order "Attention to roll call" is given. All officers arriving late shall report to their supervisor after the final inspection. The clock in the roll call room shall be used to determine the exact times used. See 203.1 TIMEKEEPING

1.13 **LATE FOR DUTY WHEN ROLL CALL IS NOT REQUIRED**

Employees who are not required to attend a roll call are late if they are not in the place designated by their section commander at their designated starting time. Upon arriving late, employees shall contact their supervisor.

1.14 **LATE REPORT CARDS**

Officers who report late for duty shall fill in the appropriate spaces on the LATE REPORT CARD (TPD FORM 2.7), time stamp the card and sign it before submitting it to his supervisor.

1.14.1 The supervisor shall certify the times by signing the card in the space indicated.

1.14.2 The officer's regular quitting time shall be entered on the back of the card and signed by the supervisor on duty.

1.14.3 The card shall be forwarded, through channels, to the appropriate commander.

- The third late report within the preceding twelve months shall be cause for a verbal reprimand.
- The fourth late report within the preceding twelve months shall be cause for a written reprimand.
- The fifth late report within the preceding twelve months shall be cause for a disciplinary hearing before the Chief of Police.

DIRECTIVE 401.35	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES**	
EFFECTIVE March 26, 2026	CHIEF OF POLICE: Michael C. Troendle	
REVISED	PART: OPERATIONS	PAGES 3
	CHAPTER: PATROL OPERATIONS	
RESCINDS	**CHILD ABUSE AND NEGLECT**	

I POLICY

It is the policy of the Toledo Police Department to protect children from abuse and neglect. Officers are mandated reporters of suspected child abuse or neglect and will coordinate with Lucas County Children Services (LCCS) as required by law and this directive.

II DEFINITIONS

LUCAS COUNTY CHILDREN SERVICES (LCCS): the agency responsible for child protective services in Lucas County.

CHILD ABUSE OR NEGLECT: including physical abuse, sexual abuse, neglect, and dependency.

MANDATED REPORTER: Any person required to immediately report suspected child abuse or neglect. Examples of mandated reporters are law enforcement, health care workers, school employees, daycare employees, social workers, etc.

III PROCEDURES

1. **RECEIVING AND REFERRING REPORTS**
Officers shall accept reports of suspected child abuse or neglect from any source.

1.1 Officers shall document allegations of child abuse or neglect in a report and gather sufficient information to identify the child, caregivers, and location. Other children living in the home, or otherwise potentially endangered, should be listed in the narrative of the report, when known.

1.2 When an officer receives a report of possible abuse or neglect of a child, or a possible threat of abuse or neglect, the officer shall notify LCCS.

1.21 Notification shall be made as soon as possible for non-emergency situations. Non-emergency notification may be made by marking the report for review by Children Services and phoning LCCS, or by marking the report for review by Children Services.

1.22 Notification shall be made immediately in emergency situations. Emergency situation notification shall be made by telephone to the LCCS intake line, along with a written report, marked for review by Children Services.

1.3 The reporting officer shall note in the narrative of the report, the date and time of notification, and LCCS intake worker's name or ID.

2. JOINT INVESTIGATIONS AND INTERVIEWS

Officers and investigators will cooperate with LCCS in joint investigations when the report suggests present danger, serious physical abuse, sexual abuse, severe neglect, or human trafficking.

2.1 Investigators shall coordinate with LCCS when both agencies are investigating the same incident to avoid duplication and conflicting actions.

2.2 To minimize trauma, every effort will be made to avoid multiple interviews of child victims. Investigators will defer to joint interviews whenever feasible.

2.3 When possible, the department will participate in joint forensic interviews with LCCS and the Children's Advocacy Center (CAC), so that only one recorded interview of the child is conducted when criminal activity is suspected.

2.4 LCCS will be the lead agency in scheduling the time, place, and location of CAC interviews. Officers will not independently schedule a separate forensic interview of the child absent exigent investigative need.

3. CHILDREN IN NEED OF IMMEDIATE MEDICAL ATTENTION

3.1 When a child appears to have been physically abused or otherwise needs immediate medical attention, a first responder shall transport the child to a hospital without delay.

3.11 The officer shall promptly notify LCCS by telephone. A caseworker will respond to the hospital and coordinate with the officer and medical staff regarding safety planning.

4. EMERGENCY AND NON-EMERGENCY REMOVALS

4.1 Officers may take a child into emergency custody when there are reasonable grounds to believe the child is suffering from illness or injury and is not receiving proper care; the child is in immediate danger from their surroundings; or a parent or household member has abused or neglected another child in the household and removal is necessary to prevent immediate or threatened physical or emotional harm.

4.1.1 When practicable, officers shall consult with LCCS prior to removal; however, the child's immediate safety takes precedence.

4.1.2 Upon taking emergency custody, officers shall promptly notify LCCS and document the circumstances and legal basis for the removal.

4.2 Officers shall respond to assist LCCS when requested for both emergency and non-emergency child removals in order to maintain the peace and ensure safety.

5. CHILD FATALITIES AND MISSING CHILDREN IN LCCS CUSTODY

5.1 When officers become aware of the death of a child known or believed to be in the custody of LCCS, the primary investigator shall notify the LCCS intake line as soon as practicable.

5.11 The primary investigator shall document LCCS notification in the report.

5.2 Missing Children in LCCS Custody

5.21 When officers learn that a child in the children services system is missing, has run away, or left placement, they shall initiate a missing person report, follow policy stated in Department Manual Directive 401.18 MISSING PERSONS, and notify LCCS promptly.

6. CONFIDENTIALITY OF CHILDREN SERVICES INFORMATION

6.1 Information obtained from LCCS records is confidential and is not a public record under Ohio's public records laws.

6.11 Officers shall not release LCCS records or information in response to public records requests without approval from the Chief of Police and City Law Department.

6.12 If any unauthorized disclosure of LCCS information occurs, the employee who becomes aware of the unauthorized disclosure shall notify their supervisor. Notification shall continue, through the chain of command, to the Chief of Police. The Chief, or designee, will ensure written notice is provided to the LCCS Director.

7. TRAINING

Department personnel will participate in cross-system training coordinated by LCCS regarding child abuse reporting, joint investigations, and confidentiality, as directed by the Chief of Police.

DIRECTIVE 401.36	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES**	
EFFECTIVE October 12, 2026	CHIEF OF POLICE: Michael C. Troendle	
REVISED	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 5
RESCINDS	**DRONE AS FIRST RESPONDER**	

I. POLICY

The purpose of this policy is to establish guidelines for the use of Unmanned Aircraft Systems (UAS) in the Drone-as-First-Responder (DFR) program by the Toledo Police Department. The DFR program aims to enhance public safety, improve situational awareness, support life preservation, and provide an efficient response to calls for service while protecting civil rights, ensuring privacy, transparency, and complying with federal, state, and local laws. (Note: Non-DFR UAS operations fall under Directive 401.29)

The Toledo Police Department shall comply with applicable federal and state laws regarding the procurement, funding, and operation of unmanned aircraft systems manufactured or assembled by a foreign entity.

II. DEFINITIONS

UAS/Drone: An unmanned aircraft system, including the aircraft, control system, sensors (camera, thermal, etc.), and communications links.

UAS Operator: A person certified/licensed under FAA requirements and departmental training to control the UAS.

UAV: The flying aircraft component of an unmanned aircraft system (UAS).

DFR (Drone as First Responder): A program in which drones are deployed automatically or rapidly in response to calls for service, often dispatching before or concurrent with patrol units, to provide real-time video/sensor intelligence.

Evidentiary DFR Data: Data collected through the DFR program, including video, images, audio, or other sensor data, that is relevant to a criminal investigation, prosecution, administrative investigation, civil litigation, or other official proceeding.

Routine DFR Data: Data collected through the DFR program that has not been identified as having evidentiary value and is not associated with an investigation, prosecution, administrative investigation, civil litigation, or other official proceeding.

Flight Data: Data including the original flight plan, the flight actually taken, the flight's duration, path, and mission objectives.

Beyond Visual Line of Sight (BVLOS): Operations in which drone flights occur outside the pilot's or visual observer's ability to visually see the aircraft.

Detect and Avoid (DAA): Technologies and procedures enabling UAS to identify and avoid obstacles, other aircraft, and hazards.

Certificate of Waiver or Authorization (COA): A certificate or other authorization issued by the FAA that permits public agencies to operate a particular aircraft for a specific purpose in a particular area and/or waives specific requirements for those aircraft.

III. PROCEDURES

1. FLIGHT OPERATIONS

All UAS flights must comply with and be consistent with FAA regulations and any waivers or other authorizations held by the department. Only authorized operators who have completed the required training shall be permitted to operate a UAS.

All DFR UAS operators shall complete initial training that includes FAA Part 107 certification, or equivalent FAA authorization as applicable, departmental UAS operational training, mission judgment, privacy law, data handling, and risk assessment.

Operators must receive regular refresher training at least annually, and scenario practice as needed.

1.1 UAS operators shall use Detect and Avoid (DAA) technologies or procedures as required by applicable regulations, waivers, authorizations, or departmental procedures.

1.2 Flights shall only commence when weather conditions meet acceptable parameters based on the UAS manufacturer's specifications, applicable FAA requirements, and departmental procedures.

1.3 Drones shall not enter geo-fenced zones unless entry is authorized and consistent with applicable FAA requirements and departmental procedures.

1.4 UAS operators shall maintain familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operation of a UAS.

1.5 The Toledo Police Department may operate UAS beyond visual line of sight (BVLOS), at higher altitudes, or conduct other non-standard UAS operations only when authorized by applicable FAA regulations, waivers, certificates, or other FAA authorizations and departmental policy.

2. ACTIVATION AND DISPATCH

UAS operators will evaluate calls for service to determine whether drone deployment is appropriate under this policy.

2.1 UAS operators shall conduct a safety risk assessment for each mission prior to deployment of the drone, considering factors such as weather, air traffic, obstacles, and public safety.

2.2 The principle of minimum intrusion necessary shall be used in each deployment; operators shall limit video, audio, and sensor usage to what is necessary for the mission.

2.3 Drone deployment should aim for a rapid response where feasible.

2.4 Locations of drone docks should be strategically selected to maximize coverage.

2.5 There shall be redundancy for backup communications, battery capacity, and other systems where deemed necessary.

3. AUTHORIZED USE

The primary mission of the DFR program is to safeguard lives and property. The DFR program may be used in situations including, but not limited to:

- Exigent circumstances such as life preservation missions, responses to active threats, and hazardous materials or suspected explosive device incidents.
- High-risk warrant service and tactical operations support.
- Before, during, or immediately after an environmental or weather-related catastrophe to allow the agency to better preserve public safety, to protect property, to survey environmental damage in order to determine if a state of emergency should be declared, or to conduct surveillance for the assessment and evaluation of damage, erosion, flood, or contamination.
- Special events requiring heightened situational awareness.
- Support of TFRD and EMS operations, search operations, and resource allocation.
- Vehicle accidents and traffic enforcement, as approved by the Chief of Police or designee.
- Photographing/recording evidence at a crime scene.
- Observing what is otherwise visible to the naked eye from navigable airspace.
- Collecting information from a public area when there is reasonable suspicion of criminal activity.
- Mutual aid or assistance to other agencies, when consistent with policy.
- Research, training, testing, and development activities that have been approved by the Chief of Police or designee.

4. UNAUTHORIZED USE

Use of the DFR program for an unlawful, unauthorized, or unethical purpose is prohibited. The program shall not be used for the following, including, but not limited to:

- General surveillance of citizens without a lawful basis.
- Targeting a person based solely on actual or perceived characteristics, such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- Conducting personal business of any type.
- The department shall not use or authorize the use of an unmanned aerial vehicle armed with a lethal weapon.

5. OPERATOR RESPONSIBILITIES

All DFR flights are tracked through the software used to deploy the UAS, including the number of flights, types of calls served, outcomes, incidents, and complaints.

5.1 The DFR operator shall ensure that all flight data for each flight is documented.

5.2 UAS operators shall complete and document pre-flight checks.

5.3 UAS operators shall follow the maintenance schedule for drones, batteries, sensors, and dock systems.

5.4 UAS operators shall complete a crime report (or supplemental report) when evidentiary DFR data is collected. The report shall include the actions of the UAS operator that are relevant to the incident, as well as the assigned flight number.

5.5 Any crashes or significant events involving DFR operations shall be immediately reported to the DFR Commander.

5.6 Flight and surveillance data required and retained under §4561.64 are public records under R.C. 149.43 unless an exemption applies. Summaries of flight logs, general flight statistics, or non-sensitive footage may be posted to a public facing transparency page in accordance with applicable public-records, privacy, investigative, and evidentiary requirements.

6. COMMANDER RESPONSIBILITIES

The Commander of the DFR program shall ensure that all operator responsibilities and the following requirements are completed:

6.1 Verify that the operator's flight data is accurate, complete, and retained in accordance with the department's records retention schedule.

6.2 Secure a COA or other applicable FAA authorization and ensure it is renewed as required.

6.3 Maintain documentation of compliance and risk mitigation.

6.4 Ensure that radar, detect and avoid, and other equipment meet regulatory requirements.

6.5 Ensure that drones meet applicable safety standards and that required redundancy, maintenance, and risk assessments are maintained or completed.

6.6 Any crashes or significant events involving DFR operations shall be immediately reported through the chain of command to the Chief of Police.

6.7 Internal audits shall be completed quarterly by the Commander of the DFR program and shall address, at a minimum, safety incidents, compliance with this policy, technological failures, and near-misses. All audits shall be forwarded through the chain of command to the deputy chief responsible for the DFR program.

7. PRIVACY AND DATA HANDLING

Operations must adhere to Fourth Amendment protections, due process, and privacy rights. A search warrant is required when an officer would otherwise need a warrant to physically enter a house or place, and the UAV is being used instead to enter or observe the interior. UAS surveillance does not eliminate a warrant requirement**.** Absent a warrant or exigent circumstances, operators and observers shall take reasonable precautions to avoid recording, transmitting, or continuing to observe images of any location where a person would have a reasonable expectation of privacy. Reasonable precautions may include deactivating imaging devices or turning them away from such areas or persons during UAS operations. During transit, operators should, when operationally feasible, position video/sensor equipment to minimize the observation or recording of unrelated private areas.

7.1 Video, audio, and sensor data collected shall be stored, secured, and accessed only by authorized personnel.

7.2 Evidentiary DFR data, routine DFR data, flight data, and internal audits shall be retained in accordance with the applicable records retention schedule.

7.3 Information acquired through UAS surveillance concerning a person accused of a crime shall be preserved and made available through the subpoena and discovery process as required by law. Operational capabilities of the UAS or UAS system and other operational information strictly related to the technical conduct and physical security of the surveillance operation shall be handled in accordance with applicable law.

DIRECTIVE 401.4	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle		
EFFECTIVE November 01, 2002			
REVISED April 1, 2016	PART: OPERATIONS CHAPTER: PATROL OPERATIONS		PAGES 4
RESCINDS December 1, 2012	**VICTIM/WITNESS ASSISTANCE**		

I POLICY

Employees of this department shall exhibit sensitivity, compassion, and professional concern for the needs and welfare of all crime victims and witnesses. Law enforcement officers are often in a unique position to provide assistance to victims of crime and other traumatic incidents that may have both immediate and long-term impact on their emotional recovery. Therefore, it is the policy of this department to enhance the treatment of victims, witnesses and survivors of crime and noncriminal crisis situations by providing the assistance and services necessary to speed their physical and emotional recovery, and to support and aid them as they continue to interact with the criminal justice system.

II DEFINITIONS

VICTIM – A person, other than the perpetrator or accomplice, who suffers direct or threatened physical, emotional, or financial harm as a result of the commission or attempted commission of a crime. The term "victim" also includes the family members of a minor, incompetent person, or homicide victim.

WITNESS – A person, other than a perpetrator or accomplice, who has information or evidence relevant to the investigation of a crime.

III PROCEDURES

1 RIGHTS OF VICTIMS AND WITNESSES

To comply with O.R.C. 2930, whenever department personnel have contact with a person who is identified as the victim in a police report, a complaint, indictment, or through information (all offenses of violence, sexually oriented offenses, or protection order violation), shall complete the required Victim's Rights information in the ReportWise report.

1.1 Police employees shall cooperate with prosecuting attorneys, other law enforcement agencies, local social service agencies and the courts to afford victims the rights and services provided by law. Direct assistance to victims and witnesses shall include:

- Providing them with information about the status of any case concerning a crime against the victim.
- Providing them with information concerning victim compensation assistance.
- Assisting the victim in documenting losses.
- Upon request, providing the victim (or their representative) with a complete copy of an incident or traffic accident report as permitted by law.
- Providing information on how to secure emergency crisis intervention services.

- In cases where charges have been filed or the case is pending review in the prosecutor's office, providing reasonable protection from the criminal suspect (or others assisting him/her) and from harm, or threats of harm, arising from the victim's cooperation with law enforcement.
- When no longer needed as evidence, upon request of the victim, the return of property taken as evidence, unless it is contraband or subject to forfeiture; or provide a written explanation of the reason why it is not returned.

2 CONFIDENTIALITY OF VICTIM/WITNESS IDENTITIES

Records and files of victims/witnesses are open records under the Ohio Revised Code, EXCEPT cases involving sexual assault or when a crime victim has specifically requested confidentiality. In sexual assault cases, the identities of the victims and witnesses and their role in the case shall remain protected information. In cases where the victim has requested confidentiality, the name shall not be released until formal filing of charges against the suspect.

3 PUBLIC INFORMATION: VICTIM/WITNESS SERVICES

The Operations Division and Investigative Services Division commanders, working in concert with Toledo/Lucas County Victim Witness Assistance Program, shall maintain an informative publication of crime victim's rights and assistance services.

Elements of the plan should make effective use of both print and broadcast media.

4 INTERACTION WITH OTHER VICTIM/WITNESS ASSISTANCE PROGRAMS

4.1 TOLEDO/LUCAS COUNTY VICTIM WITNESS ASSISTANCE PROGRAM

4.1.1 Established through the combined efforts of the Lucas County Prosecutor's Office, Lucas County Sheriff's Office and the Toledo Police Department.

4.1.2 The program provides victims with an opportunity to understand and participate in the criminal justice process. The program also allows the victims to begin closure while empowering them to take control of their lives.

4.1.3 Services offered to victims include:

- Contacting victims of crime, whether solved or not, to determine problems or needs.
- Referral for sexual assault victims.
- Referral to emergency shelter for battered women.
- Advising battered women of procedures they must follow to file charges against their offender.
- Transporting victims and witnesses to and from court proceedings in special circumstances.
- Providing information and assisting assault victims in completing a Victims of Crime Compensation Claim Form.
- Providing information to victims regarding procedures of the court system.
- Assisting victims in completing impact statements regarding the victim's feelings about the incident, economic loss, physical injury, and the psychological impact experienced.
- Providing employee intervention.
- Providing crisis intervention.
- Providing training for community volunteers who wish to help victims of crime.

- Notification of parole request.
- Notification of shock probation.

4.2 **CRISIS RESPONSE TEAM**

The Toledo Police Department has entered into a partnership with the Toledo/Lucas County Victim Witness Assistance Program, Crisis Response Team, to help female victims of violent crimes so that they may better cope with the trauma and personal crisis that accompanies these crimes.

4.2.1 The Crisis Response Team is available 24 hours a day, seven days a week, and can respond to the victim's home or the hospital and continue to assist the victim through her crisis. The Crisis Response Team can provide the following services:

- Walk the victim through the first 48 hours after the incident.
- Advocates to assist at the arraignment.
- Safe housing.
- Child care.
- Referrals to other resources.

4.2.2 When an officer encounters an adult female victim of violent crime, the safety of the victim remains the primary consideration for the officer. Once the situation has been stabilized, the officer **shall** determine if the victim would like a member of the Crisis Response Team to respond. If requested, the officer shall contact the Crisis Response Team and provide the following information:

- Victim's name, address and telephone number (or where she can be reached).
- Whether the scene is safe for the Crisis Response Team.
- Whether an arrest has been made.
- Basic of circumstances that require the presence of the Crisis Response Team member.
- Any other pertinent information, to help determine the need for the Crisis Response Team.

5 **VICTIM/WITNESS INTIMIDATION**

When a victim or witness expresses concerns about his/her personal safety due to threats or intimidation, the department will refer the victim or witness to the Lucas County Prosecutor's Office for assistance in obtaining a restraining order. If immediate assistance is necessary, the on-duty Operations Division supervisor shall determine the appropriate response.

6 **PRELIMINARY INVESTIGATIONS**

The first officer to arrive on-scene will serve as the single point of contact for the victim for information concerning the availability of victim/witness services. The officer shall provide the victim/witness of any specified crime a copy of the "Your Rights and Responsibilities as a Crime Victim" booklet detailing:

- The types of resources available (e.g., counseling, medical, compensation, and victim advocacy programs).
- Records Section number and follow-up investigative procedures.
- Case status information.
- Recommended procedures in cases involving intimidation.
- Victim/assistance telephone numbers.

7 **FOLLOW-UP INVESTIGATION**

During the follow-up investigation, and/or after an arrest is made, the investigating officer shall cooperate with the prosecuting attorney, and may assist in ensuring the victims/witnesses are kept informed of the progress of the case. The investigator shall render basic services to include:

7.1 Victim/witnesses shall be contacted periodically during the follow-up investigation to ensure that needed assistance is being received, and to provide an updated report on the status of the investigation.

7.2 Providing information concerning procedures involving prosecution of the case and the victim's role in those procedures.

7.3 Whenever possible, scheduling of line-ups, interviews, and other required appearances should be done at the convenience of the victim/witness, and transportation provided if feasible.

7.4 The prompt return of seized personal property not needed as evidence, as provided in Directive 401.4/1.1 – RIGHTS OF VICTIMS AND WITNESSES.

7.5 If feasible, referring the victim to the appropriate support organization for victim advocacy services.

8 **ARREST NOTIFICATIONS**

Whenever possible, victims/witnesses will be apprised of arrests that are made in response to their case. When this notification is made, it is important that the victim/witness be made aware of the custody status of the arrested person. When the department becomes aware of a change in the status of a person in custody, the victim/witness will be notified.

9 **SPECIAL CONSIDERATIONS**

In situations involving hearing-impaired or non-English speaking victims or witnesses, officers shall give consideration to utilize a nearby individual, such as a relative or friend, who is capable of proficiently communicating with the person. If no one is available, and written correspondence does not provide an adequate avenue for dialogue, officers shall immediately contact the Investigations Bureau supervisor who shall make arrangements for retaining the services of an interpreter.

The Investigations Bureau supervisor shall determine whether it is preferable under the circumstances to have the individual transported to the Investigations Bureau, or to conduct the interpreter-assisted interview at the individual’s location.

DIRECTIVE 401.5	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002 REVISED January 4, 2019	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 5
RESCINDS April 1, 2016	**DOMESTIC VIOLENCE**	

I POLICY

The Toledo Police Department shall respond, without undue delay, to a report of an alleged incident of the offense of Domestic Violence, or the offense of violating a Temporary Protection Order. The intent of this policy is to maximize the protection for victims of Domestic Violence.

II DEFINITIONS

Domestic Violence - Domestic violence is generally defined as the infliction or attempt to cause physical harm, bodily injury or assault; or the fear of imminent physical harm, bodily injury or assault, by one family or household member on another. (See Ohio Revised Code 2919.25 for a more detailed description of the offense).

II PROCEDURES

1 GENERAL

1.1 Removed

1.2 **VICTIM ASSISTANCE INFORMATION**

Whenever an officer investigates a domestic violence complaint, the officer shall give the participants the following information:

1.2.1 The DOMESTIC VIOLENCE/DA-LE INFORMATION SHEET (TPD FORM 38.16) which contains victim assistance information.

1.2.2 The Ohio Attorney General's Office booklet, entitled "*Your Rights and Responsibilities as a Crime Victim*", which includes information pertaining to protection orders, custody status of inmates (VINE), and telephone numbers for crisis agencies and prosecutors.

1.2.3 The reporting officer's name, badge number and phone number.

2 DOMESTIC DISPUTES

2.1 **REPORTING**

Whenever an officer investigates a domestic dispute, where no physical or threatened violence has occurred, the officer shall complete an INCIDENT REPORT (TPD FORM 38.12), entitled *"Domestic Dispute"*. If a crime has been committed or alleged, at the time of a Domestic Dispute, a CRIME REPORT (TPD FORM 38.1) shall be completed and entitled *"Domestic Violence/Assault"* or *"Domestic Violence Threats/Menacing"*.

3 DOMESTIC VIOLENCE

3.1 DOMESTIC VIOLENCE ARRESTS

It shall be the preferred course of action to arrest the adult primary physical aggressor of the offense of domestic violence. The preferred arrest policy does not apply to juvenile offenders.

3.1.1 For a domestic violence ***assault***, a charge of Domestic Violence ORC 2919.25 (A) or 2919.25 (B) and a companion charge of Assault, ORC 2903.13 (A) or 2903.13 (B), shall be filed. For domestic violence ***threats***, a charge of Domestic Violence Threats ORC 2919.25 (C) and the appropriate companion charge of Aggravated Menacing ORC 2903.21 or Menacing ORC 2903.22 shall be filed. The preferred course of action, to arrest the adult primary physical aggressor, applies under any of the following circumstances:

- The reporting officer witnesses the offense.
- The officer has probable cause to believe the offense has been committed against the victim, a minor child of the complainant or suspect, and that the alleged offender is the person who committed the offense.
- If an officer has probable cause to believe the offense has been committed, the person in question has committed the offense based on the officer's knowledge, the officer's observation of the incident or by information provided by a credible victim or witness.

3.1.2 Officers shall not require, as a prerequisite to arresting or charging a suspect with a ***Domestic Violence*** involved offense–that the victim of the offense specifically consents to the filing of charges against the suspect, or that a complaint has been signed by the victim.

3.1.3 If reasonable grounds exist, and the officers cannot affect the arrest of the offender due to the offender's absence, officers shall, if possible:

- Obtain a photograph of the suspect from the victim, have the victim sign the back of the photograph, and book it as evidence, per Directive 304.1 – PROPERTY MANAGEMENT.

3.1.4 Officers shall collect all physical evidence supporting the claim of domestic violence, and shall also document the victim's injuries, the condition of the residence, and other corroborating evidence (marriage license, birth certificates, etc.) by photographing these items.

- If no evidence is available, this shall be documented in the CRIME REPORT.

3.1.5 If extenuating circumstances exist, officers may transport or escort the complainant to the Clerk of Courts office to ensure the immediate filing of affidavits/warrants against the offender. The extenuating circumstances shall be documented in the CRIME REPORT.

- If the complainant is physically unable, or is unwilling, to file the affidavits, the investigating officer shall sign the affidavits/warrants for the arrest of the offender.

3.1.6 Officers who respond to the scene of a domestic violence, and do not arrest the offender or file warrants, shall articulate in the CRIME REPORT a clear statement of the reasons for not making an arrest or filing the affidavits. Examples of when the preferred arrest policy does not have to be followed, include, but are not limited to:

- Probable cause does **not** exist to believe that the offender committed the offense of domestic violence.

- The inability to positively identify the primary physical aggressor.
- Juvenile offenders

3.2 **PRIMARY PHYSICAL AGGRESSOR**

In multiple offender situations, the preferred course of action is to arrest the primary physical aggressor. In positively identifying the primary physical aggressor, the reporting officer should consider the following elements.

- History of domestic violence, or other violent acts committed by the involved parties.
- Whether the violence was committed in the act of self-defense.
- Each person's fear of physical harm.
- The comparative severity of injuries.

3.3 **IMMEDIATE ARREST; FELONIES**

When there is probable cause to believe that a crime of ***Felonious Assault*** or ***Aggravated Assault*** has been committed, regardless of whether or not the victim of the offense was a family or household member of the offender, the officer shall contact Investigative Services. A companion charge of assault **SHALL NOT** be filed if the offender is charged with the felony offense, including felony offenses resulting from prior convictions as specified, in ORC 2919.25 (D).

3.4 **REPORTING**

Whenever an officer encounters a person claiming to be a victim of domestic violence, the officer shall indicate in the CRIME REPORT what evidence was present during the investigation. The report shall be entitled, *"Domestic Violence/Assault"* or "*Domestic Violence Threats/Menacing"*.

3.4.1 Department employees completing a CRIME REPORT for the offense of Domestic Violence shall list the relationship of the offender to the victim in the CRIME REPORT. Acceptable entries for this are "wife", "husband", "child", etc.

3.4.2 Injuries, such as bruises, black eyes, and other visible signs of injury, shall be listed in the CRIME REPORT and photographs shall be taken.

3.4.3 Department employees shall also complete the DOMESTIC VIOLENCE CHECK LIST (TPD FORM 38.3a), for each incident of domestic violence. The check list can be found in ReportWISE and in E-Forms.

3.4.4 The arresting officer shall check with Investigative Services personnel to ascertain if the offender has any prior convictions, as specified, in Ohio Revised Code (ORC), Section 2919.25 (Domestic Violence).

(a) If the offender has a prior conviction which meets the criteria listed in ORC 2919.25, the offender may be charged with a felony, and shall be transported to the Persons Section for processing. The notified investigator shall be responsible for filing all affidavits for felony offenses.

3.4.5 The arresting officer shall be responsible for completing and signing the affidavits for the misdemeanor offense of domestic violence and/or domestic violence threats, and the appropriate companion charge of assault and/or menacing/aggravated menacing, as specified in Directive 401.5/3.1 – DOMESTIC VIOLENCE ARRESTS.

3.5 Removed

3.6 FELONY DOMESTIC VIOLENCE INVESTIGATIVE FOLLOW-UP

The Persons Section shall assume responsibility for the investigative follow-up of felony domestic violence cases. The assigned investigator shall obtain the Certified Journal Entry from the Clerk of Courts with jurisdiction over any prior conviction, for use during Preliminary Hearing, Grand Jury and Common Pleas Court proceedings.

4 TEMPORARY PROTECTION ORDERS (TPO) AND CIVIL PROTECTION ORDERS (CPO)

4.1 TEMPORARY PROTECTION ORDER; FILING FOR

Officers filing a MOTION FOR TEMPORARY PROTECTION ORDER (TPO) shall attach the original MOTION FOR TEMPORARY PROTECTION ORDER to the affidavit (complaint).Officers shall include the name of the victim/complainant, date of birth and phone number in the space provided on the TPO. A copy of the MOTION FOR TEMPORARY PROTECTION ORDER shall also be given to the booking officer when the offender is booked into the Lucas County Corrections Center (LCCC).

4.1.1 Whenever possible, the victim/complainant should sign the original and duplicate copy of the motion. Officers shall explain the court appearance requirements to the complainant, at the time they sign the motion.

4.1.2 When the arresting officer signs and completes the MOTION FOR TEMPORARY PROTECTION ORDER, he shall immediately make copies of the crime report and the MOTION FOR TEMPORARY PROTECTION ORDER and send them via departmental mail to the Court Liaison Unit. Court Liaison Unit personnel will appear at the Motion Hearing on the arresting/signing officer's behalf.

4.2 PROTECTION ORDERS; ARRESTS

When it has been verified by the Records Section that a TPO or a CPO (Civil Protection Order) is valid, officers shall arrest the violator of the TPO/CPO, under either of the following circumstances:

4.2.1 When the reporting officer witnesses the offense.

4.2.2 When the reporting officer has probable cause to believe that the offense has been committed, and the person in question has committed the offense, based on information given to the officer by a credible victim or witness.

4.3 PROTECTION ORDERS; AFFIDAVITS

Officers shall complete the appropriate affidavits and include the case number of the TPO or CPO.

4.3.1 If the complainant is physically unable or unwilling to file the affidavit/warrant, the officer shall sign the affidavit/warrant for the arrest of the offender.

4.3.2 Officers shall obtain a Records Section number, and include the number on the CRIME REPORT and the affidavit/warrant.

4.4 PROTECTION ORDERS; STATEWIDE/NATIONAL ENFORCEMENT

Officers shall enforce any TPO or CPO, issued by a court of record in the United States.

4.4.1 Officers shall follow the arrest procedures outlined in Directive 401.5/4.2 – PROTECTION ORDERS: ARRESTS.

4.4.2 After receiving confirmation from the Records Section on the validity of the protection order, officers shall stop at the Records Section, while in route to the Lucas County Corrections Center, and obtain two copies of the order. Officers shall attach one copy to the affidavit, and the second copy shall be given to the booking officer, at the Lucas County Corrections Center.

5 CRISIS RESPONSE TEAM INFORMATION CARDS

All sworn personnel who respond to calls for service shall be issued a Crisis Response Team Information Card.

5.1 These cards shall be carried by the officers, at all times, while on duty.

5.2 The Crisis Response Team Information Card contains reference information regarding assistance for victims of domestic violence, a 24-hour telephone number and guidelines for use of the crisis response team.

5.3 The crisis response team does not need to be called on every domestic violence case; just in those instances, where the victim needs additional assistance or DA-LE was used, see Directive 401.31 DA-LE.

5.4 These cards are **not** to be given to the victim.

5.5 The crisis response team is to be contacted as soon as officers realize their services are needed.

DIRECTIVE 401.6	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED December 1, 2012	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 2
RESCINDS October 1, 2011	**FALSE ALARM NOTIFICATION**	

I POLICY

In an effort to substantially reduce the number of false alarms and enable officers to spend more time on calls for service and problem-solving activities, the department shall utilize the city's False Alarm Ordinance.

II DEFINITION

FALSE ALARM – In accordance with TMC 511 – Alarm Systems, a false alarm is defined as "the activation of an alarm system which results in an unnecessary response by the police department." This ordinance is separate and distinct from TMC 509.07 Making False Alarms (intentional activation of an alarm).

III PROCEDURES

1 APPROPRIATE DISPOSITIONS FOR ALARM RESPONSE CALLS

1.1 The following disposition codes shall be used when responding to a false alarm:

1.1.1 **Disposition code "J"** – When an alarm is false, the officers responding shall give the disposition code of "J" (for False Alarm). The primary unit shall use no other disposition code when an alarm is determined to be false.

1.1.2 **Disposition code "W"** – TMC 511.02(a) is not violated when the false alarm was caused by a disruption or disturbance of local telephone facilities, motor vehicle/utility pole accidents, or weather conditions (e.g., storms).

- If an alarm is determined to have been activated as a result of one of the exceptions, the primary unit shall utilize the disposition code of "W."
- The primary unit at the scene shall be responsible for making this determination.

1.1.3 **Disposition code "I"** – If a unit is dispatched to an alarm and is cancelled prior to arrival, no further action is required. In this instance, the units dispatched shall give the disposition code of "I" (Cancelled before Arrival).

1.1.4 **Other disposition codes** – If a response by police units is justified (police action required) the responding units shall take the appropriate action. For example:

- If a crime has been committed or attempted, this **would not constitute a false alarm**. Therefore, officers shall take the appropriate action, including, completion of the applicable report.
- In addition, officers shall come into service with the appropriate disposition code for the action taken ("A" for arrest, "B" for a report, etc.).

- Units shall not give the disposition code “F” (No Action Taken), when responding to an alarm call.

DIRECTIVE 401.7	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES	
EFFECTIVE November 01, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED December 1, 2012	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 4
RESCINDS November 7, 2005	**LABOR DISPUTES**	

I POLICY

The department recognizes that negotiation and collective bargaining are legally recognized methods of peacefully settling labor disputes. In such disputes, it is not the function of the department to deal with the issues involved; rather, it is the role of the department to protect the rights of the public and the disputants by enforcing the law and by maintaining order.

II PROCEDURES

1 DEPLOYMENT

1.1 Recognizing that misunderstanding and law violations are minimized in an atmosphere of mutual cooperation and trust, the department will gather information regarding strikes, investigate related crimes, and meet with officials of labor and management to discuss and alleviate problems arising from such incidents.

1.1.1 Police officers will not normally be deployed at strike scenes; however, when such deployment becomes necessary it is the responsibility of the concerned command officer to take the necessary police action to deter crime and keep the peace.

1.2 **OFFICERS' RESPONSIBILITIES**

When officers become aware of a labor dispute or strike, they shall take any immediate action that becomes necessary and shall notify the dispatcher and the district sergeant that a strike is in progress and give its current status.

1.3 **COMMUNICATIONS' RESPONSIBILITIES**

When Communications personnel become aware or receive information that a strike or labor dispute is in progress, the dispatcher shall send a field unit and a district sergeant to the scene as soon as practicable.

1.3.1 The dispatcher shall provide the responding units with all information that he has in regard to the strike, e.g., number of pickets, any disorderly behavior, or any special circumstances that responding units would need to know.

1.3.2 If the dispatcher has been notified that a strike or labor dispute has reached a critical stage, or if extra assistance has been called for, the watch commander shall be notified at once. The Operations district and division commanders and the Public Information Officer (PIO) shall also be notified.

1.4 **SERGEANT'S RESPONSIBILITIES**

In all cases of labor disputes or strikes in which there is picketing or disorder, the district sergeant shall:

- Confer with officials of both the union and management to emphasize the neutral position of the department and its responsibility in protecting life and property.
- Point out the rights and responsibility of both labor and management, e.g., the right to peaceful assembly, freedom of speech, protection of property and equal protection under the law.
- Emphasize that the use of public sidewalks and roadways, the free access to public places, and the rights of persons to enter and leave the premises will be preserved.
- Ensure the watch commander is updated on the situation and prepare an UNUSUAL INCIDENT REPORT (TPD FORM 40.0), through the chain of command, for the Operations Division commander.

1.5 WATCH COMMANDER'S RESPONSIBILITIES

In all cases of labor disputes or strikes in which there is disorder, the watch commander shall:

- Take the necessary steps to ensure sufficient police protection and supervision at the involved location.
- Make specialized assignments if conditions warrant.
- Maintain close contact with both sides of the dispute in order to keep the department informed.
- Ensure that an UNUSUAL INCIDENT REPORT is completed and forwarded to the district commander listing all incidents, complaints, or offenses relative to or arising from the dispute, and also upon termination or settlement of the labor dispute.

1.6 DISTRICT COMMANDER'S RESPONSIBILITIES

The district commander shall ensure the following is completed when labor trouble has developed or is expected to develop with a probability of disorder:

- Take the necessary steps to ensure sufficient police protection and supervision at the involved locations.
- Ensure that a Special Event Plan is developed (see Directive 409.2 – SPECIAL EVENT PLANNING).

2 ENFORCEMENT

2.1 ENFORCEMENT OF LAWS

The department will seek to minimize criminal violations connected with labor disputes by providing guidelines for the conduct of the parties and the area of the sidewalk to be used.

2.1.1 In cases where there is a denial of the right to free access, the department will take prompt and impartial police action.

2.1.2 Violations of court orders and injunctions do not ordinarily constitute criminal offenses for which the department will take enforcement action.

2.1.3 Minor Incidents – Arrests as a result of minor incidents on picket lines or other demonstrations should be kept to a minimum. Officers should exercise solid judgement and make arrests only as a last resort. Minor incidents between individuals may be resolved by separating the
parties, cautioning them, and/or ordering them to leave the area.

2.1.4 Serious Incidents – Incidents such as assaults, inciting to riot or criminal damaging may constitute the basis for an immediate arrest.

2.1.5 Before making an arrest, the officer shall determine if it can be made without interference from sympathizers. A proper show of force (sufficient number of police officers) can frequently eliminate spontaneous acts of violence on the part of a crowd. If officers think additional back-up may be needed, they shall immediately notify the dispatcher.

2.1.6 Officers shall immediately transport prisoners from the scene to forestall any rescue attempts by sympathizers and to prevent further incidents.

2.1.7 When making mass arrests, officers must remember that they will be required to identify defendants at the trial.

3 PRIVATE SECURITY GUARDS AT LABOR DISPUTES

3.1 SECURITY GUARDS

It is a common practice for businesses to hire private security agencies to protect their property and employees during strikes.

3.1.1 The sergeant assigned to the area shall determine as soon as practical if private security guards are properly licensed as outlined in the Ohio Revised Code Section 4749, and the Rules and Regulations established by the Department of Public Safety.

3.1.2 For purposes of this section, private security guard refers to employees or agents of licensed private investigative services agencies such as Burns International Security, Pinkerton, Continental, etc. Security guards or personnel hired directly as employees of the business, such as Owens-Illinois Security, LOF Security, etc., which provide for their own security and protection needs, are not covered under the licensing provisions of ORC section 4749.

3.2 PRIVATE SECURITY GUARD; INSPECTIONS

Command officers inspecting a security guard's license shall pay special attention to the following licensing regulations.

3.2.1 All private security guards, except as noted, shall produce a State of Ohio, Department of Public Safety, Security Guard or Private Investigator's Identification Card when requested to do so by a law enforcement authority. The card shall bear:

- The signature of the licensee (either the president or corporate officer of the company)
- The license number of the agency
- Name and signature of the cardholder
- DOB of the cardholder
- Physical description of the cardholder
- Right thumbprint of the cardholder
- A recent photograph of the cardholder
- Date of Issue (card expires one year from date of issue)

3.2.2 In some instances, a private security guard may not have the required identification card in his possession. ORC section 4749.06 permits private security guards to engage in private security functions pending the issuance of an identification card, if the company or person whose life or property is being protected acknowledges and agrees in writing that he is aware that the guard has not completed the registration.

3.3 **PRIVATE SECURITY GUARD; VIOLATIONS**

When an officer becomes aware, or suspects, a violation has occurred involving any of the rules and regulations of the Department of Public Safety or the ORC governing private investigators and security guards, he shall notify his supervisor in writing of the apparent violation. This notification will then be forwarded through channels to the Operations Division commander who shall determine the appropriate action to be taken.

DIRECTIVE 401.8	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED April 1, 2016	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 4
RESCINDS December 1, 2012	**RACIAL, RELIGIOUS OR ETHNIC INTIMIDATION**	

I POLICY

It is the policy of the Toledo Police Department to take an active role in promoting peace and harmony among the diverse groups of people living and working within the city, and to protect all citizens against Racial, Religious, and Ethnic (RRE) intimidation and harassment.

II PROCEDURES

1 DEPARTMENT RESPONSE

The department shall immediately conduct a thorough investigation of all malicious or criminal incidents that are racially, religiously or ethnically motivated and support maximum prosecution of those apprehended for such acts.

1.1 Instances where there is no apparent criminal act will be referred to the appropriate agency for action, such as the Fair Housing Bureau or the FBI.

1.2 Special emphasis will be placed on victim assistance and community cooperation in order to reduce victim/community trauma and fear. The actions taken by the department in dealing with RRE incidents should clearly reflect the concern and commitment that the department has to the community.

2 DETERMINING RRE INCIDENTS

The following indicators should be used as a guide in determining whether or not an incident or crime is racially, religiously or ethnically motivated. This list is not all-inclusive. The key criterion is based on **motive**. If any indication is given that an incident may be perceived as an RRE, or if the motivation for the crime was from an RRE bias, it shall be reported as such. Verification of the initial finding can be made later during the investigation. Examples of RRE crimes include:

- Cross burning or desecration of any other religious symbol.
- The use of markings such as swastikas or the KKK symbol.
- Use of explosives and/or bombings, and bomb threats.
- Destruction of or criminal damage to the property of another, including written language or symbols which have been historically directed against persons because of their RRE origins.
- Interrupting or disturbing religious meetings.
- Possession of firearms in proximity of public demonstrations.
- Any other criminal offense pertaining to acts of RRE intimidation or hatred.
- Also to be included is any **non-criminal** act directed at any RRE group or individuals within these groups, which is done with the intent to:
  - Harass

- Intimidate
- Threaten
- Retaliate
- Create RRE conflict

3 **VERIFICATION OF RRE INCIDENTS**

The responsibility for final determination of whether an incident will be classified as an RRE incident shall rest with the on-duty Investigations Bureau supervisor. When making such a determination, the following criteria should be used:

- Motive.
- Evidence of any RRE symbol, work, or act.
- A practical review of the circumstances surrounding the incident, including the judgement of the investigating officer.
- The victim's feelings and or perceptions of the incident.
- Statements made by the suspect and/or victim.
- The prior history of similar incidents in the same area or against the same victim group.

4 **REPORTING RRE INCIDENTS**

The primary responsibility for investigating RREs shall rest with the Operations and Investigations Bureau personnel assigned to the area in which the incident occurs. The Community Services Section may be available to render assistance upon the request of the concerned shift supervisor. When an officer on scene determines that an incident is RRE in nature, he shall:

- Immediately take all possible investigative and enforcement action.
- Preserve the crime scene and all evidence.
- Notify both Communications and the officer's immediate supervisor.
- Officers shall search the scene and gather and preserve any relevant evidence in those incidents where the SIU does not respond.
- Complete a CRIME REPORT (TPD FORM 38.1). Officers shall check the appropriate box of Section 6 of the CRIME REPORT to indicate the incident is an RRE. The details of the incident shall be recorded in Section 66, Narrative, numbers 12 and 13.
- Notify the Investigative Services desk of the incident. Officers shall use the telephone if at all possible for notifications. Once notified, the desk personnel shall immediately notify the on-duty Investigations Bureau supervisor.

5 **OPERATIONS SUPERVISOR'S RESPONSIBILITIES**

The on-duty Operations sergeant who has an RRE incident in his area of responsibility shall:

- Immediately respond to the scene of the incident.
- Ensure the crime scene is protected.
- Ensure the SIU has been notified if there is evidence that may be needed for later comparisons, for example: paints, drawings, or blood samples. In the absence of SIU, Accident Investigation Units should be used to photograph the scene if necessary.
- Ensure the scene is properly searched and evidence is gathered for those incidents where SIU is not available.
- Contact the victim to assure them the investigation will be actively pursued.
- Notify the Operations watch commander.
- Notify Communications
- that an RRE incident has occurred and of any exceptional circumstances.

- Complete an UNUSUAL INCIDENT REPORT (TPD FORM 40.0) detailing the circumstances and the actions taken at the scene.
- Ensure all CRIME REPORTS and SUPPLEMENTAL CRIME REPORTS required from Operations personnel are complete and accurate.

6 **OPERATIONS WATCH COMMANDER'S RESPONSIBILITIES**

The Operations watch commander shall:

- Arrange for an immediate increase of patrols throughout the affected neighborhood as needed.
- Ensure the district commander, Deputy Chief of Operations and Chief of Police are notified of the incident, as soon as practical, along with any other information which may be of interest to the news media.
- Forward all pertinent information to the following shift.

7 **INVESTIGATIONS BUREAU SUPERVISOR'S RESPONSIBILITIES**

The Bureau supervisor shall:

- Ensure the investigation of the incident is actively pursued and that follow-up contact is made with the victim as soon as practical.
- Handle all communications with community leaders regarding the progress of the investigation.
- Contact the Community Services Section, when needed. After hours, all requests must go through the Chief of Police.

8 **COMMUNITY SERVICES SECTION RESPONSIBILITIES**

The Community Services Section shall:

- Respond to the incident when requested by the on-scene command officer.
- Analyze all RRE incidents and other possibly related incidents to detect patterns, suspects, or the participation of organized groups.
- Assist Operations command officers and ISD investigators with data, information and advice, etc. However, responsibility for the investigation of the incident remains with the ISB personnel.
- Conduct follow-up visits, as needed, to eliminate the fear factor and to assure the victim and the neighborhood that the police department is doing everything possible to apprehend the suspect.
- Serve as a liaison between the various neighborhood groups and organizations to alleviate fear and apprehension, and to assist in developing neighborhood strategies to eliminate on-going problems.

9 **SCIENTIFIC INVESTIGATION UNIT'S RESPONSIBILITIES**

On-duty Scientific Investigation Unit (SIU) personnel shall respond to process the scene of an RRE when requested by on-scene command personnel and after consultation with the on-duty ISD supervisor.

10 **RECORDS SECTION RESPONSIBILITIES**

The Records Section commander shall ensure photocopies of all RRE reports are forwarded to the Community Services Section commander.

10.1 Additionally, the Telephone Reporting Unit (TRU) or Records Section personnel who receive a report that alleges an RRE, or where certain facts would indicate a possible

RRE, shall complete a report and immediately advise the on-duty Records Section supervisor.

10.2 The on-duty supervisor shall notify the Investigative Services Bureau and Communications of the incident, and forward a copy of the TRU report to the Persons Investigations Section commander and Community Services Section.

DIRECTIVE 401.9	**TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES**	
EFFECTIVE November 1, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED August 1, 2018	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 8
RESCINDS April 1, 2016	**MENTALLY ILL AND DEVELOPMENTALLY DISABLED PERSONS**	

I POLICY

When persons exhibit dangerous states of mental illness, the department's primary concern shall be to protect the mentally ill person and others. The presence of trained officers at incidents involving mentally ill individuals has been shown to substantially reduce injuries and unnecessary arrests. The department shall maintain a team of officers to respond to incidents involving mentally ill individuals.

II DEFINITIONS

For the purposes of this manual section, the following definitions apply:

MENTAL RETARDATION (MR) – Having significantly sub-average general intellectual functioning existing concurrently with deficiencies in adaptive behavior, manifested during the developmental period.

DEVELOPMENTALLY DISABLED (DD) – Having a disability that originates before age 22 that has continued or can be expected to continue indefinitely, and which constitutes a substantial limitation in the person's ability to function normally in society.

MENTAL ILLNESS – The Ohio Revised Code (ORC) Section 5122.01(A) defines mental illness as a substantial disorder of thought, mood, perception, orientation, or memory that grossly impairs judgment, behavior, capacity to recognize reality, or ability to meet ordinary demands of life.

REASON TO BELIEVE – The Ohio Attorney General Opinion N0. 79-021 states that the phrase "reason to believe" is to be interpreted in accordance with common usage and that police officers may rely on statements of another to determine whether there is reason to believe a person should be taken into custody. Officers may use information from other sources to develop and substantiate probable cause.

AMERICANS WITH DISABILITIES ACT (ADA) – The ADA prohibits discrimination on the basis of disability in employment, state and local government, public accommodations, commercial facilities, transportation, and telecommunications. It also applies to the United States Congress.

To be protected by the ADA, one must have a disability or have a relationship or association with an individual with a disability. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment. The ADA does not specifically name all of the impairments that are covered.

CRISIS INTERVENTION TEAM (CIT) - A group of officers, which have received specialized training in dealing with mentally ill individuals.

III PROCEDURES

1 MR/DD AND MENTAL HEALTH OVERVIEW

The ORC effectively provides for procedures to remedy cases of abuse and neglect through emergency services and the intervention of the court when necessary, so that persons with MR/DD handicaps may safely reside in their community. In general, the ORC provides for similar measures of care, responsibilities and procedures for reporting cases, as those in elderly abuse cases. The ORC also provides guidelines to be followed when taking an individual into custody for the purpose of emergency involuntary hospitalization. General provisions concerning police activities are:

1.1 Establishing responsibility for a wide range of professionals to report abuse and neglect cases for ADULT persons with MR/DD to the police and the County Board of Developmentally Disabled.

1.2 Establishing the principle that law enforcement will do all criminal investigations.

1.3 Establishing the principles that a person who is MR/DD subject to this law shall NOT, whenever possible, be removed from his residence, that the person not be institutionalized but served in the community, and that an individual service plan be developed identifying services and goals for the individual in relation to emergency services.

1.4 Clarifying that board appointed health officers and law enforcement officers can execute an affidavit for involuntary hospitalization.

1.5 Establishing that the board of appointed health officers has the authority to plan for the care of the mentally ill residents of each county.

2 RECOGNIZING CHARACTERISTICS OF MENTAL ILLNESS

While many people with mental illness control their symptoms successfully with medications, others do not have access to mental health facilities, fail to take their medication, or do not recognize that they are ill and experience psychiatric difficulties.

It is less common to interact with a person who may have mental retardation in addition to mental illness, than it is to interact a with person who has a substance abuse problem, in addition to mental illness and/or mental retardation.

2.1 There are three types of indicators that a person **may** be suffering from mental illness.

2.1.1 Verbal Cues – these may include:

(a) Illogical Thoughts
- Expressing a combination of unrelated or abstract topics
- Expressing thoughts of greatness
- Expressing ideas of being harassed or threatened
- Preoccupation with death, germs, guilt, etc.

(b) Unusual Speech Patterns
- Nonsensical speech or chatter
- Word repetition
- Pressured speech – expressing urgency in manner of speaking
- Extremely slow speech

(c) Verbal Hostility or Excitement

- Talking excitedly or loudly
- Argumentative, belligerent, or unreasonably hostile
- Threatening harm to self or others

2.1.2 Behavior Cues – these may include:

(a) Physical Appearance
- Inappropriate to environment
- Bizarre clothing or makeup, taking into account current trends

(b) Bodily Movements
- Strange postures or mannerisms
- Lethargic, sluggish movements
- Repetitious, ritualistic movements

(c) Seeing or hearing things that cannot be confirmed

(d) Confusion about or unawareness of surroundings

(e) Lack of emotional response

(f) Causing injury to self

(g) Nonverbal expressions of sadness or grief

(h) Inappropriate emotional reactions
- Overreacting to situations in an overly angry or frightening manner
- Reacting with the opposite expected emotion

2.1.3 Environmental Cues – surroundings are inappropriate, such as:

(a) Decorations
- Strange trimmings, inappropriate use of household items. (e.g., aluminum foil covering windows)

(b) Waste Matter/Trash
- "Packratting" – accumulation of trash
- Presence of feces or urine on walls or floor

(c) Childish Objects

2.2 When making observations, personnel should note as many cues as possible, put the cues in context of the situation, and be mindful of environmental and cultural factors.

3 APPROACHING AND INTERACTING WITH PEOPLE WITH MENTAL ILLNESS

The following guidelines detail how to approach and interact with people who may have a mental illness and who may be a victim of a crime, a witness or a suspect. The guidelines should be followed in all contacts, whether on the street or during more formal interviews and interrogations.

3.1 Officers, while considering their own safety, the safety of the person with mental illness and others at the scene should:
- Turn police cruiser lights and sirens off upon arrival (unless a safety issue).
- Remain calm and avoid overreacting.
- Be helpful.
- Give the person an opportunity to speak for themselves.
- When possible, remove distractions and upsetting influences.
- Understand that a rational discussion may not take place.
- Speak simply and briefly, move slowly.
- Announce actions before initiating them.
- Be aware that their uniform, gun, handcuffs, and TASER may frighten a person with mental illness and attempt to reassure the person that no harm is intended.

- Discreetly gather information from family members or bystanders.
- Provide on-scene emergency aid when treatment of an injury is urgent.
- Request assistance of a member of the Crisis Intervention Team (CIT).

3.2 Actions that officers should generally avoid include:

- Moving suddenly.
- Making assumptions.
- Making direct, continuous eye contact.
- Talking loudly.
- Forcing discussion.
- Expressing anger, impatience or irritation.
- Challenging delusional or hallucinatory statements.
- Touching the person (unless a safety issue).
- Crowding the person or moving into their zone of comfort.
- Using inflammatory language (i.e., “crazy”, “nuts”, “insane”, “mental”, “lunatic” or “retard”).

4 CRISIS INTERVENTION RESPONSE

4.1 CRISIS INTERVENTION TEAM (CIT)

CIT officers are available to respond to incidents involving the mentally ill.

4.1.1 Each member of the CIT shall receive specialized training in dealing with the mentally ill prior to active participation in team assignments.

4.1.2 Commanders shall maintain an accurate list of those officers under their command who have received CIT training.

4.1.3 Supervisors entering units into the CAD system shall indicate those units that include a CIT officer.

4.1.4 No officer, including CIT officers, shall be singly dispatched to a call involving a suspected mentally ill person.

4.1.5 In the event non-CIT trained officers find themselves involved with a mentally ill person and they believe the situation or the person's state of mind requires the response of a CIT officer, they shall request a team member be immediately dispatched.

4.1.6 If the dispatcher cannot locate a CIT officer working in the district, one shall be dispatched from another district.

4.1.7 If Communications Bureau personnel suspect that a mentally ill person is in a serious crisis situation, this information shall be conveyed to the dispatcher, who shall then make every attempt to include a CIT officer with the units dispatched to the incident.

4.1.8 In the event a CIT officer is not available, the Communications Bureau shall dispatch TPD officers who shall handle the call based on parameters in this section.

4.2 CIT SCENE MANAGEMENT

When a CIT officer is dispatched to an incident involving a mentally ill person, that officer shall be responsible for all aspects of interacting with the mentally ill person.

NOTE: The term "consumer" is utilized by the mental health community to describe mentally ill persons. Officers may hear this term used by CIT officers in these situations.

4.2.1 Any sworn supervisor on the scene shall maintain overall accountability for the incident; however, he must keep in mind the CIT officer has had specialized training, and that the officer's conversation with the subject serves a purpose in attempting to resolve the situation in a peaceful and safe manner. Therefore, supervisors should allow the CIT officer as much leeway as practical.

4.2.2 The CIT officer, with the concurrence of the ranking supervisor, shall determine what action to take. This includes but is not limited to:

(a) Leaving the person with a responsible adult or medical professional.
(b) Leaving the person alone once the crisis has been quelled.
(c) Transporting the individual to either a medical or mental health facility.
(d) Using a less-lethal weapon.

4.2.3 If a mentally ill person is to be transported to a medical or mental health facility, he shall be handcuffed and transported according to the procedure outlined in Directive 402.5 - DETAINEES.

4.2.4 Data from the INCIDENT REPORT and NON-INCIDENT REPORT shall be automatically gathered and stored within CRS. The CIT Commander shall use the CIT Database for reference and future training needs.

4.3 USE OF LESS-LETHAL WEAPONS

If it is determined that a specific less-lethal weapon, not available to Operations Division personnel, is necessary to resolve an incident involving a mentally ill person, the CIT officer (or other responding officer) shall request that the on-duty Special Operations Section supervisor respond to the scene.

4.3.1 Tactical Operations Team personnel shall respond, consult with the CIT officer and/or the on-scene supervisor, and deploy the weapon, if necessary.

4.3.2 The benefits, as well as the possible consequences of using a less-lethal weapon, shall be seriously considered prior to deployment. Factors involve:

- The emotional and physical state of the person.
- The potential for the mentally ill person to cause serious harm to himself or another.

4.4 HOSPITALIZATION OF MENTALLY ILL PERSONS

When an officer has reason to believe that a person is mentally ill AND presents a risk of substantial harm to himself or others, AND the officer feels it is necessary to take immediate action, officers shall take the following course of action:

4.4.1 A request shall be made to take the subject to a medical or mental health facility. The officers shall contact the service by telephone and make the request for screening.

4.4.2 When the request for service has been approved, the subject shall be placed in custody in an inconspicuous manner and transported to the medical or mental health facility.

- When taking the person into custody, officers shall advise the subject of their name, rank and the fact that they are a police officer of the Toledo Police Department. The subject shall also be advised that they are NOT under arrest, but that they are being taken to a medical or mental health facility to be evaluated by a doctor.

4.4.3 Once medical or mental health facility personnel have taken control of the subject, the transporting unit may leave. The agency will make an assessment

of appropriate interventions such as discharge, utilization of residential crisis unit, hospitalization at a private mental health unit, other mental health facility or Northwest Ohio Psychiatric Hospital.

4.5 **REPORT REQUIRED FOR CIT INTERACTIONS**

Officers shall complete and file the following for officer initiated hospitalizations:

4.5.1 An INCIDENT REPORT detailing the facts of the incident and any relevant statements made by examining personnel, regardless if the person is accepted for admission, or not.

4.5.2 An APPLICATION FOR EMERGENCY ADMISSION. A copy of the completed form shall be attached to the INCIDENT REPORT.

4.5.3 Any other written statements made by witnesses or mental health personnel.

4.5.4 A NON-INCIDENT REPORT shall be completed for any other CIT Interaction that does not result in an Application of Emergency Hospitalization or Arrest.

4.6 **EXCEPTIONS TO HOSPITALIZATION AT MENTAL HEALTH FACILITIES**

The following are exceptions to hospitalization at mental health facilities:

4.6.1 Persons requiring immediate medical attention shall be taken to a hospital. If treated and released, the subject may be taken to a medical or mental health facility with approval.

4.6.2 Persons under the influence of alcohol or drugs shall not be taken to a mental health facility.

4.6.3 Persons under arrest for felony offenses shall not be taken to a mental health facility.

4.6.4 For juveniles, refer to Directive 405.1 – JUVENILES.

4.7 **VIOLENT PERSONS IN CUSTODY**

Violent subjects taken to medical or mental health facility shall be placed into the appropriate holding area, as designated by their personnel, prior to entering the reception area.

4.7.1 Transporting officers shall remain with the subject until medical or mental health facility personnel gain control of him.

4.7.2 If the medical or mental health facility personnel cannot control the subject, the transporting unit should assist them in any way possible, including transporting the subject to the Northwest Ohio Psychiatric Hospital.

4.7.3 Once the medical or mental health facility personnel gain control of the subject, the necessary information has been relayed and the required forms are completed, the unit may leave.

4.8 **REQUEST FOR ASSISTANCE BY MENTAL HEALTH AGENCIES IN THE FIELD**

Various mental health agencies have caseworkers who work with mentally ill subjects on an outpatient basis. Situations may occur in which they call for assistance at locations other than their facility.

4.8.1 Upon request, the Communications Bureau shall dispatch a unit to assist the caseworker (pursuant to the dispatch priority policy).

4.8.2 Officers dispatched shall make every effort to prevent any injury to the parties involved.

4.8.3 Officers shall make a determination as to their course of action based upon Section 4.5 – REPORT REQUIRED FOR CIT INTERACTIONS.

4.9 **TRANSPORTING MENTALLY ILL PERSONS NOT IN CUSTODY**

When requested by a medical or mental health practitioner to transport a subject who is not in police custody to a mental health facility, officers shall respond to the scene to assist the practitioner. Officers shall transport the subject to a mental health facility if:

4.9.1 The medical or mental health practitioner is in the field, at a private residence or at a group home AND,

4.9.2 The medical or mental health practitioner has completed an APPLICATION FOR EMERGENCY HOSPITALIZATION.

4.9.3 Based upon the circumstances, Officers who are in the field, at a private residence or group home, may transport a subject who is voluntarily seeking treatment to a mental health facility.

4.9.4 Officers shall NOT transport from a medical or mental health facility to another medical or mental health facility unless the APPLICATION FOR EMERGENCY HOSPITALIZATION is completed by Toledo Police Personnel.

4.9.5 This section does not preclude an officer from transporting a patient back to a mental health facility when the patient is Absent Without Leave (AWOL) from that facility.

4.10 **HANDLING AWOL PATIENTS FROM MENTAL HEALTH FACILITIES**

When an officer has reason to believe that a subject may be an escapee or AWOL from a mental health facility, the officer shall initiate an inquiry to the agency via the Records Section to ascertain the current status of the subject.

4.10.1 Records Section personnel shall phone the Northwest Ohio Psychiatric Hospital or other involved mental health facility to determine if the subject is AWOL.

4.10.2 If the subject is AWOL or an escapee, the officer shall immediately return the subject to the appropriate facility.

4.11 **ARRESTING AWOL PATIENTS FROM MENTAL HEALTH FACILITIES**

When an officer is filing criminal charges on an individual who is an escapee or AWOL from a mental health facility, the officer shall initiate an inquiry to the agency via the Records Section to ascertain the current status of the subject.

4.11.1 Records Section personnel shall phone the Northwest Ohio Psychiatric Hospital or other involved mental health facility to determine if the subject is AWOL.

4.11.2 If the subject is AWOL or an escapee, the arresting officer shall immediately return the subject to the appropriate facility and a holder shall be placed upon the subject. The arresting officers shall file the proper affidavits with a notation that the subject is located at the appropriate mental health facility.

4.11.3 If the subject is booked and it is later determined that he is AWOL or an escapee, the subject shall be returned to the mental health facility after being released from the detention facility.

4.12 **ABUSED OR NEGLECTED MR/DD PERSONS**

Officers who become aware, either through personal observation or through reports by another, of an MR/DD adult person who may be the subject of neglect or abuse, shall take action and complete an INCIDENT REPORT entitled “Endangered Adult.”

4.12.1 In cases where immediate emergency action is needed, officers shall act accordingly to care for the victim or protect them from further injury or abuse.

(a) A 24 hour hotline to the Board of Developmentally Disabled has been established to aid officers and provide assistance and advice.

- The Investigations Bureau desk shall maintain this number. Calls shall be directed to "Case Management."
- The number may also be called for non-emergency incidents such as a lost or deaf MR/DD adult person.

(b) The INCIDENT REPORT shall include all pertinent information about the incident and shall include the basis of the reporting person's belief that the person has been abused.

(c) If obtainable, the victim's social security number shall be included in the report.

(d) Department personnel handling these reports shall not release them or any information contained therein, to any unauthorized person.

(e) Records Section personnel shall forward a copy of all endangered adult reports directly to the commander of the Persons Investigations Section. The commander shall then assign the case to the appropriate investigator and shall ensure copies of the reports are forwarded to the Lucas County Board of Developmentally Disabled.

4.12.2 In addition to other available remedies, officers may report instances of elderly abuse and/or neglect (persons 60 years or older, with or without mental illness) to the Lucas County Job and Family Services, Adult Protection Unit.

4.13 RENDERING ASSISTANCE TO MR/DD CASEWORKERS

Officers may be called upon to assist MR/DD caseworkers in serving orders from the court. ORC Section 5126.32 states, "After the (Court) order has been obtained, at the request of the Board (of Developmentally Disabled), an officer of the law enforcement agency investigating the report shall accompany representatives of the Board to the adult's residence."

5 TRAINING

In order to prepare personnel to deal with persons with mental illness, the department shall provide training to all employees. The department shall provide all new employees with documented training on this subject and shall provide documented refresher training to all employees annually.

DIRECTIVE 401.10	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
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RESCINDS November 01, 2002	**ANIMAL COMPLAINTS**	

I POLICY

Periodically, officers will be assigned to handle complaints concerning animals within the city of Toledo. Therefore, the following guidelines are established to assist officers in animal control procedures.

II PROCEDURES

1 DOG BITES

Officers investigating dog bites shall complete an INCIDENT REPORT (TPD FORM 38.12).

2 SERVICES OF THE LUCAS COUNTY DOG WARDEN

An officer may request the assistance of the Lucas County Dog Warden when a dog is at large and has bitten someone, is attempting to bite someone AND the owner of the dog is unknown or not available to control the dog, or when an officer is executing a search warrant or entering a building and is confronted by a vicious dog.

2.1 In these circumstances, the officer shall notify the dispatcher who shall then contact the dog warden.

2.2 The requesting officer shall remain at the scene or make arrangements for another officer to remain at the scene and render whatever reasonable assistance the dog warden may require.

3 USE OF DOG PENS AT THE LUCAS COUNTY DOG POUND

An officer may utilize the holding pens located at the Lucas County Dog Pound when the following conditions apply:

- The officer chooses to transport the dog.
- The dog appears friendly.
- The dog is not injured or sick.
- The incident occurs after normal pound hours.
- The incident does not meet the criteria necessary for emergency call-back of the dog warden as listed above.

NOTE: An officer may also use these pens in emergency cases if he does not wish to wait for the dog warden. This decision should be made prior to calling out the dog warden. After hours, officers shall obtain the key to the Lucas County Dog Pound from either of the district station desk officers.

4 **NIGHT DROP-OFF IMPOUNDMENT RECORD**

When an officer utilizes the holding pens, he shall fill out a Night Drop-Off Impoundment Record Form located on a clipboard inside the fenced cage.

4.1 The form shall be filled out as completely as possible and shall include the unit number of the transporting officer, the location of occurrence, and the reason for impoundment.

5 **SICK OR INJURED ANIMALS**

Complaints of sick and/or injured animals shall be directed to the Humane Society when there is no owner or responsible person available to take charge of the animal.

6 **DEAD ANIMALS**

When dead animals are found in the street, the officer shall notify the dispatcher, who shall then notify the Department of Streets, Bridges, and Harbor.

6.1 In cases of injured or dead deer on the roadway, the dispatcher will contact the game warden.

6.2 If the dead animal presents a hazard or serious traffic obstruction, the officer should attempt to move it from the roadway.

7 **WILD ANIMALS IN A BUILDING**

In cases where officers are dispatched to help retrieve or capture an animal that is loose in a building (e.g., squirrels, birds, raccoons, etc.), the officer shall advise the citizen to notify a private animal removal service.

DIRECTIVE 401.11	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
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RESCINDS November 01, 2002	**AIR AMBULANCE HELICOPTER SERVICES**	

I **POLICY**

Officers may encounter situations involving air ambulance helicopters. Officers should familiarize themselves with the following guidelines.

II **PROCEDURES**

1 **REQUEST FOR AIR AMBULANCE HELICOPTERS**

Generally, requests for an air ambulance helicopter – e.g., Life Flight, Mobile Flight, etc. – will be ordered and directed through the Toledo Fire and Rescue Department. Officers may request the services of an air ambulance helicopter under the following circumstances.

1.1 When a critically ill or traumatically injured person is in need of emergency medical care.

1.2 The person is in an area inaccessible to conventional ambulance vehicles.

2 **INFORMATION TO BE RELAYED TO AIR AMBULANCE HELICOPTER STAFF**

Officers should be prepared to relay the following information when requesting the services of an air ambulance helicopter.

- The patient's name.
- Nature and extent of illness or injuries.
- A call-back telephone number or radio frequency.
- Name of receiving hospital, physician and unit if other than St. Vincent Mercy Medical Center.

3 **PREPARATION FOR LANDING**

3.1 If required to assist in a helicopter landing, officers shall follow the listed guidelines when preparing a landing area.

- The landing zone should be at least 200 feet from accident scene.
- The landing zone should be at least 60 feet square.
- The area should be clear of trees, signs, emergency vehicles and overhead wires.
- The area should be as free as possible from fallen branches, ground debris and other loose material.
- All unauthorized personnel shall be kept at least 300 feet from the landing zone.
- The corners of the landing zone should be marked with flares to indicate wind direction.

3.2 As the aircraft lands, officers shall:

- Protect eyes from flying debris.

- Never approach aircraft until motioned to do so by the pilot.
- Approach the aircraft from the front.
- Stay away from the tail rotor portion of the aircraft.
- Never smoke or run within 50 feet of the aircraft.
- Never open or close doors of the aircraft for loading or unloading patients and equipment unless asked to do so by air ambulance crewmembers.

DIRECTIVE 401.12	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
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RESCINDS October 1, 2011	**COMMUNICABLE DISEASES AND CONTAMINATION**	

I POLICY

The department shall ensure that certain precautionary and hygienic procedures are followed to decrease the probability of, exposure to, and therefore the contraction of, an infectious communicable disease.

II DEFINITIONS

COMMUNICABLE DISEASES - A disease that is transmitted through direct contact with an infected individual or indirectly through a vector. Also called *contagious disease.*

CONTAMINATION - To make impure or unsuitable by contact or mixture with something unclean, bad, etc.

SIGNIFICANT EXPOSURE – A significant exposure to a communicable disease is a transfer of blood or other body fluids from an infected person to another.

III PROCEDURES

1 SIGNIFICANT EXPOSURE PRECAUTIONS

A significant exposure may occur if a person with open sores, abrasions, or other openings in the skin comes into contact with contaminated body fluids such as: blood, tears, vomit, semen, urine, feces or saliva or the fluids are deposited in/on eyes, ears, nose, or mouth of another. Significant exposures can occur through:

- Needle sticks
- Puncture wounds
- Cuts
- Scratches
- Human bites
- Other injuries caused by contaminated objects

NOTE: Any of the above instances constitute a significant exposure and shall be reported as such following the procedures as stated in Significant Exposure to Department Personnel.

2 REDUCING EXPOSURE TO COMMUNICABLE DISEASE

2.1 The method of preventing exposure to a communicable disease is to limit contact with body fluids.

2.2 All body fluids should be considered a potential disease carrier.

2.3 In addition to limiting contact, employees can reduce vulnerability to all infections through the use of hand-washing facilities and generally accepted personal hygiene practices.

2.3.1 Employees should always wash their hands prior to eating or touching food items.

2.3.2 Use disposable latex gloves when handling any wet or dried body fluids or objects that are contaminated with body fluids.

(a) Always wash hands after removing gloves.

2.3.3 Use a bandage to cover any open wound or break in the skin.

(a) Always change bandages if it becomes wet or soiled.

2.3.4 Use care when conducting searches.

(a) Never blindly place or sweep hands in areas that cannot be seen.

2.3.5 Use puncture resistant containers to process evidence such as needles and fixed-blade knives.

(a) Other objects that may not be conducive to packaging in containers should be handled and processed in a manner that reduces the potential for injury to others who may come into contact with the object.

2.3.6 Use Bio-Hazard labels, available from the Property Room, or clearly mark containers or packages with the words “Bio-Hazard” whenever body fluids are present or when the item is believed to be contaminated.

2.3.7 Use extra care when responding to a location or incident where contact with body fluids is probable.

(a) Always put on latex gloves prior to handling any potentially contaminated object.

2.3.8 At the scene of an incident where decontamination is required, employees shall follow the direction of the Incident Commander.

3 SIGNIFICANT EXPOSURE TO DEPARTMENT PERSONNEL

3.1 In the event a significant exposure to a communicable disease occurs to department personnel, the following procedures shall be followed:

3.1.1 If necessary, seek immediate medical treatment.

(a) Employees who believe they have been exposed shall report the incident to their immediate supervisor for his recommendations and follow the procedures for personal decontamination.

3.2 Employees shall complete a BWC Packet and a REPORT OF SIGNIFICANT EXPOSURE TO A SERIOUS COMMUNICABLE DISEASE (TPD FORM 3.9).

3.2.1 These forms shall be forwarded to the Personnel Section.

3.3 Supervisors shall verify and evaluate each incident.

3.3.1 A determination shall be made concerning whether the employee will be permitted or required to change clothing and or other items of equipment prior to returning to duty.

3.4 Supervisors shall notify the appropriate commander and complete an UNUSUAL INCIDENT REPORT (TPD FORM 40.0).

3.4.1 The report shall describe the circumstances of the incident, document any pre-exposure safety precautions, post-exposure decontamination procedures and evaluate compliance with personal decontamination procedures.

3.4.2 An additional copy of the UNUSUAL INCIDENT REPORT shall be forwarded to the Personnel Section.

4 PERSONAL DECONTAMINATION

4.1 Personal decontamination of employees and their equipment is an individual responsibility.

4.2 Washing hands and other exposed body areas with soap and water or instant antibacterial hand gel is an excellent decontamination activity and affords protection against acquiring infections.

4.3 Uniforms and some equipment items can be effectively cleaned with a bleach solution made by combining one part of chlorine bleach with nine parts water.

4.4 Uniform and equipment items that would not be compatible to cleaning with bleach, or those items which are soiled beyond the capability of the individual to clean, shall be placed in sealed plastic bags.

4.4.1 A tag shall be placed on the bag that identifies the employee who was issued the equipment and the type of contamination, apparent or suspected.

4.4.2 The items shall then be turned into the Property Management Unit.

(a) Property Management Unit personnel shall determine whether to have the items professionally cleaned or destroyed and replaced.

4.5 Non-issued clothing and personal equipment is the responsibility of the individual.

5 CONTAMINATION OF FACILITIES OR EQUIPMENT

5.1 In the event a police facility or other department-owned property becomes contaminated with body fluids or other infectious organisms, it is the responsibility of the employee who discovers such contamination to advise a supervisor.

5.2 CONTAMINATION OF DEPARTMENT VEHICLES

5.2.1 In the case of a contaminated department-owned vehicle, a supervisor of the area having the responsibility for operating the vehicle shall evaluate the situation and make a recommendation for a course of action.

5.2.2 The supervisor is authorized to take a vehicle out of service.

(a) If a vehicle is taken out of service under this section, written notification shall be made to the Motor Pool Officer identifying the circumstances of the contamination and location of the vehicle.

(b) The vehicle shall be marked by placing 5” x 10” red and white CAUTION – DO NOT USE – CONTAMINATED signs on the inside of the driver's and passenger's side windows of the contaminated vehicle.

(c) The signs shall be available at the Operations supervisor's area, and in the Safety Building Garage.

5.3 DEPARTMENT FACILITIES

5.3.1 If a room or area within a department-owned facility becomes contaminated, a supervisor of the area that has responsibility for the room shall ensure the contaminated area is quarantined until it can be cleaned.

5.3.2 The Operations and Investigation Bureau desks shall maintain the contracted cleaning company's emergency and after business hours telephone numbers for the purpose of obtaining cleaning. Cleaning personnel should be directed and advised of the hazard upon their arrival.

5.4 **UNUSUAL INCIDENT REPORT REQUIRED**

The commander or supervisor who initiates and/or supervises the decontamination of a department vehicle or facility shall also complete an UNUSUAL INCIDENT REPORT documenting the actions taken and/or problems encountered in decontaminating the object.

5.4.1 He shall also ensure any contamination signs that may have been used are returned to the Operations supervisor's area.

6 CONTAMINATED EVIDENCE

6.1 Contaminated evidence shall be handled in a manner that reduces the opportunity of infection for its handlers.

6.2 The destruction of contaminated evidence must be performed in accordance with prevailing legal requirements or as directed by the courts.

6.3 Other property in the custody of the department shall be cleaned or disposed of by direction of the commander of the Property Management Unit.

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EFFECTIVE November 01, 2002	CHIEF OF POLICE: Michael C. Troendle	
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RESCINDS November 01, 2002	**FIELD INTERVIEWS**	

I POLICY

The Toledo Police Department conducts field interviews as part of a comprehensive strategy of crime control. The objective is to identify and develop information about suspicious persons and to develop suspects in conjunction with targeted patterns of crime.

Field interviews shall be conducted by officers of this department in a manner consistent with the goal of keeping the community as free as possible from crime and disorder. That goal will be accomplished in a manner consistent with respecting the civil rights of all citizens with whom department personnel come in contact.

II DEFINITIONS

CONSENSUAL FIELD ENCOUNTER – A police officer may approach any person in a public place and request to talk to him. As long as the person is free to leave whenever he wants, then no reasonable suspicion or probable cause is required, and no Fourth Amendment seizure has occurred.

"TERRY" TYPE FIELD ENCOUNTER – Occurs when an officer has reasonable suspicion to believe a person is committing, is about to commit, or has committed a crime. It is based on reasonable suspicion, allowing the officer to forcibly stop and detain a person for a brief investigatory period. If the reasonable suspicion is determined to be unfounded, the person must immediately be released.

III PROCEDURES

1 FIELD INTERVIEW AUTHORIZATION

1.1 When an officer believes a person may have information pertaining to a crime, pattern of crimes and/or criminal suspects.

1.2 When an officer has reasonable suspicion to believe a person may have committed, may be committing, or may be about to commit a crime.

2 DEMEANOR

Officers conducting field interviews shall maintain a courteous and professional demeanor. Officers shall explain the reason for the contact, when appropriate, or if the person asks for justification.

3 DOCUMENTATION

Officers shall complete a FIELD INTERVIEW REPORT (TPD FORM 57.1) if the questioning process fails to remove the officer's suspicion about the subject and also fails to provide grounds for immediate arrest. All completed FIELD INTERVIEW REPORTS shall be reviewed by a supervisor prior to submission to the Criminal Intelligence Section.

DIRECTIVE 401.14	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES CHIEF OF POLICE: Michael C. Troendle		
EFFECTIVE November 01, 2002			
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RESCINDS November 01, 2002	**PROBLEM SOLVING GUIDE**		

I POLICY

The Toledo Police Department utilizes a problem solving guide to assist employees in general procedures for communicating identified problems and a tracking mechanism for the problem solving activities.

II PROCEDURES

1 **PROBLEM ORIENTED POLICING REPORT (TPD FORM 81.0)**

Department personnel working on a problem may complete a PROBLEM ORIENTED POLICING REPORT. Guidelines for completion are:

1.1 If a problem is identified by field units in their district, they can complete the top portion and forward the report to their command describing the problem.

1.1.1 Once the problem is assigned to an officer or officers, they shall take the appropriate steps to solve the problem and complete the bottom portion of the report describing the outcome.

1.1.2 If the identified problem is solved within a single tour of duty or relatively short period of time, the top and bottom portions may be filled out immediately.

1.1.3 All completed reports shall be turned in to the appropriate command.

1.2 Regardless of assignment, officers identifying a problem should complete the top portion of the report and forward it to the appropriate Operations commander advising him of the problem.

1.3 The areas on the bottom portion of the report are guidelines and may or may not be necessary to complete, depending on the problem.

1.3.1 Officers may list those who assisted them in the problem solving.

1.3.2 Officers may also request help for services they cannot obtain by themselves under the *Recommendations/Request* area.

1.4 If the problem was solved, it should be noted in the summary.

1.4.1 If not, future action should be described.

1.4.2 The backside of the report is for any notes officers may want to make on their efforts and progress in solving the problem.

(a) This could include any plan developed.

1.5 Tracking and follow-up of these reports shall be determined by the appropriate district commander.

1.6 Use of a control number is optional.

DIRECTIVE 401.15	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002 REVISED September 12, 2018	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 2
RESCINDS December 1, 2012	**INTERPRETER SERVICES**	

I POLICY

With the vast diversity that exists in and around Toledo, not all citizens can fluently speak or comprehend the English language. The following guidelines shall be adhered to when dealing with citizens in need of an interpreter.

II PROCEDURES

1 INTERPRETER SERVICES

1.1 INTERPRETER SERVICES; SUSPECTS

Whenever department personnel come in contact with a hearing-impaired or non-English speaking suspect who is experiencing difficulty in communicating and/or comprehending verbal communications, the individual shall be transported, as soon as practicable, to the Investigations Bureau.

1.1.1 Upon arrival at the Investigations Bureau, the transporting officer shall notify the Investigations supervisor who shall review the facts of the incident and contact an interpreter, per Investigations Bureau procedures.

1.1.2 The interview process shall be delayed and no attempt to Mirandize or question the suspect shall be made without the services of a qualified sign language or foreign language interpreter.

- Where hearing-impaired suspects are involved, the interpreter rendering services shall be proficient in the type of sign language with which the individual feels most comfortable.

1.2 INTERPRETER SERVICES; VICTIMS AND WITNESSES

In situations involving hearing impaired or non-English speaking victims or witnesses, officers shall consider utilizing a nearby individual such as a relative or friend, who is capable of proficiently communicating with the person.

1.2.1 If no one is available and written correspondence does not provide an adequate avenue for dialogue, officers shall immediately contact an Investigations Bureau supervisor who shall proceed according to Investigations Bureau procedures.

- If there is no Investigations Bureau supervisor available, officers shall contact their watch commander for direction.

1.2.2 The Investigations Bureau supervisor or watch commander shall determine, based on the individual's ability to fully comprehend the officer's intentions and the totality of the circumstances involved in the case, whether it is preferable to have the individual transported to the Investigations Bureau or to conduct the interpreter-assisted interview at the individual's location.

1.3 **INTERPRETER SERVICES; MUNICIPAL COURT**

Whenever an interpreter is necessary for a Municipal Court case, officers shall send a SUPERVISOR'S REPORT (TPD FORM 20.7), with an attached copy of the subpoena, to the Court Liaison Unit.

1.3.1 The SUPERVISOR'S REPORT shall contain the following:

- The name of the person needing interpreter services.
- A brief explanation why this person is necessary for the case.
- The specific type of interpreter service needed (e.g., exact foreign language, sign language, etc.).

1.3.2 In addition, a copy of the CRIME REPORT (TPD FORM 38.1) shall accompany the SUPERVISOR'S REPORT.

1.3.3 The Court Liaison Sergeant shall ensure that arrangements to have an interpreter present for the case.

1.3.4 Officers are responsible for completing the precipe to subpoena the person needing the interpreter, as well as any other witnesses.

1.4 **INTERPRETER SERVICES; LUCAS COUNTY COMMON PLEAS COURT**

Interpreters for Lucas County Common Pleas Court are the responsibility of the Lucas County Prosecutor's Office.

DIRECTIVE 401.16	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES	
EFFECTIVE November 01, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED December 1, 2012	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 1
RESCINDS October 1, 2011	**WATER SEARCH AND RESCUE**	

I POLICY

Officers may encounter situations where a body has been spotted or reported missing in an area waterway. Officers should familiarize themselves with the following guidelines.

II PROCEDURES

1 SEARCH AND RESCUE FOR PERSONS OR BODIES IN THE WATER

An officer coming upon or responding to a report of a drowning victim or a body in the water shall:

- Immediately notify the dispatcher.
- Make every reasonable effort to preserve the life of the victim.
- Keep witnesses in the area to pinpoint the location of the body.
- Attempt to form a perimeter around the scene where the body was last seen.
- Render assistance when requested by the Harbor Patrol or the Aviation Units.

2 SCOPE OF SEARCHES

2.1 HARBOR PATROL

When Harbor Patrol conducts a search and rescue mission, the scope of the mission shall be limited to establishing a search pattern and conducting a zone-to-zone search while remaining aboard the watercraft.

2.2 AVIATION UNIT

When the Aviation Unit assists during a search and rescue mission, the scope of the mission shall be limited to providing aerial observation only during the search for victim(s) and assistance with directing ground units to the victim(s).

3 RECOVERED BODY

When a body is found in the water or recovered on shore, the Investigations Bureau shall be notified. Investigations Bureau personnel shall be responsible for:

- Notifying the Coroner's office.
- Assisting the Coroner's office in the investigation, if necessary.
- Investigating the circumstances surrounding the incident.

4 TERMINATED SEARCHES

When a body has not been recovered from the water and the search has been terminated, the Harbor Patrol and/or the Aviation Unit should periodically revisit the area of the search.

DIRECTIVE 401.17	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED April 1, 2016	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 2
RESCINDS December 1, 2012	**ENDANGERED ELDERLY**	

I POLICY

It is the policy of the department to thoroughly investigate all reports of elderly abuse and to work in conjunction with Adult Protective Services by offering services and protection to victims through the legal system.

II DEFINITIONS

For the purpose of this manual section, the following definitions relating to Endangered Elderly shall apply.

ADULT – Defined as any person, sixty years of age, handicapped by the infirmities of aging which prevents him from providing for his own care or protection and who resides in an independent living arrangement.

INDEPENDENT LIVING ARRANGEMENT – A residence of the adult's own choosing, including but not limited to a private home, apartment, trailer or rooming house. It does not include institutions or facilities licensed by the state or facilities in which an adult resides as a result of voluntary, civil or criminal commitment.

ADULT PROTECTIVE SERVICES – The unit of the Department of Human Services responsible for investigating reports of elderly abuse.

III PROCEDURES

1 REPORTING

Officers who become aware of cases which give them reasonable cause to believe that an adult is being abused, neglected, or exploited shall complete an INCIDENT REPORT (TPD FORM 38.12) titled "Endangered Elderly." If another offense has also been committed, the title shall also include that offense.

1.1 The INCIDENT REPORT shall include the following information, when possible:

- 1.1.1 Pertinent information of the victim, including a social security number.
- 1.1.2 Pertinent information of the individual responsible for the elderly person, or the name and address of the nearest family member or close friend.
- 1.1.3 The nature and extent of the alleged abuse, neglect or exploitation.
- 1.1.4 The basis of the officer's belief that the adult has been abused, neglected or exploited.
- 1.1.5 Any potentially dangerous situations that may impose a threat to Adult Protective Services personnel investigating the case.

2 GENERAL

In cases of emergencies or where immediate action is deemed necessary, or when the adult victim refuses to accept medical care, officers shall also notify the Adult Protective Services by phone during normal business hours. The name of the representative talked to and the time of the notification shall be entered on the INCIDENT REPORT.

2.1 After normal business hours, officers should contact First Call for Help for assistance in locating suitable transportation or shelter for the adult victim.

3 HANDLING AND DISTRIBUTION OF REPORTS

Department personnel handling these reports SHALL NOT release them to unauthorized persons. However, information contained in these reports shall be made available, upon request to the adult victim or his counsel, or to the authorized Adult Protective Services representative.

3.1 Records Section personnel shall forward the pink and yellow copies of all endangered elderly reports directly to the Persons Investigations Section commander who shall be responsible for distribution to the Adult Protective Services.

3.2 Although the law requires such reports for persons sixty (60) years old and older, the reporting procedures outlined in this section may be used to report similar cases for adults of any age. Additionally, the procedures outlined in this section do not relieve officers from taking the appropriate and necessary police action in response to emergency or life-threatening situations.

DIRECTIVE 401.18	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED April 10, 2020	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 8
RESCINDS August 1, 2018	**MISSING PERSONS**	

I **POLICY**

It is the policy of the department to accept all missing person reports from anyone concerning an apparent credible report of any missing person, regardless of age.

DEFINITIONS

Missing Person – is any person 18 years of age or older who is absent from where he or she is expected to be and cannot be located when at least one of the following apply:

- The person has diminished capacity or a physical disability.
- The person is missing under circumstances indicating his or her safety may be in danger.
- There is an indication that the absence is not voluntary.

Missing Child – is any person less than 18 years of age, and one of the following apply:

- Has run away or is otherwise missing from the home or from the care, custody, or control of parents, custodial parent, guardian, legal custodian, or other person having responsibility for the child in loco parentis.
- Is missing and there is reason to believe the child could be the victim of a criminal act.

II **PROCEDURES**

1 **MISSING PERSONS; REPORTING**

1.1 **WAITING PERIOD**

Due to the critical nature of missing person complaints, there is not a mandatory waiting period for filing a missing person report.

1.2 **REPORTING**

When Communications personnel receive a missing person complaint, a uniformed unit shall be dispatched to take a report.

1.2.1 All reports dealing with missing persons shall be titled **MISSING PERSON** and completed on a **CRIME REPORT (TPD FORM 38.1**). Any criminal offenses (i.e. unruly juvenile or domestic violence) shall also be listed for future prosecution purposes.

1.2.2 All original reports shall list the missing person as a SUSPECT.

1.2.3 A **SUPPLEMENTAL CRIME REPORT (TPD FORM 38.3**) shall be completed by the reporting officer in cases involving unusual circumstances.

1.2.4 Removed

1.2.5 Removed.

1.2.6 All personnel completing CRIME REPORTS regarding a missing person/missing child shall obtain as much information as possible to assist with the investigation. This includes, but is not limited to:

- A complete description of the missing person/child
- Clothing at time of disappearance
- Correct date of birth
- Social security number
- Serious illnesses or medical conditions
- Distinguishing characteristics (i.e., scars, birthmarks, tattoos)
- Last known location
- Phone number and social media accounts with names used, if applicable
- Vehicle description, if applicable
- In addition to the above information, when completing a CRIME REPORT for (a) Missing Child:
    - List the name of the child's parent/legal guardian, phone number, and school attended
    - Reporting personnel shall also make every attempt to determine whether the child has ever seen a dentist, and if so, obtain the dentist's name. Dental information shall be entered in the narrative section of the CRIME REPORT. If the dental information, date of birth or social security number is unavailable, these facts shall be documented in the narrative section as well. The officer or clerk completing the missing person report must provide a brief explanation as to why the information is unavailable.

1.2.7 Removed.

1.2.8 Investigators assigned to missing juvenile cases shall obtain all information related to the child's disappearance that was not immediately available to the reporting officer or clerk. Documentation in the form of a SUPPLEMENTAL CRIME REPORT shall be forwarded to the Records Section when an investigator obtains additional or different information regarding the juvenile's date of birth, social security number or dental records. An explanation shall be provided when this information is unavailable.

1.2.9 Investigative Services Division personnel shall ensure dental records are obtained and forwarded to the Records Section within 30 days of a juvenile's reported disappearance. If dental records cannot be obtained, a SUPPLEMENTAL CRIME REPORT shall be completed listing reasons why the dental records cannot be located. Records personnel shall enter all dental information into LEADS as soon as it is provided by investigators.

1.3 **OPERATIONS DIVISION**

Before completing any missing person report, the responding officers shall:

1.3.1 Notify the Records Section to log all missing persons/children for NORIS/LEADS/NCIC entry and local broadcast purposes within two hours of the reporting time. In accordance with LEADS/NCIC manuals, reporting time begins when all information necessary to enter a missing has been obtained, including the Records Section number.

1.3.2 Notify the Investigative Services Division's desk to log the missing.

1.3.3 Collect any runaway or suicide notes that may have been left by the missing person, documenting its collection in the report. All notes shall be handled as evidence as directed in Directive 304.1 – PROPERTY MANAGEMENT.

1.3.4 Conduct a "General Broadcast" of the missing person information over the applicable channels.

1.4 **INVESTIGATIVE SERVICES DIVISION DESK**

When notified of a missing person investigation, desk personnel shall:

1.4.1 Complete a **blue MISSING-WALK AWAY-RUNAWAY PERSON FORM (TPD FORM 31.3**).

1.4.2 Log the entry into the Investigative Services Division Missing Person Database.

1.4.3 Notify the on-duty Investigations Bureau supervisor.

1.5 **RECORDS SECTION**

Authorized Records Section personnel shall be responsible for entering missing person information into NORIS/LEADS/NCIC data files, within two hours of the reporting time.

1.6 **RECOVERED/LOCATED MISSING PERSONS**

When an Operations unit recovers/locates a missing person, they shall complete a Recovered/Located report in ReportWISE. Notification shall be made to the Records Section and the Investigative Services Division's desk.

1.6.1 Investigative Services Division's desk personnel shall make the appropriate entry into the Investigative Services Division Missing Persons Database canceling the missing person report.

1.6.2 Phone calls from the person reporting, parents or other family members concerning the cancellation of a missing person report shall be directed to the Investigative Services desk.

1.6.3 Records Section and Investigative Services Division personnel shall follow their respective procedures in regards to recovered/located missing persons.

2 MISSING PERSON; FIELD SEARCHES

2.1 **FIELD SEARCHES**

An Operations sworn supervisor shall be notified by the responding units in cases of missing persons involving one of the following:

2.1.1 A child age thirteen or under

2.1.2 Any other person who is reported missing involving extenuating circumstances (e.g., persons with mental or physical handicaps).

(a) After being notified of these circumstances, the supervisor shall make a determination of whether a field search should be conducted.

- If it is determined that a field search is necessary, the supervisor shall first order a thorough search of the missing person's premises and surrounding areas by uniformed officers.
- All search activities shall be under the supervision of the on-scene supervisor. If both the Investigative Services Bureau supervisor and Operations supervisor are on scene, the ISB supervisor is responsible to oversee the search.
- The Operations supervisor and the on-duty Investigations Bureau supervisor shall maintain communications with each other and coordinate their efforts.
- The supervisor shall ensure a **MISSING PERSONS ACTIVITY LOG (TPD FORM 31.59)** is kept noting the details of the search. The log shall be passed on to relieving shift personnel for continuity of the search and review purposes. When the search is concluded, the search log shall

immediately be forwarded to the Missing Persons Office detective or the assigned case detective.

- The Operations sworn supervisor shall arrange for the proper relief of uniformed personnel during shift change for continuation of search activities.

(b) All search activities shall be continued until one of the following occurs:

- The person reported missing is located
- The on-scene supervisor has determined all possible leads have been exhausted.

3 **INVESTIGATION OF MISSING PERSONS**

The Missing Persons Office has the responsibility of investigating all missing person reports filed with the department. The extent of the investigations shall be determined by the concerned Crimes Against Persons investigator.

3.1 The Persons Investigations Section supervisor shall be responsible for:

- Reviewing all new missing person reports.
- Making cancellation notification to the Records Section by ensuring the original **blue MISSING-WALK AWAY-RUNAWAY PERSON FORM** is placed in the Records Section box at the Investigative Services desk.

3.2 The Missing Persons investigator shall be responsible for:

- Interviewing the reporting person to obtain necessary information and obtaining a picture of the missing person.
- Maintaining an up-to-date case file containing the CRIME REPORT and any other pertinent information. The file shall be maintained in the file cabinet designated for Missing Persons.
- Contacting the appropriate School Resource Officer and forwarding them any pertinent information regarding school-aged missing persons.

3.3 The concerned School Resource Officer or Police Records Clerk shall be responsible for notifying the assigned investigator of any pertinent information concerning the missing juvenile.

4 **AMBER ALERT**

The AMBER Plan is a voluntary partnership between law-enforcement agencies and broadcasters to activate an urgent bulletin in the most serious child-abduction cases. Broadcasters use the Emergency Alert System (EAS) to air a description of the abducted child and suspected abductor. This is the same concept used during severe weather emergencies. The goal of the AMBER Alert is to instantly galvanize the entire community to assist in the search for and safe return of the child.

Per the OHIO AMBER PLAN, the criteria that must be met to activate an Amber Alert are:

- The child must be 17 years of age or younger;
- The child must be in immediate danger of serious bodily harm or death;
- There must be enough descriptive information about the child, the suspect, and/or the circumstances surrounding the abduction to believe that activation of the alert will help in locating the child;
- The activation must be recommended by the local law enforcement agency of jurisdiction;

- The activation is not to be used for runaway children or family abductions **unless the investigation determines that the child is in immediate danger of serious bodily harm or death.**

4.1 **OFFICER'S RESPONSIBILITIES**

When officers become aware that a child is missing and have completed an initial investigation confirming that an abduction has taken place and the criteria have been met, he must immediately:

4.1.1 Make a radio broadcast consisting of available information about the description of the missing child, the suspect, any vehicle involved and possible whereabouts or destination.

4.1.2 Contact the on-duty Investigations Bureau supervisor (who will determine if an Amber Alert should be initiated).

4.1.3 Contact Records Section to log the missing and to obtain a Records Section number. All missing persons must be entered into LEADS/NCIC within 2 hours of obtaining report information from the reporting person (same as officer's reporting time). Complete a crime report detailing the circumstances surrounding the incident.

4.1.4 Obtain a photograph of the missing child if possible.

4.2 **OPERATIONS DIVISION SUPERVISOR'S RESPONSIBILITIES**

4.2.1 Ensure the on-duty Investigations Bureau supervisor has been notified.

4.3 **INVESTIGATIONS BUREAU SUPERVISOR'S RESPONSIBILITIES**

When the on-duty Investigations Bureau supervisor receives information that a child has been abducted and the criteria for an Amber Alert have been met, he shall immediately:

4.3.1 Complete an Amber Alert form and FAX it to the Lucas County Sheriff's Office (LCSO) 9-1-1 supervisor (419-213-6551).

4.3.2 Call the LCSO 9-1-1 Operations Center to ensure that the FAX was received (LCSO is responsible for activating the Emergency Alert System [EAS]).

4.3.3 Notify the on-duty Records Section supervisor of the activation of an Amber Alert.

4.3.4 Ensure that surrounding law enforcement agencies are notified and prepare a poster to be distributed to agencies and media in areas where the child might be recovered.

4.3.5 If the child is recovered:

(a) Complete a "Cancel – Amber Alert" form and FAX it to LCSO 9-1-1 supervisor.

(b) Call the LCSO 9-1-1 Operations Center (419-654-3425) to ensure that the FAX was received (LCSO is responsible for canceling the EAS).

(c) Notify the on-duty Records Section supervisor.

4.4 **RECORDS SECTION SUPERVISOR'S RESPONSIBILITIES**

When the on-duty Records Section supervisor receives information that a child has been abducted and the criteria for an Amber Alert have been met, he shall immediately:

4.4.1 Enter the missing child into NORIS/LEADS/NCIC using the Amber Alert formatted entry.

4.4.2 Complete a "missing person involuntary" (EMI) entry in LEADS.

4.4.3 If the child is recovered cancel both the LEADS Amber Alert and EMI entries.

5 **A CHILD IS MISSING (ACIM)**

ACIM is a non-profit public/private partnership that uses high-tech telephony to support local law enforcement. When reported to ACIM, a recorded message is delivered with case details asking residents to be on the lookout for a missing child, an elderly adult (often with Alzheimer's), or a mentally challenged or disabled individual. The system can generate up to 1,000 alert calls per minute.

5.1 The ACIM system may be activated when the person missing is considered to be endangered or at risk:

- A child age thirteen or under.
- An elderly person (suffering from Alzheimer's or who is over the age of 65).
- A disabled person (in danger).
- A mentally challenged person (in danger).
- Any person who is reported missing, involving extenuating circumstances.

5.1.1 The ACIM system may be activated only with the approval of an Operations sworn supervisor.

5.1.2 The ACIM system should not be used for a habitual runaway unless exigent circumstances exist (i.e., foul play).

5.1.3 The ACIM system should only be activated during the hours of 7am to 9pm. However, the system is available 24 hours a day if special circumstances arise.

5.1.4 Prior to contacting ACIM, the officer shall contact the on-duty supervisors of the Investigations Bureau and Communications and advise them of the plan to activate the ACIM system.

(a) The Investigations Bureau supervisor shall ensure that the Investigations Bureau desk is properly staffed to handle incoming calls.

- When necessary, Operations and Investigations personnel may be utilized to assist in answering the contact telephone.

(b) Any pertinent information received shall be immediately forwarded to the officer or the Operations sworn supervisor.

5.1.5 To activate the system, the officer must contact ACIM by telephone.

(a) The officer reporting the missing person will be asked to provide the following information:

- Reporting agency.
- Officer's name and a contact phone for the officer.
- Report number.
- Name, address and description of missing person.
- Date and time last seen.
- Location last seen, zip code and search area.
- TPD phone number for citizens to report sightings. This is the Investigations Desk, 419-245-3142.
- Answer any other questions that the ACIM technician may have.

5.2 When necessary, the Operations sworn supervisor shall pass the case and all pertinent information on to the next shift's Watch Commander.

5.3 If the missing person is found, the responsible Operations sworn supervisor or his designee shall immediately notify ACIM.

5.3.1 A Case Follow-Up Report will be faxed to the department by ACIM.

5.3.2 The Operations sworn supervisor or his designee shall complete the follow-up report and fax it back to ACIM.

5.3.3 A copy of the form shall be forwarded to the appropriate district commander

and a copy of the form shall be forwarded to the Records Section to be included in the case file.

5.4 The ACIM system may be utilized in conjunction with the Amber Alert system.

5.5 The ACIM system may also be activated when an individual is found, who because of their condition is unable to identify themselves and is at risk (e.g., very young child, elderly adult with Alzheimer's, unconscious individual).

6 ENDANGERED MISSING ADULT ALERT

The Endangered Missing Adult Alert may be activated to disseminate information throughout the State regarding an endangered missing adult. When activated, the Attorney General notifies Ohio media who engage the public to assist in the search. The criteria to activate an Endangered Missing Adult Alert are as follows:

- An elderly person (65 yrs. and older) or an adult of any age with a mental disability, who is at risk of serious physical harm or death
- The disability must be diagnosed by a medical professional
- The local investigating law enforcement agency confirms that the individual is missing
- There is sufficient descriptive information about the individual and the circumstances surrounding the individual's disappearance to indicate that activation of the alert will help locate the individual.

6.1 OFFICER'S RESPONSIBILITIES

When officers become aware that missing person may be endangered and has completed an initial investigation, he shall immediately:

6.1.1 Make a radio broadcast consisting of available information about the description of the endangered missing adult, any vehicle involved and possible whereabouts or destination.

6.1.2 Contact the on-duty Investigations Bureau supervisor (who will determine if an Endangered Missing Adult Alert should be initiated).

6.1.3 Contact Records Section to log the missing and to obtain a Records Section number. All missing persons must be entered into LEADS/NCIC within 2 hours of obtaining report information from the reporting person (same as officer's reporting time). Provide authorizing ISB supervisor name.

6.1.4 Complete an incident report detailing the circumstances surrounding the incident including criteria for alert.

6.1.5 Obtain a photograph of the missing person if possible.

6.2 OPERATIONS DIVISION SUPERVISOR'S RESPONSIBILITIES

6.2.1 The operations division supervisor shall ensure the on-duty Investigations Bureau supervisor has been notified.

6.3 INVESTIGATIONS BUREAU SUPERVISOR'S RESPONSIBILITIES

When the on-duty Investigations Bureau supervisor receives information that a missing person may be endangered and the criteria for an Endangered Missing Adult Alert have been met, he shall immediately:

6.3.1 Notify the on-duty Records Section supervisor and provide range for the alert.

6.3.2 Ensure that surrounding law enforcement agencies are notified and prepare a poster to be distributed to agencies and media in areas where the endangered adult might be recovered.

6.3.3 <u>If the adult is recovered</u>, notify the on-duty Records Section supervisor to cancel the alert.

6.4 **POLICE RECORDS CLERK RESPONSIBILITIES**

When a police records clerk receives information that a missing person may be endangered he shall immediately:

6.4.1 Enter the missing person into NORIS/LEADS/NCIC using the Endangered Missing Adult Alert formatted entry.

6.4.2 Provide information to Records Section Supervisor when complete.

6.5 **RECORDS SECTION SUPERVISOR'S RESPONSIBILITIES**

When the on-duty Records Section supervisor receives information that a missing person may be endangered and the criteria for an Endangered Missing Adult Alert have been met, he shall immediately:

6.5.1 Send an administrative message containing circumstances of Endangered Missing Adult Alert to agencies in the range of the alert.

6.5.2 Provide the Ohio Attorney General's office information and circumstances regarding the endangered missing including range of alert.

6.5.3 If the adult is recovered, cancel the LEADS Endangered Missing Adult Alert and provide recovery information to the Ohio Attorney General's office.

DIRECTIVE 401.19	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED December 1, 2012	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 2
RESCINDS November 01, 2002	**SAFE HAVEN LAW – SURRENDERED NEWBORNS**	

I **POLICY**

When in accordance with certain procedures, Ohio law provides that a parent who deserts a child less than thirty days old does not commit any criminal offense in the state of Ohio and may not be subjected to criminal prosecution for deserting the child. This is codified under Ohio Revised Code Sections 2151.3515 through 2151.3530. The primary concern of this order is the safety and well-being of the surrendered child.

II **PROCEDURES**

1 **ACCEPTANCE OF NEWBORN** – While acting in an official capacity, officers shall take possession of any infant child who appears to be 30 days old or younger when presented with same by a person who either expresses intent to surrender the child, or fails to indicate intent to return for the child.

1.1 Officers shall immediately examine the child for indication of abuse or neglect.

1.2 Unless there is indication of abuse or neglect, no officer shall in any way attempt to identify or detain the person who has voluntarily surrendered the infant into his custody, nor shall he attempt to persuade the person not to desert the child. If there is apparent indication of abuse or neglect, this section does not apply and the officer shall take appropriate enforcement action.

1.3 Absent evidence of abuse or neglect, the officer shall ask for medical information about the child and the child's parents from the person presenting the child. This information shall be entered on a SAFE HAVEN FOR NEWBORNS - MEDICAL HISTORY (TPD FORM 18.1) form.

1.3.1 Provision of this information by the person surrendering the child is completely voluntary and may be declined in total, provided in part, or the form may be taken by the person for submission at a later date.

1.4 The officer shall also provide information materials describing services available for parents and newborns. The acceptance or rejection of this material is completely at the discretion of the person surrendering the child.

2 **TREATMENT OF NEWBORN AND REPORTING**

Having received a surrendered infant, the officer shall immediately notify the dispatcher and request an EMS unit capable of transporting the infant to a medical facility for examination.

2.1 The officer shall also proceed to the medical facility, ensuring the Investigations Bureau and the Lucas County Department of Children's Services are notified.

2.2 The officer shall remain at the medical facility until relieved by either a representative of the Investigations Bureau or Children's Services, and shall provide same with a copy of the completed INCIDENT REPORT (TPD FORM 38.12) detailing all the circumstances associated with the incident.

2.3 The responding investigator shall verify with hospital personnel whether there is indication of abuse or neglect of the child. If there are indications of abuse or neglect, the investigator shall initiate the criminal investigation. Absent indication of abuse or neglect, the investigator shall complete a supplemental report regarding the results of the hospital examination and shall insure that Children's Services receives copies of all reports.

2.4 Officers shall use all available information to complete a SAFE HAVEN FOR NEWBORNS - MEDICAL HISTORY form, and the family services information card furnished by the Children's Advocacy Center.

2.5 A 24-hour "hotline" has been established and operated by the Children's Advocacy Center for the purpose of counseling and disseminating information to interested persons regarding the provisions of this law.

DIRECTIVE 401.20	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle		
EFFECTIVE November 01, 2002			
REVISED December 1, 2012	PART: OPERATIONS CHAPTER: PATROL OPERATIONS		PAGES 1
RESCINDS November 01, 2002	**WALK-IN COMPLAINTS**		

I POLICY

Since the department is decentralized through district stations, sub-stations and neighborhood offices, there are many accesses for the public to seek out an officer for assistance. Many of these walk-in complaints are to make out a report or report a crime. The following procedures shall be adhered to for handling citizens who indicate in some form or another they are being stalked, harassed or menaced in any way and that the suspect may be in the immediate area.

II PROCEDURES

1 WALK-IN COMPLAINT

1.1 When a citizen comes into a department facility to report a crime of stalking, menacing, domestic violence or similar crime, the reporting clerk/officer shall determine as quickly as possible if the suspect is in the immediate area.

1.1.1 If so, the clerk/officer shall:

(a) Notify Communications of the situation and all pertinent information, including suspect description and vehicle description, if applicable.

(b) Contact Records for a warrant check on the suspect and for possible vehicle description.

(c) Ask the victim to stay until a unit arrives at the facility or apprehends the suspect.

(d) Communications will enter a mask (priority two) and dispatch a unit to the area to look for the suspect or ask units if one is available to assist in the area.

(e) The dispatched unit shall search the area for the suspect.

- If found, the unit shall inquire through Communications to the initiating clerk/officer to determine if the suspect has any warrants or if there is further information they need to know.
- If the suspect is not found, or if found and not booked, the dispatched unit shall report to the originating clerk's/officer's location to determine if the victim needs an escort home or further assistance.

1.2 In no instance shall the original reporting clerk/officer leave his area to check for the suspect or escort the victim to any location if he is a clerk, on light duty status, or is not wearing the prescribed soft body armor. If the officer does leave his assigned area, he shall notify Communications of that fact.

DIRECTIVE 401.21	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE June 20, 2003 REVISED October 13, 2026	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 6
RESCINDS November 2, 2021	**TASER**	

I POLICY

Consistent with the department's policy of using only the level of force that is objectively reasonable to control or otherwise subdue violent or potentially violent individuals, the use of the TASER by trained personnel is authorized. The primary purpose for employing the TASER is to save human lives. Use of the TASER is authorized when it reasonably appears that an attempt to use other less-lethal options would endanger the safety of the subject, the officer, or any bystander in the area. It is not intended to be used as a general substitute for other less-lethal options that could be effectively utilized.

II DEFINITIONS

CEW – Conducted Electrical Weapon

TASER 7 - The TASER 7 is a two-shot CEW that is designed to provide the operator the capability to immediately follow-up ineffective shots with an additional cartridge deployment without reloading.

TASER 7 CARTRIDGE - The TASER 7 cartridges are available in two different types for duty use; the 3.5 degree cartridge (stand-off cartridge - optimal range of 11-23 feet) or the 12 degree cartridge (QC cartridge -optimal range of 4-8 feet).

TASER 7 BATTERY - TASER 7 battery is rechargeable and serves as the device's power source and a storage device that stores and transfers firing data to Evidence.com when docked.

III PROCEDURES

1 USE OF THE TASER

Use of the TASER shall be consistent with its placement in the Response to Resistance Continuum as detailed in Directive 103.2/1 – GUIDELINES FOR RESPONSE TO RESISTANCE.

1.1 The TASER may be used to control a dangerous or violent subject when deadly physical force does not appear to be justified and/or necessary; or attempts to subdue the subject by other conventional tactics have been, or will likely be, ineffective in the situation at hand; or there is reasonable expectation that it will be unsafe for officers to approach within contact range of the subject.

When dealing with exhausted individuals or persons exhibiting symptoms of distress or agitated/excited delirium, once officers engage in apprehension procedures, it is important to minimize the duration of the physical struggle. These subjects are at

significant risk of arrest-related death. Immediate medical attention may reduce this risk.

1.1.1 Examples of situations in which the TASER may be used include, *but are not limited to*:

- Dealing with mentally ill subjects who are perceived to be violent.
- Armed subjects.
- Warrant service where the subject is perceived to be violent.
- Violent persons under the influence of drugs and/or alcohol.
- Persons expressing the intent and having the means to commit suicide.

1.2 The primary risk of serious injury or death during CEW deployment occurs when the subject falls. Except in situations where the use of deadly force would be justified, the TASER shall not be used:

1.2.1 On any subject who may have been contaminated with combustible liquids.

1.2.2 When it is reasonable to believe that incapacitation of the subject may result in serious injury or death due to his physical location, such as on a ladder, roof, elevated platform, or in water more than several inches deep (potential for drowning).

1.2.3 On individuals who are in control of a motor vehicle.

1.2.4 On any detainee who is handcuffed, unless exigent, aggravated circumstances exist. The circumstances include, but are not limited to:

- The subject being uncontrollable due to size and/or physical ability.
- The subject poses an immediate threat of bodily harm to the officer, himself, or others present.
- Subject has mobility and has escaped physical custody and is placing themselves or others in extreme peril.

1.2.5 On any juvenile who is known to the officer to be, or appears to be under the age of 13.

1.2.6 On any elderly person who is known to the officer to be, or appears to be over age 70.

1.2.7 On any woman who is known to the officer to be, or appears to be pregnant.

1.3 Other limitations of TASER use:

1.3.1 Officers shall not use the TASER in proximity to flammable gases, blasting materials, or any other highly combustible material (e.g., gasoline, natural gas, propane, meth labs) that may be ignited by use of the device.

1.3.2 A suspect or detainee shall only be exposed to the TASER for the minimum number of times required to gain control; however, no subject shall be exposed to the TASER more than three times unless exigent circumstances present a substantial risk of physical injury to the officer or to a suspect who has exhibited overly assaultive behavior. The officer shall articulate the exigent circumstance in the appropriate reports.

1.3.3 No suspect or detainee shall be exposed to the TASER by more than one officer at the same time. If simultaneous deployment occurs, the officers shall immediately communicate with each other and one of the TASERs shall be turned off.

1.4 Any detainee or suspect who has been exposed to the TASER shall be evaluated by hospital staff. EMS shall be summoned to the scene in accordance with subsections

401.21/3.2.2 OFFICER RESPONSIBILITIES WHEN TASER UTILIZED AND 401.21/4.1.1 SWORN SUPERVISOR REPSONSIBILITIES WHEN TASER UTILIZED or in any other circumstances of serious injury.

1.5 The TASER shall not be pointed at any individual unless the officer involved reasonably believes it will be necessary to use the device.

1.5.1 The TASER shall not be treated as a toy, nor shall it be employed or utilized in horseplay.

2 DEPLOYMENTS OF TASERS

2.1 TASERs shall be issued to, and used only by, officers who have demonstrated proficiency in the use of the TASER.

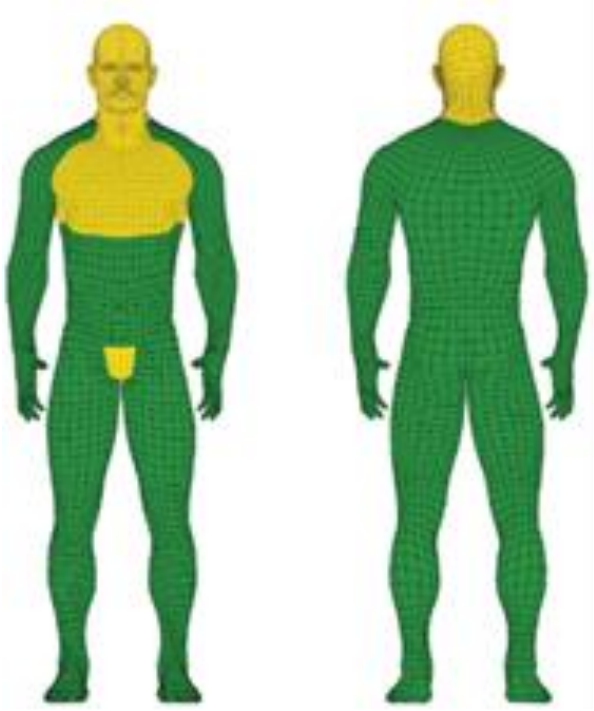
2.1.1 The Training Section shall have certified instructors conduct annual refresher training to all officers who are certified to use the TASER. Any officer who fails to meet the proficiency standards shall receive remedial training.

2.1.2 TASERs shall be carried in approved holsters on the support side.

2.1.3 TASERs may be individually issued to officers as part of their official equipment or issued on a temporary basis from a pool of spare TASERs.

2.1.4 The preferred target areas are below the neck area for back shots and the lower center mass (below chest or heart area) for front shots. By lowering the point of aim to the lower torso on the front of the body by about four inches, the potential for Neuro-Muscular Incapacitation of the core muscles is often increased by splitting the belt line (one probe above the belt line the other below the belt line) of the body and targeting larger muscle groups.

2.1.5 Avoid intentionally targeting the CEW on sensitive areas of the body such as the head, throat, breast, chest or area of the heart, genitals, or known pre-existing injury areas without legal justification.



Preferred Target Area in Green

2.1.6 The TASER 7 may be used by officers to display a "warning arc" as a method of deployment. A RESPONSE TO RESISTANCE REPORT shall be completed.

2.2 Only properly functioning department-issued TASERs and smart cartridges shall be carried in the field.

2.3 TASERs issued from a pool shall only be issued to qualified officers specifically designated by the section commander or his designee.

2.3.1 The sworn supervisor issuing a TASER unit shall ensure that it includes two smart cartridges.

2.3.2 TASERs issued from a pool shall be appropriately logged on the TASER LOG – POOL ISSUED (TPD FORM 15.12).

2.4 All TASERs (individually issued and issued from a pool) shall be tested for readiness at the start of each shift. This readiness testing shall be conducted as part of the roll call procedure. The testing shall be conducted as follows:

2.4.1 TASER 7

(a) Remove the TASER 7 from the holster

(b) Ensure that the safety switch is in the down (SAFE) position

(c) TASER 7 is to be put in the test mode.

(d) TASER 7 – Check the remaining battery life percentage on the CID Central Information Display). Replace the battery if the percentage is less than 20%. Place the TASER 7 battery in the charging dock if the battery shows low battery, or every 30 days, whichever comes first.

(e) Depress one of the two arc buttons and perform the spark test for A FULL FIVE SECONDS. Check for visible spark between the electrodes and a rapid spark rate.

(f) Check for any fault icons (in the upper right hand corner of CID) If there is a fault icon, forward the TASER to the TASER Coordinator in an inter-department envelope with a SUPERVISORS REPORT (TPD FORM 20.7) detailing the issue. The TPPM or battery shall be left installed in the TASER and tape applied over the safety before placing it in an inter-department envelope. Place the safety switch in the down (SAFE) position.

a. Take each smart cartridge out of the TASER and inspect them for cracks, damage, or missing blast doors. If there is damage, forward the cartridge to the TASER coordinator and take out a new cartridge from the district's spare pool.

b. Correctly replace the smart cartridges in the TASER.

c. When instructed by a sworn supervisor, the officer shall then point the TASER 7 in a safe direction (usually toward the floor) and place the safety in the up (FIRE) position.

d. The officer shall check to see if both cartridges are correctly communicating with the TASER 7.

(g) All other TASERS discharges shall continue to be documented as described in Directive 401.21/3 – OFFICER RESPONSIBILITIES WHEN TASER UTILIZED

(h) Should the TASER 7 not perform satisfactorily or fails, due to a mechanical issue, forward the TASER to the TASER Coordinator in an inter-department envelope with a SUPERVISOR'S REPORT detailing the issue. The TPPM or

battery shall be left installed in the TASER and tape applied over the safety before placing it in an inter-department envelope.

2.5 Officers shall only use department issued TASERs, smart cartridges, holsters and accessories. No other parts or accessories may be used. The only exception is the alternate TASER holster as outlined in Directive 303.2/7.9.4 –UNIFORMS AND EQUIPMENT – TASER HOLSTERS.

3 OFFICER RESPONSIBILITIES WHEN TASER UTILIZED

3.1 Request the response of a sworn supervisor.

3.1.1 The officer shall advise the sworn supervisor that a subject has been exposed to a CEW and relate the approximate time the action occurred.

3.2 Treat persons who have been subjected to the TASER, or the probes, as follows:

3.2.1 Officers shall wear latex gloves when removing the probes from the skin. Sanitizing gel or spray shall be administered to each puncture site along with a Band-Aid (if needed) as soon as practical.

3.2.2 If the barbed shaft is embedded so deep as to prevent the probe from hanging loosely, or if the probe struck the subject in the head, groin, or woman's breast, the probe shall NOT be removed. EMS shall be summoned to examine the person and make a determination as to treatment. The person shall also be evaluated by hospital staff.

3.2.3 All other medical considerations shall utilize the procedures outlined in Directive 103.2/6 - RENDERING MEDICAL AID AFTER USE OF FORCE.

3.3 The smart cartridge and probes used shall be tagged and placed into evidence as follows:

3.3.1 As the probes may be contaminated with blood, they shall be handled only while wearing latex gloves. See Directive 401.12 – COMMUNICABLE DISEASES AND CONTAMINATION for biohazard precautions.

3.3.2 The probes shall be placed back into the smart cartridge portals - pointed end first, and secured within the smart cartridge. The wires shall then be loosely collected, NOT wound around the cartridge, and the entire used cartridge, probes and wires shall be placed in a large sharps tube with end caps affixed Standard evidentiary booking procedures shall then apply**.**

3.4 The serial numbers of both the TASER 7 and the expended cartridge(s) shall be recorded in the crime report.

3.5 TASER discharges shall be documented as follows:

3.5.1 Discharges involving a person or animal, (whether intentional or accidental, warning arc, and whether hit or miss), require the completion of a RESPONSE TO RESISTANCE REPORT. Careful attention shall be paid to the description of any subject injury - both initial and secondary, and the circumstances surrounding the use of the TASER.

4 SWORN SUPERVISOR RESPONSIBILITIES WHEN TASER UTILIZED

4.1 Respond to the scene where the TASER has been utilized.

4.1.1 Summon EMS to administer emergency medical care, if needed and make sure the person is evaluated by hospital personnel.

4.1.2 Determine the need for photographs in the event of an unusual injury either from probe penetration or of a secondary injury. Processing of the photographs shall be according to the procedures outlined in Directive 407.1/5 – DIGITAL PHOTOGRAPH.

4.2 Ensure that officers who use the TASER complete a RESPONSE TO RESISTANCE. The report must indicate if the device was used as the warning arc, with the probes, as a drive stun (physical contact), or both; and how many times the subject was exposed.

4.3 Conduct a follow-up investigation of the incident, carefully documenting any secondary injuries to the subject by completing the factual narrative portion of the supervisor review in the reporting system.

4.4 The TASER 7 used in the incident shall be downloaded via the unit's docked battery, with the information retrieved from Evidence.com, as follows:

4.4.1 The activation times recorded on the printout shall be examined and labeled appropriately. The test conducted at the beginning of the shift shall be labeled "Shift Test." The actual field use of the unit - including the number of times it was fired shall be labeled "Field Use." The post-use test conducted by the sworn supervisor shall be labeled "Supervisor Test."

4.4.2 The sworn supervisor shall then sign and date the printout.

4.4.3 The printout shall be attached to the completed RESPONSE TO RESISTANCE REPORT AND forwarded as noted in Directive 103.2/5.3 – ROUTING.

5 **Removed**

DIRECTIVE 401.23	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE October 3, 2008		
REVISED February 1, 2016	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 2
RESCINDS October 3, 2008	**GANG RELATED ACTIVITY**	

I POLICY

Gang related activity has detrimental effects on society. It is the policy of the department to provide efficient, quality law enforcement services to the community to address gang related activity.

II PROCEDURES

1 GANG RELATED ACTIVITY

If a crime is gang related, department personnel are instructed to contact the Gang Task Force Section supervisor by radio or by phone. If the Gang Task Force Section supervisor cannot be immediately contacted, a SERGEANT'S REPORT (TPD FORM 20.7) shall be sent to the Gang Task Force Section supervisor.

1.1 Any department member receiving information linking a crime to gang activity shall include in the CRIME REPORT (TPD FORM 38.1) all information relevant to such activity, checking the "GANGS" box under "Notify Agency" in ReportWISE or circling box #6 "Gang Related," on the face of the CRIME REPORT.

1.2 Any member of this department acquiring knowledge of gang related activity that does not require a crime report shall complete a GANG INFORMATION REPORT SHEET (TPD FORM 70.4) and forward it to the Gang Task Force Section.

1.3 Department personnel shall limit their collection and processing of information regarding membership in a gang to that which identifies: a person's criminal activity; threat of criminal activity; gang related activity as defined in this section; or activity that otherwise presents a threat to the community and can be associated with a gang.

1.4 A direct admission of gang involvement by a subject shall cause his inclusion in the Gang Intelligence File. Lacking an admission, the Gang Task Force Section will analyze the information and consider whether it meets their criteria for inclusion in the database. Generally, a person identified as demonstrating two or more of the characteristics listed in this directive will be entered into the database or have their file updated.

1.5 Removed

1.6 Indicators of gang related activity can include the following:

- **CRIMINAL ACTIVITY** involving a gang related modus operandi. Examples of such activity include: drive-by shootings, assaults, robberies, carjackings, gang fights, menacing, drug offenses, criminal damaging or vandalism, especially if gang graffiti is used.

- **ASSOCIATION** with a known gang member as determined through personal observations or as verified by other law enforcement personnel, members of the court, school, probation, correctional, and/or parole officials.
- **TATTOOS** of gang logos or symbols observed and verified by law enforcement, court, school, probation, correctional, and/or parole officials.
- **CLOTHING & JEWELRY** known to be a sign of gang membership or worn in a manner so as to indicate affiliation with a gang. (e.g., one pant leg rolled up, belt buckle worn off center, gang colors, gang insignia, gang pins, medallions, belt buckles, etc.)
- **POSSESSION OF GANG RELATED MATERIAL** such as writings or other paraphernalia.

DIRECTIVE 401.24	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES**	
EFFECTIVE January 1, 2014	CHIEF OF POLICE: Michael C. Troendle	
REVISED February 1, 2016	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 4
RESCINDS	**CANINE OPERATIONS**	

I **POLICY**

The Canine Unit provides specially-trained canine teams charged with the responsibility to successfully fulfill the needs of the Toledo Police Department by assisting patrol, narcotic, SWAT officers and detectives in crime suppression through criminal apprehension and evidence recovery. The Canine Unit provides expertise to accomplish tasks such as building searches, area searches, evidence searches, subject tracking, criminal apprehension, and narcotics and/or explosives detection.

II **DEFINITIONS**

CANINE – A working-class or service dog which has been procured and specifically trained to execute a number of specific tasks which makes use of the canine's speed, agility, and sense of smell.

CANINE OFFICER or HANDLER – A police officer who has been specifically trained in the care, handling, and training of a police service dog.

CANINE TEAM – A police officer and his/her assigned canine.

CANINE UNIT - A group of officers assigned / trained in the handling of canines.

CANINE UNIT VEHICLE - A vehicle utilized and equipped to transport a police canine.

III **PROCEDURES**

1 Removed. Formerly definitions.

2 **REQUEST FOR CANINE TEAM**

2.1 Any department member requesting the use of a canine team shall contact Communications via the air and provide the nature of the request. A Canine Handler shall advise Communications when responding to an incident or request.

2.2 If a request for the services of a canine team is not fulfilled, the requesting department member shall be advised.

3 **REQUEST FOR OFF DUTY CANINE TEAM**

3.1 If there are no canine teams on duty, Communications shall contact the Canine Unit Supervisor and explain the nature of the request for a canine team. The Canine Unit Supervisor shall determine if canine team response is necessary.

3.2 If a request is unable to be fulfilled, the requesting department member shall be advised.

4 MUTUAL AID REQUESTS

4.1 When a request is received from an outside agency for canine team assistance, Communications shall broadcast for any available canine team.

4.2 The Canine Unit Supervisor or the respective shift's Watch Commander shall be advised of the request and shall determine if the request will be accommodated.

4.3 The Canine Handler has the final decision regarding the deployment of the canine. If the handler determines that a canine should not be deployed, the canine handler shall notify the requesting agency and advise them of the reason for the refusal.

5 CANINE RESPONSE

5.1 Canine teams shall patrol in modified, specially-equipped vehicles designated for such duty and will be clearly marked "**K-9 UNIT**". The canine teams shall respond to calls for service throughout the city and when not engaged in canine activity shall assist their shift's patrol officers.

5.2 The following are designated for canine team response (this is not an all-inclusive list):

- To assist in locating any suspect involved in a felony and/or misdemeanor crime (excluding minor misdemeanors), where the suspect has fled on foot and a possible tracking/area search mission has developed.
- Absent a chargeable offense described above, mere flight from pursuing officers shall not justify the deployment of a canine.
- Locating lost persons and/or victims in natural disasters.
- Search for evidence or contraband including narcotics or explosives.
- Vehicle Searches
- Building Searches

5.3 The canine handler shall notify Communications of his/her intent to respond to any specific call for service.

5.4 Officers shall not approach or touch the Canine without permission from the canine handler.

6 APPREHENSION

Canine handlers may utilize only that force reasonably necessary to effectively subdue and maintain custody and control of a suspect. Handlers must consider the totality of the circumstances known to them when considering the use of their canines. Canine handlers shall utilize reasonable means to affect suspect apprehension without the suspect incurring a canine bite. **Any situation in which a deployed canine bites a person shall be considered a use of force. The ACTION-RESPONSE REPORT, TPD FORM 29.3, shall be completed by the canine handler for all canine-bite incidents.**

6.1 Handlers shall not utilize the canine in bite situations for misdemeanants who do not pose an immediate threat to officers and/or citizens.

6.2 Canine teams shall be deployed and utilized only for tasks in which they have received departmental training.

6.3 Before deploying the canine to make a physical seizure, the handler shall consider the severity of the crime, whether the suspect poses an immediate threat to officers or citizens, and whether the suspect is actively resisting or attempting to evade arrest by hiding or fleeing. Prior to releasing the canine, and throughout the deployment of the canine, the handler will ensure that:

a) Upon the immediate release of the canine, the canine handler will attempt to notify Communications that their canine is deployed on an apprehension.
b) There are no citizens present who will be endangered by the release of the canine.
c) A verbal warning will be given twice by the handler prior to releasing the canine, unless exigent circumstances exists that would endanger the handler and/or officers by doing so. This warning will give notice that the canine will be released if instructions are not followed to stop, surrender, and/or reveal themselves.
d) The canine handler must maintain visual contact with the canine throughout the pursuit. In the event visual contact is about to be lost, the handler will immediately recall the canine.
e) If the suspect surrenders prior to contact, the handler will immediately recall the canine.
f) Handlers will appraise each situation and make a decision whether to deploy their canine based upon their training, current law, and department policy regarding Action-Response.

7 BUILDING SEARCHES

7.1 Canine teams will be trained in searching buildings for persons attempting to avoid apprehension. When it is determined that an intruder may be present, the outside perimeter should be secured. **No officers shall enter the building until the canine team arrives**. Only the canine team and one back-up officer shall enter the building. Deviation from this policy is permitted only with the approval of the canine handler.

7.2 The canine handler will verbally alert the person(s) inside the building. This warning will include notice of the presence of the police and its intent to release a police canine in the building if instructions are not followed for persons to surrender and/or reveal themselves. Warnings shall be made at least (2) two separate times to provide the person(s) an opportunity to surrender and/or reveal themselves. Adequate time shall be given for a response to the warnings. If the person inside the dwelling refuses to respond or surrender, the canine shall be released to search the building.

7.3 The decision to allow the canine to search on or off leash will be left to the discretion of the canine officer, and will be dependent upon existing conditions. The handler should be cognizant of the environment (i.e., environmental and geographical hazards, etc.) **prior** to taking the canine off-leash. The handler shall always consider officer safety, the severity of the crime under investigation, and the possibility that an innocent person(s) may come into contact with the canine while the canine is off-leash.

8 AREA SEARCHES AND SUSPECT TRACKING

8.1 Searching a specific outdoor area may be useful in the apprehension of a suspect when their physical presence has been detected.

8.2 During area searches and tracking of suspects, patrol units should secure a perimeter and attempt to clear unauthorized persons from the area to be searched.

8.3 Verbal warning shall be given periodically during the search unless exigent circumstances exists that would endanger the handler and/or other officers. One officer may accompany the canine team as back-up and cover. Deviation from this policy is permitted only with the approval of the canine handler.

8.4 Patrol units shall not enter the established perimeter unless ordered to do so by an Operations Division supervisor. The backup officer will keep perimeter units updated with their location and provide direction of the tracking by radio communication. This will allow the perimeter units to move accordingly in an effort to keep the perimeter secure. **All officers having contact with the deployed canine shall maintain their perimeter until the canine is under the control of the canine handler.**

9 VEHICLE SEARCHES

9.1 The use of a canine team for narcotics detection in vehicles is a valuable tool in drug enforcement. The canine's ability to alert on a narcotic is directly related to the availability of the scent and the proficiency of the canine.

9.2 The canine handler shall be responsible for ensuring that narcotics detection is initiated and performed safely. No detection operations shall occur if the canine handler has deemed the area to be unsafe.

9.3 It shall be the responsibility of the requesting officer or back-up officer(s) to maintain observation of the vehicle’s operator and occupants. The canine handler must be attentive to the canine during narcotics detection.

9.4 All vehicle occupants shall be removed prior to the canine’s entering a vehicle’s interior.

9.5 When the canine enters a vehicle’s interior for narcotics detection, the officer that requested the canine shall take custody of any narcotics, contraband or paraphernalia found by the canine and immediately advise the canine handler of its location.

9.6 It shall be the responsibility of the requesting officer to determine if an arrest will be made and to ensure that any evidence/contraband is booked per department guidelines in the Property Management Unit.

DIRECTIVE 401.25	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES**	
EFFECTIVE July 1, 2014	CHIEF OF POLICE: Michael C. Troendle	
REVISED October 13, 2026	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 5
RESCINDS February 13, 2018	**IN-CAR VIDEO CAMERA SYSTEM**	

I POLICY

In order to increase transparency and officer safety, the Toledo Police Department equips patrol and limited marked vehicles with In-Car Video Camera Systems (ICVCS) to capture both video and audio recordings of citizen interactions. The recordings serve to document officer/civilian contacts, arrests, and critical incidents, as well as to enhance the accuracy of reports and court testimony.

II DEFINITIONS

DVR – A Digital Video Recorder (DVR) is a component of the ICVCS that stores video/audio recordings.

USB – Universal Serial Bus (USB) is an industry standard that defines cables, connectors and communication protocols used for connection, communication, and power supply between computers and electronic devices.

USB KEY – A USB flash-drive issued to officers that contains officer specific log-in information required for the *L3* ICVCS.

III PROCEDURES

1 GENERAL GUIDELINES

1.1 Officers operating a police vehicle equipped with an ICVCS shall record both the video and audio portions of the following:

- All motor vehicle stops.
- Foot and vehicle pursuits.
- Investigative stops of pedestrians.
- Any transport of detainees or civilians.
- Major incidents where evidentiary video may be captured (i.e., potentially fatal or fatal accidents, structure fires, homicide or shooting scenes, etc.)

1.2 All officers, regardless of when they arrive on scene or if they were dispatched to the scene, shall ensure that incidents requiring activation are recorded on their vehicle's ICVCS.

1.3 Officers may record other incidents they feel may be of importance (i.e., planned enforcement activities, erratic driving, suspicious activity, conditions at a crime or accident scene, audio of conversations of individuals seated in the police car, etc.).

1.4 Supervisors who believe that a recorded incident may have administrative or investigatory value shall notify their district commander as soon as practicable.

1.5 Video recordings generated by the department are subject to public records law. Public records requests shall be handled according to procedures in DIRECTIVE 302.1/2.1 – RELEASE OF DEPARTMENT RECORDS.

1.6 No in-car video recording, disk, file, or copy thereof shall be shown or released to an outside entity without prior approval of the district commander.

1.7 Under no circumstances shall a DVR be removed from a vehicle, unless requested by the Chief's Office or Technical Services Unit.

1.8 All officers shall be trained in the proper use of the ICVCS prior to operating the system.

2 START-OF-SHIFT VEHICLE INSPECTIONS

Prior to the beginning of a shift, officers assigned to a vehicle that is equipped with an ICVCS shall:

(a) Inspect the ICVCS for physical damage, unplugged cables, or missing equipment. A supervisor shall be immediately notified of problems.

(b) Start the police vehicle. (The ICVCS will power on.)

(c) If applicable, utilize the USB key issued to the officer to log into the ICVCS by inserting it into the USB port of the DVR, on the radio/emergency lights console. Any USB key that is lost or damaged shall be immediately reported to a supervisor, who shall properly address the situation, per DIRECTIVE 303.2/6.3 – OFFICIAL EQUIPMENT; LOST, DAMAGED OR STOLEN. Position and adjust the camera to record each incident.

(d) Ensure that the wireless microphone or BWC is turned on and properly synced with the system.

(e) Conduct a test recording. The test recording shall be classified as *Test/Other*. Play the recording back to ensure that the camera is adjusted properly to record incidents and that the interior and wireless microphones are recording. **If the ICVCS is not functioning properly, a supervisor shall be notified immediately and the issue noted on the VEHICLE INSPECTION SLIP (TPD FORM 15.2).**

3 RECORDING INCIDENTS

While recording an incident, officers shall:

3.1 Ensure the ICVCS is recording until the incident is complete, even upon the demand of an involved party to stop recording. This includes the placement and removal of detainees from secured areas of police vehicles.

3.2 Inform those who ask, that the audio/video recording equipment is actively recording.

3.3 Removed.

3.4 Immediately contact a supervisor when experiencing recording problems, or when the DVR is full.

4 POST RECORDING; CLASSIFICATION

When an incident has concluded, the ICVCS should be deactivated. The video shall be classified by selecting one of the following classifications:

4.1 Classifications:

- ***Test/Other*** – *f*or camera tests, Code 3 runs, and non-evidentiary transports.
- ***Traffic Stop*** – no arrest.
- ***Arrest/Evidence.***
- ***Suspect Stop*** – for field interviews, etc.
- ***Pursuits***

4.2 **Removed**

4.3 **Re-Classification**:
If an ICVCS video is incorrectly labeled, a supervisor shall be notified. Re-classification can be conducted by the officer's supervisor, the officer, or the assigned investigator. If assistance is needed, a help ticket may be submitted to Technical Services, via the TPD INTRANET's "Technical Service Help Ticket" icon.

4.4 If an officer feels that a recorded incident may have training value, a SUPERVISORS REPORT (TPD FORM 20.7) shall be forwarded to the Technical Services Unit stating the officer's name, ID number, and the date and time of the incident. A brief description of the incident shall be included in the report. Technical Services shall forward the recorded incident to the Training Section.

5 **END-OF-SHIFT**
At the end of an officer's shift, the officer shall log out of the ICVCS.

6 **SUPERVISORS; RESPONSIBILITIES**

6.1 **DAMAGE TO ICVCS**

6.1.1 Supervisors shall arrange for repair of the system by submitting a help ticket to Technical Services, via the TPD Intranet's "Technical Service Help Ticket" icon. An UNUSUAL INCIDENT REPORT (TPD FORM 40.0) shall also be completed by the referring supervisor and forwarded to the district commander and the Administrative Services Bureau Commander.

6.1.2 Any noticeable damage or tampering discovered shall be followed up by supervisors, and, if necessary, a department investigation shall be initiated.

6.3 **REPAIR OF ICVCS**
The day shift watch commander or designee shall coordinate the repair of ICVCS components with the Technical Services Unit.

6.3.1 Before a vehicle is sent out for repair, the Technical Services Unit shall be contacted to review the problem and ensure that repair is necessary.

6.4 **PURSUITS**

6.4.1 All available in-car video shall be reviewed and utilized as part of any pursuit investigation.

6.4.2 Supervisors shall document in the narrative of the VEHICLE PURSUIT FORM in the department's management system whether an ICVCS was present in the vehicle and whether it was activated during the incident as required.

6.5 **ACTION RESPONSE**

6.5.1 All applicable recordings shall be reviewed and utilized as part of any action response investigation for report accuracy.

6.6 **CRITICAL INCIDENTS**

6.6.1 If an officer is involved in a critical incident, the supervisor shall classify it as Arrest/Evidence and document it in a supplemental report.

6.7 **SUPERVISORY REVIEW - COMPLIANCE WITH POLICY AND PROCEDURES**

6.7.1 Supervisors are permitted to review footage to ensure compliance with ICVCS policies and procedures. This includes, but is not limited to, the following:

- When officers are the subject of a complaint or a pattern of allegations of misconduct.
- When recordings are evidentiary or investigatory in nature.
- For training purposes.
- In response to public records requests.
- When officers are in their probationary period or with a field training officer.
- As a condition of an Early Intervention System (EIS) Plan of Action, the review shall be documented on the monthly EARLY INTERVENTION OBSERVATION REPORT (See Directive 103.11/7.2.1 – PLAN OF ACTION SPECIAL PROVISIONS) and on the VIDEO REVIEW LOG (TPD FORM 23.29).

7 **EVIDENTIARY HANDLING**

When a significant event is recorded on an ICVCS, officers shall classify the video, per DIRECTIVE 401.25/4 POST RECORDING; CLASSIFICATION.

7.1 When it is determined that a recorded incident may be of administrative or evidentiary value, officers shall classify the video as "*Arrest/Evidence*" and notify a supervisor.

7.2 The supervisor shall review the video segment to determine if the video is of administrative or evidentiary value.

7.3 Removed.

7.4 Removed.

7.5 DVD video transfers shall be requested via a TOLEDO POLICE VIDEO OFFICE WORK ORDER (TPD FORM 31.13) and shall include the incident's date, time, and involved officers. The form shall then be forwarded to the Video Unit for processing.

7.6 Unauthorized copying of any video segment from a DVR is prohibited. The Video Office shall perform all video analysis and/or duplication services. Requests for all video analysis and/or duplication services shall be made using the TOLEDO POLICE VIDEO OFFICE WORK ORDER.

8 **MAINTENANCE; SECURITY**

8.1 Digital recordings shall be retained according to the Records Retention Schedule.

8.2 Officer access to in-car camera system video shall be obtained through the TPD Intranet. Officers are authorized to view recordings captured on their in-car camera and other officers' in-car cameras only for official purposes, including preparing a report, courtroom preparation, official training, furtherance of an ongoing investigation, or when completing assigned tasks such as redaction of a public records request. A supervisor may grant access to another officer's in-car camera recordings.

Supervisors shall access in-car camera recordings only for official purposes, including those previously listed, as well as supervisory incident review and required audits. Non-sworn employees assigned to duties which require access to footage shall view in-car camera footage only for official purposes.

9 QUARTERLY AUDITS BY ACCREDITATION UNIT

9.1 Personnel from the Accreditation Unit shall randomly review a minimum of five recordings quarterly to ensure compliance with departmental policies and procedures. The reviews shall be recorded on the Video Review Log and stored in the Planning, Research and Inspections Section.

10 TRAINING

10.1 Officers shall receive initial training on the use of the in-car video camera system while in the academy.

DIRECTIVE 401.26	**TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES**	
EFFECTIVE September 1, 2015	CHIEF OF POLICE: Michael C. Troendle	
REVISED October 13, 2026	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 7
RESCINDS April 12, 2021	**BODY WORN VIDEO CAMERA SYSTEM**	

I POLICY

In order to increase transparency and officer safety, the Toledo Police Department equips officers with body worn cameras (BWCs) to capture both video and audio recordings of citizen interactions. The recordings serve to document officer/civilian contacts, arrests, and critical incidents as well as enhance accuracy of reports and court testimony.

II PROCEDURES

1 GENERAL GUIDELINES

1.1 The BWC is considered personal equipment and is the responsibility of the officer to whom it is issued. Only officers who have completed approved training shall be issued a BWC.

1.1.1 The BWC will be part of the department annual equipment inventory that is conducted in April.

1.2 Officers issued a BWC shall wear the device at all times while on-duty and while working off-duty in a law enforcement capacity.

1.2.1 Officers not issued a camera shall sign a BWC out from the Central or Scott Park District Station before they begin working an off-duty project. If a BWC is not available for sign–out, the on-duty watch commander shall be notified immediately. At the conclusion of the off-duty project, officers shall immediately return the BWC to the district station where the BWC was obtained. A supervisor shall be notified if video needs to be uploaded. The BWC shall not be re-issued until the video transfer is complete.

1.3 Officers issued a BWC shall record the following while on-duty and while working off-duty in a law enforcement capacity:

- All motor vehicle stops
- Investigative stops of pedestrians
- Dispatched calls for service involving interaction with citizens
- On-view incidents requiring enforcement activity and/or major incidents where evidentiary video may be captured (i.e., potentially fatal or fatal accidents, structure fires, homicide or shooting scenes, etc.)
- Suspect and witness statements/interviews
- Foot and vehicle pursuits

1.3.1 These requirements apply to all officers that arrive on the scene of one of the above listed incidents regardless of when they arrive or if they were dispatched to the incident.

1.4 Officers may record other incidents they feel may be of importance (i.e., erratic driving, suspicious activity, conditions at a crime or accident scene, etc.).

1.5 Supervisors believing that a recorded incident may have administrative or investigatory value shall notify their district commander as soon as practical.

1.6 Officers shall wear only department issued BWCs. BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the department.

1.7 Video recordings generated by the department are subject to public records law. Public records requests shall be handled according to procedures in DIRECTIVE 302.1/2.1 – RELEASE OF DEPARTMENT RECORDS.

1.8 Officers are authorized to view recordings captured on their BWC and other officers' BWCs only for official purposes, including preparing a report, courtroom preparation, official training, furthering an ongoing investigation, or completing assigned tasks such as the redaction of public records requests. A supervisor may grant an officer access to another officer's BWC recordings. Supervisors shall access BWC recordings only for official purposes, including those previously listed, as well as supervisory incident review and required audits. Non-sworn employees assigned to duties that require access to BWC footage shall view the footage only for official purposes.

1.9 Except with the prior approval of the chief of police or to satisfy a public records request, no BWC recording, disk, file, or copy thereof shall be shown or released to an outside individual or entity.

2 START-OF-SHIFT INSPECTION

Prior to the beginning of a shift, officers who have been issued a BWC shall:

(a) Inspect the BWC system for physical damage and immediately notify a supervisor if damage is discovered.

(b) Affix the BWC on the outer most garment of the uniform and position it vertically at, or slightly above the shirt pockets.

(c) Prior to the beginning of the officer's shift, the officer shall conduct a test recording. During the test, the officer shall state his name, id number, and the date. The officer shall note the following when starting a recording:

- The BWC should vibrate once, say "Recording" and the red status LED light should start flashing, indicating that the recording successfully initiated. The status LED light will continue to flash red while recording is in progress and the BWC will beep every 120 seconds as a reminder that the BWC is recording.

(d) After recording the required statement, the officer shall stop the recording.

- The BWC should vibrate, and the red status LED light should stop flashing, indicating that the recording has stopped. The BWC will then say "Stop Recording- Categorize." The officer will then select one of the category presets and within five seconds needs to press the center button to confirm the category. The BWC will beep two times if the video was not categorized. The uncategorized classification will be saved as a test.

3 RECORDING INCIDENTS

While recording an incident, officers shall:

3.1 Ensure the BWC is recording until the incident is complete, except as noted in 3.3 of this section.

3.2 Inform those who ask that the audio/video recording equipment is actively recording.

3.3 When entering a private home or building where consent of the owner or person with authority to consent to the entrance is required **and that person expressly declines** to permit video and/or audio recording inside the home or building, the officer shall terminate the recording. Depending on the circumstances, the officer may request the citizen to step outside if they wish to continue the recording

3.3.1 This will **NOT** apply when consent to enter the private home or building is not required, or when it is no longer required once inside the home/building. This includes entrances related to a search warrant, arrest warrant, domestic violence calls, and emergency or exigent circumstances.

3.4 In the event that a recording is suspended, terminated, or interrupted prior to the conclusion of an incident, the officer shall record the reason on the BWC before deactivation and, if a report is generated for the incident, the reason shall also be documented in the narrative of the report.

3.5 Moved to Directive 401.26/1.3.1 GENERAL GUIDELINES.

3.6 Immediately contact a supervisor when experiencing recording problems, or when the body camera is full.

3.7 Requests for deletion of portions of a recording (i.e., an accidental personal recording) must be submitted on a REQUEST FOR VIDEO DELETION FORM (TPD FORM 23.28) and approved by the chief of police or his designee in accordance with state record retention laws. All requests and final decisions shall be kept on file.

4 RECORDING INCIDENTS; TRANSPORTS

4.1 When transporting detainees or citizens and the In-Car Camera System is unavailable for any reason, the BWC shall be activated.

4.2 Officers may activate their BWC in addition to the In-Car Camera if they so choose.

4.2.1 Once the officer has reached their destination with the detainee or citizen, the officer shall activate the BWC and record the citizen's or detainee's release from the vehicle or wagon and the escort of the citizen or detainee to the final point of destination, detention, or medical treatment.

5 RECORDING INCIDENTS; RESTRICTIONS

BWCs shall only be used in conjunction with official law enforcement duties. The BWC camera shall not generally be used to record:

5.1 Communications with other police personnel or duties outside of official law enforcement business, unless permission has been granted by the chief of police.

5.2 Encounters with undercover officers or confidential informants.

5.3 In any location where individuals have a reasonable expectation of privacy (i.e., restroom, locker room, etc.).

5.4 Removed

5.5 Once officers have entered Lucas County Corrections Center, after securing their weapons.

5.6 An investigator, regardless of rank, can request that BWCs be turned off so as not to jeopardize an investigation. The BWC shall be turned back on, if required, once the reason for the request has concluded. A detailed supplemental report must be completed by the investigator explaining why the request was made.

6 **RECORDING INCIDENTS; EXCEPTIONS**

Officer safety and the furtherance of police-community relationships are paramount. If there is a question of when to record, officers should record. However, officers are allowed some discretion with regard to recording encounters.

6.1 Situations in which activating the camera would be unsafe, impossible, or impractical. A description of the reason why the body camera was not activated shall be recorded on any generated report.

6.2 Informal, non-law enforcement related interactions with members of the community (i.e. a citizen asking for directions or just having a chat with a citizen).

6.3 If an informal interaction with a citizen begins to escalate, the officer shall activate the body camera if able to do so safely.

7 **POST RECORDING**

When an incident has concluded, the BWC should be deactivated.

7.1 If a report for an incident is generated and the BWC recorded the incident, the narrative portion of the report shall document BWC usage.

7.2 If a traffic stop is conducted and a citation issued, and the BWC recorded the incident, the usage of the BWC shall be documented in the affidavit portion inside the citation.

7.3 If a suspect stop is conducted and the BWC recorded the incident, the usage of the body camera shall be documented in the comments section of the FIELD INTERVIEW REPORT (TPD FORM 57.1).

7.4 Removed

8 **END OF SHIFT**

At the end of an officer's shift, the officer shall:

(a) Ensure that their BWC is charged, turned on and docked to ensure all video may be downloaded, and ready for the next workday.
(b) Removed

9 **CLASSIFICATION OF VIDEO**

The video from the BWC shall be classified for the purpose of record retention and ease of locating. Officers shall categorize the BWC video recording at the end of an incident. BWC recordings, by default, are classified as uncategorized and will be saved as a test video. The BWC recording shall be classified by selecting from the following:

(a) Traffic Stop
(b) Arrest/Evidence
(c) Removed
(d) Suspect
(e) Transport
(f) Test

10 **SUPERVISORS; RESPONSIBILITIES**

10.1 **DAMAGE TO BODY WORN VIDEO CAMERAS**

10.1.1 The supervisor shall document all problems with the BWC via a Help Desk Ticket on the TPD Intranet. This report shall be completed immediately and contain the details of the problem, the name of the officer reporting the problem, and the date/time it was reported.

10.1.2 In the event that the BWC was damaged, an UNUSUAL INCIDENT REPORT (TPD FORM 40.0) shall also be completed by the referring supervisor. This report shall be completed immediately and contain the details of the damage, the names of the officers reporting the damage, and the date/time it was reported. The Unusual Incident report shall be forwarded to the Technical Services Unit commander, the district commander and the Support and Administrative Services Division commander.

10.1.3 Any BWC lost, while in the officer's possession shall fall under Department Manual 303.2/6.3 OFFICIAL EQUIPMENT; LOST, DAMAGED, OR STOLEN. Officers shall be personally responsible for the care and security of their BWC. If an officer's issued BWC suffers irreparable harm, is stolen, or is lost due to the officer's negligence, the officer shall pay the replacement cost of the equipment. Additionally, if negligence is found, the officer could face disciplinary action.

10.2 **PURSUITS**

10.2.1 All BWC recordings shall be reviewed and utilized as part of any vehicle pursuit investigation.

10.2.2 Supervisors shall document in the narrative of the VEHICLE PURSUIT FORM in the management system if a BWC was activated during the incident as required.

10.2.3 Officers shall categorize pursuits as Arrest/Evidence. Supervisors will need to change the category from Arrest/Evidence to Pursuits when they review the video in the GETAC viewer.

10.3 **RESPONSE TO RESISTANCE**

10.3.1 All BWC recordings shall be reviewed and utilized as part of any action response investigation for report accuracy.

10.4 **CRITICAL INCIDENTS**

10.4.1 If an officer is involved in a critical incident, the supervisor shall take possession of the BWC as soon as practical, ensure it is uploaded to the server, classify it as Arrest/Evidence, and document it in a supplemental report.

10.5 **ACCIDENT SCENES**

10.5.1 All accident scenes shall initially be classified as "Traffic Stop".

10.5.2 When it is determined that a recorded incident may be of evidentiary value, officers shall log into the *Getac Viewer* and classify the video as "*Arrest/Evidence*."

10.6 **DOCKING/UPLOADING**

10.6.1 At the end of an officer's shift, the officers shall ensure that their BWC is placed in the docking cradle for video uploading.

10.6.2 If an officer is involved in a critical incident (use of force, pursuit, officer involved shooting, etc.) a supervisor shall ensure that every involved officer's

BWC is placed in the docking cradle for video uploading prior to the end of their shift.

10.7 Combined with Directive 401.26/10.7 SUPERVISORY REVIEW – COMPLIANCE WITH POLICY AND PROCEDURES.

10.8 **SUPERVISORY REVIEW - COMPLIANCE WITH POLICY AND PROCEDURES**

10.8.1 Supervisors are permitted to review footage to ensure compliance with the BWC policy and procedures. This includes, but is not limited to the following:

- When officers are the subject of a complaint or a pattern of allegations of misconduct.
- Evidence/Investigatory in nature
- Training issues
- Public records requests
- When officers are in their probationary period or with a field training officer
- As a condition of an Early Intervention System (EIS) Plan of Action the review shall be documented on the monthly EARLY INTERVENTION SYSTEM STATUS REPORT (TPD FORM 12.60) (See Directive 103.11/7.2.1 PLAN OF ACTION AND SPECIAL PROVISIONS) and on the VIDEO REVIEW LOG (TPD FORM 23.29).

10.8.2 Removed

10.9 **QUARTERLY AUDITS BY ACCREDITATION UNIT**

10.9.1 A supervisor from the Accreditation Unit shall randomly review a minimum of five recordings quarterly to ensure compliance with departmental policies and procedures. The review shall be recorded on the VIDEO REVIEW LOG and stored in the Planning, Research and Inspection Section.

11 **EVIDENTIARY HANDLING**

When a significant event is recorded on a BWC, officers shall upload the BWC as soon as practicable.

11.1 When it is determined that a recorded incident may be of evidentiary value, officers shall log into the *Getac Viewer* and classify the video as "*Arrest/Evidence*."

11.2 Removed

11.3 Removed

11.4 DVD video transfers shall be requested via a TOLEDO POLICE VIDEO OFFICE WORK ORDER (TPD FORM 31.13), and shall include the incident's date, time, and involved officer(s). The form shall then be forwarded to the Video Unit for processing.

11.5 Unauthorized copying of any video segment from a BWC is prohibited. The Video Office shall perform all video analysis and/or duplication services. Requests for all video analysis and/or duplication services shall be made by utilizing the TOLEDO POLICE VIDEO OFFICE WORK ORDER.

12 **MAINTENANCE; SECURITY**

12.1 Digital recordings shall be retained according to the Records Retention Schedule.

12.2 Officer access to BWC recordings shall be obtained through the GETAC *logon* icon located on the TPD Intranet. Officers shall use their user name and password for access to the GETAC video system.

DIRECTIVE 401.27	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE February 1, 2016		
REVISED	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 2
RESCINDS	**PAWNBROKER / SECONDHAND DEALER**	

I POLICY

It is the policy of the Toledo Police Department to recover stolen property and prosecute offenders through the joint cooperation of the police department and pawnbrokers or secondhand dealers.

II DEFINITIONS

DEALER – For purposes of this order shall mean pawnbroker, secondhand dealer, antiques dealer, or consignment dealer.

PAWNBROKER – A person, corporation, or firm engaged in the business of lending money on deposit or pledges of personal property, other than securities, printed evidence of indebtedness, titles, deeds, or bills of sale, at a total charge, rate of interest, or discount or other remuneration in excess of eight per cent per annum, and includes a person engaged in the business of purchasing personal property from another person with an agreement that the personal property will be made available to that other person for repurchase within an agreed-to time period and for an amount greater than the price originally paid to that other person for the purchase of the personal property.

SECONDHAND DEALER – Any person, society, firm, club, partnership, organization or corporation that sells or purchases for the purpose of resale, second-hand articles. "Second-hand dealer" includes the sale of goods on consignment and the sale of second- hand goods in combination with the sale of new merchandise.

ANTIQUE DEALER – Any person, firm or corporation engaged in the business of buying for resale, trade, or transfer of personal property having special value because of its age, including but not limited to, paintings, clothing, furniture, glass, ceramics, rugs, silverware, carvings, sculpture and other movable personal property.

CONSIGNMENT DEALER – Any person, firm or corporation receiving consignment goods for the purpose of selling consignment goods which include all categories of movable personal property as enumerated in the Antique and Secondhand Dealer definitions.

III PROCEDURES

1 DEALERS

1.1 When officers respond to dealer's shop, it is often while investigating alleged stolen property having been located at the store. Often, this property is related to different types of investigations.

1.1.1 If the alleged victim is on scene, officers shall:

(a) Speak with the alleged victim and attempt to determine the circumstances under which the property was originally stolen.

(b) Verbally advise the employee(s) of the shop to hold the property in question for follow-up by the Investigations Bureau.
(c) Document the victim's statements in an original crime report, if one has not already been made, or in a supplemental report to the original.
(d) Document the date, time, location, property, and the specific employee(s) who were advised.
(e) Document all identifiable characteristics of the property (i.e. serial and model numbers). Take photos if practical.
(g) Forward the report to the Investigations Bureau. Unless the property involves a Crimes Against Persons investigation, the Property Recovery Unit shall follow-up with the investigation.

1.1.2 If the alleged victim is not on scene, officers shall:
(a) Verbally advise the employee(s) of the shop to hold the property in question for follow-up by the Investigations Bureau.
(b) On a SERGEANT'S REPORT (TPD 20.7); document the date, time, location, property, and the specific employee(s) who were advised.
(c) Document all identifiable characteristics of the property (i.e. serial and model numbers).
(d) Document any information about the alleged victim that is known.
(e) Forward the SERGEANT'S REPORT to the Investigations Bureau, Property Recovery Unit.

1.2 In no instance shall the officer seize the property and/or return it to the alleged victim/owner. Officers shall not threaten to or file criminal charges against the dealer, or any employees thereof.

DIRECTIVE 401.28	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Navarre	
EFFECTIVE February 1, 2016		
REVISED March 1, 2017	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 3
RESCINDS April 1, 2016	**NALOXONE (NASAL NARCAN)**	

I POLICY

As a part of our commitment to the preservation of life, our department has an obligation to provide first aid to the public in the absence of medical personnel. Narcan is the name given to the generic drug Naloxone. Naloxone is used for the complete or partial reversal of opiate-induced overdoses. Naloxone has been shown to be safer than aspirin, and unlike aspirin, there have been no reported deaths from the use of Naloxone. Naloxone can be administered by several methods (e.g., intramuscular, intranasal, intravenous). The Toledo Police Department will administer Naloxone by the intranasal method (i.e., Nasal Narcan). Existing law holds the officer, as well as the department, blameless from any harm determined to be the result of the use of Naloxone (Nasal Narcan), as long as a medical response team has been summoned. It is the policy of this department for trained officers to administer Naloxone (Nasal Narcan) to persons believed to be suffering from opioid overdoses, as soon as practicable, to minimize overdosing effects in accordance with law and department policy.

II DEFINITIONS

NALOXONE – Generic drug which is also know under the trade names of Narcan and Evzio. The half-life of Naloxone is relatively brief (as short as 30 minutes which is shorter than the half-life of opiates).

NASAL NARCAN – Intranasal method of administering Naloxone used by Toledo Police Department personnel.

III PROCEDURES

1 TRAINING

Only officers that have been trained shall be authorized to administer Naloxone (Nasal Narcan).

2 INDICATIONS AND USE

2.1 INDICATIONS

Nasal Narcan shall only be used on subjects believed to be suffering from an opioid overdose. Symptoms indicating that a subject is suffering from an opioid overdose, include, but are not limited to:

- Blood-shot eyes
- Pinpoint pupils, even in a darkened room/area
- Depressed or slow respiratory rate
- Difficulty breathing (labored breathing, shallow breaths)
- Blue skin, lips, or fingernails
- Decreased pulse rate
- Low blood pressure

- Loss of alertness (drowsiness)
- Unresponsive
- Seizures
- Evidence of ingestion, inhalation, or injection (needles, spoons, tourniquets, needle tracks, etc.)
- Past history of opioid use/abuse

2.2 **USE**

When an officer suspects a person is suffering from an opioid overdose, officers shall:

2.2.1 Notify Communications that the patient is in a potential overdose state and request a Life Squad and a Toledo Fire and Rescue first responder.

2.2.2 Maintain universal precautions against the transfer of blood of other body fluid, perform a patient assessment, and determine unresponsiveness.

2.2.3 If use of the Nasal Narcan kit is warranted, follow all protocols outlined in the Nasal Narcan training.

2.2.4 Notify Communications immediately after administering Nasal Narcan to create a recorded time when the dose was administered.

2.2.5 To the best of the officer's ability, monitor the patient for recurrent symptoms (altered mental status, respiratory depression, circulatory compromise)

2.2.6 To the best of the officer's ability, report the observed signs and symptoms and all other relevant information about the patient to the responding Emergency Medical Services (EMS) personnel.

2.2.7 Officers shall give the entire used Nasal Narcan kit to the transporting Life Squad.

3 MAINTENANCE AND REPLACEMENT

3.1 **MAINTENANCE**

3.1.1 The shelf life of Narcan is approximately 2 years and should be kept out of direct sunlight at temperatures between 59 and 86°F.

3.1.2 Nasal Narcan kits shall be issued by the equipment sergeant to trained officers at the beginning of the shift.

3.1.3 It shall be the responsibility of the officer to inspect the kit, prior to each shift

3.1.4 Any Nasal Narcan kit found to be expired or contain missing/damaged required equipment shall be returned to the equipment sergeant for replacement.

3.1.5 Due to the sensitivity of temperature fluctuations, at no time, shall any Nasal Narcan kit be stored inside the trunk of any vehicle.

3.1.6 Nasal Narcan kits shall be returned to the equipment sergeant at the end of an officer's shift.

3.2 **REPLACEMENT**

The Property Management Unit shall maintain a stock of Nasal Narcan kits

3.2.1 The Day Shift Watch Commander shall be responsible to maintain a stock of Nasal Narcan kits available for trained officers.

3.2.2 If Nasal Narcan kits are needed, they shall be obtained from the Property Management Unit.

4 REPORTING REQUIREMENTS

4.1 A Crime Report (TPD Form 38.1) entitled “Overdose” shall be required in all cases when a Nasal Narcan kit is used.

4.2 A Records Section number shall be obtained and recorded on the report.

4.3 The State of Ohio shall be the victim.

4.4 The patient shall be listed as the suspect.

4.5 Officers shall document the indicators that the patient exhibited that led the officer to believe the patient was suffering from an opioid overdose.

4.6 Officers shall document which Life Squad arrived to the scene.

4.7 Officers shall document which hospital the patient was transported to.

4.8 Officers shall document if the Narcan Nasal kit was deployed and if it was successful (to the extent possible).

4.9 Officers while at the scene of an overdose (both fatal and nonfatal) shall attempt to contact the Vice Narcotics Section.

4.10 Officers shall contact the Persons Section for fatal overdoses or when contact with the Vice Narcotics Section cannot be made. Officers shall log fatal overdoses with the Persons Section.

4.11 All reports shall be forwarded to the Vice Narcotics Section prior to the completion of the officer’s tour of duty.

DIRECTIVE 401.29	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES**	
EFFECTIVE September 22, 2017	CHIEF OF POLICE: Michael C. Troendle	
	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 4
	UNMANNED AIRCRAFT SYSTEM	

I. PURPOSE

The Toledo Police Department has implemented an Unmanned Aircraft System (UAS) program to assist law enforcement by providing increased situational awareness, enhanced officer safety and to act as a force multiplier to improve operational efficiency. This policy is intended to provide personnel who are assigned responsibilities associated with the Unmanned Aircraft Systems (UAS) with instructions regarding deployment and its use in accordance with the **Code of Federal Regulations (CFR), title 14, part 7.**

II. POLICY

It is the policy of the Toledo Police Department that trained and authorized agency personnel may deploy a UAS when such use is appropriate in the performance of their official duties. All deployments, uses, audio/video recordings and any other data generated by the UAS must comply with the policies and provisions provided herein along with any applicable laws.

III. DEFINITIONS

DIGITAL MULTIMEDIA EVIDENCE (DME): Digital recording of images, sounds and associated data.

UNMANNED AIRCRAFT SYSTEM (UAS): A system that includes the necessary equipment, network and personnel to control an unmanned aircraft.

UAS FLIGHT CREWMEMBER: A pilot, visual observer, payload operator or other person assigned duties for a UAS for the purpose of flight or training exercises.

VISUAL OBSERVER (VO): The visual observer will assist the pilot in maintaining visual awareness of the airspace and advise the pilot of any imminent hazards including, but not limited to, other aircraft, terrain or adverse weather conditions. The VO shall handle radio communications between ground units and the dispatcher. Any member of the department may act as a visual observer.

REMOTE PILOT-IN-COMMAND (PIC)*:* The pilot-in-command (PIC) is directly responsible for, and is the final authority over the operations of the unmanned aircraft. PICs are responsible for compliance with this manual, federal aviation regulation, letters of agreements and certificates of authorization conditions.

IV. PROCEDURES

1 ADMINISTRATION

1.1 The Toledo Police Department has adopted the use of UAS to provide an aerial visual perspective in responding to emergency situations, exigent circumstances and for the following objectives:

- Situational Awareness: To assist decision makers (e.g., incident command staff; first responders; city, county and state officials) in understanding the nature, scale and scope of an incident, and for planning and coordinating an effective response.
- Search and Rescue: To assist missing person investigations, AMBER Alerts, Project Life Saver (PLS), Silver Alerts and other search and rescue missions.
- [redacted]
- Visual Perspective: To provide an aerial visual perspective to assist officers in providing direction for crowd control, traffic incident management, special circumstances and temporary perimeter security.
- Scene Documentation: To document a crime scene, accident scene, or other major incident scene (e.g., disaster management, incident response, large-scale forensic scene investigation).
- Requests related to safety and security involving public services, community events and public relations.

2 PROCEDURES FOR UAS USE

2.1 Prior to deployment and while operating a UAS, Toledo Police Department personnel shall comply with all rules and regulations set forth by the Federal Aviation Administration (FAA) or Certificate of Authorization (COA).

2.2 Officers that have received the required UAS basic training and have successfully passed the FAA Remote Pilot Airman Certification test shall insure that the primary UAS is taken out as regular equipment for their tour of duty. The secondary UAS shall be utilized for mission specific/mapping operations or when the primary UAS is in use.

2.3 Minimum Flight Crew Requirements: Due to the nature of the law enforcement mission and the clear distinction between air crew responsibilities, the minimum crew on all law enforcement missions will be a pilot and visual observer.

2.4 The UAS shall be operated only by personnel who have been trained and have successfully passed an FAA Remote Pilot Airman Certificate test. Decisions to deploy or not to deploy the UAS due to the inability of the equipment or weather considerations rest with the pilot in command. If there is a reason for concern, the pilot shall brief the command officer requesting the deployment.

2.5 The UAS-certified personnel shall inspect, test and conduct a pre-flight check list prior to each deployment to verify the proper functioning of all equipment and the airworthiness of the device.

2.6 The UAS equipment is the responsibility of the individual officer certified in the use of the equipment and tasked with the operation of the device for the present assignment. The UAS shall be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the Special Operations Bureau Commander as soon as discovered so that an appropriate repair can be made or a replacement unit can be procured.

2.7 All flights shall be documented on a form or database designed for that purpose, and all flight time shall be accurately recorded. In addition, each deployment of the UAS shall include information regarding the reason for the flight; the time, date and location of the flight; the name of the supervisor approving the deployment and the staff assigned; a summary of the activities covered, actions taken and outcomes from the deployment. The information gathered will then be stored on the Q Drive under UAS Operations.

2.8 Where there are specific and articulable grounds to believe that the UAS will collect evidence of criminal wrongdoing and/or if the UAS will be used in a manner that may intrude upon reasonable expectations of privacy, the Toledo Municipal Prosecutor shall be notified to determine if obtaining a search warrant will be required prior to conducting the flight.

2.9 The Special Operations Bureau Commander shall be designated as the UAS coordinator.

2.10 Only the department-owned UAS shall be used in connection with any official activity.

3 RESTRICTIONS ON USING THE UAS

3.1 The UAS shall be deployed and used only to support official law enforcement and public safety missions.

3.2 The UAS shall not be operated in an unsafe manner or in violation of FAA rules or Certificate of Authorizations (COA).

3.3 The UAS shall not be equipped with weapons of any kind.

3.4 Weather: Flight into instrument meteorological conditions, thunderstorms, or other severe weather is prohibited. No operations shall be conducted when the flight visibility is less than three statute miles. All flights must be conducted at least 500' beneath any cloud ceiling.

3.5 The maximum altitude specified in **14 CFR part 7** operations is 400' AGL.

4 DIGITAL MULTIMEDIA EVIDENCE (DME) RETENTION AND MANAGEMENT

4.1 All DME shall be handled in accordance with existing policy on data and record retention, where applicable. UAS digital recordings shall be retained for three years.

4.2 All DME shall be securely downloaded at the completion of each mission. The UAS-certified operators will record information for each file that shall include the date, time, location and case reference numbers or other mission identifiers, and identify the UAS personnel involved in the mission.

4.3 Officers shall not edit, alter, erase, duplicate, copy, share or otherwise distribute in any manner UAS DME without prior written authorization and approval of the Chief of Police or his designee.

4.4 All access to UAS DME must be specifically authorized by the Chief of Police or his designee, or the Special Operations Bureau Commander or his designee. Access shall

be restricted to ensure that only authorized users are accessing the data for legitimate and authorized purposes.

4.5 Files shall be securely stored in accordance with agency policy and state records retention laws.

5 UAS SUPERVISION AND REPORTING

5.1 The Special Operations Bureau Commander shall manage all deployments and uses of UAS to ensure that officers equipped with UAS devices utilize them in accordance with policy and procedures defined herein.

6 TRAINING

6.1 Police personnel who are assigned to operate a UAS must successfully pass the initial aeronautical knowledge test that is administered by the FAA and complete an agency-approved training program to ensure proper use and operation. Additional training will be conducted quarterly and may also be required to incorporate changes, updates, or other revisions in policy and equipment to ensure the continued effective operation, proper calibration and performance of the equipment.

6.2 All agency personnel with UAS responsibilities, including command officers, shall also be trained in the local, state and federal laws. Those with UAS responsibilities shall also be trained in TPD and federal policies and procedures governing the deployment and use of UAS.

7 STORAGE

7.1 All department UASs shall be stored in the equipment room on the second floor of the Safety Building. Officers that are assigned the UAS shall assure that the UAS's batteries are fully charged to insure their operability for future flights.

8 RECALL PROCEDURE

8.1 In the event that a UAS is required for a mission and there is no UAS pilot scheduled for that shift, the supervisor requesting UVS assistance shall notify Communications, who will then make the proper notifications so that recall of a UAS pilot can be conducted.

DIRECTIVE 401.30	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE March 1, 2017	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 2
	TRAUMA KITS	

I **POLICY**

As a part of our commitment to the preservation of life, our department has an obligation to provide first aid to injured TPD personnel and the public in the absence of medical personnel. Existing legislation holds the officer, as well as the department, blameless from any harm resulting from the use of potentially life-saving equipment contained in the trauma kit, as long as a medical response team has been summoned.

II **DEFINITIONS**

TRAUMA KIT EQUIPMENT – Any equipment issued to be contained in the trauma kit.

TOURNIQUET – Any limb constrictive device used in an attempt to stop extremity bleeding.

CHEST SEAL – A dressing for use in the emergency treatment of casualties with penetrating chest wounds.

GAUZE – A thin, loosely woven surgical dressing.

III **PROCEDURES**

1 **TRAINING**

All officers shall be trained in the use of trauma kit materials.

2 **INDICATIONS AND USE**

2.1 **INDICATIONS**

Trauma kit equipment shall only be used on subjects believed to be suffering from a life-threatening injury. Symptoms indicating that a subject is suffering from a life threatening injury- include, but are not limited to:

- A large wound which seems to be deep or significant
- A large amount of blood loss or a high rate of blood loss
- A severed limb
- A sucking chest wound

2.2 **USE**

When an officer suspects a person is suffering from a life threatening wound, and the officer may safely do so, the officers shall:

2.2.1 Notify Communications that the patient is in need of a Life Squad and a Toledo Fire and Rescue first responder.

2.2.2 Maintain universal precautions against the transfer of blood or other body fluid, perform a patient assessment.

2.2.3 If use of the trauma kit equipment is warranted, follow all protocols outlined in the trauma kit training.

2.2.4 To the best of the officer's ability, report the observed signs and symptoms, equipment used, and all other relevant information about the patient, to the responding Emergency Medical Services (EMS) personnel.

3 MAINTENANCE AND REPLACEMENT

3.1 MAINTENANCE

3.1.1 Trauma kits shall be issued to trained officers.

3.1.2 It shall be the responsibility of the officer to inspect the kit, prior to each shift

3.1.3 Any officer with a trauma kit containing missing/damaged equipment shall notify their Equipment Sergeant, providing the corresponding report, if applicable.

3.2 REPLACEMENT

The Property Management Unit shall maintain a stock of trauma kit equipment.

3.2.1 The Equipment Sergeant shall issue replacement trauma kit equipment.

3.2.2 The Day Shift Watch Commander shall be responsible for maintaining spare equipment at the district station to restock trauma kits.3.2.3 If equipment contained in trauma kits is needed, it shall be obtained from the Property Management Unit.3.2.4 A log of trauma kit equipment shall be maintained according to district station policy.

4 REPORTING REQUIREMENTS

4.1 A CRIME REPORT (TPD Form 38.1) or INCIDENT REPORT (TPD FORM 38.12) shall be required in all cases when trauma kit equipment is used.

4.2 All evidence if a crime shall be documented, either on the original report or on a SUPPLEMENTAL REPORT (TPD FORM 38.3).

4.3 A Records Section number shall be obtained and recorded on the report.

4.4 Officers shall document the indicators that the patient exhibited that led the officer to believe the patient was suffering from a life threatening injury.

4.5 Officers shall document which Life Squad arrived to the scene.

4.6 Officers shall document to which hospital the patient was transported.

4.7 Officers shall document if the trauma kit equipment was utilized and if it was successful (to the extent possible).

4.8 All reports shall be forwarded appropriately.

DIRECTIVE 401.31	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES**	
EFFECTIVE January 4, 2019	CHIEF OF POLICE: Michael C. Troendle	
REVISED	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 3
RESCINDS	**DA-LE (DANGER ASSESSMENT FOR LAW ENFORCEMENT)**	

I POLICY

The Toledo Police Department implements evidence-based programs to better protect and serve the needs of our citizenry. One such program involves the Danger Assessment for Law Enforcement (DA-LE) instrument. By identifying victims at high risk, providing relevant information to the courts, and connecting victims to outside resources, the DA-LE instrument has been proven to reduce the risk of death and minimize injury between intimate partners.

II DEFINITIONS

DA-LE – An evidence-based risk assessment tool designed to identify victims at the highest risk of intimate partner violence (IPV), intimate partner homicide (IPH) or near-lethal assault between intimate partners. DA-LE collects a history of violence from the victim, involves sharing information with the courts, and provides victim advocacy referrals.

INTIMATE PARTNERS – Intimate partners include couples (regardless of sexual orientation) who are married, separated, or divorced; live or have lived together or have children in common. Intimate partners also include couples who are currently dating or have dated in the past.

III PROCEDURES

1 WHEN TO ADMINISTER THE DA-LE

1.1 In incidents where a **current or past intimate partner relationship** can be established, officers will attempt to administer DA-LE when responding to incidents involving violence or threats of violence which causes the victim to be in fear of their safety. This includes, but is not limited to:

- Violations of protection orders. (Civil and Criminal)
- Felonious Assaults.
- Domestic Violence/Assault.
- Menacing by stalking.
- Telephone harassment.
- Menacing.
- Aggravated menacing.
- Criminal damaging, etc.

1.2 DA-LE shall **not** be used:

- In cases involving juveniles (suspect or victim).
- When the incident is between individuals who have never been intimate partners, such as child/parent, roommates, cousins, etc.
- In the case of a dual arrest or cross complaint.

1.3 All victims meeting the DA-LE criteria, regardless of gender, shall be administered the DA-LE assessment.

1.4 The completion of the DA-LE from is mandatory when the following suspect/victim relationship links are created in ReportWISE:

- Boyfriend/Girlfriend (Also Ex)
- Common Law (Living As) Spouse
- Ex-Spouse
- Parent w/ Child in Common
- Parent of Biological Child
- Same Sex Partner
- Spouse

2 HOW TO ADMINISTER DA-LE

2.1 REPORTING

If officers determine the victim meets the criteria for DA-LE, officers shall ask the victim the eleven questions on the DA-LE SUPPLEMENTAL REPORT (TPD FORM 38.15) which is located in ReportWISE. Officers will be provided pocket sized cards which list the eleven questions. If ReportWISE is not available for use, the DA-LE SUPPLEMENTAL REPORT is available on E-Forms. **Under no circumstances shall the victim be given the DA-LE SUPPLEMENTAL REPORT to fill out.**

2.2 VICTIM DECLINES DA-LE

If the victim declines to answer **ALL** of the questions, officers shall check the box on the DA-LE supplemental report which states: **"SELECT HERE IF VICTIM DECLINED RISK SCREEN."**

2.3 NOT ABLE TO BE ADMINISTERED, NOT APPLICABLE OR VICTIM INCAPACITATED

If for any reason the DA-LE is unable to be administered, the reason shall be noted in the crime report. If the completion of the form is **NOT APPLICABLE** (no crime of violence) or the victim is **INCAPACITATED** (severe intoxication, severe injuries, etc.), then the corresponding boxes on the DA-LE form shall be checked and a reason must be given as to why the form was not filled out in the **Justification for Further Review Field**.

2.4 CONTACT CRISIS RESPONSE TEAM FOR HIGH RISK VICTIMS

An incident shall be considered high risk when **seven or more questions** on the DA-LE supplemental report are answered affirmatively. The victim should be told their situation is extremely dangerous and they are at high risk for intimate partner violence (IPV). High Risk cases shall prompt **the officer,** not the victim, to call **the Crisis Response Team** (CRT), see Directive 401.4/4.2 CRISIS RESPONSE TEAM. CRT staff will determine whether they will come to the scene, proceed by telephone conversation or follow-up with the victim at a later date.

2.4.1 If the victim wants a CRT advocate to come to the scene, the officer(s) shall stay with the victim until the CRT advocate arrives and completes their consultation. Officers may leave once the CRT advocate states the officer(s) are no longer needed. If an emergency situation arises and the officer(s) has to leave the scene before the advocate's arrival, Communications shall be

notified. Communications will contact the advocate, explain the situation, and will find out how the advocate wishes to proceed.

2.5 **VICTIM DECLINES CRISIS REPONSE TEAM SERVICES**

If the victim declines CRT services, the officer(s) shall provide the CRT the victim's name and phone number and inform them the victim is considered high-risk for (IPV). A CRT advocate will attempt to contact the victim at a later date.

2.5.1 **CRT** shall be contacted for any victim regardless of gender.

2.6 **OVERRIDE**

In instances where the officer believes the victim is in a high risk situation, but fewer than seven questions are answered affirmatively or the questioning was unable to be completed, officers shall use their professional judgment (i.e., totality of the circumstances through observations, severity of the incident, level of fear and/or previous encounters, etc.) and **override** the outcome of the DA-LE assessment by checking the "further review" box and documenting their justification on the DA-LE SUPPLEMENTAL REPORT.

2.6.1 **CRT** shall be contacted and informed that officers have overridden the DA-LE and the victim is considered high risk for IPV. CRT staff will determine whether they will come to the scene, proceed by telephone conversation or follow-up with the victim at a later date. (If an advocate is called to the scene, the procedures listed under Directive 401.31/2.4 CONTACT CRT FOR HIGH RISK VICTIMS shall be followed.

2.6.2 If the victim declines **CRT** services, officers shall contact **CRT**, provide the victim's name and phone number and provide a brief explanation of the situation.

2.7 **DOMESTIC VIOLENCE/DA-LE INFORMATION SHEET**

Officers shall provide to the victim the DOMESTIC VIOLENCE/DA-LE INFORMATION SHEET (TPD FORM 38.16) which lists the contact phone numbers for area domestic violence service providers and information on the steps to prosecute an offender. The informational sheet can be found in E-Forms.

2.8 **NOTIFY SUPERVISOR**

Once all reports are completed and the victim is determined to be **high risk, or if an override was completed**, officers shall immediately notify a supervisor that DA-LE was administered. Once approved by the supervisor, the reports will be sent to CRS and copies will be sent to the Special Victims Unit and to the Court Liaison Unit via NORIS.

DIRECTIVE 401.32	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE June 14, 2019		
REVISED	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 4
RESCINDS	**GUNSHOT DETECTION TECHNOLOGY**	

I PURPOSE

The purpose of this policy is to establish guidelines for the use of and response to a gunshot detection and alert system.

II POLICY

As part of the ongoing effort of the Toledo Police Department to reduce violent crime, the department utilizes gunshot detection technology. The technology is intended to enhance the ability to effectively respond and investigate violent crime involving illegal gunfire. Through the placement of sensors in designated areas, the location of gunfire can be conveyed and dispatched as a crime in progress. The system is designed to assist with evidence collection as well as aid in the investigation and prosecution of criminal activity.

III PROCEDURES

All personnel shall be mindful that gunfire detection technology allows for advance notification of gunfire before any calls for service are received. This technology is capable of providing a specific and reliable location of gunfire even when the incident is not reported or is only heard. The rapid response to potential shooting incidents will increase the ability to apprehend armed suspects, secure witnesses and preserve evidence. Rapid response may also be critical in the preservation of life.

1 OFFICER RESPONSIBILITIES

1.1 All patrol officers equipped with a Mobile Data Terminal (MDT) shall log into the gunshot detection alert system at the beginning of their tour and remain logged on until the end of their tour. When gunfire is detected, MDT users and the dispatcher will be alerted simultaneously, within 30 to 60 seconds of the incident.

1.2 An incident will be entered for a code 3 response and treated as a serious crime in progress call. Officers cannot cancel supervisors as their response to the scene is required.

1.3 Dispatchers will enter a gunshot detection alert “SSA” incident in CAD based on the closest related address. Whenever possible, dispatchers will relay the location of the incident based on the “dot on the map” (i.e., on the sidewalk in front of the house, in the back yard, north of the fence line, etc.).

1.4 To enhance situational awareness and improve officer safety, officers shall listen to the audio recording of the gunfire prior to arriving on scene.

1.5 Responding units shall ensure that their in-car and body worn cameras are activated as they make a safe and tactical approach to the scene, treating the incident as a crime in-progress in the same manner as a holdup alarm or a violent crime.
1.5.1 Recordings of the scene shall be marked as "Evidence".

[redacted]

1.7 The search shall also include an examination of the scene for projectile strikes, projectiles, and any other relevant evidence. Officers shall be mindful that their in-car and body worn camera video footage may contain data pertinent to the investigation.

1.8 Officers will be provided contact cards by the on scene supervisor. The supervisor will direct the officer(s) with regard to the placement of the cards within the canvass area.

1.9 Unless it has been determined that the alert was not the result of illegal gunfire, such as fireworks, a crime report shall be completed on all alerts from the system. If there is no other crime(s) to report, officers shall title the report "Discharge within City Limits". That report, at a minimum, shall include the following information:
- 1.9.1 Suspect information, including identification, if he/she was contacted or arrested.
- 1.9.2 Documentation of any evidence located and/or recovered.
- 1.9.3 Identity and location of witnesses.
- 1.9.4 The gun shot detection system ID number generated by the system shall be documented in the report.
- 1.9.5 The number of contact cards distributed shall be documented.

2 SUPERVISOR RESONSIBILLITIES

2.1 The supervisor shall ensure that all necessary notifications are made, as well as adhere to the gunshot detection technology response procedures.

2.2 The supervisor shall possess contact cards and ensure that they are disseminated as required. As a general rule, the cards shall be left at residents and/or businesses within the canvass area. In a residential area, this shall include, at minimum, two houses in all directions of the alert location. This includes properties where contact was or wasn't made.

2.3 In addition to ensuring that existing reporting requirements are completed, the supervisor shall complete an UNUSUAL INCIDENT REPORT (TPD FORM 40.0) in the following circumstances:
- 2.3.1 An illegal gunfire incident occurred in the detection area but did not generate a gunshot detection alert.
- 2.3.2 A person was shot or a major arrest was made.

3 INVESTIGATOR RESPONSIBILITIES

3.1 Management of a crime scene continues to be dictated by the policy set forth in Directive 403.1 CRIME SCENE MANAGEMENT. The Gun Crime and Intelligence Task Force (GCITF) will be responsible for gunshot detection alert follow-up investigations, separate and apart from any criminal investigation.

3.1.1 Investigators, at times, may request assistance from personnel outside of the task force.

[redacted]

3.3 Investigators assigned to follow-up on incidents involving a gunshot detection alert shall review the incident via the Investigator portal and utilize all historical data captured that is pertinent to the investigation.

[redacted]

3.5 Audio files may be saved in MP3 format to a CD or DVD. When this is done, the investigator shall review the original MP3 recording. Upon archiving a copy of the MP3 to CD or DVD, the investigator shall review the archived MP3 copy to verify that it transferred accurately and completely. The disc shall be entered into evidence and maintained in the property room. The investigator shall complete a supplemental report documenting the acquisition of the audio files and their submission to the property room as evidence.

3.6 A detailed forensic report shall be requested, via the Investigator portal, in all incidents involving the shooting of an individual, including police officer involved shootings where gunfire detection data was captured.

3.7 Requestors not receiving a detailed forensic report within two weeks of requesting the report shall contact the gunshot detection company to follow up on the status of the report completion.

3.8 When receiving a detailed forensic report, the requestor shall save the report to CD or DVD and place the disc into the property room as evidence. A supplemental report shall be completed, documenting the request, and the acquisition of the report and subsequent submission of the report to the property room.

IV CRIME ANALYSIS & REVIEW

When reviewing gunfire related statistical data collected from the gunshot detection and alert system coverage area, the Toledo Police Department's Criminal Intelligence Section shall employ practices that accurately measure the performance and effectiveness of the system.

Commanders of special units detailed with investigating and deterring crimes involving gunfire shall implement a practice of periodically reviewing historical data to identify patterns of gunfire activity and, where applicable, develop an appropriate response.

V CONFIDENTIALITY

The location of gun detection sensors, as well as the area covered, will not be disclosed to individuals outside the Toledo Police Department, except as directed by the chief of police or his/her designee.

DIRECTIVE 401.33	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES**	
EFFECTIVE June 9, 2022	CHIEF OF POLICE: Michael C. Troendle	
REVISED October 13, 2026	PART: ADMINISTRATION CHAPTER: ADMINISTRATIVE SUPPORT	PAGES 3
RESCINDS June 9, 2022	**LICENSE PLATE READERS (LPR)**	

I POLICY

The policy of the Toledo Police Department is to utilize LPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public. All data and images gathered by the LPR system are for the official use of the Department. Because the data may contain confidential information, it shall not be released except as permitted by law. Only properly trained sworn officers and authorized Department personnel are allowed access to the LPR system and are authorized to collect LPR information.

The purpose of this policy is to provide guidance for the capture, storage, and use of digital data obtained through the use of license plate reader (LPR) technology.

II DEFINITION

LICENSE PLATE READER (LPR): A device that uses cameras and computer technology to compare digital images to lists of known information of interest.

LPR OPERATOR: Trained Department members who may utilize the LPR system/equipment. LPR operators may be assigned to any position within the Department, and the LPR Administrator may order the deployment of the LPR systems for use in various efforts.

HOT LIST: A list of license plates associated with vehicles of interest compiled from one or more databases, including, but not limited to, NCIC, DMV, local BOLOs, and other law enforcement databases.

DETECTION: Data obtained by an LPR from an image (such as a license plate) within public view that was read by the device, including potential images and information regarding the location of the LPR system at the time of the LPR read.

HIT: An alert from the LPR system that a scanned license plate number may be associated with information contained in a law enforcement database.

III PROCEDURES

1. ADMINISTRATION

The LPR technology allows for the automated detection of license plates and associated vehicle identifiers through the Toledo Police Department's LPR system and the vendor's vehicle identification technology. The technology is used to collect and process data associated with vehicle license plates and vehicle descriptions for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates, and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction, and stolen property recovery.

2. **LPR ADMINISTRATOR**

The LPR Administrator shall:

2.1 Ensure that training requirements are completed for authorized users.

2.2 Monitor the LPR system to ensure the security of the information and compliance with applicable privacy laws.

2.3 Ensure that procedures are followed by system operators and that records of access are maintained.

3. **OPERATION OF LPR SYSTEM**

Use of an LPR is restricted to the purposes outlined below. Department personnel shall not use or allow others to use the equipment or database records for any unauthorized purpose.

3.1 An LPR shall only be used for official law enforcement business.

3.2 An LPR may be used in conjunction with patrol operations or criminal investigations. Reasonable suspicion or probable cause is not required to use an LPR.

3.3 Partial license plates and vehicle descriptors reported during major crimes may be entered into the LPR system in an attempt to identify suspect vehicles.

3.4 If practicable, the officer shall verify an LPR response before taking enforcement action based solely on an LPR alert. Because the LPR alert may relate to a vehicle and may not relate to the person operating the vehicle, officers are reminded that they must have the appropriate legal justification, including reasonable suspicion and/or probable cause to stop any vehicle or person.

3.5 Occasionally, there may be errors in the LPR system's read of a license plate. Therefore, an alert alone shall not be the sole basis for police action, other than following the vehicle/person of interest while attempting to verify the alert and establish appropriate legal justification for further action.

4. **HOT LISTS**

Hot lists shall be obtained or compiled from sources consistent with the purposes of the LPR system set forth in this policy.

4.1 License plate and suspect information entered into the LPR system shall contain the

following information:

- Department member's name
- Related case number
- Short synopsis describing the reason for the entry

4.2 Prior to a stop based on an alert, Department members shall undertake the following:

- **Verify the status on a Hot List.** An officer must receive confirmation that the license plate is still stolen, wanted, or otherwise of interest before proceeding (absent exigent circumstances).

- **Visually verify license plate number.** Officers shall visually verify that the license plate of interest matches the license plate number and state captured by the LPR.

5. **LOG-IN/LOG-OUT PROCEDURE**

All users shall be required to have individual credentials to access the system.

6. **PERMITTED USE**

It is a violation of this policy to use the LPR system or associated scan files or hot lists for any personal or other unauthorized use. Anyone who engages in an impermissible use of the LPR system or associated scan files or hot lists may be subject to:

- Criminal prosecution;
- Civil liability; and/or
- Administrative sanctions, up to and including termination, pursuant to and consistent with Department policies.
- All applicable provisions of DM 305.2, Physical and Electronic Media Security, shall be followed.

7. **LPR AUDITS**

The Criminal Intelligence Section will audit a sampling of LPR system utilization from the prior 12-month period to verify proper use in accordance with the authorized uses set forth in this policy.

8. **RELEASING LPR DATA**

LPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law.

DIRECTIVE 401.34	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES**	
EFFECTIVE July 2, 2024	CHIEF OF POLICE: Michael C. Troendle	
REVISED	PART: OPERATIONS CHAPTER: PATROL OPERATIONS	PAGES 3
RESCINDS	**UTILITY TERRAIN VEHICLES**	

I **POLICY**

Utility Terrain Vehicles (UTV) provide a police presence and enforcement in areas otherwise inaccessible to standard police practices and provide the ability to respond to and support special events and calls for service. A structured UTV program as an alternative patrol method allows for greater community contact and interaction which strengthens the police and community partnership.

I. DEFINITIONS

UTILITY TERRAIN VEHICLE (UTV) – For the purpose of this policy, a UTV is a four-wheeled vehicle designed to carry the driver and at least one passenger in a "side by side" configuration and is equipped with a steering wheel; all enclosed within a frame or cab.

II. PROCEDURES

1. UTILITY TERRAIN VEHICLE AND ALL-TERRAIN VEHICLE USE

1.1 OBJECTIVES

1.1.1 To formulate written policy and procedures governing the use of UTVs.

1.1.2 To ensure UTVs are maintained in a state of operational readiness at all times.

1.1.3 To ensure members operating UTVs are knowledgeable of the vehicle's unique characteristics and trained on its operation.

1.2 INSTRUCTIONS, CONDITIONS AND LIMITATIONS OF USE

1.2.1 During special events when additional vehicles are necessary or where special circumstances exist during the event.

1.2.2 To assist in community outreach and provide an alternative method of visibility within neighborhoods.

1.2.3 To conduct searches, surveillance, or investigations where ingress and egress to and from the location is impractical by other means of transportation.

1.2.4 Any other situation as authorized by the Chief of Police.

1.3 AUTHORIZATION FOR USE

1.3.1 Operations District Commanders are responsible for authorizing the use of assigned UTVs.

1.3.2 In an emergency situation, deployment may be authorized by a Watch Commander but notification shall be made to the Operations District Commander as soon as practical.

401.34 UTILITY TERRAIN VEHICLES

1.4 QUALIFICATIONS AND TRAINING

1.4.1 Any officer operating a UTV must possess a current and valid license. Prior to operating such vehicles, operators shall be trained according to the established standards for their respective assignments.

1.5 CONDITION AND MAINTENANCE

1.5.1 District Commanders are responsible for ensuring the condition and maintenance of UTVs under their command.

1.6 EQUIPMENT

1.6.1 Lists of required equipment are located within the individual division, bureau, section, or unit manual regarding UTVs assigned to that area. All equipment shall be maintained in the locked UTV compartment when officers are away from the vehicle.

1.7 TOWING OF UTV

1.7.1 Never detach the loaded trailer before unloading the UTV from the trailer.

- Instead, keep the loaded trailer attached the towing vehicle, unload the UTV from the trailer, then detach the trailer (only if necessary).

1.7.2 When loading the UTV onto the trailer, ensure that the trailer is attached to the vehicle towing the trailer, first.

1.7.3 Remove the cover from the UTV before trailering it to another location. Safely secure the cover inside the police vehicle (not the UTV) before trailering the UTV anywhere.

1.7.4 Use the two (2) provided tie-downs to secure the UTV to the trailer prior to trailering the UTV.

1.7.5 Plug in the lights and ensure the safety chains are properly attached and not dragging on the ground prior to transferring anywhere.

1.8 OPERATION AND MAINTENANCE

1.8.1 Motor Pool/IMLAY shall be responsible for performing maintenance of the UTV.

1.8.2 The UTV shall be operated with due regard for safety of the operator, other department members, and the public at all times. Seat belts shall be worn, when available.

1.8.3 When on a public roadway, the UTV will be operated within the confines of the TMC/ORC Vehicle and Traffic laws and the vehicle operation guidelines as set forth in the Toledo Police Department Manual.

- There may be occasions when operating the UTV and/or ATV on a public roadway outside the confines of the TMC/ORC vehicle and traffic laws is operationally necessary. On such occasions, prior approval from a supervisor should be obtained as much in advance as possible and the vehicle shall still be operated within the guidelines set forth in the Toledo Police Department Manual.

1.8.4 Use of the UTV is limited to personnel assigned to the Operations Division and for special events or specific assignment circumstances. The UTV shall not be used for vehicle pursuits.

1.8.5 All UTV operators will be responsible for checking the UTV before its use and for reporting any physical damage or mechanical defects noted (i.e. Vehicle Inspection Form).

1.8.6 Any physical damage or mechanical defects incurred during use will be reported immediately to a supervisor.

1.8.8 The UTV and pertinent equipment shall be properly stored at the Safety Building or Scott Park District Station when not in use, unless otherwise authorized by the district commander or higher authority.

1.8.9 Officers shall not allow civilians to operate or ride upon the Toledo Police UTV. Exceptions to this rule would include civilian passengers during the course of the UTV's intended mission (assisting citizens, event organizers, community outreach, etc.).

- Officers SHALL activate their BWC when providing assistance to citizens or performing community outreach.

DIRECTIVE 402.1	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 1, 2002		
REVISED January 4, 2019	PART: OPERATIONS CHAPTER: ARRESTS	PAGES 12
RESCINDS April 1, 2016	**ARREST, BOOKING AND ALTERNATIVES TO ARREST**	

I POLICY

Only officers shall execute arrest warrants while representing the Toledo Police Department. Any arrest made by officers without a warrant shall be made in compliance with the Ohio Rules of Criminal Procedure and the Ohio Revised Code 2935. When the arrest is made without a warrant, pursuant to ORC 2935.07, the officer shall inform the person arrested of such officer's authority to make the arrest and the cause of the arrest. When a person is engaged in the actual commission of a criminal offense when the arrest occurs, it is not necessary to inform that person of the cause of arrest. Criminal arrests, by officers of this department, will be made in conformance with the specific judicial decisions governing the rights of the accused, arrest, search and seizure.

II DEFINITIONS

OPEN WARRANT – An open warrant is one that is issued by the Clerk of Courts after a complaint is filed against an individual alleging a criminal act.

> **EXAMPLE:** A citizen files a criminal damaging complaint against another person and the victim signs the complaint. The other person is notified by the Records Section to set up a court date to answer the charges. If that person does not appear within the time specified, a warrant is issued on the complaint. Per Criminal Rule 4(A) (2), a summons may be issued in lieu of arrest when a police officer receives this type of warrant unless a prohibition to summons has been authorized and is noted on the warrant form.

ATTACHMENT – Also known as "bench warrant." This type of order is only issued by a judge, usually for failure to appear (FTA). Attachments may be issued for any misdemeanor offense.

III PROCEDURES

1 GENERAL

1.1 MIRANDA RIGHTS

When a suspect is taken into custody and interrogated, officers, preferably the Investigative Services Division investigator shall advise the suspect of his rights under Miranda, prior to asking any questions as follows:

- You have the right to remain silent.
- Anything you say can and will be used against you in a court of law.
- You have the right to speak to an attorney and have him present during any questioning.
- If you cannot afford to hire an attorney, one will be appointed to represent you before any questioning.

- The above rights stay with you and may be claimed now or at any time during the questioning.
- Do you understand each of your rights?

Officers shall advise the suspect of these rights prior to any questioning, regardless of whether the suspect is in custody on a misdemeanor or a felony offense.

1.2 **CONSULAR IMMUNITY**

By treaty, consular officers of foreign nations are immune from arrest for criminal and traffic offenses unless ordered by a federal magistrate. Once identified, consular officers will not be unnecessarily detained, and they will, at all times, be afforded the respect and courtesy that their position demands. Consular immunity does not normally extend to members of the consular officers' families or to employees of consular offices.

1.3 **ARREST OF MUNICIPAL EMPLOYEES**

1.3.1 When a municipal employee of the City of Toledo is arrested for any offense, the arresting officers shall prepare a SERGEANT'S REPORT (TPD FORM 20.7) stating the following:

- Name of the employee arrested.
- Department the arrested employee works for.
- Date and time of arrest.
- Offense charged.

1.3.2 The arresting officer shall forward the SERGEANT'S REPORT and copies of all related reports to the commander of the Personnel Section.

1.3.3 The commander of the Personnel Section shall be responsible for making the proper notifications. Any person making inquiries into the arrest of a city employee shall be directed to the Department of Human Resources.

1.4 **ARREST OF FOREIGN NATIONALS**

1.4.1 **FOREIGN NATIONAL** – A foreign national is any person who is not a citizen of the United States.

1.4.2 The City of Toledo, empowered as a municipal corporation within the State of Ohio and bound by the laws of the federal government, has a legal obligation to abide by international treaties that affect the way the Department of Police Operations must handle foreign nationals who are either detained or arrested by department personnel.

(a) A detention occurs concurrent with that point in an investigation where Miranda Rights are applicable.

(b) For the purpose of this section, traffic citations and field interviews do not constitute a detention.

1.4.3 Any officer who arrests or detains a foreign national shall obtain the person's name, DOB, and country of origin and notify the on-duty Records Section supervisor of the incident. In all cases, the completed CRIME REPORT (TPD FORM 38.1) or INCIDENT REPORT (TPD FORM 38.12) shall indicate the name of the supervisor who was advised and informed of the details of the incident.

1.4.4 Officers shall also inform the detained/arrested foreign national of his right to contact his embassy or government representative.

1.4.5 **RECORD OF DETENTION TO BE MADE**

(a) In all cases, where a foreign national is arrested or detained, the Records Section supervisor will make a record of the incident.

(b) The Records Section commander shall be responsible for implementing and maintaining a procedure for compliance with the actual State Department requirements of this portion of the Vienna Convention.
(c) In certain cases as proscribed by treaty, notification must be made to the person's embassy regardless of whether he wishes contact to be made.
(d) The Records Section will maintain the list of these countries as well as embassy phone numbers.
(e) The Records Section supervisor is responsible for ensuring that notification is made in compliance with the bureau order guidelines.

1.5 REVOCATION OF ARREST

1.5.1 In any instance where an officer has arrested a person, either by warrant or on-view, and it is later determined that the person should be released without charges being filed, the following procedures shall be followed:
(a) A sworn supervisor shall be summoned to the scene. Patrol officers shall not release any detainee without first receiving authorization from a sworn supervisor. To expedite the release of the arrested person, a sworn supervisor shall explain the circumstances of the release to the person and make immediate arrangements to have him returned to a location of his choosing, within reason.
(b) The sworn supervisor shall cause a CRIME REPORT to be completed by the arresting officers and the sworn supervisor shall complete an UNUSUAL INCIDENT REPORT (TPD FORM 40.0). The details of the incident, the 'arrest' and the subsequent release, shall be indicated in these reports.
(c) If the detainee has been taken to the Investigations Bureau, the investigator shall also complete a SUPPLEMENTAL CRIME REPORT (TPD FORM 38.3) detailing the circumstances of the incident.

1.5.2 When a mistaken arrest is discovered after the person has been booked, the officers discovering the error shall immediately notify the watch commander from the appropriate geographic area. He shall have the responsibility to ensure the following:
(a) Coordinate the immediate release of the person with the Lucas County Corrections Center (LCCC).
(b) Explain to the arrested person why he is being released and make the necessary arrangements for transportation, if needed.
(c) Obtain copies of all reports in regard to the arrest and require supplemental reports from all officers involved as soon as practical.
(d) Complete an UNUSUAL INCIDENT REPORT detailing the incident.

1.5.3 When a mistaken arrest is discovered after the detainee has been released through a judicial proceeding, the following procedure shall be followed:
(a) Complete an UNUSUAL INCIDENT REPORT detailing the incident.
(b) Department personnel becoming aware of such an arrest shall immediately notify, in writing, their division commander, through ascending levels of review.
(c) Division commanders shall review all available reports and documents to determine the cause of the inappropriate arrest. Once a determination is made, he shall notify the chief of police and shall transfer all documents and reports to the proper bureau commander who shall then conduct an investigation.

1.5.4 In all instances where there is a revocation of an arrest, bureau commanders shall ensure that copies of all reports are directed to the Court Liaison Unit and the Office of the Chief of Police.

2 FELONY BOOKING

2.1 FELONY CASE SCREENING

2.1.1 Whenever an officer arrests a person based on information received from the Records Section indicating the person is wanted on a felony warrant or attachment, the officer shall notify the Investigative Bureau desk personnel of the felony arrest to inquire if any on-duty investigator wishes to interview the prisoner and for logging purposes.

(a) Officers shall transport the detainee to the Investigations Bureau for DNA Sample Collection and to obtain a FELONY BOOKING AUTHORIZATION FORM (TPD FORM 61.2).

2.2 ARREST NOTIFICATION, FELONIES

Whenever an officer arrests and/or transports a person charged with a felony, such detainee shall first be taken to the appropriate Investigations Section for processing. The on-duty Investigations Bureau supervisor shall be responsible for the following:

2.2.1 Interrogation of the detainee.

2.2.2 Review of the facts of the case with arresting/transporting officers.

2.2.3 Notification of the on-call Lucas County prosecutor, if necessary.

2.2.4 DNA sample collection if the detainee's Computerized Criminal History check (CCH) is not flagged.

2.2.5 Completion of a FELONY BOOKING AUTHORIZATION FORM. Transporting officers shall receive a copy of the FELONY BOOKING AUTHORIZATION FORM for booking purposes at LCCC. No felony detainees will be accepted by booking officers without a completed form.

2.3 DNA SAMPLE COLLECTION, FELONIES

The Toledo Police Department shall ensure compliance with the State of Ohio requirements to collect DNA samples from all adults arrested for a felony crime and shall adhere to the following:

2.3.1 A specified Investigative Services Division sworn supervisor shall be assigned to act as liaison to the Ohio Attorney General to handle all administrative matters related to the collection of DNA from adults arrested for a felony crime.

2.3.2 The Office of the State of Ohio Attorney General shall provide DNA collection kits for use by the Toledo Police Department. Each kit shall be comprised of a DNA collection instrument (swab), a Demographic Information Card, a Transport Pouch (evidence envelope), and a postage paid pre-addressed envelope.

2.3.3 Prior to completing the Demographic Information Card, the arresting officer shall perform a CCH. If the CCH check reveals that the detainee has a positive DNA flag, a DNA sample and card are not required.

2.3.4 If the CCH check reveals that no DNA record is available for this detainee, the arresting officer shall transport the detainee to the Investigations Bureau for DNA processing.

2.3.5 The Investigative Services Division investigator will be the collector and shall

complete the Demographic Information Card and obtain the DNA sample only if an investigator has been assigned to the case. If the incident only involves a warrant service, or an investigator is not involved in the on-view case, then the arresting officer(s) shall be responsible for obtaining the DNA sample and completing the Demographic Information Card.

2.3.6 **Completion of the Demographic Information Card**

(a) The collector shall complete the Demographic Information Card with the requested information as indicated.
(b) The "ITN#" is the Incident Tracking Number and is found on the ten-print card submitted to the Bureau of Criminal Identification and Investigation (BCI&I) (added during processing).
(c) The arresting officer shall, upon completion of the booking process, immediately contact the Investigations Services Division and report the detainee's ITN# to the collector. The ITN# is needed throughout the DNA collection process.
(d) The "BCI&I#" is found by completing a CCH check.
(e) Indicate in the "Subject Verified By" section how the detainee was positively identified.
(f) In the section on race, "Caucasian" is equivalent to "white", and "African-American" is equivalent to "black".
(g) The "Qualifying Offense" section requires the numerical Ohio Revised Code offense (e.g., an offense of Rape requires "2907.02" to be written in that section; do not write out the word "rape"). If the detainee is being booked on more than one felony offense, the other offense(s) shall be noted on the back of the Demographic Information Card by name and offense code.
(h) Indicate in the "Sample Collected Per" section that the detainee is an "Arrestee".
(i) The detainee's signature shall be obtained. Refusals to sign may be indicated by printing the word "Refused" in that section.
(j) Record the date and the Toledo Police Department's ORI number (OH0480700) where indicated.
(k) Obtain the detainee's right thumb print using black ink, and place it in the space indicated. If the right thumb print is of poor quality, a new print shall be placed on the back of the card. Any prints on the back of the card shall be labeled for what they are (e.g. right thumb, left ring finger). If the right thumb is for any reason not available for printing, they shall use another digit and label it appropriately.
(l) The collector shall print and sign in the space indicated.

2.3.7 **DNA Collection Procedures**

During processing, the collector shall:

(a) Wear protective latex or latex-like gloves whenever handling the buccal DNA collection swab. Eye protection shall also be worn.
(b) Print the name of the detainee and the detainee's BCI number on the handle of the swab where indicated.
(c) Take caution to avoid cross-contaminating the swab by coughing, sneezing, or talking over the collection portion of the swab.
(d) Instruct the detainee to open his mouth wide, whereupon the collection portion of the swab can be placed flat against the inside of the detainee's

cheek.

(e) Beginning at the back of the mouth, drag the swab firmly against the inside of the cheek toward the opening of the mouth. When done correctly, there will be a noticeable bulge in the cheek area as it is being swabbed.

(f) Repeat this movement seven times, always moving in the same direction. Do **NOT** rub the collection swab back and forth or in circles.

(g) Upon completion, push the plastic slide cover over the collection paper.

(h) Place the swab into the biohazard envelope labeled "Transport Pouch". It is important that the desiccant from the pouch is not removed as that serves as a drying agent to protect the sample from humidity.

(i) Seal and label the pouch with the collector's name, id number, and date.

(j) Place the pouch and Demographic Information Card into the pre-printed mailing envelope and seal it.

(k) Deposit the sealed preprinted mailing envelope in the mailbox located in the Safety Building Report Room.

(l) The Property Management Unit shall ensure the sealed envelope is forwarded to BCI&I within 15 days.

2.3.8 **DNA Collection Procedures - Refusal**

In the event that the detainee refuses to submit a DNA sample, the Toledo Police Department has two options to obtain a DNA sample:

(a) Forcibly compelling the detainee to submit.

(b) Booking the detainee without a sample and the detainee will be held in custody by a standing Toledo Municipal Court Order requiring submission of DNA sample as a precondition of release.

The collector of the DNA sample, shall notify an investigative supervisor of the detainee's refusal. The investigative supervisor will direct the appropriate course of action regarding the forced collection of DNA or booking into the LCCC with no eligibility of release until a DNA sample is submitted.

2.4 **PROCESSING NON-CUSTODY FELONY WARRANTS**

Whenever a member of the Toledo Police Department, not assigned to the Investigations Services Division desires to issue a felony warrant for a non-custody individual, the following procedures shall be followed:

2.4.1 The Investigations Bureau sworn supervisor shall be contacted by the officer and informed of the desired felony warrant, along with the facts of the incident.

2.4.2 The Investigations Bureau sworn supervisor shall contact the on-call Lucas County prosecutor and request authorization for the issuance of the felony affidavit.

2.4.3 If authorization is obtained, the Investigations Bureau sworn supervisor shall be responsible for assuring that the proper affidavit is signed by the requesting officer and that all necessary felony paper work is completed.

NOTE: In the event the county prosecutor does not authorize the issuance of a felony affidavit, no felony affidavit shall be filed.

3 MISDEMEANOR BOOKING

3.1 ON-VIEW MISDEMEANOR ARREST

3.1.1 Arresting officers shall first review all on-view misdemeanor arrests with consideration given to releasing the violator at the scene through the use of a summons or citation.

3.1.2 Officers shall perform a records check on all detainees to determine whether a prior conviction raises the offense classification to a felony, or if the person may be wanted on other charges.

3.1.3 Officers who believe they have no other recourse except to book the offender shall review their decision once they are at the jail, prior to booking. The option to cite or summons the offender in lieu of booking is often available to the officers.

EXAMPLE: A detainee has refused to identify himself upon arrest and is transported to LCCC by the arresting officers with the intention of booking him. Prior to the actual booking process the identity of the detainee is discovered and verified. If there is no other authorized reason to book the individual, he should be issued a citation or summons and released.

NOTE: Officers are not required to return the detainee to the place where custody began, but may do so if circumstances indicate such a courtesy is justified.

3.1.4 The arresting officer shall provide the booking officer with the applicable Ohio Revised Code or Toledo Municipal Code number for each charge upon which the detainee is being booked.

3.1.5 Officers witnessing the violation shall be the complainant and sign all applicable affidavits, summons, All Purpose Citations (APC), and Traffic Citations. In the case of two-man units or incidents involving multiple officers, one officer shall sign all of the affidavits, summons, APC's, and Traffic Citations issued to one detainee, unless extenuating circumstances exist which prevent that officer from doing so. The extenuating circumstances shall be documented in the CRIME REPORT.

3.1.6 **RELEASE AFTER ARREST** – Ohio law gives peace officers the power to make on-view arrests without a warrant for criminal acts committed in their presence. Officers are also authorized to release detainees on a summons:

Rule 4 (F), Release after arrest:
"In misdemeanor cases where a person has been arrested, with or without a warrant, the arresting officer, the officer in charge of the detention facility to which the person is brought, or the superior of either officer, without unnecessary delay, may release the arrested person by issuing a summons…"

3.2 OPEN MISDEMEANOR WARRANT ARRESTS

3.2.1 A RECOGNIZANCE-SUMMONS form shall be used by officers to summons individuals into Maumee, Oregon, Sylvania, and Toledo Municipal courts. This summons may be issued in lieu of custodial arrests for warrants that involve **non-violent offenses** that are determined to be summonsable by the appropriate authority.

3.2.2 Records Section personnel shall evaluate each open misdemeanor warrant arrest at the time of the record check. Records personnel will then advise the arresting officer whether to issue a summons and/or book the subject.

3.2.3 In all booking cases, the ORC or TMC numbers will be provided on the paperwork forwarded to the booking personnel via the Records Section.

3.2.4 In all cases where a summons will be issued, officers shall follow the procedure listed below:

(a) Complete a RECOGNIZANCE-SUMMONS form.

(b) Issue a court date seven to ten days from the date of contact. Court dates and times for each court are listed on the form.

(c) Officers shall advise Records Section personnel by radio or telephone of the court date and time issued to the defendant.

(d) If the defendant has multiple summonsable warrants from <u>one</u> member court, only <u>one</u> RECOGNIZANCE-SUMMONS form shall be completed.

(e) Officers only need to list one case number on the form.

(f) Officers shall check the "Multiple Cases" box on the form indicating multiple warrants from that court.

(g) If the defendant has multiple summonsable warrants from <u>multiple</u> member courts, a separate RECOGNIZANCE-SUMMONS form must be completed for each court. If the Recognizance-Summons is completed on the ReportWISE form, one summons can be used for multiple member courts.

(h) Officers shall not summons a defendant into multiple courts on the same date and time.

(i) If a defendant has both summonsable and non-summonsable warrants, officers shall issue all applicable summonses before releasing the defendant to another law enforcement agency or booking the defendant.

(j) If a defendant has both summonsable and non-summonsable warrants issued by Toledo Municipal Court, officers shall not issue a summons but shall book the defendant on all Toledo Municipal Court warrants.

(k) Have the defendant sign the summons form and provide the yellow copy to the defendant. When using the ReportWISE Recognizance-Summons form the defendant will not be able to sign.

- **If the defendant refuses to sign a summons for warrants issued by Toledo Municipal Court,** the officer has the option of booking the defendant on those warrants, <u>or</u> issuing the summons and writing "Refused" on the signature line and explaining to the person failure to appear in court on that date and time may result in a warrant being issued for his arrest.
- **If the defendant refuses to sign a summons for warrants issued by Maumee, Oregon or Sylvania Municipal Courts, the officer <u>shall</u>** write "Refused" on the signature line. The issuing officer shall also explain to the person that failure to appear in court on that date and time may result in a warrant being issued for his arrest.

3.3 MISDEMEANOR ATTACHMENT ARRESTS

3.3.1 Persons arrested on authority of an attachment (bench warrant), for any misdemeanor issued by Toledo Municipal Court, shall be booked and held in the Lucas County Pre-Trial Detention Facility, if space is available.

3.3.2 Prior to transport, Records Section personnel shall contact LCCC to determine if a bed is available in the Pre-Trial Detention facility. If a bed is available, the detainee shall be booked.

(a) If no bed is available, the summons procedure outlined in Directive 402.1/3.2 – OPEN MISDEMEANOR WARRANT ARRESTS shall be followed.

3.4 **EXCEPTIONS TO THE SUMMONS/CITATION POLICY**

3.4.1 There are six basic exceptions to the misdemeanor summons/citation release procedure:

- When the identity of the detainee cannot be ascertained with reasonable certainty.
- When the person is so intoxicated he is a danger to himself or others and there is no competent party or agency to assume responsibility for the individual.
- When there appears to be a reasonable certainty the detainee will continue or resume the criminal conduct that led to his arrest, or his confinement is necessary for the protection of persons, property or evidence. This exception must be thoroughly documented.
- When the arrest is mandated by law, such as for domestic violence.
- When the arrest, either on-view or by warrant, is for any of the following offenses of violence: assault, domestic violence, menacing, aggravated menacing, menacing by stalking, aggravated trespass, violation of any Temporary Protection Order, riot, inducing panic, carrying a concealed weapon.
- When the detainee has one or more attachments (bench warrants) issued by the Toledo Municipal Court, and there is space available in the Lucas County Pre-Trial Detention Facility.

3.4.2 Police department personnel shall make every reasonable effort to ascertain the true identity of a person who does not have a photo ID, or whose identity is in question.

NOTE: There are many sources to help verify a person's identity: booking photos, vehicle registration, physical descriptors, search via Accurint, paycheck stub, social security number, personal checks, etc., which when considered in its totality, will help establish a person's identity.

3.5 **MISDEMEANOR BOOKING AUTHORIZED**

Persons shall be booked for misdemeanors only when:

- Arrested for a charge of domestic violence, including on-view arrests and warrants, as well as TPO violations.
- Being held for another agency or jurisdiction. (For example, a non-summonsable bench warrant issued by Sylvania or Maumee Court).
- Continuation of threatening, violent, or criminal behavior once he has been removed from the scene.
- So intoxicated he cannot care for himself and there is no one to care for him.
- Identity cannot be reasonably ascertained.
- There is an investigative need and a sworn supervisor authorizes booking.
- Charged with any offense of violence.
- Having one or more attachments and there is space available in the Lucas County Pre-Trial Detention Facility.

NOTE: When a subject is booked, the arrest/booking process should serve all existing warrants as well. Officers shall not issue a summons on selected Toledo Municipal Court charges and book the person on the remaining Toledo Municipal Court charges. This is necessary to prevent duplicate court dates and to reduce scheduling conflicts in the Toledo Municipal Court, Clerk of Courts Office.

3.6 **TRAFFIC VIOLATIONS**

3.6.1 Officers booking persons who also have traffic violations shall write/type "BOOKED" in place of the court date on all E-Citations and paper citations.

3.7 **ISSUING COURT DATES – ON-VIEW CHARGES**

3.7.1 Officers shall not issue court dates when a person is booked for on-view charges and cited for others arising from the same incident.

3.7.2 LCCC booking personnel will issue the court date at the time of release.

3.8 **REQUEST FOR DENIAL OF OWN RECOGNIZANCE (OR) BOND**

3.8.1 During the performance of an officer's duties, he may become aware of certain information that would justify the denial of an 'own recognizance' (OR) bond for specific individuals that have been taken into custody. Such information shall be made available to the LCCC intake officer at the time the subject is booked.

3.8.2 Four primary indicators that may lead officers to request a denial of OR bond are:

(a) The detainee took extreme measures to avoid apprehension; extended pursuits which endangered the community; or violent resistance to arrest.

(b) The detainee took extreme measures to avoid detection, as in hiding on a roof or in a small crawl space area.

(c) The detainee stated or indicated that he would flee if released.

(d) The detainee indicated, or other information indicates, that he is in such a mental state that he presents a threat or danger to the safety of another person or to the community as a whole.

3.9 **COMPLETING OWN RECOGNIZANCE (OR) DENIAL REQUEST FORM**

3.9.1 When an officer believes that a detainee should not be released on OR Bond, the officer shall complete the REQUEST FOR DENIAL OF OR BOND (TPD FORM 29.6). The form shall be completed in duplicate with the original given to the Intake Officer at LCCC. The duplicate copy shall be attached to the CRIME REPORT or SUPPLEMENTAL CRIME REPORT, depending upon the circumstances (e.g., transporting officers may use a supplemental if they become aware of unique information).

3.9.2 Officers shall clearly state on the form the reason(s) for requesting a denial of OR privileges.

3.9.3 In cases of felony arrests, Investigative Services Division personnel shall forward a copy of this form to the Court Liaison Unit.

(a) Completion of this form does not insure that a subject will not be released on OR through the Federal Court Order to reduce jail population.

3.10 **PHOTOGRAPHING AND FINGERPRINTING ADULT ARRESTEES**

3.10.1 All adults arrested and booked at the Lucas County Corrections Center shall be photographed and fingerprinted according to Lucas County Corrections Center policy and applicable state law.

4 ALTERNATIVES TO PHYSICAL ARREST, BOOKING AND/OR CONFINEMENT

The power to arrest that is granted to police officers is one alternative available to officers under circumstances requiring some form of police action. Additional remedies available to officers as alternatives to arrest are issuing a summons in lieu of arrest; summons after arrest without warrant; minor misdemeanor citation; and traffic citation.

Once a violator has been identified, it is the function of the department to initiate the criminal process. However, there are circumstances when a crime may occur and the department will not make a physical arrest. There may be a report written, a sworn complaint made or in some cases when the offense is of a minor nature, a verbal warning, or some other direction given. The decision to not arrest will be governed by department policy and the factual situation involved, not by the personal feelings of the officer. An arrest does not dictate a booking, and a booking does not dictate continued detention.

4.1 SUMMONS ARREST

When a summons is issued to a detainee, officers shall follow the procedure outlined above Directive 402.1/3.2 – OPEN MISDEMEANOR WARRANT ARRESTS.

4.2 ALL-PURPOSE CITATION (APC)

4.2.1 When an APC is issued to a detainee, officers shall ensure that the APC form is completed and signed by both the detainee and himself. The issuing officer shall also explain to the person that failure to appear in court on the date and time indicated may result in a warrant for his arrest.

4.2.2 Officers, without unnecessary delay, shall swear to and file the original portion of the APC with the clerk of court.

4.2.3 Officers shall turn in the Records Section copy at the end of their shift.

4.3 CRIME REPORT REQUIRED FOR SUMMONS AND APC ARREST

4.3.1 Issuing officers shall complete a CRIME REPORT whenever a criminal summons (RECOGNIZANCE – SUMMONS) or APC is issued.

4.3.2 The name of the person receiving the summons shall be placed in the "Suspect Name" field. The court date issued on the summons or APC shall be placed in the F.C.O/Summons Court Date field.

4.3.3 The CRIME REPORT shall also contain a narrative describing the events of the incident. If more than one warrant/attachment is involved, the Record Section numbers and/or case numbers and corresponding offenses shall be listed in the narrative.

4.4 LOCAL COURT RULE #17 (MINOR MISDEMEANORS)

Local Court Rule #17 states officers may issue a summons to any person who has a bench warrant (attachment) issued for him if the warrant is for a minor misdemeanor.

4.4.1 Therefore, officers shall not book a person solely on the fact that the person has an attachment for a minor misdemeanor.

4.5 CRIMINAL RULE 4 (A) (2) (MISDEMEANOR 1-4)

4.5.1 Most persons arrested on misdemeanor open warrants are eligible to be summoned unless the issuing authority includes a prohibition against it.

5 INFORMAL RESOLUTION

5.1 GENERAL

5.1.1 **DISCRETION** – In lieu of formal action, when appropriate, an officer may exercise discretion and choose informal action to solve the problem, such as a referral, informal resolution, and warning.

(a) **REFERRALS** – An officer may offer the offender a referral to another agency or organization when it is the most reasonable alternative.

(b) **INFORMAL RESOLUTION** – An officer may offer informal resolutions to situations and conflicts when they can be adequately resolved through the use of a verbal warnings, referrals, and notification of a parent or guardian of juveniles, etc.

(c) **WARNING** – An officer may issue a warning when it is the most reasonable alternative for the offender and the violation.

5.2 SOCIAL SERVICE DIVERSION PROGRAMS – ADULTS

5.2.1 **MENTAL HEALTH CRISIS SERVICES**

Officers may refer persons on a 24-hour basis to the Zepf Center located at 2005 Ashland Avenue in cases involving but not limited to:

- Alcohol and drug abuse.
- Persons with suicidal tendencies.
- Disoriented, hallucinating persons.
- Endangered elderly.
- Other persons needing guidance or direction in resolving a crisis.

5.2.2 Removed.

DIRECTIVE 402.2	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED April 1, 2016	PART: OPERATIONS CHAPTER: ARRESTS	PAGES 2
RESCINDS December 01, 2012	**SEARCH AND SEIZURE WITHOUT A WARRANT**	

I POLICY

The Toledo Police Department is responsive to the needs and constitutional rights of the community and develops public confidence by carrying out the police function in an ethical and lawful manner. The department operates under written rules imposed by the U.S. Supreme Court as well as federal, state and local court decisions governing search and seizure. The following procedures are meant to be guidelines for use by officers of this department.

II PROCEDURES

1 SEARCH BY CONSENT

1.1 Officers do not need a search warrant when an individual voluntarily consents to a search. Consent is not an exception to the warrant requirement, but a decision by a citizen not to assert Fourth Amendment rights.

1.2 The consent must be voluntarily given.

1.2.1 In the search of a residence or apartment, a spouse or co-tenant with a right to access may consent to the search of the common areas only.

1.2.2 A landlord or hotel employee cannot give consent to the search of a rented apartment or room.

1.3 Silence does not imply consent.

1.4 Coercion may not be used.

1.5 Whenever possible, a written waiver of search should be obtained.

2 STOP AND FRISK

2.1 When an officer observes a situation where the actions of a person lead him/her to believe that criminal activity may be occurring or may have occurred, the officer has the right and duty to make an investigatory stop.

2.2 If while the stop is being conducted officers feel that they have articulable reasons to fear for their safety, i.e. the person may be armed; the person may be patted down for weapons.

2.3 Facts observed by an officer may be combined with the following to justify a stop:

2.3.1 Surrounding circumstances, such as time and location of stop;

2.3.2 Rational inferences drawn from facts, circumstances;

2.3.3 Officer's past experience and prior knowledge; and/or

2.3.4 Information from other sources, including reliable informants.

NOTE: Officers shall not stop, detain, question or arrest a person based solely on characteristics of race, ethnicity or gender, gender identity, or sexual orientation.

3 **AUTOMOBILE SEARCHES**

May be conducted without a warrant when:

- Probable cause exists to believe evidence of a crime will be found.
- Facts giving rise to probable cause must be such that they would support issuance of a search warrant.
- Where a married person has sufficient rights of common access, use, and control of a vehicle registered in his/her spouse's name, he/she has authority to consent to the search of the vehicle against the wishes of the other.
- Automobile inventories will be conducted according to Directive 406.3 – TOWS.

4 **CRIME SCENE SEARCH**

During the initial response to a crime scene, officers may make a warrantless entry to render immediate aid to victims and may also conduct a warrantless search for suspects, any further search must be conducted by warrant or fall within one of the established exceptions to the warrant requirement, as specified in the Ohio Revised Code or the Ohio Rules of Criminal Procedure.

5 **EXIGENT CIRCUMSTANCES**

Those circumstances that would cause a reasonable person to believe that entry, or other prompt action was necessary to prevent physical harm to officers or other persons, the destruction of evidence, the escape of a suspect, or some other consequence improperly frustrating legitimate law enforcement efforts.

5.1 Entry of a residence to conduct a search, even for a person, must be conducted with a warrant, absent exigent circumstances. Factors to be considered as to whether there is an emergency that will permit a warrantless intrusion into a home to investigate, are:

5.1.1 Probable cause exists to believe the offense is a crime of violence;

5.1.2 It is reasonably believed that the suspect is armed;

5.1.3 There is strong reason to believe that the suspect is on the premises;

5.1.4 It is likely that the suspect will escape if not swiftly apprehended.

5.2 If an officer is in hot pursuit of a person and observed him enter a secured area, the officer may pursue the person into that area to effect a warrantless arrest. The term "hot pursuit", shall be defined as, immediate and continuous pursuit from the moment probable cause arose to arrest.

6 **SEARCH – INCIDENT TO ARREST**

Officers may search incident to arrest without a warrant, provided the arrest is valid and the arrestee is taken into custody.

6.1 The area and possessions within the arrestee's immediate control may be searched for weapons and/or evidence.

7 **SEARCH – PLAIN VIEW**

Warrantless seizures involving evidence of crime in plain view are not prohibited by the fourth amendment where the incriminatory nature of an object is immediately apparent.

7.1 Discovery of such evidence should be inadvertent.

8 **ABANDONED PROPERTY**

Officers may search and seize property that they reasonably believe has been abandoned.

DIRECTIVE 402.3	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES	
EFFECTIVE November 01, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED January 1, 2015	PART: OPERATIONS CHAPTER: ARRESTS	PAGES 2
RESCINDS November 01, 2002	**ONE-ON-ONE IDENTIFICATION**	

I POLICY

The United States Supreme Court has addressed one-on-one identification in numerous cases and has set forth guidelines to be followed when officers solicit eyewitness identification.

II PROCEDURES

1 GENERAL GUIDELINES

1.1 A primary consideration is the time period between the time the offense was reported and the discovery of the suspect. No one-on-one identification shall be attempted if the suspect is not stopped initially within an hour of the offense. (The clock stops when the suspect is stopped; however, the detention clock starts at this time. See 2.2 below.)

1.2 The distance between the crime scene and the point the suspect is located shall not be excessive considering the totality of the circumstances – i.e., the time of day, the mode of transportation, etc.

1.3 The identification process shall be conducted so as not to be unnecessarily suggestive or conducive to irreparable mistaken identity.

1.4 Officers shall take into consideration:

1.4.1 The similarities of age, race, clothing, height, weight, speech characteristics and any other personal identifier shall be reasonably correlated between the suspect stopped and description of the suspect, considering the collective information available.

1.4.2 The totality of knowledge of the critical events known to the police at the point the suspect is stopped.

1.4.3 The degree of opportunity and attention the victim/witness had in reference to the suspects.

2 ONE-ON-ONE IDENTIFICATION PROCESS

2.1 The detective assigned to the case shall be notified and, if available shall conduct the one-on-one identification process. If no investigator is available, a uniformed command officer shall conduct the process. The investigator shall have the ultimate authority to direct the identification process, regardless of rank.

2.2 The detention of the suspect should not exceed twenty minutes.

2.3 Witnesses shall view the suspect one at a time. No viewer, police officer, or bystander shall be permitted to voice an opinion relative to the suspect being viewed and his/her relationship to the victim or offense involved.

2.4 The witness shall be transported to the suspect's location. In an emergency situation, such as the victim being in danger of dying, an immediate identification confrontation may be conducted, with the permission of medical authorities, by conveying the suspect to the crime scene or medical facility.

2.4.1 When following this practice, it is important that the conveying officers avoid implicating anyone either through verbal suggestion or physical gesture.

2.5 Documentation of an identification procedure and the manner in which it was conducted may be important in suppression hearings, trials and post-conviction appeals. Therefore, the assigned investigator or command officer conducting the identification process shall complete a SUPPLEMENTAL REPORT (TPD FORM 38.3). The SUPPLEMENTAL shall include the following:

- The time, date and location of the identification procedure.
- A record of everyone present, including those not viewing the suspect.
- A description of where the suspect was positioned relative to police vehicles and officers, and any utterances made.
- All statements made by the viewer, the command officer or investigator, and any other person present.
- A notation of the time period between the initial stopping of the suspect and the completion of the identification process.
- If the suspect was handcuffed, during the one-on-one identification, the reason shall be documented in the supplemental report.

2.6 No one-on-one identification confrontation shall be conducted when the suspect is in a department vehicle, or is in a position where the witness can see the suspect being frisked or searched by police officers.

2.7 During a one-on-one identification, the suspect should not be handcuffed when a witness can observe the suspect. However, due to the totality of the circumstances, i.e. flight risk or combativeness of the suspect, whether the suspect is handcuffed or not, is left to the discretion of the detective assigned the case or the uniformed command officer in charge of the one-on-one identification.

2.8 The one-on-one identification confrontation has not been legally classified as a "critical stage" in the pre-arrest process. Therefore, the suspect does not have the right to an attorney. If the suspect's attorney is present, he shall be permitted to view the identification proceedings and take notes, but he cannot make suggestions or demands relative to the proceedings.

DIRECTIVE 402.4	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED November 7, 2019	PART: OPERATIONS CHAPTER: ARRESTS	PAGES 2
RESCINDS December 1, 2012	**STRIP SEARCH AND BODY CAVITY SEARCH**	

I POLICY

It is the policy of the department to conduct all strip or body cavity searches within the guidelines of the Ohio Revised Code (ORC) 2933.32.

II DEFINITIONS

STRIP SEARCH – The ORC 2933.32, defines strip search as an inspection of the genitalia, buttocks, breasts, or undergarments of a person that is preceded by the removal or rearrangement of some or all of the person's clothing that directly covers the person's genitalia, buttocks, breasts or undergarments and that is conducted visually, manually, by means of any instrument, apparatus or object, or in any other manner.

BODY CAVITY SEARCH – The ORC 2933.32, defines body cavity search as an inspection of the anal or vaginal cavity manually, by means of any instrument, apparatus or object, or in any other manner.

III PROCEDURES

1 SEARCH RESTRICTION

1.1 No member of the department who has detained or arrested a person for the alleged commission of a misdemeanor or traffic offense shall conduct or cause to be conducted a **strip search** of said person, unless there is probable cause to believe that the person is concealing evidence of the commission of a criminal offense, including fruits or tools of a crime, contraband, or a deadly weapon, that would not otherwise be discovered.

1.2 A **body cavity search** shall be conducted only after a search warrant is issued that authorizes the search, and shall only be conducted under sanitary conditions by a physician, registered nurse, or licensed practical nurse.

1.2.1 The appropriate ranking on-duty Investigative Services Division command officer shall be responsible for contacting the Lucas County Corrections Center to arrange for medical personnel at the jail to conduct the body cavity search after the search warrant has been obtained.

1.3 In addition to any search warrant that may have been obtained, no member of the department shall conduct a **strip or a body cavity search** until a written authorization (AUTHORIZATION TO PERFORM BODY CAVITY OR STRIP SEARCH TPD FORM 30.4) is completed by the appropriate ranking on-duty Investigative Services Division command officer.

1.4 A **strip or body cavity search** shall be conducted by a person or persons who are of the same sex as the person who is being searched. The search shall be conducted in a manner and in a location that permits only the person or persons who are physically conducting the search to observe the search.

1.5 When a discrepancy exists between a person's appearance, government-issued identification, and/or any law enforcement database record, officers shall ask the person how the person identifies and attempt to accommodate the person.

2 REPORTS REQUIRED

2.1 Upon completion of any search pursuant to this section, the officer who conducted or caused to be conducted the search shall prepare a CRIME REPORT (TPD FORM 38.1), including all of the following:

- 2.1.1 The name, sex, date of birth and social security number of the person who was searched.
- 2.1.2 The time, date, and location of the search.
- 2.1.3 The names of the officers who conducted the search, their four digit identification number, their sex and current assignment.
- 2.1.4 A list of any items recovered during the search.
- 2.1.5 The facts upon which the officers based their probable cause for the search.

2.2 Officers shall attach the AUTHORIZATION TO PERFORM BODY CAVITY OR STRIP SEARCH, to the CRIME REPORT. The officers who conducted the search shall then furnish a copy of the CRIME REPORT, the authorization form, and any report of the medical personnel to the person who was searched.

DIRECTIVE 402.5	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED September 12, 2018	PART: OPERATIONS CHAPTER: ARRESTS	PAGES 11
RESCINDS April 1, 2016	**DETAINEES**	

I **POLICY**

To ensure the safety of all officers and detainees, the following procedures shall be established to detail accountability and the documentation of detainees delivered to, detained, and/or removed from department facilities.

II **DEFINITIONS**

INTERNAL SECURITY COMPARTMENT – A detainee containment compartment installed in some patrol wagons, which is constructed of solid metal and includes a video surveillance system.

INTERIOR SHIELD – A vehicle partition installed in patrol sedans**,** which separates the passenger compartment into two separate areas; the front area for officers and the rear area for subjects, suspects and detainees.

HEALTH CARE PROFESSIONAL – A physician, registered nurse, certified nurse-midwife or a physician assistance.

POSTPARTUM RECOVERY – The period of recovery immediately following childbirth, miscarriage or termination of a pregnancy up to six weeks after the pregnancy.

RETRAIN - Use of shackles, handcuffs or other similar appliance or device.

III **PROCEDURES**

1 **DETAINEE SEARCHES**

1.1 **DETAINEE SEARCHES**

Prior to transporting a detainee, the arresting officer shall be held strictly accountable for making a proper and thorough search. In every instance, the following property shall be removed from the possession of a detainee:

- Property carried unlawfully.
- Any weapons or dangerous instruments.
- Property lawfully carried but dangerous to life, or which could facilitate escape.
- Property required as evidence.

1.1.1 Property taken from a detainee shall be handled in accordance with existing procedures for disposition of property.

1.2 **TRANSPORTING OFFICER SEARCH**

If the transporting officer is not the arresting officer, he should not assume that the

detainee has been properly searched. For his own safety, prior to placing the detainee into a vehicle, the transporting officer shall thoroughly search the detainee.

1.3 OPPOSITE SEX DETAINEES

If there are reasonable grounds to believe that a detainee of the opposite sex is carrying a concealed weapon or dangerous instrument, the officer, for his own safety, shall search the detainee prior to transport.

1.3.1 Anytime a detainee of the opposite sex is to be searched, a reasonable attempt shall be made to have the search conducted by an officer of the same sex. If an officer of the same sex is not available, the search shall be conducted in the presence of a witness.

1.3.2 In all cases when a detainee is transported, regardless of sex, the odometer reading, location and destination shall be reported by radio to the dispatcher, prior to the transporting officers leaving the scene. Upon arrival at the destination, the odometer reading shall again be given by radio. The location of pickup, the destination, the time the vehicle left the pickup point, the time the vehicle arrived at the destination and both odometer readings shall be recorded by the dispatcher.

1.3.3 At no time shall an officer use the trip odometer as an odometer reading. The officer shall use the actual odometer reading as it appears.

2 TRANSPORTING DETAINEES

2.1 HANDCUFFING

The use of handcuffs is mandatory on all detainees regardless if a unit is a two man or one man unit. The preferred method of handcuffing is with the detainee's hands behind the back, or one of the accepted variations for multiple arrests.

2.1.1 A detainee shall not be handcuffed in front. Handcuffs shall not be used as a come-along. A detainee shall not be handcuffed to any officer.

EXCEPTION: Should a detainee have a deformity or injury that would prevent handcuffing in the prescribed manner, restraints shall be applied in such a way as to prevent injury or cause additional injury.

2.1.2 Should it be necessary for a detainee to be handcuffed in front, his hands should be further restrained to reduce the chance of the handcuffs being used as a weapon (e.g., secure handcuffs to the detainee's belt or belt loop on his pants).

2.1.3 A department-issued hobbling device may be used by an officer to secure a combative detainee when the detainee poses a threat to himself or others, or could cause significant damage to property if not properly restrained. The following procedure applies to the use of hobbling devices:

(a) Detainees transported in a patrol wagon shall be accompanied and guarded in the rear confinement area/internal security compartment by the second officer of the transporting unit or, in OVI cases, by the arresting officer. Detainees shall be placed in a seated position on the floor of the confinement area with the officer seated behind the detainee.

(b) A sworn supervisor shall be notified before transporting any detainee restrained with a hobbling device.

2.1.4 **In no instance** shall an officer shackle directly together a detainee's hands and ankles (hog-tying), nor shall a detainee's feet be hobbled by a restraint that is secured behind the back.

2.1.5 Whenever an officer removes a detainee **from the custody** of a detention or medical facility and transports them to another location, the detainee shall remain handcuffed during the transport (e.g., transport to Investigations Bureau, Records Section, Identification Unit).

2.1.6 In instances where detainees are in an interview room and an investigator has reason to believe a greater degree of cooperation may be achieved in the interrogation, the handcuffs may be removed.

2.2 HANDCUFFING/INJURY

In all instances where restraining devices are used, they shall be used in such a way as to minimize the chance of injury or unnecessary discomfort upon the detainee being restrained.

2.3 POSITIONAL ASPHYXIA

Positional asphyxia occurs when a subject's body is placed in a position that interferes with breathing. Several factors, including a violent struggle with an officer, particularly when the use of behind the back handcuffing is combined with placing the detainee in a stomach-down prone position, could increase the risk of positional asphyxia. Therefore:

2.3.1 Any detainee placed in a stomach-down prone position while handcuffed shall be closely monitored for breathing difficulties and/or other medical considerations.

2.3.2 Once a detainee is controlled, he shall immediately be placed either in a seated position or placed in a position lying on his side with the legs no closer than a 90-degree angle to the torso.

2.3.3 No detainee shall be transported in a stomach-down prone position while handcuffed, except as a last resort, when its use becomes necessary to prevent the detainee from injuring himself or the transporting officer.

2.4 PATROL WAGONS

Patrol wagons shall be the preferred means of transporting detainees. Detainees shall be transported in a wagon when one is readily available.

2.4.1 When transporting a detainee in a patrol wagon that is **not equipped with** an internal security compartment, the detainee shall be accompanied and guarded in the rear confinement area by the second officer of the transporting unit or, in OVI cases, by the arresting officer.

2.4.2 When transporting a detainee in a patrol wagon **equipped with** an internal security compartment:

(a) Officers are not required to ride in the rear compartment with the detainee **unless one of the following exceptions applies:**

- A detainee is being transported in a stomach-down prone position.
- A detainee is not seat-belted securely to the bench seat.
- A detainee is being restrained with a hobbling device.
- A spit hood is being used on a detainee
- A sick or injured detainee is being transported to a medical facility, hospital or other location.

- A detainee is under arrest for OVI.
- The video surveillance system used to monitor detainees is not functioning properly.

(b) During transport, officers shall monitor the detainee either through the video surveillance system, or accompanying and guarding the detainee in the Internal Security Compartment.

(c) A detainee shall not be placed in any compartment that contains any police-related equipment or officer's personal belongings.

(d) All detainees shall be seat-belted securely to the bench. In those instances where the detainee's demeanor or physical condition (e.g., sick, intoxicated) precludes riding in a seated position on the bench, seat belting of the detainee is not required. However, the detainee shall be accompanied and guarded in the internal security compartment by the second officer and the reasons for transporting the detainee without seat belting shall be documented in the CRIME REPORT (TPD FORM 38.1).

(e) The interior security door of the internal security compartment shall be completely closed and locked during transportation.

EXCEPTION: The interior security door shall not be locked during transportation when an officer accompanies a detainee in the Internal Security Compartment.

2.4.3 No officer shall ride on the outside of the vehicle.

2.5 PATROL SEDANS

Situations may arise where it is not practical to use a patrol wagon to transport a detainee. In these cases, a patrol sedan may be used to expedite the transportation of the detainee. The determination on whether to transport a detainee in a wagon or sedan shall be made by the arresting officer or a sworn supervisor.

2.5.1 If a detainee is transported in a police sedan the following procedure shall be followed:

(a) The detainee shall ride on the passenger side of the rear seat and shall be seat-belted securely. At no time shall a detainee ride in the front seat of a patrol sedan.

(b) If a metal screen is not installed as part of the interior shield, the interior shield shall be closed.

(c) If part of a two man unit, the non-driving officer has the option to sit in the front seat or the left side of the rear seat behind the driver. However, at all times the non-driving officer maintains the primary responsibility and accountability for the safety and security of the detainee and the officers.

2.5.2 One man units are discouraged from transporting multiple detainees. However, it remains the responsibility of the transporting officer to determine if he can safely transport multiple detainees. If the one man unit believes there is a danger in transporting more than one detainee, he shall notify the dispatcher and request assistance in transporting.

2.6 SEDANS WITHOUT INTERIOR SHIELDS

Anytime an officer transports a detainee in a sedan (either marked or unmarked), that

does not have an interior shield, the following procedure shall be followed:

2.6.1 The detainee shall ride on the passenger side of the rear seat and shall be seat-belted securely. At no time shall a detainee ride in the front seat of a sedan.

2.6.2 If part of a two man unit, the non-driving officer has the option to sit in the front seat or the left side of the rear seat behind the driver. However, at all times the non-driving officer maintains the primary responsibility and accountability for the safety and security of the detainee and the officers.

2.6.3 If the one man unit believes there is a danger in transporting the detainee, he shall notify the dispatcher and request assistance in transporting.

2.7 VEHICLE SEARCH

Prior to placing a detainee in a department vehicle, the vehicle shall be searched for weapons and contraband. After the detainee has reached the appropriate destination and is secure, the officers shall again search the vehicle for any weapons or contraband that may have been left behind by the detainee.

2.8 MONITORING OF DETAINEE AND THE USE OF SPIT HOODS

A detainee shall not be placed in a patrol wagon or police sedan and left unattended unless a life-threatening situation or other emergency arises that the officer must respond to or take action upon. Transporting officers remain responsible for the safety of detainees. A department-issued spit hood may be used to prevent the transfer of spit from a detainee to others. The following procedure applies to the use of spit hoods:

2.8.1 **Spit hoods shall only be used when a detainee is spitting or threatening to spit**

2.8.2 Spit hoods shall not be used on any detainee who is in respiratory distress, vomiting, requires medical attention or is unconscious.

2.8.3 Officers shall constantly monitor any detainee wearing a spit hood.

2.8.4 The use of a spit hood shall be documented in the CRIME REPORT and any other required reports.

2.9 DETAINEE COMMUNICATION WITH OTHERS

To help reduce the chance of injury or escape by a detainee during transportation, an officer shall not stop to allow a detainee to communicate with family, friends or his attorney. Once the detainee is in a secure location (e.g., Lucas County Correction Center, Investigations Bureau) he may be afforded the opportunity to speak to those individuals.

2.10 DETAINEE ESCAPE

Should a detainee escape while in the custody of an officer, the officer shall immediately notify the dispatcher of the situation. Notification shall include the location and direction of flight, description of the detainee, charges and other information related to officer safety and to aid in the apprehension of the detainee. The following procedure shall be followed:

2.10.1 The officer shall then notify his immediate supervisor.

2.10.2 The officer shall complete the required CRIME REPORT and articulate the facts and circumstances of the escape. A supervisor may also require the officer to

complete a SUPPLEMENTAL CRIME REPORT (TPD FORM 38.3).

2.10.3 Should a detainee escape from an officer's custody while outside of the city of Toledo, a Communications supervisor shall notify the agency that has jurisdiction where the escape occurred.

2.10.4 The officer shall follow the orders of the supervisor regarding any further actions that may be required.

2.11 SICK OR INJURED DETAINEES

When it becomes apparent that a detainee is sick/injured and needs medical attention, the following procedure shall be followed:

2.11.1 Depending on the urgency of the detainee's need for medical attention, officers shall either request assistance from the Toledo Fire and Rescue Department or transport the detainee immediately to the nearest hospital with EMS approval.

2.11.2 If the detainee is transported to a hospital in a non-department vehicle (e.g., Life Squad, ambulance), at least one officer shall remain with the detainee at all times.

2.11.3 An officer shall remain with the detainee at all times while at the hospital. If a medical procedure being performed is potentially dangerous to the officer, or if the physician requests that the officer leave, he may wait outside the treatment area. However, the officer shall ensure the detainee does not escape.

2.11.4 If a physician requests the officer remove the handcuffs from a detainee to facilitate medical treatment, the officer may remove the handcuffs. However, the officer shall ensure the detainee does not escape.

2.11.5 Individuals arrested only on misdemeanor charges and detained for a prolonged treatment period, or admitted to the hospital, shall be issued a summons in accordance with established procedures.

2.11.6 An officer who transports a detainee from a hospital to the Lucas County Corrections Center (LCCC) shall convey any medical instructions for the proper care of the detainee to LCCC personnel.

2.12 HOSPITALIZATION/VISITATION OF DETAINEE

If an individual arrested on felony charges is admitted to the hospital, the officer having custody of the detainee shall immediately notify an Investigations Bureau supervisor. If a supervisor is not on-duty, he shall contact an appropriate on-duty detective who will determine if guard protection is deemed necessary.

2.12.1 When notified of a detainee's admission and confinement to a hospital, Investigations Bureau personnel shall:

(a) Assess the degree of risk, isolation needs, type of treatment, and all other pertinent information in order to determine the amount and type of security necessary.

(b) Determine the approximate length of time the detainee will be hospitalized.

(c) Coordinate with Operations Division supervisors to provide a rotating work schedule of Operations Division personnel to guard the detainee.

(d) At shift change, provide relieving Operations Division personnel with all pertinent information necessary for continued guard duty of the hospitalized detainee.

2.12.2 Watch commanders shall assign officers to guard duty during their regular shift, unless advised differently by the Operations Division commander or chief of police. Guard duty shifts should be no longer than eight (8) hours.

2.12.3 The officer assigned to guard a hospitalized detainee shall:

(a) Remain with the detainee continuously and monitor all personal contacts.

(b) Be alert to prevent suicide, escape, and/or assault attempts. Restraining devices may be used, if deemed necessary.

(c) Prevent unauthorized property from being passed to the detainee.

(d) If practical, the detainee shall be searched and restrained prior to being moved or transferred within the hospital.

(e) Consult an Investigations Bureau supervisor for instructions when uncertain regarding specific procedures.

2.12.4 **VISITATION**

All persons wishing to visit a hospitalized detainee must obtain the appropriate pass at the Investigative Bureau desk located at the Safety Building. An Investigations Bureau sworn supervisor, following the guidelines and procedures set forth in the Investigations Bureau Manual, shall insure that the guarded detainee is advised of the visitation policy.

2.12.5 **VISITATION PASSES ISSUED**

An Investigations Bureau sworn supervisor shall issue all passes. Visitors must apply in person and present a valid state-issued photo identification. A copy of all issued passes shall be maintained as a permanent record in the case file. The following types of passes may be issued:

- HOSPITAL VISITATION PASS (TPD FORM 31.4) – This pass is valid for only one visit on the day the pass is issued. Therefore, the guarding officer shall retain the yellow copy of the pass and forward it to the Investigations Bureau at the end of his shift.
- CLERGY HOSPITAL VISITATION PASS (TPD FORM 31.45) – This pass is valid for multiple visits with the guarded detainee. Members of the clergy shall be allowed to retain the yellow copy of their pass. However, they are still required to present the pass and valid state-issued photo identification at each visit.

2.12.6 **VISITATION LIMITATIONS**

When guarding a detainee who is admitted to an area hospital, officers shall not allow a detainee visitation unless presented with the yellow copy of either the HOSPITAL VISITATION PASS or CLERGY HOSPITAL VISITATION PASS and a valid state-issued photo identification. The guarding officer shall verify that the name on the issued pass matches the person wishing to visit the detainee.

- Officers assigned to guard duty shall direct all visitors without a pass to the Investigations Bureau desk located at the Safety Building. Visitation of detainees under guard by the Toledo Police Department shall be limited to clergy, attorneys or immediate family members (e.g., mother, father, spouse, brother, sister or adult children).
- Visitation shall be limited to one person at a time.

- Detainees shall be limited to two visitors per day, including family and attorneys. Visits from members of the clergy are excluded from this limitation.
- Each visit shall not exceed 30 minutes.
- All visitors are subject to a "pat down" search of their persons and a thorough search of purses, packages, and any item intended to be left for the detainee.
- Visitation is limited to those hours established by the hospital or unit where the detainee is currently being treated.

  EXCEPTION: Imminent death of the detainee. If medical personnel summon family members to the hospital due to the imminent death of the detainee, the officers guarding the detainee shall immediately notify an Investigations Bureau sworn supervisor for instructions.

- Even if the visitor has been issued a pass, the guarding officer can still deny visitation when:
  - The visitor's presence in the hospital constitutes a clear and probable danger to hospital security or interferes with hospital operations.
  - The visitor is under the influence of drugs or alcohol.
  - The visitor refuses or fails to show proper identification.
  - The visitor refuses to submit to a pat down or search of belongings.
  - The visitor's past behavior was disruptive.

2.13 **DISABLED DETAINEES**

Should the need arise to transport a disabled detainee or special needs detainee, a patrol wagon shall be utilized whenever available. If a patrol wagon is not available, the officer shall contact his supervisor for instructions.

2.13.1 For safety considerations, officers are reminded that not all individuals in wheel chairs are immobile. Some people utilizing wheelchairs are capable of walking.

2.13.2 A wheelchair is a piece of medical equipment and shall not be relied upon to serve as a restraining device.

2.14 **DETAINEE SAFETY**

Once in an officer's custody, the safety of the detainee is paramount.

2.14.1 The detaining officer(s) shall exercise the utmost precaution to keep the detainee from escaping, injuring himself or others, and/or destroying any items of evidentiary value.

2.14.2 While in custody, if it appears that an officer is mistreating or abusing a detainee, or ignoring an obvious need for medical treatment, any witnessing officer(s) shall attempt to intervene in order to safeguard the detainee.

(a) The intervening officer shall report the actions observed as soon as practical to his immediate supervisor, no later than the end of his tour.

(b) The sworn supervisor shall determine whether a written report is necessary, and if so, shall order the officers involved to submit one. The sworn supervisor shall be responsible for forwarding the report and his observations immediately to his commander.

(c) The commander, upon completion of his review, shall forward the report

through the chain of command to the chief of police.

2.15 **TRANSFER OF CUSTODY TO LCCC**

A detainee remains the responsibility of the transporting officer until the actual initiation of the booking process (i.e., LCCC personnel begin the search or booking process). At that point, the custody of the detainee transfers to the LCCC.

2.15.1 Once custody is transferred, LCCC personnel have full responsibility and authority over the detainee.

2.15.2 Officers shall remain with the detainee until released by LCCC personnel, or until the detainee is secured, whichever occurs first.

2.15.3 Officers shall lend all appropriate assistance during the booking process.

2.15.4 Should an injury, which occurred prior to the initiation of the booking process, be discovered during the booking process, LCCC personnel may refuse to accept custody of the detainee.

2.16 **BOOKING INFORMATION**

It is imperative that the proper charges be recorded at the time of booking. It shall be the responsibility of the arresting officers to provide the transporting officers with:

- The name of the detainee (if available).
- The charges to be booked on, as well as the appropriate code numbers.
- The name and ID number of the arresting officer.
- Officers filing additional charges or changing the original on-view charges shall notify LCCC booking desk personnel of the changes.

2.17 **TRANSPORTING DETAINEES TO A DETENTION FACILITY**

When an officer transports a detainee to a detention facility, he shall follow the procedures and guidelines of the facility, including:

2.17.1 Securing firearms and other weapons, if required, before entering the facility.

2.17.2 Completing all documentation required by the facility (e.g., warrants, attachments).

2.17.3 Delivering all documentation (e.g., medical after-care instructions, attachments, warrants) and property that accompanies the detainee to the facility accepting custody of the detainee.

2.17.4 Following the receiving facility's procedures and guidelines for removal of the detainee’s restraints during the exchange of custody; this should normally occur with the initiation of the booking process or just prior to placing the person in a cell.

2.17.5 Providing additional information the receiving facility would need that is not included in other documentation (e.g., suicide risk, security risk, medical conditions).

2.17.6 Arresting officers shall document the detainee transaction on a CRIME REPORT (e.g., booking number, date and time of arrest, property disposition).

2.17.7 If a unit other than the arresting unit transports a detainee and circumstances arise during the transportation that require documentation, the transporting unit shall complete a SUPPLEMENTAL CRIME REPORT. These circumstances include but are not limited to:

- Discovery of evidence, weapons, or contraband during transport or booking.
- Injury to or illness of the detainee during transport or booking.

- Instances where transporting officers use physical control techniques, which require an ACTION – RESPONSE REPORT (TPD FORM 29.3).
- Disposition of the detainee's property to a location other than the detention facility by the transporting unit.

2.18 **TRANSPORTATION DOCUMENTATION**

A CRIME REPORT/INCIDENT REPORT shall be completed by the arresting and/or reporting unit whenever a detainee is transported to a police, medical or detention facility, or to an outside police agency.

2.18.1 If another unit transports the detainee, the arresting/reporting unit shall record the transporting unit's number and the officers' names on the original report. However, if circumstances arise during the transportation that requires documentation, the transporting unit shall complete a SUPPLEMENTAL CRIME REPORT.

2.19 **IN CUSTODY PRISONER TRANSPORTS**

Whenever an officer removes a detainee **from the custody** of a detention or medical facility and transports them to another location, the officer shall complete an **Incident Report**. The report shall be titled "In Custody/Prisoner Transport".

2.19.1 The report will serve the purpose of positively identifying the detainee being transported.

2.19.2 The report should identify the reason for the transport, the location where the detainee is being taken to and the requestor's information (e.g. name of investigator, outside agency). The report shall also include the final destination of the detainee (e.g taken back to original location, transported to another medical/detention facility).

2.19.3 A Record Bureau number is required on the report.

- If the transfer is related to a prior incident/crime, the previously generated Records Section number shall be utilized on the report.
- If the transfer is not related to a prior reported incident/crime, a Records Section number shall be generated and an INCIDENT REPORT completed.
- If a crime occurs during transport, officers shall complete a Crime Report documenting the details of the crime. The report shall be titled "In Custody/Prisoner Transport". All other offenses shall be documented on the report. A new Records Section number will need to be generated.

2.19.4 Once the transfer is complete, the completed report shall be forwarded to the Records Section.

2.20 **RESTRAINING PREGNANT AND POSTPARTUM ARRESTEES**

No officer or department employee, after receiving confirmation that a female is pregnant by a health-care professional, shall knowingly restrain a female who is placed under arrest or in custody of a law enforcement officer.

2.20.1 A pregnant or postpartum female may be restrained with handcuffs, in front, if the female presents a serious threat of physical harm to herself, others, or property, or the female presents a substantial flight or security risk.

2.20.2 In making a threat assessment, officers may consider the nature of the crime, criminal history, presence of weapons or current past indications of flight or violence.

2.20.3 Officers shall document any and all reasons when completing

crime/supplemental reports.

2.20.4 Ankle, leg or waist shackles shall never be used.

DIRECTIVE 403.1	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED April 1, 2016	PART: OPERATIONS CHAPTER: CRIMINAL INVESTIGATIONS	PAGES 4
RESCINDS December 1, 2012	**CRIME SCENE MANAGEMENT**	

I POLICY

One of the most basic services of a police agency is to investigate crimes that have occurred within its jurisdiction. Employees of the department shall conduct timely preliminary investigations to enhance follow-up investigative efforts and increase chances for criminal apprehension and prosecution.

II PROCEDURES

1 MAJOR CRIME SCENES

1.1 Upon arrival at the scene of any major crime, officers shall not touch or move anything of evidentiary nature unless there is a reason to do so.

1.2 Whenever possible, the first department member to touch any evidence should be the person with the responsibility for documentation, collection and preservation of such evidence.

1.3 The transfer of custody of physical evidence must be documented in either a crime or supplemental report and must include the following:

1.3.1 Date and time of transfer.

1.3.2 Receiving person's name and functional responsibility.

1.3.3 Reason for the transfer.

2 FIRST OFFICERS AT THE SCENE

2.1 The first officers at a major crime scene, regardless of rank or assignment, shall:

2.1.1 Attend to the safety of any victims or injured persons.

2.1.2 Secure the scene to protect evidence.

2.1.3 Identify and locate the perpetrator and/or witnesses.

2.1.4 Officers shall keep all unauthorized personnel from the scene and any other location where their presence could hinder the collection of evidence.

(a) Police personnel at the scene should be kept to a minimum, as circumstances dictate.

2.1.5 Advise the dispatcher of the type of crime, suspect and/or suspect vehicle descriptions, direction of flight and weapons involved.

(a) When it is believed the suspect may travel to another area other than the covered talk-group, the officer shall ask for crossover. If crossover is not available, the appropriate dispatchers shall transmit the information on their talk-groups as soon as possible.

2.2 Personnel completing a CRIME REPORT (TPD FORM 38.1) shall be responsible for contacting the Records Section in a timely fashion and providing information necessary for a broadcast.

2.2.1 Upon receipt of the information, Records Section personnel shall prepare a broadcast and have it transmitted through the NORIS computer network.

2.2.2 Copies of the broadcast shall be distributed as necessary to be included in the roll call information.

3 PRELIMINARY AND FOLLOW-UP INVESTIGATIONS

3.1 ACCOUNTABILITY

Generally, uniformed officers shall be responsible for conducting appropriate preliminary investigations of all assigned or discovered crimes occurring within the jurisdiction of the city of Toledo. In many cases, patrol officers may satisfactorily complete and conclude a case based on their initial investigation. In other cases it may be necessary to contact a supervisor and/or investigator to determine how to proceed.

3.2 CONDUCTING PRELIMINARY AND FOLLOW-UP INVESTIGATIONS

Officers conducting preliminary investigations will follow these guidelines, when appropriate, depending on the nature of the complaint:

3.2.1 Shall thoroughly evaluate the scene to determine if there is any evidence that would indicate a crime has been committed.

3.2.2 Make observations relative to all conditions and events, which pertain to the incident. These include conditions such as weather, time of day, actions of the complainant and witnesses and any other condition that may be apparent initially, but would not be apparent later.

3.2.3 Locate and identify witnesses, obtaining their name, address, phone number (home and work), date of birth, social security number, etc.

3.2.4 Protect the crime scene from being disturbed until it is processed and protect evidence.

3.2.5 Conduct an initial interview of the complainant and witness(s).

Once uniform officers complete the preliminary investigation, it may be assigned to either the Investigations Bureau or Operations Division for follow-up, depending on the case.

3.3 RECOMMENDING FOLLOW-UP INVESTIGATION

Officers shall recommend that a follow-up investigation be conducted when they believe suspects can be identified. Officers should also recommend a follow-up investigation if:

- Any arrest is made
- There is a suspect
- There is a witness
- A suspect vehicle is observed
- Any firearm is taken
- The suspect causes injury
- Property can be traced
- There is substantial loss
- Physical evidence is present

When an officer recommends a follow-up, he shall check the appropriate box of the Crime Report form and state the reasons for his recommendation in the narrative portion of the report. The final determination on all follow-up investigative assignments shall rest with the Investigations supervisor.

4 RESPONSIBILITIES OF UNIFORMED COMMAND OFFICERS

4.1 The ranking Operations command officer at the scene shall have overall control and accountability for any tactical situation and all department personnel at the scene.

4.2 The ranking Operations command officer shall maintain such control and accountability until the tactical situation is concluded or he is properly relieved.

5 INVESTIGATIVE RESPONSIBILITY

5.1 The ranking investigator at the scene shall take exclusive control of the crime scene in matters pertaining to the investigation, and shall be responsible for the conduct of all phases of the investigation.

5.2 The concerned investigator or specialist shall assume command of the crime scene by identifying himself and informing the officer then in command.

5.3 The Investigations Bureau supervisor shall be notified as soon as practicable in the following cases:

- 5.3.1 Cases of violent death.
- 5.3.2 Financial institution robberies.
- 5.3.3 Any event in which an officer is involved in a shooting.

5.4 It shall be the responsibility of the ranking investigator at the scene to ensure these notifications are made.

6 MAJOR CRIME SCENE PERSONNEL LOG

Upon arrival at major crime scenes, the Operations supervisor shall designate an officer to maintain the MAJOR CRIME SCENE PERSONNEL LOG (TPD FORM 31.16).

6.1 This officer shall be posted where he can monitor who enters and leaves the crime scene.

6.2 The log shall be completed accurately and completely.

6.3 When on-scene operations are complete, the log shall be turned directly over to the investigator in charge who shall ensure officers who were present at the crime scene prepare a SUPPLEMENTAL REPORT (TPD FORM 38.3).

7 REPORTS

7.1 The Operations command officer in charge of the overall situation shall designate the police unit responsible for completing the initial CRIME REPORT.

7.2 If the command officer or ranking investigator so determines, he shall instruct all police personnel at the scene, or those who have had any connection with the incident, to complete a SUPPLEMENTAL REPORT to include their actions and observation.

8 HOMICIDE CRIME SCENE PROTECTION TAPE

8.1 When an officer at the crime scene has determined the incident is a homicide, a shift sergeant shall be notified of the situation.

8.1.1 The shift sergeant shall determine if and how the scene needs to be protected.

8.1.2 The shift sergeant may utilize department-issued crime scene tape.

8.2 Once a scene has been cordoned off with tape, no one, including any police personnel, regardless of rank, shall be allowed into the crime scene area without permission from the investigator in charge or the Coroner's Assistant at the scene.

9 PHOTOGRAPHIC IDENTIFICATIONS, USE OF PHOTOS

The showing of photographs for suspect identification purposes shall be the responsibility of Investigations Bureau personnel when conducting follow-up investigations. Operations personnel shall not conduct photographic identifications of suspects.

9.1 ISB officers conducting follow-up investigations may show a photo array that includes a suspect; however, the photographic identification procedure must conform to all ISD procedures. The array must not be "suggestive" or "fundamentally unfair".

9.2 At no time shall any officer who is conducting an investigation into an offense show only one or two photographs of potential suspects to a witness or victim.

NOTE: Nothing in this order prevents Field Operations personnel, or other officers, engaged in locating "wanted persons" from using a single photograph of a person wanted on an existing arrest warrant. In these incidents, a single photograph may be shown to neighbors or co-workers to positively identify and/or aid in locating a suspect.

DIRECTIVE 403.2	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE October 1, 2011		
REVISED December 1, 2012	PART: OPERATIONS CHAPTER: CRIMINAL INVESTIGATIONS	PAGES 5
RESCINDS October 1, 2011	**CRIMINAL INTELLIGENCE**	

I POLICY

Information gathering is a fundamental and essential element in the all-encompassing duties of any law enforcement agency. When acquired, information is used to prevent crime, pursue and apprehend offenders, and obtain evidence necessary for conviction. It is the policy of the Toledo Police Department to gather information directed toward specific individuals or organizations where there is reasonable suspicion that said individuals or organizations may be planning or engaging in criminal activity. Intelligence will be gathered with due respect for the privacy and constitutional rights of those involved and disseminated only to authorized individuals. All members of the Toledo Police Department shall be responsible for reporting information that may help identify criminal conspirators and perpetrators.

II DEFINITIONS

CLOSED INTELLIGENCE FILE – any files where the investigation has been completed, all logical leads have been exhausted, or where no legitimate law enforcement interest exists.

CONFIDENTIAL INTELLIGENCE FILES – files containing information that is less sensitive than restricted files, but requires demonstration of need-to-know basis.

CRIMINAL INTELLIGENCE – information compiled, analyzed, and/or disseminated in an effort to anticipate, prevent, or monitor criminal activity.

INTELLIGENCE CYCLE – the process of developing raw information into finished intelligence through the five steps of: planning and direction, collection, processing, analysis and production, and dissemination.

OPEN INTELLIGENCE FILE – any case being actively investigated.

RESTRICTED INTELLIGENCE FILES – files containing information that could adversely affect an investigation, create safety hazards for or identify officers, informants, or other individuals.

SPECIAL INTELLIGENCE GROUP – reports directly to the Commander of the Special Investigations Section.

THIRD AGENCY RULE – a traditionally implied understanding among criminal justice agencies that confidential criminal intelligence information, which is exempt from public review, will not be disseminated without the permission of the originator.

UNCLASSIFIED INTELLIGENCE FILES – Information gathered from publicly accessible venues.

III PROCEDURES

1 GENERAL

Intelligence gathering, while primarily used in the process of ongoing criminal

Investigations, is the responsibility of each member of the Department.

1.1 RESTRICTIONS TO INTELLIGENCE GATHERING

1.1.1 Intelligence may only be collected in the effort to prevent or resolve a criminal threat and may not be collected or used in any other circumstances.

1.1.2 Intelligence gathering techniques shall be conducted in a lawful manner and done in compliance with other directives in this manual.

1.1.3 Intelligence shall not be collected or maintained based strictly upon: race or ethnicity, political affiliation, religious or social views, or any individual or group, including associates or activities, unless there is reasonable suspicion of involvement in criminal conduct or activity.

1.2 REASONABLE CAUSE

Prior to conducting intelligence-gathering activities, there must be a reasonable indication that a crime is being planned or has been committed. Intelligence information concerning specific individuals, organizations, businesses, business groups or enterprises, may only be collected and maintained when reasonable suspicion of a link to unlawful activity exists.

1.3 INTELLIGENCE GATHERING GUIDELINES

Intelligence gathering shall be lawful and only so intrusive as to allow sufficient information to be gathered to prevent the criminal act and/or identify and prosecute violators.

1.4 SOURCE RELIABILITY AND VALIDITY

All information retained is required to have sufficient source reliability and content validity for reasonable suspicion of criminal activity.

Reliability of a source will be categorized as one of the following:

- Reliable
- Usually Reliable
- Unreliable
- Unknown

Validity of the information content will be categorized as one of the following:

- Confirmed
- Probable
- Doubtful
- Cannot be determined

Any information with source reliability that is categorized “unreliable” or “unknown” and content validity that is categorized “cannot be determined” is deemed to insufficiently meet the reasonable suspicion standard to be collected.

2 INTELLIGENCE CYCLE

2.1 STEP ONE: PLANNING AND DIRECTION

The planning and direction phase of the intelligence cycle serves as the basis for what and how intelligence will be collected in relation to preventing or resolving a specific criminal threat.

2.2 **STEP TWO: COLLECTION**

Collection is the gathering of raw information based on the requirements. The collection phase may be executed through a variety of ways, including but not limited to: news media accounts, interviews, surveillance, witness accounts, social media, open sources and law enforcement records.

2.3 **STEP THREE: PROCESSING**

The processing phase is where the raw information collected is organized into a usable form.

2.4 **STEP FOUR: ANALYSIS AND PRODUCTION**

The analysis and production phase is the conversion of raw information into intelligence.

2.5 **STEP FIVE: DISSEMINATION**

The final phase of the intelligence cycle refers to the distribution of a finished intelligence report to be used in the prevention or resolution of a criminal threat.

3 CONFIDENTIALITY

In order to protect the rights and privacy of individuals or groups of whom intelligence is gathered, special care must be taken.

3.1 **RESTRICTIONS ON RELEASE OF INFORMATION** (Title 28 C.F.R. Part 23)

3.1.1 Access to Criminal Intelligence may be granted on a **need-to-know** basis to individuals who have demonstrated a need to obtain data in order to fulfill official responsibilities.

3.1.2 Access to Criminal Intelligence may be granted to a right-to-know basis where an individual has a legal right to obtain the intelligence pursuant to a court order, statute, or decisional law.

4 TRAINING

Training and education are available through numerous organizations, including The International Association of Crime Analysts (IACA) and The International Association of Law Enforcement Intelligence Analysts (IALEIA). Roll call shall act as training in instances where NOTICE AND BULLETINS (TPD FORM 23.4) brief officers on the collection and/or sharing of intelligence.

5 SAFEGUARDING, SECURING, AND STORING INTELLIGENCE

All intelligence files and records shall be kept separate from general records, even where intelligence is part of an ongoing criminal investigation. Any closed intelligence files must be securely maintained by the Bureau responsible for generating the file in the event that it must be re-opened. Securely maintained includes, but is not limited to:

- Access to intelligence files and work area shall be limited to those personnel authorized to add or edit such files.
- Areas in which intelligence files are stored shall be locked at all times when unit personnel are not in the area.
- Intelligence files stored on a computer system shall be secured and accessible only with a password.
- All waste associated with intelligence files shall be shredded.

5.1 **CLASSIFICATION OF FILES**

In order to protect sources, investigatory integrity, the privacy of individuals, as well as the integrity of the file system, files will be classified as either "Open" or "Closed", with an additional security classification of "Restricted", "Confidential", or "Unclassified". It shall be the responsibility of each section or unit that maintains intelligence information to classify their respective files.

5.2 **DOCUMENTATION AND REPORTING**

Intelligence entries shall include the source from which information was attained.

5.3 **DISSEMINATION**

Intelligence products may only be shared with appropriate persons only for legitimate law enforcement purposes.

5.4 **REQUESTS FOR INFORMATION**

5.4.1 Requests for information made by other law enforcement agencies or representatives must include the name of the person requesting the information, the date, time, and purpose. Requests must also include specific identifying information concerning the person for whom the information is being requested.

5.4.2 Active criminal intelligence information shall not be disseminated outside of the agency if such dissemination would:

- Disclose the identity of a confidential source
- Disclose information of an active file without the lead investigator's approval
- Jeopardize a pending investigation
- Violate the Third Agency Rule
- Endanger the physical safety of law enforcement personnel or others

5.4.3 Criminal threats pertaining to the jurisdiction of any other in-state agency; out-of-state agency; national security; or international interests shall be shared in an appropriate and timely manner. Depending upon the severity of the threat and the credibility of the source, the use of intelligence can be supplemented with direct communications to the proper authorities by the Chief of Police or his designee.

5.5 **PURGING**

Bureau Commanders are responsible for ensuring that intelligence files produced and stored by their respective bureau are maintained in accordance with the goals and objectives of the Department and include information that is both timely and relevant. Bureau Commanders shall ensure intelligence files are reviewed on an ongoing basis. Out of date and/or incorrect information shall be purged and destroyed. The 28 CRF 23 standard of five years will be utilized to determine if information is out of date. Additionally, when a file is determined to have no further value and/or no longer meets the criteria of any applicable law, that information shall be destroyed. Bureau Commanders are responsible for ensuring a schedule for purging is in effect for their Bureau's Intelligence product.

5.5.1 Considerations for purging files should include:

- How often is the information used?
- For what purpose is the intelligence being used?
- Who uses the information?
- Is the investigation still open?
- Is the intelligence outdated?
- Is the intelligence relevant to the needs and objectives of the department?
- Is the intelligence relevant to the purpose for which it was collected and stored?

5.6 COMMUNICATION AND COORDINATION

5.8.1 COMMUNICATING INFORMATION/KNOWLEDGE MANAGEMENT

All department personnel, including specialized and support components, shall encourage and support the exchange of information within the department for the purpose of coordinating activities. There are numerous ways to communicate information, including, but not limited to:

- Holding staff meetings.
- Utilization of the department's telephone and voice-mail system.
- Allowing each employee continuous access to the department wide information and communication using the department's computer network (For example: department e-mail or intranet web site).
- Utilizing the "Crime Alert" information supplied by Criminal Intelligence Section.
- Conducting Operations Division and Investigative Services Division daily roll call with personnel under their command.
- Investigative Services Division personnel attending Operation Division roll calls in order to relay information.

5.7 REVIEW

A review of this policy and procedure shall be conducted annually by the commander of the Criminal Intelligence Section.

DIRECTIVE 404.1	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle		
EFFECTIVE November 01, 2002			
REVISED April 1, 2016	PART: OPERATIONS CHAPTER: SPECIAL ENFORCEMENT		PAGES 4
RESCINDS February 1, 2016	**SPECIAL OPERATIONS**		

I POLICY

It is the policy of the department to provide efficient, quality law enforcement services to the community during both emergency and non-emergency situations.

II PROCEDURES

1 SPECIAL OPERATIONS BUREAU

The Strategic Operations Bureau consists of the Vice/Narcotics Section, Gang Task Force Section, SWAT Section, and the Special Investigations Section

1.1 VICE/NARCOTICS SECTION

The Vice/Narcotics Section investigates crimes involving gambling, liquor, prostitution, narcotics, and handles liquor permit objections. It is the objective of the department to enforce all local, state, and federal statutes which prohibit the possession, use, or traffic in narcotics, non-prescription dangerous drugs, and other restricted or prohibited substances. Through aggressive enforcement, the department seeks to prevent and deter the use, possession, and trafficking of all such substances within the city. In doing so, the department may also conduct investigations outside the city, in cooperation with appropriate law enforcement agencies, to prevent the flow of such illegal substances into the area.

1.2 GANG TASK FORCE SECTION

Gang related activity has detrimental effects on society. The Gang Task Force Section provides prevention and suppression of gang related activity to the community.

1.3 SWAT SECTION

SWAT provides tactical support, such as, dynamic entry for search warrants, barricaded subjects, conducts surveillance, and engages in crime suppression operations.

1.3.1 REQUESTING TACTICAL ASSISTANCE

Generally, tactical assistance should be requested whenever one or more of the following circumstances exist:

(a) The incident requires a specialized tactical response.
(b) The location is barricaded against entry.
(c) The suspect has a history of assaults with weapons or is a member of a militant group.
(d) Any other situation the incident commander (IC) considers high-risk.

- Only the IC shall make a request for tactical assistance.

- Requests shall be made by contacting the on-duty SWAT supervisor. If no SWAT supervisors are on duty, Communications shall be contacted to request a call-out.
- Upon request, SWAT will be utilized as a resource for the IC. The IC shall maintain overall control of the operation. All activities shall be coordinated through the IC in order to alleviate potential misunderstandings between operational components.
- From the time the IC orders intervention until the scene is declared secure, tactical operational plans and entry are the responsibility of the SWAT commander or his designee. The IC shall continue to maintain control of the overall operation; therefore, the SWAT commander shall coordinate his operations with the IC.

1.4 SPECIAL INVESTIGATIONS SECTION

1.4.1 METRO DRUG TASK FORCE

The Metro Drug Task Force Section consists of officers from local and federal agencies, which conduct long-term drug investigations and gather intelligence information concerning vice, drug, and organized crime activities affecting Northwest Ohio. The commander of the Metro Drug Task Force Section shall submit to the Inspections/Accreditation Unit an annual evaluation of the task force.

1.4.2 CANINE UNITS

Canine units may be utilized by department personnel and other requesting agencies to search vehicles, structures, open areas, and parcel/postal packages for the presence of narcotics.

(a) **CALL-OUT PROCEDURE**

Any officer outside the Vice/Narcotics Section requesting services of a canine unit shall first contact their immediate supervisor who, after assessing the need for a canine unit, shall contact a Metro Drug Task Force Section supervisor.

- The Metro Drug Task Force Section supervisor will make the final decision as to whether a canine unit will respond.
- Officers requesting the use of a canine unit will maintain security of the scene, and not begin to search until requested by the canine handler.
- The canine handler is subordinate to the ranking supervisor at the scene; however, the canine handler has the ultimate authority on the use of the canine.

(b) **CANINE HANDLER INJURY**

In the event a canine handler is injured and unable to control the canine, officers shall use the following procedure:

- Medical assistance should be called for the handler.
- No attempt should be made to approach the handler or the canine unless injuries are life threatening.
- Depending on the seriousness of the handler's injuries, the spouse of the handler should be requested to respond to the scene to take control of the canine.
- Other canine handlers including those from neighboring law enforcement agencies may be contacted for assistance.

- Assistance from the Lucas County Dog Warden should be requested as a last resort.
- The Metro Drug Task Force Section supervisor shall be notified. He shall make all subsequent notifications.

(c) **GENERAL RULES**

- Police personnel may only pet a canine in the presence of and with the permission of the canine handler.
- Under no circumstances shall personnel tease or agitate a canine.
- Except in emergency situations, no person other than the canine handler may give a canine commands.
- Personnel shall comply with the requests of the canine handler while the canine is working the scene.

1.4.3 **FORFEITURE/BULK CASH UNIT**

The mission of the Forfeiture/Bulk Cash Unit is to eliminate the profit derived through the direct or indirect involvement in illegal activity through the seizure and forfeiture of assets. The unit conducts investigations relating to the assets or property that is contraband, derived from, or utilized in the commission of an offense of municipal, state, or federal statutes. In addition, the unit works cooperatively with other units, sections, bureaus, and outside agencies in coordinating forfeiture actions.

(a) **INITIATION OF THE FORFEITURE PROCESS**

- **Seizure of Property** – The forfeiture process normally begins when an officer seizes property with the intent of having the property forfeited. Notice of the officer's intent to seize the property, including vehicles, should be conveyed to the property owner or person in possession of the property. This notice may be given either verbally or through the preferred method of issuing a Notice of Property Seizure Form (TPD Form 23.14). Officers shall forward the Notice of Property Seizure Form to the Forfeiture Unit, prior to the end of their shift.
- **Seizure of Vehicles** – Whenever a vehicle is towed and a holder is placed on the vehicle per the Forfeiture Unit, the officer requesting the tow shall indicate this on the Tow Report (TPD Form 63.1). Officers shall forward a copy of the Tow Report to the Forfeiture Unit, prior to the end of their shift.

(b) **REPORT REQUIRED**

Whenever property, including vehicles, is seized for forfeiture, a copy of the original CRIME REPORT (TPD FORM 38.1) shall be forwarded to the Forfeiture Unit prior to the end of the officer's shift. The CRIME REPORT shall list the property, the circumstances of any arrest and the reason for the seizure. Detectives shall advise the commander of the Forfeiture Unit of any associated criminal cases and pending court action.

1.4.4 **SPECIAL INTELLIGENCE GROUP**

Provides offender-based tactical surveillance

2 **UNDERCOVER OFFICERS**

In order to obtain information and evidence regarding criminal activities, it may be necessary that the department utilize undercover officers.

2.1 **CONDUCT**

Undercover officers shall not entice others to commit illegal activities.

2.2 **POSING AS MEMBERS OF NEWS MEDIA**

Undercover officers shall not pose as members of the news media in order to obtain intelligence information.

3 INFORMANTS

3.1 **SOURCES OF INFORMATION**

Sources of information are persons or organizations, not under the direction of a specific police officer, that furnish information without compensation and do not take an active part in an investigation. When sources of information seek compensation or become an active part of an investigation, their status changes to that of confidential informant. Sources of information do not require registration.

3.2 **CONFIDENTIAL INFORMANTS (CI)**

Confidential informants are persons under the direction of a specific police officer, who give information or other lawful assistance on criminal activity. Confidential informants take an active part in investigations and/or receive compensation.

3.3 **COMPENSATION**

Money or judicial/prosecutorial considerations.



3.5 **INFORMANT'S IMMUNITY FROM PROSECUTION**

Informants will sometimes offer to exchange information for immunity or for their release. A judge in a judicial proceeding may properly grant such immunity; however, neither the department nor any of its members have the authority to grant any person immunity from prosecution.

3.6 **INDIVIDUAL OFFICER'S INFORMANT RESPONSIBILITIES**

Officers should keep their supervisors informed of their relations and activities involving informants. An officer's immediate supervisor shall be made aware of the identity of informants under all circumstances. When practical, a second officer should be present when interviewing an informant.

DIRECTIVE 405.1	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle		
EFFECTIVE November 01, 2002			
REVISED October 13, 2026	PART: OPERATIONS CHAPTER: JUVENILE OPERATIONS		PAGES 5
RESCINDS August 27, 2025	**JUVENILES**		

I POLICY

It is the responsibility of all members of the department to familiarize themselves with juvenile problems and support the established procedures for handling both criminal and non-criminal juvenile incidents.

Officers dealing with juveniles have a range of discretion in choosing the appropriate action to take. Officers shall use the least coercive method among reasonable and available alternatives.

Officers should bear in mind that only a small percentage of juveniles commit the majority of juvenile crimes. The vast majority of juvenile offenders are likely candidates for release to parents or positive diversion and intervention strategies. With this in mind, officers shall, whenever reasonable and justified under department policy, take those measures necessary to effect positive changes in juvenile criminal offenders that are consistent with state law, city ordinances, department policy, and the safety and security interests of the community.

The constitutional rights of all juveniles shall be protected at all times. The Toledo Police Department is committed to the development and implementation of lasting programs to prevent and minimize juvenile delinquency.

II PROCEDURES

1 JUVENILE ARREST AND ALTERNATIVES TO ARREST

1.1 JUVENILE ARREST WITH CUSTODY

Juveniles committing criminal offenses are subject to the same security procedures as adult offenders, and shall be handcuffed per Directive 402.5/2 – TRANSPORTING PRISONERS.

1.1.1 All juveniles arrested **and** booked for committing any felony or any misdemeanor of the 1st through 4th degree shall be fingerprinted and photographed. No judicial consent is necessary for fingerprints or photographs for these arrests. Even though the Juvenile Justice Center (JJC) fingerprints and photographs juveniles for felonies and certain misdemeanors, each time a juvenile is booked for any felony or any misdemeanor of the 1st through 4th degree, the arresting officer shall make the request for fingerprinting and photographing to the intake personnel during the booking process. Officers shall stay with the juvenile throughout the booking process to ensure this procedure is accomplished. Fingerprints obtained are submitted to the Ohio Bureau of Criminal Investigation (BCI) by JJC. Scanned fingerprints are

automatically entered into the Automated Fingerprint Identification System (AFIS).

(a) Juveniles **shall not** be fingerprinted or photographed when booked for any traffic offenses, status offenses, or minor misdemeanors.

(b) The juvenile shall then be processed for intake.

1.1.2 When an officer takes a juvenile into custody for an offense, the officer shall transport the juvenile to the appropriate facility without delay. The juvenile should be separated by sight and sound from adult prisoners while in any temporary detention room/area. Upon completion of required reports, the juvenile shall then be transported to the JJC and processed for intake.

a) Juveniles should be visually monitored by officers while in a secured area.

b) Juveniles charged with felony delinquent acts are not to be confined for more than six hours.

c) Juveniles charged with a misdemeanor delinquent act are not to be confined for more than three hours.

1.1.3 Officers filing criminal complaints or status offenses against juvenile offenders not in custody must appear in person at the JJC intake desk to swear to the affidavit prior to the end of their tour of duty. The affidavit shall be left with the Juvenile Clerk. A draft copy of the report shall accompany the juvenile affidavit.

1.1.4 Officers shall determine if a juvenile has been or is in danger of being harmed. If an officer believes that a juvenile was harmed or is in danger of being harmed, the officer may place the juvenile into the custody of Lucas County Children's Services.

1.1.5 Officers shall make a reasonable attempt to notify a parent/legal guardian of the arrest of the juvenile.

1.2 INTOXICATED JUVENILES

Intoxicated juveniles or juveniles found to be in possession of intoxicants or drugs of abuse may be taken into custody and transported to a district station. The affidavit(s) and CRIME REPORT shall be completed. The juvenile shall then be transported to JJC and processed for intake unless the juvenile is released to a parent/legal guardian. See Directive 405.1/1.4 – ARREST AND RELEASE TO PARENTS/LEGAL GUARDIAN.

1.2.1 The JJC Intake Officer has the authority to have the transporting unit obtain a medical clearance at a local hospital if the Intake Officer determines the juvenile is intoxicated.

1.3 OPERATING A VEHICLE WHILE INTOXICATED - JUVENILES

Juveniles arrested for operating a vehicle while intoxicated shall be transported to a district station for an Intoxilyzer test.

1.4 ARREST AND RELEASE TO PARENTS/LEGAL GUARDIAN

When a juvenile is arrested, an officer may choose to release the juvenile to the custody of a parent/legal guardian in lieu of booking the juvenile into the JJC. Generally, this procedure will be used for misdemeanor, nonviolent crimes (e.g., shoplifting).

1.4.1 Officers shall advise the parent/legal guardian of the facts involving the incident and that criminal charges are going to be filed against the juvenile.

1.4.2 Officers shall also advise the parent/legal guardian that Juvenile Court will summon the juvenile and parent/legal guardian with the date and time to appear for a hearing.

1.4.3 An officer may release a juvenile to a parent/legal guardian at the scene of the alleged criminal act. The juvenile does not have to be transported to a district station to be released.

1.5 **ISSUANCE OF A TRAFFIC CITATION**

If a traffic citation is issued, the officer shall explain the required procedures and shall advise the juvenile that a parent/legal guardian must be present during court proceedings. See Directive 406.1/4.2 – JUVENILE TRAFFIC CITATIONS.

1.6 **REMOVED**

1.7 **RELEASE TO PARENT/LEGAL GUARDIAN; NO CHARGES FILED**

There are instances when criminal charges for minor infractions will not be filed against a juvenile, but an officer feels the juvenile's involvement needs to be brought to the attention of a parent/legal guardian. In these cases, the officer may counsel both the juvenile and parent/legal guardian concerning the actions of the juvenile and possible consequences if the behavior is repeated.

1.7.1 A CRIME REPORT shall be completed by officers to document the reason for the contact and the release of the juvenile to the parent/legal guardian.

1.8 **RELEASE WITHOUT FURTHER ACTION**

If an officer determines that no criminal offense was committed and a parent/legal guardian does not need to be notified, the officer may simply release the juvenile with no further action required.

1.9 **CONTRIBUTING TO THE DELINQUENCY OF A MINOR**

Adults found to be in violation of the law for providing intoxicants to a juvenile shall be charged in Lucas County Juvenile Court with Contributing to the Delinquency of a Minor.

1.9.1 To file charges against an adult, a completed juvenile affidavit must be submitted.

1.9.2 The required affidavit and CRIME REPORT (draft copy) must be submitted to the Juvenile Clerk of Courts or intake officer at JJC. Juvenile Court personnel will issue court dates.

2 **INTERVIEWS AND INTERROGATIONS**

2.1 **NON-CUSTODIAL INTERVIEWS**

Interviews with juveniles do not require the presence of a parent/legal guardian.

2.1.1 Non-custodial interviews do not require the advisement of a juvenile's Miranda warnings. However, in determining whether a juvenile is in "custody" for purposes of this requirement, the standard of review is whether a reasonable person would have felt he was not at liberty to terminate the interview and leave. To determine how a suspect would have assessed his freedom of movement, courts look at the circumstances surrounding the interview, including:

- The location of the questioning.
- The duration of the questioning.
- Statements made during the interview.
- The presence or absence of physical restraints during the questioning.

- The release of the suspect at the end of the questioning.

2.1.2 A non-custodial interview with a juvenile should be conducted with consideration of the juvenile's mental state and any other factors or influences affecting the juvenile**.**

2.1.3 A "voluntary" statement by a juvenile during a non-custodial interview is admissible.

2.2 **INTERROGATIONS**

Prior to custodial interrogation of a juvenile, a parent/legal guardian should be present. In the absence of a parent/legal guardian, a juvenile may be questioned and may provide statements if reasonable assurances can be made that the juvenile fully understands his Miranda rights.

2.2.1 Prior to interrogation, both the juvenile and the adult, if present, shall be advised of the Miranda rights of the juvenile.

2.2.2 If, prior to or during questioning, either the parent/legal guardian or juvenile expresses the desire to speak with an attorney, all questioning must cease and the rights of the juvenile must be respected.

2.2.3 The constitutional rights of the juvenile shall be strictly adhered to.

2.2.4 Interrogations of juveniles should not extend over periods of time that could be considered unreasonable or harassing and, whenever possible, should be conducted by only one officer at a time.

2.2.5 Officers shall explain department policies and procedures and other pertinent information about the juvenile justice system to all juveniles being interrogated.

3 STATUS OFFENSES

3.1 **STATUS OFFENDER**

A status offender is a juvenile who has violated a law applicable only to a juvenile, such as a curfew violation, running away, or engaging in unruly behavior. When a status offender is taken into custody, arresting officers shall complete a CRIME REPORT.

3.1.1 When arrested ONLY for a status offense, a juvenile shall not be transported to any police facility. Juvenile status offenders shall be transported to the Juvenile Justice Center and released to the Assessment Center or intake.

EXCEPTION: If the juvenile is arrested for a status offense *and* one or more criminal offenses that are *not status offenses* (e.g., assault, resisting arrest, or disorderly conduct), the juvenile is *not* considered a status offender. Directive 405.1/1.1 – JUVENILE ARREST WITH CUSTODY still applies to juveniles arrested for felonies and misdemeanors of the 1st through 4th degree.

3.2 **SAFEKEEPING DEPENDENT JUVENILE**

When a juvenile is taken into custody for dependency, neglect, or as an abused child, officers shall complete a Crime Report and transport the juvenile to Lucas County Children's Services.

4 REMOVED

5 MEDICAL SERVICES FOR JUVENILE PRISONERS

5.1 **SICK/INJURED JUVENILES**

Department employees shall ensure all sick and injured juveniles promptly receive any necessary medical treatment.

5.1.1 When a juvenile in the Department's custody is injured, the custodial officers shall ensure the juvenile receives proper medical attention, either through the Toledo Fire and Rescue Department or by transporting the juvenile to the nearest hospital for treatment with EMS approval.

5.1.2 If the juvenile is treated and released, officers shall obtain the medical after-care instructions or discharge summary along with other necessary paperwork for the juvenile.

5.1.3 If the juvenile is admitted to the hospital, the officer shall complete the juvenile affidavit, go to the JJC, and swear to the affidavit.

5.1.4 If a juvenile is transported to JJC but is refused acceptance pending medical treatment, the officer shall notify a supervisor. Upon completion of treatment, the juvenile shall be returned to the JJC along with medical after-care instructions.

5.1.5 Reasonable attempts shall be made to notify a parent/legal guardian concerning the injuries and treatment.

5.2 **JUVENILE EMERGENCY MENTAL HEALTH SERVICE**

5.2.1 See Directive 401.9 – MENTALLY ILL AND DEVELOPMENTALLY DISABLED PERSONS.

6 JUVENILE PROGRAMS

6.1 **TOLEDO-LUCAS COUNTY POLICE ATHLETIC LEAGUE (PAL)**

PAL is a prevention program that relies heavily on athletics and recreational activities to create a bond between the police department, sheriff's office, fire department, and youth in the community.

The framework allows law enforcement officers to become mentors to young people in order to reinforce the values of hard work, competition, and respect. This type of positive influence can counter gang influences and substance abuse and reduce potential violence.

This program targets disadvantaged youth who, without PAL, could not afford to participate in such activities. It provides juveniles with better choices for safe recreational activities.

7 JUVENILE RELATED REPORTING

7.1 **REPORTING**

Annually, an administrative review shall be forwarded to the Chief of Police, reporting on the practices and data related to youth arrests by charge, age, race, and response to resistance.

DIRECTIVE 406.1	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES	
EFFECTIVE November 01, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED April 1, 2016	PART: OPERATIONS CHAPTER: TRAFFIC OPERATIONS	PAGES 14
RESCINDS February 1, 2016	**TRAFFIC ENFORCEMENT AND CITATIONS**	

I POLICY

Traffic crashes are a leading cause of death, injury and property damage. Since active, visible traffic enforcement deters crime and crashes, officers are expected to be alert to traffic violations and take enforcement action when they occur.

Officer safety must be the paramount consideration in all traffic stops as the risks involved in stops include not only hazards from the persons being stopped, but also from other traffic and persons at or near the location of the stop. However, officers must not ignore common courtesy and helpfulness.

II DEFINITION

PROFILING – Racial/ethnic/gender profiling is defined as the stopping, questioning, detention, arrest, or other disparate treatment of any person based solely on characteristics of race, ethnicity, gender, gender identity or sexual preference.

III PROCEDURES

1 TRAFFIC ENFORCEMENT OBJECTIVES

The traffic enforcement objectives of the department are to reduce traffic crashes and injuries and to facilitate the safe and expeditious flow of vehicular and pedestrian traffic through the public's voluntary compliance with traffic regulations.

1.1 The department will seek to achieve this objective through a combination of education and enforcement.

1.2 The department will seek to educate the public regarding traffic regulations through programs aimed at exposing specific problems, by publishing traffic crash and injury statistics and by giving notice and warning of changes in regulations prior to taking enforcement action.

1.3 Officers shall take appropriate action for each traffic violation witnessed or reported to them, either in the form of physical arrest, issuance of a citation or verbal warning whenever possible.

2 RACIAL, ETHNIC OR GENDER PROFILING

2.1 FAIR AND EQUAL TREATMENT

Officers must ensure all violators receive equal and fair treatment regardless of race, ethnicity, gender, gender identity, or sexual orientation. Racial, ethnic, gender, gender identity, or sexual orientation profiling are totally unacceptable patrol tactics and will not be condoned.

2.2 BASIS OF TRAFFIC STOPS

Officers shall make traffic stops only on the basis of reasonable suspicion or probable cause. Officers shall make arrests only on the basis of probable cause, and shall not

stop, detain, search or arrest anyone based on racial, ethnic, gender, gender identity, or sexual orientation profiling.

3 TRAFFIC ENFORCEMENT

3.1 SELECTIVE TRAFFIC ENFORCEMENT

The department conducts statistical and visual surveys to determine by location, time, and day of the week, which violations are causing accidents.

3.1.1 Based upon the information developed, the department deploys its personnel to those specific areas to detect violations and to take appropriate action.

3.1.2 The Traffic Section shall provide crash analysis data to field operations units when necessary.

3.1.3 When the department receives complaints of a specific traffic problem in a particular area, it will assign personnel to investigate and take necessary enforcement action.

3.2 VISIBLE PATROL

Based upon the principle that the most effective deterrent to traffic law violations is visible patrol in a distinctly marked vehicle, and in the interest of maintaining a posture of prevention as opposed to apprehension, traffic law enforcement activities will be conducted accordingly. Traffic patrol or observation, whether overt or covert, may be conducted at any time by marked units. Unmarked or unconventional vehicles shall only be used to observe and detect violators. State law prohibits the use of unmarked vehicles for the purpose of traffic enforcement if the exclusive or main purpose of the officer is enforcing motor vehicle or traffic laws (ORC 4549.13).

3.2.1 In those areas where stationary observation is necessary to maximize the effectiveness of a selective enforcement effort, officers may park their vehicles in a conspicuous location in such a manner that traffic flow is not impeded.

3.2.2 Marked vehicles shall normally conduct all traffic stops.

3.2.3 The Traffic Section is responsible for conducting roadside safety checks (commercial enforcement, OVI/sobriety checkpoints, etc.).

3.3 REASONABLE SUSPICION TO STOP

All uniformed officers are expected to enforce the traffic laws and stop and detain motorists whenever there is reasonable suspicion that they have committed, are committing, or are about to commit an infraction of the law.

3.3.1 Appropriate enforcement action must be taken for every stop, generally in the form of a citation, verbal warning, or arrest.

3.3.2 The department discourages the "piling on" of citations for multiple violations. The motorist should be cited for the offense which formed reasonable suspicion for the stop and the most serious of the other violations, with warnings issued for any additional violations, if appropriate.

3.3.3 This policy does not prohibit stopping someone suspected of a crime based on one or more attributes of the perpetrator's description, or considering a person's apparent age when investigating curfew or liquor law violations.

3.4 UNIFORM TRAFFIC ENFORCEMENT

In order to apply uniform traffic enforcement policies, the following guidelines have been established:

3.4.1 **Operating a Vehicle while under the Influence of drugs/alcohol (OVI)** – If an officer establishes probable cause that an offender is under the influence of drugs/alcohol, the violator shall be appropriately charged.

3.4.2 **Driving under suspension/revocation or no operator's license** – Officers shall not permit an unlicensed driver to drive the vehicle from the location of the stop. The driver should be appropriately charged.

3.4.3 **Speed violations** – Drivers who exceed the established speed limits may be warned or issued a traffic citation based upon the conditions and the circumstances at the time of the violation.

3.4.4 **Other hazardous violations** – The vehicle operator who commits a traffic violation in a hazardous or high accident location should be cited accordingly.

3.4.5 **Off-road vehicle violations** – Upon receiving a complaint regarding trespassing and/or property damage caused by the operation of an off-road vehicle when the property owner wishes to file charges, the investigating officer shall attempt to identify the vehicle operator and take appropriate action.

3.4.6 **Equipment violations** – A traffic citation should be issued when a vehicle's required equipment is either missing or inoperable/damaged and the operator should have been aware of the problem, e.g., old damage to a front fender with a missing headlight, cracked windshield, etc.

- Any vehicle deemed unsafe as specified in the ORC and TMC shall not be allowed to operate on the public roadways.

3.4.7 **Public carrier or commercial vehicle violations** – The operator of a public carrier or commercial vehicle that commits a traffic violation shall be handled in the same manner as the operator of a private vehicle who commits a similar violation.

3.4.8 **Other non-hazardous violations** – Non-hazardous traffic violations are violations of the traffic laws affecting the use or protection of streets or highways, but not enacted primarily to regulate safe movement of vehicles and pedestrians, e.g., a registration.

- The decision to either cite or warn a violator for a non-hazardous traffic violation will ultimately rely on the officer's judgement based on the totality of the circumstances and the conditions at the time of the violation.

3.4.9 **Newly enacted laws or regulations** – A warning should normally be issued for a non-hazardous traffic violation of a newly enacted law or regulation.

3.4.10 **Violations resulting in traffic collisions** – A traffic citation should be issued based upon probable cause as determined by the investigation.

3.4.11 **Pedestrian and bicycle violations** – Pedestrians or bicyclists whose actions create a hazard to themselves, pedestrians or vehicular traffic should be charged accordingly.

3.5 MOTORIST ASSISTANCE

When an officer observes an obviously disabled vehicle or a motorist who appears to be lost, stranded or in some distress, he shall stop and offer assistance.

3.5.1 The first priority shall be the safety of the citizen and officer.

3.5.2 If the officer determines a medical or fire emergency exists, he shall notify the dispatcher and request Toledo Fire and Rescue respond to the scene.

3.5.3 Stranded citizens shall be transported to a safe location where a phone or some other assistance is available.

3.5.4 Officers may assist a motorist by changing a tire, obtaining gas or water or calling a tow truck or mechanic, with the approval of the dispatcher, dependent on calls for service. All towing shall be in accordance with existing department policies.

3.5.5 Officers shall not use department vehicles to jump-start other vehicles.

3.5.6 Citizens shall not be left stranded or with a disabled vehicle unless the officer is certain that they are in a safe position and they have summoned the proper assistance.

3.5.7 If the vehicle is in a hazardous or unsafe location, the officer shall remain with the disabled vehicle until the hazardous condition is remedied, keeping in mind the officer's safety. If the officer cannot safely stay with the vehicle, road flares, warning signs or additional police vehicles may be required to protect the officer and other vehicles from striking the hazardous vehicle.

3.6 HAZARDOUS HIGHWAY CONDITIONS

When an officer discovers a hazardous highway condition on the roadway, he shall report the hazard to the dispatcher and request the appropriate response.

3.6.1 The dispatcher will notify the proper authority to respond to the hazard (Streets Department, ODOT, Traffic Engineering, etc.).

3.6.2 If the hazard is such that it presents a significant threat to safety, the officer shall take steps to protect the scene. Depending on the circumstances, the officer may lay out a flare pattern; utilize police vehicles to protect the scene, direct traffic, etc.

3.7 VIOLATOR CONTACT

Traffic enforcement is one of the many routine tasks performed by officers, but for violators it frequently is an emotionally traumatic experience. In many cases, this is the only contact a person has with the police.

3.7.1 Officers should be aware of these conditions and should strive to make each contact educational, and to leave the violator with the impression that the officer has performed a necessary task in a professional and courteous manner.

3.7.2 Officers shall strive to maintain a proper balance between asserting sufficient command presence to control the situation and projecting a courteous, non-confrontational attitude.

3.8 NON-RESIDENT AND MILITARY VIOLATORS

Since the Uniform Vehicle Code is followed by a majority of the states, including Ohio, non-residents are rarely subjected to unfamiliar traffic signs or inconsistent regulations. Therefore, unless the traffic regulation violated is one unique to the Toledo area, no immunity should be granted because a person is a non-resident.

3.8.1 Traffic citations for non-residents and military personnel shall be handled and processed in the same manner as local residents.

3.8.2 License confiscation is only mandatory for OVI, NOL and SOL violations or when ordered by the Bureau of Motor Vehicles.

3.9 FOREIGN NATIONALS AND DIPLOMATS

Issuing a traffic citation to a foreign national or diplomat does not require any special procedures.

3.9.1 Foreign nationals with diplomatic immunity cannot be compelled to sign a citation.

3.9.2 A copy of the citation and any other documentation regarding the incident should be forwarded to the U.S. Department of State, as soon as possible.

3.9.3 Arrest or prolonged detention of a foreign national requires notification to the person's embassy and the U.S. Department of State.

3.9.4 In cases involving OVI, accidents, personal injury, etc., telephonic notification to the U.S. Department of State is urged.

- Field sobriety testing should be offered and fully documented.
- If the officer deems the diplomat too impaired to drive safely, the officer shall not permit the diplomat to continue to drive. Arrangements shall be made for safe transportation; officers may transport the diplomat to a location, contact a friend/family member of diplomat, taxi, etc.

3.9.5 Consular officers (diplomats) of foreign nations are normally immune from criminal charges unless ordered by a federal magistrate. Consular officers have no immunity from traffic or parking citations. Immunity of criminal charges normally does not extend to their families.

3.10 LEGISLATORS

Members of the Ohio General Assembly may not be arrested while traveling to, from and during sessions of the General Assembly. Traffic citations, however, may be issued, as per the OHIO REVISED CODE, Sections 2331.11 and 2331.13, respectively.

3.11 SOBRIETY/SAFETY CHECKPOINTS

The Traffic Section shall conduct all sobriety checkpoints. Only specially trained personnel under the direction of the Traffic Unit shall conduct roadside safety checks.

3.12 ENFORCEMENT OF PARKING REGULATIONS

To ensure fair access to parking and to expedite the flow of vehicular traffic, street parking is restricted or otherwise controlled in various areas of the city. All existing parking regulations shall be enforced with reasonableness and impartiality.

4 TRAFFIC CITATIONS AND PARKING TICKETS

4.1 TRAFFIC CITATIONS AND PARKING TICKETS

All traffic citations shall be issued on a Uniform Traffic Ticket. Parking tickets shall be issued on a Parking Violation Notice.

4.1.1 All traffic citations and parking tickets shall be legibly written.

4.1.2 On traffic citations, the name of the person cited shall be entered as it appears on the driver's license: first name, middle initial and last name.

4.1.3 Verify the address and, if different from the license, list the present address in the space provided on the side.

4.1.4 List the person's telephone number. If none, then note "no phone."

4.1.5 At the bottom of the citation the “charging” officer shall sign his name. This shall be the officer who is charging the person for the violation.

- The charging officer shall legibly print his I.D. number in the box marked "I.D. No."
- If the charging officer is not the officer that is issuing the citation to the violator, the issuing officer shall sign his name and print his I.D. number in the appropriate location on the bottom of the citation.

- If the charging officer is the issuing officer, the "same as above" box will be checked.
- The charging officer signs under penalty of falsification; the citation does not need to be sworn to.
- Officers who work two-man units shall list their partner and his I.D. number on the inside of the citation, along with any other supplemental comments about the violation.
- Officers shall only list the last four numbers of the driver's Social Security Number on the front page of the citation.
- Officers shall advise notice of the court appearance schedule, and indicate if the court appearance is mandatory.
- Officers shall provide availability of options if the court appearance is not mandatory (i.e., paying the citation fine amount via mail).

4.1.6 Officers witnessing the violation shall be the complainant and shall sign all applicable affidavits, summons, All Purpose Citations (APC) and Traffic Citations. In the case of two-man units or incidents involving multiple officers, only one officer shall sign all of the affidavits, summons, APCs and Traffic Citations issued to one individual, unless extenuating circumstances exist which prevent that officer from doing so. Extenuating circumstances, along with complete Social Security Numbers of any involved persons, shall be documented in the CRIME REPORT.

4.1.7 On parking tickets, officers shall list their unit number and shift in the same box as their name.

4.2 JUVENILE TRAFFIC CITATIONS

All juvenile traffic violators are required to appear in Lucas County Juvenile Court.

4.2.1 Officers shall assign a court date on Friday at 0800 hours. The court date should be at least seven (7) days from the date of the citation.

- If a traffic violation happens on a Thursday, for example, officers shall assign the court date for the Friday of the following week.
- If the following Friday falls on a holiday where the Court is closed officers shall assign a court date for the following Friday.

4.2.2 On citations issued to juveniles, officers shall list the following information on the right side of the citation in the areas marked "Name, Employment-Occupation":

- Mother's name.
- Father's name.
- School and grade.

4.2.3 Juvenile OVI offenders shall be transported to a district station for an intoxilyzer test and processing. There are no procedural differences in the processing of an adult OVI or a juvenile OVI.

4.3 REMOVED

4.4 PROOF OF FINANCIAL RESPONSIBILITY

Any officer, who issues a citation for a traffic offense that requires proof of financial responsibility or requires the offender to appear in court, shall inform the violator he is required to show proof of insurance during his court appearance.

4.5 SECURE STORAGE AND DISTRIBUTION

All boxes of traffic citations and parking tickets received by the department shall be initially stored in a secure (locked) location by the Traffic Section.

4.5.1 The Traffic Section will distribute the ticket books as they are needed.

4.5.2 The Traffic Section shall keep a log of the citation books that are distributed, including the serial numbers and to whom they are distributed.

4.5.3 Each district, section or unit that obtains new traffic citations or parking tickets shall store them in a secure (locked) location.

4.5.4 Each district, section or unit that maintains a supply of traffic citations or parking tickets, shall maintain the TRAFFIC CITATION DISTRIBUTION LOG (TPD FORM 17.13) and PARKING TICKET DISTRIBUTION LOG (TPD FORM 17.14), for issuance and accountability of traffic citations and parking ticket books.

- When an officer needs a supply of citations or tickets, a command officer shall sign out the books to the officer and record the beginning and ending serial number of each book, and the name and I.D. number of the officer who obtained the book.
- Completed log sheets shall be forwarded to the Traffic Unit, where they will be kept on file.

4.5.5 Officers obtaining books of traffic citations or parking tickets shall be responsible for the citations/tickets contained in the books and shall maintain possession of the books.

4.6 LEDGER OF VIOLATIONS; TRAFFIC CITATIONS

When an officer issues a traffic citation, he shall record the issuance of the ticket on the Officer's Ledger of Violations, which is attached to the ticket book.

4.6.1 The citation number and the name of the violator shall be recorded on the ledger.

4.6.2 If the citation is voided, the officer shall write the citation number and the word "VOID" on the ledger entry.

4.6.3 When all of the citations in the book are used and the ledger is completely filled, the officer shall forward it to the Traffic Unit.

4.6.4 The Traffic Section shall be responsible for reviewing all ledgers for completeness. The completed ledgers will then be initialed by the Traffic Section and filed. The Traffic Section shall also review the sign-out logs to determine if there are any discrepancies.

4.7 LEDGER OF VIOLATIONS; PARKING TICKETS

Parking tickets are handled in the same manner as traffic citations except that the officer shall record the ticket number and the vehicle license number on the front flap of the ticket book.

4.7.1 If a vehicle drives off prior to being issued a parking ticket, the officer shall complete the ticket and write "DRIVE-OFF" across the front of the ticket.

4.7.2 The ticket shall then be routed to the Records Section for further follow-up.

4.8 LOST CITATIONS

If a book of traffic citations or parking tickets is lost, the officer shall forward a SUPERVISOR'S REPORT to his supervisor indicating the book has been lost. The SUPERVISORS REPORT shall then be forwarded to the Traffic Section for accountability and filing.

5 REQUEST FOR DRIVER'S LICENSE RE-EXAMINATION

5.1 REQUEST FOR RE-EXAMINATION

When an officer observes a vehicle operator who, in the officer's opinion, may be incompetent to operate a motor vehicle due to a physical impairment or mental deficiency, he shall complete OHIO BUREAU OF MOTOR VEHICLE FORM BMV2308.

5.1.1 The form should be forwarded to the Traffic Section sergeant. The sergeant will ensure the form is properly completed.

5.1.2 The completed form will then be sent to the office of the Chief of Police for his signature.

5.1.3 The signed form shall be returned to the Traffic Section by the Chief's Office.

5.1.4 The Traffic Section sergeant shall mail the completed and signed form to the Ohio Bureau of Motor Vehicles.

6 TRAFFIC ENFORCEMENT DISPOSITION CODES; DISPATCHER NOTIFICATION

6.1 OFFICERS TO NOTIFY DISPATCHER

Unless circumstances prohibit, *prior to initiating a traffic stop*, officers shall notify the dispatcher by radio of the location of the stop, description of the vehicle being detained (including the license number, color, make and model, if known, and body style) and the reason for the stop. The dispatcher shall log this information.

6.2 CLEARING THE SCENE WITH THE DISPATCHER

Following a traffic stop, officers shall clear the scene by providing a disposition code that includes a letter designation in conjunction with a two digit numeric designation (DIRECTIVE 406.1/6.3 - NUMERIC DESIGNATION CODES) and appropriate arrest designation type. These codes shall be utilized only for traffic stops initiated by an officer, and apply to all such traffic stops regardless of the action taken by the officer.

6.2.1 All traffic stop disposition codes consist of the letter disposition codes (C - Charlie, D - David, etc.) along with a two-digit suffix that will represent the officer's perception of the driver's race/ethnicity and gender.

- For instance, if a vehicle is pulled over for a traffic violation, regardless of what action is taken and whether that action involves just the driver, just a passenger, or every occupant in the vehicle, the disposition code will be based upon the officer's perception of the **driver's** race/ethnicity and gender.
- Regardless of the action taken against any passenger in the vehicle, the officer's disposition code at the conclusion of the incident shall be based upon the action that was taken in relation to the DRIVER. For example: The driver is cited and released, but a passenger is arrested and booked. The officer's final disposition code will be "C" plus the appropriate 2-digit suffix.
- Likewise, if an officer is already out-of-service on an incident and makes a traffic stop (whether related to the original incident or not), the officer's final disposition at the conclusion of all activity will be based upon the traffic stop and NOT the original incident.
- Warrant or On-view arrest (appropriate designation type). Officers shall notify the dispatcher every time the driver of a stopped vehicle is arrested, with a disposition code and designation type (i.e., either a warrant or on-view arrest), upon the completion of all traffic stops.
  - Warrant arrest <u>only</u>: *"Adam-11, by warrant"*

- On-view arrest only: *"Adam-11, by on-view"*
- Warrant **AND** On-view arrest (both): *"Adam-11, by warrant"*

- Traffic accident investigations, where a driver is cited for an accident, shall require a disposition code, followed by a numeric designation code for the cited party.
  - "Charles-11"
- Hit-skip accident investigations or instances where the party most responsible for an accident cannot be determined or located, shall require a disposition code, followed by a numeric designation code for any known party.
  - *"Baker-11"*
- Suspect stops require only a disposition code. A numeric designation code is not necessary.
- "A-Adam", "D-David", etc.

6.2.2 At no time shall a dispatcher accept a disposition code on a traffic stop if the format does not comply with this order.

6.3 **NUMERIC DESIGNATION CODES**

Numeric designation codes shall be used, as indicated in the following chart, to record the race/ethnicity and gender of drivers involved in officer-initiated traffic stops.

NOTE: There is no "other" or "unknown" designation. Every driver must be categorized, based upon the officer's perception.

Race/Ethnicity designation, followed by gender designation		
Race/Ethnicity	**Gender**	
	Male = 1	Female = 2
White = 1	11	12
Black = 2	21	22
Hispanic = 3	31	32
Asian Pacific Islander = 4	41	42
Middle Eastern, East Indian = 5	51	52
Native American = 6	61	62

WHITE MALE = **11**

WHITE FEMALE = **12**

BLACK MALE = **21**

BLACK FEMALE = **22**

HISPANIC MALE = **31**

HISPANIC FEMALE = **32**

ASIAN MALE = **41**

ASIAN FEMALE = **42**

MIDDLE EASTERN MALE = **51**

MIDDLE EASTERN FEMALE = **52**

NATIVE AMERICAN MALE = **61**

NATIVE AMERICAN FEMALE = **62**

EXAMPLES:

- Disposition code for a verbal warning issued to a black male driver is "D21," to a Hispanic female driver, "D32;" for a traffic citation issued to a Japanese male driver, "C41," to a white female driver, "C12;" for an arrest of a white male driver, "A11," an Arab male driver, "A51."

- **If a white male driver arrested on a warrant or summons as a result of a traffic stop**, the officer shall notify the dispatcher with a disposition code of ***"Adam-11, by warrant."*** **If the arrest is due to an on-view charge**, the officer shall notify the dispatcher with a disposition code of ***"Adam-11, by on-view"***.
- **If the driver is arrested for an outstanding verified warrant AND also receives on an on-view charge**, then officers shall notify the dispatcher of the warrant only, with a disposition code, of ***"Adam-11, by warrant"***.
- Since a verbal inquiry regarding race, ethnicity and gender risks exacerbating tensions during an already potentially tense encounter, the officer's perception shall be the only means of making this determination. Under no circumstances shall an officer discuss or question a driver regarding his race, ethnic origin or gender for purposes of this manual section.

7 TRAFFIC DIRECTION AND CONTROL

7.1 REFLECTIVE SAFETY VESTS

At all times, when directing or controlling traffic, regardless of the lighting conditions, officers and traffic aides shall wear department-issued reflective safety vests.

7.1.1 Officers and traffic aides shall also wear the reflective safety vests when directed to do so by a supervisor.

7.1.2 The issued black raincoat's reversible side is reflective, and may be substituted for the reflective safety vest, providing that the raincoat's reflective side is worn to exposure. Otherwise, the issued black raincoat should not be substituted for the wearing of the reflective vest.

7.1.3 The reflective safety vest shall always be worn as the outermost garment.

7.1.4 Officers and traffic aides shall be responsible for the accountability and availability of their issued vest.

7.1.5 A supply of vests is also stored at each district station and in the command post vehicle for use at special events, e.g., the 4th of July fireworks, Labor Day fireworks, parades, funerals, etc.

7.2 MANUAL TRAFFIC DIRECTION

Situations occur when officers are required to manually direct or control traffic. Manual direction by an officer will be handled in a manner that would enable drivers and pedestrians to recognize and respond to verbal and gestured motions.

7.2.1 **TO STOP TRAFFIC:** An officer, with a bladed stance, extends his arm outward with the palm toward the car to be stopped.

7.2.2 **TO START:** Starting from the stop position, the arm would be moved at the elbow, in a manner to indicate that the traffic may proceed. This is done by swinging the arm upwards (from the elbow down) toward the direction in which the traffic is to flow.

7.2.3 **RIGHT TURNS:** The officer shall gesture to the driver of the vehicle turning right to perform the turn by extending the arm toward the direction in which the turn is to be made.

7.2.4 **LEFT TURNS:** Only to be allowed when there is a gap in traffic or oncoming traffic is completely stopped. The officer will point in the direction of the turn when such movement can be safely made.

7.2.5 **PEDESTRIAN MOVEMENTS:** Stop all lanes of traffic. Talk to the pedestrians and explain when and where they need to proceed to.

7.2.6 To help enhance visibility, officers may utilize traffic cones, flashlights, traffic wands or flares while manually directing traffic.

7.3 TRAFFIC SIGNAL CONTROL BOXES

Officers shall not manually operate a traffic signal control box unless permission is received from a supervisor.

7.3.1 Anytime a box is manually operated and the officer must leave the scene, the officer shall notify the dispatcher, who will then notify Traffic Engineering that the signal control box has been changed.

7.3.2 If the box is locked or inaccessible, officers shall advise the dispatcher to contact Traffic Engineering to come to the scene and manually set the lights to the desired settings.

7.4 FIRE SCENES

Officers on the scene of fires shall assess the hazards present and take action to minimize further damage to life or property.

7.4.1 Officers shall be aware of their patrol vehicle so as not to block the flow of responding fire and rescue units.

7.4.2 Officers shall render assistance to fire and rescue personnel by ensuring the scene is clear for emergency vehicles, closing streets or alleys, directing or restricting vehicular and pedestrian traffic and protecting fire hoses from vehicular traffic.

7.5 ADVERSE WEATHER AND ROAD CONDITIONS

Adverse road conditions may arise out of many situations. These include accidental hazards such as downed power lines and debris or natural causes such as fog, ice and snow.

7.5.1 Officers shall be aware of changing weather conditions so emergency measures can be taken. This may include requesting the dispatcher to notify proper authorities to call out snow/salt plows or utility companies.

7.5.2 Officers shall be alert while directing traffic in adverse conditions, realizing that drivers may have a reduced visibility of the officer and that vehicles may require a greater stopping distance.

7.6 ACCIDENT SCENES

When dispatched to direct or control traffic at an accident scene, officers have a variety of options to protect the scene and alert oncoming traffic.

7.6.1 If a patrol vehicle is being used to direct or control traffic, it shall be positioned in such a manner so it does not become a traffic hazard.

- The patrol vehicle's emergency lights and the traffic control bar light shall be utilized at all times when the vehicle is in the roadway or protruding into the traffic flow.
- Due to safety concerns, whenever possible, officers should avoid sitting in a patrol vehicle that is being used for traffic direction.

7.6.2 If the roadway is to be closed for a prolonged period of time, officers shall notify the dispatcher to contact Traffic Engineering to respond to the scene with barricades or other appropriate temporary traffic control devices.

8 TRAFFIC ESCORT

8.1 POLICE TRAFFIC ESCORTS

There are times when a police vehicle may be utilized for escorting non-police vehicles in various situations. Traffic escorts provide for the expeditious movement of vehicles through traffic.

8.1.1 Officers shall not participate in an escort without prior approval from the Commander of the Traffic Section.

8.1.2 A marked unit operating with lights and sirens in the emergency operation mode shall not escort non-police vehicles.

8.1.3 Only marked units with operational lights and sirens are to be utilized.

8.1.4 Prior to starting the non-emergency escort, the officer driving the lead police vehicle shall notify the driver of the escorted vehicle of the following:

- The specific route to be taken.
- To turn the headlights on.
- To maintain a safe distance from the vehicle ahead.
- Not to enter an intersection without the right-of-way unless signaled to do so by a police officer and all traffic has stopped.

8.2 TYPES OF ESCORTS

8.2.1 **DIGNITARIES AND PUBLIC OFFICIALS**

This type of escort is usually reserved for persons whose position entitles them to protection by the U.S. Secret Service. Prior coordination and authorization for escorts will normally be made in cooperation with other agencies (federal, state and/or local).

8.2.2 **POLICE FUNERAL DETAILS**

Police vehicles will normally be operated with the emergency lights operating and the siren off.

8.2.3 **OVER-SIZED VEHICLES**

This type of escort may be provided for vehicles that exceed the normal width, length, height or weight requirements. This escort will usually be in cooperation with other agencies (federal, state and/or local).

8.2.4 **HAZARDOUS MATERIALS OR OTHER CARGO**

This escort will also be coordinated with other agencies.

8.2.5 **CIVILIAN ESCORTS FOR MEDICAL EMERGENCIES PROHIBITED**

Under no circumstances shall an officer escort a civilian vehicle while operating Code 3 (lights/sirens) for any emergency (medical, family emergencies, etc.).

- The officer shall request a first responder or life squad to handle medical emergencies.
- Emergency transportation of civilians in police vehicles shall be done only when an officer has exhausted all reasonable efforts to obtain other transportation.
- Prior to actually transporting a civilian while operating Code 3, the officer shall contact both his supervisor and dispatcher and advise them of the situation.

8.2.6 **OTHER NON-EMERGENCY ESCORTS**

These may include buses, parades and vehicles carrying officials or famous personalities. Normally, only emergency lights will be activated.

9 CLASSIFICATION OF TRAFFIC STOPS

9.1 UNKNOWN RISK TRAFFIC STOPS

Unknown risk vehicle stops are defined as one where the potential for assault is likely. From a tactical standpoint, all traffic stops are unknown risk stops. Examples of unknown risk stops include fictitious registration, high profile violations (reckless operations, etc.), and unusual driver or passenger actions.

9.1.1 Making the Stop

- When initiating a traffic stop, no stop is routine
- Recognize the violation (Justification/Probable Cause for the stop).
- Choice of location for the stop if possible (available cover/concealment, traffic flow, lighting, officer safety, pedestrians in area)
- Notify dispatch
- Request back-up if needed
- Use of overhead lights, siren, takedown lights, spotlights, off-set police vehicle
- Activate in-car vehicle camera and body-worn camera if applicable

9.1.2 Approaching the vehicle

- Make safe exit and observe traffic
- Strong hand on weapon
- Flashlight in non-weapon hand and on side mirror of violator vehicle
- Prepare for possible flight of driver and/or occupants
- Order all occupants to keep hands in plain view
- Proper officer positioning at the vehicle (bladed stance, behind window of rear most occupant, force occupants to turn to speak towards your direction).
- Decide on approach (driver's side versus passenger side).

9.1.3 Violator Contact

- Always display a professional/courteous demeanor
- Obtain driver's license and insurance from the driver
- Obtain identification from occupants if applicable
- If the driver has no license or identification, have the driver exit the vehicle after turning the car off and giving the officer the keys.
- Cover officer stays with the vehicle
- Safe return to patrol vehicle while maintaining eye contact with the violator
- Determine enforcement action (warning, citation, arrest, etc)
- If an arrest is made, handcuff the suspect and search the vehicle
- Tow vehicle if necessary
- Reporting requirements
- Disposition code to dispatch

9.2 HIGH RISK TRAFFIC STOPS

High risk vehicle stops are defined as stops where the potential for felonious assault is highly likely. When conducting a high risk stop, officers should anticipate the involvement of weapons. The suspects may be willing to do anything to prevent their apprehension. For these reasons, officers making high risk stops need to exercise extreme caution and deploy solid tactics.

9.3.1 Primary Considerations

- Recognition of high risk stop (involved in felony, drugs or weapons involved, stolen vehicle, warrants, intoxicated driver, suspicious driving behavior, suspicious activity after stop, etc.)
- Tactical considerations (wait for back-up before initiating stop)
- Choice of location for stop if possible (available cover/concealment, traffic flow, lighting, officer safety, pedestrians in area)
- Notify dispatcher of: unit number, location, license plate, color/make/model of vehicle, number of occupants, and need for back-up, tactical response of back-up).

9.2.2 Mechanics of the Stop

- Use of emergency lights/sirens
- Proper placement of primary and back-up vehicles – offset vehicles to block traffic. Use takedown lights and spotlights if necessary.
- Determine how the approach will be made. Consider use of the P.A. system, maintain cover, have suspects walk back to facing you away.

9.2.3 Approach/Suspect Contact

- Weapon drawn at high ready (if applicable) or holster ready
- Flashlight in non-weapon hand
- Control all occupants with loud, clear verbal commands.
- Stay behind the rear most occupant
- Avoid cross firing position
- Officers must communicate with each other
- Order suspects out of the vehicle one at a time and secure them before ordering out the next suspect
- Separate, search and interview suspects
- Records Bureau check of all occupants
- Systematic search of the vehicle
- Take the applicable enforcement action (notify ISB, citations, arrest, FI report, etc)
- Tow vehicle if necessary
- Reporting requirements
- Disposition Code to dispatch

DIRECTIVE 406.2	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED January 4, 2019	PART: OPERATIONS CHAPTER: TRAFFIC OPERATIONS	PAGES 4
RESCINDS January 1, 2015	**OPERATING VEHICLE IMPAIRED (OVI)**	

I POLICY

It shall be the policy of the Toledo Police Department to strictly enforce the provisions of the Ohio Revised Code and other applicable codes that apply to those who would operate a vehicle under the influence of alcohol or drugs. This policy also establishes guidelines for officers requesting the use of the Toledo Police Breath Testing Equipment.

II PROCEDURES

1 OPERATING VEHICLE UNDER THE INFLUENCE OF DRUGS/ALCOHOL (OVI) ENFORCEMENT

1.1 OVI ENFORCEMENT

Officers shall follow the established procedures as outlined in the Toledo Police Department OVI Manual.

1.2 FELONY DUI ARREST PROCESSING

Under Ohio Revised Code 4511.19 a person who has been arrested for OVI and has been convicted of OVI three times in the previous ten years or five times in the previous twenty years shall be charged with a felony OVI by the Traffic Section.

1.2.1 Steps to determine if a detainee can be charged with felony OVI:

- Check the driving history of the detainee with records personnel to determine if there are prior OVI convictions.
- If prior OVI convictions, complete a Supervisors Report (TPD Form 20.7) listing the prior OVI convictions and place the report in the OVI packet.
- Officers **shall initially charge** the detainee with the Basic OVI Law, ORC 4511. 19 (A) (1) (a) and any other traffic violations.
- The OVI/SOL Unit will then review the OVI case and determine if felony status applies.

2 BREATH TESTING

In the event that the arresting officer(s) is not a certified I-8000 intoxilyzer operator, he shall request that a certified I-8000 Intoxilyzer Operator be immediately dispatched to the designated District Station.

2.1 If the dispatcher cannot locate a certified Intoxilyzer Operator working on the channel, one shall be dispatched from another channel.

2.2 If Communications personnel cannot raise a certified Intoxilyzer Operator, the requesting officer shall have Communications check with UTPD, Ottawa Hills PD or OSP for an I-8000 Intoxilyzer operator.

3 PROCESSING AND REPORTS

3.1 Detainees shall be processed as governed by Directive 402.1 – ARREST, BOOKING, AND ALTERNATIVE TO ARREST.

3.2 When an officer completes the procedures for an OVI arrest, it is the preferred method to release a cooperative and nonviolent detainee to a responsible adult, in lieu of booking the subject into the Lucas County Corrections Center. Officers shall note the responsible adult's name, address, and phone number in their CRIME REPORT (TPD FORM 38.1). If the responsible party is taking possession of the detainee's vehicle, officers shall also ensure that the responsible party has a valid driver's license.

3.3 OVI PACKAGE

The following shall be placed in the OVI package and left in the OVI/SOL box located in the Central District Station Officer Roll Call Room on the 2nd floor of the Safety Building or placed in the mail and forwarded to the Traffic Section.

- **If suspect is not booked** - Original paper traffic citation or copy of E-Citation
- **If suspect is booked** - Copy of the paper traffic citation or E-Citation
  - Paper traffic citations – the **remarks section** on the front of the citation shall be completed with a brief summary of the offense. The **officer's supplemental comments** on the inside of the ticket shall be completed to thoroughly describe the incident.
  - E-Citations – the **remarks section** and the **statement of fact** section shall be completed
  - If the defendant submits to a blood or urine test, the officer shall write in the remarks section of the citation, "**TEST RESULTS ARE PENDING**."
- Copy of Crime Report
- Copy of Accident report (when applicable).
- Operator's License (NO State Identification Cards)
- TOW REPORT (TPD FORM 63.1) (See Directive 406.3/2.3.3 – TOWING-when applicable).
- Vehicle seized
  - If the vehicle is seized, officers shall check the **Vehicle Seized Box** that is located on both the paper traffic citation and E-Citation.
- OVI INVESTIGATION REPORT (TPD FORM 17.2)
- ADMINISTRATIVE LICENSE SUSPENSION FORM, BMV 2255 (Section B must be filled out manually by the testing officer). The form must be clerked with the Clerk's office and then placed in the OVI packet.
- FORENSIC TOXICOLOGY PROPERTY CONTROL FORM (Lucas County Coroner Office-when applicable)
- SUBJECT TEST FORM, OHIO DEPARTMENT OF HEALTH / BUREAU OF ALCOHOL & DRUG TESTING, FORM DEA 2650 – including refusals.
  - I-8000 Intoxilyzer – I-8000 machine automatically prints out form with information filled in when the testing officer completes subject testing

3.4 SOL PACKAGE

The following shall be placed in the SOL package and left in the OVI/SOL box located in the Central District Station Officer Roll Call Room on the 2nd floor of the Safety Building.

- **If suspect is not booked** -Original paper traffic citation or copy of E-Citation
- **If suspect is booked** -Copy of the Paper Traffic Citation or E-Citation

- Operator's License (NO State Identification Cards)
- TOW REPORT (TPD FORM 63.1)
- VEHICLE SEIZED – If the vehicle is seized, officers shall check the **Vehicle Seized Box** that is located on both the paper traffic citation and E-Citation.

3.5 **SUBPOENAING INTOXILYZER OPERATORS IN OVI TRIALS**

When an officer files a precipe for witnesses in a trial for OVI and an Intoxilyzer test was given, the officer shall subpoena the certified Intoxilyzer Operator who gave the Intoxilyzer test.

3.5.1 Removed

3.6 **INJURED OVI SUBJECTS**

If the suspected OVI driver is transported to the hospital, officers shall go to the hospital and read the ADMINISTRATIVE LICENSE SUSPENSION FORM, BMV 2255, to the OVI driver. The officer shall ask the driver to submit to a blood test or urine test. Officers shall cite the subject for OVI ORC 4511.19 (A) (1) (a), and all other traffic citations pertinent to the accident. In addition, officers shall complete the LUCAS COUNTY CORONER'S FORENSIC TOXICOLOGY PROPERTY CONTROL FORM (if applicable), and submit it with the OVI package. The Court Liaison Unit supervisor or his designee shall notify the charging officer of the test results when they are returned. The officer will receive email instructions on how to reissue the OVI charge if applicable.

Note: If you read the Consequences of test or refusal, you **SHALL** issue a citation.

- If the test is blood or urine, a citation shall be issued for the Basic OVI Law, ORC 4511.19 (A) (1) (a). The Basic OVI Law covers what you see, smell, and hear. When the results are returned, take them to the prosecutor at the time of your court date or hearing.
- If the test is a refusal, you will issue a citation for the Basic OVI Law, ORC 4511.19 (A) (1) (a).

3.7 **SUBJECT CAUSES SERIOUS INJURY OR DEATH TO ANOTHER**

An **accident investigator** shall investigate all OVIs which involve serious injury or death to a person. In incidents involving suspected OVI drivers, standard procedure is to read the ADMINISTRATIVE LICENSE SUSPENSION FORM, BMV 2255, prior to offering the suspect a blood, breath or urine test. This has been true even if the suspect was not being physically arrested, or issued a citation due to extenuating circumstances, such as injuries sustained in an auto accident. A problem has been identified with this procedure as the wording on the ADMINISTRATIVE LICENSE SUSPENSION FORM, BMV 2255, which advises the suspect that he is under arrest when the tests are offered. If the person is not arrested or cited, the test results may not be admissible in court.

Additionally, if the suspect caused serious injury or death to another person, the OVI may become an element of a more serious charge, such as Aggravated Vehicular Assault, or Aggravated Vehicular Homicide, if OVI is not charged.

To ensure that test results are admissible in court, the following procedure shall be used whenever an individual is involved in a serious injury or fatal accident, and is not being placed under arrest. **The accident investigator shall not read the back of the ADMINISTRATIVE LICENSE SUSPENSION FORM, BMV 2255 to the suspect.**

3.7.1 The individual shall be asked to voluntarily submit to a blood, breath, or urine test. The WAIVER OF SEARCH WARRANT BLOOD, BREATH OR URINE SAMPLE (TPD FORM 17.23), shall be filled out and signed, if consent is given.

3.7.2 If the individual refuses, the assigned accident reconstructionist shall proceed by search warrant to secure any blood or urine samples taken at the medical facility by staff.

3.7.3 If blood or urine samples are not taken by the medical facility, the assigned accident reconstructionist shall proceed by search warrant to secure a blood sample from the individual, by following the established procedure.

3.7.4 REMOVED

4 **OVI/SOL UNIT**

The OVI/SOL Unit shall be responsible for conducting and processing investigations concerning OVI's, Felony OVI's, SOL's, and Wrongful Entrustment cases.

5 **ALCOHOL ENFORCEMENT COUNTERMEASURES**

Alcohol enforcement countermeasures are additional enforcement techniques that generally go beyond normal traffic enforcement duties. The Traffic Section has the primary responsibility for conducting alcohol enforcement countermeasures. The Traffic Section commander shall analyze crash data and OVI arrest reports to determine where, when, and how alcohol countermeasures are to be employed. Summaries of OVI arrest reports will be provided to the Operations Division for use by district units while they are on patrol.

DIRECTIVE 406.3	**TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES**	
EFFECTIVE November 01, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED December 2, 2024	PART: OPERATIONS CHAPTER: TRAFFIC OPERATIONS	PAGES 9
RESCINDS January 4, 2019	**TOWS**	

I **POLICY**

Officers encounter a variety of situations when it is necessary to tow a motor vehicle, trailer, recreational/off-road vehicle or other vehicles by either impoundment or movement to an alternate location. Liability and responsibility exists when towing a vehicle so as not to release a vehicle to unauthorized individuals.

II **DEFINITIONS**

HEAVY-DUTY TOW – Heavy-duty tows are used for larger sized commercial vehicles.

IMPOUND TOW – All police ordered tows are impound tows~~,~~ and shall be taken to the Toledo Police Department Impound Lot unless directed by the Records Section Auto Desk clerk to take the vehicle to another location.

PRIVATE TOW – Private tows are made when there is no investigatory or regulatory reason to impound the vehicle and the owner has requested assistance in obtaining a towing service. Private tows do not require an IMPOUND REPORT (TPD FORM 63.1) and the city tow list rotation does not apply.

HOLDER – A special status applied to (or removed from) an impounded vehicle by an investigator or command officer that prohibits the release of a motor vehicle or other property until specific requirements are met. This includes hit-skip accidents and OVI/SOL situations.

ARIES – AutoReturn Integrated Enterprise System; a flexible component-based system that manages the entire lifecycle of a tow and provides comprehensive reporting.

ARIES/REQUEST – Digital tow request using the ARIES Request shortcut on the Mobile Data Computer (MDC).

ARIES/DISPATCH – Cloud-based electronic dispatch and towing management system.

ARIES/IMPOUND – The electronic inventory management, receipt generation, and payment processing system for administering impound activities.

AUTURA.COM – Web-based tow file vehicle search.

III PROCEDURES

1 TOWING

1.1 WHEN TOW SERVICE IS REQUIRED

An officer shall use an authorized police towing service for removal of any of the following:

- Automobiles, vans, trucks, motor homes and buses
- Motorcycles, and gasoline motor-driven cycles
- Off-highway vehicles, including racing vehicles, construction equipment, dune buggies, all-terrain vehicles, snowmobiles, riding lawn mowers and tractors
- Trailers (all types)
- Boats
- Any item too large to carry (e.g. a safe, etc.)

1.2 OBTAINING TOW SERVICE

Prior to towing any vehicle, an officer shall check the vehicle identification number (VIN) and license number through LEADS and NCIC for registration (ownership), stolen/wanted, attempt to locate (ATL), parking tickets, etc. The VIN shall be obtained through actual visual inspection of the VIN plate.

Officers will query the vehicle through the National Crime Information Center (NCIC) to ensure the vehicle is not stolen, etc.; however, officers shall not use the information obtained through LEADS/NCIC/NORIS/LexisNexus/Accurint for entry into ARIES. Officers will visually verify the make, model and vehicle license number, dashboard VIN number plate, and the VIN sticker on the inner door frame (door itself, A-pillar, or glovebox). The towing officer will request the tow operator unlock vehicles to enable verification of both VIN data plates and conduct the required inventory search.

1.2.1 All requests for tow service shall be made through the AUTURA/ARIES.

1.2.2 An officer requesting a tow shall provide the following information:

- Unit number
- Employee I.D. number
- Location of the vehicle
- Make, model and color of the vehicle
- License and VIN
- If keys are left with tow operator
- If equipped with radio
- Reason for tow

2 RESPONSIBILITIES AND TYPES OF TOWS

2.1 REPORTING TOWED VEHICLES

2.1.1 Officers towing a vehicle shall complete an ARIES/Request for each vehicle towed. All appropriate boxes shall be completed, including the VIN which shall be obtained through visual inspection of the vehicle, time of tow and any damage or unusual features (e.g. mismatched tires)

2.1.2 If the vehicle is towed in connection with an incident reported on a CRIME REPORT (TPD FORM 38.1) or INCIDENT REPORT (TPD FORM 38.12), the Records Section number of the incident shall also be listed in the designated field in ARIES.

2.1.3 If a tow violation occurs, it shall be noted in the notes field in ARIES.

2.2 ASSIGNMENT OF TOWS

An officer at a scene where multiple tows have been ordered shall be responsible for assigning the correct towing firm as determined by the ARIES/AutoReturn.

2.2.1 If multiple tows are requested in ARIES the assignment of tow trucks will be done automatically by the program.

2.2.2 **KEYS AND REGISTRATION CERTIFICATE IN A TOWED VEHICLE**

- If a properly identified owner is at the scene, he may be permitted to remove the registration certificate from an impounded vehicle for later release of his vehicle from the Impound Lot. The registration certificate shall not be removed from a towed vehicle by an officer unless it is booked as evidence and so noted on the IMPOUND REPORT.
- Officers shall obtain ignition keys, trunk keys and vehicle keyless entry remotes when available and give them to the tow truck operator. Windows, doors, trunks and sunroofs shall also be closed when possible.

2.3 MANDATORY IMPOUND TOW

Officers shall impound vehicles if they fall into any one of the following categories:

2.3.1 Abandoned and/or traffic hazard.

2.3.2 Altered/missing or unverified Vehicle Identification Number (VIN).

- If the VIN cannot be verified, or has been altered or removed, the Records Section Auto Desk and the Investigations Bureau shall be notified so that a holder may be placed on the vehicle for the Auto Unit.
- In addition to the IMPOUND REPORT, a CRIME REPORT shall be completed detailing the circumstances.

2.3.3 Driver is arrested for Operating a Vehicle While Under Influence (OVI) **AND** has a **prior** OVI conviction.

2.3.4 Driver has a court ordered suspension, OVI suspension or an FRA suspension.

2.3.5 Delinquent Parking Tags – Vehicle must have two or more delinquent tags and be in violation of a parking ordinance at the time of the tow.

- The Records Section shall verify the delinquent tags through ParkSmart before the vehicle may be towed.
- Officers shall tag the vehicle for the immediate violation.
- Legally parked vehicles, or vehicles being operated, may not be towed for delinquent parking tickets.

2.3.6 Any vehicle held for evidence.

2.3.7 Removed

2.3.8 Hit-Skip Vehicles – Officers shall tow a vehicle that was involved in a hit-skip accident if the driver has fled the scene.

- The investigating officers shall place a holder for hit-skip on the vehicle by Placing the appropriate holder within ARIES.

2.3.9 Illegally Parked Vehicles – A parking ticket shall be issued to an illegally parked vehicle prior to it being towed. An officer may tow an illegally parked vehicle when it:

- Obstructs the normal movement of traffic.

- Is left upon a street, highway, bridge, viaduct, railroad tracks, underpass or alley.
- Is impractical to move the vehicle to a legal parking place in the near vicinity.

2.3.10 Recovered stolen auto – Owner cannot be notified (See Directive 406.3/3.1 TOWING RECOVERED STOLEN VEHICLES).

2.3.11 Tampered vehicle – Probable stolen; supervisor's approval needed. (See Directive 406.3/3.2 RECOVERING TAMPERED VEHICLES).

2.3.12 Vehicles involved in fatal or serious injury accidents.

2.4 HEAVY-DUTY TOW

To request a heavy-duty tow service, officers shall select heavy duty tow in ARIES.

2.5 PRIVATE TOW

A private tow shall be ordered only upon the request of the verified owner (or spouse) of the vehicle, when the vehicle is properly insured, and when there is no investigatory or regulatory reason to impound the vehicle.

- The owner may state his preference of tow company and shall arrange with the tow operator where the vehicle is to be taken.
- An IMPOUND REPORT is not required for a private tow.
- Once a police impound tow is ordered though ARIES, it shall not be changed to a private tow.

3 STOLEN OR TAMPERED VEHICLES

3.1 TOWING RECOVERED STOLEN VEHICLES

When an officer recovers a stolen vehicle and the owner or his agent cannot be promptly notified to take possession of the vehicle, the officer shall impound the vehicle.

3.1.1 Officers observing damage that may affect a vehicle's operability shall note this in the appropriate section in ARIES.

3.1.2 Officers shall carefully check recovered vehicles for property or other evidence.

3.1.3 In addition to the ARIES REQUEST, a CRIME REPORT shall be completed entitled ‘Recovered Stolen Auto.

3.2 RECOVERING TAMPERED VEHICLES

Some vehicles are recovered before the owner discovers the vehicle has been stolen.

3.2.1 Officers finding a vehicle that appears to have been stolen, but has not yet been reported, shall notify the Records Section to attempt to notify the owner. If the owner cannot be notified, officers shall notify a command officer to request the vehicle be impounded for safekeeping.

3.2.2 In addition to the ARIES/REQUEST, a CRIME REPORT shall be completed entitled, “Theft of a Motor Vehicle”, and indicating “Attempted” from the drop down menu.

4 VEHICLE PROPERTY INVENTORY

4.1 RESPONSIBILITY FOR ARRESTEE'S VEHICLE

Arresting officers shall exercise reasonable care of a vehicle taken from the immediate physical possession of an arrestee.

4.2 PROPERTY IN VEHICLE

When a vehicle is either towed or left legally parked at the scene following a police incident, the following items shall be removed and booked in accordance with established procedures:

- All property of evidentiary value, whether in plain sight or found as the result of a search or inventory.
- Property in plain sight that is estimated by the officer to be of value, when these items cannot be locked in the glove box or trunk.
- Any items of evidentiary value in the trunk or glove box of the vehicle that come into the sight of officers securing property from the driver's compartment.
- All monies found, whether in plain sight or as a result of a search.
- Any item declared to be of value by the person in apparent lawful control of the vehicle.
- All property, whether in plain sight or found as a result of a search or inventory, which is left in a towed vehicle, shall be listed on the IMPOUND REPORT. If needed, a SUPPLEMENTAL CRIME REPORT (TPD FORM 38.3) listing additional property shall be completed and attached to the IMPOUND REPORT.

4.3 PROPERTY IN LOCKED COMPARTMENTS AND CLOSED CONTAINERS

The towing officer shall inventory all locked compartments within the towed vehicle if keys to said compartments are readily available.

4.3.1 If keys are not available, the locked compartment shall be noted on the IMPOUND REPORT and not forced open as part of a normal inventory.

4.3.2 When searching for specific evidence officers shall be guided by legal procedures, such as obtaining a search warrant, applicable to each specific case.

4.3.3 The towing officer shall inventory the contents of all closed containers (i.e., boxes, bags or unlocked suitcases), prior to locking them in the trunk.

- Officers shall not open locked containers, but shall list them on the vehicle inventory.
- Any container booked into the Property Room or Night Property Rooms shall be opened for safety purposes.

5 OTHER TOWING PROCEDURES

5.1 TOWING FROM CITY-OWNED LOTS

An officer may impound a vehicle that is parked in a municipal parking lot without proper authorization.

5.1.1 Vehicles parked in metered lots shall not be towed for overtime parking unless they create a traffic obstruction or hazard; however, vehicles parked in positions which aggravate conditions in the lot (i.e., blocking aisles or driveways, etc.) should be tagged and impounded.

5.1.2 Where permits have been authorized and issued to limit parking, private vehicles not bearing the appropriate permit should be tagged and may be impounded.

5.2 REPORTING OF PRIVATE PERSON TOWS OR REPOSSESSIONS

When a private person notifies the department that he intends to cause the removal of a vehicle from private property for parking on the property or as a repossession, the officer receiving the notification shall direct the person to the Records Section.

5.2.1 Employees in the Records Section shall ensure vehicles that have been privately towed are logged as third party tows so they are not reported as stolen at a later time.

5.2.2 Police towing permittees are required to notify the Records Section of the identification of all vehicles privately towed by them without notice to the owner.

5.2.3 If the vehicle is obstructing driveways, loading docks, ingress, or egress, try to locate the owner and have the vehicle moved immediately. If unable to locate the owner, impound the vehicle. Include a brief investigative summary and the property owner's name who requested the vehicle removed in the ARIES/Request driver's notes.

5.3 **SPECIAL EVENTS**

Instructions for towing illegally parked vehicles in the vicinity of a special event shall be given prior to the event.

5.4 **SNOW EMERGENCIES**

Instructions for towing vehicles during a snow emergency shall be given to personnel participating in their removal.

5.5 **VEHICLE NOT TO BE CONFISCATED FOR FEDERAL VIOLATION**

A vehicle in which there has been transported, or in which there is found, contraband drugs, gambling equipment or illegal weapons, in violation of federal statutes, may be confiscated by the appropriate federal agency. Officers may not seize and tow a vehicle for the sole purpose of facilitating its later confiscation by federal authorities.

5.6 **WHEN NOT TO TOW A VEHICLE**

If, at any time, a vehicle which is improperly or illegally parked so as to create a traffic obstruction and is attended by the lawful owner or his agent, the owner is responsible for the removal of the vehicle, unless he is placed in custody.

5.6.1 No officer shall tow a vehicle when the owner is capable of promptly caring for it himself or grants some other responsible person the accountability for its care, absent justification as the listed in Directive 406.3/2.3 – MANDATORY IMPOUND TOW.

5.6.2 Should the owner or his agent neglect or refuse to remove the vehicle promptly, officers may tow it after 15 minutes, if they have previously ordered it removed.

6 **CANCELLATION OF TOW – OWNER NOW PRESENT**

Release vehicles not needed for evidence or by other authorities, to persons with right of possession if they are at the scene before the tow truck operator has arrived.

- Complete the ARIES/Request entry. Write "Released to Owner" in the driver's notes.
- Cancel the tow in ARIES/Request to put the tow company back on top of the rotation list.
- If the tow company arranges to tow the vehicle to an address other than the Impound Lot, contact the Auto Desk and advise them the vehicle needs to be placed in a "not stored status". The tow should not be cancelled. Tow operators do not have authority to cancel a tow.

7 HOLDERS ON TOWED VEHICLES

7.1 PLACING A HOLDER ON A VEHICLE

7.1.1 A notation shall be made in both the CRIME REPORT and ARIES indicating that a holder was placed on the vehicle.

7.1.2 The tow truck operator shall be cautioned if there is danger of destroying or contaminating evidence.

7.1.3 To place a holder on a vehicle, the authorizing investigator's or command officer's name and I.D. number are required.

EXCEPTIONS – Patrol officers are authorized to place holders on vehicles involved in hit-skip accidents when the driver has not been identified and in OVI/SOL incidents.

7.2 INVESTIGATOR TO CONFIRM HOLDER OR RELEASE VEHICLE

When an investigating officer is assigned a case involving an impounded vehicle, he shall promptly make all necessary arrangements for searching or collecting evidence as may be required.

7.2.1 The assigned investigator shall ensure that the vehicle holder is removed as soon as practical by completing the 'Release of Investigation Holder on Impound Vehicle' located on the TPD Intranet.

7.2.2 If an extended examination of the impounded vehicle is needed, the investigator shall confirm the holder with the Impound Lot.

7.3 NOTIFICATION TO OWNER OF IMPOUNDED VEHICLE

When a vehicle is impounded, the Impound Lot shall ensure that written notification is made to the owner of the impounded vehicle.

7.3.1 When a vehicle previously held for investigation is available for release, the investigating officer shall immediately notify the Impound Lot and make notification to the owner.

7.4 FINGERPRINTS ON IMPOUNDED VEHICLE

Whenever possible, officers shall process fingerprints and/or other evidence within a vehicle at the scene before ordering the tow. If it becomes necessary to impound the vehicle, the impounding officer shall:

7.4.1 Seek authorization from the concerned investigative officer.

7.4.2 Notify Records Section Auto Desk that an investigative tow is needed.

7.4.3 List in the IMPOUND REPORT the name of the person who was notified of the vehicle being held for prints.

7.4.4 Notify the tow truck operator that the vehicle is to be held for prints and stored inside.

7.4.5 Escort the tow truck operator to the location for inside storage as directed by the Auto Desk.

7.5 TOWING VICTIM'S VEHICLE FOR EVIDENCE COLLECTION

On occasion, a victim's vehicle is ordered towed for the purpose of processing evidence.

7.5.1 The department shall pay towing and storage fees when the vehicle is in the property of, or lawfully used by, a victim of a crime and such vehicle has been ordered towed and held by the department for evidentiary processing.

7.5.2 Where practical, processing of vehicles for evidence should be done at the scene.

7.5.3 If a vehicle needs to be washed due to the processing of the vehicle for evidence, the cleaning shall be completed at a city-contracted car wash.

7.5.4 The final determination of payment shall be made by the commander of the Records Section.

8 TOW OPERATORS

8.1 REGULATION OF TOWING OPERATIONS

Officers shall notify the Records Section commander, by completing a SUPERVISOR'S REPORT (TPD FORM 20.7), of all violations of ordinances, which regulate towing operations within the city. The Records Section commander shall investigate and, if warranted, forward his recommendations on revocation or suspension of police towing permits to the Deputy Chief of Staff/Safety Director.

8.2 VIOLATIONS BY PERMITTEES

When an officer observes a violation of any towing ordinance (TMC Chapter 765) by a towing firm licensed by the city to tow vehicles for the department, or when such permittee violates any law and no other reports are prepared, or when an officer observes any incident where notification is deemed desirable:

8.2.1 He shall complete a SUPERVISOR'S REPORT describing the circumstance and forward it to the Records Section commander. The report shall contain information sufficient to fully identify the driver, the vehicle and the towing firm.

8.2.2 When a violation of the towing ordinance is aggravated, an officer may complete a citation in lieu of the SUPERVISOR'S REPORT.

8.2.3 When a citation is issued to a permitee, the officer shall forward a photocopy of the citation to the Records Section commander.

8.2.4 Additional comments shall be added to the photocopy to explain the circumstances of the violation.

8.3 CLEARING DEBRIS FROM AN ACCIDENT

The officer in charge of the accident investigation shall instruct the tow truck operator when he may remove all broken glass and other debris from the street at the scene of the accident. Failure to remove all glass, metal, plastic or vehicle parts is a violation of TMC Section 765.11(c) and shall be reported to the Records Section commander in writing.

9 ABANDONED OR JUNK VEHICLES

9.1 JUNK VEHICLE

When a vehicle has been abandoned on private property for 72 hours or longer, or on a public trafficway for 48 hours or longer, it may be classified as junk, if it is:

- Three years old, or older, and,
- Extensively damaged (missing wheels, motor, tires, transmission, etc.)
- It is apparent that it is inoperable~~,~~ and worth less than $1500
- Officers shall report all junk vehicles to the Traffic Section by preparing an INCIDENT REPORT entitled, 'Junk Vehicle.'

9.2 ABANDONED OR JUNK VEHICLES ON PRIVATE PROPERTY

When a person is adversely affected by an abandoned vehicle, an officer at the scene shall make a preliminary investigation to determine if the vehicle has actually been abandoned.

9.2.1 A vehicle is considered to be abandoned if it is inoperable and a public nuisance, as stated in TMC 521.09.

9.2.2 The officer shall check the license and VIN with the Records Section and shall submit an INCIDENT REPORT entitled 'Abandoned Vehicle – Private Property' which shall be forwarded to the Traffic Section.

9.2.3 The report shall contain:

- Name and address of complainant
- Name and address of person having control of the property
- A statement indicating that the person having control of the property did not give express or implied consent to any person to park or leave this vehicle on this property, if applicable
- Name and address of the registered owner of the vehicle, if available
- Description of the vehicle, its condition, license number and the VIN

9.2.4 In the case of a blocked driveway on private property, the officer should advise the property owner that he may arrange for towing the vehicle away.

9.3 ABANDONED VEHICLES ON PUBLIC PROPERTY

When a vehicle has apparently been abandoned on public property (e.g. a park), officers shall first determine if the vehicle has been reported stolen.

9.3.1 If not stolen, mark around the tires on the pavement and on subsequent days, tag it for overtime parking if it remains in the same location.

9.3.2 After 48 hours the vehicle may be impounded and towed if it has not been driven.

9.3.3 If the vehicle has two or more outstanding delinquent tags, it may be towed. It is not necessary to wait 48 hours.

9.4 DISPOSITION OF ABANDONED AND JUNK VEHICLES

The Traffic Section shall conduct a follow-up investigation on the condition and status of all abandoned and junk vehicles, whether the complaint was received from a citizen, from Communications, or from an officer. The Records Section shall determine ownership, make a written notification, photograph junk vehicles and prepare the necessary affidavits to comply with state and municipal laws on the disposition of such vehicles, by scrapping or sale at public auction.

9.5 NON-EMEREGENCY ACCESS AUTHORIZATION

Department members receiving a request for assistance in entering a locked vehicle, or building, absent any emergency or exigent circumstances, shall advise the complainant that there is the possibility of damage during the entry attempt. The person requesting assistance will be required to sign a TOLEDO POLICE ACCESS AUTHORIZATION (T.P.D. FORM 15.6) that releases the Department from any liability. Officers shall also ascertain that the person requesting the access has legitimate authority to do so.

Officers shall complete any other required reports based on the nature of the incident and forward copies of the TOLEDO POLICE ACCESS AUTHORIZATION form as indicated on the form.

DIRECTIVE 406.4	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE June 01, 2012		
REVISED January 1, 2015	PART: OPERATIONS CHAPTER: TRAFFIC OPERATIONS	PAGES 3
RESCINDS December 1, 2012	**BREATH TESTING EQUIPMENT**	

I POLICY

It shall be the policy of the Toledo Police Department to establish guidelines regarding instrument checks for evidential breath testing equipment. This policy shall also provide guidelines for requiring sworn officers to maintain an active BAC Intoxilyzer Operator Breath Testing Permit. This policy shall establish specific instrument checks, operation, and repair documentation guidelines for the I-8000 INTOXILYZER breath testing machines.

II PROCEDURES

1 BREATH TESTING PERMITS

1.1 SENIOR OPERATOR IN CHARGE

The Operations Division Commander shall designate a 1-8000 Intoxilyzer Operator to be the Senior Operator in Charge (SOIC) of all evidential breath testing equipment assigned to the department. The SOIC is the point of contact for the Ohio Department of Health (ODH), Bureau of Drug and Alcohol Testing and their inspectors who are responsible for scheduling, testing and training all sworn operators of the I-8000 Intoxilyzer.

1.2 PERMIT RENEWAL

The Ohio Department of Health is responsible for the testing and issuance of all BAC Intoxilyzer Operator Breath Testing Permits.

1.2.1 An Operator Breath Testing Permit may be renewed any time within six months prior to its one-year expiration, by the performance of a subject breath test.

1.2.2 The Senior Operator in Charge (SOIC) will coordinate renewal proficiency tests at the department level.

1.2.3 All operators must successfully complete an annual proficiency test. Failure to pass a proficiency test for renewal will result in the loss of the Operator Permit.

1.2.4 All sworn personnel with Operator Breath Testing Permits shall maintain proficiency, as outlined by the Senior Operator in Charge.

1.2.5 Each district station shall be provided with guidelines for completing a proficiency exam.

1.3 REMOVED

1.4 **I-8000 INTOXILYZER**

The I-8000 INTOXILYZER evidential breath testing equipment shall be operated in accordance with:

- The OHIO DEPARTMENT OF HEALTH (ODH) BUREAU OF DRUG AND ALCOHOL Testing rules and regulations, OHIO ADMINISTRATIVE CODE (OAC), CHAPTER 3701 – 53.
- I-8000 Intoxilyzer operator's manual, provided by the manufacturer.
- Applicable Ohio revised code statues.
- Toledo Police Department's policies, procedures, and training.

1.5 **DOCUMENTATION**

The (SOIC) will be responsible for maintaining all forms and special instructions pertaining to the I-8000 INTOXILYZER breath testing machines.

1.5.1 **REMOVED**

1.5.2 **SPECIAL INSTRUCTIONS FOR FORMS**

- Test site number #4807. Use the Toledo Police Department's test site number, #4807, which is assigned by the OHIO DEPARTMENT OF HEALTH.
- The I-8000–Intoxilyzer automatically prints two copies of the HEA2650 Form on all subjects tested. File one form in the OVI/SOL packet
- File the second copy of the HEA 2650 form in the I-8000 INTOXILYZER LOG BOOK at the testing site. After 100 pages are complete, the SOIC will remove from the binder's content and store in a secure area accessible only to departmental employees.

III **SECURITY**

1 **PROCESSING AREAS**

1.1 **GENERAL GUIDELINES FOR USE OF A PROCESSING/TESTING AREA**

The area where the alcohol breath tests are conducted are considered secured areas.

1.1.1 Officers shall inspect the Processing/Testing Area for weapons, contraband, or unsafe conditions prior to placing a detainee in the room/area and immediately after removing the detainee.

- Prior to placing a detainee into a Processing/Testing Area, officers shall remove all property from the detainee. The property shall be placed in one (1) of the property lockers provided near the Processing Area. Officers shall secure the locker and maintain possession of the property locker key until the property transfers with the detainee.
- Weapons, contraband or evidence shall be handled in accordance with existing procedures. All other property shall transfer with the detainee when they are transported to another facility or released from custody.

1.1.2 While in a Processing/Testing Area, all detainees shall be handcuffed to a handcuff detainment device to ensure detainee safety, officer safety, prevent escape, and to prevent damage to the Processing/Testing Area, if applicable.

- The proper handcuffing technique to secure a detainee to a handcuff detention device is both hands handcuffed together behind the back with the operable portion of the handcuff detention device attached around the chain or hinge portion of the detainee's handcuffs.
- If no detention device is available, officers shall ensure that both of the detainee's hands remain handcuffed behind the back.

- The handcuffs may be removed from the detainee to conduct the required breath tests.
- Once the tests have been concluded, the detainee shall be removed from the Processing/Testing Area and relocated to the Temporary Detention Area and secured per DM 306.1, while the officer completes required paperwork.

1.1.3 While a detainee is in the Processing Area, the officer shall keep the detainee under continual supervision.

1.2 **SECURITY MEASURES**

1.2.1 Officers shall secure all firearms before entering a Processing Area with a detainee, or before entering a Processing Area that contains a detainee. Officers shall secure their firearms in one (1) of the gun lockers installed outside the Processing Area entrance. Officers should also consider securing other potentially harmful weapons prior to entering a Processing Area.

1.2.2 Officers may utilize a duress alarm or the emergency button on a portable radio to summon assistance.

1.2.3 Only authorized personnel (e.g., police personnel) shall be permitted in Processing Areas or to have access to detainees. Other individuals, such as attorneys and family members, will have access to a detainee after the detainee is booked into a permanent detention facility.

1.2.4 Officers shall allow reasonable water and restroom breaks for their detainees. Officers shall keep in mind the circumstances, the length of the temporary detention, and any security risk involved in removing handcuffs to allow a detainee to use restroom facilities. If there is any doubt on the part of the officer, a sworn supervisor or investigator shall decide what action to take.

(a) When a detainee is granted permission to use restroom facilities, an officer shall search the restroom for weapons, evidence or contraband before and after escorting the detainee to the restroom. The officer shall also monitor the detainee's activities as closely as possible.

(b) When an opposite-sex detainee is involved, a sworn supervisor shall be advised and he shall render a decision whether to summon an officer of the appropriate sex, or allow the detainee to use the restroom facilities unsupervised.

DIRECTIVE 407.1	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES	
EFFECTIVE November 01, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED March 26, 2026	PART: OPERATIONS CHAPTER: EVIDENCE	PAGES 9
RESCINDS April 1, 2016	**COLLECTION AND PRESERVATION OF EVIDENCE**	

I POLICY

The Toledo Police Department is committed to the proper collection and preservation of physical evidence. These guidelines are written to ensure that physical evidence is identified, collected and properly preserved to protect the evidentiary integrity for possible court presentation, and when necessary, promptly conveyed to the appropriate laboratory or office for analysis to ensure its effectiveness in criminal cases.

II DEFINITIONS

CENTRAL PROCESSING UNIT (CPU) – the computer microprocessing chip that contains several thousand to several million transistors that perform multiple functions simultaneously.

DEOXYRIBONUCLEIC ACID (DNA) – the genetic material present in the cells of all living organisms. DNA is the fundamental building block for an individual's entire genetic makeup. A person's DNA is the same in every cell (with a nucleus), which is inherited half from each biological parent. The DNA in a person's blood is the same as the DNA in their skin cells, semen and saliva. An individual's DNA is unique except in cases of identical twins.

DIGITAL EVIDENCE – information and data of value to an investigation that is stored on, received, or transmitted by an electronic device. Sources of potential digital evidence include computer systems, hard drives, removable media, thumb drives (flash drives), memory cards, handheld devices, data storage tapes, surveillance equipment, cellular telephones, personal digital assistants (PDA) and MP3 players. Digital evidence is fragile and sensitive to extreme temperatures, humidity, physical shock, static electricity, and magnetic fields.

EVIDENCE TECHNICIAN – any detective assigned to the Crime Scene Investigation Unit, which processes crime scenes for evidence, and gathers, collects, marks, protects and preserves evidence for future analysis and/or court presentation.

FINGERPRINT – an impression of the friction ridges of all or any part of the finger.

MEMORY CARD ENVELOPE – an envelope used to package memory cards containing images from the department's digital cameras and PHOTO PLACARDS (TPD FORM 25.1).

NETWORK – a system of connected devices that communicate and share services (several computers linked together that share common resources).

> **NOTE:** A single computer connected to an Internet Service Provider (ISP) through a modem is not an example of a network.

SOFTWARE – computer programs (which are stored in and executed by an operating system and computer hardware) and associated data (which is also stored in the hardware) that may be dynamically written or modified during execution.

UNINTERRUPTIBLE POWER SUPPLY (UPS) - device which maintains power to the computer through powerful batteries, even after electrical power is lost.

III PROCEDURES

1 CRIME SCENE INVESTIGATION AND PHYSICAL EVIDENCE MANUAL

A copy of the Crime Scene Investigation Unit - Crime Scene Investigation and Physical Evidence Manual shall be available at all district stations for reference.

2 REQUESTING CRIME SCENE INVESTIGATION UNIT (CSIU) SERVICES

When the services of an evidence technician are needed for evidence collection, the requesting officer shall complete a CRIME SCENE INVESTIGATION UNIT– REQUEST FOR SERVICES (TPD FORM 28.8). The original form shall be forwarded to the Records Section and a copy sent to the Crime Scene Investigation Unit.

3 COLLECTION OF FINGERPRINTS

Fingerprint evidence remains the most positive means of identification in law enforcement. Therefore, it is imperative that officers search crime scenes for physical evidence, including fingerprint evidence.

3.1 When officers are involved in a major crime scene investigation where the Investigations Bureau and Crime Scene Investigation Unit will be responding, officers shall protect the crime scene and any potential physical evidence.

3.2 At all other crime scenes, officers are responsible for processing the scenes for fingerprints and/or other evidence, whenever possible, using the following guidelines.

3.2.1 Officers should use their issued fingerprint kit when processing crime scenes for fingerprints.

(a) When officers process fingerprints, they shall transfer the fingerprint to a lift card. Officers shall label the reverse side of the card with the Records Section number, the date and time the print was lifted, the location where the print was lifted (e.g., inside window glass at point of entry), the processing officer's initials, and his identification number. The lift card will be handled as evidence.

(b) Items an officer feels cannot be processed at the scene will be collected, protected for prints and booked into the Property Room. If possible, officers shall package the item in a paper bag.

EXCEPTION: Motor vehicles involved in major crimes, which need to be processed by Crime Scene Investigation Unit personnel, shall be towed to the Impound Lot, and if necessary, protected in the inside storage area.

(c) If an item is too large to be transported to the Property Room, it shall be protected at the scene.

3.2.2 In all instances, officers shall complete a CRIME SCENE INVESTIGATION UNIT – REQUEST FOR SERVICES, requesting the appropriate services from the Crime Scene Investigation Unit (e.g., AFIS search, process for latent prints, the

location of the item and the services requested of Crime Scene Investigation Unit personnel).

3.3 All fingerprints will be entered into the Automated Fingerprint Identification System (AFIS) by Crime Scene Investigation Unit personnel. All identifications will be made by members of the Crime Scene Investigations Unit.

4 SEIZING COMPUTERS AND DIGITAL EVIDENCE

Computer and related devices may contain digital evidence and shall be processed in the following manner. Officer safety and the safety of everyone at the scene should be an officer's primary consideration. Officers should be cognizant that there have been instances where computers have been booby trapped with explosive devices. Any officer who encounters a computer that appears to be tampered with shall notify the commander of the Technical Services Section for assistance.

4.1 In cases where it is necessary to seize a computer which is part of a network, or where a business is using a mainframe computer, officers shall contact the Computer Crimes Office before seizing any computer files or equipment or executing a search warrant.

4.2 Due to the expertise required in examining digital evidence and the ease with which evidence can be damaged or destroyed, officers shall use the following procedure when the seizure of a computer is necessary and Investigative Services Division personnel are not available.

4.2.1 In all cases involving a seized computer, officers shall not open the case containing the Central Processing Unit (CPU) without Computer Crimes Office personnel present.

4.2.2 Remove all individuals, especially the suspect, from the area surrounding the computer. Make sure that no one can touch the keyboard, the mouse or the CPU case, including law enforcement personnel. Officers shall not search the computer for evidence or turn the computer on or off.

4.2.3 Do not accept any offers of assistance in shutting down the computer or saving documents from the subject or their associates, as simple commands can be used to reprogram the computer to cause data loss or damage to the operating system.

4.2.4 Remove all network and phone connections from the CPU case. These connections can by used to remotely control the computer. Evidence can be deleted from a remote location.

4.2.5 Record any pertinent data displayed on the computer display, or monitor. Videotape or photograph the image on the screen if it is any image other than a simple screensaver. Data displayed on the computer's monitor may not have been saved to permanent media, such as the hard disk drive and exists only in random access memory (RAM).

4.2.6 Disconnect the power from the CPU case by pulling the electrical cord from the CPU case. The system may be connected to an uninterruptible power supply (UPS). Computers have the ability to detect when power is lost and use the UPS to shut down, or potentially launch a malicious application.

NOTE: If information or activity onscreen indicates that data is being deleted or overwritten, or there is indication that a destructive process is being

performed, the officer shall immediately disconnect power from the CPU case by pulling the electrical cord from the CPU case.

4.2.7 Photograph and sketch the computer's setup. The information may be valuable to show the computer setup, or to reconstruct the computer system for examination at a later date. It is also likely that the individual examining the computer may not be the same individual that seized it and this provides a valuable visual aid to the examiner.

4.2.8 Seize all related documents regarding the operation of the computer. Material around the computer such as manuals, handwritten notes, printouts and post-its notes may provide valuable clues concerning passwords, the operation of the software and hardware, the location and type of evidence stored on the computer and leads to other suspects.

4.2.9 Dismantle the computer components as little as necessary to package and transport the computer to the Property Room. Label each connector and its connecting point for easy reassembly. Mark the computer system as evidence, but do not mark the evidence where it will cause damage to the computer should the computer have to be returned to the owner.

4.2.10 The computer components should be secured in the back seat of the vehicle if at all possible, to protect against environmental extremes such as heat, cold, fluids, jarring impacts and other damaging conditions such as electromagnetic radiation from the radio transmitter in the trunk of police vehicles.

4.2.11 Officers should take all steps reasonably necessary to protect digital evidence from magnetic fields, moisture, dust, vibration, or any other elements that may damage or destroy it.

4.2.12 All potential sources of digital evidence, such as removable storage media (e.g., CD, DVD, flash drives) should also be collected.

4.2.13 All computers, computer components or computer media that potentially contain digital evidence shall be booked into the Property Room as soon as possible to avoid damage from extreme temperatures, humidity, static electricity, strong magnetic fields or exposure to other items which could damage the evidence.

4.2.14 All devices or media containing digital evidence shall be booked in the manner described in Directive 304.1/8.9 – DIGITAL EVIDENCE.

4.3 Due to the volume of criminal investigations involving cellular phones, as well as the substantial amount of time it takes to process this evidence, officers shall use the following procedure when any cellular device is collected as evidence.

4.3.1 If the device is powered off, leave the device off to reduce the risk of the device connecting to a network.

4.3.2 If the device is powered on:

- Place device in Airplane Mode or remove SIM card to prevent remote data wiping
- Keep the device on and charged to prevent erasing of encryption keys

4.3.3 When possible, obtain the password from the owner or person in possession of the cell phone before it was collected.

4.3.4 In instances where the owner of a device has signed consent for a phone to be processed, the phone will be released to the owner upon completion.

4.3.5 In all instances where a device has been seized as evidence, all devices shall be either:
- (a) Booked in the Toledo Police Department Property Room
- (b) Booked in a temporary storage locker located in one of the Investigative Service Division offices, or
- (c) Given directly to a detective in the Digital Forensics Office.

4.3.6 All devices seized as evidence shall be placed in either a paper or clear plastic bag with a completed evidence tag.

4.3.7 All submitted requests require a completed Digital Forensics Request for Analysis form (61.8), The following is also required unless the owner of the device is deceased:
- Legal Process to extract the contents of the device **or**
- A Consent Form signed by the owner of the device

5 DIGITAL PHOTOGRAPHS BY DEPARTMENT EMPLOYEES

5.1 The department has digital cameras to assist officers in documenting crime scenes, accident scenes, evidence, injuries, RRE incidents and other items or events. Photographs from these incidents are evidence and shall be handled as such. Officers using digital cameras shall use the following procedure:
- Officers taking the photographs shall complete the front of the PHOTO PLACARD.
- Officers shall photograph the front of the PHOTO PLACARD, making it the first picture in the series of photographs.
- Upon completion of photographing the incident, officers shall complete the back of the PHOTO PLACARD, and then photograph the back of the PHOTO PLACARD, making it the final photograph in the series of photographs.
- The memory card containing the images and the completed PHOTO PLACARD shall be placed in a MEMORY CARD ENVELOPE (TPD FORM 25.5).
- Memory cards shall only contain images from a single incident. Officers shall use separate memory cards and PHOTO PLACARDS for each incident where photographs are required.
- Only one (1) memory card and PHOTO PLACARD shall be placed in each MEMORY CARD ENVELOPE, unless multiple memory cards are used to photograph a single incident.
- The memory card and the completed PHOTO PLACARD shall be booked, prior to the end of the officer's shift, in the manner described in Directive 304.1/8.9 – DIGITAL EVIDENCE.

5.2 Digital photograph images will be handled as evidence and processed in an expedient manner.

5.2.1 Only officers assigned to the Video Office, and authorized by the commander of the Property Investigations Section, shall download images stored on memory cards.

5.2.2 The images shall only be downloaded to the secure computer designated for photographic evidence.

5.2.3 After the digital photographic images have been transferred to the secure computer, the memory cards will be formatted and returned to the appropriate bureau, section or unit.

5.3 Officers requesting photographic prints shall complete a VIDEO OFFICE WORK ORDER (TPD FORM 31.13). The VIDEO OFFICE WORK ORDER shall be submitted to the Video Office no later than four (4) workdays prior to the date the photographic prints are needed.

5.4 Video Office personnel will process the VIDEO OFFICE WORK ORDER, make the necessary prints, and forward them to the requesting officer.

6 AUDIO AND VIDEO RECORDINGS MADE BY DEPARTMENT PERSONNEL

6.1 The department utilizes audio or video equipment to assist officers in documenting crime scenes, accident scenes, evidence, injuries, RRE incidents and other items or events. Any such recordings from these incidents are evidence and shall be handled as such. Officers shall document in the CRIME REPORT or SUPPLEMENTAL CRIME REPORT (TPD FORM 38.2) the date, time and location the recording was made, and the name of the officer making the recording. Officers making such recordings shall use the following procedure:

- Officers making such recordings shall clearly label the recording media as evidence.
- The recording media shall be properly packaged and booked in the manner described in Directive 304.1/8.9 – DIGITAL EVIDENCE.
- Officers shall book all audio and video recordings prior to the end of the officer's shift.

7 AUDIO AND VIDEO EVIDENCE FROM OTHER SOURCES

Any audio or video recording of an evidentiary nature not made by department personnel shall be appropriately tagged, marked, or labeled and booked in the manner described in Directive 304.1/8.9 – DIGITAL EVIDENCE. Analysis and/or duplication services of audio or video recordings shall be performed by the Video Office. Requests for analysis and/or duplication services shall be made utilizing the TOLEDO POLICE VIDEO OFFICE WORK ORDER (TPD FORM 31.13).

8 SUBMITTING EVIDENCE FOR FORENSIC ANALYSIS

8.1 The officer in charge of an investigation is responsible for requesting lab examinations for any evidence concerning his case. When available, officers shall submit materials or substances (e.g., hairs, fibers, paint, glass, flammables, shoe prints) from a known source for comparison with physical evidence collected. Requests for examination shall be made by completing a REQUEST FOR ANALYSIS (TPD FORM 61.5). A REQUEST FOR ANALYSIS form shall be completed for each lab or office performing any analysis.

If the forensic analysis will be conducted by a lab other than the Toledo Police Department Forensic Lab or Computer Crimes Office, the officer requesting the analysis shall also complete a CRIME SCENE INVESTIGATION UNIT – REQUEST FOR SERVICES form to request the transfer of the evidence to the appropriate lab. The CRIME SCENE INVESTIGATION UNIT – REQUEST FOR SERVICES form shall specify which lab the officer is requesting to perform the analysis. Officers may also be required to complete additional forms per the policy of the other lab. The original of each form shall be forwarded to the Records Section and copies sent to the appropriate lab and the Crime Scene Investigation Unit.

8.2 To promote the safe handling of evidence by lab/office personnel, the location where the evidence was found shall be noted on the REQUEST FOR ANALYSIS form. If the origin

of the evidence is unknown, this fact shall also be noted on the form. REQUESTS FOR ANALYSIS that do not state the source of the evidence shall be returned to the requesting officer, through his section commander.

8.3 Lab/office personnel shall provide written reports detailing the findings of all analyses conducted.

8.4 When a suspect is in custody and a forensic sample is needed for forensic laboratory analysis (buccal [oral] swabs, blood, head and/or pubic hairs), one (1) of the following needs to be obtained and presented to the on-duty nurse at the Lucas County Corrections Center (LCCC) by an investigator:

- A court order.
- A search warrant.
- An appropriately completed and signed waiver of search obtained by the investigator.

8.4.1 An officer of the same sex as the prisoner **shall be present** at the time the samples are obtained.

(a) The officer present during the collection shall ensure that all evidence is properly packaged, sealed, and labeled with all the reference and identification information needed for chain-of custody purposes. The Forensic Lab will supply special envelopes to the LCCC for this purpose.

(b) The officer shall also document in a SUPPLEMENTAL CRIME REPORT what was observed in the collection process and the steps that were taken to preserve the chain of custody.

(c) The officer is responsible for the chain of custody and submission of the evidence to the Property Management Unit.

8.4.2 The following information should be conveyed to the LCCC nurse when requesting forensic samples:

- Hair samples: If hair samples are required (whether from the head or pubic area) it is imperative that at least 50 hair samples be obtained by plucking and not cutting the hair, and should be obtained from various areas in the affected region.
- Buccal swabs: If buccal swabs are required, at least two (2) swabs should be obtained by rolling the swab on the inside of the cheek, one for the right cheek and one for the left cheek.

9 DRYING ROOM

9.1 The Drying Room may be utilized for drying evidentiary items that contain blood or other body fluid to prepare these items for laboratory examination. The administrative responsibility for this area shall rest with the Crime Scene Investigation Unit commander.

9.2 The Drying Room shall be locked at all times, except when in use by authorized personnel. Access to this area shall be limited to officers booking property, forensic lab personnel, evidence technicians and/or investigators. A key for the Drying Room is located at the Investigations Bureau desk. Officers utilizing the key shall complete the entry on the DRYING ROOM KEY LOG (TPD FORM 28.1).

9.3 All personnel entering the Drying Room shall record the required information on the DRYING ROOM LOG (TPD FORM 28.2).

9.4 Property placed in the Drying Room shall be handled in a manner to preserve its evidentiary value and prevent cross contamination. Property shall be properly tagged and laid out on clean brown craft paper, which is available in the room.

9.5 The Crime Scene Investigation Unit commander shall determine when property placed in the Drying Room is to be moved to the Property Room.

9.6 It shall be the responsibility of the Crime Scene Investigation Unit commander to maintain the completed copies of the DRYING ROOM KEY LOG and DRYING ROOM LOG.

10 **FIREARMS**

See Directive 304.1/8.4 – FIREARMS IN CUSTODY

11 **HANDLING OF DNA EVIDENCE**

Officers responding to a crime scene which is found to contain body fluids (e.g., blood, semen, saliva, urine, feces, vomit), shall attempt to locate and protect physical evidence and determine the need for an evidence technician. Officers should practice the following universal safety precautions:

- Assume all biological materials are contaminated.
- Assume all individuals are infectious or contagious.
- Officers shall use the appropriate personal protection equipment (PPE) (e.g., gloves, masks, protective outerwear, shoe covers, surgical caps).

11.1 Officers shall contact the on-duty Investigations Bureau supervisor when potential DNA evidence has been discovered. If officers are directed to collect the evidence, they shall adhere to the guidelines established by the basic training curriculum of the Ohio Peace Officer Training Commission.

11.2 The following evidence handling protocols shall be observed:

- Never seal moist articles in plastic.
- Items shall be placed in clean paper bags or boxes.
- Package each item separately and do not use staples.
- Attach the proper tag to each container.
- If necessary, mark containers “Biohazard” and identify the hazard.
- Place dry items in the Property Room or one of the Night Property Rooms.
- Wet items shall be placed in the Drying Room.
- Wet items shall be completely air-dried before being packaged and booked in the Property Room or Night Property Rooms.

11.3 Potential DNA evidence collected at crime scenes shall be completely documented in the CRIME REPORT or SUPPLEMENTAL CRIME REPORT. The assigned investigator shall determine what specific forensic examinations will be requested.

11.4 Evidence that needs forensic testing shall be submitted to the nearest Bureau of Criminal Investigation and Identification (BCI&I) accredited laboratory. If the necessary testing is of a specialized nature not provided by BCI&I, prior permission from the

Lucas County Prosecutor's office and the Investigative Services Bureau commander is required.

11.5 Evidence that is to be processed by BCI&I personnel shall be submitted through the Crime Scene Investigative Unit. A CRIME SCENE INVESTIGATION UNIT – REQUEST FOR SERVICES (TPD FORM 28.8) AND A REQUEST FOR ANALYSIS (TPD FORM 61.5) shall be completed. The original of each form shall be forwarded to the Records Section and copies sent to the appropriate lab and the Crime Scene Investigation Unit.

11.6 The commander of the Crime Scene Investigation Unit, or his designee, shall transport all necessary evidence to BCI&I on a timely basis. The evidence shall be receipted from the Property Room to Evidence Receiving at BCI&I. The evidence submission sheet shall be maintained in the Crime Scene Investigation Unit file to document the chain of custody. All evidence shall be logged at the Crime Scene Investigation Unit to document its departure to and arrival from BCI&I. Crime Scene Investigation Unit personnel shall maintain this log to verify the chain of custody for each case and to record yearly submissions to BCI&I.

DIRECTIVE 408.3	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002 REVISED February 1, 2016	PART: OPERATIONS CHAPTER: EMERGENCY OPERATIONS	PAGES 2
RESCINDS November 01, 2002	**NORTHWEST OHIO BOMB SQUAD**	

I POLICY

In all incidents involving explosives, the protection of human life will dictate the exact procedure to be followed in a given situation. Use of a specialized unit trained in the handling, disposal and investigation of such incidents is mandatory to help ensure the safety of all persons concern.

II PROCEDURES

1 INVESTIGATIONS INVOLVING HAZARDOUS DEVICES

When a dangerous explosive device or suspected explosive device is located by on-scene officers, their supervisor and the Toledo Police Department Northwest Ohio Bomb Squad (NOBS) shall be notified.

Officers at the scene shall **NOT** attempt to touch, move or disarm the device. It shall be kept in mind that some devices can be detonated by electronic transmission, e.g., radios, cell phones, pagers, computers, etc.; therefore, **NO** transmitters shall be activated within 300 feet of the device.

1.1 Other situations under which the NOBS should be contacted shall be left to the discretion of the on-scene commander; however, if there is any doubt, the NOBS should be called using the following guidelines:

1.1.1 The Incident Commander (IC) at the scene shall immediately notify the Communications supervisor, either by phone or radio to make notification that the presence of the NOBS is required. Communications supervisor shall:

- Notify an on-duty member of the NOBS.
- If no member of the NOBS is on duty, the on-call NOBS member shall be notified.
- If the on-call member can not be contacted, the NOBS Commander shall be notified.

1.2 After the NOBS is notified; the appropriate watch commander shall be notified and shall report to the scene.

2 RESPONSIBILITY OF THE INCIDENT COMMANDER (IC)

The IC at the scene shall take whatever action is necessary for the protection of life in the area.

The IC shall be responsible for the overall police response and activity at the scene. He shall lend every cooperation to the NOBS officer and utilize whatever resources are required.

The IC shall ensure that a copy of the UNUSUAL INCIDENT REPORT (TPD FORM 40.0) and related reports are forwarded to the Strategic Response Bureau commander and the NOBS commander.

3 **RESPONSIBILITY OF THE NOBS**

The NOBS members at the scene shall have the final responsibility for the handling and disposal of all explosive devices and materials.

When requested to do so NOBS officers shall also assist in post-blast investigations.

4 **REQUESTS FOR ASSISTANCE FROM OUTSIDE AGENCIES**

Whenever any member of the department receives a request from an outside agency for assistance with a dangerous explosive device or material, the member shall refer the request to the Investigations Bureau desk.

The desk personnel shall obtain the name of the requesting person, agency and a telephone number where the person can be contacted. This information shall be transmitted to a NOBS officer, who shall make a decision on rendering assistance based on the NOBS Procedure Manual.

DIRECTIVE 408.4	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES** CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002 REVISED December 1, 2012	PART: OPERATIONS CHAPTER: EMERGENCY OPERATIONS	PAGES 2
RESCINDS November 01, 2002	**HAZARDOUS MATERIAL INCIDENTS**	

I POLICY

The following section was developed to provide general guidelines to officers responding to hazardous material (HAZMAT) incidents. The purpose of the guidelines is to provide effective direction, control and coordination among safety department personnel responding to HAZMAT incidents.

II PROCEDURES

1 FIRST RESPONSE

1.1 The first arriving unit on the scene shall make an assessment to determine whether or not a HAZMAT incident exists.

1.2 When approaching a suspected HAZMAT incident, the first unit should:
- 1.2.1 Approach the scene from the upwind side.
- 1.2.2 Identify the material from a safe distance.
- 1.2.3 Convey essential information to Communications and other units responding.

1.3 The first officer on the scene shall be responsible for directing police operations until properly relieved.

1.4 As soon as practical, secure the site of the incident and await the arrival of properly trained and equipped personnel of the Toledo Fire & Rescue Department's HAZMAT Team.

NOTE: Personnel shall not be assigned to areas for which they do no not have proper training, protective clothing or equipment to operate within reasonable safety.

2 HAZMAT INCIDENT COMMANDER

The ranking fire department command officer on the scene of a HAZMAT incident shall assume command of the scene and shall act as the Incident Commander. The Incident Commander shall direct all on-scene operations, as well as, coordinate the efforts of all responding agencies involved in on-site emergency operations.

The Incident Commander shall exercise command and control through the various supervisors of each respective agency.

3 HAZMAT DUTIES

In addition to law enforcement activities, the following is a list of duties that department officers may be called upon to perform at the scene of a HAZMAT incident:

- At the direction of the Incident Commander, establish a perimeter around the site of the incident.
- Conduct an evacuation of an area at risk, as determined by the Incident Commander.

- Maintain security within the area of operations.
- Establish and maintain emergency traffic control operations.
- Assist in the removal and identification of deceased persons.
- Establish a liaison with Red Cross authorities and assist with emergency shelter operations.
- Supplement Fire Department communication capabilities.
- Conduct investigations and complete all reports required by circumstance, law and Toledo Police Department policy.

DIRECTIVE 408.5	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES CHIEF OF POLICE: Michael C. Troendle	
EFFECTIVE November 01, 2002		
REVISED August 1, 2018	PART: OPERATIONS CHAPTER: EMERGENCY OPERATIONS	PAGES 3
RESCINDS December 01, 2012	**MUTUAL AID**	

I **POLICY**

Mutual aid between police agencies in Ohio is controlled by the Ohio Revised Code (ORC). Section 737.04 of the ORC delineates guidelines and requirements for mutual aid agreements between police agencies.

II **PROCEDURES**

1 **COOPERATION WITH OTHER LAW ENFORCEMENT AGENCIES**

The department will maintain a close working relationship with other law enforcement agencies and make available to them information concerning techniques and procedures developed or used by the department.

2 **RESPONSE OUTSIDE CITY – LIFE-THREATENING SITUATIONS**

When a life-threatening situation is occurring in one of the jurisdictions bordering the city of Toledo, and a Toledo Police Department unit is the nearest police assistance, they shall respond to render assistance, stabilize the situation, and/or hold the status quo until police assistance from the jurisdiction involved arrives.

Dispatch of a Toledo Police unit shall ONLY occur with the approval of the on-duty shift supervisor in Communications. In other than life-threatening situations, no Toledo Police unit shall enter another jurisdiction without the prior approval of the Communications shift supervisor or an Operations command officer. Approval shall be based upon the information available at the time.

Whenever any officer of the department is dispatched or given approval to respond to an incident in another jurisdiction, a command officer shall also be dispatched to supervise Toledo officers and to complete an UNUSUAL INCIDENT REPORT (TPD FORM 40.0) listing details of the incident and the department's role. Communications shall also notify the affected on-duty watch commander about the incident.

3 **RESPONSE OUTSIDE CITY – NOTIFICATION TO OTHER JURISDICTION**

In all situations where Toledo Police officers have been sent into another jurisdiction to render aid and the request for assistance did not originate with the authority involved, the Communication shift supervisor shall ensure the jurisdiction involved is notified of the following:

- That Toledo Police officers have been dispatched into their jurisdiction
- The location from which Toledo Police officers are responding
- The reason for the dispatch
- All available information about the incident occurring
- Request jurisdictional units be sent to assume primary responsibility for the situation

4 **REQUEST FOR ASSISTANCE – OUTSIDE JURISDICTION**

Whenever the Toledo Police Department receives a request for assistance from the following:

- City of Bowling Green
- City of Maumee
- City of Northwood
- City of Oregon
- City of Perrysburg
- Perrysburg Township
- City of Rossford
- City of Sylvania
- Sylvania Township
- Lake Township
- Washington Township
- Village of Ottawa Hills
- City of Walbridge
- Village of Whitehouse
- City of Waterville
- University of Toledo
- Metro Park Rangers (Toledo Area)
- Metro Park Rangers (Wood County), or the
- Local Office of the U.S. Secret Service;
- Other agencies available by law:
    - Lucas County Sheriff
    - Ohio State Highway Patrol
    - Monroe County MI Sheriff
    - Michigan State Police
    - ATF
    - DEA
    - FBI
    - Ohio National Guard

Concerning a life-threatening situation, if TPD personnel are available and the emergency service can be provided with no extended loss of protection to the residents of the city of Toledo, the department will respond with the units deemed necessary along with a command officer. Any additional assistance beyond the initial response shall be coordinated with the command officers on scene, communications and the watch commander. Both the Communications supervisor and the ranking command officer at the scene shall complete UNUSUAL INCIDENT REPORTS.

5 **CONCURRENT JURISDICTION/OTHER AGENCIES**

Other agencies having jurisdiction within the city of Toledo are:

- The Lucas County Sheriff's Office
    - The Lucas County Sheriff's Office does not handle calls for service within the city limits unless requested, as per mutual aid.
- Ohio State Highway Patrol
    - The Ohio State Highway Patrol does not handle calls for service in the city unless requested to assist on state-owned property. They do make traffic stops on state highways in the city.

- University of Toledo Police Department
  - By city ordinance, the University of Toledo Police Department will handle all calls for service within the university's boundaries unless they request assistance.
- Mercy Public Safety Department
  - Mercy Public Safety Department will handle all calls for service within their boundaries unless they request assistance.

6 **CRIMINAL COURTS WITHIN CITY JURISDICTION**

At times, court personnel are directed by the court or a judge to enter private premises to seize particular property and/or proceed with evictions involved in a civil action. Officers may be asked to stand by in the event of a confrontation and shall provide assistance when court personnel have a court order signed by a judge. The responding officer's primary role is to preserve the peace.

- The Toledo Municipal Court
- The Lucas County Common Pleas Court
  - Juvenile Division
- The US District Court
- The Sixth District Ohio Court of Appeals

7 **RESPONDING FOR ASSISTANCE AT FACILITIES**

Employees of the department will respond to 9-1-1 calls for assistance, within the city of Toledo, at facilities falling under the jurisdiction of another police agency.

- Officers will stabilize and secure the scene and notify the appropriate agency of the situation.
- The department will then handle the incident or turn it over to the agency in authority, at their discretion.
- The department will assist other police agencies, as needed.
- Examples would be calls for assistance from Common Pleas Court, Ohio Department of Transportation, and Lucas County Child Support Enforcement Agency.

8 **OUTSIDE AGENCIES**

Department employees will offer complete cooperation when situations arise where outside agencies must exercise their authority within the city limits.

DIRECTIVE 409.1	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES**	
EFFECTIVE November 01, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED December 1, 2012	PART: OPERATIONS CHAPTER: UNUSUAL OCCURENCES	PAGES 2
RESCINDS November 01, 2002	**UNUSUAL INCIDENTS**	

I POLICY

It is essential that the Chief of Police be informed immediately of emergencies, critical incidents and other matters that may significantly affect department operations.

II DEFINITION

UNUSUAL INCIDENT – An unusual incident is any incident that is, or may be, of exceptional concern to the department, or that requires major police action, or incidents of such a nature that they are potentially newsworthy.

III PROCEDURES

1 NOTIFICATION TO THE CHIEF

1.1 DISTRICT STATION COMMANDER'S RESPONSIBILITY

Generally, the district station commander shall make notification to the Chief of Police unless delegated to a subordinate command officer. Notification shall be made when any of the following incidents occur:

1.1.1 **Aircraft** disasters.
1.1.2 Multiple **arrests** (four or more) at a single incident or the arrest of an elected official, public official, prominent person or city employee.
1.1.3 **Bar** incidents that involve guns or result in serious injury.
1.1.4 **Barricaded/hostage** incidents.
1.1.5 Only **burglaries** which are extraordinary.
1.1.6 Major **disasters** (flood, tornado, etc.)
1.1.7 Large **drug** and/or cash seizures.
1.1.8 Activation of **Emergency Alert System** (flood, tornado, etc.).
1.1.9 Implementation of **Emergency Call-Back Plan**.
1.1.10 Large-scale **evacuations**.
1.1.11 All **fatal accidents**.
1.1.12 **Felonious assaults** resulting in serious or critical injury.
1.1.13 Discharge of **firearms**, including accidental discharges, police personnel being fired upon, etc., however, excluding dog shootings.
1.1.14 Major **fires** and those resulting in death.
1.1.15 All **homicides**.
1.1.16 **Injured officers**; serious on-duty injury – immediate notification; serious off-duty injury – notify as soon as possible.
1.1.17 Allegations of personnel **misconduct** involving: drugs, alcohol, unscheduled drug testing, criminal conduct, excessive force involving serious injury, video/audio taped evidence, slow police response, or extraordinary incidents.

1.1.18 **Mutual aid** requests from outside agencies.
1.1.19 **Pursuits** resulting in an injury accident or where there is an obvious and serious violation of the policy.
1.1.20 All **rapes**, unless involving a "known suspect" or date rape situation.
1.1.21 **Riots.**
1.1.22 **Robberies** in the downtown business district and those which are extraordinary in nature.
1.1.23 **School** incidents involving a gun, hit list, etc., that result in injuries or extraordinary in nature.
1.1.24 **Suicides**, if deceased was a 'prominent' person or under 18 yrs. of age.
1.1.25 Any **unusual occurrence** that may generate a lot of media attention (large civil disorders, gangs, racial disorders, etc.).

1.2 If there is a major occurrence other than those listed above, the district station commander shall determine whether immediate notification is appropriate.

1.3 If an incident requiring the notifications listed above directly involves a department employee not assigned to the Operations Division, it shall be the responsibility of the Operations Division commander to notify the employee's division commander.

2 SUPERVISOR'S RESPONSIBILITY

2.1 A supervisor of the appropriate rank shall respond to the scene and prepare an UNUSUAL INCIDENT REPORT (TPD FORM 40.0), when any of the above-listed situations or below-listed incidents occur:
2.1.1 Accidents involving police officers, on or off duty; large expressway accidents; and other accidents involving major or unusual circumstances.
2.1.2 Allegations of the use of excessive force not involving serious injury.

2.2 Since it is impossible to compile an all-inclusive list of exactly what types of incidents would qualify as being 'unusual,' supervisors shall not limit their reports to just those incidents listed.

2.3 If a question should arise as to whether an UNUSUAL INCIDENT REPORT should be filed, the supervisor shall seek the advice of a superior officer.

3 ROUTING OF UNUSUAL INCIDENT REPORTS

3.1 The original report and a copy of any related reports (note the exception below) shall be reviewed and approved by a supervisor and forwarded through the chain of command to the division commander.

3.2 A photocopy of the UNUSUAL INCIDENT REPORT, along with a copy of any related reports, shall be forwarded to the Personnel Section and the Chief of Police without delay.

EXCEPTION: No copies of the USE OF FIREARMS REPORT (TPD FORM 7.1) are to be attached to the unusual incident report.

DIRECTIVE 409.2	**TOLEDO POLICE DEPARTMENT** **STANDARD OPERATING GUIDELINES**	
EFFECTIVE November 01, 2002	CHIEF OF POLICE: Michael C. Troendle	
REVISED December 1, 2012	PART: OPERATIONS CHAPTER: UNUSUAL OCCURENCES	PAGES 1
RESCINDS November 01, 2002	**SPECIAL EVENTS PLANNING**	

I POLICY

The preplanning of special events is critical to the efficient and effective handling of such incidents. The department shall respond to these events with sufficient resources and in accordance with the procedures contained in this Standard Operating Guideline.

II PROCEDURES

1 TYPES OF SPECIAL EVENTS

Special events include but are not limited to parades, fireworks displays, strikes, major demonstrations, entertainment events and major sporting events.

2 SPECIAL EVENT PLAN

When the Operations Division commander determines the scope of an event is of such magnitude that an event coordinator is required, he shall designate one.

2.1 The specified person assigned to coordinate an event shall ensure that a written plan is developed.

2.2 The plan shall be submitted for review and approval to the Operations Division commander at least five workdays prior to the event, if time permits.

2.2.1 Prior to the event, a copy of the approved plan shall be returned to the event coordinator and/or the person supervising the event.

2.3 The plan shall include, at a minimum, the following:

2.3.1 Written estimate of traffic, crowd control, and crime problems expected.

2.3.2 Contingency plan for traffic direction and control (ingress and egress of vehicles, alternate traffic routes, parking, emergency vehicle access, etc.).

2.3.3 Use of Special Enforcement personnel, if applicable.

2.3.4 Logistical requirements (number of officers needed, relief of officers, barricades, mobile command post, radios, vehicles, etc.).

2.3.5 Coordination with other department components or outside agencies involved in handling the incident (e.g., Traffic Section, news media, emergency medical services, etc.).

3 AFTER-ACTION REPORT

The event commander, after consultation with the affected district commander, shall submit an after-action report to the Operations Division commander, within ten workdays after the conclusion of the incident. See Directive 104.1/5 – AFTER ACTION REPORT.