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Colorado Spring Police Department

General Order 1000

-- Mission of the Department

Active date: 6/13/2005

Supersedes date: 3/11/1996

.01 Purpose

To characterize the mission of the Colorado Springs Police Department, to state the Department's values, and to define certain terms used frequently in this manual.

.02 Cross Reference

G.O. 1105, Staff Duty Officer

CALEA Standards 11.3.1; 11.4.1; 11.5.1; 11.5.2; 12.2.1; 45.2.1; 61.1.5

.03 Discussion

The Colorado Springs Police Department was created to provide protection and services to the Colorado Springs community. Major goals of the Department are to reduce crime through prevention, detection and apprehension; to provide for the orderly and safe movement of

vehicular traffic through traffic law enforcement, accident prevention and accident investigation; to ensure public safety through regulation and control of hazardous conditions; to recover and return lost and stolen property; and to provide non-enforcement services through educational and other programs designed to meet community needs and desires.

.04 Policy

The mission of the Colorado Springs Police Department: Our mission is to promote the quality of life in Colorado Springs by providing police services with integrity and with a spirit of excellence, in partnership with our Community.

.05 Definitions

A comprehensive list of terms is given in the Glossary at the end of each volume of this Manual. Numerous General Orders also contain definitions of words that are particularly important for the directive in which they are found. The terms below are defined here because they occur frequently throughout the Manual.

CHAIN OF COMMAND: A series of positions, each of which is directly commanded by the one immediately above it. Although a Department member may have numerous subordinates, s/he has only one immediate supervisor.

CITIZEN: Designates any individual who is not a sworn or civilian employee of any law enforcement agency.

COMMAND OFFICER: Designates any officer who has attained the rank of Lieutenant or higher.

COMMANDING OFFICER: Same as Command Officer.

DEPARTMENT: When used alone and capitalized, designates the Colorado Springs Police Department.

EMPLOYEE: Same as "member."

HIS/HER, HIM/HER, S/HE: Male and female pronouns used synonymously in this manual.

MEMBER: Designates any employee of the Police Department, including officers and civilians.

OFF-DUTY: That time period when a member has been relieved of the routine performance of the duties of that member's position.

OFFICER: Any member of the Department who has taken an oath of office and possesses police powers. Same as "Sworn."

ON-DUTY: That time period when a member of the Department is in the routine performance of the duties of that member's position.

POLICY: A broad statement designating governing principles of management and reflecting the objectives, philosophy and direction of the Colorado Springs Police Department.

PROCEDURE: Designates the fact or manner of proceeding with any particular action or course of action.

RULE: Defines a specific course of action to be followed or avoided and, in that capacity, governs conduct and actions.

SHIFT: A "shift" designates a period of time that a Department member is assigned to work in the routine performance of his/her duties.

SHIFT LIEUTENANT: A Lieutenant of any Patrol Division who has overall law enforcement responsibility within that Division during the assigned watch.

STAFF DUTY OFFICER (SDO): A Deputy Chief or Commander serving, on a rotating basis, as the direct representative of the Chief of Police and acting with the delegated authority of the Chief. The duties of the position are specified in G.O. 1105 .

STAFF OFFICERS: The Chief of Police, all Deputy Chiefs, all Commanders and the Director of Management Services.

SUBORDINATE: An employee of lower rank and under the command or supervision of the employee in question.

SUPERIOR OFFICER: An officer of higher rank or assigned responsibility of supervision.

SUPERVISOR: Any employee who is assigned, in the Chain of Command, to direct the activities of any component of the Department and its assigned personnel.

SWORN PERSONNEL: "Sworn personnel" designates all personnel of the Department who have taken an oath of office and who possess police powers. Same as "officers."

TOUR OF DUTY: Same as "Shift."

WATCH: Same as "Shift."

.10 Department Goals and Objectives

In consonance with City Administration policy, the Colorado Springs Police Department annually prepares, submits to the Chief of Police and the City Manager, and makes public, its goals and objectives for the year. Bureau Chiefs are responsible for insuring that concrete and specific goals and objectives are established annually for each Division of the Department and that written evaluations of progress toward attaining them are prepared and submitted quarterly. Program managers, as part of the process of developing annual goals and objectives, will provide all employees the opportunity to give input regarding the development of goals and objectives. Annual goals and objectives will be published, and copies provided to all personnel.

.20 Values of the Department

The Colorado Springs Police Department has adopted the following statement of its values:

- We believe that the police derive our powers from the people we serve.
- We will never tolerate the abuse of our police powers.
- We recognize that our personal conduct, both on and off duty, is inseparable from the professional reputation of the Police Department.
- We are committed to protecting the constitutional rights of all individuals.
- We view the people of our community as our customers, who deserve our concern, care and attention.
- We believe our basic missions are to prevent crime and to deliver vigorous law enforcement services when crime occurs.
- We are committed to efficient resource management and superior service delivery.
- We believe in open communications and partnerships with the community.
- We believe we can achieve our highest potential by actively involving our employees in problem-solving and improving police services.
- We support an organizational climate of mutual trust and respect for one another.
- We encourage the pursuit of higher education by our employees.
- We are committed to contributing to the advancement of the police profession.

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Colorado Spring Police Department

General Order 1001

-- Department Organization

Active date: 6/14/2005

Supersedes date: 5/19/1999

.01 Purpose

To define the organization of the Colorado Springs Police Department and to set certain general rules for its orderly operation.

.02 Cross Reference

[G.O. 1002, Office of the Chief: Functions](#)

G.O. 1004, Operations Support Bureau: Functions

[G.O. 1008, Patrol Bureau: Functions](#)

CALEA Standards 11.1.1; 11.1.2; 11.2.2; 11.5.1; 11.6.1; 16.2.3; 31.1.1; 52.1.2

.03 Discussion

The major subdivisions of the Colorado Springs Police Department are characterized in General Orders 1002 through 1008. As functional reorganizations ~~may~~ occur ~~at any time~~, organizational charts will be revised ~~and reissued annually~~.

.04 Policy

Efficiency and orderly process are indispensable in achieving the goals and objectives of the Colorado Springs Police Department. The Department has therefore been structured upon a functional concept. Components of the Department have responsibilities that have been specifically assigned to attain objectives as efficiently as possible.

.05 Definitions

DEPARTMENT: "Department" alone and capitalized will be used to describe the Colorado Springs Police Department and includes all subdivisions and personnel under the command of the Chief of Police.

OFFICE: "Office" refers to a special function, or group of functions, not conforming to standard structural definitions. Examples of this are the Office of Professional Standards and the Public Information Office.

BUREAU: A "Bureau" is the largest subdivision of the Department and the largest functional organization within the Department. It is commanded by a Deputy Chief.

DIVISION: A "Division" is a functional subdivision of a Bureau. It is commanded by a Commander or Director. As an example, the Operations Support Bureau contains the Central Division and the Investigations Division. This term is also used more loosely to designate either the organizational entity of a Patrol substation or the geographical area served by it.

SECTION: A "Section" is a functional subdivision of a Division. It is commanded by a Lieutenant or Manager.

UNIT: A "Unit" is a functional subdivision of a Section. It is commanded by a Sergeant or Unit Supervisor.

TEAM: "Teams" are groupings of Department Members performing the same functions.

DETAIL: "Details" are the smallest organizational component and may be used to describe a permanent or temporary activity.

.10 Coordination

Members of the Department will coordinate their functions to achieve a high standard of efficiency and maintain unity of command. Department personnel will perform their tasks and duties within the official organizational structure and use the chain of command.

As a primary means of coordinating Departmental efforts, the Chief of Police or designee shall hold staff meetings, at his/her discretion. Meetings will include all Bureau Chiefs and, at the discretion of the Chief of Police, may include all Division Commanders, and any other persons whom the Chief may choose to include. The Office of the Chief shall notify the appropriate personnel of the meetings. Personnel notified shall make every effort to attend, and shall designate a representative when it is not possible to attend themselves. Approximately every other meeting is a full staff meeting that includes Division Commanders. At the full staff

meeting, line personnel may attend, on a space available basis.

Similarly, commanders of components at each level shall hold meetings related to the functioning of those components.

.15 Planning and Research Functions

Overall responsibility for the planning and research functions of the Department shall be vested in the Staff, which consists of the Chief of Police, all Bureau Chiefs, and all Division Directors. The Staff shall be responsible for preparing the annual Goals and Objectives of the Department, including the goals of its specific components, for formulating multiyear plans, and for internal and external coordination. In keeping with the functional organization of the Department, specific planning duties shall be decentralized and, wherever operationally appropriate, performed by the organizational component having primary responsibility for executing the functions concerned. The Planning Section, in addition to its specifically assigned functions, shall provide planning and research assistance to all components of the Department.

As part of their responsibilities in organizational planning, Staff will ensure that all relevant data, such as crime analysis and resource availability, are considered in developing agency tactics, strategies, and long-range plans.

.20 Determining Official Duties

Members of the Department will seek information concerning their official duties from this Operations Manual and from their immediate superiors.

.24 Temporary Special Units

Because specific problems, concerns, and goals of the community and the Department may call for special or innovative approaches, the functional design of the Department permits flexibility in using human and material resources to carry out its mission. With approval of the Chief of Police, any Commanding Officer may establish details, units or task forces, if directly under the command of the officer concerned and functionally unique to the command. Any such detail, unit, or task force will be created for a specific purpose and will be subject to review by the Chief of Police, ~~at least once every three months.~~

.26 Department Correspondence

All official correspondence directed outside the Department will contain the signature of the Bureau Chief, from the originating Bureau, or the Chief of Police, countersigned by the originator. No Department member will request any equipment or services from agencies outside the Department, unless authorized to do so by the Chief of Police, except under emergency circumstances.

An exception is that, with the approval of their commanding officer, members of any component may communicate with persons or organizations outside the Department, to gain or furnish authorized information, but may not commit the Department to any action or other obligation, without proper authorization.

.28 Procurement of Special Equipment or Services

Department personnel will submit any requests for equipment or services of a special nature to the Chief of Police, through the Fiscal Services Section, by means of their regular chain of command.

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Colorado Spring Police Department

General Order 1002

-- Office of the Chief: Functions

Active date: 6/26/2005

Supersedes date: 6/13/2005

.01 Purpose

To describe the organization and functions of the Office of the Chief of Police, including the Office of Professional Standards and its components.

.02 Cross Reference

G.O. 1030, Rank and Responsibility

G.O. 1105, Staff Duty Officer

.03 Discussion

The Chief of Police is the Chief Executive Officer of the department and has overall responsibility for enforcing the law and for administering the department. S/he is appointed by, and reports to, the Office of the City Manager.

.04 Policy

The position of Chief of Police is established by Chapter 8, Article 1, Part 1, of the Municipal Code of the City of Colorado Springs:

- The Chief of the Police Department shall be responsible for the discipline, good order and proper conduct of the department, the enforcement of all laws, ordinances and regulations pertaining thereto, and for the care and condition of the buildings, equipment, apparatus and all other property of the department.
- The Chief of Police shall be responsible for assignment of all personnel employed by the Police Department.
- The Chief of Police shall have the authority to divide the City into districts, for the efficient delivery of police services.

.05 Definitions

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.10 The Chief Of Police

- Provides broad administrative and command direction, by establishing and maintaining policy to guide departmental actions and programs.

- Ensures that departmental policies, actions and programs are efficient and effective.
- Determines departmental and community needs and relays this information to the City Administration.
- Maintains contact with the community to ensure a productive relationship between police and community.
- Releases information concerning Police Department operations and procedures.
- Ensures the proper creation, maintenance, and safeguarding of the department's records.
- Provides command direction in the investigation and processing of complaints made against department personnel, policies, procedures or actions.

.12 Office of the Chief: Organization

The Chief of Police directly supervises the Deputy Chiefs, who command the Bureaus of the Department. The Chief also directly supervises the Commander of the Office of Professional Standards and the Office of Psychological Services.

.16 Office of Professional Standards

The Office of Professional Standards, commanded by a Commander, performs and coordinates special administrative duties and activities, and maintains liaison between the Chief's Office and the Department. The Commander serves as adjutant to the Chief of Police.

Organization: The Office of Professional Standards is, for administrative purposes and those of this Manual, the equivalent of a Division, and is composed of:

Internal Affairs Unit

Public Information Office

Crime Stoppers

Community Relations Unit

Court Liaison Unit

Training Section

Inspection Unit

Human Resources Section

.20 Internal Affairs Unit

The Internal Affairs Unit is responsible for:

- Investigating complaints or allegations of misconduct by police officers and civilian employees.
- Monitoring and processing all disciplinary matters and presenting them to the Chief and the City Manager, as appropriate.

- Maintaining confidential Internal Affairs files and safeguarding the unit's physical files and computer files.
- Responding to officer-involved shootings on a 24-hour, on-call basis.
- Responding to subpoenas duces tecum and legal processes directed to the Office of the Chief of Police.
- Investigating matters concerning other City departments, at the direction of that department's head and the Chief of Police.
- Providing security during the destruction of narcotics and contraband.

.24 Public Information Office

The Public Information Office is responsible for:

- Planning and administering the department's press relations program.
- Functioning as the official department spokesman.
- Resolving problems involving the press and the department, and offering solutions to representatives of news gathering agencies.
- Coordinating media interviews of department personnel and disseminating official police press releases.
- Maintaining news release and law enforcement news clipping files.
- Keeping the department staff apprised of law enforcement issues.
- Coordinating requests from department personnel for feature articles and radio or television public service time.
- Approving release of official police records for media purposes.
- Maintaining a working liaison with the City's Public Communications Office.
- Responding to the scene of serious police-related incidents of an emergency nature, whenever practicable, to assist news gathering agencies in performing their functions.
- Coordinating public speaking engagements by department members.

Special duties:

- Approving, planning, and coordinating activities of the Colorado Springs Police Department Honor Guard.
- Answering or appropriately referring citizen requests for general public information or assistance.

.26 Crime Stoppers

Crime Stoppers is responsible for:

- Coordinating the release of information to the printed and electronic media concerning wanted persons, details of unsolved crimes, and appeals to the general public for information about criminal activities.
- Maintaining a close working relationship with the Crime Stoppers Board by activities such as

providing requested information to the Board to assist in distributing funds to informants.

- Maintaining files of informant numbers, informant payments, and dispositions of received information.
- Maintaining and coordinating Student Crime Stoppers.

.28 Community Relations Unit

The Community Relations Unit is responsible for:

- Developing programs to foster cooperation between the police and the community.
- Acting as liaison between the department and community groups.
- Maintaining contact with various groups and organizations in the community that could assist the department in recruiting members of minority groups.
- Insuring that the Chief of Police is made aware of community concerns.
- Regular participation in meetings with various community groups or community members to identify community concerns with police policies or practices. Such matters and recommendations for solutions will be reported, in writing, to the Chief of Police. Community feedback will be reported in the Citizen Satisfaction Survey summary report and will be taken into consideration in the development or revision of applicable directives.
- Supervising the Police Athletic League program to ensure its effectiveness.
- Supervising the Police Cadet program

.32 Court Liaison Unit

The Court Liaison Unit is responsible for:

- Acting as liaison between the department and the Judiciary, by consulting with judges of the Municipal, County, and District Courts.
- Representing the Chief of Police on various bench and bar association committees, as directed.
- Supervising the department's handling of subpoenas and other court processes by the Court Liaison Office.

.36 Training Section

The Training Section is responsible for:

- Serving as the department's central training authority.
- Planning, administering, and operating the Police Recruit Training Academy.
- Exercising administrative control of the Police Training Officer Program (P.T.O.).
- Exercising control over recruits while assigned to the P.T.O. Program .
- Selecting, training, and evaluating Police Training Officers.
- Arranging and providing remedial training for recruits, as necessary.
- Developing a needs assessment for Roll Call/In-service training.
- Recruiting entry-level police applicants.
- Developing written and visual materials for use in recruiting.
- Making presentations to various groups for recruiting purposes.
- Coordinating and providing training based on needs assessment.

- Planning and providing all firearms training and firearms maintenance: administering firearms qualifications testing and maintaining records.
- Maintaining personnel records pertaining to Academy courses.
- Publicizing police-related schools, workshops, and seminars.
- Developing and conducting a managerial and supervisory training program.
- Maintaining and enhancing proficiency of instructors; recruiting and training new instructors for all Academy courses.
- Evaluating law enforcement training issues or concerns to maintain or exceed national minimum training standards.
- Planning and administering Citizens' and Support Academies.
- Identifying, evaluating, and, as necessary, field testing law enforcement equipment to determine its possible usefulness to CSPD.
- Serving as liaison with the state's Police Officer Standards and Training (P.O.S.T.) Commission.
- Planning, administering and operating the Lateral Entry Police Officer Training Academy.

.38 Inspection Unit

The Inspection Unit is responsible for:

- Inspecting systems and operations to determine if they are in accord with department objectives.
- Auditing department operations to determine if organizational units conform to approved policies, plans, procedures, laws, and regulations.
- Evaluating department operations to determine if organizational units use resources economically and efficiently, and properly safeguard assets.
- Assuring that CALEA accreditation standards are met.
- Evaluating complaints from any source regarding department procedures, services, or systems.
- Determining the adequacy of services provided to victims, witnesses, and persons in custody.
- Maintaining and publishing inspection guides and check lists for use by department personnel.
- Investigating civil claims against the department.

.39 Staff Resources Section

The Human Resources Section is responsible for:

- Coordinating Officer of the Month program, Awards Committee, and Employee Resource Team.
- Maintaining liaison with City Human Resources Department, personnel attorney, Workers' Compensation personnel, Affirmative Action Office and Civil Services Commission.
- Dealing with equal opportunity employment, affirmative action, fair labor standards,

- employee relations, employee benefits.
- Developing procedures to administer personnel functions.
- Researching and evaluating personnel programs.
- Developing processes for Civil Service tests.
- Maintaining and updating personnel files and automated records, including skills inventory and emergency data.
- Coordinating the Department's newsletter.
- Preparing Department's computerized personnel roster.
- Providing new employee semi-annual orientations.
- Coordinating the civilian hiring process.
- Coordinating performance evaluation process.
- Preparing payroll records for City Controllers.
- Interpreting City and Department pay and benefits procedures for employees.
- Maintaining the Department's position control numbers.
- Initiating processes for sworn retirements and disability retirements.
- Coordinating job site audits.
- Tracking Workers' Compensation time and light duty time.
- Maintaining seniority lists.
- Coordinating employee requisitions and internal transfers for sworn personnel.
- Administering Extra-Duty Program.
- Notifying the Director of Management Services of situations which should be reviewed for possible disciplinary action.
- Administering educational reimbursement/employee development program.
- Administering volunteer program.
- Coordinating Senior Victim Assistance Team (SVAT).
- Coordinating Police Chaplaincy Corps.
- Coordinating special events, including Medal of Valor luncheon.
- Administering service award program.
- Conducting entry-level testing process in cooperation with City Human Resources Department.

.40 The Office of Psychological Services

The Office of Psychological Services reports directly to the Chief of Police and is responsible for:

- Behavioral health assessment, intervention, and referral services for departmental employees and families
- Critical incident assessment, debriefing, and follow-up
- Psychological Fitness for Duty determinations
- Special purpose psychological evaluations
- Therapy groups for specialized psychological problems, situations, or issues

- Management of the department's Peer Support Program
- Pre-employment psychological evaluation of police officer candidates
- Psychological evaluation of candidates for sensitive assignments
- Re-evaluation of personnel in sensitive assignments, as directed
- Psychological consultation services for supervisory and managerial personnel
- Behavioral health consultation, prevention, and training services
- Psychological research consultation, planning, and assistance
- Supervision of psychological research involving CSPD personnel as subjects
- Responses to media and other inquiries regarding police psychological issues
- Evaluating the safety, effectiveness, and/or appropriateness of psychological goods and services offered to CSPD personnel by outside entities that do not already have an established (i.e., contractual) relationship with the department (for example: offers of debriefing and related services for personnel involved in critical incidents, offers of pre-employment or promotional testing services, offers of employee assistance services, etc.)

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Colorado Spring Police Department

General Order 1004

-- Operations Support Bureau: Functions

Active date: 5/28/2007 9:04:54 AM

Supersedes date: 2/18/2004

.01 Purpose

To specify the organizational structure and duties of the Operations Support Bureau and its components.

.02 Cross Reference

.03 Discussion

This space intentionally left blank.

.04 Policy

This space intentionally left blank.

.05 Definitions

This space intentionally left blank.

.10 Operations Support Bureau

The Operations Support Bureau is responsible for providing the following comprehensive, specialized and supportive services for the Department:

- Conducting major criminal investigations

- Participating in multi-agency task forces for criminal investigation purposes within an expanded jurisdiction
- Providing polygraph services
- Providing canine services
- Responding to situations requiring special weapons and/or tactics
- Providing crisis negotiation functions
- Providing air support
- Planning and scheduling all police activities at special events
- Communications services
- Police Records and Identification services
- Developing programs and policies, researching products, performing special projects and planning analysis
- Providing financial services for the Department
- Coordinating vehicle purchase and maintenance
- Processing and handling all property and evidence
- Developing and operating Department information technology

Organization: The Operations Support Bureau, commanded by a Deputy Chief of Police, is made up of the following:

- Investigations Division
- Metro Vice, Narcotics and Intelligence Division
- Central Division
- Management Services Division

.15 Investigations Division

The Investigations Division is composed of the following:

- Major Crimes Section
- Special Services Section
- Records and Identification Section
- Polygraph Unit
- Investigations Support

.17 Major Crimes Section

The Major Crimes Section is responsible for:

- Investigating and assisting in the prosecution of major crimes committed or originating in the City of Colorado Springs, including homicides, sex crimes, and aggravated assaults
- Investigating and assisting in prosecuting crimes committed by, against, or otherwise concerning juveniles, not including property crimes

- Providing assistance to victims of certain crimes

Organization: Sworn members of units in the Major Crimes Section are cross-trained to permit augmentation of any of the Section's investigative units as needed. The Section consists of:

- Robbery Unit
- Homicide/Assault Unit
- Sex Crimes Unit
- Fugitive Unit
- Juvenile Offender Unit
- Victim Services Unit

.19 Robbery Unit

The Robbery Unit is responsible for:

- Locating and arresting suspects of robbery crimes
- Assembling and presenting complete investigations with the filing District Attorney
- Providing investigative technical assistance to the Patrol Bureau involving on-scene support, surveillance, and legal document preparation and guidance
- Participating in the prosecutorial phase of felony and misdemeanor cases
- Conducting special investigations at the request of supervisory officers

.21 Homicide/Assault Unit

The Homicide/Assault Unit is responsible for:

- Investigating criminal homicides involving adults and juveniles
- Investigating felony assaults involving adults and juveniles
- Investigating felony kidnappings involving adults and juveniles
- Investigating felony extortion involving adults
- Investigating deaths of adults and juveniles if the cause and manner is undetermined or suspicious
- Investigating officer-involved shootings, at the direction of the Deputy Chief, Operations Support Bureau
- Investigating missing person cases of a suspicious nature involving either juveniles or adults

.23 Sex Crimes Unit

The Sex Crimes Unit is responsible for:

- Investigating sex crimes committed by, against, or involving juveniles and adults
- Investigating reported and suspected child abuse and neglect
- Investigating deaths of infants, if the cause or manner is undetermined or suspicious
- Investigating parental kidnappings and violations of custody
- Investigating cases involving multiple indecent exposures
- Maintaining photographic files of known child abusers, known sex offenders, and of juveniles involved in criminal activities
- Coordinating information with the Analytic Support Unit and Department of Social Services

.24 Fugitive Unit

The Fugitive Unit is responsible for:

- Conducting investigations and effecting arrests of persons wanted on felony warrants resulting from CSPD criminal cases
- Coordinating with outside agencies on requests for assistance in locating and arresting persons wanted on outside felony warrants, as directed
- Receiving and following up on information received from a variety of investigative sources or informants regarding wanted felony fugitives and attempting their arrest, as assigned
- Coordinating with Crime Stoppers of the Pikes Peak Region, other agencies, and the Public Information Officer on media release of information concerning wanted persons, details of unsolved crimes, and appeals to the general public for information about other criminal activities
- Conducting follow-up investigation and criminal filing of felony escape cases
- Arresting fugitives from justice

.30 Juvenile Offender Unit

The Juvenile Offender Unit is responsible for:

- Maintaining a manageable list of targeted juvenile habitual/violent offenders
- Proactively opening new cases on targeted offenders
- Enhancing investigations on existing cases involving targeted offenders
- Investigating all cases involving targeted juvenile offenders
- Maintaining files on targeted offenders in concert with the Analytic Support Unit's SHO/DI Program
- Serving as special investigators and as advisory investigators for the Grand Jury
- Serving as advisory witnesses to the trial attorney for considerations of adult trial proceedings
- Filing appropriate court orders for civil seizures involving targeted offenders

- Serving as special liaisons with Juvenile Probation and Parole for enforcement of rules and orders
- Participating in specialized investigations at the direction of the Major Crimes Commanding Officer or higher authority

.35 Victim Services Unit

Victim Services Investigative Specialists are responsible for:

- Interviewing and furnishing crisis intervention and information to all sexual assault victims on a 24-hour basis, and to victims of other crimes against persons at the supervisor's discretion
- Preparing witnesses for court
- Testifying as expert witnesses
- Furnishing follow-up and referral information to victims
- Providing in-service training and consultation to law enforcement, attorneys, schools, and other agencies or groups involved with sexual assault victims

.38 Special Services Section

The Special Services Section is responsible for:

- Investigating forgeries and felony frauds by check
- Investigating felony fraudulent use of financial transaction devices
- Investigating felony criminal frauds against consumers
- Investigating serial or pattern financially motivated Identity Theft
- Providing laboratory forensic examination of computer related electronic media
- Providing forensic crime scene and laboratory support for all Bureaus
- Investigating cases relating to stolen property bought or sold through pawn shops, gold and silver dealers, and flea markets

The Special Services Section consists of the:

- Financial Crimes Unit
- Metro Crime Lab
- Pawn Shop Unit
- Computer Forensics Unit

.40 Financial Crimes Unit

The Financial Crimes Unit is responsible for:

- Investigating serial or pattern cases of financially motivated criminal Identity Theft

- Investigating felony check and Financial Transaction Device (credit card) forgeries
- Operating as liaison with the District Attorney's Regional Check Fraud Unit on misdemeanor frauds by check
- Investigating felony criminal consumer fraud and other white collar crimes as assigned
- Coordinating with the Patrol Bureau for service of misdemeanor summonses concerning check and criminal consumer frauds investigated by the District Attorney's Office

.44 Metro Crime Lab

The Metro Crime Lab is responsible for:

- Providing forensic science services to the members of the Colorado Springs Police Department, El Paso County Sheriff's Office, other law enforcement agencies, the courts, and citizens, as directed by the Investigations Division Commander
- Processing crime scenes as assigned
- Developing black and white and color photographic negatives and prints, as needed
- Providing chemical analysis of drugs taken into evidence and blood alcohol specimens
- Providing expert courtroom testimony relating to forensic services performed
- Providing technical expertise and expert court testimony for fingerprint identification and blood spatter evidence
- Entering fingerprints into the Automated Fingerprint Identification System (AFIS)

.46 Pawn Shop Unit

The Pawn Shop Unit is responsible for:

- Investigating selected cases relating to stolen property bought or sold through pawn shops, gold and silver dealers, and flea markets
- Monitoring pawn shops, gold and silver dealers, and flea markets to insure their compliance with applicable city ordinances and state statutes
- Coordinating with other units and outside agencies in discovering and disrupting fencing operations
- Maintaining paper and/or computerized files of:
- Records of transactions between citizens and gold and silver dealers within Colorado Springs or El Paso County.
- Records of transactions on all items taken in at pawn shops within Colorado Springs or El Paso County

.47 Computer Forensics Unit

The Computer Forensics Unit is responsible for:

- Conducting forensic laboratory analysis and providing expert courtroom testimony

concerning evidentiary contents of computer-related electronic media seized in the course of criminal investigations

- Conducting felony investigations of selected and unusually complex computer related and high-technology crimes, such as those involving criminal attacks against major computer networks which are physically located in Colorado Springs
- Assisting officers in the development of computer related criminal investigations and search warrants
- Providing on-scene field support for the execution of search warrants and initial examination of computer media in situations that are beyond the technical capabilities of the investigating officers
- Providing consultation, training, and technical resources to officers on methods for handling, seizing, and securing computer related evidence

.50 Records and Identification Section

The Records and Identification Section is composed of the following:

- Records and Identification Unit
- Data Entry Unit

The Records and Identification Unit is responsible for:

- Maintaining centralized criminal records system through collection, dissemination, and storage of crime and traffic records
- Purging records systems in accordance with state laws
- Booking of prisoners
- Managing and supplying identification information on persons for the department and other criminal justice agencies
- Providing fingerprinting services for the department and the public
- Maintaining an archives system for official police records
- ~~Accepting service and processing~~ Responding to subpoenas duces tecum and other court processes for production, ~~at the direction of the Office of Professional Standards~~

.55 Data Entry Unit

The Data Entry Unit is responsible for:

- Preparing and entering data from source documents pertaining to law enforcement activities as performed by the Department
- Entry of data from source documents, including traffic tickets, parking tickets, offense reports, arrest documents, field interview reports and calls for services
- Editing and coding arrest source documents for entry
- Retrieving statistical data from appropriate computer systems and files

- Entering statistical data into State computers for UCR and NIBRS requirements

.56 Polygraph Unit

The Polygraph Unit is responsible for:

- Scheduling and performing polygraph examinations of persons involved in criminal cases at the request of the investigating officer
- Providing written evaluations to the investigating officer concerning the truthfulness of the person tested
- Scheduling and performing polygraph examinations of persons under consideration for employment by the Department
- Scheduling and performing polygraph examinations of persons who have applied for assignment to certain sensitive positions
- Scheduling and performing polygraph examinations for other agencies and organizations, by special direction
- Maintaining polygraph chart files of persons examined

.57 Investigations Support

Investigations Support includes:

- Analytic Support Unit (Investigations Crime Analysis)
- Clerical Support

.60 Metropolitan Vice, Narcotics, and Intelligence Division

The Metropolitan Vice, Narcotics, and Intelligence Division (Metro VNI) is staffed by officers from several local law enforcement agencies and is commanded by a Commander of the Colorado Springs Police Department. Its area of jurisdiction encompasses El Paso County and Teller County. Responsibilities of Metro VNI are:

- Investigating crimes concerning controlled substances
- Investigating vice-related crimes
- Obtaining and processing intelligence information
- Maintaining criminal intelligence files

Organization: Metro VNI is composed of:

- Street Investigation Unit (two teams)
- DEA Task Force
- Intelligence Unit (Liquor Enforcement and PASS Team)
- Clandestine Laboratory Team

- ATF/CSPD Gun Unit

.61 Street Investigation Unit

The Street Investigation Unit is composed of two teams, with the following responsibilities:

- Investigating street-level drug sales, possession, and use
- Conducting follow-up investigations and filing charges, in cases within the Section's purview, which have been initiated by other elements of the involved agencies

.62 DEA Task Force

The Drug Enforcement Administration (DEA) Task Force is responsible for:

- Conducting in-depth investigations of major drug organizations and money laundering
- Investigation and preparation for the prosecution of major violators of federal and state controlled substance laws operating at interstate and international levels
- Management of a national drug intelligence program in cooperation with federal, state, local, and foreign officials to collect, analyze, and disseminate strategic and operational drug intelligence information
- Seizure and forfeiture of assets derived from, traceable to, or intended to be used for illicit drug trafficking
- Enforcement of the provisions of the Controlled Substances Act as they pertain to the manufacture, distribution, and dispensing of legally produced controlled substances
- Coordination and cooperation with federal, state, and local law enforcement officials on mutual drug enforcement efforts and enhancement of such efforts through exploitation of potential interstate and international investigations beyond local or limited federal jurisdictions and resources

.63 Intelligence Unit

The Intelligence Unit is responsible for:

- Receiving, analyzing, and evaluating all intelligence reports generated by CSPD and other agencies in the two counties
- Enhancing intelligence data to prepare cases for the proper investigative units
- Conducting background investigations on applicants for liquor licenses within El Paso County and Colorado Springs
- Investigating crimes of vice (prostitution, gambling, liquor, pornography, and similar crimes)
- Coordinating and providing security for visiting dignitaries and VIPs
- Maintaining special files and intelligence related data that meets the applicable Federal Guidelines of 28 CFR Part 23, and regularly purge these files in accordance with this

standard and the regular practices of the Law Enforcement Intelligence Unit (L.E.I.U) guidelines

The Intelligence Unit also includes Liquor Enforcement and the PASS Team.

The Liquor Enforcement Unit is composed of officers from the Colorado Springs Police Department and the El Paso County Sheriff's Office. It is responsible for:

- Collecting information about possible liquor law violations throughout El Paso County
- Investigating allegations of violations by establishments which sell liquor
- Investigating allegations of persons or establishments selling or otherwise supplying liquor to persons under the legal drinking age
- Conducting surveillance and undercover investigations of possible violators
- Coordinating with military officials in instances involving liquor-related violations by military personnel
- Assisting in the prosecution of violators in the courts, and testifying at hearings of the local licensing authorities (Colorado Springs Liquor Board and the Board of County Commissioners) as well as the State Licensing Board
- Coordinating with the Colorado Springs City Clerk's Office in matters concerning liquor licenses
- Undertaking special investigations of liquor-related matters in Teller County upon request

The Police Accountability Service Standards (PASS) Team is comprised of officers from the Colorado Springs Police Department. It is responsible for:

- Improving quality of life within target area boundaries and investigating target crimes in those areas
- Providing immediate response to crimes that would otherwise be a low priority and would probably not be in-progress by the time a patrol officer was able to respond
- Building trust between the community and the police
- Enlisting business and residential community involvement to identify violations and violators
- Eliminating prostitution and open air narcotics within the target area(s)
- Working primarily in plain clothes in undercover vehicles, on foot, or riding bicycles, and occasionally wearing VNI black police uniforms and utilizing a patrol car
- Being visible in the PASS areas on a daily basis
- Adjusting shift hours according to need and information obtained, in order to give the appearance of working 24/7
- Distributing pager numbers to the public and responding immediately if possible to otherwise lower priority in-progress calls for service
- Using limited-tolerance on all violations to include when arresting confidential informants

.64 Clandestine Laboratory Team

The Clandestine Laboratory Team is an interdepartmental cooperative effort to provide specialized response to a clandestine laboratory scene by specially trained and certified equipped personnel. OSHA and EPA regulations govern the activity of the law enforcement trained team. The team must complete 40 hours of Clandestine Laboratory Investigation and investigate 3 clandestine laboratories under the supervision of a certified trained laboratory investigator before they are certified.

.65 ATF/CSPD Gun Unit

The ATF/CSPD Gun Unit is a collaborative effort between the Colorado Springs Police Department and the Bureau of Alcohol, Tobacco, and Firearms in conducting investigations into the possession of illegal guns. The Colorado Springs Police Department portion of the unit is staffed by a Sergeant and four officers.

.70 Central Division

The Central Division, commanded by a Commander, provides traffic-related functions and a wide range of specialized services throughout the City. The Central Division consists of:

- Patrol Support Section
- Public Safety Communications Section

.72 Patrol Support Section

The Patrol Support Section provides supportive and specialized services for all Divisions and performs some non-Divisional tasks. In addition to its regularly constituted units, it serves as the administrative control for certain on-call tactical units which are staffed when needed by designated and specially trained officers normally assigned to other duties. It is responsible for:

- Conducting and administering the Handicapped Parking Enforcement Program
- Providing canine services
- Performing all functions concerning explosives
- Performing crisis negotiation functions
- Responding to situations requiring special weapons and/or tactics

Organization: The Patrol Support Section is composed of the following units:

- Canine Unit
- ~~Explosive Ordinance Detail (EOD)~~ Regional Explosives Unit
- Crisis Negotiation Team
- Tactical Enforcement Unit
- Motor Carrier Safety Unit
- Air Support Unit
- Airport Police Unit

- Special Events Unit
- Code Enforcement

.74 Canine Unit

The Canine Unit generally works as an adjunct to Patrol, but is available to assist any element of the Police Department. Special qualifications of canines are their sense of smell, night vision, sensitive hearing, and ability to serve as a deterrent to violence against officers. The unit is responsible for:

- Maintaining trained and ready canines for deployment
- Using the dogs to detect contraband (explosives and/or narcotics)
- Covering special events at the direction of the Patrol Support commanding officer
- Performing routine patrol functions when not otherwise engaged

Examples of functions for which the Canine Unit is specially suited include building searches, field searches, tracking and scent-detection deployments, and covering officers on calls for service. As a public relations and public education tool, the canine teams are used to demonstrate their own abilities, to improve public understanding of their uses, and to underscore the Police Department's functions in public safety and crime control.

.75 Regional Explosives Unit

The [EOD Regional Explosives Unit](#) is an additional assignment for officers regularly assigned to other units. The team can be called out at any time for situations requiring the use of trained explosives experts. The [EOD Regional Explosives Unit](#) is responsible for providing technical and investigative support for:

- Accidental explosions
- Bomb threats
- Unlawful possession, use, removal of explosives
- Bombings (including fire-bombings)
- Found bombs, explosives, ordinance
- Incidents related to the above
- Storage and maintenance of explosives evidence
- Transportation, storage, destruction of recovered explosives

Special duties include:

- Response to bomb threats at the Municipal Airport. Response to bombs on-board aircraft diverted to Colorado Springs
- Emergency and technical assistance for hazardous materials incidents involving explosive compounds
- Support for special details where explosives may present a threat or hazard

- Limited assistance to outside agencies in the event of emergencies and special requests
- Law enforcement safety, technical, and specialized training and information
- Public safety training and information
- Maintain files on all deployments and training

.76 Crisis Negotiation Team

The Crisis Negotiation Team is an additional assignment for officers regularly assigned to other units. The team can be called out at any time for critical incidents requiring the skills of trained negotiators. Examples of such incidents include suicidal persons, barricaded suspects, and hostage-takers. The team also provides Tactical Operations Center support in major critical incidents requiring additional negotiators, interviewers, intelligence gathering, recording and posting data, communications, and similar functions.

.80 Tactical Enforcement Unit

The Tactical Enforcement Unit is responsible for:

- Maintaining a mobile specially-trained tactical team to intervene in any critical incidents requiring their skills. Examples of appropriate use of this unit include sniper situations, aircraft hijackings, rescuing officers, armed or barricaded suspects, hostage situations, civil disturbances, and high-risk arrests or warrant service
- Conducting selective enforcement actions, such as intervention in patterned crimes requiring special uniformed or plain-clothes strategies
- Providing support for special details or events such as VIP security, high-profile conferences, major civic gatherings, witness protection, major crime-scene security, special surveillance, and high-risk prisoner escorts
- Providing support in disasters and unusual occurrences, as assigned

Special duties:

- Conducting limited security surveys of high-level military offices, offices of public officials, and sensitive civilian corporations within the City limits, upon request of proper authority
- Furnishing limited in-service and specialized training to Department members and other law-enforcement agencies
- Providing limited assistance to outside agencies for emergencies, by request
- Maintaining files of all security surveys, tactical contingency plans and maps, tactical in-service training records, and tactical deployment recap reports

.81 Motor Carrier Safety Unit

The Motor Carrier Safety Unit is responsible for:

- Specialized enforcement of commercial vehicle statutes and ordinances

- Promoting motor carrier safety through a vehicle inspection program
- Identification and enforcement of defective equipment and unqualified operators
- Identification and enforcement of hazardous materials violations
- Compliance with commercial vehicle registrations and weight compliance
- Enforcing truck route compliance
- Enforcing load spill violations
- Enforcing SMM/SME registrations at construction sites
- Maintaining a good working relationship with the Port of Entry and Colorado State Patrol MCSU
- Educating commercial vehicle owners and operators through presentations regarding FMCSR
- Assist with "commercial vehicle involved" traffic accident investigations

Ensure compliance through FMCSR

Assist MAU with serious injury and fatal accident investigations involving commercial vehicles

Assist Code Enforcement and Parking Enforcement with commercial vehicle parking violations

.82 Air Support Unit

The Air Support Unit is responsible for:

- Providing an aerial platform with the primary mission of assisting the patrol function

Aircraft are deployed during peak calls for service times and are available to assist with special operations for the Patrol Bureau. Aircraft are also utilized by Metro VNI involving surveillance operations.

.83 Airport Police Unit

The Airport Police Unit is responsible for:

- Maintaining order and enforcing the laws, which are comprised of the criminal and traffic codes for local, state and federal jurisdictions
- Supporting the passenger screening effort as required of certificated air carriers, and responding as quickly and safely as possible when summoned by airline personnel
- Working with the director of aviation or his designee on matters relating to airport and aviation security
- Conducting consent frisks for weapons when a passenger or other member of the public who wishes access to the sterile concourse cannot be cleared by detection devices or at the request of the air carrier
- When summoned, responding to all other non-screening related incidents which warrant the presence of a police officer

- Determining departmental and community needs and communicate it to the director of aviation or his designated representative

Maintaining contact with the community to ensure productive police and community spirit and maintain the highest possible level of professional competence and conduct

.85 Special Events Unit

The Special Events Unit is responsible for:

- Staffing all special events
- Coordinating with the Extra-Duty Office to staff special events
- Updating schedules for recurring special events
- Planning and scheduling police functions for non-recurring activities
- Supervising and managing the Parking Enforcement and Handicap Parking Enforcement Programs

.86 Code Enforcement Unit

The Code Enforcement Unit is responsible for:

- Inspecting residential dwellings and multi-family dwellings
- Condemning dwellings that are unfit for human occupancy
- Responding to complaints regarding sanitation, junk unlicensed/inoperable/abandoned vehicles, weeds, animal droppings, graffiti, light intrusion, noise, corner visibility, recreational vehicles, temporary signs, and litter
- Conducting follow-up investigations to assure compliance with City Codes
- Entering data from source documents and field inspections
- Retrieving statistical data from appropriate computer systems and files

.90 Public Safety Communications Section

The Public Safety Communications Section is responsible for:

- Radio dispatching service for all mobile field units
- Maintaining direct radio contact and intra-City and intra-County link radio contact with other law enforcement agencies and City Departments
- Relaying information regarding unusual incidents to specialized Department units and other law enforcement agencies, or to City departments as required
- Using a computer-aided dispatch system (CAD) to:
- Inputting information received, and process telephone requests for police, fire, and medical assistance, and general information
- Entering, dispatching, updating, monitoring, and clearing calls for service with

appropriate activity information

- Maintaining records of calls for service, specific address hazard information, duty rosters, staff assignments, specialized unit and Department personnel and pager assignments
- Maintaining lists of locations and responsible persons to call out, as needed
- Providing medical self-help to citizens prior to arrival of emergency response equipment
- Providing radio patching between field EMS units and area hospitals
- Monitoring National Weather Warning System (NAWAS) and flood levels
- Monitoring fire alarm system for Police Operations Center (POC)
- Providing a monthly statistical report that reflects productivity of Communications Center
- Maintaining current lists of businesses, hospitals, apartment complexes, schools, City parks, etc., for locations and responsible persons for callout, as needed
- Accessing call-out lists and records of Department personnel, City personnel, victim assistance agencies, and specialized personnel available after-hours
- Receiving and processing radio and telephone requests from all Department personnel
- Maintaining and operating 24-hour tape recording equipment and tapes of all incoming and outgoing telephone and radio messages
- Hiring and training new Communications personnel as well as training other Department personnel in Communications policies and procedures
- Ongoing in-service training for permanent and probationary Communications personnel

Special functions: The Public Safety Communications Section maintains the following special files:

- Daily and monthly reports on Communications training
- Monthly reports on Communications activity, organized by shift
- 24-hour tapes of all incoming and outgoing telephone and radio messages that are retained for up to three years, unless longer retention is needed for evidential reasons. Retention includes files of associated documents, such as subpoenas duces tecum, departmental hold requests, logs of tapes on file
- Daily logs of vehicle towing activity, including repossessions, City and private property tows, as well as official towing requests
- Daily logs of Police Impound Lot security guard check-in information

Organization: The Public Safety Communications Section consists of:

- Communications Manager
- Senior Analyst
- Training Specialist
- Public Safety Communications Supervisors
- Public Safety Dispatchers
- Emergency Response Technicians

.91 Management Services Division

The Management Services Division, commanded by a civilian Director, is responsible for:

- Developing programs and policies, researching products, performing special projects and planning analysis
- Developing and administering grant programs
- Providing financial services, such as accounts receivable and payable, purchasing, inventory, and supply
- Conducting manpower analyses and preparing the annual Manpower Projection Report
- Preparing various status reports to city administration
- Coordinating vehicle purchase and maintenance, as well as repair and maintenance of police buildings
- Processing and handling all property, evidence, and vehicles while in the custody of the department
- Preparing and administering the department's annual budget
- Preparing and administering the department's capital improvement needs and budget
- Coordinating the planning, financing, and acquisition of capital facilities and equipment
- Preparing long-range plans and projection models
- Preparing management, organizational, and cost/benefit analyses and making results available to department staff and affected operating units
- Developing and implementing computer applications and supporting all elements of the department
- Operating and maintaining the department's central and remote computer systems

Organization: The Management Services Division consists of:

- Information Technology Section
- Fiscal Services and Planning Section
- Police Logistics Support Section

.92 Information Technology Section

The Information Technology Section consists of the System Support Unit and the Software Development Unit.

The System Support Unit is responsible for:

- Operating the department's central and remote computer systems
- Developing and maintaining the data and telecommunications networks and systems for the department
- Developing and providing specifications and estimated costs for computer hardware, software, and related equipment
- Operating the department's Customer Service Center

The Software Development Unit is responsible for:

- Developing and implementing computer applications and systems supporting all elements of the department
- Providing program maintenance and enhancements to existing applications and systems to meet user needs

.93 Fiscal Services and Planning Section

The Fiscal Services and Planning Section consists of the:

- Financial Services Unit
- Grants Unit
- Planning Unit

The Financial Services Unit is responsible for:

- Coordinating all purchases of the Department
- Processing accounts payable and receivable
- Auction accounting
- Travel and expense summary processing
- Correlating expenditures with budgetary allocations
- Monitoring and reporting the status of the Departmental budget
- Auditing the Metro VNI buy fund and other cash funds
- Preparing specifications for special purposes and contracts
- Monitoring grant fund status

The Grants Unit is responsible for:

- Monitoring external funding sources and opportunities to augment departmental resources
- Assisting with the development of grant application proposals
- Reviewing and coordinating all grant applications
- Processing grant awards
- Maintaining grant files that contain all grant-related documentation and correspondence
- Providing review of proposals, applications, and revisions
- Managing internal/external review processes for approval and signatures on grant documents
- Maintaining the grant tracking database

The Planning Unit is responsible for:

- Coordinating all department staff research

- Processing requests for department policy changes
- Researching and drafting general orders
- Performing forms development and control functions
-

Conducting research pertaining to actual or proposed legislative changes

- Responding to inquiries concerning the effects of existing law and legal decisions on department procedures
- Conducting research, preparing special project reports as directed, and insuring that reports are provided to staff and to all involved organizational components
- Reviewing and coordinating departmental input on all items circulated by City Planning, including land use, zoning, annexation, master planning, and transportation matters
- Maintaining a repository of research and management information, including copies of research projects, studies, and surveys which affect the policies, procedures, operations, and management of the department
- Providing staff support for task forces as directed
- Conducting and reporting on product evaluations
- Researching options for improvements in service delivery, making recommendations, and designing program changes
- Reviewing articles written by department members for publication, and making recommendations concerning approval to the Chief of Police
- Managing ICMA benchmarking projects
- Developing and analyzing annual manpower projections
- Coordinating special projects that support the department's strategic initiatives

.95 Police Logistics Support Section

The Police Logistics Support Section consists of the:

- Fleet Services Unit
- Facility Services Unit
- Evidence Services Unit
- Supply Unit

The Fleet Services Unit is responsible for:

- Transporting vehicles for service and repair
- Assuring quality control of repairs
- Coordinating preventive maintenance and breakdown repair
- Monitoring fleet maintenance expenditures
- Preparing specifications for vehicle and accessory equipment purchases and coordinate acquisitions and installations
- Coordinating use and maintenance of the Mobile Command Post

The Facility Services Unit is responsible for:

- Arranging and scheduling repair and maintenance of department buildings
- Monitoring custodial, grounds, and snow removal contracts
- Coordinating department radio issuance and repair

The Evidence Services Unit is responsible for:

- Receiving and storing found property, contraband, and evidence
- Maintaining inventory, chain of custody, and other records pertaining to property, contraband, and evidence
- Transporting evidence to and from various laboratories and substations
- Disposing of, releasing, or destroying property which is no longer of use to the department
- Receiving, inspecting, and maintaining inventory of vehicles which are abandoned, impounded, or seized for evidence or civil proceedings
- Releasing vehicles, evidence, and property to authorized receivers
- Arranging for vehicle auctions and bicycle auctions
- Monitoring billing for departmental tows
- Maintaining the Police Impound Lot
- Assuring compliance with state and local requirements concerning stolen, abandoned, or otherwise impounded vehicles.
- Monitoring the department's towing contracts and rotation agreements

The Supply Unit is responsible for:

- Maintaining a central receiving and supply facility
- Tagging and inventorying all fixed assets
- Maintaining an interdepartmental mail delivery system

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Colorado Spring Police Department

General Order 1008

-- Patrol Bureau: Functions

Active date: 6/13/2005

Supersedes date: 9/3/2004

.01 Purpose

The purpose of this General Order is to specify the organizational structure and duties of the

Patrol Bureau and its components.

.02 Cross Reference

G.O. 1030, Rank and Responsibility

Patrol SOP P1-143

CALEA Standards 11.1.1; 33.6.1; 42.1.4; 45.1.1; 61.1.1; 61.1.5; 61.1.10; 61.4.4; 73.1.1; 74.2.2

.03 Discussion

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.04 Policy

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.05 Definitions

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.10 Patrol Bureau

The mission of the Patrol Bureau, in partnership with the citizens of Colorado Springs, is to ensure public safety and order by providing police services; to react to and resolve life threatening tactical incidents; to provide traffic control, education, and enforcement; to investigate and report on crimes; and, to work with the community to reduce crime, reduce the fear of crime, and enhance the quality of life in our City.

The Patrol Bureau is responsible for the administrative and operational planning, implementation, and reporting, in support of all patrol and traffic functions. The Patrol Bureau will provide direct operational services to the City of Colorado Springs, through the geographical Division structure.

Organization: The Patrol Bureau, commanded by a Deputy Chief of Police, is made up of the following components:

- Falcon Division - North
- Gold Hill Division - Southwest
- Sand Creek Division - Southeast
- [Stetson Hills Division - Northeast](#)

.20 Geographical Patrol Divisions

Each geographical Patrol Division, under the direction of a Commander, is responsible for ensuring public safety and order, within its assigned boundaries, and for rendering assistance to the public, to other agencies, and to other elements of the Police Department, as needed. Except for functions performed by specialized units, the Division's Patrol units are responsible for all law enforcement and crime prevention activities in that section of the City.

Responsibilities of Patrol personnel are necessarily broad and will vary according to the dictates

of specific situations. Their main functions are outlined in General Order 1030, Rank and Responsibilities.

.24 Organization

A Commander is in charge of a Division and is assisted by three Lieutenants. Each Lieutenant assumes command of a Patrol Shift, according to report times and hour of day deployments (i.e., Day shift, Swing shift and Night shift). Lieutenants are assigned specific responsibilities based upon a management approach that corresponds with the Department's philosophy and strategy of community-based Problem Oriented Policing. These duties are listed in Patrol SOP P1-143 .

Various report times will occur within each designated shift. Overall shift designations are specified by time of day. Lieutenants and Sergeants are assigned to shifts and share responsibility, and authority, to effectively plan and coordinate patrol service delivery within the Division and across shift and Division boundaries.

The following specialized units operate within the Divisional Command structure.

- Divisional Investigative Services Unit - supervised by a Sergeant

The Divisional Investigative Services function is decentralized and operates under the Divisional structure at each substation. Duties include:

- Conducting investigative follow-up on a wide range of criminal events including, but not limited to, burglary, theft, auto theft, menacing, first-degree criminal trespass, criminal impersonation, and harassing phone calls.
 - Coordinating with the District Attorney's Office on the filing of cases and other prosecutorial functions.
 - Developing investigative interdiction strategies based upon data provided by Crime Analysis.
 - Coordinating and supervising the effective operation of the Victim Contact Program.
 - Cooperating closely with patrol units, Crime Analysts, Crime Prevention Officers, and citizens, to develop and implement strategies for preventing crimes within the areas served by the respective Patrol Divisions.
- Traffic - supervised by ~~a Sergeant~~ two sergeants (a motor sergeant supervises the Neighborhood Traffic Unit and another sergeant supervises school enforcement and accident investigations).

The traffic enforcement, education, and prevention function is decentralized and operates under the Divisional structure at each substation. Its personnel are divided into specialized services based upon function.

Neighborhood Traffic Unit Duties:

- Neighborhood traffic complaints

- Traffic-related problems within the division.
- Providing escort service for VIPs, as requested.
- Working special events, as required.
- Traffic enforcement at specific identified locations/areas such as Top 25 accident locations, Red Light violations, etc.

DUI Enforcement ~~Unit~~ Duties:

- Making officer-initiated D.U.I. arrests.
- Assisting patrol officers in processing D.U.I. arrests.
- Making D.U.I. traffic safety presentations, upon request.
- Maintaining the D.U.I. Room and equipment at the division level.

School Enforcement ~~Unit~~ Duties:

- Monitoring elementary and secondary school zones for traffic violations.
- Training school crossing guards.
- Training school bus drivers on rules of the road.
- Making traffic safety presentations, upon request.

Accident Investigation ~~Unit~~ Duties:

- Investigating injury and non-injury accidents as dispatched
- Investigating all fatal traffic accidents
- Filing all felony traffic cases
- Filing all habitual traffic offender cases
- Managing the Accident Response Teams
- Traffic Enforcement
- Making traffic safety presentations, upon request

- Neighborhood Policing Units - supervised by a Sergeant

The Neighborhood Policing Units (NPU) are specially trained teams of officers, who provide community-oriented policing from a problem-solving perspective, as well as classroom instruction, as part of our comprehensive School Based Program initiatives. Its personnel are divided into specialized services, based upon function.

NPU is made up of Neighborhood Resource Officers, School Resource Officers, Prevention Resource Officers, DARE Officers, and a Crime Prevention Officer.

Neighborhood Resource Officer (NRO) Duties:

- Open and maintain two-way communication between the geographical areas and the aligned supervisors and sector officers assigned, as well as being the liaison for the Department with a community of interest.
- Effectively mobilize agency and community resources to create a safer, healthier

- and more satisfying environment in a specific community.
- Cultivate relationships with community groups, businesses, public and private agencies, and others to exchange information and to examine ways of bringing resources to bear upon problems of mutual interest.
- Assist Division Crime Prevention efforts to coordinate activities of pre-existing Neighborhood, Business, and Apartment Watch groups, and assist in organizing new groups, upon request or through outreach efforts in targeted areas.
- Assist sector officers by coaching and mentoring them through Problem-Oriented Policing projects and Directed Activity efforts.
- Coordinate efforts to acquire resources and support to address large-scale community problems, or specific crime pattern problems, within geographical areas.
- Prepare periodic reports on goals and objectives, accomplishments by area and crime types, and ensure that problem solving project documentation is properly maintained (i.e., timely and detailed).

School Resource Officer/Prevention Resource Officer/DARE Officer Duties:

- Conduct programs to prevent crime and enhance police/school relations.
- Teach prevention curricula, such as Project Alert and DARE, in the middle schools or elementary schools, as appropriate.
- Provide a proactive approach against juvenile delinquency, through coaching and mentoring, by promoting positive contacts between youth and the police.
- Deploy on foot, bike, or vehicle into targeted neighborhoods to act as both a primary police presence, during assigned hours, and an in-depth problem solver in that community of interest.

Crime Prevention Officer Duties:

- Coordinating crime prevention presentations to the community.
- Managing the Neighborhood, Business, and Apartment Watch Programs.
- Maintaining a liaison with and coordinating presentations for schools.
- Developing and maintaining community contacts.
- Coordinating residential and commercial physical security surveys.
- Providing prevention resources and expertise to Divisions.

- Crime Analysis

The Crime Analysis function is decentralized and operates under the Divisional structure at each substation. Its personnel are responsible for:

- Collecting, collating and analyzing data from case reports, supplements, and other sources that relate to target crimes.
- Maintaining computer databases on above listed data.
- Performing searches and comparisons of data, to identify patterns and crime trends.

- Responding to inquiries about patterns and crime trends.
- Disseminating information about crime patterns and trends.

- Marshal's Unit - supervised by a Sergeant

The Marshal's Unit is assigned to the Gold Hill Division and responsible for:

- Providing court security and assistance to the Municipal Court system.
- Furnishing prisoner transport from jail to Municipal Court.
- Furnishing prisoner and arrestee transport of various kinds, when available.
- Serving arrest warrants, issued by a Court, when the defendant is contacted in the course of serving Municipal Court legal process.
- Serving all writs and processes within the County of El Paso, as directed by a municipal judge.
- Preparing adult and juvenile re-writes into Municipal or other courts, at the direction of the City Attorney's Office, in order to reset another case that was dismissed.
- Serving Summons and Complaints or a Juvenile Complaint and Referral, originated and verified by a police officer employed by the City of Colorado Springs.

- City Administration Building and Utilities Building Security Unit - staffed with two uniformed officers

The City Administration Building and Utilities Building Unit is assigned to the Gold Hill Division and is responsible for:

- Insuring overall security for the City Administration Building and the Utilities Building.
- Answering security alarms within those buildings.
- Assuring safety of employees and visitors.
- Assisting in fire alarm evacuations.
- Monitoring the buildings' security cameras.
- Enforcing parking regulations in City Parking Garage #2.
- Performing routine police functions within and around the buildings.

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Colorado Spring Police Department
General Order 1020
-- Principles Of Command

Active date: 2/29/2008 5:50:57 PM
Supersedes date: 5/18/1999

.01 Purpose

To specify the principles underlying command functions, including unity of command, and to designate the order of succession to command.

.02 Cross Reference

G.O. 1183, Standing Operating Procedures (SOPs)
G.O. 1030, Rank and Responsibility
G.O. 1040, Principles of Supervision
SOP P1-143, Patrol Lieutenant Responsibilities
SOP P1-153, Patrol Sergeants Responsibilities

.03 Discussion

The department embraces and utilizes the principles of unity of command. It is recognized, however, that policing is dynamic and constantly changing. One of the basic missions of the department is to provide police services with integrity and a spirit of excellence. It is for this purpose that, from time to time, the department will explore, implement, and evaluate innovative approaches to supervision, management, and organization within various components. These approaches may have variations from the traditional unity of command principles and these areas will be assessed for their efficiency and effectiveness.

.04 Policy

Supervisors exercise authority in the interest of the department. Those assigned to positions of command will carry out their duties in ways which are most conducive to attaining the department's mission, goals, and objectives. The principle of unity of command is employed so that an employee receives orders from only one superior at any given time. To ensure unity of command and to maintain efficient management of the Colorado Springs Police Department, clearly defined lines of authority establish a structural relationship between each employee and the Chief of Police. [The responsibility of supervision is accompanied by commensurate authority.](#)

.05 Definitions

CHAIN OF COMMAND: Chain Of Command is a series of positions, each of which is directly commanded by the one immediately above it. Although a department member may have numerous subordinates, s/he has only one immediate supervisor. [Each organizational component is under the direct command of only one supervisor.](#)

.10 General Responsibility

Direct supervisors and subordinates will keep each other informed of their activities. Additionally, department members will keep themselves aware of their relative position in the organization, to whom they are accountable, and who is accountable to them.

.12 Table of Organization and Chain Of Command for the Department

The chain of command of the department will be as follows: Chief of Police, Deputy Chief, Commander or Director, Lieutenant or Manager, Sergeant or Unit Supervisor, Police Officer or line worker.

.13 Authority and Order of Succession

The Chief of Police will appoint an Acting Chief of Police to serve during the Chief's absence. During the period of appointment, the Acting Chief has the same powers and authority as the Chief of Police and performs the duties of the Chief of Police. If no specific Acting Chief is named, the following order of succession will apply:

1. Deputy Chief of Operations Support Bureau
2. Deputy Chief of Patrol Bureau

.15 Authority Within the Chain Of Command

Sound management practice demands that each commander or supervisor issue specific orders only to immediate subordinate personnel. The subordinate then issues orders, in the same manner, until the point of implementation is reached. Due to overlapping shifts and days off patterns, field supervisors will be considered as operationally responsible for directing subordinates, even though they may not be administratively responsible for those subordinates.

When a deviation from the normal practice is believed justified, a higher authority in that chain of command may issue direct orders. However, when such action is necessary, all intermediates in the chain of command will be informed.

.16 Authority Outside the Chain of Command

Command personnel will attempt to limit their orders to an echelon that immediately follows within their chain of command. If orders conflict, a senior member outside a subordinate's chain of command may issue an order, but will notify the subordinate's supervisor if the new order alters or interferes with previous orders or functions of the subordinate. The subordinate who receives the conflicting order should also notify his own supervisor immediately.

.20 Assignment to Command

The Chief of Police has final authority to assign personnel to particular command positions and shall assure that positions are filled by employees holding the appropriate classifications and ranks. Among the criteria for determining assignments are level of experience, extent of training, past performance, and ability to perform the duties required. The Chief of Police may

make a temporary appointment to an acting position of command, in the best interest of the department, but such special assignments shall yield to the regular assignment procedure as soon as practicable.

.22 Transfer of Command

Upon assuming a new assignment, and continually thereafter, a command officer should critically evaluate all aspects of the command. Newly assigned command officers should review existing policies, procedures, and programs to determine if the need for which they were enacted remains unchanged.

Upon change of command, the commanding officer being replaced has a duty to lend full assistance in making the command transition as smooth and orderly as possible. Orientation of a new command officer should include any problems of the command and assistance in maintaining useful community and professional contacts.

.30 Command Functions

Command personnel of all echelons will take all reasonable steps to complete their assignments. As some assignments are ongoing or long-term, commanders will make frequent progress reports on them to their superiors, either orally or in writing, as the superior may prefer. Command officers will help their subordinates achieve goals by furnishing direction and coordination for their work. Command officers will take positive steps to create and maintain high morale and a spirit of service among subordinates.

.32 Directing and Controlling Components

Commanding Officers may develop rules or Standing Operating Procedures (SOPs) for directing and controlling specific functions of their organizations, subject to the approval of the Deputy Chief of their bureau, and/or the Chief of Police. When approved, these rules will apply only to the employees of that particular component. In an emergency, special orders deviating from the rules may be issued, lasting only for the duration of the emergency.

.34 Delegation to Subordinates

Unless specific orders prohibit it, command officers of any echelon may delegate any duty assigned to them, to their subordinates, but retain responsibility for ensuring that the duties are properly performed. They may accept any available aid from other components of the department, in the discharge of their duties. Department personnel assigned to positions of command retain the position's responsibility until relieved of it by higher authority. [Each employee is accountable for the use of delegated authority.](#)

.40 Absence of Commanding Officer

In the absence of the commanding officer of any component of the department, the senior member of the next lower echelon within the component will assume command, unless an alternate has been designated by the commanding officer or by a higher authority in the direct chain of command, or unless higher authority has indicated that the position should remain

temporarily vacant.

.42 Assumption of Command by Higher Authority

Components of the department are ordinarily commanded by an employee who has been assigned by the Chief of Police to take actual charge of the unit. However, the commanding officer of each higher echelon, within the direct chain of command, may assume command of the component, if it is believed necessary to do so. The Chief of Police and all subordinates affected by the action, shall be notified immediately.

.44 Multi-Bureau or Multi-Division Assignments

When responsibility for an assignment is entirely within a single bureau, but requires assistance of components from other bureaus, divisions, or sections, a command officer attached to the responsible component and present for duty, will have authority over an officer of the same rank detailed from another component.

.50 Chain of Command During Emergencies

Command of all police personnel assigned to the scene of an emergency will be assumed by employees in the regular command structure of the geographic area in which the operation occurs: i.e., police officer, sergeant, lieutenant, commander, deputy chief. In situations lacking the regular command structure, the ranking officer will supervise until the arrival of any personnel activating the chain of command.

Any officer assuming command at the scene of an emergency will inform the person being relieved of the superior officer's intent to assume command, and will then notify communications that command has been assumed.

.60 Seniority as a Factor of Command

When two or more officers of equal rank are working together on the same assignment or detail, and an emergency arises requiring a command decision, the senior officer will assume command if no one has been assigned command by competent authority. Seniority will be determined first by rank and second by continuous service in the rank. Seniority will not be used to determine command except in an emergency.

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Colorado Spring Police Department

General Order 1030

-- Rank and Responsibility

Active date: 11/17/2008 9:27:50 AM

Supersedes date: 12/10/1998

.01 Purpose

To specify the rank structure and command positions of the Department and the responsibilities of each, with examples of duties.

.02 Cross Reference

G.O. 1020, Principles of Command
G.O. 1040, Principles of Supervision

.03 Discussion

This space intentionally left blank.

.04 Policy

The structure of the Department is designed for effectively achieving the Department's mission. The Chief of Police is responsible for the overall performance of the Department but cannot personally plan, direct, coordinate and supervise all its activities. Responsibilities for functions and tasks must be assigned to subordinates. Therefore, the Department is rank-structured and includes both sworn and civilian personnel. Department personnel have responsibilities that are commensurate with rank. Within the rank structure, supervisors may delegate appropriate duties to subordinates. Delegation of any duty implies a corresponding delegation of appropriate authority.

.05 Definitions

CHAIN OF COMMAND: "Chain of Command" is a series of positions, each of which is directly commanded by the one immediately above it. Although a Department member may have numerous subordinates, s/he has only one immediate supervisor.

CITIZEN: Citizen or Private Citizen designates any person who is not a sworn or civilian Member of any law enforcement agency.

CIVILIAN: Civilian designates any Department Member who is not sworn.

COMMANDING OFFICER: Commanding Officer designates any officer who has attained the rank of lieutenant or higher.

EMPLOYEE: Employee or Department Employee has the same meaning as Member.

MEMBER: Member or Department Member designates any person assigned to the Police

Department, including officers and civilians.

OFFICER: Any member of the Department who has taken an oath of office and possesses police powers. Same as Sworn.

SUPERIOR OFFICER: An officer of higher rank or assigned responsibility of supervision.

SWORN PERSONNEL: Sworn Personnel designates all personnel of the Department who have taken an oath of office and who possess police powers. Same as Officer.

.10 Command Positions

Subject to direction from higher authority, Department members assigned to command positions maintain direct authority over all personnel within a command. A commander, at any level, exercises direction, control and inspection of subordinates; maintains morale, harmony and discipline within the command; properly organizes and assigns functions and tasks to units and personnel of the command; provides for appropriate training; communicates organizational needs through budget requests; and performs other assigned duties. A commanding officer may delegate the position's authority or duties to other personnel, but not the ultimate responsibility of the command position.

.12 Management/Employee Levels

The established management/employee levels within the Department are as follows: Top Management, also referred to as Staff; Middle Management; Direct Supervisors, and Non-Supervisory Personnel.

.14 Degree of Authority

The Department is rank-structured, from greatest authority to least authority, as follows: the Chief of Police, Deputy Chief, Commander, Lieutenant, Sergeant, police officer. Certain administrative positions in the Department require commensurate administrative authority, but do not require peace officer status or law enforcement powers. The civilian counterparts of Commander, Lieutenant, and Sergeant are, respectively, Division Director, Section Manager, and Unit Supervisor.

However, regardless of classification, an employee who is assigned to a position of command will report to the immediate higher authority within the organizational component affected, and will exercise authority over all subordinate personnel within the assigned chain of command.

.20 Top Management Personnel

A Department employee assigned or holding the rank of Chief of Police, Deputy Chief, Commander or Division Director is considered Top Management Personnel. Persons holding these ranks are classified as Staff Officers. The Chief of Police may assign, to other Staff Officers, the responsibility for certain major functions of the Department. Staff Officers administer major functions and may delegate to middle management personnel, the direct management of specific programs, projects or tasks within the functions.

.22 Duties and Responsibilities--Chief of Police

As established by Chapter 8, Article 1, Part 1, of the Code of the City of Colorado Springs, the Chief of Police is appointed by the City Manager to provide administrative and command direction for the Department. The Chief of Police is the Chief Executive Officer of the Department, and the final authority in all matters of policy, operations and, except where otherwise provided, discipline. Responsibilities of the Chief of Police include enforcing laws and ordinances and efficiently operating the Department.

Examples of Duties:

- Plans, organizes resources, directs and coordinates the activities of the Police Department.
- Ensures the enforcement of laws and municipal ordinances.
- Formulates Departmental rules, policies and procedures.
- Approves assignments of Departmental personnel.
- Formulates the annual Departmental budget and has final authority over Department budget expenditures.
- Directs the preparation of internal Department reports, the annual report and reports addressed to the City Manager.
- Directs the preparation of external reports to outside agencies in conformance with Federal, State and Municipal laws or Department policy.
- Coordinates the activities of the Police Department with those of other law enforcement and criminal justice agencies.
- Promotes public cooperation and goodwill through presentations to civic, fraternal and other groups, and by making regular reports through the news media.
- Maintains efficiency and effectiveness within the Department.
- Maintains effective Department discipline.

.24 Duties and Responsibilities--Deputy Chief

Deputy Chief is the second highest position in the Department. Responsibilities of a Deputy Chief include serving as Acting Chief of Police, when so designated in the absence of the Chief, commanding a Bureau, executing policies or directives from the Chief of Police, and performing other assigned tasks.

Examples of Duties:

- Administers a Bureau and supervises personnel assigned.
- Ensures the enforcement of laws and ordinances.
- Develops and reviews Bureau programs, records and reports, and recommends changes, as necessary.
- Ensures the preparation of the Bureau budget and provides administrative control of Bureau expenditures.
- Manages the preparation of plans to improve Bureau operations, to anticipate future needs, and to deal with emerging problems.
- Provides advice and assistance to the Chief of Police, on both Bureau-related and Departmental issues.

.26 Duties and Responsibilities--Commander

A police Commander is the lowest ranking Staff Officer. Duties of a Commander vary, according to specific assignment, and may include command of a Division within a Bureau or of an equivalent organization or function.

Any reference to Captain in these orders will refer to the position of Commander.

Examples of Duties:

- Administers major programs, projects, or functions of the Department.
- Ensures the enforcement of laws and ordinances.
- Coordinates the work of subordinates.
- Assigns functions and tasks to subordinates.
- Assists superiors in preparing and managing the Bureau budget.
- Assumes command of the Bureau in the absence of the Bureau Deputy Chief.
- Coordinates the activities of different components of his/her command.
- Provides advice and assistance to the Chief of Police, on both Bureau-related and Departmental issues.

.30 Middle Management Personnel

A Department employee assigned to a position of command over a Section of a Division, or an equivalent organization, is considered Middle Management Personnel. Some positions within the Middle Management category may be specialized non-command functions. Sworn personnel holding the rank of Lieutenant are considered Middle Management Personnel, regardless of assignment. The civilian position of Section Manager is also considered in this category. Middle management personnel are responsible for properly managing and implementing assigned programs, projects, or tasks and may delegate to direct supervisors the responsibility for specific tasks within a program.

Examples of Duties:

- Plans, assigns, reviews and supervises the work of personnel in the assigned command.
- Ensures the enforcement of laws and ordinances.
- Enforces policies, procedures and rules of the Department.
- Interprets orders and directives to subordinates.
- Advises and assists subordinates in complex and difficult assignments or situations.
- Ensures the development and implementation of assigned programs or functions.
- Assumes command of a subdivision of the Department, in the absence of superiors, unless otherwise specified.

.40 Direct Supervisors

A Department employee assigned to directly supervise one or more employees is considered a Direct Supervisor. The rank of Sergeant is an example of a **non-exempt** direct supervisor. ~~as are~~ Civilians holding the position of Unit Supervisor **are also considered direct supervisors and may be exempt or non-exempt depending on their duties**. Direct supervisors are responsible for ensuring that specific tasks assigned to them for supervision are performed efficiently and effectively, by the appropriate Department personnel.

Examples of Duties:

- Supervises/participates in the enforcement of laws and ordinances.
- Supervises/participates in criminal investigations.
- Assigns tasks to subordinates.
- Provides direct supervision in complex cases or situations.
- Directly supervises personnel assigned.
- Resolves or, if required, submits to higher authority for resolution, conflicts, problems or disciplinary matters arising from subordinates.
- Submits to higher authority suggestions from subordinates for improving Department operations, programs or functions.
- Represents the interest and well-being of non-management personnel to higher authority, and transmits management concerns and directives to non-management personnel.

.50 Non-Supervisory Personnel

Department personnel assigned by direct supervisors, to perform specific tasks--for example, a training officer having no definitive management or supervisory function--shall be considered Non-Supervisory Personnel. All employees, sworn or civilian, not otherwise classified above, are considered within this category.

.52 Duties and Responsibilities--Police Officer

A police officer performs law enforcement duties to protect life and property and has the greatest influence over the achievement of the Department mission. Police officers may be assigned to a variety of positions, either uniformed or not. A police officer is the most visible representative of the Department and of the City Government. Conduct displayed by a police officer sets the tone for the public's response to all other Departmental personnel and programs. Success or failure of the Departmental mission depends directly upon the police officer's professional conduct, knowledge and sense of duty.

Examples of Duties:

- Enforces laws and ordinances.
- Responds to calls for service and investigates complaints of disorder or criminal conduct.
- Makes arrests of persons who have violated laws or ordinances.
- Reports all criminal activity to higher authority for proper follow-up investigation and disposition in the criminal justice system.
- Collects and preserves evidence pertaining to criminal activity, for presentation to appropriate prosecuting authorities.
- Investigates conditions hazardous to life or property and takes appropriate remedial actions.
- Participates in the prosecution of law violators by appearing in court to testify to situations observed and actions taken.
- Performs other tasks serving the public interest and well-being.
- Ensures a good Department image by displaying professional conduct, at all times.

.70 Duties and Responsibilities--Civilian Personnel

Department civilian employees perform a wide variety of duties and tasks that do not require law enforcement powers, but that support Department goals and objectives.

Examples of Duties:

- Administers or assists in administering Departmental units.
- Analyzes Departmental operations and suggests methods of improvements.
- Provides clerical support in processing of correspondence, reports, arrests and Departmental records.
- Provides information to and from automated systems.
- Performs other tasks, as assigned, to accomplish the Departmental mission.

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Active date: 6/13/2005
Supersedes date: 4/16/1989

.01 Purpose

To describe general responsibilities common to all supervisors and to specify general expectations for supervisors in fulfilling those responsibilities.

.02 Cross Reference

G.O. 1020, Principles of Command
G.O. 1030, Rank and Responsibility
CALEA Standards 11.3.2; 26.1.4; 26.1.5; 82.2.4

.03 Discussion

Supervisors may be sworn or civilian, as determined by the requirements of a specific position. They are appointed, by higher authority, to be in charge of one or more employees of the Department, and may be assigned to field or staff duties.

.04 Policy

Responsibilities of supervisors include the supervision, direction, coordination of effort, leadership, inspection and evaluation of individual subordinates, in addition to other assigned tasks. Supervisors will organize subordinates, equipment and tasks, to achieve organizational goals and objectives, with maximum efficiency and minimum expenditure of human or material resources.

.05 Definitions

ADMINISTRATION: Those activities concerned with planning, organizing, directing, coordinating, recording and public relations.

SUPERVISION: Techniques used to achieve goals and objectives by reviewing results and determining the causes of success, failure or mediocrity. Supervision also includes the control, development and maintenance of harmonious relationships among all Department personnel and the inspection, review, evaluation, and quality control of work performed by subordinates.

TRAINING: Includes instruction in developing efficient working habits and good attitudes; practical instruction in how, what, when, where and why tasks are to be done; and developing the potential of subordinates.

.10 Responsibilities

Regardless of rank or classification, a supervisor is responsible for the administration, supervision, and training of subordinates, as described in paragraph .05 above.

.29 Span of Control

To achieve effective direction, coordination, and control, the number of personnel under the immediate control of a supervisor will not be excessive. The exact number of subordinates will depend upon the nature and complexity of the assigned duties, and upon the nature and extent of

demands upon the service unit (e.g., size of area, population, rate of calls for service, etc.). Each Commanding Officer will continually review the number of personnel being supervised, by those under his/her command, to ensure that appropriate limits are not exceeded.

.30 Expectations of Supervision

The Department has the following expectations of all supervisors:

Knowledge Of Subordinates: Supervisors will closely observe the work of their immediate subordinates and be prepared to evaluate it accurately for their superiors, in as much detail as the superior wishes. Supervisors will make a written report to their superior, of any outstanding work of a subordinate and also of any serious misconduct or unfitness. They will complete performance evaluation forms appropriately.

Knowledge Of Conditions: Supervisors shall familiarize themselves with the conditions that affect the work of their subordinates and shall inform their superiors of such conditions, in as much detail as the superior indicates is required.

Morale: Supervisors will take positive steps to create and maintain high morale and a spirit of service among subordinates.

Information To Subordinates: Supervisors will inform their subordinates of decisions by higher authority, that affect them, unless such information is confidential. They will disseminate Department information concerning policies, procedures and rules.

Training And Assistance: Supervisors will ensure that their subordinates are given all necessary practical assistance and training in the discharge of their duties.

Detailed Orders And Instructions: Supervisors will issue any order to their subordinates, necessary to implement orders from their superiors, and will carry out their assigned function within the framework created by orders from their superiors. It is the supervisor's duty to ensure that instructions to subordinates are clearly understood.

Report Review: The responsibility for reviewing reports is common to all supervisors regardless of rank or classification. Initial responsibility will begin with a Department employee's direct supervisor. However, all supervisors will strive to maintain a high level of quality in reports generated by subordinates.

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Colorado Spring Police Department

General Order 1101

-- Management Information Oversight Committee

Active date: 12/1/2008 9:41:00 AM

Supersedes date: 12/10/1998

.01 Purpose

To characterize the Management Information Oversight Committee.

.02 Cross Reference

G.O. 1140, Forms Control
CALEA Standard 11.4.1; 11.4.2

.03 Discussion

This space intentionally left blank.

.04 Policy

The Management Information Oversight Committee (M.I.O.C.) has been established as an ongoing function, by the Chief of Police, to examine and continually evaluate the Department's information flow and automated information systems. The M.I.O.C. will meet regularly to assess systems development, assign staff studies, review staff reports, assess user needs and make judgments about these issues.

.05 Definitions

This space intentionally left blank.

.10 Functions

The M.I.O.C. will review selected reports and make firm recommendations concerning appropriate courses of action on the reports' findings.

The M.I.O.C. will initiate periodic evaluations of programs to assess their value to the organization or determine desirable modifications.

The M.I.O.C. will review all "high-tech" equipment requests and will make recommendations to the Chief concerning purchase.

~~The M.I.O.C. will oversee the forms management function, which is vested in the Planning Section, and the Chairperson of the M.I.O.C. will have final approval authority for all new forms and revisions.~~

The M.I.O.C. will ensure that the Department's management information system functions properly, with appropriate statistical and administrative reports being distributed to the proper personnel and implementing changes to the system as necessary.

.20 Goals and Objectives

The goals and objectives of the M.I.O.C. are to:

- Examine and oversee the Department's automated systems.
- Define the objectives of these systems.
- Determine the systems' capabilities and resources.
- Analyze needs.
- Determine resource requirements.
- Assess procurement options.
- Determine best systems.
- Report to the Chief of Police.

.30 Committee Composition

The M.I.O.C. is chaired by the ~~Commander of the Information~~ ~~Director of the Management~~ Services Division. Other members are the Deputy Chiefs of the Operations Support, ~~Administrative Services~~ and Patrol ~~Operations~~ Bureaus, ~~and the Commander of the Office of Professional Standards.~~

The responsibilities of the Chairperson shall include:

- Providing the Chief of Police with regular reports on the progress and findings of the M.I.O.C. work product.
- Ensuring that appropriate draft policy statements are staffed and prepared for each recommendation as necessary.

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Colorado Spring Police Department

General Order 1105

-- Staff Duty Officer

Active date: 11/22/2006

Supersedes date: 1/24/2000

.01 Purpose

To indicate the functions and duties of the Staff Duty Officer.

.02 Cross Reference

G.O. 110, Emergency Notifications

G.O. 1020, Principles of Command

All of Section 4, Tactical Operations

.03 Discussion

"Staff Duty Officer" is the official designation of the function formerly known as "On-call Staff

Member" .

.04 Policy

The staff duty officer (SDO) is the direct representative of the Chief of Police during the assigned duty period, and is responsible to the Chief to ensure that emergencies and unusual occurrences are appropriately handled within the policies and authority limits of the Department.

.05 Definitions

FUNCTIONAL JURISDICTION: The chain of command responsible for responding to the incident, due to the type of event or its geographic location.

.10 Assignment

All Commanders and Deputy Chiefs of the department are assigned, by roster, to serve as staff duty officer. The roster will be prepared annually by the Commander of the Office of Professional Standards. Changes to the roster can be coordinated between staff members; however, a memo of changes must be sent to the Communications Center and to the Commander of the Office of Professional Standards.

Duty Periods will consist of weekends and holidays. Weekend duty will begin at 5:00 p.m. on Friday and end at 8:00 a.m. the following Monday. Holiday duty will begin at 5:00 p.m. the day preceding the holiday and end at 8:00 a.m. on the day following the holiday. Schedules for holidays immediately preceding or following a weekend will be specified on the roster.

.12 Availability

Staff members will be on-call at all times during their duty periods and will carry a pager or keep the Communications Center informed of their location. The staff duty officer should monitor the police radio at all times while in a police vehicle.

.20 Notification

The staff duty officer will be notified of any major incident that occurs, and especially of officer-involved shootings, serious officer-involved accidents, major disturbances, and critical unusual occurrences.

.30 Role and Functions

The major role of the staff duty officer is to act as the Chief's staff designee by providing broad oversight to unusual incidents involving this department. Due to the authority of the staff duty officer as the Chief's designee, he/she may intercede if absolutely necessary. However, the position is intended to benefit the members with functional jurisdiction by being removed from operational decisions, thereby maintaining a broader perspective, with emphasis upon any issues concerning training, liability, and procedures.

The staff duty officer will be available to the ~~Command Duty Officer, or any other~~ on-duty shift lieutenant, to provide or trigger appropriate resources in the interim between initial notification of the staff duty officer and the arrival of the staff member with functional jurisdiction.

It is the responsibility of the members having functional jurisdiction to ensure events are

handled in accordance with policies, procedures, laws, and directives.

Additionally, the staff duty officer is expected to make at least one inspection per duty period of a department entity. The inspection may consist of only a cursory review of operations, or a more in-depth analysis of a function, at the discretion of the staff duty officer. The staff duty officer is then responsible for a memo to the Chief of Police outlining any call notifications received during the duty period, and to outline any inspections during the same period.

.40 Assumption of Command

Regardless of the rank, seniority, or duty assignments of the commanders at the scene, the staff duty officer is authorized to take command in the name of the Chief of Police in the case of a serious violation of law, policy, or judgment that would reasonably be expected to cause severe problems for the police department. In such cases, the staff duty officer shall directly inform the on-scene commander that he/she is assuming command in the name of the Chief. Assumption of command under this provision should occur very rarely and must be fully documented to the Chief of Police as soon as possible.

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Colorado Spring Police Department

General Order 1110

-- Critical Incident Review Committee

Active date: 8/14/2006

Supersedes date: 8/4/2005

.01 Purpose

To specify the functions, objectives, composition, and procedures of the Critical Incident Review Committee.

.02 Cross Reference

G.O. 720, Deadly Force Guidelines
G.O. 815, Deadly Force Investigations
G.O. 965, Vehicles: Pursuits

.03 Discussion

At times, department personnel are confronted with situations in which varying degrees of force are used to protect life and property, or to effect an arrest, OR incidents in which firearms are discharged outside departmental policy.

.04 Policy

The department has an obligation to its officers and the community to review its policies, procedures, and training programs in the interest of public safety. When officers' actions involve the use of deadly force, the department must consider the specific incident in order to determine what effect, if any, existing departmental policies, procedures and training had upon it. The Critical Incident Review Committee is the department's reviewing body for such incidents. The

Critical Incident Review Committee will act as a review mechanism of department investigations, both criminal and internal, in which the following criteria are present.

- Any officer is involved in a shooting incident in which an injury or death occurs to any person.
- A weapon is discharged as a direct result of the attempted use of deadly physical force.
- A weapon is discharged outside the stated policy of the department.
- A serious bodily injury or death occurs, to any person, through police actions other than use of firearms.

.05 Definitions

SERIOUS BODILY INJURY: Serious bodily injury means bodily injury which involves a substantial risk of death, a substantial risk of serious permanent disfigurement, or a substantial risk of protracted loss or impairment of the function of any part or organ of the body or breaks, fractures, or burns of the second or third degree. [CRS 18-1-901(3p)]

.10 Convening Authority

The Critical Incident Review Committee can be convened only by the Chief of Police, at his/her own discretion. All documentation of the Committee's review will be filed and maintained as a Critical Incident in the Office of Professional Standards.

.15 Review Of Critical Incidents

The assigned internal affair investigator will brief the Chief of Police, or designee, on the facts of the case, as known at that time, the next working day after the critical incident occurs.

The assigned Internal Affairs investigator will prepare a written, [audio and/or visual](#) summary of the facts of the case, to be presented to the [Chief and](#) permanent members of the Critical Incident Review Committee, ~~as soon as is practical, keeping in mind the operational concerns of the agencies conducting the investigation,~~ within one week of the incident. After review, the Chief will ~~The incident will be reviewed at this time to~~ determine whether it requires a further review by the full committee. If no further review is required, this finding will be noted in writing and placed in the Critical Incident File.

If further review is required, the full committee will be convened, as soon as is practical, keeping in mind the operational concerns of the agencies conducting the investigation. All available evidence, which may include reports, photographs, statements, documents, and physical evidence, will be reviewed by the lieutenant of internal affairs to determine relevancy before the assigned investigator submits it to the committee.

The full committee will not be convened until the final adjudication of any criminal charges brought against any department personnel involved in the incident. If charges are brought against other persons, but not against department personnel, the full committee will be convened as soon as it is determined that the officer(s) does not face criminal charges.

.20 Objectives Of The Committee

The Critical Incident Review Committee has no disciplinary functions. Its role is managerial: to serve as a review mechanism of department investigations, and to analyze the impact of department policies, procedures or training. The committee will document its findings and forward a written report to the Chief of Police. The committee's written report will contain the following:

Conclusions: The report will draw conclusions as to what effect, if any, existing departmental policies, procedures and training had on the incident. The Committee's conclusions should determine if existing departmental policies, procedures, and/or training had no effect on the incident, a positive effect or a detrimental effect.

Recommendations: The committee's written report will offer recommendations based on the report's conclusions. The recommendations may suggest additions or deletions to existing policies, procedures, or training, or may recommend the formulation of new policies, procedures, or training. Proposed implementing directives will be attached, when appropriate.

.30 Composition Of The Committee

The Critical Incident Review Committee will be composed of three permanent members, two temporary members, and one other member; two staff resource officers are assigned. Alternate members will be appointed, as the need arises, whenever possible conflicts occur. The composition of the Committee will be as follows:

- Permanent members: Deputy Chief of Operations Support (Permanent Chairman); Deputy Chief of Patrol; Commander - Office of Professional Standards.
- Temporary members: Commander of involved officer; officer of equal rank with involved officer (to be selected by Chairman).
- Other member: To be appointed by the Board of the Police Protective Association.
- Staff: The Lieutenant of Internal Affairs and Lieutenant of Training will serve as staff resources to the Committee. These are not members.

.40 Documentation Of Committee Findings

The findings documented in the committee's written report will be reached by a simple majority vote of the members of the committee. In order for dissenting and concurring opinions to be available to the Chief of Police, each committee member may attach a written explanation of his/her views.

Critical Incident Review documentation, including memorandums from the committee members, may be reviewed by committee members at any time, however, copies will not be made or published. The review will need to take place in Internal Affairs.

All reports, photographs, statements, documents and physical evidence relating to the incident will be made available to the Critical Incident Review Committee. Documentation of department investigations (excluding personnel investigations), that may result in the convening

of the committee, will be collected and held by the commanding officer of Internal Affairs until the documentation is needed by the committee.

If, after reviewing all reports, photographs, statements, documents and physical evidence, any member of the committee determines s/he needs more information to complete the review, an Internal Affairs sergeant will be assigned to conduct any research, interviews, etc., directed by the committee.

.50 Debriefing Of Involved Officers

Upon conclusion of the findings of the Critical Incident Review Committee, the permanent chairman, Deputy Chief of Operations Support, will meet with each of the involved officer(s) involved in the Critical Incident. During this meeting, the Deputy Chief of Operations Support, will go over the findings of the committee and discuss pertinent issues regarding the individual officer's actions during the incident. The final written report on each critical incident is considered classified, sensitive information. As such, only members of the Internal Affairs Unit, permanent committee members, and the Chief of Police will be permitted to read the entire report. The reports will be physically located within the Internal Affairs Unit. If, after meeting with the Deputy Chief of Operations Support, an involved officer is not satisfied with the outcome, he/she may request in writing to the Chief of Police permission to read the entire report. If the Deputy Chief of Operations Support is not able to conduct the debriefing session with the involved officer(s), it will be conducted by the Deputy Chief of Patrol.

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Colorado Spring Police Department

General Order 1120

-- Staff Review

Active date: 8/4/2005

Supersedes date: 10/18/1990

.01 Purpose

To set policy and procedures for conducting Staff Reviews of Departmental functions, programs, or components.

.02 Cross Reference

CALEA Standard 11.6.3

.03 Discussion

The delivery of professional police services requires, in part, that the Colorado Springs Police Department be accountable for operating effectively, efficiently and in compliance with ethical and legal guidelines. One of the methods used by this Department to assure such operation is the Staff Review.

.04 Policy

The Colorado Springs Police Department has adopted, in full, the guidelines, definitions and

philosophies expressed by the United States General Accounting Office in Standards for Audit of Governmental Organizations, Programs, Activities and Functions (U.S. Government Printing Office, Washington, D.C., 1981).

.05 Definitions

STAFF REVIEW: Staff Review is the formal process of self-examination by, and within, the Department. It consists of the following steps:

1. Performance auditing
2. Reporting
3. Recommendations for improvements (when appropriate)
4. Response by the concerned level and section of management
5. Review by the Chief and Staff
6. Implementation of improvements (when appropriate)
7. Follow-up

PERFORMANCE AUDITING: The three elements of performance auditing, as adapted from the United States General Accounting Office and the International City Managers Association, are as follows.

Financial and Compliance determines:

- Whether financial operations are properly conducted
- Whether the financial reports of an audited entity are presented accurately
- Whether the entity has complied with applicable laws and regulations

Economy and Efficiency determines:

- Whether the entity is managing or utilizing its resources (personnel, property, space and so forth) in an economical and efficient manner
- Whether the causes of any inefficiencies or uneconomical practices, including inadequacies in management information systems, are inadequacies in administrative procedures or organizational structure

Program Results determines:

- Whether the desired results or benefits are being achieved
- Whether the established objectives are being met
- Whether the agency has considered alternatives that might yield desired results at a lower cost

The words Entity or Program may be replaced by the words System, Process, or Function in the above definitions.

.10 Responsibility

The responsibility for staff reviews rests with the Chief of Police. The management and conduct

of staff reviews, and the maintenance of related records, is vested in the Office of Professional Standards.

.12 Initiation of Staff Review

The Chief of Police initiates all staff reviews.

- The staff is generally responsible for bringing specific needs for staff review to the Chief's attention.
- No staff review shall be conducted without the express approval of the Chief of Police.
- The Bureau Commanders of the affected divisions may be notified of any staff review substantially affecting their Bureaus.

.20 Cooperation

Staff inspections, or reviews, are conducted by persons who have no direct control or authority over the subject of the inspection, and who normally report only inspection results and take no corrective action. This procedure allows inspectors the advantage of writing an independent and objective appraisal. Staff inspectors, as independent outside personnel, are not responsible to the commander of the entity, nor are they responsible for the performance of that entity's personnel.

There is no adversarial relationship assumed or intended in the staff review process. Bureau and Division Commanders and the Commander of the Office of Professional Standards shall work together in the conduct, review, recommendations, implementation of changes and follow-up of staff reviews. Cooperation shall not, however, compromise the independence and objectivity of the Office of Professional Standards.

.22 Resources

The Office of Professional Standards may, from time to time, draw upon resources of other departmental components, including personnel, equipment, data and access to all three. In the spirit of cooperation described above, and with the object of completing the staff review, Commanders shall furnish the requested resources, so long as this does not substantially reduce the affected component's essential operations.

Requests for minor resources may be made by the Commander of the Office of Professional Standards directly to the concerned Commander.

Requests for major resources shall usually be made by the Commander of the Office of Professional Standards, either directly to the concerned Division Commander or through the Chief of Police.

.30 Reporting

Staff reviews shall be directed to the Chief of Police. The Chief of Police may provide a copy to each concerned Deputy Chief and/or to each concerned division head. A copy shall be placed in the files of the Office of Professional Standards.

Each staff review shall be designated with a unique number incorporating the year that the review was initiated, the sequential number of the review during the year of initiation, and a letter designation denoting that it is a staff review. For example, 88-1-SR would designate the year, then the number, and finally the designator.

All staff review files and reports are restricted documents whose release or review, either within or outside the Department, requires the approval of the Chief of Police.

.40 Response

The Commanders of the affected divisions shall respond to the Chief of Police addressing the results of the staff review, as expressed in the report of the Office of Professional Standards Commander.

- The response shall be in writing.
- The response shall become a permanent part of the file.
- A copy of the response shall be provided to the Commander of the Office of Professional Standards.
- The Commander of the Office of Professional Standards may address the response.

The Chief's copy of the response from the Division Commander shall be routed through the Office of Professional Standards, in order to allow an opportunity for informal adjustments in the report before review by the Chief of Police.

.50 Review

The Chief of Police shall conduct the review of the report, and responses, in a manner appropriate to the specific needs of the department.

.54 Implementation of Recommended Improvements

The Commander of the Office of Professional Standards shall not, except under the express order of the Chief of Police, assist in or direct the implementation of any improvements recommended in a staff review. To do so would compromise the independence and objectivity of the Office of Professional Standards in follow-up or future staff reviews concerning those improvements.

.56 Follow up

Staff review follow-ups shall be initiated, upon the approval of the Chief of Police, based on the recommendations of the Commander of the Office of Professional Standards and the concerned Division Commanders.

- The follow-up report shall become a permanent part of the file.
- The follow-up report shall be handled as outlined above for the initial report. This shall also include any response.

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Colorado Spring Police Department

General Order 1125

-- Line Inspections

Active date: 8/9/2006

Supersedes date: 4/2/1991

.01 Purpose

To set policy and procedures for conducting line inspections of Departmental organizational components, facilities, property, equipment, activities, and personnel.

.02 Cross Reference

G.O. 920, Firearms Regulations
G.O. 960, Vehicles: Normal Operation
G.O. 1145, Monthly Reports
G.O. 1190, Uniforms and Equipment Standards Committee
G.O. 1663, Uniforms and Appearance
S.O.P. I1-01, Investigations Bureau Equipment Standards
S.O.P. I1-12, Investigations Bureau
S.O.P. I2-24, Investigation Case File Maintenance
S.O.P. I2-25, Investigations Case Status Control System
S.O.P. I2-26, Formation of the Check Fraud Unit
S.O.P. I1-16, Equipment Issue and Check In
S.O.P. P1-47, Daily Activity Reports, (Uniform Officers)
S.O.P. P1-48, Daily Activity Reports, (Patrol Sergeants)
S.O.P. P1-49, Monthly Reports
S.O.P. P1-58, Fleet Maintenance Support
S.O.P. P1-70, Preliminary Investigation
S.O.P. P1-74, Uniform Inspection

.03 Discussion

Frequent inspections of facilities, equipment, personnel and operational guidelines are necessary to ensure the proper, effective and efficient operation of the Police Department.

.04 Policy

Line inspections are the primary responsibility of all supervisors at every level in the Department. Line inspections are an ongoing activity to ensure that employees are adhering to departmental requirements on appearance, use and maintenance of equipment and facilities, and adherence to departmental policies and procedures.

.05 Definitions

INSPECTION: Inspection is a process of obtaining facts relating to persons, things, actions, and conditions by means of observations, inquiry, examination, and analysis. The finding will show the conditions, if any, that need to be improved and the action to be taken.

LINE INSPECTION: Line inspections are conducted by those in direct command, usually line

supervisory personnel, who have the authority and responsibility to act or to demand the immediate action of subordinates. There are two types of line inspections:

- **FORMAL:** These written inspections are prepared for executive or commanding officers. The report includes specific action taken to remedy deficiencies or may contain recommendations for long-range deficiency resolution found during the inspection.
- **INFORMAL:** Informal inspections are conducted by the immediate supervisors during their tour of routine daily operations to ensure that departmental policy and procedure are being complied with. Immediate action is taken by the supervisor to remedy deficiencies as a part of his normal responsibilities. In this case, a report is not written unless there is a critical item that should be brought to the attention of command officers.

.06 Responsibility

Each supervisor is responsible for inspecting personnel, activities and equipment under his/her supervision and initiating suitable action in the event of failure, error, violation, misconduct, or neglect of duty by a subordinate. The frequency of inspection depends upon the purpose of the inspection. On a daily basis, an employee's appearance, demeanor and use and maintenance of equipment are subject to inspection, but usually informally by way of roll call or observation by the supervisor. Less frequent inspections (such as monthly, quarterly, or annually) will be made of equipment, facilities and organizational components or functions. Each of these inspections requires a written report to be provided to the Division Commander. A written report to the Division Commander/Deputy Chief is also required for any inspection that results in the need for corrective action. Supervisors will be responsible for identifying areas that need to be corrected, establishing a realistic time period for the correction, and ensuring that the correction is made. Supervisors will be responsible for reporting corrective action taken, in writing, to the Division Commanders.

.10 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 the facilities log to ensure corrective action. Major concerns should be reported to the appropriate commander. The resolution of discrepancies will be tracked by the Division secretary or Senior Office Specialist.

.20 Stored Equipment Responsibilities

The Fiscal Services Manager shall be responsible for the operational readiness of all stored equipment throughout the Department. This shall include, but not be limited to: radios, speedguns, print kits, cameras, rolatapes, shotguns, gas masks, and closed-circuit TV surveillance devices. Bureau Deputy Chiefs and the Commander of the Office of Professional Standards, or their designees, shall inspect all of their components' stored property, at regular intervals, to insure that the stored property is maintained in a state of operational readiness, which includes care, cleaning, preventive maintenance, and necessary repair or replacement. The degree of frequency and level of intensity of the inspection may vary with the diversity of functions, responsibilities, and work schedules within the respective components. Semiannual

reports will be made to the Manager of the Fiscal Services Section on the operational readiness of the Department's stored items, to include any deficiencies found during the inspection process. The Fiscal Services Manager will be responsible for repair, replacement, cleaning, and/or maintenance of stored items, as required.

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Colorado Spring Police Department

General Order 1130

-- Department Serial Numbers

Active date: 8/9/2006

Supersedes date: 9/12/1996

.01 Purpose

To specify conditions pertaining to the issuance and use of Department Serial Numbers.

.02 Cross Reference

G.O. 120, Communications Protocols

.03 Discussion

This space intentionally left blank.

.04 Policy

The Colorado Springs Police Department assigns each employee of the Department a permanent, individual serial number which will be used as an identifier as long as the person remains employed by the Department. Serial numbers will appear on each employee's Police Department identification card. All Department personnel below the rank of Commander will use their respective serial numbers on all forms and correspondence.

.05 Definitions

This space intentionally left blank.

.10 Control of Serial Numbers

The Staff Resources Section will maintain records of serial numbers assigned to all sworn and civilian personnel. Serial numbers will be permanent and will not change as a result of transfer or promotion. If someone leaves Departmental employment and is later rehired by the Department, the previously assigned serial number will again be used, if it has not been previously reassigned.

.20 Furnishing Serial Number

Any Department employee shall furnish his/her serial number and name to any person requesting them when that employee is on-duty or while representing himself or herself as a law enforcement employee. Exceptions may be made when withholding this information is necessary for the performance of police duties or is properly authorized.

.30 Indication of Duress

If an employee of this Department is in trouble and needs assistance, but is not able to directly communicate that need, s/he may communicate that trouble by identifying herself/himself by the use of the assigned serial number. See G.O. 120: Communications Protocols, paragraph .12. Use of the serial number in this manner is restricted solely to situations involving imminent danger.

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Colorado Spring Police Department

General Order 1131

-- Enhanced Tactical Communications System

Active date: 12/1/2005

Supersedes date: 11/18/2005

.01 Purpose

To specify purpose and procedures for ETACS.

.02 Cross Reference

CALEA Standards 11.4.1; 43.1.6; 52.1.3; 72.4.11

.03 Discussion

The ETACS system replaced the Daily Occurrence Sheet on December 1, 2000, and has proved to be vastly superior as a means of sharing information throughout the Police Department and with the community. This comprehensive electronic system is suitable for unrestricted information that it makes available on the Internet to the general public, as well as for restricted information of several kinds, which can be accessed only by authorized persons. Operating instructions are on the web site.

.04 Policy

The Enhanced Tactical Communications System (ETACS) is established as a management information source. Responsibility for all aspects of its preparation and delivery is vested in the Chief of Police.

.05 Definitions

ENHANCED TACTICAL COMMUNICATIONS SYSTEM (ETACS): A Department-wide consolidated electronic report that provides timely information to the Chief of Police about noteworthy events concerning the Department. Each Patrol Division makes entries, on a daily basis, concerning events in its geographical area during the past 24 hours. Other Divisions will make entries as, and when, appropriate. The Chief's Office will be able to access a consolidated report for the City as a whole at any time.

.10 Usage Policy

The Colorado Springs Police Department ~~utilizes a~~ ~~has implemented a~~ new web-based system for disseminating important, critical, and tactical information throughout the Department. The ETACS (Enhanced Tactical Communications System) will take the place of the manual, paper-

based Daily Occurrence Sheets.

The ETACS system is an on-line system that uses web technologies to allow individuals to enter, view and search through data contained within the ETACS database all through their internet browsers. Items marked as "Confidential - NO" and "For Media Release - Yes" will be displayed on our internet site under the link "Police Blotter". No sensitive information will ever be displayed. You may refer the public to that site at <http://www.SpringsPolice.com> and tell them to click the Police Blotter link.

All users must read through the Usage Policy and Instructions documents before entering or viewing data within the ETACS system. Your use of the ETACS system is your implied consent to all policies and procedures contained within the Usage Policy and Instruction documents as well as all specific Division/Unit policies and procedures.

The information contained within the ETACS system may be disseminated to the public and press only if there is a "Yes" in the release to media/public box AND all sensitive data has been removed. Any information of a sensitive nature is to be included only in the Sensitive Information box -- that way we can insure that the information is removed prior to dissemination. No information contained within the Sensitive Information box may be discussed with or disseminated to anyone who is not a member of the law enforcement community.

~~Since this information is available to the public, individuals that enter information on suspects or other individuals should limit personal information to name, race/sex, and age. The date of birth or any other identifying information that could be used to facilitate in identity theft should not be entered. In addition, HIPPA rules forbid the release of any persons name, medical condition, or the name of any medical facility where treatment has been, or will be, sought unless that person has agreed to the release of this information. ETACS entries should simply state that injured parties were transported/taken to a local medical facility for treatment.~~

~~Since this information is available to the public, individuals that enter information on suspects or other individuals should limit personal information to name, race/sex, and age. The date of birth or any other identifying information that could be used to facilitate in identity theft should not be entered.~~

Specific individuals, as designated by their Division/Unit, will be responsible for entering data into the system. All entries must be approved by a Supervisor before entering the data into the database. It is the responsibility of each Division/Unit to develop policies and procedures on the use of the ETACS system. The ETACS system takes the place of the Daily Occurrence Sheets and should not be used to log in routine calls for service. This system is for important, critical and tactical information that needs to be disseminated throughout the Department. ~~As timeliness may be an issue, entries should be made as soon as practical to the time of the event and not held until the end of a shift.~~

Only CSPD employees with a valid NT logon account have the appropriate permissions to view data within the ETACS site. Only Lieutenants and above have permission to view data which has been marked as Confidential. While the remainder of the City organization (Fire, Purchasing, Planning, etc.), may view our Intranet site, and the general public may access the portions of ETACS available through the "Police Blotter" section of the Internet, they do not have permission to open the ETACS site.

.20 Required Entries

Required entries consist of significant line operations issues and incidents of which the Chief should be informed. As all possible contingencies cannot be foreseen, a complete list of such items cannot be specified. Duty Desk Officers and supervisors are expected to use their best judgment in determining which incidents satisfy the governing criterion: the Chief's desire to be kept informed of significant happenings. Most items to be included in the report are operational in nature. They usually are the kinds of items which quickly become matters of public record. Prompt information about them is vital to the Chief's ability to manage the Department and to

respond to inquiries. Some examples of items which should always be included are:

- Deaths from other than natural causes, such as homicides, suicides, traffic accidents and other accidents
- Major crimes of interest (e.g., business robberies; crimes involving serious injury or imminent death; hostage incidents; burglaries of significant consequence, such as those involving severe loss or those such as safecracking which appear to be professional jobs)
- Major narcotics or vice operations, major drug recoveries
- Incidents requiring tactical mobilization of the Tactical Enforcement Unit
- All felony-in-progress arrests
- Significant police/public confrontations
- Significant racial or ethnic incidents
- Incidents involving vehicular pursuits
- Incidents resulting in officer injuries
- Incidents during which officers discharge firearms
- Other incidents which might be regarded as "newsworthy"
- All incidents that threaten a public facility (including police facilities) or any person therein

.30 Confidential Entries

Confidential entries will be made to give the Chief rapid, accurate, and confidential information about issues directly affecting the employees and managers of the Department. Again, no comprehensive list can be established. As the Chief is responsible for protecting the interests of the Department, it is imperative that s/he be provided information about such issues, without delay, and in a manner that preserves his/her prerogative to decide upon appropriate courses of action. Some examples of such matters are:

- Conflicts between Department personnel and representatives of other agencies, such as the Sheriff's Office, hospitals, military bases, etc.
- Personnel matters needing the Chief's immediate attention or intervention
- Matters that might result in significant civil liability or adverse community relations for the Department
- Arrests of prominent or politically sensitive persons
- Any matters connected with incidents which may require internal investigation, administrative inquiry, or criminal prosecution of Department personnel

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Colorado Spring Police Department

General Order 1140

-- Forms Control

Active date: 8/9/2006

Supersedes date: 10/18/1990

.01 Purpose

To establish and describe the forms management program.

.02 Cross Reference

G.O. 1101, Management Information Oversight Committee

.03 Discussion

Forms are intended to insure that appropriate information is collected, and that it is presented in a sequence which permits easy location and use. A properly designed form, therefore, will save effort. However, specialized forms often increase effort by requiring information to be recorded numerous times. Further, as forms multiply, additional effort and expense are required for printing, stocking, and filing them.

.04 Policy

In order to reduce unnecessary paperwork and associated activities, and to improve the efficiency and compatibility of its various information systems, the Colorado Springs Police Department has instituted a forms management program.

.05 Definitions

AGENCY FORM: For the purposes of this directive, an "agency form" is defined as a pre-printed document containing blank spaces for the insertion of information, and generated by the Colorado Springs Police Department for ongoing use in the conduct of the agency's business. Excluded from this definition are:

1. Formats generated by computer as a part of a report.
2. Checklists or worksheets designed for a specific unit's internal use.
3. Forms originating outside the Colorado Springs Police Department.
4. Formats designed to gather information for a specific, time-limited purpose and on going use.
5. Training materials.

.10 Staff Responsibility

Staff responsibility for the forms management function is vested in the Management Information Oversight Committee (M.I.O.C.). The M.I.O.C. will insure that forms in use by the Department are necessary, adequate, current, and compatible with other elements of the Department's management information system.

.20 Proposals for Change

Requests for creation, revision, or discontinuance of forms may be originated by the M.I.O.C. itself or by any Department member. Employee requests should be submitted through the chain of command to the originating employee's Deputy Chief. The Deputy Chief will make a determination upon the merits of the request. Approved requests will be forwarded to the Planning Section, which will then coordinate directly with the originator of the request, with the M.I.O.C., and with other individuals and organizations as appropriate.

Completed proposals will then be staffed with the M.I.O.C. to insure compatibility with the Department's informational needs and technology. The M.I.O.C. chairman, who is also the

Director of Management Services, has final approval authority.

.30 Ongoing Functions

The Planning Section will maintain a file of approved agency forms and will, under the direction of the M.I.O.C., review each form periodically to insure that it is adequate and current. All requests for printing forms will be sent to the Financial Services Unit for authorization. Forms will normally be stocked, distributed, and reordered by the Supply Room.

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Colorado Spring Police Department

General Order 1145

-- Monthly Reports

Active date: 8/9/2006

Supersedes date: 3/12/1999

.01 Purpose

To specify purpose and procedures for Monthly Reports.

.02 Cross Reference

This space intentionally left blank.

.03 Discussion

This space intentionally left blank.

.04 Policy

Monthly reports are used as a management information source.

.05 Definitions

MONTHLY REPORT: A report prepared on a monthly basis providing information on activities of a particular component of the department to include accomplishments, significant activities, key issues, and problems. A monthly report may also contain information resulting from line inspections, including the inspection performed, its results, or corrective action taken or recommended.

.10 Monthly Reports-Responsibilities

Responsibility for all aspects of the preparation and delivery of monthly reports is vested in each shift's, or other component's, supervisor. Each supervisor should forward his/her report, in a timely manner, to the next higher component

.20 Monthly Report Format

There is no Department-wide standard for the format of the monthly reports. However, Patrol Bureau SOP P1-49 specifies the outline for Patrol Bureau monthly reports. All monthly reports should contain information on accomplishments, as well as issues that need to be addressed, problems, and significant activities taking place during the previous month. Statistics describing

the activities of the particular component may be included as a source of information. Goals and objectives that have been met, or are slated for future months, may also be contained in the monthly reports.

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Colorado Spring Police Department

General Order 1147

-- Records Retention Schedule

Active date: 6/19/2002

Supersedes date: 3/1/2002

.01 Purpose

To set policy and procedures for retention of records, reports and documentation required by State Statute, CALEA requirements, and Departmental interest.

.02 Cross Reference

This space intentionally left blank.

.03 Discussion

The Colorado Springs Police Department is required to retain various records, reports and documentation to meet State Statutory mandates and CALEA directives. Although there are various time frames for retaining documents, based on both State Statute and CALEA requirements, all documents listed should be retained for a minimum of three years plus current year.

The Division of State Archives and Public Records manages records retention requirements set forth by the State of Colorado. The State Archivist, based on Current State and Federal Law, posts these requirements. A complete copy of the Records Retention requirements are maintained in the Records and Identification Section, of the Colorado Springs Police Department, and are updated as needed.

The Colorado Springs Police Department is an accredited agency with CALEA. Accreditation is one way for a law enforcement agency to voluntarily show their commitment to excellence and professionalism.

The Colorado Springs Police Department is a decentralized organization and, as such, responsibility for various CALEA Standards Files is assigned to various Bureau, Division, Section, or Unit Managers. The individuals assigned to the management of the Standards Files are part of the Department's Accreditation Management Team (AMT).

There are over four hundred Standards associated with the accreditation process. CALEA requires periodic reports, known as Time Sensitive Reports, on several of the standards. Some of these reports are forwarded to CALEA on an annual basis. Others are reviewed during the On-Site Inspection process, which the Department goes through every three years. CALEA requires

that all of these reports be maintained for a minimum period of three years.

.04 Policy

In order to facilitate the retention of reports that are required by CALEA, the Colorado Springs Police Department has added a group folder to the Department's Library (L:) Drive titled CALEA. Change access to the L Drive is limited, thereby reducing the possibility of change or loss of the required documentation. Anyone having access to the L: Drive can retrieve the reports as a Read-Only document and copy the document for placement into the compliance folders.

Members of the AMT will complete the required reports, based on the timetable set forth by CALEA. The timetable can be found in the Agency Self-Assessment Automation Program, or ASAP. Once the required report is completed, the AMT Member will forward a representative sample for the specific time frame requirement, to the Office of Professional Standards, for inclusion into the database. A copy of the report will also be placed into the applicable Standards Compliance Folder. All other copies of reports required by CALEA will be maintained at the Division or Unit level, for a minimum period of three years.

The Office of Professional Standards will notify the appropriate AMT Members if a required report is not received within thirty days of when the report is due. If the Office of Professional Standards does not receive the report within forty days of when the report is due, a second reminder will be sent to the appropriate AMT Member, with a copy forwarded to his/her Commander. This requirement is not applicable to those reports required in other General Orders and/or Standing Operating Procedures.

.05 Definitions

CALEA: The Commission on Accreditation for Law Enforcement Agencies.

TIME SENSITIVE REPORTS: CALEA has identified several Standards that require a documented report showing compliance with a particular Standard. These reports are to be completed on a timetable established by CALEA.

AGENCY SELF-ASSESSMENT AUTOMATION PROGRAM - ASAP: A computer program used to maintain and document compliance with the various accreditation standards. The program also identifies those standards that require time-sensitive reporting.

ACCREDITATION MANAGEMENT TEAM - AMT: Members of the Department selected to represent various Units, Divisions, and/or Bureaus for the purpose of reviewing policies and procedures, and other related proofs required by the accreditation process.

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Colorado Spring Police Department

General Order 1150

-- Goals and Objectives

Active date: 4/19/2007 10:08:02 AM

Supersedes date: 10/4/2001

.01 Purpose

To establish policy and procedures for an annual process for establishing goals and objectives in the Police Department.

.02 Cross Reference

This space intentionally left blank.

.03 Discussion

The City's Strategic Plan, in addition to our mission and values, provides a comprehensive, multi-year framework for guiding Police Department goals and objectives. Goals and objectives provide an opportunity to set targets beyond our regular day-to-day operations and services.

.04 Policy

The Police Department's goals and objectives will be updated annually using the process described in this General Order.

.05 Definitions

GOALS AND OBJECTIVES: An annual-planning document that describes high-level targets and outcomes to be achieved each year.

.10 Responsibility

The Management Services Division is responsible for managing the annual goals and objectives process.

.20 Process

The goals and objectives will be established, or updated, annually at the Staff Conference. Specific responsibility for each goal and objective is assigned to organizational components represented by a command staff member. That responsibility ensures that the department's efforts are coordinated to assure the completion of the goals and objectives. Progress reports on the goals and objectives are submitted ~~twice~~once annually, at ~~six months and~~ year-end. These progress reports are submitted, by the responsible command staff members, to the Management Services Division for compilation and forwarding to the Chief of Police.

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.01 Purpose

To implement the Commission on Accreditation for Law Enforcement Agencies, Inc (CALEA) standards as they relate to the Colorado Springs Police Department.

.02 Cross Reference

This space intentionally left blank.

.03 Discussion

The Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), was established as an independent accreditation authority in 1979 by the four major law enforcement membership associations: International Association of Chiefs of Police (IACP); National Organization of Black Law Enforcement Executives (NOBLE); National Sheriffs' Association (NSA); and Police Executive Research Forum (PERF). The Executive Directors of these four associations appoint members to the Commission annually; an endorsement requires a majority vote for each appointment.

Successful completion of the accreditation program requires commitment from all levels of the organization, starting with the chief executive officer. To foster commitment, a decision to participate should be voluntary. To this end, the Commission ensures that law enforcement accreditation is and will continue to be a voluntary program

Besides the recognition of obtaining international excellence, the primary benefits of accreditation are to provide a management model, better services, controlled liability insurance costs, administrative improvements, greater accountability from supervisors, and increased governmental and community support.

.04 Policy

The Colorado Springs Police Department voluntarily participates in CALEA accreditation activities. We support CALEA initiatives and are committed to remaining accredited through the CALEA process. In order to meet this goal, all department members may be tasked with accreditation responsibilities as the need arises.

.05 Definitions

Accreditation Management Team (AMT): Designated CSPD members that have primary responsibility for preparing accreditation documentation within their applicable work groups.

Accreditation Manager: The overall coordinator of the CALEA program for the CSPD.

CALEA: Commission On Accreditation for Law Enforcement Agencies

Mock Accreditation: An inspection conducted prior to the on-site evaluation by Accreditation Managers or staff from other CALEA Accredited agencies designed to help us evaluate the CSPD's potential to successfully complete an on-site evaluation.

On-Site Evaluation: The triennial process of CALEA staff/evaluators visiting the CSPD to observe compliance with CALEA standards and gauge effectiveness of CSPD's programs.

Shadow files: Accreditation files/documentation physically kept in locations other than the Accreditation Manager's Office. Shadow Files are not "working copies" of the accreditation data used by Accreditation Management Team members, they are documents that cannot be kept with the main accreditation files due to their sensitive nature (MVNI, IA) .

.10 Accreditation Process

The accreditation/CALEA process consists of 459 standards divided into 38 different chapters. Each of the individual standards is assigned to an Accreditation Management Team member.

Standards consist of a standard statement, commentary, and compliance level. The standard statement is the criteria that the department must meet. The commentary section provides clarification about the standard, but it is not mandatory to meet all the commentary information.

The compliance level is specific to the agency and determines if the standard is Mandatory (M) or Other Than Mandatory (O). The CSPD is considered a Class "D" agency (over 300 employees) so most standards are mandatory. The fourth character in the series (i.e., OOOM) would indicate that for the CSPD, the standard is mandatory.

Most standards listed as Other Than Mandatory (O) for our agency will still have to be complied with, as only 20% of the Other Than Mandatory standards can be eliminated from consideration and still maintain Accredited status. There are 68 (O) category standards applicable to the CSPD, so we can elect to eliminate only 13 standards from consideration. If you do not intend to comply with a standard for any reason, coordination and approval from the Accreditation manager is needed. For the Colorado Springs Police Department, our intent and goal is to comply with every standard, even if it is listed as Other Than Mandatory.

Triennially the CSPD is visited by evaluators designated by CALEA Commissioners. Their function is to review each of the standards files and do an overall assessment of the CSPD and its service to the citizens of Colorado Springs. Their recommendation is provided to the CALEA Commission, which then decides whether to continue accreditation for the department.

This on-site accreditation evaluation rests heavily on documentation provided in the Standards Files, however it is not the only component. Observations conducted by CALEA staff and evaluators, interviews of employees, correspondence with affected agencies and groups, and telephone/e-mail information provided to the CALEA Commissioners all play a part in the

CSPD attaining Accredited Status.

.20 Accreditation Management Team

The Accreditation Management Team (AMT) consists of Lieutenants and Managers from selected functional areas in the department. The Accreditation Manager assigns each AMT member Accreditation Standards, which are usually applicable to their area; however in many cases standards may cross functional lines of authority and responsibility. The AMT member responsible for the particular standard will need to coordinate with other department members or city agencies to provide complete documentation for their assigned standards.

While individual standards and accreditation needs may be delegated to other employees at the discretion of the AMT member, the assigned standard remains the responsibility of the designated AMT member for completion and compliance.

The following positions are designated as members of the AMT:

1. Patrol Bureau (4)
 - a. A Lieutenant designated from each patrol division
2. Operations Support Bureau (10)
 - a. Central Division
 - i. Operations Support Lieutenant
 - ii. Patrol Support Lieutenant
 - iii. Public Safety Communications Manager
 - b. Investigations Division
 - i. Major Crimes Lieutenant
 - ii. Records and ID Lieutenant
 - iii. Special Services Lieutenant
 - a. Management Services
 - i. Fiscal Services Officer
 - ii. Information Systems Manager
 - iii. Police Logistics Support Manager
 - b. Metro Vice, Narcotics, and Intelligence
 - i. Designated Lieutenant
 - c. Office of Professional Standards (4)
 - i. Human Resources Manager
 - ii. Internal Affairs Lieutenant
 - iii. Public Information Officer
 - iv. Training Lieutenant

AMT members will:

1. Be the primary point of contact in their functional area for accreditation duties
2. Coordinate with the Accreditation Manager on compliance requirements.
3. Provide training to employees within their area on accreditation related information such as standard compliance, CALEA new employee orientation, in-service training, etc.
4. Will assist the Accreditation Manager in preparing for and conducting the On-Site Evaluation.
5. Attain annual compliance with assigned standards, as required by the standard and the Accreditation Manager

.30 Accreditation Manager

The Inspections and Control Sergeant, Internal Affairs Section, Office of Professional Standards, is designated as the Accreditation Manager for the Colorado Springs Police Department. The Accreditation Manager:

1. Is the primary point of contact to the CALEA Commission and staff.
2. Monitors compliance with accreditation standards throughout the department.
3. Will periodically brief the Chief of Police and Command Staff on the progress of accreditation activities.
4. Prepares the CALEA Annual Report on the accreditation anniversary date.
5. Coordinates with the AMT and provides technical assistance to AMT members in the completion of their assigned standards.
6. Conducts training for AMT members and department personnel.
7. Will attend initial Accreditation Management Training within 1 year of assignment as Accreditation Manager.
8. Will review all policies and procedures for CALEA compliance and make recommendations to achieve compliance.
9. Maintains all CALEA compliance files.
10. Establish accreditation compliance time lines for AMT members.
11. Coordinates the installation and use of the CALEA Accreditation Compliance Express (CACE) software application for AMT members.
12. Will attend a minimum of one CALEA Conference per calendar year, and will be the primary coordinator for CALEA Conferences hosted by the Colorado Springs Police Department.
13. Coordinates with and attends Rocky Mountain Accreditation Network (RMAN) meetings, as time and budget allow.

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Colorado Spring Police Department
General Order 1180
-- Written Directives and Communications

Active date: 7/30/1990

Supersedes date:

.01 Purpose

To characterize and distinguish between "written directives" and "written communications."

.02 Cross Reference

G.O. 1181, General Orders and Operations Manual
G.O. 1183, Standing Operating Procedures (SOPs)
G.O. 1186, Bulletins
G.O. 1187, Memorandums
CALEA Standard 12.2.1; 12.2.2

.03 Discussion

This space intentionally left blank.

.04 Policy

The Colorado Springs Police Department maintains two kinds of written directives, which are the General Order and the Standing Operating Procedure. The Department does not use the terms "Rules" and "Regulations" as categories of directives, but includes all written directives in the two preceding categories. The two official kinds of written communications are the Bulletin and the Memorandum. Each kind of document is discussed in detail in the General Orders listed in paragraph .02 above.

.05 Definitions

This space intentionally left blank.

.10 Written Directive

A written directive sets forth policies and procedures for the Colorado Springs Police Department or for components of it. 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 which 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.

.15 Written Communications

Written communications are used for numerous purposes, primarily to convey information of various sorts, and to give instructions to specified individuals and/or units. They are not to be used as directives of general applicability. They are not subject to the strict accountability procedures instituted for written directives.

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Active date: 5/6/2005

Supersedes date: 8/8/2002

.01 Purpose

To characterize the Operations Manual and General Orders, to specify their applicability, and to mandate procedures for originating and revising them.

.02 Cross Reference

G.O. 1180, Written Directives and Communications

G.O. 1183, Standing Operating Procedures (SOP'S)

G.O. 1186, Bulletins

G.O. 1187, Memorandums

CALEA Standards 1.3.12; 12.2.1; 12.2.2; 53.1.1

.03 Discussion

This space intentionally left blank.

.04 Policy

All personnel of the Colorado Springs Police Department are governed by the provisions of the Department's General Orders that are collectively known as the Operations Manual. Each individual employee is responsible for knowing and abiding by these provisions. It shall be officially presumed that each employee knows the provisions stated in the Operations Manual, and failure to abide by them shall be cause for appropriate disciplinary action.

.05 Definitions

GENERAL ORDERS: General Orders are the individual directives that are collectively referred to as the Operations Manual. They have reference to, and are binding upon, the entire Department. They define policy and direct procedures. General Orders are issued only by the Chief of Police and are effective upon issue, unless otherwise stated within the specific General Order. They remain in effect permanently, unless replaced by another General Order or officially canceled by the Chief of Police.

.20 Police Operations Manual

The Colorado Springs Police Department Operations Manual is the primary body of written directives governing the Department and is made up of all current General Orders. It contains official instructions and information about ongoing Police Department functions, for which the Department's employees, both sworn and civilian, will be held accountable. The official Operations Manual is the electronic version on the Department's intranet [under the header of Policies & Procedures](#) under the drop down labeled [General Orders](#) which is accessible by all of the Department's stationary and mobile computers. The Manual is also accessible to the public through the Department's internet site. The Operations Manual consists of two volumes, the Field Manual (Vol. I) and the Administrative Manual (Vol. II). A Table of Contents lists the date, number, and title of each current General Order.

Field Manual. The first volume of the Operations Manual, entitled "Field Manual", contains

General Orders directly pertaining to tactical or operational matters. Although its provisions are binding upon all Department personnel whenever applicable, the contents of this volume are used most frequently by officers in operations components such as Patrol and Investigations. Officers assigned to operations duties, other than covert, are required to have access to this volume immediately available at all times while on duty.

Administrative Manual. The second volume of the Operations Manual, entitled "Administrative Manual," contains all General Orders that are not immediately concerned with tactical operations.

.25 Procedure for Preparing Orders

The Chief of Police or a Staff Officer may, at any time, require that a directive be drafted for Staff consideration. In addition, proposals for General Orders may be originated by any Department employee. Procedural steps for the latter are:

A draft of a proposed General Order will be prepared by the employee originating the order. Drafts should be prepared in normal prose style rather than on any special forms. A cover memorandum, containing any explanatory material, should be attached. These papers should be forwarded through the chain of command to the originating member's decision authority (Deputy Chief ~~or~~ Commander of Professional Standards, ~~or~~ [Director of Management Services](#), as appropriate). The decision authority will, at his/her discretion, determine whether the proposal will be referred for Staff consideration. If so, an electronic copy will be sent to the [Manager of the Supervisor of Research and Development Section](#) for editing, formatting, and posting for employee consideration. A notice will be sent to all employees inviting their review and comments. Exceptions to Normal Procedures: Occasions may arise when it will be desirable to originate and issue a General Order more quickly than is possible using the foregoing procedures. The decision to bypass any portion of the normal procedure will be made by the Chief of Police.

.30 Paper Copies

A paper copy of the Colorado Springs Police Department Operations Manual will be kept in each division and at each remote facility. The appropriate Commander or Director will designate a specific individual to print out any changes to the manual, dispose of superseded portions, and insure that the paper copy is current at all times.

.35 Issuance of Operations Manuals

Although any employee may print out portions of the manual for his/her own use, the Department will not distribute printed copies. Exceptions may be made for training purposes.

.40 General Order Updates

The Operations Manual will be updated as needed. A summary of all changes will be e-mailed to each Department member. Electronic proof of receipt will be centrally maintained and can be accessed by command staff.

.50 Employee Responsibility

Every Department employee is responsible for reading any updates to the Operations Manual of

which s/he has been made aware. Department employees are responsible for knowing and adhering to all the provisions of the Operations Manual. The Department shall make all reasonable efforts to ensure that each employee is made aware of changes and additions to the Operations Manual. Violations of a directive will not be excused by the claim that the directive was not received.

.55 Authority to Amend or Revoke Orders

Whenever an amendment or revocation of any General Order is proposed, the official planning process will be followed. Every substantive amendment or revocation requires the approval of the Chief of Police, which will be indicated by initialing and dating the document. Minor changes (e.g., correction of errors, changes in phone numbers, etc.) can be done by the Planning and [Research](#) Section.

.60 General Order Reviews

As General Orders are permanent directives, it is essential that they be reviewed regularly to ensure currency, accuracy, and adequacy. Each General Order has therefore been assigned for review to a specific sworn or civilian executive position of the Department. The person occupying that position at the specified review time will be notified by the Planning and [Research](#) Section of the pending review completion date, and will be responsible for reviewing the content of the General Order and making appropriate changes. Upon completion of a scheduled review that results in changes, the Planning Section will prepare a new version of the General Order for consideration by Staff and approval by the Chief of Police.

.65 Distribution, Review, and Accountability

The Planning Section is responsible for putting proposed General Orders into the proper form, for ensuring proper review procedures, and for maintaining those General Orders that are approved.

.70 Format

The Planning and Research Section will format General Orders through the use of the online General Order template whose heading contains the words "Colorado Springs Police Department General Order." The heading also contains spaces for the following: section number and classification, General Order number, General Order title, approved/date, and superseded/dated.

There are five standard paragraph captions at the beginning of each General Order, numbered .01 through .05. The paragraph captions are included in each General Order, but content is supplied only when appropriate. The paragraph captions are:

- .01 Purpose: This is the only paragraph caption which must be completed for every General Order. It contains a concise statement of the intent of the directive.
- .02 Cross Reference: An exhaustive set of cross-references for every imaginable purpose would be impossible. This paragraph, when used, is designed to direct the reader to other documents that have particular relevance.
- .03 Discussion: This paragraph, when used, contains general or background information to set a context for the subsequent paragraphs.

- .04 Policy: Although most General Orders contain a stated policy, not all do. Some General Orders are entirely procedural, and others may be subdivisions of a broader subject that is covered by a policy statement in another General Order. When used, the policy statement indicates the Department's attitude toward, official position upon, or goals for the subject in question. Broader than a procedural statement, it serves as a guide and context for procedures.
- .05 Definitions: Only those definitions that are essential to, or especially important for, a specific General Order are placed in this paragraph.

The remainder of each General Order is structured according to the sequence in which the information will be most useful. Depending upon the needs of any particular General Order, or portion of it, the information may be structured either chronologically or categorically.

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Colorado Spring Police Department

General Order 1183

-- Standard Operating Procedures

Active date: 6/27/2007 10:37:22 AM

Supersedes date: 6/19/2002

.01 Purpose

To characterize Standing Operating Procedures (SOPs), to indicate their applicability, and to mandate procedures concerning them.

.02 Cross Reference

G.O. 1180, Written Directives and Communications

G.O. 1181, General Orders and Operations Manual

.03 Discussion

This space intentionally left blank.

.04 Policy

Standing Operating Procedures are written directives designed for limited applicability. Use of SOPs permits more flexibility and specificity than does use of a General Order. As their approval processes are less formal than those of the General Order, they can usually be distributed and implemented more quickly.

.05 Definitions

MAJOR COMPONENT OF THE DEPARTMENT: The Patrol Bureau, the Operations Support

Bureau, and the Office of Professional Standards.

.10 Standing Operating Procedures (SOP)

An SOP is a procedural guide. The Commanding Officer of each major component of the Department will assign numbers for SOPs within that component. The master copy of each SOP will be maintained in the Commanding Officer's office in a manual that will contain a Table of Contents listing the number, title, and effective date of each SOP. Each SOP will also be placed on the Department's intranet but will not be published on the internet.

.12 Authority

There is no general requirement that every organizational element of the Department have a written SOP. The Commanding Officer/Director of each major component will determine which units or operations will require one. Any supervisor can initiate an SOP, but approval of the appropriate major component Commanding Officer is required.

.14 Description

The SOP is designed for specificity and flexibility. It should be used for any procedural matters that are specific to the component that prepares it. Routine unit procedures, specialized procedures, and unit regulations are some examples of items appropriate for the SOP. By using the SOP whenever appropriate, elements of the Department can tailor the written instructions to their individual needs, whereas a Department-wide directive would necessarily have to be written more broadly. The SOP can easily be revised as needed, and can serve numerous functions. It is especially valuable when used as a checklist, as an aid in orienting and training new members of an organization, or as a guide in emergencies when persons unfamiliar with an organization's procedures must perform them. As no well-functioning law enforcement agency can afford to have an "indispensable person," a comprehensive SOP is also invaluable to management by reducing or eliminating instances in which specialized procedures are known only to some specific person. A further benefit of the SOP is that it provides managers, at all levels, greater insight into the efficiency of operations under their command. Managers who carefully review the SOPs of their respective components should be able to identify duplicative, obstructive, or wasteful procedures from a system's perspective.

.16 Preparation

An SOP will be prepared by the organizational component to which it applies, and submitted through the chain of command, to the appropriate major component Commanding Officer, for approval. It is recommended that the preparing component keep its SOP on a computer disk for ease of revision when necessary. All changes that impact other operating units within the Department must be coordinated/approved before SOP revisions are processed forward for approval. Preparing components are responsible for making any copies of their own SOP for their own uses. Once approved, the document should be e-mailed to the Bureau Administrative

Technicians, or the Senior Office Specialist of the Office of Professional Standards, which will maintain a set of all SOPs, for general reference and for ensuring adherence to accreditation standards.

.18 Distribution

Each SOP must be readily accessible to all employees affected by it, through convenient placement of reference manuals and through access to the Department intranet. If the SOPs are not distributed to each employee, the Commanding Officer/Division Director will ensure that each employee receives appropriate training and that the training is properly documented and receipted.

.20 Reviewing, Updating and Purging

An SOP remains in effect until superseded or canceled. The Commanding Officer/Division Director of each major component will ensure that each SOP is reviewed at least annually, and updated or canceled as needed, and that the review is documented. The table of contents will be amended to reflect the date of each current SOP.

.25 Format

The heading of each SOP will contain the following information:

- The name of the component governed by the SOP
- The words Standing Operating Procedures or SOP. To prevent undue expenses for reprinting, the words Standard Operating Procedures are acceptable
- The number of the SOP
- The title of the SOP
- The effective date of the SOP

The first paragraph of the SOP should be entitled Purpose, and should contain a brief statement of intent. If references to other documents are needed, the second paragraph should contain these under the heading Cross Reference. Cross references should reflect electronic copies of documents readily accessible. Headings for the remainder of the SOP will be used as needed. The body of the SOP will generally be in narrative form, with modifications as needed.

.30 Legal Disclaimer

Directives of the Colorado Springs Police Department should not be construed as creating any higher legal standard of safety or care, in an evidential sense, with respect to third party claims. Violations of these directives will form the basis for Departmental administrative sanctions only. Violations of law will form the basis for criminal or civil sanctions in a recognized judicial setting.

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Colorado Spring Police Department
General Order 1186
-- Bulletins

Active date: 9/26/2007 8:01:45 AM
Supersedes date: 7/30/1990

.01 Purpose

To characterize the Bulletin, to indicate its applicability, and to mandate procedures concerning it.

.02 Cross Reference

G.O. 1180, Written Directives and Communications
G.O. 1181, General Orders and Operations Manual
G.O. 1183, Standing Operating Procedures
G.O. 1187, Memorandums

CALEA Standard: 12.1.4

.03 Discussion

A Bulletin is not a written directive. Bulletins are written communications that permit quick and convenient distribution of information throughout the Department.

.04 Policy

Bulletins are used as informational publications to communicate ideas, concepts, problems, areas of concern, recent laws or court decisions, logistical considerations, and general information. They may also be used to convey instructions concerning special or short-term situations. Bulletins expire six months after the date of issue, or may expire earlier if an earlier expiration date is stated in the Bulletin itself. They may not be extended or renewed. If a Bulletin is used to inform personnel of changes in policy or ongoing procedure, the issuing authority is responsible for ensuring that such changes are incorporated into the appropriate written directive, General Order or SOP, as soon as is practical. Bulletins may be issued by any Department Staff Officer.

.05 Definitions

This space intentionally left blank.

.10 General Information

Upon issuance, Bulletins are subject to the review of the issuing Staff Officer's Deputy Chief or the Chief of Police. The organizational component that issues the Bulletin is responsible for its

~~printing and~~ distribution and for maintaining an official file copy.

.30 Procedure for Preparing Bulletins

The Chief of Police or a Staff Officer may, at any time, direct that a Bulletin be drafted. In addition, proposed Bulletins may be originated by any Department employee. Procedural steps for the latter are as follows:

Drafts should be prepared on the appropriate form and directed to the originating person's Commander, or equivalent, for formulation and review. Any desired explanatory or justifying information should be contained in, or attached to, a cover memorandum. Serial numbers for Bulletins will be issued by the Deputy Chief of each Bureau and by the Commander of ~~the Office of the Professional Standards Division~~, as appropriate.

Exceptions to normal procedure: Occasions may arise when it will be desirable to originate and issue a Bulletin more quickly than is possible using the foregoing procedures. The decision to bypass any portion of the normal procedure will be made ~~by a Deputy Chief or~~ the Chief of Police.

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Colorado Spring Police Department

General Order 1187

-- Memorandums

Active date: 11/11/2006

Supersedes date: 7/30/1990

.01 Purpose

To characterize the Memorandum, to indicate its applicability, and to mandate procedures concerning it.

.02 Cross Reference

G.O. 1180, Written Directives and Communications

G.O. 1181, General Orders and Operations Manual

G.O. 1183, Standing Operating Procedures

G.O. 1186, Bulletins

.03 Discussion

This space intentionally left blank.

.04 Policy

A memorandum is not a written directive. It is an official written communication that is used for many purposes. Although it is primarily used to convey information, it may be used to give instructions to individuals or groups when a formal directive would be inappropriate; it is not to be used as a directive of general applicability. A memorandum has no specific expiration date, but generally need not be retained for more than six months.

.05 Definitions

This space intentionally left blank.

.10 General Information

A memorandum may be originated by any employee and directed to any employee but must follow the chain of command. It may be used for other purposes such as:

- Requests for or supplying of information
- Documentation of a situation or incident
- Recommendations and suggestions
- Grievances
- Required notifications
- Initiation of commendation

.20 Use of Memorandums to Convey Instructions

A memorandum may be used to instruct individuals or groups to perform specific actions. Whenever used to convey instructions, or to direct any action, a file copy will be maintained by the originator for a minimum of six months.

.30 Use of Memorandums by Employees

Memorandums are official written communications and their use is therefore limited to official business purposes. Although any employee may direct a memorandum to any other employee, through the chain of command, no memorandum will be issued for general distribution unless it contains, on its face, the written approval of a Staff Officer.

.35 Format

A memorandum may be written on the approved printed form or, if generated by computer, upon a facsimile of that form. The heading will contain the name of the Department, the words Interoffice Memorandum, and blocks for the following information:

Date:

To:

From:

Subject:

A separator line may be used below the subject line, if desired:

Text should begin at least 2 lines down from the subject line.

The "Interoffice Memorandum" paper has been approved by the City of Colorado Springs. No additions to the logo are to be added, i.e.: the words ♦Police Department♦ or any names, bureaus, divisions,

units, etc. This information, if needed, is to be included in the *From*: line.

Exception: For *internal memorandums only*, it is acceptable to use a routing block.

If you use initials in the sender's name, use initials in the recipient's name. Department memos show full names, department and title in the *To* and *From* lines.

Example:

Date: 8-23-05

To: David J. Felice

From: Steven J. Liebowitz

Subject: Memorandums

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Colorado Spring Police Department
General Order 1188
-- Civilian Advisory Committee

Active date: 1/20/2009 2:44:16 PM

Supersedes date: 2/7/1995

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.01 Purpose

To establish the Civilian Advisory Committee (CAC), and to establish its objectives, structure, and function.

.02 Cross Reference

~~G.O. 1181 General Orders and Operations Manual~~

~~CALEA Standard 12.1.4~~

.03 Discussion

A Civilian Advisory Committee, made up of civilian members of the department, will:

1. Give civilians, at all levels a chance to influence the course of changes being made to a direction more consistent with their needs.
2. Improve vertical and horizontal communication ~~between Bureaus by cross-Bureau membership on the Committee.~~ throughout the organization.

3. Allow staff the opportunity to use committee meetings to deal with ~~certain~~ departmental problems, issues, concerns and rumors ~~not subject to policy or General Orders.~~
4. ~~Allow for a formalized method to ensure civilian input in the decision process.~~

Provide employees with the opportunity to practice formal and informal leadership in regards to the decision making process.

5. Have representative participation at other department functions, committees, or forums.

.04 Policy

The Civilian Advisory Committee is hereby established. It has two specific purposes:

1. To initiate, review, and make recommendations on a variety of logistical and procedural issues that ~~may~~ directly, or indirectly impact ~~upon~~ department members, particularly civilians.
2. To prepare and submit reports and recommendations to the Chief of Police.

.05 Definitions

This space intentionally left blank.

.10 Structure of the Committee

The Civilian Advisory Committee will consist of no more than 12 volunteer civilians. The preferred alignment will be:

Administrative Services Bureau

- Information Services: 2
- Management Services: 1
- Professional Standards: 1

Operations Support Bureau

- Investigations: 1
- Metro VNI: 1
- Specialized Enforcement: 2

Patrol Operations Bureau

PSR, or Division Senior Office Specialist ~~Secretary or Analyst-4 3~~ (one from each Patrol Operations Division).

~~Records & ID: 2~~
~~Major Crimes: 2~~
~~Communications Center or Code Enforcement: 2~~

The committee may amend the number of voting members based on specific needs of the committee at any time.

The CAC will have special sub-committees to address various CAC and department concerns, aligned as follows:

1. Policy Review Committee - appointed members will convene, individually or collectively, to review proposed changes or modifications to department SOPs, General Orders, and any other internal procedures.
2. Special Projects Committee - appointed members will research and prepare documentation for submission to staff on special topics of interest to the CAC. The committee may convene special interest committees as the membership deems necessary.

Additionally, Civilian Advisory Committee members, through representative participation, may attend the Leadership Forum and Awards Committee meetings.

~~A chairperson, vice chairperson and secretary will be selected by the committee members.~~ Board officers will be chosen by the committee membership annually. Each position will have associated responsibilities and officers will be expected to fulfill their obligations or obtain an alternate to fill in for them, when necessary.

Each member will sign an annual membership agreement to be kept on file with the secretary.

The Commander of the ~~Office of~~ Professional Standards Division will serve as the liaison between the committee and the Chief of Police. No committee member will be of supervisory level. All bureau deputy chiefs and the Director of Management Services will also participate as non-voting members and will serve as liaisons between the committee and the Chief of Police. Any other staff level officers may also attend without voting privileges.

.20 Duties of the Board Officers

~~The chairperson will conduct meetings, appoint subcommittees as necessary to complete the work of the committee, and present reports, recommendations, and comments of the committee to the Office of the Chief. She or he will seek input from committee members and will reflect their perspectives and findings.~~

Chairperson -

- Calls and facilitates all meetings; authorizes absences
- Organizes Subcommittees, as needed

- Acts as liaison to CSPD Staff and other committees, unless otherwise specified
- Completes "Year in Review" report

Vice-Chairperson -

- Determines and distributes meeting agenda
- Provides notices of meetings to all department employees
- Acts on Behalf of Chairperson, in event of absence

Co-Chairpersons - At the discretion of the membership, the two employees receiving the most votes, or any two employees by agreement, may opt to share all responsibilities as Co-chairpersons. In that case, these two persons will equally share all responsibilities normally assumed by the Chair and Vice-Chair positions, or they will distribute them according to an agreement made known to the membership.

Recording Secretary -

- Takes and transcribes meeting minutes
- Distributes to membership, visitors, and web engineer after approval by chair(s)

Treasurer -

- Facilitates planning for all fund-generating functions
- Coordinates deposit of all funds via Fiscal Services Section
- Purchases gift cards or other designated award for monthly recipients

Civilian of the Month Coordinator -

- Obtains nominations/commendations from HR; distributes to members via email
- Contacts Chief's office to schedule presentation date/time
- Contacts supervisor of award recipient to coordinate presentation
- Completes certificate and forwards for signatures
- Processes for records

Training Session Coordinator -

- Determines training schedule and coordinates facilities
- Organizes trainers/teachers for monthly session; ascertains needs for specific classes (i.e. Proxima, room set-up) and coordinates via facilities
- Creates flyers, notices, and sign-up sheets, as appropriate
- Coordinates scheduling with web engineer; forwards completed sign-up to In-service Coordinator at Training Academy

.23 Duties of Vice-Chairperson

~~The vice chairperson will be responsible for the preparation of the agenda for the monthly meetings. In addition, the vice chairperson will assume the duties and responsibilities of the chairperson, in his or her absence.~~

.24 Duties of the Secretary

~~The secretary will be responsible for taking minutes at the monthly meeting and disseminating the same to all committee members, as well as the Chief of Police, the Deputy Chiefs, Commanders and Director of Management Services.~~

.30 Selection Criteria

Department members, who are interested in participating in this process, should forward a memorandum to the chairperson of the committee that indicates their interest in serving on this committee. The committee will make a formal motion and vote on all applications.

1. Upon selection, members will sign a membership form identifying their represented division and the anticipated dates of their term.
2. If members know they will not be available to attend a scheduled meeting, they will contact the Chair, Vice-Chair, or secretary of the committee prior to the meeting. Failure to do so will result in an unexcused absence.
3. Any member who receives three (3) unexcused absences within the year will be recommended for removal from the committee. Absent operational commitments, members are

expected to be timely and dedicated to the responsibilities of their membership.

4. Any member who misses half or more of the annually held meetings, shall be dismissed from the committee.

5. Members will choose an alternate from the area they represent, who will attend meetings on their behalf, but who will not have voting privileges.

6. Employees wishing to present issues for discussion shall notify the Vice-Chairperson, in advance, and have the issue placed on the agenda.

7. CAC meetings are open to all members of the department; however only formal members will enjoy voting privileges.

.40 Selection of Issues and Agenda Development

The agenda for meetings will include any issues, concerns or problems presented by the Chief of Police, any supervisor, any committee member or any civilian employee.

The Civilian Advisory Committee will act on behalf of the non-sworn population to provide significant input on organizational issues. Employees who participate will strive to impact work conditions, civilian training opportunities, and a variety of other issues that are vital to supporting morale and employee well-being.

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Colorado Spring Police Department General Order 1190 -- Uniform and Equipment Standards

Active date: 5/28/2007 9:05:55 AM

Supersedes date: 1/19/2005

.01 Purpose

To establish standards for the Colorado Springs Police Department uniform and equipment. To establish policies for the distribution of uniforms and equipment to patrol officers, officers in all specialized units, and civilians and to characterize the Uniform and Equipment Standards

Committee.

.02 Cross Reference

G.O. 1663, Uniforms and Appearance

G.O. 920, Firearms Regulations

S.O.P. HR-19 Uniform Clothing Allowance Procedures

.03 Discussion

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.04 Policy

Continual evaluation and review of police equipment are necessary to assure officer and community safety, as well as efficient policing. The Uniform and Equipment Standards Committee [was created to review and oversee uniform and equipment needs](#). The committee will meet regularly to review department policies pertaining to uniforms and equipment, to review requests for uniform and equipment [field testing](#), changes, to assign staff studies and to coordinate [and approve](#) the field testing of proposed equipment changes.

.05 Definitions

Accessories: Items of personal wear associated with the police uniform such as tie bars/tacks, pens, watches, whistles, keys, key-holders, etc.

Approved: Specific article of equipment or uniform clothing that is approved for wear by the department but is not necessarily issued or paid for by the department. The Authorized and Approved Clothing and Equipment List specifies which approved items are department purchased versus purchased at the employee's expense.

Authorized: Article of clothing or equipment issued by the department.

Authorized and Approved Clothing and Equipment List: The CSPD Supply Unit will maintain the list of clothing and equipment items that are authorized for wear as approved by the Uniform Standards Committee. All purchases of uniform items must adhere to the current list, whether purchased by the department or the employee at personal expense.

Equipment: Devices or tools associated with an officer's duty tour, such as sidearm, Taser, handcuffs, flashlights, etc.

Optional: General or generic article of equipment or uniform clothing that the department allows employees to wear. Employees must purchase optional items at their own expense.

.10 Committee Purpose

The Uniform and Equipment Standards Committee will continually evaluate current and proposed directives concerning uniforms and equipment, to promote officer and public safety, and to ensure proper appearance standards. **These standards include optional items and accessories.** The committee will also review all requests for uniform and equipment changes submitted by department personnel. When appropriate, this review will include staff studies and field testing.

.12 Committee Goals/Objectives

- To review available **personal** equipment and to make recommendations for alternative deadly force equipment.
- To ensure a standardized appearance for all uniformed officers.
- To develop minimum specifications for uniforms and equipment.
- To report findings and recommendations to the Chief of Police.
- **To approve/review field tested uniforms and equipment**

.20 Committee Composition

The Deputy Chief of the Patrol Bureau chairs the Uniform and Equipment Standards Committee. Other committee members include the Deputy Chief of the Operations Support Bureau, Fiscal **and Planning Services** Manager, Training Academy Lieutenant, and five members from the Patrol Bureau appointed by the chair**person man**: a commander, a lieutenant, a sergeant, and two patrol officers. **Other members may be appointed by the chairperson as the need arises.** The responsibilities of the chairperson include:

- Brief the Chief of Police on the progress and findings of the committee
- Ensure that appropriate draft directives and justifications for each recommendation are properly prepared
- Ensure that any changes to uniform standards are coordinated with affected Units/Sections

.30 Distribution Methods

Uniform Allowance System: This system provides for officers to receive an annual monetary allowance for replacement of the duty uniform. Those participating in this system will receive the full allowance in January of each year. Duty gear and equipment will be issued through Supply or respective Divisions. This distribution method only applies to officers hired prior to September 14, 1981.

The Issue/Replacement System: This system is mandatory for officers hired or re-hired on or

after September 14, 1981. The issue and replacement of uniforms and equipment will be coordinated through Supply. Uniform and duty gear items will be replaced on a one-for-one exchange as described under section .50 of this General Order. Officers under this system will be issued all items as needed from the "Initial Issue" list. Uniforms and equipment for special police units and certain civilian positions requiring standardized uniforms will also be issued by Supply.

Plain Clothes Assignment Clothing Allowance: Officers assigned to positions not requiring the wear of the general police uniform shall dress in accordance with the standards established by the Bureau to which that officer is assigned. All such standards shall be submitted to the Office of the Chief of Police for final approval, prior to adoption. The plain clothes assignment clothing allowance is paid as detailed in SOP HR-19. The Chief of Police will approve the annual clothing compensation for officers assigned to plain clothes positions.

.50 Repair and Replacement

The department does not automatically assume responsibility for repairing or replacing uniforms or personal property that have been damaged in the performance of police duties. In the event of loss or damage to a uniform, equipment, accessories, or personal property the officer shall inform his/her immediate supervisor at the earliest opportunity. If the officer is requesting replacement, a memorandum will be submitted to the officer's lieutenant, via chain-of-command, requesting replacement, repair, or reimbursement. Each request will be reviewed on its own merits. The memorandum shall contain a description of the circumstances surrounding the loss or damage, the names of persons arrested, witnesses, if any, and case report or summons numbers, if any. The officer's shift/section lieutenant will verify that the uniform/equipment damage or loss warrants replacement. If repair or replacement is approved, the lieutenant will completed the "Authorization for Clothing and Equipment Form." The officer will take the form to Supply with the damaged uniform or equipment to obtain repair or replacement.

If a badge is lost or stolen, the request for replacement must be routed through the Division Commander. Upon approval, the Financial Services Unit will replace the badge.

When department equipment or uniforms are lost due to theft, officers should pursue a claim for reimbursement through his/her insurance company. If payment is received from the insurance company, the Department/City must be reimbursed.

For officers on the **Uniform Allowance System** (receiving a monetary allowance for replacement of the duty uniform), uniforms and other issue items will not be replaced, repaired, or altered as a result of normal wear or abuse.

For officers on the **Issue/Replacement System**, the routine replacement of uniforms due to normal wear-out will be accomplished by employees presenting the worn article(s) of uniform clothing to their lieutenant, who will verify that the article(s) warrant replacement. If replacement is approved, the lieutenant will completed the "Authorization for Clothing and Equipment Form." The officer will take the form to Supply with the worn-out uniform or

equipment to obtain repair or replacement.

If an employee on either the Uniform Allowance System or the Issue/Replacement System engages in approved physical activity that results in a change in size, the uniform or associated equipment may be altered or replaced (if necessary) upon approval of the officer's lieutenant.

Upon Termination/Separation/Retirement: All issued items will be turned into the Supply Office, with exception of badges and weapons. Badges will be returned to Financial Services. Issued weapons will be turned into Internal Affairs (IA) with the magazine and ammunition. IA will notify Supply that the weapon has been turned in, noting the serial number of the weapon. Once all items have been turned in, Supply will notify Payroll. Failure on an officer's part to turn in all issued items can result in the officer's final paycheck being withheld, pending reimbursement at replacement cost.

.60 Field Testing

The Uniform and Equipment Standards Committee will approve all field tests of uniforms and duty equipment. Employees will present their concept to the committee **prior** to contacting vendors or obtaining items for field testing. Presentations will include descriptions and photos of the items being considered for department use.

Once approved, the employee must coordinate the purchase or "loan" of the uniform item or equipment with Supply. Field testing will not exceed three months, or for a period set by the Uniform and Equipment Standards Committee.

Once field testing is completed, the employee will present a written evaluation for the Uniform and Equipment Standards Committee's consideration and will include a sample of the item that was field tested. The Uniform and Equipment Standards Committee will make the final determination on whether an item is approved for use by department employees.

Uniform or equipment items not approved for use will be returned to Supply for disposition. When an item is approved for departmental use, Supply will receive the specifications of the sample item(s). Supply will ensure future issues of the approved item to authorized personnel.

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Colorado Spring Police Department

General Order 1192

-- Leadership Forum

Active date: 5/6/2005

Supersedes date: 11/21/2003

.01 Purpose

To define the Leadership Forum, its purpose, roles, structure, and functions.

.02 Cross Reference

CALEA Standard 33.8

.03 Discussion

The Colorado Springs Police Department is a progressive organization that seeks to engage all members in contributing to the advancement of the law enforcement profession. The Leadership Forum is one means to bring together Police Department members to identify and address issues, problems, and opportunities.

.04 Policy

The Leadership Forum is a dynamic group setting consisting of a representational cross-section of sworn and civilian members from all ranks and bureaus. The group meets quarterly to identify and address organizational issues, problems, and opportunities. By engaging such a broad range of members, the Leadership Forum can immediately focus perspective, resources, expertise, and action on organizational issues.

The Leadership Forum is intended to provide all participants, command staff and sworn/civilian members alike, with opportunities to exercise leadership in an open setting without emphasis on rank. To ensure success of this joint problem-solving venture, all participants are expected to actively contribute to a working environment of openness, respect, dialogue, and trust.

.05 Definitions

LEADERSHIP: Developing relationships that positively influence others to accomplish desired results

ACCOUNTABILITY: Obligation to myself and others to uphold the values and expectations of the organization and to be answerable for actions and outcomes

.10 Leadership Forum Structure

The Leadership Forum will have a formal membership consisting of sworn and civilian members generally representing all levels of each division. Additionally, representatives from Police Department employee associations (Officers Advisory, Civilian Advisory, Employee Resource Team) are standing members of the Leadership Forum.

Membership, particularly at the officer, civilian employee, sergeant, and civilian supervisor levels, is intended to rotate annually to give other employees this experience and to bring in fresh perspectives. The power of the Leadership Forum draws from its management support, absence of rigid procedures, and dynamic membership mix of sworn and civilian managers, supervisors, and line employees.

While having a formal membership for accountability and roster purposes, the quarterly meetings of the Leadership Forum are open to all members of the Police Department.

.20 Leadership Forum Process

The Leadership Forum meets quarterly. There is no set procedure for the Leadership Forum's deliberations and problem-solving activities. The general format is that the members will identify organizational issues, problems, and opportunities at the meeting for discussion, synthesis, and selection for attention. Ideally, the matters brought forth will be addressed at the meeting rather than assigned to committees although this may be necessary at times due to the complexity of particular items. All members of the Leadership Forum are expected to take responsibility by participating and addressing issues through open discussion and debate. The outcomes of the deliberations of the Leadership Forum include solving problems, creating enhancements to existing programs, proposing/creating new programs that contribute to the Department's mission, and making recommendations to command staff on matters that require strategic attention.

.30 Duties of Chairperson

A chairperson of the Leadership Forum will be selected annually through voluntary nominations and consensus. The chairperson may be any member of the group, from sworn/civilian line level to command staff. The chair provides oversight and facilitation to the meetings. By rotating the chair position each year, other members are afforded the opportunity to gain experience in this leadership role. It is expected that the chair will be assisted by a member of his/her division for clerical support for notetaking, agendas, minutes, and roster maintenance.

Primary duties of the chairperson include:

- Facilitate and lead discussions
- Maintain Leadership Forum rosters
- Send out advance agendas
- Take and send out meeting minutes
- Provide current Leadership Forum information to the CSPD Web Engineer for posting on the Leadership Forum web page
- Assure community room availability, setup, and refreshments if desired for meetings

.40 Recordkeeping

To assure widespread dissemination of the Leadership Forum's proceedings, minutes of the quarterly meetings will be taken. The minutes will be distributed to the Leadership Forum members, and will be posted on the Leadership Forum website located on the CSPD intranet. Agendas of upcoming meetings will also be sent out to members and posted on the website.

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Colorado Spring Police Department
General Order 1195
-- Officer Advisory Committee

Active date: 10/30/2005

Supersedes date: 12/10/1998

.01 Purpose

To establish the Officer Advisory Committee, and to establish its objectives, structure, and function.

.02 Cross Reference

G.O. 1181, General Orders and Operations Manual
G.O. 1191, Strategic Management Team
CALEA Standard 12.1.4

.03 Discussion

An Officer Advisory Committee, made up of sworn members and a member from the Marshals [Unit](#) will:

1. Give officers and Marshals, at all levels, a chance to influence the course of changes being made to a direction more consistent with their needs.
2. Improve communication between Bureaus by cross-Bureau membership on the Committee.
3. Allow staff the opportunity to use committee meetings to deal with certain departmental problems, not subject to policy or General Orders.
4. Allow for a formalized method to ensure first-level officer and Marshal input in the decision process.

.04 Policy

The Officer Advisory Committee is hereby established. It has two specific purposes:

1. To initiate, review and make recommendations on a variety of logistical and procedural issues that directly impact upon police officers and Marshals.
2. To prepare and submit reports and recommendations to the Chief of Police.

.05 Definitions

This space intentionally left blank.

.10 Structure of the Committee

The Officer Advisory Committee will be appointed by the Bureau Chiefs, with the approval of the Chief of Police. The membership will consist of officers, aligned as follows:

Gold Hill: 3 officers
Operations Support: 6 officers
Falcon: 3 officers
Marshals: 1 Marshal

Sand Creek: 3 officers
Stetson Hills: 3 officers

Members selected for this committee will serve a 24-month term. Members may serve unlimited consecutive terms on the committee, if they wish, and are re-selected. In the event a committee member is transferred or promoted, a replacement will be selected to complete the incumbent's term.

Four members will be selected by the membership to represent this committee on the Policy Review Committee. Two of the members initially selected will serve a 12-month term and the remaining two members will serve a 24-month term. Subsequent selections will generally be for a 24-month term or for the remainder of a term that has been vacated.

The Commander of Professional Standards will be a voting member of the committee and will serve as the liaison between the committee and the Chief of Police. All other staff level officers will be non-voting members of the committee. A chairperson and vice-chairperson will be selected by the committee members by secret ballot, with the person receiving the most votes becoming the chairperson and the person receiving the second most votes becoming the vice-chairperson.

No committee members, with the exception of the above, will be of supervisory rank.

.20 Duties of Chairperson

The vice-chairperson will be responsible for taking notes at the monthly meeting, for the preparation and dissemination of the minutes of the meeting, and for the subsequent agenda for the following meeting. In addition, the vice-chairperson will assume the duties and responsibilities of the chairperson, in his or her absence.

.30 Selection Criteria

Sworn members and Marshals, who are interested in participating in this process, should forward to the chairperson of the committee a memorandum which:

1. Outlines their interest in serving on this committee.
2. Lists any special skills or education experience that they think may be of value to completing committee responsibility.

Applications will be reviewed by the respective bureau chiefs and, from this group, members will be asked to participate. A final list will be submitted to the Chief of Police for approval.

.40 Selection of Issues and Agenda Development

The agenda for meetings will include any issues, concerns or problems presented by the Chief of Police, any staff officer, or any committee member. Officers wishing to present issues for discussion shall notify the Chairperson, in advance, and have the issue placed on the agenda.

In summary, the Officer Advisory Committee has great potential for providing a very significant input on many organizational issues. Department members who participate can be assured that

the work they do will impact on work conditions, uniform requirements, equipment placement and purchase, and a variety of other important issues.

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Colorado Spring Police Department

General Order 1210

-- Manpower Availability

Active date: 1/24/2006

Supersedes date: 12/10/1998

.01 Purpose

To specify responsibilities for maintaining sufficient resources to meet needs and to indicate conditions affecting manpower availability, including on-call status [and response to emergency call-out for unusual occurrences.](#) ~~and military leave.~~

.02 Cross Reference

G.O. 602, Off-Duty Enforcement Actions
CALEA Standards 22.2.1; 42.1.1

.03 Discussion

As a primary provider of emergency services to the community, the Police Department has a responsibility to remain ready and able to perform necessary functions, at all times. Therefore, the Department has established numerous control measures to assure that sufficient human and material resources can be marshaled to meet routine and emergency demands.

Specific scheduling of factors that affect manpower availability, such as Watch assignment, vacations, days off, and holidays, will be done by the individual Bureaus, as their varying needs cannot be met by a Department-wide directive.

.04 Policy

Commanding Officers, at all levels and in all Bureaus of the Department, are accountable for ensuring that sufficient personnel are available to meet reasonably predictable demands, and that contingency planning for emergency demands is both current and adequate. The Deputy Chief of each Bureau is responsible for maintaining workable procedures to make this possible. Guidelines in the present General Order are applicable to the entire Department.

.05 Definitions

Unusual Occurrence: An unusual occurrence connotes a situation, generally of an emergency nature, that results from disasters, both natural and man-made, and civil disturbances. In the category of disasters are events such as floods, severe winter storms, earthquakes, explosions, and tornadoes. Man-made and civil disturbances may include terrorist attacks, riots disorders and violence arising from gatherings and marches, political conventions, and labor disputes. An unusual occurrence therefore may be the result of criminal acts, civil disobedience, accidents or acts of nature.

An unusual occurrence is an incident, which by nature, is removed from the scope of routine law enforcement. Such an event is most easily defined as an occurrence, which results in an increased police response or where the possible results of the occurrence are an increase potential for personal injury or death and /or property damage.

.10 Telephone Required

Department employees will maintain a telephone in their residence.

.12 Change of Address or Telephone Number

Employees will, through their immediate supervisor, keep the Police Department Personnel Section notified of their correct address and telephone number and will report any change within 48 hours. Forms for this purpose will be completed, and the immediate supervisor will forward the form through command channels.

.20 Overtime

In certain instances, sworn or civilian employees may be required to work past the end of a scheduled tour of duty, or perform duties at special times, or in special circumstances. At such times, paid overtime may be appropriate but must first be authorized by a supervisor.

.22 Emergency Call Out

Department personnel are subject to recall to duty and will report for duty if so called, unless exempted by proper authority.

All employees are subject to emergency call-out without prior notice. Contrary to standby, emergency call-out is not scheduled and assigned, but may become operationally necessary during an unusual occurrence. An employee is not expected to curtail activities and is not eligible for additional compensation prior to the emergency call-out.

Employees will be allowed to take reasonable steps to safeguard their immediate family members during an unusual occurrence emergency call-out. All employees will be expected to respond to an emergency call-out within a reasonable time frame. Any delays in response to an emergency call-out must have supervisory approval.

An employee who refuses to respond to such emergency call-out without good cause may be subject to disciplinary action, up to and including termination.

.24 On-call Procedures

Certain specialized units have a high probability of being called out when off duty. The Deputy Chief of each Bureau containing such units will develop and distribute a list of on-call officers.

Changes in the list, due to exigent circumstances, will require the approval of a Division or Section Commanding Officer. When needed, members will be contacted by telephone or pager until sufficient personnel and resources are available for the situation. Employees on the list are not in any way restricted in their movements or activities.

At management's discretion, officers who are on-call will be compensated by pay, or by accruing compensatory time at the rate of three hours straight time per full week, or one-half

hour per single day, up to a maximum of three hours per week. This provision is applicable to Police Sergeants and Police Officers only, and no person shall accumulate more than eighty (80) hours of such compensatory time.

Employees must keep Communications informed of how they can be reached by pager or telephone, at all times, while on standby.

The Police Personnel Section will be responsible for recording and reporting all accrued and used hours. When responding to a call-out, employees will be compensated at the appropriate overtime rate. Although the Department places no restrictions on their activities prior to call-out, it reserves the right to reassign employees who have repeatedly failed to respond to call-outs.

.26 Standby Procedures

Employees on Department-approved standby status must be immediately available for call-out and capable of performing required duties. Those who do not respond, or cannot be reached by pager or telephone, are subject to disciplinary action.

It is not the Department's practice to place sworn personnel on standby status. Except by special direction of the Chief of Police, standby status will not be used as a means of providing for emergency police services or services requiring the special skills of sworn personnel.

Civilian employees on standby status are compensated at the approved standby rate, in accordance with the City's Personnel Policies and Procedures Manual.

.30 Scheduling of Work Time and Absences

The Department maintains an accurate and current data base of workload demands by time of day, by day of week, by month, and by reporting area. Distribution and allocation of personnel is based upon careful analysis of workload demands and is reassessed frequently, to match resources with needs, as closely as possible.

Within the limitations set by Municipal Ordinances, City personnel policies, and Department guidelines, specific regulations for use of vacation time, holiday time, days off, and other absences from duty, will be maintained at the Bureau level as Standing Operating Procedures.

Deputy Chiefs and Commanders will schedule their vacations and holidays at the discretion of the Chief of Police.

.40 Military Leave

In accordance with federal and state laws, the Department grants time off from regularly scheduled work days, to fulfill the military obligations of sworn and civilian employees who are affiliated with the National Guard or any reserve branch of the military services of the United States. Employees receive full pay from the Department, up to a maximum of 15 days (120 hours) per year, for regularly scheduled work days missed due to military obligations.

.42 Excess Military Leave

Specific options below will be used by personnel whose military obligation requires missing

more than 15 days (120 hours) of regularly scheduled work days. Sick leave cannot be used for this purpose. Each of the permissible options requires the specific approval of the employee's Section Commanding Officer or Shift Lieutenant:

- A temporary rearranging of days off.
- A temporary trading of days off or work assignment with another employee of the same Bureau.
- Vacation, holiday, or compensatory time may be used, if the employee states, in writing, that the use of that time is strictly voluntary and that the Department will not be held liable for its use to fulfill the military obligation.
- Leave of absence without pay.

.44 Notification of Military Leave

Written notice should be given through command channels, to the Shift Lieutenant or Section Commanding Officer, at least thirty days before taking military leave. A copy of the official military orders shall be attached to the memorandum. If circumstances do not permit a thirty day notification, notice shall be given as soon as possible after the employee becomes aware of the need for military leave.

Notification must include the scheduled work days that will be missed and:

1. Whether the missed time is part of the 15-day (120 hours) maximum for which the Department will pay the employee; or
2. Which option listed under paragraph .42 above will be used.

.46 Return to Duty Assignment

Employees are not required to return to their Department assignment until the beginning of the next regularly scheduled work day, after expiration of the last calendar day necessary to travel from the place of military training.

The term Calendar Day includes any day of military assignment that falls on the employee's regularly scheduled work day.

While the Department unit, to which the employee is assigned, may have to excuse him/her from regularly scheduled work hours to allow adequate travel time, such hours are included in the allowable 120 hours of annual military leave-with-pay.

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Colorado Spring Police Department

General Order 1240

-- Grants

Active date: 9/24/2008 9:11:51 AM
Supersedes date: 4/16/1989

.01 Purpose

To define grant responsibilities and procedures.

.02 Cross Reference

G.O. 1660, Conflicts of Interest

.03 Discussion

Budgetary constraints restrict our 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 budget and fund worthwhile, and often innovative, projects. External funding sources include federal, state, and local governments, as well as corporate, foundation, and service group entities. Because of the number of external funding sources, it is important that the police department monitor all such opportunities for obtaining grants.

Once a viable funding source is identified, the Grants Unit will coordinate efforts ~~with the Management Services Division, and Office of the Chief, within the Department~~ to assure that the proposed project will complement current and planned department programs. For this reason, grant applications must be coordinated, reviewed, and approved.

Oversight of grant applications, reporting, and communication with funding agencies, is the responsibility of the Grants Unit. A designated project director will be assigned to coordinate, implement, and administer the grant funded project.

.04 Policy

The police department will monitor external funding opportunities for projects that will enhance departmental operations. All applications for external funding will be coordinated with the Grants Unit, and approved by the Chief of Police. Grant project directors are responsible for the administration and operations of grant funded projects, and must coordinate their efforts with the Grants Unit.

.05 Definitions

GRANT: The award of funds to the police department, for the purpose of providing supplemental services or programs. Grants are normally made by the federal, state, and local governments, and by corporations, foundations, and service organizations.

PROJECT DIRECTOR: The department member named in a grant application, or appointed by the Chief of Police, as being responsible for the administration and operations of a grant funded

project.

.10 Grant Applications

All applications for external funding will be reviewed and coordinated by the ~~Management Services Division, and~~ Grants Unit. The Grants Unit will be responsible for processing the grant application, which includes an internal (departmental) and external (City Administration) budget review process, as well as obtaining signatures from the Chief of Police and the City Manager. The Chief of Police will give final departmental approval for all applications for external funding, prior to formal submission.

.20 Project Director Responsibilities

The grant project director, as named in the grant application or appointed by the Chief of Police, is responsible for the administration and operations of a grant funded project. The project director must be a lieutenant, or the civilian equivalent, or above. This responsibility includes assuring that all terms and conditions specified by the grantor, and the goals and objectives, as stated in the grant proposal, are met. The project director is responsible for completing all required progress reports and ~~making expenditures within grant guidelines~~ ~~budgetary changes~~, as well as coordinating all communication and reports with the Grants Unit. ~~The project director will maintain an ongoing list of requested budget revisions throughout the grant period. The program director may submit a request for budget revision twice yearly, on March 1st and September 1st, with an explanation of the revision to the Grant Unit for review and submission to the funder. If an urgent need for a budget revision is identified outside these dates, the project director will contact the Planning Supervisor for assistance. Budget revisions are not authorized until approval has been received from the funding agency. Expenditures made outside the approved grant budget may have to be posted to the General Fund.~~

Prior to submitting any reports to the grantor, all reporting must be reviewed by the Grants Unit ~~and approved by the Management Services Division~~. Grant files will also be maintained by the project director, including all administrative and operational records pertaining to the project. Copies of communication between the funding agency and the Department, as well as reporting information, will be provided to the Grants Unit and all original signed contracts and awards will be submitted to the Grants Unit.

The grant project director will also be responsible for attending ~~quarterly~~ meetings held by the Grants Unit, to provide grant project status information. Coordination of all grant expenditures will be made with Fiscal Services. The grant project director will direct all grant questions to the Grants Unit first, to be resolved internally, before contact is made to the local, state, or federal funding source.

.40 Management Services Division Responsibilities

~~The Management Services Division is responsible for the monitoring and coordination of all grant activity and grant related fiscal services. The Management Services Division will make~~

~~final recommendations to the Chief of Police for all grant applications.~~

.50 Fiscal Services Section Responsibilities

Fiscal Services is responsible for the financial reporting on all grants and will maintain all original signed contracts and awards. Fiscal Services is responsible for setting up accounting procedures for expended funds, as well as maintaining all accounting documentation. The proposed budget, as well as any budgetary revisions, must be reviewed by the Grants Unit and the Fiscal Services Section prior to submitting to the funding agency. ~~In addition, Fiscal Services will provide all price quotes for supplies and police equipment, when writing or modifying grant budgets. IT will provide all costs for computer software and hardware.~~

.60 Grant Unit Responsibilities

The Grants Unit is responsible for the following:

- Monitoring external funding sources and opportunities to augment departmental resources
- Assisting with the development of grant application proposals
- Reviewing and coordinating all grant applications
- Processing grant awards
- Maintaining grant files that contain all grant-related documentation and correspondence
- Providing review of proposals, applications, and revisions
- Managing internal/external review processes for approval and signatures on grant documents and
- Maintaining the grant tracking database
- ~~Review and submit biannually, in conjunction with Fiscal Services, any budget revisions requested by the program director~~

~~In addition, all grant applications must be received by the Grants Unit, ten days prior to the application's deadline, for final review.~~ The Grants Unit will be responsible for the grant application process, to include the City approval process and submission of the grant.

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Colorado Spring Police Department

General Order 1250

-- Use of Cash Funds

Active date: 2/29/2008 5:50:48 PM

Supersedes date:

.01 Purpose

Documentation, verification and identification of all CSPD Cash Funds.

.02 Cross Reference

FPS-05 Petty Cash Fund

M1-05 Metro VNI Buy Fund

FPS-20 Processing of Revenues (Daily Report of Cash Collected)

FPS-24 Emergency Travel Fund

GO 1260 Buy Fund Accountability

.03 Discussion

The Colorado Springs Police Department maintains various funds where agency personnel are permitted to receive, maintain, and/or disburse cash. The proper handling of cash must be ensured.

.04 Policy

The Colorado Springs Police Department maintains five cash funds. The following criteria and documentation is required for maintaining each fund.

VNI Buy Fund

- A buy fund cash journal will be maintained identifying initial balance, cash income received, cash disbursed, and balance on hand;
- Documentation of cash received into the fund;
- Documentation of proper authorization for cash disbursement;
- Documentation of cash expenditures;
- Documentation of verification of persons or positions authorized to disburse or accept cash;
- Documentation of reconciliation of fund after each ninth transaction

Fiscal Services Petty Cash Fund

- A monthly reconciliation system that identifies an initial balance, credits, debits, and the balance on hand;

- Documentation of cash received;
- Documentation of invoice requirements for cash expenditures

Impound Lot Cash Fund

- A daily cash reconciliation verifying cash on hand;
- Documentation of cash received

Records & I.D, Cash Fund

- A daily cash reconciliation verifying cash on hand;
- Documentation of cash received

Emergency Travel Fund

- A ledger identifying initial balance, credits, debits, and the balance on hand;
- Documentation of cash received;
- Authorization of cash disbursement;
- Invoice requirements for cash expenditures;
- Quarterly reconciliation of fund activity

.05 Definitions

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Colorado Spring Police Department

General Order 1260

-- Buy Fund Accountability

Active date: 1/24/2000

Supersedes date: 12/10/1998

.01 Purpose

To characterize the Operations Support Bureau Buy Fund and indicate controls upon it.

.02 Cross Reference

This space intentionally left blank.

.03 Discussion

To maintain the integrity of the Police Department, it is sometimes necessary to set strict policy for what would otherwise be administrative matters. Due to the large quantity of moneys involved, and the broad areas in which such moneys are used, the buy fund is such an area.

.04 Policy

To maintain buy fund accountability, the Colorado Springs Police Department's Metropolitan Vice, Narcotics, and Intelligence (Metro VNI) Division shall have custody of, and administrative responsibility for, the Operations Support Bureau Buy Fund. Standing Operating Procedures govern the accounting and the issuance of buy fund moneys. Access to the fund is for the entire Department.

.05 Definitions

This space intentionally left blank.

.10 Requesting of Funds

Requests for use of buy funds shall be made, by memorandum, to a supervisor assigned to the Metro VNI Section. The requesting division/ agency will be advised concerning the proper accounting measures to be taken and information that must be supplied.

.20 Replenishment of Buy Fund

Requests for replenishment of the buy fund must be made by the Commander of the Metro VNI Division to the Police Department Fiscal Services Section. These requests must be in writing and must be counter-signed by the Deputy Chief of the Operations Support Bureau. Warrants for the requested replenishments are to be issued by the Controller's Office. Warrants will be issued in the name of the Commander, Metro VNI, and the Colorado Springs Police Department.

.22 Reimbursement of Funds

When funds are reimbursed by defendants, through court action, such funds will be deposited into the appropriate account by the Fiscal Services Section.

.24 Audit of Buy Funds

Buy funds will be formally audited at least one time per year. At least two times per year, in addition to the audit, a cash balance verification will be conducted. There will be no set time for such audits and when audited, the records of each fund will be photocopied and copies maintained in a locked safe in the Fiscal Services Section. The audits will be conducted to insure compliance with current Metro VNI and Fiscal Services procedures, as well as City procedures.

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Colorado Spring Police Department

General Order 1265

-- Private Vehicle use for City Business

Active date: 12/9/2005

Supersedes date: 12/5/1994

.01 Purpose

To establish Department policy governing the use of privately-owned vehicles for City business.

.02 Cross Reference

Sworn Personnel Policies and Procedures Manual #41

Civilian Personnel Policies and Procedures Manual #57

.03 Discussion

The use of privately-owned vehicles for City business is authorized by ~~Chapter IV, Part I, of the City's~~ Personnel Policies and Procedures Manual (Sworn) #41 and (Civilian) #57. In order to ensure that this City policy is adhered to, the Department has developed additional requirements that will govern the use of privately owned vehicles for City business.

.04 Policy

Personnel will not use their privately-owned vehicles for City business unless they are authorized to do so by their section or shift commander/manager. ~~Such Private vehicle use~~ authorization ~~will normally be is~~ recorded on a form provided by Risk Management or the Police Fleet/~~Facilities Control~~ Coordinator and kept on file by the employee's section or shift commander/manager.

If the situation ~~indicates-requires a quick response~~, the section or shift commander/manager may verbally authorize the use of a privately-owned vehicle for City business. Employees under eighteen years of age, and personnel employed through temporary employment agencies, shall not be authorized to use their personal vehicles for City business or to drive City vehicles.

.05 Definitions

This space intentionally left blank.

.10 Reimbursements

An employee who is authorized to operate a private vehicle on City business will be reimbursed for such use, at a rate prescribed by the City Manager, upon completion of a request for reimbursement.

.20 Insurance Required

An employee who operates a privately-owned vehicle on City business is required to have the vehicle licensed, ~~tested under the State Vehicle Emissions program~~, if required, ~~inspected~~, and insured, in accordance with Colorado law and any applicable City ordinances, rules, or regulations. Any increases in insurance rates, deductibles, or insurance cancellations are the sole responsibility of the owner of the vehicle.

Supervisors authorizing the use of a privately-owned vehicle for City business will verify that such vehicle is properly licensed, ~~tested under the State Vehicle Emissions program~~ ~~inspected~~, and insured, prior to giving authorization for such use.

.24 Responsibility for Traffic Citations

Any traffic citations received while a vehicle is being operated for City business shall be the sole responsibility of the operator.

.26 Damage Claims

The City will defend employees for liability claims resulting from accidents involving employees' privately owned vehicles, if these occur within the scope of [duties](#) assigned [duties](#).

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Colorado Spring Police Department

General Order 1267

-- Use of CSPD Logo or Name

Active date: 5/25/2005

Supersedes date: 5/9/2003

.01 Purpose

To state policy and designate procedures for insuring that all proceeds received from the sale of articles utilizing the Department logo, or making any reference to the Department, are managed in a way that is consistent with accepted accounting principles and local, state, and federal law.

.02 Cross Reference

This space intentionally left blank.

.03 Discussion

The Department recognizes the desire of an employee or employee organization of the Department to design, market and sell certain articles that depict the Colorado Spring Police Department logo. The proceeds from these sales are utilized to benefit that individual unit or section in some way. Policies and procedures must be established to ensure that all moneys are accounted for and tax laws are complied with. Additionally, the Office of the Chief must ensure that all activities associated with the sale of these items are done in an ethical and professional manner.

.04 Policy

When an individual employee or employee organization desires to design, sell or give away anything that depicts, or somehow represents, the Colorado Springs Police Department, approval must first be obtained. Procedures specified in this directive must then be followed to ensure financial accountability and compliance with applicable laws and regulations.

.05 Definitions

This space intentionally left blank.

.10 Obtaining Approval

Any employee or employee organization, "the requesting party", wishing to pursue such an undertaking should, via interoffice memorandum, define the type of article, what the article will

depict, and how it will make reference to the Colorado Springs Police Department, what the proceeds will be utilized for, how many items are desired, and what sale price will be necessary in order to achieve the desired results. The request should be sent to the ~~Employee Activity Committee~~ ~~Uniform Standards Committee~~, c/o the Office of the Chief of Police. The members of the ~~Employee Activity Committee-Uniform Standards Committee~~ will review the request and forward their recommendation for approval or disapproval to the Chief of Police, ~~Commander of Professional Standards~~, who will ~~be responsible for make the~~ final approval or disapproval.

.20 Financial Arrangements

The ~~Chief of Police~~ ~~Commander of Professional Standards~~ will send the approved request to Fiscal Services. The requesting party will then forward vendors' price quotes for the order, including art charges, shipping, etc., to Fiscal Services, which will compute applicable sales or use taxes and notify the requesting party. The requesting party is responsible for obtaining city and state sales tax licenses and for paying all costs associated with the acquisition of goods or services. Fiscal Services will provide a control form that the requesting party will use to detail the price and quantity of the goods sold. The completed and signed form will be returned to Fiscal Services with the funds generated by sales, once all the merchandise has been sold. The Fiscal Services Section will prepare the resolution to go to Council to account for the money, and a check will be prepared to the Requesting Party.

.30 Volunteers

All civilian volunteers who wear shirts, tee shirts, polo shirts, jackets, or other items of apparel which display the name, initials, or a logo of the Department, must have the word "Volunteer" on the front of these garments. Requests for such use by volunteers shall go directly to the Chief of Police ~~Commander of Professional Standards~~, who is the sole approving authority, and shall not be sent to the ~~Employee Activity Committee-Uniform Standards Committee~~.

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Colorado Spring Police Department **General Order 1270** **-- Purchasing Procedures**

Active date: 1/3/2006

Supersedes date: 12/5/1994

.01 Purpose

To specify rules and procedures for financial responsibility within this Department.

.02 Cross Reference

G.O 1004.03 Management Services Division

G.O. 1262 Travel Advance Reimbursement

.03 Discussion

This space intentionally left blank.

.04 Policy

Because of potential financial burdens being placed on this Department and the City of Colorado Springs, all employees shall use the correct and approved procedure for procurement of items and/or services used by this Department.

.05 Definitions

This space intentionally left blank.

.10 Fiscal Services

Fiscal Services has the responsibility of financial control within the Department. This includes the allocation of funds, purchasing and inventory of materials. All matters of a financial nature are to be coordinated with the Fiscal Services Office.

.12 Procedure for Planning Acquisitions

Employees are authorized to seek information from possible suppliers and/or vendors. However, employees are directed to use extreme care not to imply a commitment by the Department to purchase services or materials.

.14 Procedure for Making Purchases

All purchases must be coordinated with the Fiscal Services Section. Employees making a purchase request are to include detailed specifications of the requested items in a memo for their supervisor's authorization. This memo is then forwarded to the Fiscal Services Section. Once approved, and availability of funds is verified, the Fiscal Services Section will decide the appropriate method of purchasing, i.e. the formal bid process, purchase via Field Purchase Order, purchase by using a vendor on a pre-approved Annual Contract or Blanket Purchase Order.

Services and materials in excess of five hundred dollars are required to be submitted for a formal bid process. In most cases, purchases with a total cost of less than five hundred dollars can be made by using a Field Purchase Order, which can be issued immediately, providing the vendor will accept this order.

.16 Procedure for Planning Reimbursement

When planning to purchase any item with the intent of being reimbursed, employees are directed to first seek approval for the purchase through their immediate supervisor.

Employees should then check with the Fiscal Services Section to see if the items can be obtained through a pre-approved vendor by a Field Purchase Order. This would eliminate the need for the employee to purchase the item with personal cash and then wait to be reimbursed.

If the items to be purchased can not be supplied by an approved vendor, an Expense Summary Form will be used to record the purchase. The Expense Summary Form and purchase receipts are then sent to the Fiscal Services Section and forwarded to the City Controllers Office for reimbursement.

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Colorado Spring Police Department
General Order 1280
-- Building Security

Active date: 5/11/2007 7:46:38 AM

Supersedes date: 12/12/2005

.01 Purpose

To define the security methods and procedures for the Police Operations Center, Falcon, Stetson Hills, Sand Creek, and Gold Hill Divisions, and to identify responsibility for security. Included in this policy are guidelines on visitor sign-in procedures, identification/badges, security cameras, locking systems, and intrusion/panic and fire alarms.

.02 Cross Reference

G.O. 1650, Employee Conduct
SOP P1-12, Sally Port
SOP P1-13, Holding Cell Operations
SOP P1-29, Community Room Operations
SOP P1-168, Patrol Security

.03 Discussion

Because Police Department facilities are critical to the delivery of services to the public in times of emergency or disaster, it is imperative that adequate security be maintained therein so that emergency and critical operations are not adversely affected.

This is particularly true of the Police Operations Center, which contains the Colorado Springs Public Safety Communications Center that is responsible for handling of Police, Fire, and Emergency Medical Communications, as well as the Emergency Operation Center that is activated in times of natural and man-made disasters to coordinate the general governmental response.

It is also true of Falcon, Sand Creek, Stetson Hills, and Gold Hills Divisions which would be staging points for operations and services in times of emergency or disaster.

The Police Service Representatives are responsible for maintaining building security through identification of visitors, controlling building access and monitoring security systems. The building design is such that the Duty Desk Officer is available for assistance during unusual circumstances.

.04 Policy

Building security procedures for the Police Operations Center, and for the Falcon, Stetson Hills, and Sand Creek facilities, are hereby established.

.05 Definitions

This space intentionally left blank.

.08 Access to and Use of Department Community Rooms

The department has five rooms, located in the Police Operations Center and the Sand Creek, Falcon, Stetson Hills, and Gold Hill Divisions, that primarily serve as meeting locations for the Police Department in carrying out its official functions. These rooms are not part of the normally secured portion of these facilities and are made available to community groups, free of charge, for the purpose of holding meetings, on an "as available" basis, subject to the limitations defined in this General Order. It is explicitly understood Department functions take precedence over any community use.

In a free and democratic society, it is important that a police agency be impartial in its enforcement of the law and avoid apparent or actual partisanship in disputes that may subsequently require police intervention or enforcement action. Thus, there are certain activities which are fundamentally incompatible with the basic police mission, and that are therefore not permitted in the Police Department's Community Rooms. These include meetings by groups for the purpose of planning, facilitating or committing criminal acts or, advocating or inciting violence against a segment of the community, or advocating or inciting the violation of local, state or federal law, including advocating the violation of the civil rights of any group of citizens.

The Community Rooms may not be used for the purpose of planning strikes, public demonstrations, picketing, or similar activities because of the likelihood that the Police Department will subsequently be called to regulate such events, and protect the rights of both those who are engaged in these activities and the rights of those at whom the activities are directed.

The use of these rooms is specifically restricted to not-for-profit activities. Use of the Community Rooms for political fundraising is likewise prohibited because of the aforementioned requirement for the Department to maintain impartiality in public controversies. Other regulations related to reasonable restrictions on activities in the Community Rooms shall be established by Patrol Bureau Standard Operating Procedure. This includes restrictions on activities involving such things as food, drink, crafts activities and/or other things that may cause damage, cleaning issues, noise, or any other activity that might cause a disruption of Department operations.

Subject to the limitations set forth in this General Order, the Community Rooms are open to the general public. Because of this fact, members of the public are free to attend those meetings that are scheduled by other citizens therein, provided they do not engage in disruptive behavior at these meetings. A request by a person or group that has scheduled a meeting in the community for non-invited persons to leave, is just that, a request. Such a request can not be legally

enforced. Individuals who wish to hold a truly private meeting should be advised to consider holding it on private property where such an expectation of privacy exists. Persons who disrupt meetings being held in the Community Room may be subject to arrest and prosecution in accordance with the applicable statute or ordinance.

Any group that wishes to use the Community Room will make that request to the Division Commander or his/her designee describing the proposed use of the room, and stating the dates and times for which the request is made. No reservations shall be made for the use of the rooms spanning more than one calendar year. No reservations for the next calendar year shall be made prior to September 1. The Division Commander or designee shall review the request and assure that it complies with this General Order and Patrol Bureau procedures.

Prior to actually using the room, a representative of the group wishing to use the Community Room shall sign a waiver of liability for any damages that might arise as a result of, or incidental to, the use of the room. At that time he/she shall also be provided with a copy of the rules related to the use of the room. These documents shall specify procedures related to the use of these rooms during times of heightened threat level as declared by the Federal Department of Homeland Security. These forms shall also state that members of the Department retain the right to inspect or otherwise be present during any activities held in the Community Rooms in order to assure public safety, building security, and that the use of the Community Rooms comports with these regulations.

The Division Senior Office Specialist will maintain the schedule for the use of the Community Rooms and will establish a file for the "Release and Indemnification Agreement" forms. Misrepresentation by any group as to the nature of the activities to be conducted in a Community Room is grounds for summary termination of permission to use the room. Likewise, the Division Commander or his on-duty designee may summarily terminate the permission to use the Community Room by any individual who is determined to be engaged in behavior incompatible with the mission or operations of the Police Department, that pose a risk to the security of the facility, or that otherwise interfere with the operations of the Department.

.09 Special Procedures for Community Rooms During Times of Heightened Terrorist Threat Levels

From time to time the Federal Department of Homeland Security (DHS) will issue declarations related to the level of threat of terrorist attack against the United States of America. These are based upon a daily assessment of available evidence, both published, and unpublished. When a level of heightened threat level is declared, the Police Department has specific obligations. These, in turn, affect the level of access by members of the General Public to Police Department facilities in general, and Community Rooms in particular.

The DHS defines threat levels in the following manner:

- Red: Severe Risk of Terrorist Attack
- Orange: High Risk of Terrorist Attack

- Yellow: Elevated Risk of Terrorist Attack
- Blue: Guarded - General Risk of Terrorist Attack
- Green: Low Risk of Terrorist Attack

When the declared threat level is "Yellow", all use of the Community Room at the Police Operations Center (POC) by members of the public in connection with activities not hosted by the Police Department (and therefore subject to security provided by the continuous presence of Department personnel) will require a brief security screening. This screening shall consist of individuals attending meetings being required to sign-in prior to use of the facility, and being required to produce valid identification to verify identity.

When the declared threat level is "Orange", all use of the Community Room at the Police Operations Center (POC) that is not hosted by the Department is suspended. Likewise, when threat level "Orange" is declared, persons using the Community Rooms in Department facilities other than the POC in connection with activities not hosted by the Police Department (and therefore subject to security provided by the continuous presence of Department personnel) will be required to submit to a brief security screening. This screening shall consist of being required to sign-in prior to use of the facility, and being required to produce valid identification to verify identity. Additionally, the public bathrooms and Community Rooms shall be kept locked and secured except while in use during this declared threat level.

When the DHS declared threat level is "Red", all use of the Community Room at all Police facilities that is not hosted by the Department is suspended until such time as the threat level is reduced. Additionally, the public bathrooms and Community Rooms shall be kept locked and secured except while in use during this declared threat level.

When heightened security procedures discussed above are in place, the regulations that apply to the general public shall be posted at the entrance of the specific facility affected. Unless a specific incident occurs during a period of heightened security that requires the retention of the aforementioned security sign-in logs for investigative purposes, said logs shall be expunged and destroyed by the division 60 days after the specific meeting.

.10 Procedures For Secured Areas of Police Facilities

All persons entering a secured area of a Police Building, who are not members of this agency or are not temporarily assigned to this Department, shall sign the visitor log. The secured area is defined as any area beyond the lobby or community rooms.

Each visitor signing in shall provide an identification document, preferably with a picture, and is required to sign-in on the Visitor's Log. Minor children, 16 years of age and younger, will not be required to provide identification and will not be issued a visitor pass. Children must be accompanied by an adult who is issued a visitor pass, or an employee of the Department. The visitor will be issued a visitor's pass that will be worn on the outermost garment. The identification received will be placed in the slot from which the pass was obtained. The visitor's

identification will be returned when the visitor signs out and returns the visitor's pass.

The employee to be visited will be notified, by the PSR, of the visitor's presence. The visitor can either be directed to the employee's work area and a request made that someone meet the visitor at the elevator lobby or section reception area, or the employee will come to the lobby and escort the visitor while he or she is in the building.

It shall be the responsibility of each Department employee to challenge any person in the building not in compliance with this policy. Non-sworn employees may bring the presence of a non-complying person to the attention of a sworn employee, rather than making the challenge themselves.

Persons requiring entrance to the secured parking areas will advise the front desk of their name, employer and nature of business. If the person has a valid reason for entrance to the parking area, such as vehicle maintenance worker, gas delivery, trash pickup, etc., the PSR will record the provided information and the time of arrival on the visitor's log. Law enforcement personnel from outside El Paso or Teller Counties will be required to follow visitor sign-in procedures.

.15 Notice of Security Procedures To Be Posted

At each entrance of each Police Department facility, a placard shall be posted in plain sight advising that visitors to the facility are subject to search for weapons and contraband.

.20 Visitor Passes

Visitor Passes are to be used at the POC. All persons visiting a secured area of a Police Building, who are not members of this agency or are not temporarily assigned to this Department, shall sign the visitor log. Passes will be issued by PSR after following the procedure outlined in section .10.

Exceptions/Visitors:

- Retired members of the Department who have a valid ID card. The ID card must be worn on the outermost garment while in a secure area.
- Citizen Advisory Members who have a valid ID card. The ID card must be worn on the outermost garment while in a secure area.
- Law Enforcement and Fire Department personnel employed within El Paso and Teller Counties, when in uniform, may be allowed access to secured areas and need not sign in or display a visitor's pass. A member of such agency, when not in uniform, will be required to provide identification prior to being allowed access to a secured area. The identification will be exchanged for a visitor pass that will be worn on the outermost garment. The non-uniformed member will not be required to sign the visitor log.
- Visitors being escorted by Department members, into secured areas of a police building, are the responsibility of such Department members and are exempt from the sign-in

procedures. Such persons may be issued a visitor pass, if requested. The employee escorting the visitor shall be responsible for returning the visitor pass.

- Members from outside agencies, having Department ID cards along with a Card Key, are required to wear their cards on their outermost clothing.
- The following persons shall be exempt from sign-in procedures and will be provided a visitor's pass that will be worn on the outermost garment:
 - Elected officials of the City of Colorado Springs
 - The City Manager or members of his staff
 - City Department Heads
 - Civil Service Commission members
 - Any other community member authorized by a Division Supervisor

.30 Identification

Sworn and civilian personnel of this Department, and any others assigned to the POC, are required to display their identification card on the outermost garment whenever they are in the buildings. An exception is made for uniformed employees while in full uniform. Employees using the fitness center need not wear their ID, but should have ready access to it.

.40 Security Cameras

Cameras are placed strategically throughout the interior and exterior of the POC, Falcon, Sand Creek, Stetson Hills, and Gold Hill Division buildings. Monitoring/video recording equipment, with audio capabilities, will be located at the front desk and one monitor will be located in the Duty Desk Office.

The front desk personnel will have primary responsibility for monitoring the security cameras. Whenever a situation arises that prevents the front desk personnel from properly monitoring, the Duty Desk Officer should assist. Also, all camera locations have video recording capability. The responsibility for the operation of the video equipment is that of the front desk personnel or the Duty Desk Officer. Operation/maintenance manuals will be maintained at the front desk.

The Falcon, Gold Hill, Stetson Hills and Sand Creek Division facilities each have three locations with audio capabilities. Front desk personnel will be responsible for monitoring these audio locations. These are a microphone/speaker at the main entrance, one at the gate to the secured parking lot, and a microphone in each of the holding cells.

.50 Locking Systems

Locking systems for Department buildings consists of Card Key proximity readers, electrical locks, and standard key locks. Card Keys and door keys will be issued, individually, as needed.

The combinations for the mechanical and electrical locks will be changed periodically or upon

detection of a security violation. In the case of a security breach, if the violator has obtained the combination or key to any of the security systems, the person determining the violation will immediately report the incident to a supervisor. The violation will also be documented in an Interoffice Memorandum and forwarded to the Division Commander. Any requested changes in mechanical or electronic locks or combinations will be directed to the Management Services Division (Mechanical ♦ Fiscal Services Section / Electronic ♦ Logistics Support Section).

The locking of the front entrances will be the decision of the Shift Sergeant, although the doors should be unlocked during normal work hours and early evening.

.60 Card Key System

Access to Department buildings is controlled by the Card Key system. Each employee is issued an identification card that is also a key card. This numbered card key is assigned to that specific employee. Each employee's access to specific areas is programmed into the computer. Placing the card in front of a card reader sends a signal to the computer. If that card reader governs an area to which the employee is allowed access, the computer releases the magnetic lock. Whenever a card key is placed in front of a reader, the computer records the date, time, location, and card key number.

In response to failures of the card key security system, a call-out list of authorized responders will be maintained in the Communication Section and the Police Operations Center Duty Desk office. The maintenance of the system is the responsibility of the Logistics Support Section.

Identification cards and card keys are the sole property of the Colorado Springs Police Department and shall be returned to the Human Resources Section when new cards are issued or the individual is no longer employed or involved with the Police Department.

If any department employee should have their identification card and/or card key lost or stolen, they shall report it immediately to 444-7000. That department employee will have to prepare an interoffice memorandum giving as many details as possible concerning the situation, to the Chief of Police, requesting that a new card be issued. This report may be hand carried through the chain of command for expediency, as necessary.

The cost of the card key will be recovered in most cases by the imposition of a \$15.00 fee for the replacement card. Immediate supervisors may make recommendations concerning replacement expenses within his/her discretion. The final decision whether or not to impose replacement charges will be made through the Chain of Command.

Department employees must contact the Logistics Support Manager to be issued a new card. Replacement approval for defective/damaged card keys should be obtained through the Logistics Support Manager. A change in position classification may result in the need for an updated identification card or access level. The Logistics Support Manager shall ascertain the need for updated access cards.

.70 Intrusion, Panic, and Fire Alarms

Falcon, Sand Creek, Stetson Hills, and Gold Hill area commands have panic alarms in the holding cells and a fire alarm system in the building. The Police Operations Center (POC) has various types of alarms in the following locations:

- Intrusion alarm in the evidence section
- Intrusion alarm in the forensic laboratory section
- Intrusion alarm in the laboratory's vehicle examination bay
- Intrusion alarm in the Chief's Office
- Intrusion alarm in the roof hatches
- Panic alarm in the polygraph offices
- Panic alarm in the holding cells
- Fire alarm system throughout the POC

Whenever an audible or silent alarm is activated, the Shift Sergeant or designee and the Communication Center shall be notified by the Police Service Representative. The Shift Sergeant is responsible for investigating the cause of the alarm, evacuating the building or holding cells if necessary, and taking appropriate action in response to the alarm.

The Commander must also ensure that the alarms are reset properly. If the fire alarm system is activated, the Colorado Springs Fire Department may be notified to respond and assist in the investigation, if necessary. Whenever a fire alarm is activated in the POC, it is also necessary to immediately notify the on-call Management Services Division representative, to ensure the proper resetting of the system. A call-out list will be maintained on file in the Communications Center.

.80 Emergencies

When an employee in any area command, who has a telephone paging system, observes or needs emergency assistance, a call of Code 20 along with a description of the problem and the area requiring assistance (i.e., front desk, jail, parking lot, sally port, etc.) should be given. The Shift Sergeant or any other sworn personnel should respond to that location to provide assistance, as needed.

.90 Firearms in Police Facilities

Persons with valid concealed handgun permits may carry concealed handguns on the premises of public areas of police facilities. These areas are the front public lobbies and community rooms. Except for authorized law enforcement personnel, firearms are prohibited in all secure areas of police facilities, which are those areas controlled by access card or otherwise identified as secure areas. Violators will be denied entry and will be subject to criminal prosecution.

Handheld magnetometers are available at the patrol division front desks for use by officers if they reasonably suspect that someone, other than a law enforcement officer, seeking entry to the secure area is concealing a firearm. If an officer has reasonable suspicion that an individual may be armed and poses a threat to others, the officer may temporarily disarm the individual.

Persons legally and safely carrying displayed firearms are not prohibited from public areas of police facilities.

CSPD civilian employees, unless required by their job duties (e.g., Marshals), are prohibited from carrying firearms while performing City business, regardless of any legal permits that may have been issued.

.92 Access to Police Facility Secure Areas by Concealed Handgun Permittees

Designated access card entrances to secure areas of police facilities will bear a placard identifying that area as a restricted and secure area in which firearms and other deadly weapons are prohibited except for authorized law enforcement personnel.

Persons with valid concealed handgun permits will not be allowed to bring their handguns into the secure areas of police facilities. Secure areas are those areas controlled by access card, or otherwise defined as secure areas. When CSPD front desk personnel are advised of a person with a valid concealed handgun permit seeking entry to the secure area, a CSPD officer will be summoned, and that officer will:

- Verify that the permittee has a valid permit to carry a concealed handgun
- Instruct the permittee to safely stow the handgun in one of the gun lockers, monitor the process, and take custody of the gun locker key
- When the permittee returns from the secure area a CSPD officer will monitor the removal of the handgun from the locker by the permittee to assure safety

If a person enters the secure area with a handgun, they must turn it over to a police officer while conducting business in the secure area of the building. If they refuse to relinquish the handgun, the officer must inform the person that they need to relinquish the handgun to conduct their business or leave the building. If the person refuses to relinquish the handgun and refuses to leave. That person may be charged with City Trespass on Private Property.

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Colorado Spring Police Department **General Order 1285** **-- Restricted Building Access**

Active date: 5/11/2007 1:21:00 PM

Supersedes date: 2/1/2005

.01 Purpose

To define security methods, responsibilities and procedures for all Police facilities. Included in this policy are guidelines on restricted employee access, sign-in procedures and criteria for denying access to employees.

.02 Cross Reference

G.O. 1131 Enhanced Tactical Communications System

G.O. 1280, Building Security

G.O. 1610 Discipline

G.O. 1620 Complaints and Internal Investigations

G.O. 1650 Employee Conduct

SOP P1-15 Police Service Representatives

SOP P1- 147 Duty Desk

.03 Discussion

Building security of all Police facilities is of the utmost importance. Security of all employees is a concern of the Department and every effort to secure our facilities will be taken. All employees are responsible for maintaining building security through identification of employees, controlling building access and ensuring that employees and visitors entering are authorized to do so. Sworn and civilian personnel will display their identification card on the outermost garment whenever they are in the building. Individuals not wearing identification, other than uniform personnel, should be stopped, challenged, and identified.

.04 Policy

Building security procedure for all Police facilities regarding access of restricted employees is hereby established.

.05 Definitions

MEMBER: Designates any employee of the Police Department, including officers and civilians.

COMMAND OFFICER: Designates any officer/civilian who has attained the rank or equivalent of Lieutenant or higher.

STAFF OFFICERS: The Chief of Police, all Deputy Chiefs, all Commanders and the Director of Management Services.

RESTRICTED EMPLOYEE: An employee or volunteer whose authorization to be in the secured area of a Police facility has been limited.

DENIED EMPLOYEE: A former employee or volunteer whose authorization to be in the

secured area of a Police facility has been denied.

CSPD EMPLOYEE DIRECTORY: A directory accessed through the CSPD Intranet under "Web Systems." The directory lists all CSPD employees, their classification, assigned area, personal identifying information, phone numbers and picture.

.10 Restricting Access of an Employee

The Internal Affairs Unit will be responsible for entering and removing an employee's restricted status through the internal card key system and CSPD Employee Directory. Access will be restricted under the following disciplinary conditions:

- at the direction of the Chief of Police
- at the direction of the Commander of the Office of Professional standards
- at the request of any Staff Officer of Lieutenant conducting an investigation where safety or building security becomes a concern
- when an employee has been subjected to Emergency Relief from Duty (GO 1620.64)

In order to restrict access the Internal Affairs Unit will place a restricted notice on the involved Department member's individual record.

An individual employee record that has been restricted will be indicated in the CSPD Employee Directory. The record will be designated by the words "RESTRICTED ACCESS," which will be written in red across the file.

Once access has been restricted to an employee, a notice will be sent via ETACS to advise Department members of the restriction. The employee's access will also be restricted through the internal card key system. Once an ETACS message has gone out to the organization that a given employee is on "Restricted Access", then no Department member should provide entry to non-public areas of any police facility to such an employee. If such a situation takes place, it will be the responsibility of that member to contact the nearest supervisor.

If an emergency arises that requires a supervisor to restrict access of an employee, i.e. GO 1620.64, the Internal Affairs Unit should be called. After normal business hours the Lieutenant should be paged and called at home. If the Lieutenant cannot be reached, have dispatch notify the on call Internal Affairs Investigator or the Office of Professional Standards Commander.

In the event the CSPD Employee Directory is down, any member of the Internal Affairs Unit can be contacted for verification of restricted status. After hours, page and call the Lieutenant at home or the on call Investigator.

.11 Denying Access of an Employee

The Internal Affairs Unit will be responsible for entering and removing an employee's denied

status through the internal card key system and CSPD Employee Directory under the following disciplinary conditions:

- at the direction of the Chief of Police
- at the direction of the Office of Professional Standards Commander
- a request by any command officer conducting an investigation where safety or building security becomes a concern
- anytime a current or former employee presents a safety or security concern/risk to Department members or facilities

In order to deny access the Internal Affairs Unit will place a denied notice on the involved Department member's individual record.

An individual employee record that has been denied will be indicated in the CSPD Employee Directory. The record will be designated by the words "DENIED ACCESS," which will be written in red across the file.

Once access has been denied to an employee, a notice will be sent via ETACS to advise Department members of the restriction. The employee's access will also be denied through the internal card key system.

Once an ETACS message has gone out to the organization that a given employee is on "Denied Access", no Department member should provide entry to non-public areas of any police facility to such an employee. The only exception is if the member is a suspect, victim, or witness of a crime, in either case they will be escorted and under the visual or physical control of an officer at all times.

If a person with denied access is observed in a secured areas of the department facility unescorted they should be stopped, detained and a supervisor contacted immediately. Due to potential security or safety concerns/risks sound officer safety practices should be utilized.

If an emergency arises that requires a supervisor to deny access of an employee, i.e. GO 1620.64, the Internal Affairs Unit should be called. After normal business hours the Lieutenant should be paged and called at home. If the Lieutenant cannot be reached, have dispatch notify the on call Internal Affairs Investigator or the Office of Professional Standards Commander.

In the event the CSPD Employee Directory is down, any member of the Internal Affairs Unit can be contacted for verification of denied status. After hours, page and call the Lieutenant at home or the on call Investigator.

.12 Un-restricting Access of an Employee

Once it has been determined that access restriction is no longer needed, the Internal Affairs Unit will be responsible for ensuring the "RESTRICTED" or "DENIED ACCESS" notice is removed from the Employee Directory and card key access is re-initiated. Additionally, a notice

will be sent via ETACS to advise Department members.

The Internal Affairs Unit should be called or paged so restrictions can be removed. After normal business hours, the Lieutenant should be paged and called at home. If the Lieutenant cannot be reached, have dispatch notify the on-call Internal Affairs Investigator or the Commander of the Office of Professional Standards.

If the CSPD Employee Directory is down, any member of the Internal Affairs Unit can be contacted for verification of unrestricted status. After hours, page **and** call the Lieutenant at home or the on-call Investigator.

.15 Entry Into a Police Facility With or Without an Identification Card

An employee entering a Police facility without an internal access card shall be required to report to the main public entry and sign the visitor log. The PSR or individual granting entrance will be responsible for checking the CSPD Employee Directory to see if the employee requesting entry has restricted access. If the Individual Record of the employee indicates the employee is, "RESTRICTED or DENIED" access shall be denied, and a supervisor shall be notified immediately.

If an employee simply forgets their identification card, the employee will sign in and display a valid picture ID card, i.e. driver's license. The ID card must be worn on the outermost garment while in a secure area.

An employee will follow the same procedure as above if he or she has an identification card that does not activate the card key system.

.20 Escort While on Department Property

A restricted employee shall be escorted by a supervisor or his designee while on Police property.

The employee must have a specific and legitimate purpose for needing access to the property. If there are questions regarding access, any supervisor can contact a member of Internal Affairs or page the on-call Internal Affairs Investigator for clarification. Any supervisor can deny access pending contact with Internal Affairs, the Division Commander or any Staff Officer.

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Colorado Spring Police Department

General Order 1290

-- Fire Plan Procedures and Fire Alarm System

Active date: 4/5/2005

Supersedes date:

.01 Purpose

To provide fire drill and evacuation procedures for any disaster, actual or potential, that occurs at the Police Operations Center (POC) Falcon/Sand Creek, and Stetson Hills, Divisions, and to describe the fire and alarm equipment installed in the buildings.

.02 Cross Reference

G.O. 773, Sick or Injured Prisoners
G.O. 785, Arrest Holding Cell Guidelines
G.O. 1280, Building Security
CALEA Standards 72.1.1, 72.3.1, 72.3.2

.03 Discussion

The POC has special evacuation considerations on several floors due to the specialized nature of the building. Employees should be thoroughly familiar with the special considerations listed for each floor.

.04 Policy

Building fire drill and evacuation procedures for the POC, the Falcon, Sand Creek and Stetson Hills facilities are hereby established.

.05 Definitions

This space intentionally left blank.

.10 Fire Evacuation Plan

POC:

If there is a fire within the building and the ALARM HAS NOT SOUNDED the person finding the fire is to:

1. Close any doors to the fire areas.
2. Pull the nearest fire alarm box.
3. Call the Duty Desk Officer and inform him/her of the location and type of fire.
4. Dial 9-1-1 from a safe location.
5. Exit the building using the closest stairwell. DO NOT USE THE ELEVATOR. Proceed to the Evidence/Supply Annex Building Parking Lot.
6. Do not return to the building until told it is clear to do so.

In the event that the FIRE ALARM HAS SOUNDED, the procedures outlined below are to be followed:

1. Personnel, with the exception of the Communications Center, must evacuate the building.
2. IF THE DOOR IS HOT, DO NOT OPEN!
 - a. Feel the exit door handle for any indication of heat. It is an indication the fire is located immediately outside the door.
 - b. Check to see if smoke is seeping into the room from the bottom of the door. If there is smoke, place a wet towel, or something similar, tightly between the bottom of the door and the floor.
 - c. Call 9-1-1 and inform them of your location within the building. Contact the Duty Desk Officer and provide him/her with the same information.
 - d. Relocate to a room with a window so that fire personnel can enter the building to rescue. Keep a lookout for the Fire Department. Wave a towel or something similar in the window to insure your location is noticed by the first arriving firefighters.
3. IF THE DOOR IS NOT HOT ♦ OPEN SLOWLY!
 - a. If the hallway is clear of smoke, proceed down the corridor to the nearest stairwell. DO NOT USE THE ELEVATOR.
 - b. Check to insure the stairway is clear of smoke. Proceed down the stairway and exit the building. DO NOT USE THE ELEVATOR.
 - c. Proceed to the Evidence/Supply Annex Building Parking Lot.

d. Do not return to the building until told it is clear to do so.

4. Handicapped Evacuation Procedures: Emergency situation can be a frightening time for occupants and employees with physical handicaps. Routine evacuations may become a significant challenge, especially since elevators are not accessible. The following guidelines are intended to provide maximum safety for persons who are physically challenged during emergency evacuation:

a. A complete list of handicapped occupants/employees should be in the possession of the Watch Commander or designee. The list should contain the person's name, location in the building (floor, Division, Section, Unit, and Room #), and a description of their handicap. This list should be provided to the Fire Department immediately upon their arrival.

b. To assist with evacuation, one or two able bodied persons should be assigned to the handicapped person. It is the duty of these "buddies" to ensure the person safely gets to the exit, or an area of safety within the building such as stairwell landing. The handicapped person should never be left alone.

c. If the handicapped person is alone and cannot evacuate the building without assistance, they should be instructed to stay in their office and notify 9-1-1 of their location and situation.

5. Holding Cell Evacuation Procedures: Whenever the fire alarm is activated, except during normal testing, the Fire Department will be called. In the event of an actual alarm, the Duty Desk Officer will be responsible for ensuring that:

a. The Communications Center is notified of the alarm and if there are prisoners held.

b. The prisoner(s) are evacuated from the holding cell(s). Prisoners will be moved to another Police facility or the Criminal Justice Center (CJC) for processing following procedures outlined in GO 785.

6. The Public Service Representative (PSR) will assist the Duty Desk Officer with evacuation of the building and open the gates to the parking lot to allow entrance for the responding emergency equipment.

7. Evidence Room Supervisor: The Card Key entry system defaults all doors to the open position. To maintain chain of custody, the Evidence Room Supervisor, or designee, will manually lock the designated evidence areas.

8. Dispatch and Communications: Personnel working police, fire, and E-911 stations shall not evacuate the Communication Center during an alarm unless the danger is imminent. The Dispatch Supervisor, or designee, will determine if there is a need to evacuate personnel. In the event of communications center evacuation, dispatchers will respond to the E-911 back-up Communications Center as soon as possible to restore public safety communications.

The Communication Center will, upon notification of the alarm and that there are prisoners in the building, dispatch the closet available marked unit to the building to assist the Duty Desk.

Falcon, Sand Creek, and Stetson Hills Divisions:

If there is a fire within the building and the ALARM HAS NOT SOUNDED the person finding the fire is to:

1. Close any doors to the fire areas.
2. Pull the nearest fire alarm box.
3. Call the Duty Desk Officer and inform him/her of the location and type of fire.
4. Dial 9-1-1 from a safe location.
5. Exit the building using the nearest building exit.

a. Falcon and Sand Creek: Proceed to the North (Visitor) Parking Lot.

b. Stetson Hills: Proceed to the Southwest end of the (Visitor) Parking Lot.

6. Do not return to the building until told it is clear to do so.

In the event that the FIRE ALARM HAS SOUNDED, the procedures outlined below are to be followed:

1. IF THE DOOR IS HOT, DO NOT OPEN!

a. Feel the exit door handle for any indication of heat. It is an indication the fire is located immediately outside the door.

b. Check to see if smoke is seeping into the room from the bottom of the door. If there is smoke,

place a wet towel, or something similar, tightly between the bottom of the door and the floor.

c. Call 9-1-1 and inform them of your location within the building. Contact the Duty Desk Officer and provide him/her with the same information.

d. Relocate to a room with a window so that fire personnel can enter the building to rescue. Keep a lookout for the Fire Department. Wave a towel or something similar in the window to insure your location is noticed by the first arriving firefighters.

2. IF THE DOOR IS NOT HOT ♦ OPEN SLOWLY!

a. If the hallway is clear of smoke, proceed down the hall corridor to the nearest building exit.

b. Exit the building using the nearest building exit.

(1) Falcon and Sand Creek: Proceed to the North (Visitor) Parking Lot

(2) Stetson Hills: Proceed to the Southwest end of the (Visitor) Parking Lot

c. Do not return to the building until told it is clear to do so.

3. Handicapped Evacuation Procedures: Emergency situation can be a frightening time for occupants and employees with physical handicaps. Routine evacuations may become a significant challenge, especially since elevators are not accessible.

The following guidelines are intended to provide maximum safety for persons who are physically challenged during emergency evacuation:

a. A complete list of handicapped occupants/employees should be in the possession of the Watch Commander or designee. The list should contain the person ♦s name, location in the building (floor, Division, Section, Unit, and Room #), and a description of their handicap. This list should be provided to the Fire Department immediately upon their arrival.

b. To assist with evacuation, one or two able bodied persons should be assigned to the handicapped person. It is the duty of these ♦buddies♦ to ensure the person safely gets to the exit, or an area of safety within the building such as stairwell landing. The handicapped person should never be left alone.

c. If the handicapped person is alone and cannot evacuate the building without assistance, they should be instructed to stay in their office and notify 9-1-1 of their location and situation.

4. Holding Cell Evacuation Procedures: Whenever the fire alarm is activated, except during normal testing, the Fire Department will be called. In the event of an actual alarm, the Duty Desk Officer will be responsible for ensuring that:

a. The Communications Center is notified of the alarm and if there are prisoners held.

b. The prisoner(s) are evacuated from the holding cell(s). Prisoners will be moved to another Police facility or the Criminal Justice Center (CJC) for processing following procedures outlined in GO 785.

c. The Front Lobby and the Community Room are evacuated, and should assign one or two officers to ♦guard♦ the public entrance.

5. The Public Service Representative (PSR) will assist the Duty Desk Officer with evacuation of the building and open the gates to the parking lot to allow entrance for the responding emergency equipment.

.20 Fire Drill Procedures

POC, Falcon, Sand Creek, and Stetson Hills Divisions:

An emergency plan is only effective when it is practiced and rehearsed. This is done by conducting regularly scheduled fire evacuation drills with employees. An effective fire exit drill contains the following elements:

1. The fire evacuation drill involves all employees of the building or work area. This may mean conducting a separate drill for each shift, or alternating the times of the drill. In any case, all employees must be involved in the fire exit drill.

2. The fire evacuation drill should be conducted at least twice a year. At the end of the calendar year, December 31st, forward the logs to the Police Logistics Support Manager, MC: 1565.

3. THE FIRE EVACUATION DRILL SHOULD BE ANNOUNCED, IT SHOULD NOT BE A SURPRISE! When drills are unannounced it develops an attitude in the employees that when the alarm sounds it is a drill, not an actual emergency. By announcing the drill, employees will know that an unannounced alarm means an actual emergency exists.

4. The fire evacuation drill must follow the procedures exactly as they are outlined in the fire evacuation plan.

5. A critique should be provided to the employees involved in the drill once the drill is completed. Recognize the actions taken that were correct, as well as those which need improvement.

6. If the fire alarm is activated during the drill (instead of using the test alarm feature) contact the alarm company and the Colorado Springs Fire Department. Once the drill is finished, contact the alarm company and the Fire Department and inform them the drill has been completed.

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Colorado Spring Police Department

General Order 1301

-- Treatment of the Public

Active date: 4/16/1989

Supersedes date:

.01 Purpose

To state broad guidelines for relations with the public.

.02 Cross Reference

All directives in Section 16, Professional Ethics and Discipline
CALEA Standards 26.1.1; 45.2.1

.03 Discussion

Police departments and other law enforcement agencies are financed with public funds and exist in order to serve and protect the public. A citizenry that appreciates its police agencies and cooperates with them is far easier to serve and protect than one which is hostile and resistive. Further, as police officers cannot be everywhere at once, law enforcement depends upon citizens, to a very large extent, for information necessary to prevent criminal activity and to bring criminals to justice. A primary duty, therefore, of every police employee, whether sworn or civilian, is to work toward making the agency's relationships with citizens harmonious and productive.

.04 Policy

The Colorado Springs Police Department is firmly committed to serving the public efficiently, honestly, and courteously. The guidelines in this General Order represent enduring principles that are binding upon all Department employees.

.05 Definitions

This space intentionally left blank.

.10 Courtesy

Department personnel will be courteous to the public and tactful in performing duties. Employees will not use coarse, violent, profane or insolent language and will not express by word or action any prejudice concerning sex, race, age, religion, politics, national origin or other similar personal characteristics.

.20 Responsiveness

Department personnel will be responsive to the needs and problems of the community and its members, consistent with the Department's mission. 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. Responsiveness will be manifested, at all levels of the Department, by a willingness to listen and a genuine concern for the problems of individuals and groups. The total needs of the community will be an integral consideration in designing programs to carry out the mission of the Department.

.30 Impartiality

Employees shall serve the public by direction, counsel, and in other ways that do not interfere with the discharge of their police responsibilities. Employees shall respect the rights of all persons and be of service to anyone who may be in danger, distress, or need of assistance, regardless of sex, race, color or creed. Employees shall maintain a strictly impartial attitude toward complainants, suspects, and violators, and shall not intimidate or harass any person for personal reasons under the color of authority.

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Colorado Spring Police Department

General Order 1302

-- Community Relations

Active date: 4/4/2007 9:47:24 AM

Supersedes date: 12/10/1998

.01 Purpose

To characterize Community Relations functions.

.02 Cross Reference

This space intentionally left blank.

.03 Discussion

Police functions and organizations are instruments created by society to preserve order and security. Both society and police organizations benefit from a relationship of mutual understanding and good will. The contacts of individual officers with community members are the most important elements of such a relationship. The Community Relations Unit exists to ensure that the relationship is positively developed and maintained.

.04 Policy

The Colorado Springs Police Department shall actively engage in ongoing efforts to improve its relations with the community it serves. To this end, the Community Relations Unit acts as a focal point for police efforts, to create and maintain a climate of cooperation and trust, to gather information about citizens' concerns, and to respond effectively to them.

.05 Definitions

This space intentionally left blank.

.10 Functions of the Community Relations Unit

In its broadest sense, the mission of the Community Relations Unit is to do everything possible to keep channels of communication open between the police department and the public, and to assure that developing or potential problems are addressed constructively. Specific functions of the Unit include:

- Assisting in the formulation of policy concerning police/community relations, in general, and relations with disaffected groups in particular.
- Continually evaluating department policies affecting community relations and recommending constructive changes.
- Publicizing agency community relations objectives, successes, and problems by use of press conferences, press releases, and public information meetings as necessary.
- Assisting in providing seminars, workshops, and other educational presentations for public and private organizations.
- Arranging speakers for neighborhood organizations, public and private agencies, schools, businesses, and other groups.
- Expediting the flow of information between the department and concerned citizens.
- Answering inquiries concerning department operations and procedures.
- Identifying training needs for department members by conducting interviews with citizens, citizen groups, and police supervisors.
- Serving as a mediator or negotiator between the department and citizen groups when problems arise.
- Assisting divisional crime prevention officers in identifying areas where Neighborhood Watch groups could be established or where other crime prevention activities could be helpful.
- Bringing to the attention of the Chief of Police and other police administrators any actual or potential problems in police/community relations.
- Monitoring, evaluating, and interpreting information from the community and conveying it to the Chief of Police.
- [Acting as liaison between the police department and judiciary when issues arise.](#)
- [Overseeing the administration of the Colorado Springs Police Athletic League \(PAL\), serving as the program manager, supervising employees assigned to PAL and serving as liaison between the PAL Board of Directors and the Chief of Police.](#)
- [Maintaining regular contact with community-based organizations by meeting on a regular basis with the leaders or attending monthly meetings as appropriate.](#)
- [Developing and promoting programs leading to increased cooperation between the police and the community.](#)
- [Reviewing and reporting to the Chief of Police on city council agenda items that have an](#)

impact on the police department.

- Overseeing the administration of the Colorado Springs Police Department Cadet Program, to include significant activities and any issues or concerns.
- Representing the Office of the Chief of Police when personally contacting citizens who have either written or called the Chief of Police regarding issues of concern, and reporting the results of the contact to the Chief of Police.
- Drafting letters on behalf of the Chief of Police to citizens or organizations.
- Assuming the responsibilities of the Public Information Office as scheduled.
- Acting as the personal representative of, or special assistant to, the Chief of Police for community relations.
- Performing special functions pertaining to community relations, at the direction of the Chief of Police.

.15 Responsibilities of all Department Members

Whenever any department member receives information from any citizen or community group that would be considered a concern or problem, and would have a bearing on law enforcement activities that may impact community relations, that member shall forward the information either verbally or in writing to the Community Relations Unit.

The effective functioning of the Community Relations Unit is dependent upon its members being aware of a broad range of department activities that impact community relations. Liaison with both general and specialized operational components is essential. Both the Community Relations Unit and the other units have the duty to insure that liaison is continual, cooperative, and effective.

It shall be the ongoing responsibility of those supervising a department program to periodically inform the Community Relations Unit of the program's status. This may be done either in writing or orally and shall include information relating to how the program is impacting community relations, any successes and/or failures, any additional resources required for the program to be more effective, and how the program is received by the affected elements of the community.

It shall be the responsibility of the Community Relations Unit to insure that the Chief of Police is kept informed of the progress being made by these programs. This may be done either in writing or orally, at the direction of the Chief.

.20 Reports to Public Information Lieutenant

It shall be the responsibility of the Community Relations Unit to submit to the Chief of Police, through the chain of command, at least quarterly, a report that may be either written or verbal, documenting the points listed below. At the discretion of the Chief, this information shall be furnished to division commanders. At a minimum, the report shall include the following:

- A description of current concerns voiced by the community and by community groups.
- A description of potential problems that have a bearing on law enforcement activities

concerning community relations.

- A statement of recommended actions that address previously identified concerns and problems.
- A statement of progress made toward addressing previously identified concerns and problems.

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Colorado Spring Police Department

General Order 1303

-- Bias Based Profiling Prohibited

Active date: 4/12/2005

Supersedes date: 2/13/2002

.01 Purpose

To state unequivocally, that bias based profiling in law enforcement is totally unacceptable, to provide guidelines for officers of the Colorado Springs Police Department to prevent such occurrences, and to protect our officers from unwarranted accusations when they act within the dictates of the law and policy. [Examples of prohibited biased based profiling include, but are not limited to, traffic contacts, field contacts, asset seizures and forfeiture efforts, etc.](#)

.02 Cross Reference

G.O. 210, Traffic Law Enforcement

G.O. 1301, Treatment of the Public

G.O. 1302, Community Relations

G.O. 1620, Complaints and Internal Investigations

G.O. 1655, Police Officer Conduct

CALEA Standards: 61.1.7; 61.1.8

.03 Discussion

A fundamental right guaranteed by the Constitution of the United States, to all who live in this nation, is the right to equal protection under the law. Along with this right to equal protection is the fundamental right to be free from unreasonable searches and seizures by government agents. Citizens are free to walk and drive our streets, highways, and other public places, without police interference, as long as they obey the law. They also are entitled to be protected from crime and from the actions of reckless and careless drivers.

The Colorado Springs Police Department is charged with protecting these rights for all, regardless of race, color, ethnicity, gender, sexual orientation, physical handicap, religion economic status, age or other belief system.

Because of the nature of their business, law enforcement officers are required to be observant, to identify unusual occurrences and law violations, and to act upon them. It is this proactive

enforcement that keeps our citizens free from crime, our streets and highways safe to drive upon, and that detects and apprehends criminals.

This policy is intended to assist personnel of the Colorado Springs Police Department in accomplishing this total mission in a way that respects the dignity of all persons and yet sends a strong deterrent message to actual and potential lawbreakers that if they break the law, they are likely to encounter the police.

.04 Policy

It is the policy of the Colorado Springs Police Department to patrol in a proactive manner, to aggressively investigate suspicious persons and circumstances, and to actively enforce the motor vehicle laws, while ensuring that citizens will only be stopped or detained when there exists reasonable suspicion to believe they have committed, are committing, or are about to commit, an infraction of the law.

.05 Definitions

Bias Based Profiling - The detention, interdiction, or other disparate treatment of any person, on the basis of their race, color, ethnicity, gender, sexual orientation, physical handicap, religion, economic status, age or other belief system.

Reasonable Suspicion - also known as **Articulable Suspicion**: Suspicion that is more than a mere hunch, but is based on a set of articulable facts and circumstances that would warrant a person of reasonable caution in believing that an infraction of the law has been committed, is about to be committed, or is in the process of being committed, by the person or persons under suspicion. This can be based on the observations of a police officer combined with his or her training and experience, and/or reliable information received from credible outside sources.

.10 Departmental Procedures

Officers will receive initial and ongoing training in proactive enforcement tactics, including training in officer safety, courtesy, cultural diversity, the laws governing search and seizure, and interpersonal communications skills.

Training programs will emphasize the need to respect the rights of all citizens to be free from unreasonable government intrusion or police action.

Traffic enforcement will be accompanied by consistent, ongoing supervisory oversight to ensure that officers do not go beyond the parameters of reasonableness in conducting such activities.

Motorists and pedestrians shall only be subjected to stops, seizures or detentions upon reasonable suspicion that they have committed, are committing, or are about to commit an infraction.

When no enforcement is taken (e.g., no summons issued), and as a courtesy to the members of our community, officers will provide the individual(s) with his/her business card with the date and time of contact written clearly on any part of the card. In order to establish uniformity, C.S.P.D. business cards should provide some basic information. The following items should be

printed on the business cards:

- Officer's name
- IBM/badge number
- Division
- Division phone number
- Officer's voice mail number

Officers may include at their discretion, their email addresses, pager numbers, or any other appropriate information as listed on the standard City of Colorado Springs Business Card Order Form. Officers are reminded to document any "no-enforcement taken" contacts in their Daily Activity Report/Log Sheet, stating the reason for the contact and a brief summary of the action that was taken.

.20 Complaints

Any persons may file a complaint with the department if they feel they have been stopped or searched based on bias-based profiling, and no persons shall be discouraged, intimidated, or coerced from filing such a complaint, or discriminated against because of having filed such a complaint.

Any department employee contacted by a person who expressly states a desire to file such a complaint, shall provide the citizen with complete information on the process to file a complaint, and shall record the person's name, address, and telephone number if the complainant is willing to provide it. The department employee will then report the contact to his or her supervisor prior to the end of the shift.

Any supervisor receiving such a report shall make every reasonable effort to contact the complainant and initiate a Complaint Receipt Form. The supervisor shall then conduct a preliminary inquiry as outlined in [General Order 1620.30](#). If the supervisor can reasonably determine the employee may have violated this policy, the supervisor will also complete an Allegation of Employee Misconduct form, and forward all documentation to the Internal Affairs Unit for further investigation. If, after conducting a preliminary inquiry, the supervisor determines the employee did not violate this policy, the supervisor will forward his/her investigation and recommendation through the chain of command. Apparent violations of other Department policies will be handled in accordance with existing procedure.

All bias-based profiling complaints shall be reviewed, with the complainant being informed of the results of the department's review within a reasonable period of time. The report and the reviewer's conclusion shall be filed with Internal Affairs, and shall contain findings and any suggestions for disciplinary action or changes in policy, training, or tactics.

.30 Annual Report

ExamPer CRS 24-31-309 (4), the Colorado Springs Police Department will compile an annual report of all complaints alleging bias-based profiling. This report will not include the names of peace officers or the names of persons alleging profiling. This report will include any concerns reference agency practices, including citizen concerns, and will be made available to the public

upon request.

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Colorado Spring Police Department

General Order 1304

-- Crime Prevention Activities

Active date: 7/17/2005

Supersedes date: 4/16/1989

.01 Purpose

To characterize the ~~C~~crime ~~P~~prevention functions of the Colorado Springs Police Department.

.02 Cross Reference

CALEA Standards 45.1.1; 45.1.2; 45.1.3

.03 Discussion

When police agencies permit themselves to become entirely reactive, they see their responsibilities as simply to pick up the pieces after something has gone wrong. Physicians, in adopting the wellness concept, found that they could be far more effective than by limiting themselves to treating existing problems. Similar re-conceptualizing has, to a greater or lesser degree, had comparable results in other professions. The reactive functions of law enforcement will always be necessary and must not be reduced. However, by seeing themselves also as preventers of crime, police agencies across the country have created new roles for themselves as positive forces for social betterment.

.04 Policy

The Colorado Springs Police Department and its personnel are committed to the development, perpetuation, and improvement of community crime prevention programs. The ~~C~~crime ~~P~~prevention function is established to originate, develop, and monitor such programs in conjunction with citizens and with other components of the ~~D~~department. Prevention of crime is a primary goal of the ~~D~~department and each of its components.

.05 Definitions

This space intentionally left blank.

.10 General Information

The Crime Prevention Unit, established in 1978, developed and administered a number of programs, which involved members of the community, in efforts to prevent criminal activity. With the ~~D~~department's transition to decentralized services, the functions and goals formerly centralized in the Crime Prevention Unit have been transferred to ~~C~~crime~~P~~prevention components under the direction of each~~P~~patrol~~D~~division~~C~~commander. The major thrust of the components is to channel existing resources within the community, into productive systems for crime prevention and reduction, and to assist in developing new resources when desirable. Innovation and creativity are essential to these efforts, as are systematic evaluation and active

community outreach. Several programs started by the Crime Prevention Unit have proved so beneficial that they have achieved an independent identity. Among these are Crime Stoppers, Community Liaison, Neighborhood Watch, and numerous community education programs focusing upon specific problems.

.20 Goals and Objectives

The primary goal of the Crime Prevention program is to mobilize agency and community resources effectively to create a safer, healthier, and more satisfying environment in the community. Achieving the goal requires that the Department interact with other elements of the community in a variety of positive efforts that go beyond the traditional roles of police agencies. Specific objectives, at any given time, are dependent upon the needs of the community and its elements. Crime Prevention personnel will therefore cultivate relationships with community groups, businesses, public and private agencies, and others to give and receive information and to examine ways of bringing resources to bear upon problems.

.25 Ongoing Functions

Crime Prevention personnel will:

- Continually reevaluate crime prevention needs in conjunction with line units, Crime Analysis personnel, and other Department resources, and will annually prepare a report on objectives by geographical area and by crime types.
- Monitor ongoing programs directed at crime prevention and will evaluate each of them annually.
- Make annual recommendations, concerning both existing programs and potential or planned programs, through command channels, to the Chief of Police.
- ~~Keep a current copy of the Communications Center's list of resource persons and agencies for assistance in communicating with persons whose primary language is other than English.~~
- Keep the Department administration informed of crime prevention efforts and innovations in other jurisdictions that appear to have potential for productive local implementation. Will assist in setting up programs approved for local action.
- Use the principles of Crime Prevention Through Environmental Design (CPTED).
- Provide, through coordination with Research and Development, crime prevention input into the development and revision of zoning policies, building codes, fire codes, and residential and commercial building permits.
- Continue to coordinate activities of existing Neighborhood Watch and Business Watch groups and assist in organizing new ones, on request, or through outreach efforts in targeted areas.
- Respond to requests from schools, civic organizations, and other formal or informal groups for crime prevention presentations, and will seek out opportunities for making such presentations when appropriate.
- Facilitate citizen requests for crime prevention or crime reduction services by other police units.
- Participate in publicizing information related to crime prevention and in assisting the public in appropriate efforts.
- Make crime prevention recommendations on requests for residential/commercial sites

using the principles of CPTED.

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Colorado Spring Police Department General Order 1306 -- Crime Stoppers

Active date: 12/9/2005

Supersedes date: 4/16/1989

.01 Purpose

To characterize the interaction and relationship between the Colorado Springs Police Department and the Pikes Peak Area Crime Stoppers Program.

.02 Cross Reference

This space intentionally left blank.

.03 Discussion

~~Pikes Peak Area Crime Stoppers, Inc. assists all law enforcement agencies in El Paso County and Teller County in reducing crime. Its major goal is to increase citizens' involvement in criminal investigations, by assuring their anonymity, and monetarily rewarding those whose information leads to arrests. It is a nonprofit organization governed by a Board of Directors under bylaws registered with the State of Colorado. The Board rules on all matters and decisions pertaining to rewards, or to the functions and operations of the organization.~~

Pikes Peak Area Crime Stoppers is a public charity with 501(c)3 status (tax-exempt) that works with law enforcement agencies by offering cash rewards to citizens who remain anonymous and provide information regarding criminal activity in the 4th Judicial District. It is governed in accordance with State of Colorado nonprofit regulations by a Board of Directors, including liaisons from several local law enforcement agencies.

General programs include operating a call center where anonymous callers can provide tips on criminal activity or the whereabouts of wanted felons, and a Student Crime Stoppers Program which operates a similar tip line to encourage crime prevention and case resolution of school-related crimes. All tips are forwarded to the appropriate detective, unit, division, or school for follow-up.

.04 Policy

When Crime Stoppers receives information bearing upon criminal activities, the Colorado Springs Police Department assumes responsibility for investigating items pertaining to its own geographical jurisdiction. In cross-jurisdictional matters, the ~~Department~~ department coordinates referrals to the appropriate law enforcement agency and cooperates with those agencies.

.05 Definitions

This space intentionally left blank.

.10 Records Security

All records, documents, and materials that bear the name of Pikes Peak Area Crime Stoppers, Inc. or Crime Stoppers, and that are owned, wholly or in part, by that agency and that are in the possession or control of the Colorado Springs Police Department, shall be maintained under strict care and security.

.20 Assigned Personnel

Crime Stoppers is currently staffed by an outside civilian acting as Executive Director, a Colorado Springs Police Department civilian employee acting as the Call Center Coordinator, and a Colorado Springs Police Department officer assigned as Student Crime Stoppers Coordinator.

The Colorado Springs Police Department has a designated liaison on the board of directors and may assign additional officers to the crime stoppers function as it sees fit, and in accordance with the governance of the board of directors.

Sworn or civilian personnel of the Colorado Springs Police Department who are assigned duties with Crime Stoppers are also directly responsible to the ~~Department~~ department and are governed by all rules, regulations and policies of the ~~Department~~ department. ~~Assigned personnel include, but may not necessarily be limited to, the following positions: Police Officer Coordinators: Duties of the position include assuring that all incoming information pertaining to criminal activity is properly and expeditiously recorded, enhanced and maintained; insuring that such information is promptly referred to the appropriate agency or bureau for proper follow-up; assisting units or agencies involved in investigating Crime Stoppers tips, if time and priorities permit; assisting in preparing statistical and other reports submitted to the Board of Directors and/or to the CSPD.~~

.30 Follow-Up of Crime Stoppers Tips

~~Tips are usually followed up by officers who are not assigned to the Crime Stoppers Unit. The officer who conducts the follow-up investigation is required to treat the information in a professional manner, giving it the same credence as any other information received, and to keep the confidentiality of the informant as an absolute priority.~~

Crime Stoppers tip follow-up will be conducted utilizing the same procedures set forth for comparable leads. The investigating officer is required to treat the information in a professional manner, giving it the same credence as any tip or lead. Confidentiality of the tipster, if known, is an absolute priority and must not be further disclosed pursuant to C.R.S. 16-15.7-103 (b).

Each tip is automatically assigned a due date that is approximately 30 days from receipt. If the tip investigation will continue beyond the due date, the officer is required to document a prospective completion date on the disposition sheet and forward it to the call center coordinator. At the conclusion of the tip investigation, the officer is required to complete the tip disposition sheet in its entirety, as applicable, and return it to the call center coordinator.

.32 Follow-up of Other Tips

Whenever a citizen gives information about criminal activity to a ~~Department~~ department

member directly, rather than through the Crime Stoppers Program, it is the responsibility of that ~~Department~~ member to record and forward the information, as required by ~~Departmental~~ policy. Under no circumstances will any ~~Department~~ member suggest or request that the information be channeled through the Crime Stoppers program instead.

.34 Non-Duplication of Rewards

Crime Stoppers will not pay a reward to any informant who has received, or who is expected to receive, a reward, whether monetary or otherwise, from any other agency or bureau for the same information. Crime Stoppers will not pay for information that is already being paid for, or for information from an existing police informant.

.40 Waiver of Anonymity

~~If a caller volunteers his/her identity, it will be recorded in the Crime Stoppers report and, if a reward is justified for the information, the name will be given to the Crime Stoppers Board of Directors. If such a caller is willing to work with investigators as an informant, in regard to the information s/he has furnished, this shall also be made known to the Crime Stoppers Board of Directors.~~

Crime Stoppers is governed by legislation to ensure absolute and complete anonymity of all tipsters, pursuant to C.R.S. 16-15.7-103 (a). In addition, the Pikes Peak Area Crime Stoppers call center policies and procedures prohibit disclosure of a tipster's identity.

In the case of a caller who is willing to speak to an investigator, the call taker shall inform the caller that they are no longer subject to the protection of the Crime Stoppers anonymity laws, not eligible for a Crimes Stoppers ~~◆~~ reward once they waive anonymity to speak to an investigator. The call taker shall then provide the caller with the name and contact information for the appropriate law enforcement authority and offer to transfer the call if appropriate.

~~such indication is represented in the report forwarded to law enforcement personnel.~~

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Colorado Spring Police Department
General Order 1311
-- Volunteers: Security Clearance

Active date: 5/11/2007 7:46:17 AM
Supersedes date: 4/16/1989

.01 Purpose

To authorize background investigations and polygraph examinations for police volunteers.

.02 Cross Reference

G.O. 1317, Chaplaincy Corps

G.O. 1320, Senior Victim Assistance Team
G.O. 1322, Handicapped Parking Enforcement Team
G.O. 1325, Police Cadet Program
G.O. 1340, Victim Contact Program

.03 Discussion

Law enforcement agencies are entrusted with much sensitive and restricted information in the public interest. In order to meet its obligation to uphold the public trust, the Colorado Springs Police Department requires that its employees and its volunteers maintain confidentiality.

.04 Policy

The department's Volunteer Services Program actively recruits and trains citizens for assignments within the department on a volunteer basis. Volunteers may assume any number of responsibilities within the department structure that do not require the law-enforcement powers of a sworn officer. It is in the best interest of the department and of the community, that volunteers who have access to confidential, sensitive or restricted information, receive a departmental security clearance.

.05 Definitions

This space intentionally left blank.

.10 Establishment of Volunteer Services Program

The Colorado Springs Police Department has established a Volunteer Services Program in which members of the community may assist the police department in a number of ways. Volunteer activities may consist of individual duty assignments or participation in one of the department's named programs, such as the Handicapped Parking Enforcement Program, the Victim Contact Program, or the Senior Victim Assistance Team. Each named program will be characterized in a specific General Order in Section 13, Community Involvement. As new named programs are created, program descriptions will be included in this Manual.

.20 Investigations/Fingerprints

Any citizen who desires to join the Volunteer Services Program shall be subject to a thorough background investigation conducted by the department and shall, as a matter of routine, be fingerprinted.

.30 Assignments Requiring Polygraph

Members of the Volunteer Services Program, who are assigned tasks in sections or units that the Chief of Police considers sensitive, must submit to a polygraph examination before assuming the assigned position.

Sensitive sections or units include all units of the Metro VNI Section (Vice, Narcotics, Intelligence), Communications, DVERT, Evidence, Lab, [Investigations Division](#) and any other section, unit or volunteer position that the Chief of Police determines to be sensitive in nature.

.35 Assignments Requiring a Drug Test

Volunteers who desire to work in Evidence, Lab, and VNI will also be required to take a drug test.

.40 Denial of Position

Results of the background investigation or polygraph will be considered by the appropriate Deputy Chief ~~of a Bureau, or the~~ Commander of Professional Standards, ~~or Director of the Management Services Division,~~ who are authorized to deny any person entry into the Volunteer Services Program or to a volunteer position within a sensitive section or unit.

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Colorado Spring Police Department

General Order 1317

-- Chaplaincy Corps

Active date: 7/17/2005

Supersedes date: 4/8/1997

.01 Purpose

To describe the Chaplaincy Corps, suggest appropriate utilization of its services, and specify privileged communication guidelines.

.02 Cross Reference

G.O. 350, Death Notifications

G.O. 1950, Family Notification: Officer Death or Trauma

SOP SR-32, Chaplaincy Corps

All directives in Section 5, Special Populations and

Section 6, Tactical Operations

CALEA STANDARDS 16.4.1; 22.2.6; 55.1.3; 55.2.6

.03 Discussion

The Colorado Springs Police Chaplaincy Corps is made up of public-spirited clergy of many faiths and denominations, who volunteer their time, energies, and talents to assist the ~~Department~~ department and the community. They provide services that are invaluable to the mission of the ~~Department~~ department, ~~and that which~~ could not be furnished otherwise.

.04 Policy

Police employees are encouraged to make use of the services provided by the Chaplaincy Corps, whenever those services could be helpful. Employees will fully respect the rights to privileged communications with Chaplains, as they are described in this directive.

.05 Definitions

This space is intentionally left blank.

.10 General Information

Police Chaplains respond to the needs of families and individuals who are suffering trauma from many causes. The Chaplaincy Corps is available by pager, at all times, through the Communications Center. Chaplains often ride with officers, and the Chaplaincy Corps is also assigned a marked police vehicle. Procedures for its use are in SOP SR-32 of the Staff Resources Section. Some situations in which Chaplains can be of great assistance are homicides, suicides, serious injury or fatal traffic accidents, death notifications, domestic disturbances, and other situations, at officers' discretion.

.20 Suggested Utilization of Chaplaincy Services

The International Conference of Police Chaplains suggests a number of general areas in which Chaplains can be of use to law enforcement. These guidelines are intended to assist law enforcement personnel in possible uses of their services.

1. Family assistance when an officer is injured, ill, or killed.
2. Assistance to problem officers, or officers with a problem.
3. Counseling to families of department members.
4. Assistance to civilian employees.
5. Death notifications.
6. Education/teaching.
7. Assistance to hostage and barricaded suspect negotiators, but not in the role of negotiators themselves.
8. Ministry to prisoners.
9. Victim assistance.
10. Consultation on religious questions.
11. Liaison with other community clergy.
12. Prayers at ceremonies [and other CSPD events](#) .
13. Awards, review boards, and other committees.

.30 Privileged Communication With Police Chaplain

Colorado Revised Statutes, 13-90-107, provides that "There are particular relations in which it is the policy of the law to encourage confidence and to preserve it inviolate" Included in such relations are members of the clergy, who hear a confession to a criminal act made to him/her while "in his/her professional character in the course of discipline enjoined by the church to which s/he belongs."

The following provisions shall apply to all members of the Colorado Springs Police Chaplaincy Corps:

Confidential communication, including confessions to a criminal act, made **in private** to any clergy person, priest, minister or rabbi, acting as a member of the Chaplaincy Corps, shall be considered privileged communication and shall not be violated. Such communication shall include, but not be limited to, any communication made in confidence by a member of the ~~Department~~-department.

Any statement to a ~~Police-police~~ ~~Chaplain-chaplain~~ made in the presence of a third person, whether or not the third person is a police officer, shall not be considered privileged communication. Under such circumstances, it is the responsibility of the ~~Police-police~~ ~~Chaplain-chaplain~~ to inform the individual that any statements made to the ~~Chaplain-chaplain~~ are not considered confidential or privileged.

Privileged communication does not apply to statements concerning future actions. Any statement made in reference to plans or proposed actions that threaten the welfare of another person, or constitute a criminal act, shall not be considered privileged or confidential. It is the responsibility of any ~~Police-police~~ ~~chaplain~~ ~~Chaplain~~ to report such statements to the proper authority.

.40 Chaplain Ride-Along

Police ~~Chaplains~~ ~~chaplains~~ will accompany police officers on all calls, regardless of the type of call and/or potential danger. It will be at the police officer's discretion to request that the ~~Chaplain~~ ~~chaplain~~ remain in the car if the police officer believes the presence of a ~~Chaplain~~ ~~chaplain~~ would undermine the officer's safety.

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Colorado Spring Police Department

General Order 1320

-- Senior Victim Assistance Team (SVAT)

Active date: 5/5/2005

Supersedes date: 12/10/1998

.01 Purpose

To characterize the Senior Victim Assistance Team.

.02 Cross Reference

CALEA Standards 16.4.1; 55.1.3

.03 Discussion

This space intentionally left blank.

.04 Policy

The Colorado Springs Police Department is augmented by a Senior Victim Assistance Team (SVAT), which is the Department's liaison to citizens who are 60 years of age and older. SVAT

members have special skills in relating to the elderly and assisting with their problems; it is not necessary that the problems be related directly to law enforcement issues. Further, SVAT volunteers can relieve Department personnel from follow-up activities, allowing officers to continue their normal tour of duty.

.05 Definitions

This space intentionally left blank.

.10 Duties and Responsibilities

The Senior Victim Assistance Team's mission is to reduce the emotional and material disruption experienced by older victims of crime, and to render supportive services to older persons. Examples of persons for whom their services are appropriate include victims of:

Criminal Acts:

- Robbery, purse-snatching, mugging, rape, burglary, criminal mischief, vandalism and theft
- Fraud and con games
- Abuse, neglect, and exploitation
- [Identity theft type crimes](#)

Non-Criminal Acts:

- Traffic accidents.
- Emergency room situations.
- Lost or fearful persons.
- Harassing phone calls.

Other:

- Any case in which the officer feels the SVAT Team could be of service to an elderly person.

SVAT will provide immediate crisis intervention and follow-up support, as well as assist in obtaining emergency shelter, food, and medical assistance. SVAT will make referrals to legal, health, and human services agencies, and assist in replacing identification, credit cards, food stamps, social security checks, etc.

SVAT members will assist in replacing critical items such as eyeglasses, hearing aids, broken windows and locks, and will help provide transportation to doctor's offices, hospitals, the police department, courts, and various social service agencies.

When requested, SVAT members will assist in completing traffic accident insurance forms and State report forms. SVAT members will distribute crime information and educate elderly citizens concerning crime.

.20 Staffing

SVAT is staffed 24 hours, every day, by volunteer members. On-call members can be contacted through [the Communications Center for immediate assistance](#). For non-emergency assistance call the SVAT office at 444-7438, leave a message and the call will be returned or addressed within 24 hours.

.30 Special Request

The Department member requesting a SVAT member must specify if there is a preference for a male or female member.

.32 Officers to Remain at Scene

When an officer requests a SVAT member, the officer will remain at the scene until the SVAT member arrives. Under no conditions will an officer leave a SVAT member in a potentially dangerous situation.

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Colorado Spring Police Department

General Order 1322

-- Handicap Parking Enforcement Team

Active date: 10/30/2005

Supersedes date: 5/5/2005

.01 Purpose

To describe the Handicap Parking Enforcement Program.

.02 Cross Reference

[Patrol Support Section SOP PS H 1](#)

CALEA Standards 16.4.1; 16.4.2

.03 Discussion

This space intentionally left blank.

.04 Policy

The Colorado Springs Police Department hereby establishes the Handicap Parking Enforcement Program as a part of its effort to communicate effectively with handicapped citizens and be responsive to their needs. The program is designed to supplement the efforts of Department employees, not to replace them. All personnel of the Department will actively support the efforts and objectives of this program.

.05 Definitions

This space intentionally left blank.

.10 Program Description

The Handicap Parking Enforcement Team consists of volunteers designated as Special

Patrolmen, by the Chief of Police. Duties of Team members are to issue parking summonses to persons who violate City ordinances pertaining to special parking privileges for the handicapped. Participants receive training designed to assist them in carrying out their duties effectively and safely.

.12 Citizen Awareness

The goal of the Handicap Parking Enforcement Program is not primarily to punish offenders, but to foster public awareness of and obedience to the ordinances that govern special parking privileges for those handicapped persons authorized to use them. The program is in an important sense a public relations effort, as well as an enforcement function.

.20 Program Procedures

The Handicap Parking Enforcement Team is coordinated by the ~~Major Accidents Unit~~/Special Events Sergeant in the Patrol Support Section, who is assisted by volunteers designated as Team Leaders. Team Leaders are responsible for obtaining blank summonses and issuing them to Team members. Members are responsible for submitting all completed summonses by the end of the day on which they are completed.

.22 Duty Periods

Team members do not have assigned duty times or shifts. Before beginning patrol, team members must check out a police radio from one of the area commands or the Patrol Support Section. Team members will contact Communications, giving their names and vehicle descriptions, the area they will be patrolling, and the time they will be on duty. Communications will assign a call sign to team members and will ensure that the appropriate field supervisors are given this information.

.24 Safety Precautions

Team members are to wear their Department identification cards on their lapels when on duty, and to wear a baseball cap that displays the words, CSPD Handicap Parking Enforcement Specialist.

Confrontations with violators are to be avoided. Team members will wait until a violator has left the area before issuing a ticket. If a confrontation is unavoidable, and the violator is argumentative or abusive, the Team member is to walk away and to notify Communications, giving a description of the violator and the license number of the vehicle in violation. Members should always write the license number in their notebooks before beginning any enforcement action. A uniformed officer will then contact the Team member and take appropriate action.

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Colorado Spring Police Department

General Order 1325

-- Police Cadet Program

Active date: 5/17/2005

Supersedes date: 5/4/2005

.01 Purpose

To furnish a description of the Police Cadet Program and to specify rules for Cadets when riding with police officers.

.02 Cross Reference

G.O. 1330, Ride-Along Program
SOP OPS-GEN-7 Police Cadet Explorer Program
Cadet Procedures Manual
CALEA Standards 16.4.1; 16.4.2; 16.4.3

.03 Discussion

As a part of its outreach program to the community, and in conjunction with local Scouting organizations, the Department sponsors a Cadet Law Enforcement Explorer Post. The Post is functionally located within the Office of Professional Standards.

.04 Policy

The Colorado Springs Police Department Law Enforcement Explorer Post 116 is designed for young men and women interested in the criminal justice system. The purpose of this organization shall be to further the knowledge and understanding of the criminal justice system through training; to provide an insight into all phases of police work as a possible profession; and to create a better understanding between the Police Department and the youth of our city.

.05 Definitions

This space intentionally left blank.

.10 Criteria for Membership

Applicants must be between the ages of 14 1/2 and 20 years of age. Applications will be accepted [between the months of January and April.](#) ~~accepted during the months of March and October.~~ Applicants must be approved by the Scouting Coordinator before being eligible for oral interview by police personnel. Following satisfactory completion of the oral interview, applicants will be accepted into the Law Enforcement Explorer Post ~~in their area.~~

.12 Procedures Manual

The Procedures Manual for the Cadet Program states participation requirements in detail. Participants must agree to abide by provisions of that manual and to successfully complete the required training. In addition, for Cadets under eighteen years of age, parents must sign an agreement with the Department, stating that they have read the Cadet Procedures Manual and that they give their permission for the Cadet's participation in the program.

.20 Explorer Ride-along Training

Explorer Ride-Along training shall be governed by [SOP-OPS-GEN 7 of the Colorado Springs Police Department standard operating procedures](#) ~~Section 14.0 of the Colorado Springs Police Department Law Explorer Posts Procedures Manual.~~

Only non-probationary Cadets, who are at least sixteen (16) years of age, and are not under any suspension or have any charges pending that could result in suspension or termination, may

participate in the Ride-Along program.

All Cadets must execute the Ride-Along Hold Harmless agreement before being allowed to participate in this program. [This form is kept on file in the cadet's personnel folder in the Cadet Coordinator Office.](#) If the Cadet is under 18 years of age, this agreement must also be signed by the Cadet's parent or guardian.

Cadets will arrive at line-up twenty minutes prior to the start of the line-up and inform the ~~Master Patrol officer or~~ Sergeant preparing the detail of their riding assignments. The Police Department Patrol Sergeant shall have the option of reassigning the Cadets at the line-up when the Cadet reports.

No Cadet shall ride more than eight hours in any one calendar month, without the prior approval of the Post Advisor.

No Cadet shall ride with any officer, unless scheduled to do so on the monthly Ride-Along detail, unless prior approval has been granted by the Cadet Shift Lieutenant.

Cadets will wear the full Explorer uniform while participating in the Ride-Along program and will carry only equipment authorized as part of the basic or optional Explorer uniform, with exception of a clipboard or similar type item.

Upon completion of a tour of duty in the Ride-Along program, the Cadet will submit a daily activity log, for that tour of duty, and a report for all cases in which the Cadet was allowed to participate. This paperwork shall be submitted to the [Cadet Coordinator.](#) ~~Duty Desk Officer of the appropriate Area Command, who will forward the log and any accompanying documentation to the Cadet Coordinator.~~

.22 Explorer Safety Regulations

Explorers will follow these rules, which are designed to preserve their own safety and that of the officers with whom they are riding:

While participating in the Ride-Along program, the Cadet will be under the direct supervision of the police officer with whom s/he is riding and the Cadet shall unquestioningly, and instantly, obey all orders issued by that or any other police officer.

Cadets shall remain in the police vehicle whenever the possibility of a suspect encounter exists, or whenever ordered to do so by a police officer. If the officer does not give the Cadet permission to exit the vehicle on a call or vehicle stop, the Cadet shall either remain in the vehicle or request permission to exit, prior to doing so.

During a traffic stop, the Cadet may open the passenger door of the police vehicle and stand behind the open door during the stop, if permission is granted by the officer. The Cadet shall not approach the stopped vehicle for any reason.

In an emergency, when the officer with whom the Cadet is riding requires assistance, the Cadet

shall do everything possible to obtain that assistance. This may include use of the police radio, use of the telephone, etc. Cadets shall not expose themselves to additional danger in order to obtain or render assistance.

No Cadet will be allowed to work with any vice, narcotic, intelligence or liquor enforcement unit, section, or detail, nor will any Cadet be allowed to work in any undercover enforcement capacity for any law enforcement or criminal justice agency.

.24 Improper Relationships

No member of the Colorado Springs Police Department shall become romantically or sexually involved with any member of the Cadet Program.

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Colorado Spring Police Department

General Order 1330

-- Ride-Along Program

Active date: 12/10/1998

Supersedes date: 9/6/1997

.01 Purpose

To describe the Ride-Along Program and procedures for conducting it. Includes special ride-along training procedures for civilian employees. For provisions pertaining to Police Cadets (Explorers), see G.O. 1325, Police Cadet Program.

.02 Cross Reference

G.O. 1325, Police Cadet Program

.03 Discussion

The Colorado Springs Police Department attempts to establish a climate in which officers may perform their duties with the acceptance, understanding and approval of the public. The Ride-Along Program is one of the most effective programs the Police Department uses to help citizens become aware of police roles and functions.

.04 Policy

To promote trust between the police and community, the Colorado Springs Police Department encourages open and candid police operations. Citizens of the community are therefore encouraged to ride with officers during a 4-hour tour of duty. Patrol Supervisors have the discretion to make exceptions, to either extend or shorten the four-hour tour of duty, depending on the needs of the Division.

.05 Definitions

This space intentionally left blank.

.10 Permission

All citizen observers wishing to participate in the Ride-Along program must have permission from a Staff Officer or Patrol Supervisor. In order to permit as many people as possible to participate, rides for members of the general public may be limited to a four-hour tour, once in any twelve-month period.

.20 Communications

Whenever an officer has a Ride-Along observer, including non-sworn police employees, the officer will notify Communications of the rider and the anticipated duration of the tour. The officer's daily log sheet will also indicate the assignment of a rider.

.30 Safety

The safety of the Ride-Along participant is of the utmost importance.

Under no circumstances shall a participant in the Ride-Along program be armed, even if s/he possesses a concealed weapons permit.

Officers with Ride-Alongs shall not engage in high speed motor vehicle chases.

Officers with Ride-Alongs shall not permit their rider to enter any premises or leave the Patrol car, when there is any apparent danger. Should hazardous circumstances arise, and the opportunity to leave the observer at a safe location is available, this shall be done. The dispatcher will be notified of the observer's location. If the host officer will be busy for an extended time period, arrangements will be made by Communications to have another officer pick up the observer.

Officers with Ride-Alongs shall briefly explain to the citizen rider the operation of the police radio, should an emergency arise.

.34 Incidents

All cases of improper behavior or unusual incidents, involving a citizen observer, will promptly be reported to a supervisor and documented in a memorandum, through channels, to the appropriate Division Commander.

If the observer becomes a hindrance to the host officer's performance of duties, the observer will be returned to the Patrol Supervisor, who will decide whether to terminate the observer's participation. The decision is not appealable.

If an observer is injured while participating in the Ride-Along program, details of the incident will be documented on a CSPD Incident Report.

.40 Civilian Employee Ride-Along Training

Civilian employees of the Colorado Springs Police Department will be allowed to ride with officers for training purposes. All requests for Ride-Along training will be made through the civilian's direct supervisor, 72 hours prior to the requested training date. This request will be coordinated through a Patrol Supervisor.

Ride-along training will be limited to a maximum of one time a month, or as deemed necessary by the civilian employee's supervisor.

Civilian employees will adhere to the following guidelines when participating in any Ride-Along training:

- Employee will not participate in any police activity or converse with any prisoners, suspects or witnesses, or others contacted on police business, unless permission has been granted by the training officer.
- Employee will not inquire as to why an officer handled a complaint as s/he did until after the completion of the call.

.50 Police Cadet Ride-Along Training

See G.O. 1325, Police Cadet Program.

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Colorado Spring Police Department

General Order 1340

-- Victim Contact Program

Active date: 4/16/1989

Supersedes date:

.01 Purpose

To describe the purpose and functions of the Victim Contact Program.

.02 Cross Reference

CALEA Standards 16.4.1; 42.2.3; 55.1.3; 55.2.2; 55.2.4

.03 Discussion

This space intentionally left blank.

.04 Policy

The Colorado Springs Police Department is committed to a policy of working closely with, and assisting, victims of crimes. A productive relationship between the victim and the agency increases the amount of information available to the Department, keeps the victim informed of actions taken, and adds to the community's confidence in its Police Department. For these reasons, the Victim Contact Program has been established.

.05 Definitions

This space intentionally left blank.

.10 Background

A major point of frustration for police, and the public alike, is that many crimes, most of them property crimes, give police agencies little information that can lead to solution. Crimes whose solvability factors are high are assigned for specific follow-up investigation, and assigned investigators are responsible for contacting the victims. Crimes whose solvability factors are low are usually unassigned. Although all cases are screened for crime analysis information, and are enhanced whenever possibilities for new leads appear, the victims have often remained unaware of the Department's efforts.

.20 Program Structure

The Victim Contact Program, under the direction of the Divisional Investigations Sergeants, depends upon police volunteers for its manpower. Case reports that are not assigned to individual investigators are screened by the volunteers, and telephone contact with the victim is attempted. If repeated efforts are unsuccessful, or if the victim gives no number to call, contact is made by mail.

.25 Program Objectives

Objectives of the program are:

- To assure the victim that the case is receiving police attention.
- To gain any information from the victim that the Department does not have, that might assist in producing new leads.
- To gather information that may assist in producing more accurate composites of patterned crimes.

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Colorado Spring Police Department

General Order 1345

-- Victim Witness Program

Active date: 5/5/2005

Supersedes date: 11/1/2001

.01 Purpose

To state broad guidelines for interaction with victims/witnesses.

.02 Cross Reference

P1-71 Victim Contact Program

CALEA STANDARDS 55.1.1; 55.1.3; 55.2.1; 55.2.2; 55.2.3; 55.2.4; 55.2.5

.03 Discussion

The foundation of all interactions between police and victims should be the awareness that it is these citizens whom the officer has sworn to serve. The police approach to the victim affects not only the victim's ability to adjust to the consequences of the crisis, but the willingness to assist with prosecution as well. As Lois Herrington, chair of the President's Task Force on

Victims of Crime, emphasized, "Without the cooperation of victims and witnesses in reporting and testifying about crime, it is impossible to in a free society to hold criminals accountable."

The Colorado Springs Police Department is committed to the fair and compassionate treatment of crime victims and witnesses.

.04 Policy

Colorado Springs Police Department personnel shall respect and consider the rights, interests and sensitivities of crime victims and their families by the establishment of victim/witness assistance programs and activities. To this end, the Victim/Witness Clerk shall be responsible for the development and administration of victim/witness assistance programs and activities for the Department.

.05 Definitions

AT-RISK ADULT: Persons age 18 or older who are physically and/or developmentally disabled.

ELDERLY - Age 60 55 and over

SPECIFIED CRIMES: These shall include:

- Murder - 1st or 2nd degree
- Manslaughter
- Criminally negligent homicide & vehicular homicide and other fatal and serious injury accidents
- Assault - 1st, 2nd, 3rd degree, vehicular, and upon the elderly or handicapped
- Menacing
- Kidnapping - 1st & 2nd degree
- Sexual Assault - 1st, 2nd, 3rd degree, on a child, on a child by one in a position of trust, on a client by a psychotherapist
- Robbery - aggravated, aggravated of a controlled substance, of the elderly or handicapped
- Incest - aggravated incest
- Child Abuse
- Sexual Exploitation of a Child
- Crimes Against At-Risk Adults
- Any crime which includes an act of domestic violence
- Harassment by stalking
- Ethnic intimidation
- Any criminal attempt, conspiracy, or solicitation involving the above

VICTIM: A person who suffers physical, financial or emotional harm as the direct result of a specified crime committed upon his or her person or property. Also regarded as victims are

1. A spouse, child, sibling, parent, legal guardian of a minor victim, significant other, or lawful representative, and

2. A spouse, child, sibling, parent, grandparent, significant other, lawful representative or legal guardian of a deceased or incapacitated victim. The elderly and at-risk adults are included. The definition excludes any person involved in a crime as a perpetrator or accomplice.

WITNESS: A person who, as determined by the law enforcement agency, has information or evidence relevant to the investigation of a specified crime. When the witness is a minor, the term witness includes an appropriate family member. The intent is to advise responsible adults of the availability of victim/witness services. Witness includes neither defense witnesses nor anyone involved in the crime as a perpetrator or accomplice. All victims are witnesses.

.10 General Information

The Victim Rights Amendment and corresponding statutes guarantee rights to the victims of above crimes; however, it does not include crimes against property. Additionally, the Victim/Witness Assistance accreditation standards require various levels of information and services. Law enforcement personnel, as a result, are mandated to provide certain information and services to these classes of victims.

.20 Personnel

The position of Victim/Witness Clerk has been established to administer and coordinate the department's responsibilities in victim/witness assistance.

The Victim/Witness Clerk is responsible for:

- Developing a coordinated system of notifications and follow-up contacts to crime victims witnesses for the CSPD
- Developing and maintaining the ability to evaluate the various components of victim/witness assistance programs
- Participating in the development and utilization of local, county and state resources for victims, witnesses

The Victim/Witness Clerk shall provide, on a 24 hour basis, information regarding (1) assistance available from the CSPD and (2) referral services from the community for medical needs, counseling, and emergency financial assistance.

During the preliminary investigation, the officer shall provide to the victim/witness of any specified crime, a copy of the Notification of Victims Rights supplement form, detailing

1. The types of resources available, such as counseling, medical, compensation, and victim advocacy programs
2. Case number and follow up investigative procedures
3. Case status information, and
4. Recommended procedures in cases involving intimidation

During the follow up investigation, if any, the officer shall promptly return victim/witness property taken as evidence, except for contraband, disputed property and weapons used in the

course of the crime, where permitted by law or the rules of evidence and shall, if feasible, schedule line ups, interviews, and other required appearances at the convenience of the victim/witness. Recontacting of victims periodically to determine whether needs are being met should be done in all felony cases of any specified crime and in any other crime when police personnel believe the impact of a crime on a victim/witness has been unusually severe.

.30 Goals and Objectives

The primary goals of the victim/witness assistance program are to comply with the victim/witness assistance standards and with the mandates of the victim rights amendment and corresponding legislation.

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Colorado Spring Police Department

General Order 1350

-- Community Recreational Youth Programs

Active date: 5/6/2005

Supersedes date: 5/18/1999

.01 Purpose

To furnish guidance to Department members about voluntarily participating in community-sponsored recreational youth programs.

.02 Cross Reference

G.O. 520, Juveniles: General Applicability
CALEA Standard 44.2.5

.03 Discussion

The Colorado Springs Police Department has a responsibility to the community it serves to supply guidance and appropriate role modeling for young people. In addition to programs sponsored by the Department itself, a wide variety of public and private programs within the community provide excellent opportunities for doing so. By participating in community youth-oriented programs directed toward recreational and social activities, Department members can contribute significantly to the Department's goal of establishing closer ties with community members.

The Colorado Springs Police Athletic League, or P.A.L., is a highly visible 501 (C) (3) program designed to build positive relationships between police and the youth of our community. Established locally in 1992, P.A.L. offers kids in the Colorado Springs area a positive alternative to crime and mischief.

The mission of the Colorado Springs Police Athletic League is to enhance the partnership between the Colorado Springs Police Department and the community by providing affordable after-school and summer programs that nurture positive development, foster community responsibility and reduce criminal

involvement for youth.

~~The mission of the P.A.L. program is to provide positive role models to the youth of Colorado Springs by fostering pride, self-esteem and community responsibility through the development and implementation of multi-faceted programs. Programs include basketball, football, baseball, as well as field trips, tutoring, and a variety of other programs.~~

.04 Policy

The Colorado Springs Police Department, in furthering its mission to prevent and control juvenile delinquency, encourages its members to voluntarily participate in community-sponsored recreational youth programs. Each member should understand that voluntary participation can be personally satisfying and can be important to the Department's mission, by presenting positive role models to youth.

.05 Definitions

COMMUNITY RECREATIONAL YOUTH PROGRAM: Any program designed to provide structured athletic and/or social programs for juveniles, and which is sanctioned and/or sponsored by public agencies, private non-profit agencies, civic groups, or churches.

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Colorado Spring Police Department

General Order 1401

-- Court Procedures

Active date: 1/29/2009 11:56:46 AM

Supersedes date: 4/4/2006

.01 Purpose

To specify guidelines for court appearances, production of materials, testifying, and recommendations to the judicial system.

.02 Cross Reference

G.O. 1670, Outside Employment

G.O. 1405, Expert Witness Fees

G.O. 1505, Police Employee Information and Records

.03 Discussion

This space intentionally left blank.

.04 Policy

Department personnel will regard themselves as officers of the court, assisting in the fair and impartial administration of law. Employees will treat the courts and court officers with respect, realizing that such an attitude is necessary to the maintenance of our system of due process

guarantees.

.05 Definitions

NOTICE TO APPEAR: An informal notification to Department members requiring their appearance in Municipal Court.

SUBPOENA: A formal order of any court that requires appearance and compliance at a specified place, date, and time. Subpoenas may be issued for formal court proceedings and also for other court-related actions, such as depositions.

SUBPOENA DUCES TECUM: A subpoena that requires one to appear and produce materials for surrender to the court. Such materials may be specified or may be stated generally.

EMPLOYER: The Colorado Springs Police Department (CSPD).

EMPLOYER DIRECTED COURT APPEARANCE: Time spent by CSPD employees that appear in a court case as a witness related to her/his duties as an employee of CSPD. Excluded is preparation time for court which is handled as a separate pay issue. Excluded is court that is not directly related to the employee's duties as an employee of CSPD.

ON-CALL STATUS: A CSPD member is contacted by a member of the Court Liaison Unit and advised that they do not need to appear in court until they receive further instructions from the Court Liaison Unit. Only the Court Liaison Unit is authorized to place employees on an on-call status for court compensation payment.

~~ON CALL: When an employee's case has not been called off prior to 7pm the evening before their scheduled appearance time, the employee is considered to be on call for court. On call employees MUST appear in court at the date and time denoted on their subpoena. If the employee is notified that they are not needed in court by the Court Liaison Unit, then they may request on call compensation if the subpoena is for a scheduled day off.~~

SCHEDULED DAY OFF: Days scheduled off, in advance, as part of the normal scheduling process. Excluded are days off due to compensatory time off usage, vacation, or holiday time. If a scheduled day off is changed at the employer's direction for operational reasons, the new scheduled day off will qualify as a scheduled day off for scheduled day off court pay purposes.

.10 Court Procedures--Attendance and Dress Regulations

Members of the Department ~~will~~ shall be punctual in attending court. The business attire will be neat and clean. The wearing of part of the uniform and part civilian clothes will not be permitted. Women will wear appropriate business attire. Men will wear either a business suit

and tie, or a sport coat, slacks and tie. An on-duty, non-exempt sworn employee working their regularly scheduled shift may wear their uniform. ~~and will appear either in full uniform or in civilian clothes of business-like appearance. Clothes will be neat and clean. The wearing of part uniform and part civilian clothes will not be permitted. If civilian clothes are worn, men will wear either a business suit and tie, or sport coat, slacks, and tie. Women will wear appropriate business attire. Officers may not wear their uniform when appearing in court for personal court business. Exceptions to this regulation may be authorized only by a Command Officer.~~

If the subpoenaing entity requests that a non-exempt sworn employee wear their uniform to court, the employee shall don and doff their gear at their respective division and drive a City vehicle to court. They will be compensated from the time they don their protective gear to the time they doff their protective gear.

.11 Judicial Complex Security

By order of the District Court, police officers and Marshals shall, when conducting official business, be permitted to retain their handguns while in the El Paso County Judicial Complex. When entering the Judicial Complex in an official capacity, ~~officers may enter through the Vermijo Street entrance and will be allowed to bypass the security screening after being acknowledged by security personnel and signing in. while in uniform, officers may enter through the Tejon Street entrance and will be allowed to bypass the security screening after being acknowledged by security personnel.~~

When entering the Judicial Complex in an official capacity while in civilian attire, officers must ~~enter through the south entrance off of Vermijo Avenue and~~ adhere to the following procedures:

- Officers shall present a valid police identification card and badge to security personnel posted at the security screening station. Once acknowledged by security personnel, officers must complete the sign-in sheet located on a table adjacent to the security screening station, and indicate whether or not they are armed.
- If an officer is armed, they must take and wear, in plain sight, a colored designator identifying themselves as armed law enforcement officers.
- Once official business is completed in the Judicial Complex, officers must sign out before leaving the building and must return the colored designator

All peace officers of this Department are prohibited from being armed when conducting personal business at the Judicial Complex. This provision includes, but is not limited to, jury duty and personal legal matters not related to their employment with the Department.

.12 Court Sign-In

Sign-in logs are located in the ~~El Paso County Security Office~~ El Paso County Judicial Complex, ~~for activities in the Judicial Building~~, and in the CSPD Marshals Office, ~~for activities in the Municipal Courthouse~~. Members appearing at either building, for official purposes,

whether on or off-duty, are required to make a complete entry in the sign-in log. Entries will include beginning and ending times for court appearances, meetings with court personnel, signing affidavits, as well as other court-related matters. The log will be used for verification of court and overtime pay, as well as assisting the Court Liaison ~~Unit Office~~ in locating members in emergency situations.

Court overtime slips are available in the El Paso County ~~Judicial Complex Security Office~~ and CSPD Marshals Office. All court related overtime slips will be submitted to the Court Liaison ~~Unit~~.

Officers must sign-in on two different logs - the white El Paso County Judicial Complex security log and the yellow CSPD sign-in log.

.14 Preparation of Exhibits

Employees will properly prepare for the presentation of evidence. When needed or requested, officers will sign-out the evidence in question from an evidence custodian, obtain and complete a property withdrawal record form, and transport the evidence to court. Upon arrival at court, the officer will deliver the evidence to the District Attorney, or designee, and have the exchange party sign and date the evidence form that is to be returned to the evidence section, within 24 hours, by the officer. It is the responsibility of the officer to inform the evidence custodian that the evidence is being checked out for court and to request a property withdrawal record form.

In the event audio or visual tapes/discs are requested, the officer shall coordinate with the Records Section Supervisor on duty to copy the tape/disc. If necessary, the officer shall duplicate audio or visual tapes/discs and provide the copies to the Records Section. Records Section personnel shall determine the fees involved, and will notify the requesting party. If records can be released prior to court appearance, the Records Section shall do so. In the event the officer is required to testify and provide the evidence in court, Records Section personnel shall provide billing information to the officer to present with the tape/disc to the requesting party.

.16 Notification of Arrival

When appearing in court on preliminary hearings or court trials, employees will notify the prosecuting attorney of their presence.

.18 Court Call-Out

When any Department member who is subject to radio call-out, especially a Patrol officer, is required to appear in court, that member will inform Communications before attending court. In cases involving attendance of more than two hours, the employee's supervisor or Shift Lieutenant, as appropriate, shall be notified. For purposes of this order, "Court" means City,

County, District, U.S. District, Grand Jury, and other official government judicial or quasi-judicial hearings.

.20 Accepting Service of Subpoenas and Notices to Appear

The Court Liaison ~~Unit Office~~ shall be designated to receive notices to appear in court and subpoenas that require the testimony of Department members, on matters directly or indirectly related to the performance of their official duties.

Records Section Supervisors or their designee shall be designated to receive Subpoena Duces Tecum requiring the production of documents or evidence in the custody and control of the Department.

If ~~Should~~ anyone attempts to **directly** serve a subpoena upon a Department member, ~~directly~~, that ~~requires directs~~ the appearance of that member in any matter directly or indirectly relating to his/her official duties, that member should direct the process server to the Court Liaison ~~Unit Office~~. Any person attempting to serve a subpoena duces tecum upon a Department member should be directed to the Records Section Supervisor on duty at the POC. If the process server persists in attempting to serve the subpoena directly on the member, the member should accept service and, as soon as possible thereafter, provide the original copy of the subpoena to the Court Liaison ~~Unit Office~~ or the Records Section Supervisor.

Under no circumstances should a member accept service of a subpoena, or other process, that is directed to another Department member. Subpoenas and notices to appear shall be logged by the Court Liaison ~~Unit Office~~ and made available to the employee's supervisor for service.

Subpoenas duces tecum will be logged by Records Section Supervisors and forwarded to the designated contact person in the appropriate unit for service. The following are examples of subpoenas duces tecum:

- Subpoenas to testify in criminal cases and traffic cases that require the production of the official report, investigator's notes, photographs, and physical evidence.
- Subpoenas for dispatch tapes in the aforementioned cases.
- Subpoenas to testify in civil cases and produce case reports or accident reports arising out of incidents investigated by the Police Department.

Any subpoena duces tecum that requests records which may not be releasable because of violations of policies or current laws, shall be reviewed and then promptly forwarded to the appropriate Unit/Division for review. The Colorado Springs Police Department's City Attorney Liaison shall also be advised of any requests for records which may not be in compliance with current law/procedure. This shall include, but not be limited to, subpoenas for the following items:

- Confidential files involving the undercover activities of the Department, or files involving the use of confidential informants.
- Any civil subpoena that seeks disclosure of reports involving child abuse, sexual assault, sexual exploitation of a child or child prostitution.

- Any subpoena seeking information on any juvenile taken into custody or arrested.
- Any subpoena seeking information on the disciplinary record, or other personnel record, of a Department member.
- A subpoena involving an action wherein the City of Colorado Springs or the Department is the defendant or the plaintiff.
- Any subpoena that seeks material in such volume that it would be difficult to comply.
- Any subpoena that seeks the arrest records of any adult.

Should a member receive a subpoena that would require the disclosure of information that the member believes would be detrimental to the police mission, or that would be contrary to law, the member should promptly contact a [Command Officer of the Professional Standards Division](#) ~~the Office of Professional Standards, Court Liaison~~, or Records Section Manager/Supervisor so that the matter may be reviewed.

.22 Responsibility of Supervisors

Upon receipt of a notice to appear or subpoena directing a member to appear in court, the member's supervisor shall personally serve the notice or subpoena upon the member. The member shall sign and date the acknowledgment of receipt on the copy of the document.; ~~and~~ The supervisor shall [also sign the subpoena indicating that it was served](#) and then return the copy to the Court Liaison ~~Unit Office~~.

Supervisors will not leave subpoenas or notices to appear in [employees' mail slots, on line-up tables, etc.](#) in lieu of personal service upon the department member. It is the responsibility of the supervisor to ensure that subpoenas are printed out and served, a minimum of one time, for each 24-hour period.

.26 Assignment or Phone Number Change

[In order to make call-offs, the Court Liaison Unit relies heavily on the Employee Directory. Therefore, it is imperative that employees ensure their information \(contact phone numbers, assignment, division, start time, etc.\) is current as is required in General Order 1505.](#)

~~It is imperative that immediate notification be made to the Court Liaison Office of any changes in the Member's assignment or phone number(s). Notification regarding an assignment or phone number change shall be made by the affected Member to the Court Liaison Office in person, by phone, or in writing, as soon as the information regarding the change is known.~~

~~If the Court Liaison Unit Office attempts to contact an employee a member by phone, regarding an appearance or call-off cancellation, and contact cannot be made due to a change in phone number, the Court Liaison Office was not made aware of this change, the Member will not be compensated for the appearance.~~

~~The Court Liaison Office has an answering machine attached to its main line. Messages may be~~

~~left at the office 24 hours a day, seven days a week, 365 days a year.~~

.30 Municipal Court Appearances, Exceptions

If an employee receives a subpoena to appear in Municipal Court on their scheduled day off, they shall write "Scheduled Day Off" on the subpoena and return it to the Court Liaison Unit. Appearing for Municipal Court on a scheduled day off (if the employee so chooses) is not an option. After writing "Scheduled Day Off" on the subpoena and returning it to the Court Liaison Unit, the employee shall not appear unless otherwise directed by the Court Liaison Unit. There are, however, two exceptions to this. First, if an employee receives a Municipal Court subpoena to appear for a post-tow hearing, the employee must appear. Second, if the employee receives a Municipal Court Subpoena to appear on a Friday for a jury trial, the employee must appear. If the employee is notified by the Court Liaison Unit that they are required to appear in Municipal Court on a scheduled day off, the employee shall still check the Municipal Court call-off line. Further, if the case is neither on the listed call-off by 7:00 p.m. the evening before a scheduled day off nor are they notified by the Court Liaison Unit by 7:00 p.m. the evening before a scheduled day off and the court case is called off prior to the employee appearing, the employee will receive scheduled day off pay (three hours of straight pay).

~~The Municipal Court shall make reasonable efforts to avoid setting court appearances on officers' days off. Should an officer receive a notice to appear in Municipal Court on the officer's days off, or during his/her vacation, the officer's Commanding Officer or immediate supervisor shall write Days Off or Vacation on the notice, and return it to the Court Liaison Office. Officers shall not be required to appear in court on the matter.~~

~~Exceptions:—~~

~~Post-Tow Hearings—Officer must appear~~

~~Friday Jury Trials—Officer must appear~~

~~If an officer should receive a subpoena to appear in Municipal Court on the officer's days off, the officer should promptly notify the Court Liaison Office. Subpoenas issued by the Municipal Court are court orders to appear. The Court Liaison Office shall attempt to have the matter set for another date through the City Attorney's Office. The Court Liaison Office shall then notify the officer if he/she is required to attend.~~

.32 Sufficient Notice

~~Municipal Court notices to appear must be received by the Colorado Springs Police Department~~

~~at least 24 hours prior to the required appearance in court.~~

.34 County/District Court Appearances

Employees are required to appear in court unless other arrangements can be made with the Court Liaison Unit.

It is always the responsibility of the member to advise the Court Liaison Unit Office if they receive a court notice or subpoena conflicting with their established schedule, and to receive verification of non-attendance approval. See "Taking of Leave," under section .41 of this General Order for additional information.

.36 County Court Traffic Infraction Hearings

It is the responsibility of the officer:

- To obtain a copy of the accident report;
- Determine any required witness(es) for the traffic infraction hearing;
- ~~And provide, to the Court Liaison Unit, the names and addresses of required witnesses. Complete a subpoena request form, which is available in the Court Liaison Office.~~

In order to provide the best opportunity for contacting the potential witness(es), the ~~names and addresses form~~ should be ~~obtained completed~~ and submitted to the Court Liaison Unit Office, as soon as possible. The Court Liaison Unit Office will prepare and issue subpoena(s) by certified mail. The signed return of service will be forwarded to the officer prior to the scheduled hearing date.

.38 Out-of-Town Court Appearances

When an employee receives a subpoena to appear in an out-of-town court related matter, it is the responsibility of the employee to immediately notify their supervisor of the pending court date and time. The supervisor will schedule adjust the employee's work schedule to remain consistent with the Fair Labor Standards Act, as well as to attempt to accommodate the out-of-town court appearance, including travel time. ~~For out-of-town court appearances, a schedule adjustment will be done, to minimize court compensation, whenever possible.~~ Whenever possible, schedule adjustments will be done for out-of-town court appearances to minimize court compensation. If a supervisor is unable to adequately schedule adjust for the out-of-town court appearance, he/she will make every effort to minimize the amount of overtime required to facilitate the court appearance. If a schedule adjustment is not an option, the supervisor should contact the Court Liaison Unit Office so that an attempt can be made to rearrange the employees court appearance to accommodate the scheduling conflict.

.40 Illness

Members unable to attend court due to illness shall notify the Court Liaison ~~Unit~~, as soon as possible.

.41 Taking of Leave

A properly completed vacation/leave notification form, or a memorandum specifying the scheduled time off, must be received ~~by in~~ the Court Liaison ~~Unit Office~~ a minimum of four weeks in advance of said vacation or leave. If notification of vacation/leave is not on file with the Court Liaison ~~Unit Office~~, members will be required to attend court during their vacation/leave times.

The following are examples of valid reasons to request leave from court:

- Vacation time
- Compensated (comp) time off (if taken in conjunction with vacation days)
- Military leave
- Medical leave
- Out-of-town training

The following are invalid reasons to request leave from court:

- In-service training in town (mandatory or elective)
- Days off
- If a department member is attending training in Colorado Springs and has a subpoena to appear in court, unless released by the subpoenaing entity or the courts, the member must appear for court as indicated on their subpoena. Special exceptions must be approved by the Sergeant of the Community Relations Unit.

When using the Court Liaison Notification system, or written memorandum, to request time off for training, department members should specify the type of training and location. Also, it is the officer's responsibility to immediately notify the Court Liaison Unit when requested time off has been modified or cancelled. Failure to do so could result in disciplinary action.

.42 Conflicting Court Appearance Dates

When Department personnel receive two or more conflicting court notices requiring an appearance on the same day and time, they are responsible for notifying the ~~concerned agencies (District Attorney's Office, City Attorney's Office, etc.) and the~~ Court Liaison ~~Unit Office~~ to resolve the conflict. This procedure will also apply to employees who have a required appearance with matters still pending in another court.

.44 Manner of Notification

Police employees notified to appear in court by the [Court Liaison Unit](#), which is part of the [Office of Professional Standards Division](#), shall consider the notification to be an order of the Chief of Police. Notification may be either oral or written.

.45 Court Liaison Notification Systems

[Court Liaison Notification System Website:](#)

The Court Liaison Unit has an established website located on the CSPD Connections home page. This website is to be used in conjunction with our current call-off system programs, and can be accessed as follows:

- Go to the CSPD Home page
- Click on the Employee Center and a drop down menu will appear
- Click on the Court Liaison Notification System (second line)
- This will take you to the Court Liaison Notification System home page

From the Court Liaison Notification System home page you can access court information by the court date, individual officer, or by case number, as well as complete and submit a time off notification form (by e-mail) to the Court Liaison [Unit office](#). The information contained on this website is in addition to, and does not replace information that is available on the various telephonic call-off systems and websites.

This website will be utilized to inform officers of future call-offs, display call-offs that may not be available in other formats, place employees on stand-by for court, [display individual officer's court history](#) and to deliver various other messages. It is the responsibility of the officer to check this website for updated information prior to appearing for court in addition to checking the call-off system.

This website will be replacing the inter-office notes and memos that currently provide officers with updated information. If a "call-off" or "stand-by" status message is recorded into the Court Liaison Notification System and the officer submits a court overtime slip for payment, the overtime slip will be returned to the officer marked void.

[Court Liaison Update Line \(Call-in Telephone System\):](#)

In addition to the Court Liaison Notification website, ~~the~~ the Court Liaison Unit [maintains](#) ~~has also installed a new~~ call-in telephone line, 482-7130. This line is for out-going messages only and will not ring in the Court Liaison [Unit](#) offices. While listening to the recording, press the "9" key and the message will repeat.

Each week day at 8:00 a.m. (for morning cases only) and at ~~11:30 a.m.~~ 12:00 p.m. (for afternoon cases only), the call-in recording will be updated to include any messages intended for employees scheduled for the day's court activity. Information that is received after the recording time will be addressed by out-going telephone calls.

The recording will include any last minute call-offs that fail to be listed on other call-off systems and/or to place employees on a stand-by status for court. It is the responsibility of the Court Liaison Unit to provide current information, for the designated times, on the updated ~~the~~ call-in recording (482-7130) ~~as quickly as possible and~~ It is the responsibility of the CSPD employee to call the Court Liaison Unit's ~~call-in~~ updated phone line recording ~~2-hours~~ prior to appearing in court. The Court Liaison Unit ~~update phone line~~ is to be used ~~called~~ in addition to, not in place of, other call-off telephone numbers/websites.

Prior to appearing in court, all CSPD employees are required to call the District Attorney's ~~or and~~ City Attorney's call off machines to confirm that their appearance is still required. These call-off lines are usually updated by 7:00 p.m. on the evening before the required appearance.

.46 Failure to Appear

Employees who fail to appear in County, District, Juvenile, or Municipal Court when properly notified to do so, without proper arrangements ~~made otherwise~~, will be subject to disciplinary action. Should an employee be unable to appear, it is that employee's responsibility to notify the Court Liaison ~~Unit Office~~.

Whenever a member has a valid reason for not appearing in court, or for being late to court, ~~they~~ ~~he/she~~ will notify the Court Liaison ~~Unit Office~~, as soon as possible. The notification is to be made as far in advance as possible, prior to the date/time of the scheduled court appearance, and is to give the reason for being unable to appear. If the member will be late, the reason for being late, and an estimated time of arrival, will be given. The Court Liaison ~~Unit Office~~ will notify the appropriate prosecutor, ~~and/or designee~~, of the reason for the tardiness, ~~and the estimated time of arrival~~.

The department member is responsible for notifying the Court Liaison ~~Unit Office~~ regarding any change in availability, for appearances in court sessions, for any reason, ~~or any circumstances that affect the member's ability to appear in court~~.

.48 Failure to Appear/Guidelines

The following guidelines may be utilized regarding disciplinary action for failure to appear:

- ~~On the F~~first occasion: a written reprimand.
- If a second failure to appear occurs within two years of the first such failure: a day's pay may be forfeited.
- ~~On S~~subsequent occasions, when the employee fails to appear: the employee may forfeit

additional days.

.50 Court Attendance While on Suspension Without Pay

If a Department member has been suspended without pay, the following provisions for court attendance will be followed:

- A Department member who has been served a subpoena to appear will abide by the subpoena
- It will be the responsibility of the Court Liaison ~~Unit Office~~ to notify the appropriate courts of a member's suspension. The Court Liaison ~~Unit Office~~ will advise the courts that, if a suspended employee is required to appear, a subpoena will be necessary
- No compensation, minimum show up time, overtime or compensatory time will be credited to any member appearing in court, who is suspended without pay

.52 Court Attendance Relating to Off-Duty Employment

Department members will not respond to, or appear, in court or other hearings or depositions, while on-duty, in matters to which they, but not the City, are a party; in matters arising out of or connected with any off-duty employment having more than an incidental relationship to law enforcement; or in any matters not arising out of, or connected with official Department business, except with the approval of their Bureau Chief. When subpoenaed in such matters, employees will notify their supervisor, as soon as it reasonably appears that their subpoena obligation will arise while they are likely to be on-duty, in order that arrangements may be made for their appearance.

.54 Accepting Service of Civil Summons and Complaints

Whenever a Department member is named a defendant in a civil action that has resulted from employment with the City, s/he shall deliver a complete copy of the suit, **as soon as possible**, to the ~~Office of~~ Professional Standards **Division**, Court Liaison Unit. ~~as soon as possible.~~ Timeliness is important, as in most cases a reply must be filed with the court, within twenty days after service of the suit, on the defendant employee. Further, City ordinance provides that "the City shall not be responsible for providing a defense to a City employee where the City is not made a party defendant in the action and the City is not notified of the existence of said action in writing by the plaintiff or the employee within fifteen days after the commencement of the action."

The Colorado and Federal Rules of Civil Procedure specify how civil summons and complaints are to be served on the City, the Department and members of the Department. Generally, civil summons and complaints against the City or the Department must be served on the City Clerk. Members should not accept service of civil summons and complaints on behalf of the City, the Department or other members. Should a process server attempt to serve a civil summons and complaint, or other civil process, that has stemmed from a member's employment with the City, on a member who is not named as a party in the case, the members shall decline to accept

service and direct the process server to the City Clerk's office or to the named member. Should the process server persist, or should a member accept delivery of certified mail and discover that it contains a civil summons and complaint, or other civil process, they should immediately arrange for hand-delivery of the papers to the Court Liaison [Unit Office](#).

The Court Liaison [Unit Office](#) will ensure that the employee(s) named as defendant(s) in a civil process have been properly served. If not, the Court Liaison [Unit Office](#) will serve the process on the employee(s), as appropriate. The date, time, and manner or circumstances of service should be documented and maintained on file along with the defendant's signature acknowledging receipt. In those instances when the member was served directly by the process server, the member will provide a copy to the Court Liaison [Unit Office](#). In any case, the Court Liaison [Unit Office](#) will then forward copies of the process to the City Attorney's Office and the City Clerk's Office, as soon as possible.

All information contained in a civil process shall be considered confidential and will be disclosed only to authorized persons. In addition, all material will be hand-carried rather than sent through the mail system.

Subpoenas directing the appearance or the production of personal documents of a Department [M](#) member, which are civil and personal in nature, and which are not directly or indirectly related to the performance of his/her official duties (i.e., divorce or custody, civil contract disputes), will not be accepted by any member other than the member who is named thereon. Service of these subpoenas will be made in the same manner as that used for the general public. At their discretion, Department supervisors may facilitate the appearance of a member, at a given time and place, so that [the member he/she](#) may accept such service.

.60 Testifying

Department personnel will testify with the strictest accuracy, and neither suppress, minimize, nor overstate the slightest circumstance with intent to favor or discredit any person. When cross-examined, they will answer with the same readiness as when testifying in support of the charge.

.62 Appearing for the Defense

Any Department member, who reasonably anticipates being called to testify by, for or on behalf of the defendant in any criminal proceeding, will notify the Court Liaison [Unit Office](#), in writing, as soon as practical, but in no event less than 72 hours prior to the scheduled appearance. If the member first learns of or anticipates such appearance less than 72 hours beforehand, s/he will immediately notify the Court Liaison [Unit Office](#) in person or by telephone, followed by written notification.

The notification called for will include the name of the defendant and the time and place of the hearing. This section shall not apply to cases in which the member is notified of such a court

appearance by the Court Liaison ~~Unit Office~~.

.64 Promises or Arrangements

Members shall not become involved in any promise or arrangement ~~between a defendant and victim,~~ with the intention of affecting the result of the trial.

.66 Arranging Dismissal or Leniency

Department personnel shall not seek to obtain the dismissal of a case or leniency for the defendant ~~in any court,~~ unless done with the knowledge and consent of their Commanding Officer(s) and the involved Prosecutor's Office.

Where it appears that the effective administration of criminal justice will thereby be served, a Department member may agree to one or more of the following, depending upon the circumstances of the individual case:

- To make, or not to oppose, favorable recommendations concerning the sentence to be imposed, if the defendant enters a plea of guilty or nolo contendere (no contest)
- To seek, or not to oppose, the dismissal of an offense charged, if the defendant enters a plea of guilty or nolo contendere (no contest) to another offense reasonably related to the defendant's conduct
- To seek, or not to oppose, the dismissal of other charges or other potential charges against the defendant, if the defendant enters a plea of guilty or nolo contendere (no contest)
- To consent to deferred prosecution, as provided by ~~s~~ State statute or ~~e~~ City ordinance
- To consent to deferred sentencing, as provided by ~~s~~ State statute or ~~e~~ City ordinance

.68 Recommendations for Pre-Sentence Investigation Reports

Members will make recommendations regarding sentence proposals for convicted felons only in accordance with the following guidelines.

If an employee is approached by an officer of the court or a representative of Adult Probation, in his/her personal capacity as the arresting/investigating officer, he/she may offer a reasonable and appropriate personal recommendation in this capacity, with the explicit understanding that this does not necessarily reflect the official position of the CSPD or the Prosecutor. ~~As soon as possible,~~ ~~the~~ employee shall inform his/her immediate supervisor of the request and recommendation, ~~as soon as is practical~~.

If an employee is approached by an officer of the court, or a representative of Adult Probation, to provide a recommendation that reflects the official position of the CSPD as an organization, as to the level of punishment a convicted felon should receive for a crime, the employee shall

contact his/her immediate supervisor.

The employee shall then discuss the merits of the case in question, the history of the defendant, and any other facts of material interest with his/her immediate supervisor. A mutual decision, regarding a recommendation, will be made by the employee and the supervisor. Once a decision has been reached, the supervisor will inform the section commander of the recommendation and how it was reached. If the section commander concurs with the recommendation, the supervisor will inform the involved employee, who will then inform the appropriate officer of the court of the recommendation.

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Colorado Spring Police Department

General Order 1405

-- Expert Witness Fees

Active date: 4/16/1989

Supersedes date:

.01 Purpose

To prohibit conflicts of interest with regard to expert witness fees.

.02 Cross Reference

G.O. 1401, Court Procedures

G.O. 1670, Outside Employment

.03 Discussion

This space intentionally left blank.

.04 Policy

An employee may not pursue compensatory gain, as a professional or expert witness, in any case involving criminal or civil litigation of an incident that was investigated by employees of the Colorado Springs Police Department. Any exceptions will require prior approval of the Chief of Police.

.05 Definitions

This space intentionally left blank.

.10 Professional Witness Fees

Employees shall not solicit professional fees, including expert witness fees, for any purpose whatsoever while performing under the color of authority, without the approval of the Chief of Police. This would include, but not be limited to, the following examples:

- Traffic or criminal investigations
- Depositions
- Civil actions

- Court actions
- Subpoenas
- Any other action where an employee would be professionally compensated for work accomplished as a city employee.

.20 Permissible Activities

Employees who have the expertise to be an expert witness may pursue compensatory gain under the following conditions:

- Prior approval of the Chief of Police;
- The employee is not involved with the investigation in question, and the employee's testimony is not contrary to the interests of the Colorado Springs Police Department;
- The employee acts on his/her own behalf and divorces his/her position from the Department during testimony, reconstruction or deposition. Years of experience and training with the City may be declared;
- The employee has approval of the Chief of Police for outside employment to reconstruct traffic or criminal incidents. This shall include only those incidents that do not involve the City of Colorado Springs or the Department, unless previously approved by the Chief of Police.

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Colorado Spring Police Department

General Order 1415

-- Mutual Aid Agreements

Active date: 6/19/2007 8:16:01 PM

Supersedes date:

.01 Purpose

To state conditions for supplying assistance to other jurisdictions or receiving it from them.

.02 Cross Reference

G.O. 480, Civil Disturbances and Demonstrations

G.O. 435, Canine (K-9) Unit

.03 Discussion

Public safety agencies may, at any time, be faced with situations that require personnel and equipment that they do not have. Most such circumstances require immediate and extraordinary

action to preserve life and property. Colorado law specifically allows neighboring local governments to enter into agreements with each other to provide supplemental personnel and other resources.

.04 Policy

Upon the request of a local public safety or governmental entity for assistance, in the form of personnel or equipment, the Colorado Springs Police Department shall provide assistance to the extent resources are authorized and available. By decision of the Chief of Police, the Colorado Springs Police Department may also request assistance, when it is needed. The following guidelines have been developed so that Colorado Springs may obtain or provide mutual aid, as emergencies or other circumstances require.

.05 Definitions

RECEIVER AGENCY: An agency that receives aid from another agency.

PROVIDER AGENCY: An agency that provides aid to another agency.

.10 Requests to other Agencies

When the Chief of Police determines that assistance from other jurisdictions is needed, s/he shall evaluate the facts, determine the amount of personnel and equipment necessary, and estimate the probable duration of the need. The authorization of the Chief of Police, or designee, must be obtained before making any requests for mutual aid.

The Chief of Police, or designee, will then contact the other jurisdiction(s), specifying the nature and quantity of assistance needed, and the probable duration of the need. If a commitment for aid is obtained, the Chief or his/her designee, shall recontact the other jurisdiction, as necessary, for verification of resources, schedules, and conditions of agreement.

.20 Requests by other Agencies

A request from another jurisdiction for emergency assistance by the City of Colorado Springs, should be made by that jurisdiction's chief law enforcement officer, directly to the Colorado Springs Chief of Police. The requesting jurisdiction shall specify the nature and quantity of the assistance needed, and the probable duration of the need. The Chief of Police or his/her designee, shall verify receipt of the request by telephone, teletype, or radio confirmation, to the requesting jurisdiction.

After verification, the Chief of Police or his/her designee, shall evaluate the needs, nature and quantity of resources requested, and the probable duration of need. The Chief shall also evaluate

the Colorado Springs Police Department's needs and available resources. The Chief of Police shall then inform the requesting jurisdiction of the resources Colorado Springs will be able to commit, and when they will arrive.

.30 Command

All resources committed under emergency mutual aid requests shall be under the control and authority of the receiver agency, subject to recall by the provider agency.

.32 Compensation

The provider agency will compensate its own employees for their work during the emergency.

.34 Liability

Any liability that accrues as a result of a negligent or otherwise tortious act of personnel of a provider agency, within the course of their duties in rendering mutual aid assistance, shall be imposed upon the receiver agency and not upon the provider agency.

.36 Workmen's Compensation

The coverage of any police officers under the Workmen's Compensation Act of Colorado shall not be affected by performance of temporary duties for a receiver agency. Such police officers shall remain covered by Workmen's Compensation insurance, while performing such temporary duty, as fully as if they were performing their regular duties within their usual jurisdiction.

.40 Conclusion of Need for Mutual Aid

When the chief executive officer of the receiver agency determines that mutual aid resources are no longer needed, s/he shall authorize the release to their own jurisdiction and shall so notify the chief executive officer of the provider agency.

.50 Providing Non-Emergency Mutual Aid

The Chief of Police, Acting Chief, or Staff Duty Officer may authorize non-emergency assistance such as assistance with forensics, criminal investigations, ~~SCUBA Team~~, etc., upon requests from other jurisdictions, to the extent that the resources are available. The Colorado Springs Police Department will compensate its own employees for all such work, unless other arrangements have been made with the receiver agency beforehand.

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Colorado Spring Police Department
General Order 1422
-- Concurrent or Special Jurisdiction

Active date: 1/15/2007

Supersedes date: 12/10/1998

.01 Purpose

To specify the processing and handling of matters occurring in the city parks, Fort Carson, Peterson Air Force Base, the Air Force Academy, University of Colorado, Colorado Springs, and Pikes Peak Community College. ~~Field, and other military property.~~

.02 Cross Reference

This space intentionally left blank.

.03 Discussion

While the Colorado Springs Police Department has jurisdiction over most areas within the city limits, special procedures must be followed to assure legal and proper arrest and detention in certain areas.

.04 Policy

This space intentionally left blank.

.05 Definitions

This space intentionally left blank.

.10 Jurisdiction in Parks Within the City Limits

The ~~Park Police Unit of the~~ Colorado Springs Police Department shall have primary jurisdiction in all parks within the city limits. ~~If Park Police are not available, other~~ CSPD units will handle calls for service in city parks within the city limits. Appropriate CSPD units shall also respond to major crimes occurring in city parks within the city limits.

Misdemeanor ~~and felony crimes~~ occurring within city parks in the county (~~Cheyenne Canyon~~) ~~will be handled by the Park Police, if on duty. Serious crimes occurring in city parks in the~~ ~~county~~ will be handled by the appropriate law enforcement agency having jurisdiction (El Paso County Sheriff's Office, Colorado State Patrol, etc.). CSPD units will assist, if requested.

.20 Fort Carson

The Colorado Springs Police Department does not have jurisdiction on Fort Carson. To arrest an individual at Fort Carson:

- Obtain an arrest warrant.
- Report to the Military Police Desk Sergeant, Building 2700, (526-2333 or 526-2335) with all pertinent information and documentation.

- The military desk sergeant [will receive and review the paperwork](#). They may require that the Office of the Staff Judge Advocate be notified to review and approve the paperwork.
- The Military Police will pick up the suspect and transport him/her to the Military Police Station at Fort Carson and release him/her to the CSPD officer.
- Summons and Complaint may be served at Fort Carson if defendant is willing to accept service. If service is refused, an arrest warrant should be obtained.
- ~~These procedures also apply to~~In instances of fresh pursuit, [contact the military police desk as soon as possible, as they will attempt to stop and detain the suspect. However, as all pursuits must cease at the military gate. once a suspect enters Fort Carson.](#)

.25 United States Air Force Academy

The Colorado Springs Police Department does not have jurisdiction on the Air Force Academy, which is outside the city limits. When conducting official duties on the Academy, such as arrest, summons service, interviews, follow-up, contacts at the hospital, etc., 24 hours a day:

- Report to the Law Enforcement Desk, building 8024, Security Forces Headquarters, at 8024 Security Drive, for coordination purposes.
- When exigent circumstances exist, such as vehicular pursuits, [officers may continue if the suspect enters Academy grounds; however, notification must be made to the Security Forces Headquarters by the Public Safety Communications Center](#) at 333-2000 or 333-2003, [as soon as possible](#) .
- In most instances, the Security Police will provide assistance and cover for the officer while engaged in conducting any official duties.

.30 Other Military Installations Within the City Limits

The police department has concurrent jurisdiction on Peterson [Air Force Base](#) and other military property within the city limits. Auto accidents, burglary reports, etc., excluding Part I Crimes, shall be handled by the department, upon request of the proper military authorities.

All roads at Peterson [Air Force Base](#) come under the jurisdiction of this department.

The Security Police shall be contacted before arrests are made at Peterson [Air Force Base](#).

.40 Concurrent Jurisdiction on State Institutions

The Colorado Springs Police Department has concurrent jurisdiction on [the University of Colorado, Colorado Springs Colorado University—the Springs](#) and Pikes Peak Community College property, located within the city limits. All crimes, incidents, traffic accidents/violations, parking violations, etc., which occur on the State owned/leased land of the campus, shall be handled by the campus police authorities unless they request [assistance from CSPD otherwise](#) . Every effort shall be made to cooperate and coordinate with the campus

police, whether on or off the campus.

Campus police are level 1 peace officers while on state owned/leased land and are granted all the powers conferred on level 1 peace officers

When a CSPD Unit responds to either campus, the responding unit will notify the appropriate campus police of any law enforcement activity (calls for service, arrests, reports, investigations, etc.) which is initiated on the campus, before taking any further action. The appropriate action and resolution will be coordinated with the campus police. In urgent situations, when notification cannot be made immediately, the appropriate campus police agency will be notified as soon as practicable.

The campus police have complete authority over parking on campus. Department members, including parking enforcement volunteers, shall not enforce any parking regulations, ordinances, or statutes on the campus. Any parking complaints received by CSPD shall be referred to the appropriate campus police agency.

.50 Investigation Notification

Whenever a member of the military is involved in a high profile case, such as a Part 1 crime, or any other situation that by the nature of the offense makes it a high profile crime, the supervisor of the investigative unit under whose jurisdiction the follow-up investigation will be handled will notify the appropriate military police of the incident.

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Colorado Spring Police Department

General Order 1501

-- Records Security

Active date: 8/23/2006

Supersedes date: 2/18/2004

.01 Purpose

To set policy and guidelines for ensuring the confidentiality of the department's criminal records.

.02 Cross Reference

G.O. 1510, Criminal Records Information

G.O. 1515, Juvenile Records

G.O. 1550, News Media

.03 Discussion

The department has a responsibility to ensure the confidentiality of departmental records. To fulfill this responsibility, procedures are maintained in the SOP of the Records Section that: limit access to records; control additions or deletions of data; ensure authorized distribution; and provide for screening and training personnel directly involved in the records system. These

procedures protect the public, the city, and the department from unauthorized release of criminal records information.

.04 Policy

All department personnel will take positive steps to ensure the security and confidentiality of criminal offense records and the information they contain. Procedures in this general order are designed to facilitate this process.

.05 Definitions

RECORDS SECURITY OFFICER OR RECORDS CUSTODIAN: The commanding officer of the Records Section is designated as the official custodian of the records.

.10 Access to Records Area

Entrances to the Records and Identification Section shall be monitored by all R & I personnel to ensure that unauthorized personnel are not allowed access to the R & I Section. Access to the Records area is limited, exclusively, to personnel assigned to the Records Section and to persons specifically authorized access by the Chief of Police, or by the commanding officer, or acting commanding officer of the Records Section.

.16 Receiver

Department personnel receiving criminal history information, offense reports, or any other departmental records will safeguard the information so that further dissemination is limited to those authorized to receive it.

.20 Records Information from NCIC/CCIC

Criminal history information obtained from the NCIC/CCIC systems, or any such information obtained through an automated system that connects with those systems, will be released only to criminal justice agencies and criminal justice personnel, and then only by authorized Records Section personnel.

Motor vehicle information received through CCIC may be obtained by any department officer or other authorized CSPD employee who needs the information to fulfill an official governmental function.

.22 Automated Systems Security

All automated systems terminals will be located in areas that are secure and accessible only to personnel authorized to operate them.

Information obtained from local, state or federal automated systems will not be released to anyone except department personnel and those authorized by the Chief of Police. Such information includes motor vehicle registration records, drivers' license information, stolen property information, or any information contained in a local, state or federal automated system.

.24 Criminal Record Checks

Federal laws governing NCIC and CCIC require that all criminal history checks be stamped confidential, receipted, and entered on a criminal history log sheet. The log sheet, and a properly

stamped copy of each criminal history obtained, will be turned in at the first of each month to the NCIC operator in the Records Section.

The ~~Deputy Chief of Operations Support~~ commander of each investigative unit may appoint ~~one clerk~~ a limited number of office specialists and police service representatives to be responsible for performing criminal history checks and maintaining these records ~~for the~~ at their respective investigative unit. The Intelligence Unit may perform its own checks and maintain its own log sheet. That log sheet and a properly stamped copy of each Criminal History obtained, will be placed in a sealed envelope and given to the clerk for submission, at the same time.

All other personnel of the department, when requesting criminal history checks, will go through the NCIC operator in Records.

.26 Message Sending

The only terminal authorized to send messages is the COJ terminal, NCIC Operator, in the Records Section. Any person wanting to send a message must have it approved by a supervisor. All messages will be recorded and maintained on file, as required by NCIC policy and State Archives laws.

.27 Operator Security Number

Supervisors may submit a request form to the department's CBI Coordinator to obtain an OSN, Operator Security Number, for sworn or civilian employees . Upon obtaining the OSN, the employee must complete the on-line computer test and complete a certificate of understanding, to be forwarded to the CBI Coordinator.

.28 NCIC/CCIC Queries

~~Persons Employees with an~~ with an OSN are encouraged to use the query screens to check out offenders or possible offenders, ~~vehicles, guns, etc., for "entries of interest." "articles wants"~~. Should a ~~warrant~~ confirmation be needed, the NCIC Operator must be contacted (444-7776) for assistance and proper documentation.

.29 Retention of Department Records

In order to maintain legal control of official reports and other official documents, the department maintains the official copy of all case reports and accident reports in the Records and Identification Section. Records and Identification Section maintains these records in strict accordance with State and Federal law dealing with Criminal Justice Records, various court orders and rulings (such as orders sealing files, expungements, etc.), and various privacy laws designed to prevent identity theft.

It is imperative that unregulated duplicate copies of official files not exist and potentially circulate outside of the Records Section because of these legal requirements. This includes electronic copies of documents as well as paper copies.

These reports are made available to department members via the Case Report Imaging System (CRIS System) on a 24-hour-a-day, seven-day-a-week basis to assist members in carrying out their official duties. This removes most practical reasons for retaining duplicate copies of files by individual members.

From time-to-time members may retain ~~working copies~~ of reports in order to carry out their official

duties. This includes such things as ♦working files♦ maintained by various investigators conducting follow-up inquiries, members retaining copies of reports until they are sure the report has been entered into the CRIS system, and members obtaining copies of files for court. These practices are permissible, provided certain practical safeguards are followed.

Working investigative files may be retained in the division for only a certain period of time. This is normally 2 years plus the current year. Exceptions must be approved by the deputy chief of the bureau. These files must be stored in department file cabinets when not being used. At the end of this retention period, the files must be checked for any relevant documents that need to be transferred to the Records and Identification Section, or placed into evidence. Then the files are to be shredded.

Individual officers may retain copies of files only for two purposes: assuring that the official copy of the file has been received and processed by Records and ID, and for use in court after a subpoena or other official notice to appear has been received. Once these needs have been satisfied, these reports must be shredded to prevent loss or misuse.

The Major Crimes Section maintains a locked ♦Cold Case♦ file room. That section may establish internal policies for access and retention of these working files consistent with the mission of that section. The Patrol Bureau shall establish an SOP regulating the retention of electronic files typed by division PSRs or office specialists.

.30 Access to Department Records

Employees are granted access to department records systems solely to aid them in carrying out their assigned duties. Employees shall not use their position to gain access to any department record, hard copy or electronic, for personal use or commercial gain. As used in this paragraph, "personal use" includes viewing records solely to satisfy personal curiosity unrelated to any official department purpose. Violations of this procedure will be grounds for disciplinary action.

Employees who wish access to a record for non-department purposes must utilize the same procedures as any other member of the public. A schedule of fees for certain records has been established by City Council Resolution #157-87, as amended by #120-90 and authorized by SS 24-72-306(1), C.R.S as amended.

.35 Modification of Records

All additions, changes or deletions to department records or automated records systems will be the responsibility of Records Section personnel. Other department personnel will not add, change or delete information unless authorized by the Chief of Police, or his designee.

Whenever automated systems information, offense reports, or any other documents that are a part of the centralized files of the department are in need of modification, Records personnel will then make the appropriate corrections, unless otherwise authorized by the Chief of Police.

.40 Security Clearances

Personnel who will handle departmental records or have access to automated criminal history records terminals will be record-checked before employment. The record check will consist of fingerprint clearances through the Colorado Bureau of Investigation and the Federal Bureau of Investigation (FBI); local criminal history check; local, state and federal warrant checks;

Colorado DOR checks; an extensive background check; and will include a polygraph examination. These procedures are necessary to ensure that persons will not be hired who may pose a threat to the security and confidentiality of departmental and automated records systems.

.50 Training

Department personnel responsible for adding, correcting, deleting or disseminating departmental or automated systems records will attend training sessions on the proper use and control of such records. The Commanding Officer of the Records Section is responsible for ensuring that such training occurs.

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Colorado Spring Police Department General Order 1503 -- NCIC/CCIC Records Validation

Active date: 5/6/2005

Supersedes date: 12/10/1998

.01 Purpose

To establish responsibility for completion of CCIC/NCIC validation reports.

.02 Cross Reference

G.O. 1501, Records Security

CALEA Standard: 82.3.8

.03 Discussion

CCIC/NCIC record validation is a monthly process wherein selected records from certain "wanted" files within CCIC/NCIC are confirmed, updated, or deleted, as necessary. All agencies that are part of the computer system are required to validate their records. Failure to validate, improper documentation, or late return of validation certificates can result in the removal of the records from the computer system.

.04 Policy

Records requiring validation shall be distributed to the proper units by the Records and Identification Section. Units assigned responsibility for validation shall ensure that such records are properly validated.

.10 Assigned Responsibilities

The following units are assigned to validate specific records:

- ~~Auto Theft—Stolen vehicles~~
- [Patrol Division Investigative Units \(Auto Theft Investigators\)](#)
- Juvenile - Wanted/Missing/Unidentified persons

- Records - Securities/Boats/Guns/Stolen license plates

.12 Notification and Response

Each validation list sent to a unit shall be accompanied by a memo outlining the procedure required for validation, the due date, and a certificate of validation.

Validations shall be completed and returned to the Records and Identification Section no later than the assigned due date. The certificate of validation shall accompany the return and shall be signed by the validating employee or, in the case of more than one validating employee, the supervisor of the validating unit.

.14 Validation Requirements

CCIC policy requires this Department to confirm that the selected record is complete, accurate and still outstanding or active.

Validation must be done by comparing the original entry with all current supporting documents/case reports and by recent consultation with the appropriate complainant, victim, District Attorney, court, motor vehicle record and investigating officer. Incomplete, inaccurate and invalid records must be brought into compliance.

If the Auto Theft Unit, the Juvenile Unit or the Records Section is unsuccessful in contacting the victim or complainant, a decision to cancel or retain the record in the system must be made based on the best information and knowledge available.

Each case report attached to a record must contain a supplement indicating that contact was made and the record verified. If contact was not made, the supplement must substantiate the decision to retain or cancel the entry.

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Colorado Spring Police Department

General Order 1505

-- Police Employee Information

Active date: 4/9/2007 4:22:06 PM

Supersedes date: 4/16/1989

.01 Purpose

To specify policy and procedures for control of personal data about Police Department employees.

.02 Cross Reference

.04 Policy

All employees shall provide his/her current phone numbers, addresses, [name change](#), and emergency information to [Human Resources](#) . If an employee receives mail through a post office box, he/she must ensure that both the post office box information and a personal physical address are maintained with [Human Resources](#). All personal information will be considered strictly confidential and will not be released, except to authorized recipients. [Employees shall also update personal information by utilizing the Colorado Springs Employee Self-Service \(ESS\) web-site.](#) ESS can be accessed by utilizing the link available through the [CSPD web page](#) or through the [City of Colorado Springs Internet and Intranet sites](#).

[Employees can also update his/her own addresses, phone numbers, job location, and start times from the Employee Directory as follows:](#)

- [Enter name or IBM number to search for directory page](#)
- [Click on the correct name to open personal directory](#)
- [Click on the "Update Information" link found at the bottom right hand corner of the page.](#)
- [An automatic email directed to Human Resources will appear](#)
- [Indicate changes to be made and send](#)

.05 Definitions

This space intentionally left blank.

.10 Personal Data of Department Employees

Department personnel will not divulge any information concerning a department employee over the telephone to private citizens.

Department personnel will not divulge any information concerning a department employee, unless directed to do so by a command officer, the Chief of Police, or the employee whose personal data is being requested.

When any person, who is not employed by the department, requests the address or telephone number of a department employee, the person receiving the request should provide the work location phone number or voice mail phone number of the employee. Requests for information on former employees should be directed to the [Human Staff Resources Section](#).

Department personnel may obtain another department employee's telephone number by requesting such information in person, or by telephone, after first supplying proof of identity by providing name and IBM number.

Anytime a department employee changes telephone numbers, addresses or emergency information, the employee's commanding officer and the [Staff Human Resources Section](#) shall be notified within 48 hours and the appropriate forms completed. [Notifying the Human Resources Section](#) ensures that your information is updated for payroll/benefit processes through the City of Colorado Springs. In addition to the CSPD Human Resources Section, all employees are required to notify the following individuals/agencies:

- [Communication Center supervisor](#) for updating in the CAD system
- [Court Liaison](#)
- [Public Employee Retirement Association \(PERA\)](#) for civilian employees
- [Fire & Police Pension Association \(FPPA\)](#) for sworn employees
- [Police Protective Association \(PPA\)](#), if a member

.15 Personnel Roster

The Police Department provides a roster of employees ~~and specific volunteers to designated authorities via the Employee Directory.~~ The ~~roster~~ employee directory contains name, IBM number, home phone number, work phone number, ~~and~~ voice mail number, ~~and an e-mail link of~~ for each individual. ~~Distribution of the roster~~ The employee directory shall be established by the [Staff Human Resources Section](#) and shall be designed to protect the privacy and security of all employees. [The employee directory can be found at the department's Intranet web page, "CSPD Connections."](#)

.20 Staff Officers

CSPD staff officers ~~Division Commanders~~ will have additional access ~~receive a list of employees that~~ to the employee directory information, ~~contains~~ home phone numbers, ~~and~~ addresses, ~~and emergency contact information.~~ This ~~information list~~ will be strictly confidential and will be used only for official purposes and emergency situations.

.25 Emergency Information

Emergency information contains the name, address and phone numbers of at least one specific person to be contacted in case of an emergency involving a member. Information is provided to the [Staff Human Resources Section](#) and is available only to command level [Officers and the Communications Center personnel](#) for use in an emergency.

.30 Confidentiality

Personnel rosters and division employee lists are strictly confidential and are intended to be used by designated units within the Colorado Springs Police Department and designated authorities external to the department. Unauthorized distribution or use is considered to be misconduct.

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Active date: 2/6/2008 2:47:06 PM
Supersedes date: 7/14/2004

.01 Purpose

To specify conditions governing the release of criminal records information by personnel of this Department.

.02 Cross Reference

G.O. 1515, Juvenile Record
G.O. 1501, Records Security
~~CSPD Records Release Manual~~
~~CALEA Standards 72.1.3; 82.1.1; 82.1.9~~

.03 Discussion

Special restrictions placed upon the release of juvenile records are covered in G.O. 1515, Juvenile Records.

.04 Policy

Department personnel are frequently asked to supply criminal record information to other agencies and individuals. The Police Department authorizes only specific employees of the Department to release such information, and only then to qualified agencies or individuals. To aid Department personnel in determining who may release or receive criminal record information, detailed procedures are maintained [in the Records Section](#) that reflect current law and thereby protect the public, the City and the Department from unauthorized release of criminal record information. Situations not covered in the present General Order, or in [the CSPD Records Release Manual](#) ~~those cross referenced above~~, must be referred for decision to the Official Custodian Records Section Commander.

.05 Definitions

~~Refer to pages 1 through 10 of the Police Departments Records Release Manual.~~

[This section intentionally left blank.](#)

.10 Release of Criminal Justice Information

Offense reports, traffic accident reports, criminal justice records, and local arrest or criminal record information will be released in accordance with the following procedures:

Release By Personnel Involved In Investigations: Any sworn officer of this Department, during the course of an investigation to which that officer has been assigned, may release information to persons or agencies designated as authorized recipients of the information.

Release By Other: The release of offense reports and criminal history information by other persons is prohibited except for personnel specifically assigned that function by the Chief of Police or the Commanding Officer of the Records Section, or his/her designee.

CBI and FBI records cannot be viewed by the public. Any citizen requiring a CBI record must obtain the record from the Colorado Bureau of Investigations. Employees shall not release CBI or FBI records or rap sheets to unauthorized recipients.

.20 Authorized Receivers

Authorized receivers of criminal justice records are outlined in the Police Department's Record Release manual, which is located in the Shift Commander's office or the Records Section.

All release of criminal justice records will be in accordance with the Colorado Revised Statutes, applicable at that time, concerning criminal justice records and providing for the collection and dissemination thereof.

.30 Records Security

Department personnel receiving criminal history information, offense reports, or any other Departmental records, will safeguard such information so that further dissemination is limited to those authorized to receive the information. Motor vehicle information received via CCIC may be obtained by any Department officer or other employee who needs the information to fulfill an official governmental function.

It is the responsibility of an employee who is given access to computerized criminal justice records systems to ensure the security of a computer logged in to these systems against unauthorized use. Employees are not to give their passwords to any other person or persons to use, nor will they leave the password in any discernible written form near their computer.

If a computer that is logged in to a secure criminal justice system needs to be left temporarily unattended, the computer should be "locked." This is done by pressing "Ctrl"/"Alt"/"Delete" and selecting "Lock computer." The computer is later unlocked by using the password of the person who logged in originally.

All employees are required to log off from secure criminal justice records systems at the completion of their use. In no case shall this be later than the end of the employee's workday.

.32 Recording the Release

The accident/case report audit trail log will be utilized when releasing Department records. The Case Report Imaging System (CRIS) automatically records an audit trail of anyone opening a record. CRIS assumes that the operator logged onto the computer is the receiving party of any report. Employees shall insert the name of the receiving party in the appropriate window if the document is being provided to anyone other than themselves. Departmental personnel authorized to supply the information will adhere to the following procedures:

Offense Reports: It is mandatory to record the release of offense reports or information received from offense reports. Any offense report that is released to any person, not an employee of the Colorado Springs Police Department, will have, on its face, a statement noting the name of the person to whom the document was released, and the name of the person releasing the information and date of release.

Criminal History Information: Criminal history information released by the Colorado Springs Police Department Records Section will contain the following information:

- Person receiving information
- Agency receiving information
- Date information was released
- Person releasing information

Discussing criminal record or offense report information: The provisions of this order will not prevent a department employee, while participating in an investigation from discussing criminal records or offense report information for law enforcement purposes.

Criminal Record Information Via National Law Enforcement

Telecommunications System: A copy of any criminal record information that is obtained from any NLETS terminal, other than the NCIC/CCIC primary terminal located in the Records Section, will be provided to the NCIC/CCIC operator for record keeping purposes.

Record Information Via National Law Enforcement Telecommunications Service, Colorado Law Enforcement Telecommunications Service, National Crime Information Center Or Colorado Crime Information Center: Criminal history information obtained from NLETS, CLETS, NCIC or CCIC, or any such information obtained via an automated criminal justice system, will be released only to Colorado Springs Police Department personnel or the District Attorney's Office and then only by authorized records personnel. An audit trail will be maintained by records personnel recording the date, person, agency, reason for the request, and records personnel handling the request. The printout will be marked Confidential.

Penalties for misuse: Department personnel who knowingly furnish rap sheets, Colorado criminal history files, Colorado Law Enforcement Telecommunications files or other criminal history records, or information derived from such records, to unauthorized persons are in violation of federal regulations and Colorado state law and may be subject to criminal

prosecution and/or Departmental discipline. It is the responsibility of each employee of this Department, who receives criminal history information, to exercise due care and caution in safeguarding that information so that it does not come into the possession of unauthorized individuals.

.40 Review of Records

Any review of criminal justice records will be conducted as prescribed in the Police Department's Records Release Manual, under the supervision of the Records Section Commander, or designee.

.45 Special Handling Required for Documents Containing Personal Identifying Information

The accuracy of Department records that identify an individual is critical to the administration of justice. The Department must obtain various types of information to assure individuals are correctly identified so they may appropriately participate in the criminal justice process. This includes information on witnesses, suspects, defendants and victims. Accordingly, the Department maintains data on general descriptors of citizens such as name, address, age, date-of-birth, weight, hair color, eye color, photographic or digital image, and the like. It also maintains record for unique personal identifiers such as Social Security Numbers, Driver's License numbers and Identification card numbers, passport numbers, employers, student numbers or Military Identification card numbers, fingerprint classification, other biometric data or financial transaction device numbers. These latter unique personal identifiers are legally termed, "Personal Identifying Information".

Each member is required to protect from public disclosure "Personal Identifying Information" because it may subject an individual to fraud, in the form of "Identity Theft", "Criminal Impersonation" or similar crimes. This requirement is mandated in CRS 6-1-712. The statute further mandates that any document that contains such information be handled and disposed of in a manner that assures compliance with this requirement.

Accordingly, all members of the Department who generate or otherwise come into possession of documents that contain "Personal Identifying Information" are obligated to personally assure that this information is protected from public disclosure, and when no longer needed, is disposed of properly. Proper disposal of documents shall mean shredding them when no longer needed. This requirement includes not only official documents such as case reports, summons and other official records; it also applies to working notes and similar documents.

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Colorado Spring Police Department

General Order 1515

-- Juvenile Records

Active date: 5/11/2005

Supersedes date: 10/5/1994

.01 Purpose

To specify measures for securing juvenile records, in addition to those pertaining to adult records.

.02 Cross Reference

G.O. 1501, Records Security

G.O. 1510, Criminal Records Information

G.O. 1550, Public Information Office & News Media

CSPD Records Release Manual

CALEA Standards : 72.1.3; 82.1.1; 82.1.9

.03 Discussion

Though the dissemination of all Department records is controlled, the juvenile records require a more stringent standard for the following reasons: Juvenile Justice proceedings are governed by the Colorado Children's Code and, therefore, records associated with juveniles may contain more information than mere facts or events that prompted the judicial proceeding; juvenile proceedings are not considered a criminal action against the juvenile but are designed to direct the juvenile towards a productive adult life.

.04 Policy

In order to ensure the security and confidentiality of Departmental juvenile records, the special procedures in this General Order shall control the dissemination of juvenile records.

.05 Definitions

Refer to the Police Department's Records Release Manual that is located in the Shift Commander's office or the Records Section.

.10 Security of Juvenile Records

Security measures employed for other Department records will be applicable to juvenile records. Further, it is the responsibility of each employee of this Department, who receives juvenile record information, to exercise all due care and caution in safeguarding such information so that it does not fall into unauthorized hands, and to assure that any authorized information released is in the interests of justice and the juvenile who is the subject of the records.

.12 Authorized Suppliers

Juvenile records information will be released in accordance with the following procedures:

Release by personnel involved in investigations: Any officer of this department, during the course of an investigation to which that individual has been assigned, may release juvenile record information to persons or agencies designated as authorized recipients of that information.

Release by others: The release of juvenile record information by other individuals is prohibited except for personnel authorized by the Chief of Police to perform that function.

.14 Authorized Receivers

Refer to the Police Department's Records Release Manual.

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Colorado Spring Police Department

General Order 1520

-- Requests For Bulk Computer Records

Active date: 5/11/2005

Supersedes date: 8/12/2002

.01 Purpose

To define the Department's response to requests for inspection and/or release of bulk computer records maintained by the Department that would require customized computer programming to comply with legal requirements regarding confidentiality of certain information.

.02 Cross Reference

G.O. 1501 Records Security

G.O. 1510 Criminal Records Information

G.O. 1515 Juvenile Records

Colorado Springs Police Department Records Release Manual

CRS 24-72-301 to 307 Colorado Criminal Justice Records Act

CRS 24-72-201 to 207 Colorado Public Records Act

CRS 42-2-121 Records to be kept by the Department

18 USC 2721 Prohibition on release and use of certain personal information from state motor vehicle records

18 USC 2725 Definitions

.03 Discussion

The Colorado Supreme Court has addressed the question as to whether a criminal justice agency must manipulate bulk computer data to exclude non-releasable information upon a request for inspection or release of such records. This ruling came in the case of Office of the State Court Administrator v. Background Information Services Inc., No. 99SC381 (1999). [See Colorado Supreme Court 994 P.2d 420 \(Colo. 1999\)](#).

In this case, the Colorado Supreme Court specifically stated that, under the provisions of the Criminal Justice Records Act, the custodian of records had no duty to delete information or otherwise manipulate data in bulk computer records in order to create a new computer document solely for purposes of public disclosure.

.04 Policy

The Police Department has extremely limited resources available to perform customized computer programming. Since there is no practical way to reformat and/or purge confidential information from requests for bulk computer data files without adversely impacting the Information Technology Section of the Department, requests for the release of bulk computer records that individually contain information that can't be legally released will therefore be

denied.

.05 Definitions

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Colorado Spring Police Department

General Order 1550

-- Public Information Office and News Media

Active date: 9/1/2004

Supersedes date: 7/31/2000

.01 Purpose

To establish the functions of the Public Information Office and set guidelines for Police Department relationships with news media.

.02 Cross Reference

All General Orders in Section 15, Information and Records

G.O. 110, Emergency Notification

G.O. 315, Response to Crimes in Progress

All General Orders in Section 4, Tactical Operations

CALEA Standards 41.2.5; 46.1.2; 54.1.1; 54.1.2; 54.1.3; 55.1.3; 72.1.3

.03 Discussion

Because of public expectations and because of their accessibility, personnel of this Department may frequently be asked to supply information, either related to or unrelated to law enforcement functions. Employees should answer such questions appropriately, or refer the person to the proper individual or agency. When a request concerns police matters, members should decide if they are qualified to respond and if the person making the request is a proper person to receive the information. Generally, members should be open in their dealings with the public and supply requested information. However, members should be careful to avoid representing their opinions as fact.

.04 Policy

The Colorado Springs Police Department is committed to informing the community, and the news media, of events within the public domain that involve members of the Department or that are handled by the Department. All employees of the Department are to cooperate, as completely as possible, with members of the news media, consistent with Departmental policies and procedures. The Public Information Office (PIO) is designated as the primary source of information concerning the activities of the Department

.10 Duties and Authority of Public Information Office

The PIO shall assist news personnel in gathering routine information concerning the Department and its activities.

The PIO shall prepare and distribute all agency news releases, with the exception of Crime Stoppers bulletins. In addition, the PIO shall arrange for, and assist with, all news conferences sponsored by the Department.

The Public Information Office shall invite the management of all local media outlets to attend meetings, to be held as needed, with the Chief of Police and the Commander of the Office of Professional Standards. The purpose of these meetings shall be to involve the media in the development and administration of police policies affecting the news media, and to critique police/media relations.

The release of information concerning victims, witnesses, and suspects must be authorized and coordinated by the Public Information Office or officer in charge of the investigation.

Information concerning internal Departmental investigations or other confidential investigations must be authorized by, and coordinated with, the PIO.

In the event of disasters or serious civil disturbances, the Public Information Office shall be responsible for evaluating rumors and general concerns raised by the news media and by members of the public. In cooperation with the Community Liaison Unit, the PIO shall be responsible for dissemination of reliable and factual information to all segments of the community, as a means of de-escalation.

.11 Public Speaking

The Public Information Office shall facilitate and coordinate requests for presentations or speeches by Department Members. When Department Members are contacted by a group or organization to make a presentation or speech, they shall inform the Public Information Office of the topic, location, and group receiving the information. Members whose regular duties include public presentations such as Command Staff, Community Relations, Gangnet, Crime Prevention, and any school assignments, such as School Resource Officers, are not required to notify the Public Information Office, as long as the presentation falls within the scope of their normal duties.

.12 On-Scene Activities

The PIO shall be available for on-call responses and shall assist the news media in gathering on-scene information in the event of any occurrence that generates on-the-scene interest of the news media. The PIO will be required to respond to the scene only upon the demonstrated, or anticipated, on-scene interest of the news media.

The PIO will gather all available information on casualties and injuries, and shall furnish statistics and other appropriate information to the news media. The PIO will coordinate with the coroner and with medical facilities to determine accurate information.

At crime scenes where members of any Investigations Unit are assisting, or will assist in, or direct the investigation of the crime, only the ranking detective at the crime scene may disclose information concerning the crime to members of the news media. The only exception to this

procedure is when a representative of the Public Information Office is on the scene, in which case s/he will work in conjunction with the ranking detective.

.14 After Hours Activities

After normal business hours, and in the absence of a member of the PIO, Patrol Bureau Supervisors shall be the primary sources of information for the Department and shall make routine release of information concerning occurrences not requiring the presence of a member of the PIO.

In order to ensure a more effective and efficient process of disseminating information to media personnel about incidents listed on the department's Enhanced Tactical Communication System (ETACS), patrol lieutenants will serve as the primary media contact for their respective divisions. In the absence of the shift lieutenant, patrol sergeants will serve as secondary media contacts.

When seeking additional information about an incident listed on ETACS, media personnel will call the corresponding division's Police Service Representative (PSR) station to contact the shift lieutenant. If the shift lieutenant is on days off or unavailable, the PSR will refer the media to the shift sergeant. If the shift lieutenant and sergeant(s) are temporarily unavailable, the PSR will forward the message to the appropriate supervisor as soon as possible.

Patrol lieutenants will emphasize the value of media relations with all personnel assigned to their shift. They will ensure that all sergeants assigned to their shift cordially assist media personnel with their inquiries. All lieutenants and sergeants will be familiar with G.O. 1550.40 Release and Disclosure of Information, which clearly outlines which information department personnel are required to release and which information is restricted.

To facilitate access, the public information officer will provide all local media outlets with the names and phone numbers of all Colorado Springs Police Department lieutenants. If media personnel are unable to obtain adequate information about an incident listed on ETACS from division personnel, media personnel will be able to contact the on-call PIO to request assistance with the situation.

Both during and after normal business hours, Patrol Bureau Supervisors shall notify the PIO upon the occurrence of:

- { Any situation involving the death of a person by other than natural causes. Notification shall be immediate in the event of a homicide or suspected homicide; it may be by report or traffic blotter in the event of suicide or accident.
- { All officer-involved shootings.
- { Any natural disaster involving police response.
- { Any major fire or aircraft incident involving police response.
- { Barricaded gunman/hostage situations.
- { All arrests or other situations that may generate the interest of the news media.

.16 Briefings and Staff Meetings

The Public Information Office shall be notified of, and a representative may attend, all Department and Bureau staff meetings and all briefings for cases and operations that may generate the interest of the news media.

.20 Press Releases

Press releases shall be prepared by the Public Information Office. ~~or, in the absence of a member of the PIO, by a responsible supervisor in all cases or incidents likely to generate the interest of the news media.~~ If a press release is not prepared by PIO personnel, a responsible supervisor will submit an ETACS in cases or incidents likely to generate the interest of the news media. Crime Stoppers bulletins are an exception. A copy of any press release prepared by persons other than PIO members must be forwarded to the PIO immediately. Press releases will contain the basic "who, what, when, and where" of a situation, consistent with these procedures.

~~Press releases shall be made available to all media outlets simultaneously by placing a copy on the press board, located in the Media Room, at the Police Operations Center. Additionally, copies will be distributed to front desk personnel, Division Commanders and Department Command Staff. During normal business hours, press releases will also be distributed in the individual media slots located at the Public Relations Office in the City Administration Building.~~

.30 Other Information Sources

The Department recognizes the mutual need for immediately available information about all crimes or incidents of material importance or concern to the public, notably those involving arrest and incarceration. However, the importance of protecting the civil rights of the arrested persons will be recognized. On request, information regarding police operations will be furnished by the responsible supervisor or by the PIO, if releasing the information will not neutralize, inhibit or compromise operations of the Department or the safety of any person. It is to this end that the following release of information procedure is established. It is anticipated that news media representatives will maintain close contact with the PIO. To ensure the availability of comprehensive information regarding cases, situations, and Department activities, unit supervisors are expected to contact the PIO with regularly updated information.

Sources of Departmental information:

Case reports: ~~The press copy of the face sheet and property descriptor sheet of all case reports shall be placed on the press board that shall be located at the reception desk.~~ Should the news media desire ~~additional~~ information concerning a particular report, they should be directed to the Records Section or Public Information Office. NOTE: Those case reports containing identifying information such as name, address, phone number, etc., concerning any victim of a sexual assault or any juvenile suspect, except in the instance of traffic accident reports or Game and Fish violations, shall have this identifying information blacked out until it is no longer legible.

Custody information (written records): Department records of persons in custody may be released with the authorization of the PIO.

Photographs: Photographs of persons in custody or "wanted" persons will be released only by the following procedures, and after identification information on them has been cropped. Before the filing of a criminal case, photographs may be released only with the approval of the Deputy Chief, or designee, of the investigating officer's bureau, who may authorize their release by the PIO. This statement of procedure is not intended to restrict the release of information concerning a fugitive from justice when the information may be necessary to enlist public assistance in

apprehending the fugitive. If the case has been filed, permission of the District Attorney is required.

Statistical, budgetary, and Departmental planning information: May be obtained through the Office of the Chief of Police, or the PIO, during normal business hours.

Recruitment and training information: May be obtained through the office of the Commander of the Office of Professional Standards, or the PIO, during normal business hours.

Department policies and procedures: May be obtained from the Office of the Chief of Police, or the PIO, during normal business hours.

Narcotics, gambling, prostitution, pornography information: May be obtained from the Office of the Chief of Police, the Deputy Chief of the bureau involved, or the PIO, during normal business hours.

Major crimes: Preliminary information concerning all major crimes will be available from the designated contact person, appropriate Duty Desk or the PIO. Follow-up and detailed information should be obtained from the PIO.

Field operations: Information concerning major accidents or activities should be obtained from the designated contact person, ~~division supervisor, appropriate Duty Desk~~ or the PIO.

Crime pattern information: May be released only through the PIO and only with the approval of the Chief of Police or the Deputy Chief of Operations Support.

Operational policy: All news releases pertaining to operational policy will emanate from the PIO, after approval by the Chief of Police. Members receiving inquiries concerning operational policy will refer all questions to the PIO.

.40 Release and Disclosure of Information

The following procedures govern release of information to the news media from the time a person or action becomes the subject of an incident or investigation, until proceedings are terminated by trial or other disposition.

Disclosures shall include only incontrovertible factual matters.

.42 Required Release Of Information

Members of the Department, subject to specific limitations by law, by rule or order of any court, or by provisions in these procedures, shall make public the following information:

- An arrestee's name, age, sex, residence, occupation, date, time, and place of arrest, except the name and residence of a juvenile.
- The substance, text, and source of the charge, or charges, on which the arrestee is being held.
- The identity of the investigating and/or arresting officers.

- Physical evidence seized, if disclosure will not harm the investigation.

Guidelines: The following guidelines will be used in determining restrictions upon the release of information to the news media:

- If background material or information relating to an arrest or investigation would further jeopardize an investigation, such information shall not be released.
- Any statement or information that could reasonably be expected, through dissemination by the news media, to adversely and unfairly prejudice the outcome of a pending trial or other judicial proceeding, shall not be released except by the specific authorization of the Chief of Police.
- Information that may tend to create an atmosphere of prejudice, without serving a significant public information function, shall not be released.
- Disclosures shall not involve subjective observations or speculation.

.44 Types of Restricted Information

The following types of information shall not be released:

- Observations concerning the arrestee's character.
- Statements, admissions, confessions or alibis attributable to an arrestee, or the refusal or failure of the arrestee to make a statement.
- Information concerning the identity, address, statements or credibility of any prospective witness. However, an indication may be made that witnesses' statements do or do not corroborate the Department's investigation of the matter.
- Any opinion as to the guilt of the arrestee, or the possibility of a plea or plea negotiations.
- Any information concerning an arrestee's prior criminal record without the express authorization of both the Custodian of Records, or designee, and the PIO.
- The name, address, or telephone number of any victim of a sex offense. Note: The age and sex of the victim of a sex offense may be released, as can an indication of the general area where the offense occurred.
- The identification of any person under the age of eighteen (18), who is the suspect in any investigation, or who has been taken into custody, except for traffic or Game and Fish violations. It is permitted to release the age and sex of such persons.
- Information concerning the amount of cash loss in a robbery or burglary, specific description of valuables other than in general categories, or any other information when it will most probably lead to a recurrence of a crime. Note, however, that it may be beneficial to release such information as the number and descriptions of credit cards, money orders, checks, etc.
- Information pertaining to the victim in death investigations, until authorized by the officer in charge of the investigation. The coroner's arrival on the scene and pronouncement of death do not themselves constitute authorization. Before authorization, all requests for such information shall be referred to the officer in charge of the investigation or the PIO.

- Any information concerning a Department personnel investigation without the express authorization of the Chief of Police. This information shall then be disseminated by the PIO only. All requests for this information shall be referred to the PIO.
- News media interviews of subjects while in Department custody shall not be granted, nor shall the news media be allowed to photograph subjects within any Department buildings.
- Reports of child abuse or neglect, and the name and address of any child, family, or informant or any other identifying information contained in such reports, pursuant to C.R.S. 19-1-307.

Personnel of this Department, who are associated with a civil action arising out of the performance of their duty, shall be guided in the release of information by the same procedure as set forth above

Any time a representative of the news media is denied access to certain information as outlined above, s/he will be given a courteous explanation of the reasons for denial.

.50 Issuance of Press Passes

In order to assist police officers in identifying members of the press corps, press passes will be issued. Passes will be issued only to active, working news reporters or editors from a newspaper, magazine, radio or television station or wire service.

Issuance of passes will be coordinated through the City Public Relations Office. Before an individual pass is issued by the Police Department's Records Section, the news director or editor of the news agency must make a request to the Director of Public Relations either by telephone, by letter, or in person. When the request is granted, the reporter must accompany a City Public Relations Office staff member to the Police Records Section, where a photograph of the reporter will be taken and the billfold-size press pass issued. Temporary press passes may be issued to news persons, at the scene of an incident, by a member of the PIO at his/her discretion.

.52 Press Pass -- Purpose and Use

The Colorado Springs Police Department Press Pass identifies an individual member of the working press and includes that person in the privileges and restrictions contained in this General Order. The Colorado Springs Police Department Press Pass is recognized as the official press identification for area jurisdictions, including the FBI, Colorado State Patrol, El Paso County Sheriff's Office, area military installations and area fire departments. Press passes issued by any competent governmental agency, local or otherwise, shall be honored.

Press passes are not to be construed as permission to cross any police line, or barrier, but are identification only. The press passes must be prominently displayed to admit a member of the news media to any portion of police buildings not open to the general public, to any press conference, to any media staging area, or into any media scene perimeter set up by the PIO or incident commanding officer.

If any member of the news media refuses or fails to obey any lawful order or instruction from any Department officer, the officer should send a memorandum to the PIO giving complete

details of the incident. The PIO shall review the memorandum and, if the incident is considered serious, shall convene a meeting with the Chief of Police, or designee, and the Director of the City Public Relations Office, to determine if the person's press pass shall be revoked. A managerial representative of the affected news agency may be requested to attend the meeting, if necessary. Should the press pass be revoked, the PIO shall contact the media representative's agency head by letter, detailing the reasons for the revocation and shall forward a copy of the letter to the Director of the City Public Relations Office.

.54 News Car Passes

News car passes will be issued only to newspapers, magazines, radio and television stations, and wire services by the City Public Relations Office. The news car pass identifies a news agency vehicle and allows that vehicle and its passengers, with proper identification, passage through any press only perimeters established by Police Department personnel at any emergency scene

.60 News Media Activities at the Scene of a Crime or Other Event

Members of the Department shall not interfere with the lawful activities of the members of the news media, at the scene of a crime or other event, except where certain activities are excluded by this procedure.

Members of the Department will cooperate whenever possible with the news media at the scene of a crime or event, but will refer all requests for information to a representative of the PIO, if available, or to the person designated by the incident commanding officer to fulfill the function of PIO. Members shall assist in taking photographs by informing the news media representatives of the locations from which photographs may be taken, without sacrificing the integrity of an investigation or the personal safety of the representative(s). The Department expects the cooperation of the news media in protecting the identity of undercover officers and those officers involved in special investigations. Department members shall take care to safeguard the identities of these investigators.

Members of the news media, including photographers, shall not be allowed access to private property, if the owner or agent of that property requests that they be excluded.

Members of the news media shall not be allowed access to any area in which it is possible that evidence may be damaged, destroyed, altered or compromised, until the evidence has been photographed and processed by the appropriate Departmental personnel, and the evidence has been removed or secured, and then only by permission from the incident commanding officer or representative of the PIO.

Media personnel shall not be allowed access to any area, if access would obviously disrupt tactical police plans or operations, or would endanger the life of, or present a substantial possibility of injury to, any person.

A news media representative should not be refused access to an area solely because of the possibility of injury or death to that media member; however, the media member must be advised of the nature and scope of the danger before being granted access.

It shall be the responsibility of the ranking, or senior officer in charge of the scene, to govern the activities of members of the news media. S/he may designate or request a member of the PIO to assist.

When contacted, in person, by a member of the news media, Department personnel shall ask for proper press credentials before releasing any information, or allowing access to any restricted area, if they do not personally recognize the requesting person. If a member of the news media requests information over the telephone, and is not known to the Department employee receiving the call, the employee may, if s/he believes it necessary, establish the identity of the caller by calling him/her at the news agency. This return call shall be made as soon as possible.

Records and Identification personnel shall require all media requests to be made in person.

.70 News Media Responsibilities

Department personnel are to remain aware that news media representatives have an obligation to inform the public on all matters coming to their attention, which are of public interest. As a consequence, news media representatives are always on duty and Department members, at all times, are bound by the procedures contained in this order.

The news media's competitive responsibilities to avail themselves of the various police resources are recognized. However, the news media are expected to recognize legal and investigative restraints upon the Police Department in the release of information. Requests concerning cases which may have valid legal or investigative restraints shall be referred to the PIO.

.90 Multiple Jurisdictions

In any situation involving multiple jurisdictions or agencies, such as Police and Fire, Police and State Patrol, Police and Sheriff, etc., responsible representatives of those agencies shall be consulted concerning a plan for governing the activities of members of the news media.

In any situation involving the Police Department and other City departments, such as Fire, Gas, or Electric, and the incident involves serious injuries, death, or substantial property damage, the City Public Relations Department will be notified to become the central news media contact for the City of Colorado Springs.

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Colorado Spring Police Department

General Order 1580

-- Articles for Publication

Active date: 4/16/1989

Supersedes date:

.01 Purpose

To provide a mechanism for Departmental review of articles, written by employees, for

publication.

.02 Cross Reference

This space intentionally left blank.

.03 Discussion

This space intentionally left blank.

.04 Policy

A police department's reputation, the way it is perceived by the clientele it serves, is one of its most valuable assets. As a consequence, the Department must act to preserve its reputation by exercising control over those activities of Department employees that may reflect on the Department. At the same time, the Department recognizes the right of its employees to write and submit articles, of professional and nonprofessional nature, for publication. In order to provide for the Department's legitimate right of review, the following procedure is established.

.05 Definitions

This space intentionally left blank.

.10 Review of Articles for Publication

Any employee who has written an article that relates to law enforcement or to his/her employment with the Department, or that otherwise, by its nature may reflect on the Department, shall submit a draft of the article to Research and Development before submitting it to a publisher. Research and Development will act as an agent for the Chief of Police, reviewing the article and considering possible unfavorable impact on the Department, should the article be published. After this review process, Research and Development shall forward the article, along with any comments or recommendations, to the Chief of Police for his/her approval. Research and Development will then return the article, with a report of the Chief's action, to the employee.

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Colorado Spring Police Department

General Order 1585

-- Mail Delivery System

Active date: 10/30/2005

Supersedes date: 12/10/1998

.01 Purpose

To establish standardized interoffice mail delivery procedures, and to establish its objectives, structure, and function.

.02 Cross Reference

This space intentionally left blank.

.03 Discussion

Interoffice mail delivery shall be completed, on a daily basis, at the designated mail pickup/delivery areas.

.04 Policy

The Colorado Springs Police Department Mail Clerk is assigned to the ~~Records and Identification Section~~ **Police Logistic Support**. In the absence of the Mail Clerk, other members of the ~~Records and Identification-Logistic Support~~ **Section** will complete the mail delivery, in accordance with ~~Records Section~~ policies and procedures.

Designated mail delivery and pickup personnel will not be redirected from their normal rounds. For example, if the mail delivery and pickup person has already been to one location, that person will not be redirected to return to the prior delivery site to make a special pickup or delivery. If a document requires immediate transmittal to another location, it will become the responsibility of the sender.

.05 Definitions

This space intentionally left blank.

.06 Procedure

All mail pickup/delivery locations are designated by the ~~Police Logistic Support Manager~~ ~~Records Section Commanding Officer~~ **Police Logistic Support Manager**. Any mail left at other locations will not be picked up.

Mail pickup locations shall be in the same room as the mail delivery locations. All divisions shall provide a marked "Incoming" mail tray next to their "Outgoing" mail slots.

Mail-in report boxes are located in the lobbies of the POC/Gold Hill, Falcon, ~~Stetson Hills~~ and Sand Creek Divisions. These boxes are utilized by citizens who are requesting copies of reports from the police department. The mail-in boxes located at Falcon, ~~Stetson Hills~~ and Sand Creek Divisions will be picked up by the mail clerk and delivered to the Records Section, Monday through Friday.

Sorting of outgoing mail at the Divisional Stations is the responsibility of the sender. Drivers licenses, documents, and other loose mail that does not indicate the location of delivery, and is placed in "Outgoing Mail", cannot be delivered and will not be picked up.

Any temporary ~~or permanent~~ changes to the daily Mail Run must be approved by the ~~Records Section Commanding Officer or Records Section Shift Supervisor~~ **Police Logistic Support Manager**. ~~All permanent changes must be approved by the Records Section Commanding Officer.~~

.07 General Information

Each Section has a central collection/distribution point. ~~and~~ **To facilitate the Interoffice Mail Delivery system all employees shall utilize these designated locations. The locations and approximate times of pickup/delivery for other agencies Monday through Friday are:**

~~El Paso County Criminal Justice Center, 0720 hours, Mon-Fri~~
~~El Paso County Sheriff's Department-Metro, 0730 hours, Mon-Fri~~
~~El Paso County Investigations, 101 E. Costilla~~
~~County Court Office, 20 E. Vermijo St. 0740 hours, Mon-Fri~~
~~Court Liaison's Office, 0745 hours, Mon-Fri~~
~~Regional Fugitive Unit, 0755 hours, Mon-Fri~~
~~District Attorney's Office, 0800 hours, Mon-Fri~~
~~105 E. Vermijo~~
~~Municipal Court, 224 E. Kiowa St.~~
~~Spring Creek Youth Detention Center, 3190 E. Las Vegas St.~~

Department pickup/delivery locations Monday - Friday are:

~~Police Operations Center, 0830 hours, Mon-Fri~~
~~Central Division, 0835 hours~~
~~Gold Hills Detective Bureau, 0840 hours~~
~~Crime Lab, 0850 hours~~
~~Evidence Section, 0855 hours~~
~~Major Crimes, 0900 hours~~
~~Metro VNI (Copy Room, MJ area), 0905 hours~~
~~Investigations Division, 0910 hours~~
~~Special Services, 0910 hours~~
~~Internal Affairs, 0915 hours~~
~~Chief's Office/Deputy Chiefs, 0920 hours~~
~~Fiscal Services, 0930 hours~~
~~Staff Resources, 0935 hours~~
~~Records Section-Data Entry, 0940 hours~~
~~Communications/Identification Section, 0945 hours~~

~~Sandcreek Substation, 1130 hours Mon-Fri~~
~~Training Academy, 1150 hours Mon-Fri~~
~~Falcon Substation, 1215 hours Mon-Fri~~
~~Stetson Hills Substation~~
~~Impound Lot, 1230 hours Mon-Fri~~
~~Municipal Court Office/Marshall's Office, 1245 hours Mon-Fri~~
~~Dept of Human Services, 1250 hours Mon, Wed, Fri~~

~~Police Operations Center (all designated locations) 1330 hrs Mon-Fri (approx 1 hr 15 min)~~
~~An abbreviated mail run is completed by Records Section personnel on weekends and City Holidays to the El Paso County Criminal Justice Center and to the Substations. This mail run is limited to the pick up of case reports, custody sheets and summonses. usually completed between the hours of 0800 and 1000 hrs.~~

.08 Use of Mail Codes by Employees

Mail that is addressed to a facility other than the police department, will be delivered to the City Administration Building to the appropriate department. This mail must be placed in an interoffice mail envelope with the mail code of the recipient department on the envelope.

Mail that is to be stamped at the City Administration building, for delivery by the U.S. Post

Office, must contain a complete return address, including a mail code for the division sending these letters. A standard CSPD return envelope is not sufficient, in the event the mail is returned. Any stamped mail that does not include a mail code, on the return portion of the envelope, will not be picked up.

In order for the mail to be delivered in a timely and efficient manner, employees utilizing the Mail System shall place the mail in the appropriate mail slots at the designated locations.

Mail that is to be delivered to specific personnel within the department shall be sent in an interoffice mail envelope, clearly marked as to the recipient's name and location within the department, utilizing the assigned mail codes.

Mail distribution locations: Address Mail Code

Police Operations Center 705 S. Nevada Ave.

Office of the Chief [OC](#)

Chief of Police

- Deputy Chief of Operations Support
- Deputy Chief of Patrol
- Office of Professional Standards
- Community Relations
- [Crime Stoppers](#)
- Police Athletic League
- Public Information Office
- Staff Psychologist

[Staff Resources \(Office of Professional Standards\)](#)

- [Extra Duty](#)
- [Payroll Services](#)
- [Personnel Services](#)
- [Recruiting Services](#)
- [Volunteer Coordination](#)

Management Services [MGT](#)

Information Technology [IT](#)

Fiscal-Support Services

- ~~[Evidence-EV](#)~~
- ~~[Facility Services-Fleet](#)~~
- Fiscal/Financial Services FS
- [Research and Development](#)

~~Fleet Management—Fleet Supply FS~~

Planning R&D

- ~~Crime Analysts, Located in Divisions Division Designator~~
- Grants Coordination R&D
- Organization Audit R&D
- Research & Development R&D

Logistic Support Services

- Facility Services
- Fleet Management
- Evidence Impound

Staff Resources

~~SRS Extra Duty~~

~~Payroll Services~~

~~Personnel Services~~

~~Recruiting Services~~

~~Volunteer Coordination~~

Operations Support Bureau

Investigations Division INV

~~Polygraph MJ~~

Major Crimes MJ

- Alarms
- ~~Crime Stoppers~~
- Homicide/Assault
- Juvenile
- Robbery
- Sex Crimes
- Victim Services
- Polygraph

Special Services SS

- ~~Auto Theft~~
- Checks
- Consumer Fraud
- Crime Lab CL
- Fugitive ~~105 E. Vermijo SO-DET~~
- Pawn SS

Records/ID ~~ID~~

- CJIS ~~CJS~~
- Data Entry
- ID ~~Techs~~ ID Supervisors
- NCIC/CCIC ~~NCIC~~
- ID ~~Police Clerks~~ ID
- Records Release ~~ID~~

Metro VNI ~~VNI~~

- Intelligence
- Liquor Enforcement
- Major Peddlers
- Street Teams
- Teller County Unit
- Vice/Narcotics

Central Division ~~CD~~

- Patrol Support
- Air Support (Hangar)
- Canine/~~EOD~~ (Hangar)
- ~~EOD~~
- Code & Parking Enforcement
- Major Accident Unit ~~TF~~
- ~~Park Police/Mounted Unit~~
- ~~Reserves/Cadets~~
- Special Events Coordinator
- Public Safety Communications ~~CO~~

Patrol Bureau

Gold Hill Division 705 S. Nevada Ave ~~GH~~

- Arson ~~ARSON~~
- Crime Prevention ~~GH-P~~
- ~~DARE/NPUN/TU-GH-N~~ Neighborhood Policing
- Neighborhood Traffic Unit
- Front Desk ~~FD~~
- General Investigations ~~GH-D~~

Falcon Division 7850 Goddard St. ~~FC~~

- Crime Analysis
- Crime Prevention

- [DARE/NPU/NTU](#)
- Neighborhood Policing Unit
- Neighborhood Traffic Unit
- General Investigations

Stetson Hills Division 4110 Tutt Blvd.

- ~~Crime Analysis~~ ~~Crime~~
- Prevention Neighborhood Policing
- Neighborhood Traffic Unit
- General Investigations

Sand Creek Division 4125 Center Park Dr [SC](#)

- Airport Detail
- Crime Analysis
- Crime Prevention
- [DARE/NPU/NTU](#)
- Neighborhood Policing Neighborhood
- Traffic Unit
- General Investigations
- [DVERT 1655 S Murray Blvd](#)

Other ~~External~~ Locations

City Administration Building, 30 S. Nevada Ave. [See city listing](#)
 District Attorney's Office, ~~326 S. Tejon St. DA~~ 105 E. Vermijo

[Probation](#)

EPSO Detectives ~~105 E. Vermijo SO DET~~ 101 W. Costilla
 Impound Lot 4315 Mark Dabling Blvd ~~H~~
 Judicial Building 20 E. Vermijo St. ~~CC~~

Municipal Court, 224 E. Kiowa St. ~~MC~~
 Marshall's Office, 224 E. Kiowa St. ~~MS~~

Training, 725 N. Murray Blvd. ~~TN~~

DVERT Office (~~picked up in I.D.~~) ~~DVERT~~

~~In the event someone needs to contact the mail clerk immediately, in an attempt to locate mail, contact the Records Section Supervisor on duty at 444-7464.~~

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Active date: 11/27/2007 10:52:53 AM
Supersedes date:

.01 Purpose

To establish the Ethics Committee and to define its objectives, structure and function.

.02 Cross Reference

City Code Chapter 1, Article 3, Section 1 "Code of Ethics"

.03 Discussion

The department is committed to the core values of CREATE (Commitment, Respect, Excellence, Accountability, Teamwork, and Ethics) and views these values as the basis of all police services. It is important that the department create and disseminate clear and consistent directives explaining expectations of employee conduct. This direction is provided recognizing that department employees and volunteers understand the high level of professionalism and integrity they must exhibit to develop and sustain the community's trust. An Ethics Committee can assist the department in providing clear and consistent directives amid the ethical dilemmas faced by its members. The existence of an Ethics Committee can also reflect and reinforce a departmental culture of ethical behavior.

.04 Policy

The Ethics Committee acts in an advisory capacity to the Chief and Deputy Chiefs and has the following objectives:

1. To review policies, procedures and incidents involving ethics and integrity and make recommendations for improvement or affirmation of current directives.
2. To assure that policies and training comport with "The City of Colorado Springs Code of Ethics" (City Code 1.3.101-108) and findings of the City's Independent Ethics Commission.
3. To act as ambassadors of ethics in the department, assisting members in resolving ethical dilemmas and acting as a conduit of information between the Ethics Committee and department members.

Recommendations from the committee will be made to the Chiefs and Deputy Chiefs through the Chairperson. Recommendations of the committee will be informed by the knowledge and experience of committee members, best practice research and the advice of experts and outside consultants when appropriate. The Ethics Committee shall make recommendations based upon a majority vote. Each member has an equal vote on the committee without regard to department rank. The quorum for the committee shall be at least one half of its membership. In the absence of a quorum, business may be conducted but decisions must be ratified by a majority vote at the next meeting at which a quorum exists.

.05 Definitions

City's Independent Ethics Commission: Pursuant to City Code 1.3.103, City Council shall appoint three members to its Independent Ethics Commission who shall have expertise in ethical matters acquired through education or experience. The purpose of the Commission is to render recommendations and advisory opinions on ethical issues to City Council. Any person may file a written complaint or inquiry for consideration by the Commission through the appropriate City contact. The Commission has the power to subpoena documents and witnesses. This Commission serves a different purpose and is entirely independent of the Colorado Springs Police Department's Ethics Committee.

.10 Structure of the Committee

The Ethics Committee will consist of no more than 20 members appointed by the Chairperson of the committee. The Chairperson will be selected by the Chief of Police for a two year term. The committee will have a Vice Chairperson position elected by majority vote of its members in the first calendar meeting of the year. The Vice Chairperson will have a one year term limit.

At the beginning of each calendar year, the Chairperson will advertise committee openings. Any civilian or sworn member of the department in good standing can apply for membership to the committee when there are openings. The Chairperson will forward all applications submitted by members in good standing for consideration by the committee. Members will be recommended to the Chairperson for appointment by majority vote.

Committee membership will represent a cross-section of the department in rank, sworn and civilian status, and operational assignment. In addition to these selection criteria, the committee will also strive to achieve representation of diverse backgrounds and experience among its membership. Committee members will serve a two year term and may serve two consecutive terms if they are reselected. The Commander of the Professional Standards Division or designee will be a permanent member of the Ethics Committee and will not be subject to term limits.

Committee members will participate in initial training on the subject of ethics and integrity in policing, including the study of various models of ethical decision making, historical and current perspectives of police ethics, and model department policies and procedures.

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Colorado Spring Police Department **General Order 1605** **-- Orders and Discretionary Judgement**

Active date: 6/14/2005

Supersedes date: 9/12/1996

.01 Purpose

To specify the duty to obey orders and to authorize the proper use of discretionary judgment.

.02 Cross Reference

G.O. 1020, Principles of Command
G.O. 1030, Rank and Responsibility
G.O. 1040, Principles of Supervision
G.O. 210, Traffic Law Enforcement
G.O. 601, Enforcement Guidelines
G.O. 1301, Treatment of the Public
G.O. 170, Citations
G.O. 740, Determining Probable Cause
CALEA Standards 1.2.7; 12.1.3; 26.1.1

.03 Discussion

Law enforcement is a complex subject for both officers and civilians. Laws and ordinances are very specific, in some instances, and vague or general in others. Further, as the public has come to expect police organizations to respond to an almost unlimited variety of problems, no code of rules can cover every eventuality. Employees are expected to use good judgment and common sense to solve problems. At the same time, as public order and safety are greatly dependent upon timely and proper police response, the employees of a police agency must function in a highly disciplined manner. Flexibility and control, which are often thought of as opposed, must be balanced, in a reasonable manner, if a police department is to achieve its objectives.

.04 Policy

The Colorado Springs Police Department expects its employees to serve the public in a reasonable, helpful, and courteous manner. The exercise of discretionary judgment is essential to doing so. The chain of command shall be employed whenever an employee requires assistance in making a decision, or when a necessary decision exceeds that employee's authority. Although employee input is generally encouraged in the decision-making process, when given a lawful order in any situation, employees shall obey that order.

.05 Definitions

This space intentionally left blank.

.10 Duty to Obey Lawful Orders

Department personnel will obey lawful orders from a superior, whether those orders are received directly from the superior or conveyed by other personnel.

.12 Criticism Of Orders

No employee of the Department will publicly disparage or ridicule written or oral orders, or instructions issued by a superior.

.14 Conflicting Orders

Personnel who are given an otherwise proper order, which is in conflict with a previous order, rule, or directive, shall respectfully inform the superior issuing the order of the conflict. If the superior issuing the order does not alter or retract the conflicting order, the order shall stand. Employees shall obey the conflicting order and shall not be held responsible for disobedience of the order, rule or directive previously issued. The responsibility for the conflict shall be upon the

superior issuing the order.

.16 Improper Or Questionable Orders

Employees shall not obey any order from a superior that they know would require them to commit an illegal act. If in doubt, as to the legality or propriety of an order, employees will express their concern to the superior issuing the order, requesting a clarification of the order or referral to higher authority.

.20 Discretionary Judgement

Reasonable and appropriate police action varies with each situation. Different facts or circumstances may justify an investigation, a detention, a search, an arrest, no action at all, or other disposition. Thus, in the absence of specific orders, Department personnel must continually exercise discretionary judgment in order to ensure that the safety and security of the public is properly protected. [Department personnel will exercise discretionary judgment, in a reasonable manner, and remain within the limits of their authority as defined by law, judicial interpretation and Departmental directives.](#)

.24 Questions Pertaining to Departmental Policy or Procedure

A Department employee receiving an inquiry, pertaining to Departmental policy or procedure, will generally explain the content and purpose of the questioned policy or procedure, or refer the person making the inquiry to a Department employee having that information. However, Department personnel will not release any information pertaining to confidential or tactical procedures, and will advise the person making the inquiry of this restriction. When necessary, persons making an inquiry pertaining to confidential or tactical procedures may be referred to the Office of the Chief of Police.

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Colorado Spring Police Department

General Order 1610

-- Discipline

Active date: 8/23/2006

Supersedes date: 12/10/2001

.01 Purpose

To outline the disciplinary process for employee misconduct.

.02 Cross Reference

G.O. 1285, Restricted Building Access

G.O. 1605, Orders and Discretionary Judgment

G.O. 1620, Complaints and Internal Investigations

G.O. 1625, Investigative Rights

G.O. 1650, Employee Conduct (Sworn and Civilian)

G.O. 1655, Police Officer Conduct
G.O. 1660, Conflicts of Interest
Civil Service Rules
Personnel Policies and Procedures Manual for Civilian Employees of the City.
[CALEA Standards 26.1.1; 26.1.4; 26.1.5; 26.1.7; 26.1.8; 52.1.1; 52.1.9; 52.1.10](#)

.03 Discussion

The Department has a responsibility to its employees and the community to seek out and discipline those employees whose conduct discredits the Department, or impairs its effective operation. Discipline has, as its immediate purpose, the channeling of individual effort into effective and productive action. It may involve encouragement, inspiration, training or the imposition of negative sanctions. Negative sanctions administered may range from a warning, where the immediate effect is on the individual, to termination, where the positive result is reassurance to other employees of the limits upon acceptable conduct. Policies, procedures, rules and written or oral directives are set forth as guidelines to acceptable and desired objectives. When violations of such guidelines occur, employees of the Department will be subject to disciplinary action.

.04 Policy

Any employee of the Colorado Springs Police Department is subject to appropriate disciplinary action, if his/her personal actions reflect negatively upon the reputation of the Police Department or the City of Colorado Springs; or if s/he commits an offense under the laws of the United States collectively or individually, the State of Colorado or local ordinances, or violates any provision of the Colorado Springs Police Department's Operations Manual or of the Personnel Policies and Procedures Manual of the City of Colorado Springs; or if s/he disobeys any lawful order; or if s/he is incompetent to perform assigned duties.

.05 Definitions

ADMINISTRATIVE INSIGHT: Written input from supervisors reviewing Personnel Investigations or disciplinary actions, which reflects the supervisor's interpretation of the evidence, analysis of pertinent facts, and recommendations. It should include a brief synopsis of the critical facts the supervisor found important in deciding the case, and any pertinent observations about the reliability or veracity of evidence and statements. Supervisors will address how the present incident relates to the prior conduct of the subject employee(s), and whether any misconduct identified constitutes a continuing pattern. Each supervisor providing administrative insight in a Personnel Investigation must classify the case outcome with one of the six dispositions Unfounded, Not sustained, Exonerated, Sustained, Misconduct not based on Complaint, or Closed by Mediation, and make a recommendation as to what action should be taken, with respect to the subject employee(s). Administrative insight may contain any additional comments that the supervisor feels are appropriate and germane.

SWORN ADMINISTRATIVE LEAVE: Any sworn employee may be placed on administrative leave with pay, at the discretion of the Chief, in accordance with the City Personnel Policy and Procedures Manual.

CIVILIAN ADMINISTRATIVE LEAVE: Any civilian employee may be placed on

administrative leave, with or without pay, at the discretion of the Chief, in accordance with the City Personnel Policy and Procedures Manual.

ALLEGATION OF EMPLOYEE MISCONDUCT FORM: An internal Department form that is used as a face sheet, or cover sheet, for Personnel Investigations, containing basic information about relevant dates and times, identifying information on complainants, witnesses, and subject employees, and a brief summary of the allegations made. This form must be completed by the originating supervisor/investigator in every Level Two case, and may be used on other cases as a face sheet, at the discretion of the investigator/supervisor.

COMPLAINT: A complaint is an act of expressed dissatisfaction that relates to Department operations, personal conduct, or unlawful acts. Generally, complaints are based upon allegations of misconduct or improper procedure, which are externally or internally generated.

COMPLAINT - EXTERNAL: A complaint that originates from outside the Department, in which a civilian complainant has been identified who will be notified of the outcome of the investigation.

COMPLAINT - ~~INTERNAL~~ INTERNAL : A complaint that originates from within the Colorado Springs Police Department, or is specifically initiated at the direction of the Chief of Police. Such complaints may be received from other Department employees, or from supervisors who observed, or were informed of possible policy violations. Investigations initiated through internal complaints will generally not require the preparation of a Complaint Receipt Form or formal notification to a complainant of the outcome, unless an outside party is identified who appears to have a legitimate need to be informed of the disposition. In such a case, a Complaint Receipt Form will be provided by the initiating supervisor, and/or a disposition letter provided by the Chief of Police.

COMPLAINT RECEIPT FORM: A Complaint Receipt Form will be used by Department supervisors, command personnel, and Internal Affairs Unit personnel to record all external complaints, and those internal complaints identifying an outside person with a legitimate need to be informed. The form will be initiated at the time of initial intake, and will be used to document the status of the complaint, whether it is ultimately classified as Level One, Level Two, unfounded, or other. The purpose of the Complaint Receipt Form is to allow Internal Affairs to maintain staff control over all complaints received by this Department, and to provide written notice to citizens that their complaint was considered. The Complaint Receipt Form will be completed in triplicate. The complainant will immediately receive one copy from the supervisor taking the initial statement. The original and Division copy will be reviewed by the Division Commander, who will endorse the form, forward the original to Internal Affairs for staff control, and retain the final copy at the Division level.

DISCIPLINARY ACTION FORM: An internal Department form used to document the imposition of any formal disciplinary action, to include written reprimands, suspensions, demotions, and terminations. The Disciplinary Action Form must clearly state the exact penalty being imposed, will identify the specific policy violated, and will contain a brief synopsis of the behavior that constituted the policy violation(s). Completed Disciplinary Action Forms, that

have been properly endorsed and served on the subject employee, will be forwarded through the Internal Affairs Unit to CSPD Staff Resources, who will provide a copy to the City Human Resources Department. The same goldenrod Disciplinary Action Form will be utilized for both sworn and civilian employees. [The Disciplinary Action Form must be printed on both sides and contain all appropriate signatures.](#)

DISINTERESTED WITNESS: Any person who has not demonstrated, by word or action, a preconceived notion or bias, either favorable or unfavorable, toward the facts or people surrounding the incident under investigation.

DISPOSITION OF ALLEGATION FORM: An internal Department form to be attached to each Level Two Personnel Investigation, both those completed within an employee's chain of command and those investigated by Internal Affairs. This form will document the progress of the completed case through the review process, and indicate both disposition findings and recommendations for disciplinary action by each reviewing supervisor. These forms may be used on Level One or other supervisory cases to document the review process, if desired. The same blue Disposition of Allegation Form will be utilized for both sworn and civilian employees. [The Disposition of Allegation form must be printed on both sides and contain all appropriate signatures.](#)

EMERGENCY RELIEF FROM DUTY: Any supervisor or commander has the authority to impose emergency relief from duty, for any employee, until the next business day, when it appears that such action is in the best interest of the Department. [See G.O. 1285, Restricted Building Access.](#)

FORMAL ACTION: As used in this Section, Formal Action refers to the initiation of a structured, formal investigation into allegations of misconduct or substandard performance, and to actions taken by supervisors that will be documented and made part of an official record. This includes disciplinary action, but may include other processes, such as training, remedial performance plans, criminal investigations, etc. In the case of investigations, initiation of formal action does not necessarily imply that employees are known to have engaged in misconduct, or that the allegations are of a particularly grave nature, but only that the process used in addressing them will be structured and well-documented.

INFORMAL ACTION: As used in this Section, Informal Action refers to a broad range of supervisory tools, such as training, coaching, encouragement, and informal discussion that may be employed at or above the first line supervisor level, to change, direct, document or make part of a permanent record.

LEVEL ONE INVESTIGATION: A less formal inquiry, usually conducted within an employee's chain of command, intended to address relatively minor violations where verbal counseling may be the maximum discipline imposed, if sustained. Final review and approval of these cases are accomplished by the Division Commander/Manager. They may be documented by Inter-office Memorandum, on a Supervisory Discussion Record, or by other suitable means. Unless their complexity requires it, such cases will not require indexing or placement into a formal investigative folder. [Copies of Level One cases will be retained at the Division level, and may be purged after six months at the discretion of the Division Commander. Cases that are](#)

documented on a Supervisory Discussion Record alone will be purged as prescribed in General Order 1610.10 . Due to their relatively minor nature, members will not be entitled to an advisor during Level One investigations.

LEVEL TWO INVESTIGATION: A more formal and structured investigation into allegations of more serious violations, for which discipline in excess of verbal counseling is probable, if sustained. Because of their complexity, Level Two cases will generally be indexed and placed into a formal investigative report folder, red for chain of command and blue for Internal Affairs, prior to being sent out of the unit where they were investigated. A limited number of level two cases that are not complex, and do not contain extensive documentation, may be forwarded without formal indexing or folder, with the approval of the division commander. At the point in a Level Two investigation where it can be reasonably determined that an employee may have violated Department/City policy, the employee may exercise his/her rights to an advisor, pursuant to G.O. 1625.20 .

PERSONNEL INVESTIGATION: An internal Department investigation, conducted by supervisors within an employee's chain of command, and/or by the Internal Affairs Unit, into any allegation of employee misconduct. Personnel investigations may be internally generated or based on a complaint from outside the Department. Personnel investigations are designed for the purpose of collecting facts, relative to the incident in question, and the mere acceptance of a complaint for investigation creates no initial presumption that the complaint is completely accurate or that department employee(s) engaged in misconduct.

PRELIMINARY INQUIRY: An inquiry that occurs after an initial complaint is received. The preliminary inquiry is intended to be a fact finding process that may consist of interviews with the complainant, any potential witnesses, and reviews of any reports, records, or other pertinent documents. If the supervisor determines that it is appropriate for obtaining additional basic facts, this may also include interviewing involved employees. The duration and complexity of the Preliminary Inquiry necessary to address the issues will be determined by the investigating supervisor, on a case by case basis, subject to review by higher authority. Documentation of the Preliminary Inquiry will be appropriate to its complexity, and could range from handwritten notes on the Complaint Receipt Form to formal typewritten statements. The focus of the Preliminary Inquiry is to determine whether or not there is a valid complaint. If there is a valid complaint, then, based on the severity of the complaint and potential discipline, it should be classified as either a Level One or Level Two Investigation. In the event that allegation(s) are deemed to be invalid or untrue, upon completion of the Preliminary Inquiry, but significant documentation has been generated (memos, exhibits, reports, etc.), the documentation shall be forwarded, with the associated Complaint Receipt Form [or Allegation of Employee Misconduct Form](#), to the Internal Affairs Unit for staff review and retention, as appropriate.

PURGE: The elimination of records at the Staff Resources Section and the Internal Affairs Unit. The Official File of City employees is maintained by Employee Services at the City Administration Building, 30 S. Nevada Ave. For a description of the process, see [General Order 1620, section .54](#).

SUPERVISORY DISCUSSION RECORD: An internal Department form, maintained at the

operational unit level, to record verbal counseling and informal corrective actions taken by immediate supervisors. It does not constitute formal disciplinary action, and is intended to temporarily document constructive discussions on issues of supervisory concern. These records are usually maintained for six months, then destroyed.

SUSPENSION WITHOUT PAY - CIVIL SERVICE EMPLOYEES:

A period of leave without pay that is normally imposed for an employee's failure to take corrective action, in response to prior discipline, or for violations or incidents of a serious nature.

SUSPENSION WITH PAY - CIVILIAN EMPLOYEES: A suspension with pay is utilized to allow an employee, who demonstrates an inability to perform a job, time to consider their commitment and ability to meet the established performance standards and expectations of the job. Upon return, continued employment is based upon the employee's written agreement to meet all performance standards and expectations.

SUSPENSION WITHOUT PAY - CIVILIAN EMPLOYEES: A period of leave without pay that is normally imposed for an employee's failure to take corrective action, in response to prior discipline, or for violation or incidents of a serious nature.

All suspensions of civilian employees will be imposed in accordance with the City of Colorado Springs Policy and Procedure Manual.

CIVILIAN TERMINATION: Disciplinary actions involving a recommendation of termination of employment will be forwarded through the chain of command for enforcement and administrative insight. When a civilian employee is the subject of a personnel investigation, the Deputy Chief will not approve or endorse a recommendation for termination without conducting a pre-termination meeting.

During the pre-termination meeting, an opportunity will be given to explain the allegations, show supportive evidence, proposed action, and allow the involved employee an opportunity to respond. Following the meeting, if the Deputy Chief elects to approve the recommendation for termination, he/she will endorse the disciplinary action form. A formal letter of discharge, from the Deputy Chief to the involved employee, will inform the employee of the violation(s) or incident causing such actions.

SWORN TERMINATION: Termination proceedings for sworn employees shall be conducted in accordance with the rules and regulations of the Civil Service Commission of the City of Colorado Springs.

.10 Actions Available

When corrective action is indicated by the findings in a situation, one or more of the following actions may be taken, subject to the provisions of the Charter of the City of Colorado Springs, the Code of the City of Colorado Springs, the Colorado Springs Police Department Operations Manual, Rules of the Colorado Springs Civil Service Commission sworn personnel, the Civilian/Civil Service Personnel Policies and Procedures Manuals of the City of Colorado

Springs and, when necessary, the approval of the City Manager/ Deputy City Manager:

Informal:

- Training
- Verbal Counseling

Formal:

- Written Reprimand
- Individual Performance Plan
- Suspension
- Demotion in Rank/ or Grade ~~Termination/Dismissal from the Department~~
- Termination or Dismissal from the Department

.12 Supervisory Discussion Records

Informal corrective action may be taken, by the immediate supervisor, through verbal counseling for minor policy or procedural violations, or to address a deficiency in training or job performance. When verbal counseling is used, it should include a personal meeting between the supervisor and the employee for a discussion of the issues, and may, at supervisory discretion, be documented on a Supervisory Discussion Record, which will be maintained at the unit level.

The Lieutenant/Program Manager of each operational unit will maintain a confidential file of Supervisory Discussion Records for employees within that unit. This record is not considered a formal disciplinary process, and is intended to temporarily document constructive discussions on issues of supervisory concern. It will include a brief synopsis of the discussion, the issues raised, the potential consequences of recurrence, and the employee's response. The employee should be asked to read and initial each entry, and may be allowed to include a brief written response, if appropriate. The record will be subsequently available for review by the effected employee, upon request. These records may be used by supervisors to identify trends or continuing problems in employee behavior, and may help form a basis for considering the imposition of disciplinary action, if the problem behavior is repeated. Supervisors should periodically review the behavior that was the subject of verbal counseling, and may annotate the Supervisory Discussion Record to note any apparent changes observed. When an employee is transferred to another work unit, the Supervisory Discussion Record will be provided to the employee's new unit commander. Supervisory Discussion Records that pertain to supervisory personnel will be retained, under the same conditions, by the supervisor's Division Commander/Director.

Supervisory Discussion Records are intended to address and modify minor, non-recurring deficiencies at the first-line supervisory level, in a manner that will have minimal long term impact on the employee's reputation, promotion, and selection for special assignments. For this reason, such records will normally be maintained for six months, after which they will be destroyed. Those that appear to deal with a continuing pattern of conduct, with behavior that

appears likely to be the subject of future disciplinary action, or that the supervisor has other compelling reason to believe should not be destroyed after six months, may be retained longer, upon the specific authorization of the Division Commander/ Director. If, at the time the record would normally have been purged, the reviewing supervisor believes it should be retained, the supervisor will meet with the Division Commander to state the reasons therefore. Upon concurrence, the Division Commander may authorize its retention for a specific period of time, up to an additional six months, and will endorse the record accordingly.

At the conclusion of this extension period, the record must be destroyed or re-submitted for another retention review. Extensions should be infrequently authorized, and granted only upon showing of good cause.

Exceptions are made to the retention period for the following circumstances:

Violations of policy related to failure to qualify with the issued firearm, in which case Supervisory Discussion Records will be routinely retained for one year.

Probationary Employees: Supervisory Discussion Records will be retained for the period of probation, after which they will be purged, in accordance with the above criteria, unless they are needed to document pending action relative to the probation.

Unit commanders/managers should periodically review records of their subordinates, and purge those Discussion Records over six months old that have not been ordered extended. Although available for review by all levels of the chain of command, copies of Supervisory Discussion Records will not be maintained above the operational unit level, or placed in the employee's official personnel record. Supervisory Discussion Records may be generated as part of the outcome in a formal Personnel Investigation, whether the specific allegations are sustained or not. In this event, the fact that the Supervisory Discussion Record was utilized will be noted as part of the final action on the Disposition of Allegation form, but a copy of the actual Discussion Record will not be retained in the case file. Exceptions to these record maintenance restrictions may be authorized by the Chief of Police, on a case by case basis.

Supervisors are encouraged to document observations or comments that are commendatory of employees, and forward these to the Staff Resources Section for inclusion in the employee's personnel record. Supervisors may do so in any format that is appropriate to the circumstances, but should not utilize the Supervisory Discussion Record for this purpose, to avoid conflict with the above retention procedures.

.15 Processing of Disciplinary Action Forms

The original Disciplinary Action Form will be sent to Internal Affairs for tracking. Internal Affairs will forward the form to the Staff Resources Section for inclusion in the employee's personnel file. Staff Resources will send a copy of the Disciplinary Action Form to the City's Employee Services Section for inclusion in the City's personnel records. Should the recommended disciplinary action include a suspension, the Notice of Suspension form will be completed by the initiating supervisor and will accompany the Disciplinary Action Form

throughout the process.

Documentation of all written reprimands, and notices of suspensions, demotions, reimbursements, or dismissals shall be maintained by the Staff Resources Section, and a copy forwarded to the employee's official file at Employee Services, 30 S. Nevada. See section .54 of General Order 1620 for information on records retention and purging of records.

The Staff Resources Section will be notified by Internal Affairs, in writing, if a disciplinary action decision is reversed or modified upon appeal. The Staff Resources Section will modify the documentation so that only the final disciplinary action is shown in it's records and those of the City's Employee Services.

.20 Emergency Interdivisional Disciplinary Action

When the improper conduct of an employee of one unit is of such a nature that immediate or emergency disciplinary action is required of a Commanding Officer or supervisor of another unit, such action may be taken at once within the following limitations:

In the case of verbal counseling, the Commanding Officer or supervisor doing the counseling will notify supervisors, in both chains of command, and will document the facts on a Supervisory Discussion Record, that will be retained at the employee's unit of assignment. When the conduct is such that the Commanding Officer or supervisor believes that other disciplinary measures are required, such supervisors shall submit a memorandum to the employee's immediate supervisor, detailing the conduct.

Emergency Relief From Duty: When the conduct is such that a Commanding Officer or supervisor believes the employee must be relieved from his/her current duty assignment, procedures under G.O. 1620, Complaints and Internal Investigations will be followed.

.30 Information Furnished Upon Dismissal

When employee misconduct results in dismissal from the Department, the following information will be furnished to the dismissed employee:

- Reason for dismissal.
- Effective date of the dismissal.
- Status of fringe and retirement benefits after the dismissal.
- Content of the employment record pertaining to the dismissal.

A specific reason for dismissal is not required for entry-level probationary employees who are dismissed for failing to meet the Department's probationary standards.

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Active date: 3/8/2006
Supersedes date: 7/28/2005

.01 Purpose

To provide a prompt, just and expedient disposition of complaints concerning any Department personnel, civilian or sworn, whether on or off duty.

.02 Cross Reference

G.O. 1285, Restricted Building Access

G.O. 1605, Orders and Discretionary Judgment

G.O. 1610, Discipline

G.O. 1625, Investigative Rights

G.O. 1630, Drug Testing of Civil Service Employees

G.O. 1650, Employee Conduct-Sworn and Civilian

G.O. 1655, Police Officer Conduct

G.O. 1660, Conflicts of Interest

G.O. 1662, Work Performance

G.O. 1917, Early Intervention Program

Civil Service Rules 8

[CALEA Standards 26.1.1; 26.1.5; 26.1.6; 26.1.8; 52.1.1; 52.1.3; 52.1.4; 52.1.5; 52.1.6; 52.1.7; 52.1.8; 52.1.9; 52.1.10](#)

.03 Discussion

A thorough investigation of all complaints protects the public and Department from misconduct by Department personnel. A thorough investigation further serves to protect the community, the Department and its personnel from complaints that are based on misunderstanding or invalid information.

.04 Policy

Police officers must be free to exercise their best judgment and to initiate law enforcement actions in a reasonable, lawful and impartial manner, without fear of reprisal. At the same time, all Department personnel have a primary obligation to respect the rights of all people. Therefore, a system of complaint review and disciplinary procedures has been established, that not only subjects Department personnel to corrective actions when improper conduct becomes evident, but also protects Department personnel in the proper discharge of their duties.

.05 Definitions

As used in this Order, all terms will have the meaning defined in General Order 1610.05.

.10 Acceptance of Complaints

Supervisors or Command Officers will accept complaints from any source, whether made in person, by mail, or by telephone. In determining whether or not an expression of dissatisfaction might constitute a valid complaint requiring the initiation of a personnel investigation, supervisors will consider whether the act(s) described could constitute a policy violation, if proven. Absent compelling information to the contrary, supervisors will accept a complaint for

further investigation when they determine that, if everything cited by the complainant was absolutely accurate and uncontested, the described act(s) would constitute a violation of Department policy or law. If subsequent investigation reveals otherwise, the complaint investigation may be concluded as prescribed by policy.

.12 Time Limit on Accepting Complaints

Complaints will not be accepted more than one year after the alleged incident with the following exceptions:

- When the complaint involves a criminal violation, the criminal statute of limitations will prevail, if it is longer than one year.
- When the complainant can show good cause for not making the complaint within the specified time limit.

Such limitations will not prevent the Department from investigating and taking disciplinary action deemed necessary to preserve the integrity of the Department.

.14 Inappropriate Complaints

Certain categories of complaints will not be accepted for investigation within the Police Department. These categories are:

- Complaints concerning indebtedness of employees.
- Complaints concerning differences of opinion between a citizen and the arresting officer(s), regarding the guilt or innocence of that citizen. However, if the citizen can furnish sufficient evidence that the arrest or other official action was malicious, in violation of departmental policy, or illegal, the complaint will be investigated.

.16 False and Malicious Complaints

While encouraging the filing of legitimate complaints against officers, as a means by which they can be held accountable to the public, the Department simultaneously seeks to hold members of the public accountable for the filing of false and malicious allegations against officers. In cases of this nature, the complainants will be informed that appropriate legal proceedings could be instituted to remedy such action.

.18 Anonymous Complaints

Anonymous complaints alleging misconduct by a Department employee will be investigated as thoroughly as possible, although they may be limited to substantiating the falsity of the accusation. When such investigations are conducted, every effort will be made to establish the identity of the complainant and witnesses, and this information will be made part of the investigative report. Complainants and witnesses, whose identities are known, will not be provided anonymity without the specific prior approval of the Chief of Police.

.20 Authority and Responsibility of All Employees

All Department personnel have an affirmative responsibility to report employee misconduct to the next higher level of authority in the chain of command. Employees will be required to give a complete account of this information to the assigned investigator. The investigator has discretion to direct that any such information be confirmed in writing, however, ultimate responsibility for documenting the information remains with the investigator.

Employees are required to cooperate in departmental investigations and to answer questions by, or render material and relevant statements to, competent authority, when so directed.

An employee may be required to submit to a medical or laboratory examination, at the Department's expense, when the examination is specifically, directly, and narrowly related to a particular Department investigation or inquiry into an allegation of employee misconduct and/or negligence.

All employees, regardless of rank or position, shall be subject to drug testing for reasonable cause. See G.O. 1630, Drug Testing of Civil Service Employees, and City of Colorado Springs Personnel Policies and Procedures Manual. An employee may also be required to be photographed, to participate in a line-up, and/or to submit a financial disclosure statement when the actions are material to a particular investigation being conducted by the Department.

.22 Authority and Responsibility of Supervisors/Investigators

Department supervisors, command personnel and Internal Affairs Unit personnel, upon receiving complaints from any source, shall initiate a preliminary inquiry and complete a complaint receipt form. If the complaint is being made in person, the complainant will be requested to provide identification and to read and sign the form. A copy will be provided to the complainant, division commander, and Internal Affairs.

An Allegation of Employee Misconduct form will be completed, if the supervisor initiating the complaint can reasonably determine that the employee may have violated a department policy and that, due to the seriousness of the possible violation, it is likely to result in a Level Two Investigation. Supervisors will not look to higher authority for initiation of these actions.

[A copy of the completed Complaint Receipt Form shall be forwarded to Internal Affairs within 24 hours of receipt. The original Complaint Receipt Form will be sent once the Division Commander has reviewed and signed it.](#)

The supervisor who first becomes aware of an employee's involvement in an alleged or suspected criminal violation, or violation of Department regulations, will inform his/her own supervisor and that employee's commander.

.24 Authority and Responsibility of Internal Affairs

The Internal Affairs Unit will investigate any police department matter deemed appropriate, or necessary, by the Chief of Police.

The Internal Affairs Unit, unless otherwise directed by the Chief of Police, will investigate all allegations against employees of the department involving excessive force, or involving gross

negligence in the performance of duty.

The Internal Affairs Unit will, at the discretion of the Chief of Police, conduct an administrative investigation into any reports regarding the discharge of firearms by employees. See General Order 815, Deadly Force Investigations for further detail on responsibilities in investigation involving the use of deadly force.

The Internal Affairs Unit may conduct an investigation at the request of any employee of the department, who justifiably feels threatened by a false accusation or contrived situation involving false evidence. Such persons are authorized to report the situation directly to the commanding officer of the Internal Affairs Unit.

The Internal Affairs Unit will exercise staff supervision over personnel investigations conducted by department supervisors within the chain of command.

.30 Complaint Investigation

Complaint receipt forms will be completed on all external complaints related to allegations of misconduct or poor performance, by an employee of the department, and on internal complaints in which an outside party has been identified who has a legitimate need to be informed of the case disposition.

Complainants who telephone or appear in person shall be referred to a supervisor. The supervisor receiving the complaint shall be responsible for conducting a thorough interview with the complainant, and completing the Complaint Receipt form. Absent compelling reasons why s/he is unable to do so, this supervisor is responsible for gathering any information relative to the complaint, to include locating and interviewing other officers or civilian witnesses who may have knowledge of the incident. If the complaint is made in person, the supervisor will request that the complainant provide proper identification, as well as read and sign the Complaint Receipt form. If the complaint is made by telephone, letter or e-mail, the supervisor receiving the complaint should encourage the complainant to meet with the supervisor for a personal interview. If the complainant refuses a personal interview, or refuses to sign the form, the form will still be completed in its entirety, with a copy provided to the complainant, the Division Commander, and the Internal Affairs Unit.

If, upon receiving the complaint, it is immediately apparent the incident will require investigation by the Internal Affairs Unit, the initial supervisor is responsible only for the completion of the Complaint Receipt form and Allegation of Employee Misconduct form, and for gathering any evidence, facts or statements that may be destroyed or otherwise unavailable at a later time.

If the supervisor can reasonably determine that an employee may have violated department policy, and because of the seriousness of the possible violation it appears likely that the complaint will result in a Level Two investigation, an Allegation of Employee Misconduct form will be completed and attached to the investigative report. If this investigation is conducted by any unit of the department other than Internal Affairs, a red cover binder should be used to package the case. All Internal Affairs personnel investigations will be packaged in a blue cover

binder.

On occasion, a citizen will allege a department policy violation by an employee, but will not wish to make a personnel complaint. This does not relieve the supervisor involved from completing the Complaint Receipt form and taking appropriate administrative action.

If a complaint is extremely serious and requires immediate attention or assistance from the Internal Affairs Unit, the investigating supervisor will notify the commanding officer of the Internal Affairs unit, by telephone or in person. If the commanding officer is not available, a sergeant from the Internal Affairs Unit will be notified.

The Internal Affairs Unit representative will examine the content of the complaint and notify the Commander of the Office of Professional Standards. If it is determined that Internal Affairs should complete the investigation, an Internal Affairs case number will be assigned, and investigative responsibility assumed by Internal Affairs.

The commanding officer of the Internal Affairs Unit will be advised of all citizen complaints received by the department via the Complaint Receipt form. If the Internal Affairs Commanding Officer determines the case warrants investigation by Internal Affairs, he will notify the Commander of the Office of Professional Standards, who will make arrangements to have the case turned over to Internal Affairs for completion. In making the determination of assignment, the following factors will be considered:

- The severity of the allegation
- The perception of impartiality
- The best procedure to expedite the investigation
- The assigned shift of employee involved
- The extensiveness and complexity of any complaint that would involve a long-term investigation and numerous witnesses

.32 Personnel Investigation

Personnel investigations shall be conducted in the following manner. The supervisor receiving the complaint for investigation, either by direct contact with the complainant or by assignment, will conduct a preliminary inquiry. If, upon completion of the preliminary inquiry, it is determined that valid reason exists to proceed with a personnel investigation, it will be classified as either a Level One or Level Two investigation, as defined below.

The level of the investigation will usually dictate the unit responsible for the investigation chain of command, Internal Affairs or other; the method of documentation and case packaging; and the level within the chain of command at which the case is reviewed and approved. The level of investigation will initially be determined by the supervisor initiating the case, in consultation with the appropriate Lieutenant/Manager. The level of investigation may be changed by higher command authority. Allegations that are clearly invalid or unfounded, on their face, at the time of intake, should be identified as such, and annotated on the Complaint Receipt form.

If Internal Affairs initiates a Level Two investigation, and it is later determined that the case is more appropriately a Level One, the Commander of the Office of Professional Standards, may direct that the case be reassigned to the involved employee's chain of command.

.33 Subject Employee

When directed, the subject of a Level 2 investigation, department members will secure all weapons, i.e., firearm and/or knife, prior to entering Internal Affairs or the Department Psychologist Offices. Weapons shall be secured prior to the member's arrival or placed in the lockers provided outside the door to Internal Affairs. Weapons will be secured whether members are in uniform or plain clothes.

.35 Notification Procedures

Investigations by Internal Affairs:

When the complaint is received directly by Internal Affairs, the Internal Affairs Unit commanding officer will send written notification to the Division Commander/Manager of the employee that is the subject of the investigation. The written notification will specify the complainant's name, summons or case number, date of occurrence, Internal Affairs case number, the investigator assigned to the case, a brief narrative of the misconduct allegations, and instructions for the subject officer/employee to schedule an interview with the Internal Affairs investigator.

The notification will be made either before, or at the time, the employee is notified to report to Internal Affairs for an interview. The subject officer/employee will also be referred to G.O. 1625 to provide the employee a definition of employee rights and responsibilities relative to the investigation. The Division Commander or designated supervisor will present the written allegation of misconduct notification to the subject officer/employee and direct the officer/employee to schedule an interview with Internal Affairs, as specified in the written notification. Internal Affairs interviews will be conducted within a reasonable time frame, at the discretion of the Internal Affairs commanding officer.

The Internal Affairs Unit will provide written acknowledgment of the complaint to any complainant, whose identity is known and who has not received a copy of the Complaint Receipt form, because they did not appear in person. The acknowledgment will contain the name and serial number of the supervisor or officer who accepted the complaint, and the case number assigned by Internal Affairs. If it has been determined that the complaint does not meet the necessary criteria for investigation, such as violation of law, or policies or procedures of the department, the acknowledgment will state the grounds for dismissing the complaint.

Investigation By Chain Of Command:

If, during the course of a Chain of Command Personnel Investigation, the information available to the investigating supervisor indicates that an officer/employee will be the subject of a Level Two investigation, where the supervisor can reasonably determine that the employee may have violated department policy, the supervisor has the responsibility to provide proper complaint notification to the employee, in writing. The time of the interview will be determined by the

investigating supervisor.

The notification will specify all known allegations made against the officer/employee; the name of the complainant, if known; applicable summons or case numbers; the fact that an investigation is being conducted; the date and time of the occurrence; and the reference to G.O. 1625, Investigative Rights. Barring unusual or extreme circumstances, ~~or approval from the Division Commander/Director, the interview with the accused employee should~~ will be completed within 14-days from the time they are identified. ~~the employee's current tour of duty, and no later than the following tour of duty.~~

It shall be the responsibility of the employee to have representation present, at the time and place of the scheduled interview, if desired.

.40 Completion of Complaint Investigation

Whether the investigation is performed by Internal Affairs personnel or by supervisors, every effort will be made to complete it as quickly as possible, consistent with thoroughness and fairness. The completed investigative report must be ready for presentation to the Chief of Police within sixty days of the date the complaint was accepted. Exceptions to the time limit may be requested through Internal Affairs and granted by the ~~Commanding Officer~~ ~~Commander of Professional Standards~~ when extenuating circumstances exist.

The supervisor in charge of each Level One Investigation is responsible for notifying the complainant of the case disposition unless otherwise directed by higher authority. This may be done in person, by phone, or by mail; however supervisors will refrain from divulging sensitive or confidential personnel information. Complainants should generally be advised of what final disposition was reached, as described below, and, if sustained, be told that "appropriate administrative action" has been taken, without detailing the specific discipline.

The Internal Affairs Unit will notify the complainant of the final disposition on all Level Two, ~~blue book~~, Investigations, except when a pending civil or criminal case might be compromised by the disclosure of this information. ~~The Division Commander will notify the complainant of the final disposition on all Level Two, red book, Investigations.~~

Upon conclusion of an investigation conducted by Internal Affairs, the investigator will hand-carry the completed investigation to the Deputy Chief of the subject employee. The Deputy Chief will then forward the complaint to the division commander/staff officer of the employee. Review of the completed investigation will be in accordance with G.O. 1620. The review process will include administrative insight as to disposition using one of the dispositions listed below, and recommended discipline, if appropriate. The same review procedure will be followed if the complaint is investigated by the employee's supervisor.

Upon completion of a Personnel Investigation, the case will be submitted to the subject employee(s) chain of command for review and endorsement, beginning with the immediate supervisor. Each reviewing supervisor will provide administrative insight, as appropriate, will classify the complaint using one of the following dispositions, and will recommend appropriate action:

Unfounded - The allegation is false and not factual. Misconduct did not occur. There are disinterested witnesses or other facts which prove that misconduct did not occur.

Not Sustained - Evidence is insufficient to clearly prove or disprove the allegation. There are no disinterested witnesses and the allegation cannot be proved or disproved.

Exonerated - Investigation disclosed that the act complained of did occur, but that it was justified, legal and proper. There is no dispute over the fact that the act did occur, or there is sufficient evidence to prove that the act did occur, and there was no policy violation.

Sustained - Investigation established that misconduct did occur and the allegation is supported by sufficient evidence. There are disinterested witnesses or other facts proving the allegation(s).

Misconduct Not Based on Complaint - During the review of an investigation, a supervisor discovers a sustained policy violation unrelated to the complainant's original allegation(s).

Closed by Mediation - Investigation in the case was suspended by the Division Commander/Director, and the underlying issues were resolved in a structured meeting between the involved employee(s) and complainant. Cases which are successfully mediated are closed without one of the above formal classifications being assigned. Cases disposed of by mediation will be handled as provided in G.O. 1620.43.

.41 Recommendation, Review, and Appeals Process for Sworn Officers

All disciplinary actions will be reviewed starting with the officer's immediate supervisor unless circumstances are present that make it appropriate to start the review at the next higher level. Each level in the chain of command must endorse and forward all reports bearing on disciplinary matters to the highest level of review prescribed for the particular case. Endorsements may be recommendations for approval, for disapproval, or for modification. If modification or disapproval is recommended, reasons must be stated in writing. No employee will alter or cause to be altered facts or elements in the disciplinary report. Disciplinary reports in transit through the chain of command will not be delayed, but must be reviewed, endorsed, and forwarded as soon as possible.

Once the review process reaches the Commander/Director level for sworn officers, the officer's Division Commander/Staff Officer will meet with the involved officer.

◆ Level One cases : The officer will be informed of the final decision.

◆ Level Two cases : The officer will be advised of the recommended disposition and his/her recommended disciplinary action if sustained. The officer will be given an opportunity to provide any additional information related to the investigation and, if applicable, an opinion of the recommended disciplinary action. The officer's Commander/Director may impose discipline in accordance with the Civil Service Rules for sworn officers.

After meeting with the officer, the Division Commander/Staff Officer should document the meeting with additional administrative insight. The insight should include any additional information relevant to the investigation, all mitigating factors and any discipline imposed at this level.

After providing administrative insight, the officer's Division Commander/Staff Officer will forward the investigative report to the officer's Deputy Chief. The officer's Deputy Chief will review the investigation and recommendations, and provide all necessary administrative insight. The officer's Deputy Chief may impose discipline in accordance with the Civil Service Rules for sworn officers. The completed investigation will then be forwarded to the Commanding Officer of the Internal Affairs Unit as soon as possible for presentation to the Chief of Police.

The Chief of Police will have the final review authority of all Level II investigations. The Chief of Police may impose discipline in accordance with the Civil Service Rules for sworn officers.

If the allegation is sustained, or a violation not related to the initial complaint is identified, the officer may accept or appeal the recommended discipline, except in the case of written reprimands, which are not appealable. Appeals by sworn officers will be made in accordance with Civil Service Rules and Regulations.

When final disposition has been made, the [Commander/Director will notify, Internal Affairs Unit will forward written notification thereof to](#) the affected employee.

A finding of "exonerated," "unfounded," or "not sustained" in an investigation of misconduct will not relieve supervisors or commanders of the responsibility for counseling or training subordinates who demonstrate problems of knowledge, judgment, or common sense.

.42 Recommendation, Review, and Appeals Process for Civilian Employees

Civilian employees of the Department are not subject to Civil Service Rules but are subject to the civilian Personnel Policies and Procedures Manual of the City of Colorado Springs. In compliance with that manual the following procedure governs the disciplinary process for civilian employees of the Department.

If the personnel investigation is conducted by the Internal Affairs Unit, the completed case will be forwarded to the employee's immediate supervisor through the appropriate Deputy Chief's Office. The immediate supervisor will review the case and make a determination as to the disposition. All discipline of civilian employees will be imposed in accordance with the City of Colorado Springs Policy and Procedure Manual. The Deputy Chief will forward the case along with the recommendation for discipline to Internal Affairs for presentation to the Chief of Police.

If the personnel investigation is conducted by the chain of command, the supervisor conducting the investigation may make the initial recommendation as to disposition and discipline as described above. Once the case has reached the level at which the discipline is to be imposed, the case will be forwarded to Internal Affairs for control purposes.

In cases involving civilian employees in which the disposition is anything other than "sustained," the review will continue through the entire chain of command. Each successive level of the chain of command may approve, disapprove, or modify the disposition during this review. If a higher level sustains the case, that level may impose discipline as described above.

All suspensions for civilian employees must be reviewed by the Police Staff Resources Manager prior to the imposition of the suspension. This will be the responsibility of the member of the chain of command who is imposing the discipline.

Civilian employees may be discharged by the Deputy Chief of Police, Deputy City Manager, or City Manager in accordance with the Civilian Personnel Policies and Procedures Manual.

Civilian employees have the right to appeal discipline. The appeal process is described in the Civilian Personnel Policies and Procedures Manual.

.43 Mediation Process

Certain specific cases may, at the recommendation of the reviewing Division Commander/~~Director Manager~~, be informally concluded through structured mediation between the involved employee(s) and complainant. Such cases should contain the following elements:

- The alleged policy violation, in all probability, would result in a Not Sustained disposition, and would not constitute a continuing pattern of misconduct by the employee.
- The complaint appears to largely arise out of a misunderstanding or breakdown in communication between the employee(s) and complainant.
- The Division Commander/~~Director Manager~~ believes the issue(s) raised in the complaint could be successfully resolved in a personal meeting between the employee(s) and complainant.
- The Division Commander/~~Director Manager~~ believes both the employee(s) and complainant appear to be capable of discussing the issues objectively and constructively.

In Level One cases, when the above conditions are met, the Division Commander/ Manager may recommend a mediated disposition to both the employee(s) and complainant. In Level Two cases, the Commander/~~Director Manager~~ may temporarily suspend further action on the case and confer with the effected employee(s) ~~Lieutenant/Manager~~ as to the ~~employee(s) his/her~~ willingness to engage in mediation. If the employee(s) agree, ~~the Commander/Manager will forward an inter-office memorandum through the chain of command, to the Chief of Police, recommending mediation.~~ and upon ~~Upon~~ concurrence of the ~~Commander/Director~~, ~~Chief~~ the case will be ~~allowed to returned to the Division Commander/Manager to proceed.~~ If the ~~Commander/Director~~ ~~Chief~~ does not concur, the employee or complainant does not agree to participate, or the meeting is not successfully completed, the case will revert to the traditional review and disposition process.

Participation in mediation is to be completely voluntary, and no employee will be subject to disciplinary action solely for his/her decision to not participate in this process. Complainants will be informed that the mediation is also completely voluntary on their part, and that the completion of a mediation meeting will close the case. If both parties agree, the Division ~~Lieutenant Commander~~/Manager will arrange a personal meeting between the involved

employee(s) and the complainant. This meeting will be personally attended by the Division ~~Lieutenant Commander~~/Manager, who will act as facilitator for the discussion, and will assure that the dialogue remains positive and focused on the issues. If, at any time, the ~~Lieutenant Commander~~/Manager feels the meeting appears to be counter-productive, s/he may conclude the process without prejudice to either party. In this event, the case will revert to the traditional review and disposition process. When cases are successfully mediated, the Division ~~Lieutenant Commander~~/Manager will complete a brief memorandum indicating that the meeting took place, identifying the participants, and reflecting that the issue(s) were resolved. No further action is required in a Level One investigation. In Level Two investigations, a copy of the memo will be placed in the investigative file and will serve as the final disposition.

.45 Organization of the Investigative Report

The use of an index in the personnel investigation allows investigators the opportunity to standardize the various written reports and documentation. The cover binder will serve to organize and consolidate all investigative materials. All reports should be kept up to date as the investigation proceeds.

The Personnel Investigation Report should be organized in the following manner:

INDEX

Section 1 - Includes the Allegation of Employee Misconduct Form and the Complaint Receipt Form

Section 2 - Case Summary

Section 3 - Interview with Complainant(s)

Section 4 - Interview with Civilian Witness(es)

Section 5 - Interview with Witness Officer(s)/Employee(s)

Section 6 - Interview with Subject Officer(s)/Employee(s)

Section 7 - Investigative Notes. This would include any documented attempts to contact a witness or any investigative follow-up that was conducted by the investigator.

Section 8 - Related Reports and Evidence

- Offense reports
- Summonses, criminal records
- Photographs
- Medical reports
- Calls for service

- Other pertinent documents

Section 9 - Administrative Insight

- Officer's disciplinary records from Police Personnel and Internal Affairs Unit Record
- Chain of Command memos related to insight.

Section 10 - Correspondence to subject officer(s)/employee(s) and complainant. Note that all letters to complainants, reflecting the outcome of Level Two Personnel Investigations, will be prepared in the following manner. If Internal Affairs conducted the investigation, blue book, they will send a letter and if the Division conducted the investigation the Commander/Director will send a letter. ~~by the Internal Affairs Unit~~.

Section 11 - Disposition of Allegation Form (two sided), Related Policies, Definition of Dispositions, and Disciplinary Action Forms (two sided), if any.

.50 Confidentiality of Investigation

All Personnel investigations shall be classified as confidential, and no portion of the investigation may be reproduced without permission of the Chief of Police. Complaint investigators, and other persons in the review process, will not allow access to, or discuss information relating to the complaint or investigation thereof, with other department employees nor anyone outside the department other than those who have a lawful right to know and a bona fide need to know about a particular case. Persons having access to personnel investigations would usually include the Chief of Police, Commander of the Office of Professional Standards, Internal Affairs personnel, the involved Division Commander, supervisors of involved employees, and the City Attorney or District Attorney, if necessary.

All personnel investigation materials will be hand-carried by a department supervisor, rather than sent through the mail or internal distribution channels.

All pages of an Internal Affairs investigation, relating to complaint cases, will be identified by the Internal Affairs Unit control number. All copies of completed investigations bearing an Internal Affairs Unit control number will be returned to the Internal Affairs Unit commanding officer, for filing in a secure area.

.52 Access to Internal Affairs Files

All Department Internal Affairs files are confidential and are not available to litigants in criminal cases or civil cases, unless such cases involve the appeal of disciplinary action brought by a member. Routine exposure of these files to public inspection would undermine the department's capacity to investigate misconduct, diminish the department's ability to control employees' accountability, and violate employees' rights of privacy.

Access to any Internal Affairs files, records, or reports is limited to:

- The Chief of Police
- Internal Affairs Personnel
- Department employees who are the subjects of an Internal Affairs investigation may, with the approval of the Chief of Police, review all records and reports of that investigation, if the investigation is not active or ongoing.
- Department Review Boards: Access is limited to files, tapes, and related material of the case being reviewed, except that a Board of Rights Panel may examine the Departmental personnel history and records of the subject officer, only for the purpose of determining a proper disciplinary action recommendation.
- Subpoena Duces Tecum: In order to ensure that the privacy rights of all involved parties are protected, Internal Affairs will, upon receipt of a Subpoena Duces Tecum or similar order of a court, immediately forward such document to the City Attorney's Office. The City Attorney's Office will analyze the request, in light of the relevant statutory and case law, and will take appropriate legal steps to seek to uphold the policy of confidentiality maintained by the Colorado Springs Police Department.
- Producing Records By Court Order. When a court orders the Colorado Springs Police Department to disclose Internal Affairs records, the City Attorney's Office shall be immediately notified of such an order. The Colorado Springs Police Department will proceed as instructed by the City Attorney's Office.
- Persons whom the Chief of Police has determined need access to such information for a specific purpose
- Department Supervisors: Command and supervisory employees of the Department are allowed to review a history of complaints and disciplinary actions relating to employees under their command or employees being considered for a position under their command.

.54 Internal Affairs and Personnel Records Retention

Internal Affairs and personnel records shall be maintained within guidelines established by the Colorado State Attorney General's Office and the Colorado State Archivist. Employees who have been the recipients of disciplinary action, and have taken the necessary steps to correct the situation, shall receive the benefit of rectifying the situation by having the incident purged from their police department personnel file in the Staff Resources Section.

Official files of City employees are maintained at Employee Services. Disciplinary records are not a matter of public record. Upon notice from CSPD Staff Resources, Employee Services will purge the same records, within 90 days, as appropriate for CSPD Staff Resources, with the exception of disciplinary records that contain information relating to pay, such as fines, suspensions or discharge, or records related to any civil litigation.

~~Internal investigations that result in a finding of Not Sustained or Sustained should be retained for at least six years, as should records of written reprimands. Internal investigations resulting in a finding of Unfounded or Exonerated need not be retained on an employee's official Internal Affairs record.~~ The Internal Affairs Unit will maintain a record of all investigations, to include all findings, for six years, **plus current year**, for analysis of recurring complaints, and response to Subpoena Duces Tecums.

Internal Affairs and personnel records that shall not be subject to purge include:

- Operating documentation that contains administrative, fiscal, historical, informational, or statistical value. Operating documentation must be retained until legal and fiscal responsibility and administrative necessity is discharged, such as pending civil litigation.
- Disciplinary action that occurred as the result of the filing of criminal charges
- Disciplinary action that was imposed within 6 years
- Disciplinary action that is part of a pattern of misconduct. ~~Any pattern of misconduct shall be determined by the involved employee's chain of command.~~
- Any pattern of misconduct determined by the involved employee's chain of command.

The Internal Affairs Unit will maintain all files of Level 2 investigations for six years plus the current year, after which time, and no later than December 31, all eligible files exceeding the time line will automatically be purged. Employees whose files are not purged will be notified and they may submit a written request for reconsideration, through their chain of command, to the Chief of Police, to have their Official Internal Affairs record purged. The officer's Commander/Director will ensure that a review of the officer's Internal Affairs file is conducted prior to making a recommendation.

~~Employees must submit a written request for approval, through their chain of command, to the Chief of Police, to have their Official Internal Affairs record purged of entries when said records do not qualify for retention as stated above. The officer's Commander/Director will ensure that a review of the officer's Internal Affairs file has been conducted, for compliance with the above criteria for purging, prior to making a recommendation.~~

.60 Special Procedures

The Chief of Police may circumvent all formal disciplinary procedures, to render an immediate decision, when s/he deems it necessary to preserve the integrity of the department. This does not preclude the employee's exercising his/her rights under the Civil Service Commission Rules, for sworn personnel, or the Personnel Policies and Procedures Manual of the City of Colorado Springs, for civilian personnel.

.62 Complaints Involving Alleged Criminal Violations

When evidence indicates possible criminal activity, a report shall be submitted to the Chief of Police, who will determine which investigative unit will conduct an investigation into the allegations. When there is sufficient evidence to justify an arrest, all pertinent facts and evidence will be presented to the Chief of Police prior to an arrest, when possible.

The investigative unit assigned to conduct the investigation will maintain close liaison with the appropriate prosecutor's office. Investigators will solicit necessary legal advice and assistance in case preparation.

When an employee is apprehended while committing a criminal act, the Staff Duty Officer will be notified so that proper notifications may be made.

.64 Emergency Relief from Duty

Any supervisor has the authority to impose emergency relief from duty for an employee, until the next business day, when it appears that such action is in the best interest of the department.

Whenever the employee is relieved from duty, the supervisor will immediately notify the employee's Bureau Chief [and the Internal Affairs Commanding Officer](#) of the details surrounding the emergency relief. [See G.O. 1820, "Restricted/Denied Access"](#).

Suspension Or Discharge: When an employee is suspended or relieved from duty, the immediate supervisor will take up the employee's issued service handgun, if any, and credentials, including his/her cap and breast badges and identification card, 800 megahertz radio and charger, if any, card key access, and will turn these items over to the Internal Affairs Unit [if a suspension is over 40 hours. If less than 40 hours the equipment will be retained in the division armory.](#)

The immediate supervisor will ensure that all City-issued property and equipment of the employee is returned to the City, if the subsequent investigation leads to an employee's discharge.

.70 Investigation of Other City Departments

The Internal Affairs Unit of the Police Department shall investigate official complaints filed against personnel of other City departments, upon approval of the Chief of Police, and at the request of the head of the involved department, or at the direction of the City Manager.

Upon conclusion of the investigation, the Chief of Police will forward a copy of the completed investigation report to the head of the affected department, for review and/or disciplinary actions. A copy of this report will also be forwarded to the City Manager.

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Colorado Spring Police Department

General Order 1625

-- Investigative Rights

Active date: 6/14/2005

Supersedes date: 12/10/1998

.01 Purpose

To establish the rights of the Department and of employees in internal investigations, and to declare a Bill of Rights for sworn and civilian employees.

.02 Cross Reference

G.O. 1620, Complaints and Internal Investigations
CALEA Standards 26.1.1; 26.1.6; 52.1.6; 52.1.7

.03 Discussion

In order to balance the best interests of society, the Department, and its employees, in the

conduct of an internal investigation, it is imperative that Department personnel know and understand their rights pertaining to such an investigation. That knowledge serves to protect all concerned parties and assures a proper determination and conclusion.

.04 Policy

These provisions pertain to all employees of the Department, civilian and sworn, and are intended to serve as a standard by which all employees shall conduct themselves in the course of an internal investigation.

.05 Definitions

As used in this Order, all terms will have the meaning defined in General Order 1610.05.

.10 Requirement to Answer Questions

Department personnel may be required, under the Garrity Advisement, to answer questions relating to their duties and can be disciplined, up to and including dismissal, for refusal to answer such questions.

Any required statements could be used against the employee in a disciplinary action or civil proceeding. The statements would not be admissible in any subsequent criminal actions.

If a Department employee refuses to answer questions in a personnel investigation, the Garrity Advisement, printed below, will be given to the employee in writing for the employee's completion. If the employee chooses not to answer questions after reviewing the Garrity Advisement, the investigator will order the employee to answer questions. If the employee still refuses, the interview will be terminated. Documentation of the refusal will be forwarded to the Chief of Police.

Garrity Advisement:

I have been advised that I am being questioned as part of an official investigation of the Police Department. I will be asked questions specifically directed and narrowly related to the performance of my official duties or my fitness for office. I understand that I am entitled to all the rights and privileges guaranteed by the laws and the Constitutions of the United States and the State of Colorado, including the right not to be compelled to incriminate myself.

If I do answer questions, neither my statements nor any information or evidence that is gained by reason of such statements can be used directly against me in any subsequent criminal proceeding.

I am further advised that, if I refuse to testify or to answer any questions relating to the performance of my official duties or fitness for office, I will be subject to Departmental charges that could result in my dismissal from the Police Department. I understand further that statements I make may be used against me in relation to subsequent Departmental charges.

I understand this advisement and I (will) (will not) answer questions specifically directed and narrowly related to the performance of my official duties or my fitness for office.

.20 Employee

The department recognizes that Personnel Investigations can be stressful for the person being interviewed. In an effort to minimize this stress, the employee that is the subject of a Level Two Investigation will be permitted to have an advisor present during his/her interview. This privilege does not apply if the investigation is still in the Preliminary Inquiry stage. The advisor shall be of the subject employee's choosing, as long as the chosen advisor is available to permit a timely interview and is not involved in the incident under investigation.

Barring unusual or extreme circumstances, interviews conducted by department supervisors of the accused employee, other than Internal Affairs Unit investigators, will be completed within 14-days from the time they are identified. A Commander/Director may extend this time period. ~~will be conducted within the current tour of duty, and no later than the following tour of duty.~~

Interviews related to Internal Affairs investigations will be conducted within a reasonable time frame, at the discretion of the Internal Affairs Unit Commanding Officer. The purpose of the advisor, who may be another department employee, a representative of the Police Protective Association, or an attorney, is to provide support and advice relative to the procedural and administrative dimensions of the process.

The advisor will not be allowed to interfere with the interview or give any advice that would be contrary to complete honesty and truthfulness. The advisor will not be allowed to converse during the course of the interview unless requested to do so by the investigator. The employee's advisor may not be present during polygraph examinations, or during pre- and post-polygraph interviews.

Employees are reminded of their responsibility, per department policy, to tell the truth, and of the consequences for departing from the truth during an administrative interview. An omission of facts also constitutes departing from the truth. Employees are reminded of the difference between a criminal interrogation, such as an attorney-client relationship, and an administrative interview. Situations may also occur where it would be impractical for an employee to have an advisor present during an interview. On these occasions, an interview may be conducted at the discretion of the Chief of Police.

Witness Officers/Civilians: Any department employee who is interviewed as a witness, and not the subject of the investigation, shall be considered a witness. These interviews are considered fact finding and thus a witness is not entitled to have an advisor present during the interview. Interviews may be tape recorded by Internal Affairs, but may not be separately taped by witness interviewees, to protect the privacy right of the person(s) who are the focus of the investigation. If during the course of the interview the investigator gathers new information that causes him/her to believe that the witness may have violated policy or law, it is the responsibility of the investigator to advise the witness of the same and provide them with all rights afforded them as the subject of an investigation.

.30 Search of Equipment

Reasonable searches of departmental equipment lockers, desks, squad cars, and facilities

assigned to the exclusive use of an employee may be conducted.

.40 Special Examinations

An employee may request a breathalyzer, blood, urine, physical, or mental examination or polygraph examination if s/he believes such would be beneficial to his/her defense. The Department may also require such tests of the employee, based upon reasonable cause. The results of such tests would be limited to administrative use, except as provided by law. Polygraph examinations for supervisory-initiated investigations or Internal Affairs investigations will not be administered without the specific prior approval of the Chief of Police. When polygraph examinations are administered, they will be specifically, directly, and narrowly related to the performance of the subject employee's official duties, and to the issues raised in a specific investigation.

The results of special examinations shall be considered by the Department and any subsequent administrative review mechanism in determining proper disciplinary action.

.42 Appeal Procedure

Appeals of disciplinary findings may be made in accordance with the Rules and Regulations of the Colorado Springs Civil Service Commission, the Code of the City of Colorado Springs and the Personnel Policies and Procedures Manual of the City of Colorado Springs, as appropriate.

.50 Special Procedures for Command Failure

The Chief of Police shall institute an investigation when misconduct is attributable to inefficient or ineffective supervision. The involved command or supervisory employee shall be subject to discipline by the Chief of Police.

.52 Notifications

Whenever any employee of this Department becomes involved in an incident involving: the use of deadly force that results in the death or bodily injury of another person; the use of any Department equipment in a manner that results in the death or serious bodily injury of another person, or is in any way a participant in actions that result in the death or serious bodily injury of another person, the Commanding Officer of the Internal Affairs Unit shall be notified immediately and cause the incident to be properly investigated, for internal considerations, to investigate whether or not the incident took place in conformance with Department policy and procedures.

.60 Bill of Rights

This Bill of Rights is established as official policy for Level Two investigations. Its terms are applicable to all employees of the Colorado Springs Police Department, both sworn and civilian.

Bill of Rights:

The accused employee shall be given a specific advisement of the charge(s) or complaint(s) under investigation.

The employee shall be entitled to be accompanied by an advisor, legal counsel or department

employee during any interview, for the purpose of providing counsel or advice. The advisor shall be of the accused employee's own choosing, so long as that advisor is available to permit a timely investigation.

The interview may be recorded by the investigators. The employee has the right to record the interview with his/her own recorder.

No more than two investigators shall be present during the interview. The interview shall be conducted at a reasonable time. The interview shall be for a reasonable period of time, taking into consideration the gravity and complexity of the investigation. The employee shall be allowed to tend to personal physical necessities.

The questions shall be directly and narrowly related to the employee's official duties, fitness to perform same and department policies and procedures.

If an employee refuses to answer questions, the employee shall be advised by investigators that failure to answer questions will result in disciplinary action, up to and including termination. Any statements made may be used in a civil proceeding or disciplinary action. These statements may not be used in a criminal proceeding.

No charges may be sustained against a member solely on the results of a polygraph examination. There must be other corroborative evidence in conjunction with polygraph results before a charge can be sustained.

If at any time during questioning the employee becomes a suspect in a criminal act, the administrative questioning will end and the employee shall be informed of the Miranda warnings.

The employee shall be given an opportunity to respond to the complaint orally, and in writing, if she or he desires.

All complaints concerning an employee's misconduct shall be considered confidential.

The employee has the right to appeal disciplinary action in accordance with the Colorado Springs Police Department Operations Manual, Rules and Regulations of the City of Colorado Springs Civil Service Commission or Personnel Policies and Procedures Manual of the City of Colorado Springs, as appropriate.

Nothing of a derogatory nature may be placed in an employee's personnel file without notifying the employee in writing. All employees shall have the right to contest in writing the placement of derogatory information in those files.

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-- Rights of Appeal

Active date: 3/17/2006

Supersedes date: 9/22/1998

.01 Purpose

To establish a procedure to empanel a Review Board to hear the appeal of sworn employees facing disciplinary action greater than a written reprimand.

.02 Cross Reference

G.O. 1610, Discipline

G.O. 1620, Complaints and Internal Investigations

G.O. 1625, Investigative Rights

Board of Rights Manual

~~CALEA Standard: 26.1.6~~

.03 Discussion

Timely and appropriate disciplinary action is in the best interest of the Department and the involved employee. The options provided to sworn employees, as a result of this General Order, will assist in ensuring absolute fairness and due process. The conduct of a Board of Rights hearing is outlined in the Board of Rights Manual.

.04 Policy

Upon the conclusion of a personnel investigation, involving a sworn member of the Department, the involved employee will be notified of the final disciplinary action recommended. The involved employee may accept the disciplinary action, as recommended, or request:

1. That a Board of Rights be empaneled to hear his or her appeal;
2. That the Deputy Chief outside his or her chain of command hears the appeal.
3. ~~That a panel of staff officers outside his or her chain of command hear the appeal;~~

~~Both All two three~~ options may hear the appeal of any civil service employee regarding the recommendation for any suspension, demotion, or termination. Disciplinary action, less than and including written reprimands, may not be appealed.

.10 Request for Hearing

Request for Hearing: Following a personnel investigation involving a sustained disposition, and a final recommendation of disciplinary action greater than a written reprimand, the involved officer may accept the disciplinary action as recommended or request one of the following:

1. Empanel a Board of Rights;
2. Review by a Deputy Chief outside the subject officer's chain of command
3. ~~Empanel a Staff Review Panel;~~

In each case, the subject officer's appeal will be conducted in accordance with Civil Service

Rules and Regulations and the procedures set forth in the Board of Rights manual.

Board of Rights Option :

Following receipt of a request to empanel a Board of Rights, the Office of the Chief will contact the Commander of the Office of Professional Standards for the selection of the Board of Rights and subsequent notification of the hearing date. The involved employee must complete a disclosure waiver, allowing the empaneled members of the Board of Rights permission to review his/her personnel investigation and personnel history, prior to the selection of the Board of Rights. These materials will only be released to the Board of Rights as evidence, upon introduction at a hearing . Prior to the actual release of any personnel information, the empaneled members of the Board of Rights shall be advised that personnel records are confidential, in accordance with Colorado Law. Any unauthorized release of information provided will subject the involved member to Department sanctions, as well as legal and civil ramifications. The Commander of the Office of Professional Standards will set the hearing date, in accordance with Civil Service Rules and Regulations.

The Board of Rights members will be chosen in a lottery by the Commander of Professional Standards. Selection will be made in the following manner:

1. ~~Two~~ ~~Four~~ Staff Officers' names shall be chosen by lottery - the involved employee shall then choose ~~one~~ ~~two~~ Staff Officers from the selection to serve on the Board.
2. Two Lieutenants' names shall be chosen by lottery - the involved employee shall then choose one Lieutenant from the selection to serve on the Board.
3. ~~Two Sergeants' names shall be chosen by lottery - the involved employee shall then choose one Sergeant from the selection to serve on the Board .~~
4. Four members of the rank of the involved employee shall be chosen by lottery - the involved employee shall then choose two members of the same rank from the selection to serve on the Board.

In the event of a potential conflict of interest, the officer having knowledge of a potential conflict shall inform the Commander of the Office of Professional Standards ~~or the Internal Affairs Lieutenant~~ of the potential conflict, in accordance with ~~1626.70 08, Special Requests~~ . The Commander of the Office of Professional Standards ~~or the Internal Affairs Lieutenant~~ may select additional members, by lottery, to fill the necessary position on the Board of Rights, if he or she determines a potential conflict exists. The Commander of the Office of Professional Standards, members of the Internal Affairs Unit, and supervisors that participated in investigating or adjudicating the involved officer's personnel investigation, shall not be selected to serve on that Board. A representative of the Internal Affairs Unit shall be present during the hearing to serve as a staff resource.

~~Staff Review Panel Option: Following receipt of a request to empanel a Staff Review Panel, the Office of the Chief will notify the Commander of the Office of Professional Standards for the selection of the Staff panel and subsequent notification of a hearing date. The Staff Panel will be chosen in the following manner: The Deputy Chief outside the involved officer's chain of command will conduct the hearing. Four staff officers' names shall be chosen by lottery—the~~

~~involved employee shall then choose two staff officers to serve on the board with the Deputy Chief. The hearing will be scheduled in accordance with Civil Service Rules and Regulations. A representative of the Internal Affairs Unit shall be present, during the hearing, to serve as a staff resource.~~

Review by Deputy Chief Option :

Following receipt of a request for a Deputy Chief to review the recommended disciplinary action, the Commander of the Office of Professional Standards shall contact the Deputy Chief outside the officer's chain of command and schedule a hearing date. If the officer is assigned to the Patrol Division, the Deputy Chief of Operations Support shall conduct the hearing. Only the Deputy Chief outside the involved officer's chain of command will conduct the hearing.

The hearing will be scheduled in accordance with Civil Service Rules and Regulations. A representative of the Internal Affairs Unit shall be present, during the hearing, to serve as a staff resource.

Exceptions: Recommended disciplinary action for any Civil Service employee assigned in the chain of command of the Office of the Chief, such as from ~~Management Services Division or~~ the Office of Professional Standards, shall be reviewed by the Deputy Chief of Operations Support .

.20 Conduct of Hearing

The senior ranking member of the empaneled group shall assume the responsibility of chairperson and is responsible for conducting the hearing, in accordance with the provisions of the Board of Rights Manual. The chairperson will ensure that the due process rights of the involved officer are not infringed upon.

If the involved officer is represented by an attorney, the case-in-chief will be presented by the City Attorney's Office, acting as the Department Advocate. At the conclusion of the City Attorney's presentation, the involved officer's Defense attorney Representative may present facts in mitigation.

If the involved officer chooses to represent himself or herself, the case-in-chief will be presented by the involved officer's Division Commander or Director, acting as the Department Advocate. At the conclusion of the presentation of the case-in-chief, the involved officer may present facts in mitigation. Both the Division Commander, or Director, and the involved officer will be given the opportunity to make a closing statement.

Regardless of whether the involved officer chooses to represent him/herself or be represented by counsel, both the employee and employer shall present their positions utilizing such witnesses, cross-examination, argument, rebuttal, documents, closing statements, and other evidence, as determined necessary.

Employees requested as witnesses shall be required to appear, shall receive their normal pay, and shall not be subject to reprisal. The names of employee witnesses must be provided to the

Commander of the Office of Professional Standards or the Internal Affairs Lieutenant in sufficient time to arrange for their appearance. See guidelines in the Board of Rights Manual.

Following an appeal, the appointed chairperson shall complete a written Record of Findings for presentation to the Chief. In the event that the empaneled members cannot reach a unanimous decision, the dissenting members will also document their reasons for disagreement, in writing, and present those to the chairperson within five days. The record of findings shall be documented by the chairperson, in writing, and be presented to the Chief, no later than ten working days following the appeal.

The chairperson will personally advise the involved officer, or the involved officer's representative, of the panel's recommendation(s) to the Chief, within 48 hours of the conclusion of the hearing.

After the Chief reviews the record of findings, the involved officer shall be advised of the Chief's final determination. All final dispositions involving termination of employment require a pre-termination meeting with the Chief. Notification of a pre-termination meeting shall originate from the Office of the Chief. The involved officer may accept the disciplinary action or request an appeal, in accordance with Civil Service Rules and Regulations.

The Chief has the authority to impose the recommended discipline or decrease it; however, the recommended disciplinary action may not be increased.

.30 Special Requests

Special requests by subject officers, their representatives, or other department members empaneled for the purpose of reviewing the subject personnel investigation must be received by the Commander of the Office of Professional Standards in writing, 72 hours prior to the time of the hearing. Examples of special requests include:

- Requests to excuse a member from serving on a Board of Rights, due to a conflict with the subject officer;
- Requests for continuances;
- Requests to be excused from appearing, due to a previously scheduled vacation, training, court, etc.;
- Requests to be excused from appearing, due to the belief that they may not be impartial or the belief that they have already formed an opinion prior to the Board of Rights hearing;
- Any other special requests.

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Active date: 6/14/2005
Supersedes date: 12/10/1998

.01 Purpose

To specify drug testing policy and procedures for sworn personnel.

.02 Cross Reference

G.O. 1620, Complaints and Internal Investigations
SOP SR-47 Unannounced Drug Screening Process
CALEA Standard 26.1.1; 52.1.7

.03 Discussion

The Colorado Springs Police Department has a paramount interest in protecting its employees, and the public they serve, by providing a safe and drug/alcohol free working environment. The professional responsibilities and integrity of the Department demand that employees refrain from illegal drug use, or the abuse of any drug or alcohol, and remain free of the negative consequences of that abuse. The respect and status of the Department and its employees can quickly be lost when allegations are made that drug or alcohol abuse may exist within the Department. Testing employees for drug abuse is critical to ensuring that these values are maintained. The Colorado Springs Police Department, therefore, establishes this policy for Civil Service employees to outline procedures for testing for improper drug/alcohol use. Civilian employees of the Colorado Springs Police Department are covered under the Drug Or Alcohol In The Workplace policy, contained in the Personnel Policies and Procedures Manual and the Drug/Alcohol Fitness for Duty Manual.

.04 Policy

It is the policy of the Colorado Springs Police Department that employees shall not possess, manufacture, dispense, use, or be under the influence of any controlled substance, whether on or off duty, unless the substance has been legally prescribed to the employee by a physician or other authorized health practitioner licensed to do so. Also, employees may not use, possess or be under the influence of alcohol while on duty, during meal breaks, or when performing police duties outside normal working hours. Exceptions may be granted during certain assignments, with the approval of the employee's commanding officer.

.05 Definitions

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.10 Drug Testing for Reasonable Cause

All employees, regardless of rank or position, shall be subject to drug testing for reasonable cause. Reasonable cause shall be based on objective facts obtained by the Department and the rational inferences that may be drawn from those facts. The credibility of the sources of information, whether by tip, informant, personal observation, or voluntary admission, and the reliability of facts or information shall be considered in determining the presence or absence of reasonable cause. An employee should be required to submit to urinalysis, breathalyzer, and/or other clinical analysis procedures, as may be designated by the Department, and at the time and

place determined by the Department whenever:

- Facts are sufficient to constitute reasonable cause that an employee is unfit for duty and that usage of a controlled substance, whether prescription or non-prescription over-the-counter, or alcohol may be the cause of the employee's unfit condition;
- An employee's documented job performance is deteriorating through declining productivity, excessive absenteeism/tardiness, aberrant behavior, and/or personal or vehicle accidents that question the conduct of the involved employees;
- A confidential investigation by the Internal Affairs Unit determines that facts are sufficient to constitute reasonable cause that an employee is a user of controlled substances that have not been legally prescribed to the employee;
- An employee is observed possessing, using or distributing illegal drugs or alcohol on duty.

Any employee receiving or having information regarding the illegal manufacture, use, possession, or sale of any controlled substance by another employee shall immediately bring that information to the attention of a supervisor or the Internal Affairs Unit. Upon receiving this information, the Internal Affairs Unit shall conduct a confidential investigation.

Whenever possible, the employee to be tested on the basis of reasonable cause shall be notified during his or her tour of duty, on the day of the drug test. No minimum notification time is required other than that which is necessary for transportation purposes.

.30 Employees in Sensitive Assignments

As a condition of transfer to an assignment with a higher than normal exposure to drugs, employees will be required to submit to drug tests. Employees seeking transfer into such assignments will be tested following selection but prior to transfer into that assignment. A confirmed positive test will preclude such assignment and a formal complaint will be filed with the Internal Affairs Unit. In addition, employees will be subject to testing when they complete these assignments. The following assignments, including first and second line supervisors, are subject to this section:

- Metropolitan Vice, Narcotics and Intelligence Division (Metro VNI)
- Tactical Enforcement Unit
- Property/Evidence Unit
- Crime Lab Personnel
- [Drug Abuse Resistance Education](#)
- Canine

Any applicant for special assignment who refuses to submit to urinalysis or other clinical analysis, at the time and place designated by the Department, will automatically terminate his or her selection process. Refusal of an employee to submit to testing, upon completion of such assignment, shall be considered reasonable cause for testing and shall be handled in accordance with the Drug Testing for Reasonable Cause section of this policy.

.40 Pre-Employment Drug Testing

Applicants will be subject to testing at any time during the selection process. Police applicant testing procedures will be conducted, in accordance with the appropriate Civil Service Commission regulations, and the City of Colorado Springs procedures for pre-employment testing.

.50 Drug Testing Procedures

Drug testing shall include an initial testing screen. If the initial screen is positive for any controlled substance, as defined in the Colorado Revised Statutes and any applicable amendments thereof, and the substance has not been legally prescribed to the employee, then a second test shall follow using a different testing procedure for confirmation. All testing and reporting will be done in accordance with procedures approved by the City of Colorado Springs in the Drug/Alcohol Fitness For Duty manual and Colorado Springs Police Department policies.

.60 Consequences of Positive Tests

The City Human Resources will notify CSPD Staff Resources of the results, positive or negative. The employee will be notified by the laboratory if the results are positive. ~~The Chief, or his/her designee, will be notified of test results by the City's Director of Human Resources~~. Employee drug testing will ultimately result in disciplinary action for those employees who test positive in confirmatory tests. To determine what disciplinary action is to be taken, once a confirmed positive test has been rendered, the following guidelines have been established.

Every positive confirmatory test for controlled substances or alcohol abuse shall become the basis for filing a formal complaint against the tested employee. The complaint will be investigated by the Internal Affairs Unit, upon direction of the Chief of Police.

Formal complaints shall be investigated as outlined in General Order 1620, Complaints and Internal Investigations .

Upon completion of an investigation, the Chief of Police shall decide what disciplinary and/or intervention action to take, as a result of a positive confirmatory test for controlled substances or alcohol abuse.

The legal ingestion of a prescribed or over-the-counter drug, which results in the employee reporting for duty in an unfit condition, shall subject the employee to administrative sanctions, as outlined in the Colorado Springs Police Department's Policy Manual.

Any employee whose confirmatory test is positive and who receives disciplinary action shall be entitled to appeals, made in accordance with the policies and procedures of the Colorado Springs Police Department, the rules and regulations of the Colorado Springs Civil Service Commission, and the Code of the City of Colorado Springs.

.70 On Duty Reporting of Drug or Alcohol Abuse

On-duty employees who, their supervisors have reason to believe, are unable to perform their assigned functions due to the possible use or abuse of drugs prescribed by a physician or other authorized health practitioner, or due to the possible use or abuse of over-the-counter non-prescribed drugs, or any other drug, or alcohol shall be presented to the ~~Command Duty Officer~~

~~or the~~ appropriate Section Commanding Officer, if this Commanding Officer is on duty.

The charging supervisor shall explain, to the Commanding Officer, the actions of the employee and any other information that supports the supervisor's reasonable belief that the employee is unfit to perform his or her duties, and the use or abuse of drugs and/or alcohol is related to the employee's condition.

If the condition results from an unintentional misuse of legally possessed drugs, the Commanding Officer may dismiss that employee from his or her duties for that shift and charge the employee with sick leave; or, if the usage of a drug is due to a documented injury that occurred in the line of duty, the employee may be charged disability leave (Worker's Compensation). If there is insufficient evidence supporting an employee's contention that his/her condition is a result of a legally prescribed, or over-the-counter non-prescribed drug, then she or he shall submit to drug/alcohol screening testing previously outlined for reasonable cause testing. The Commanding Officer shall determine the sufficiency of evidence. In every case, the Commanding Officer shall fully document all the evidence.

The final decision to test an on-duty employee shall be made by the on-duty Commanding Officer or ~~shift Lieutenant Command Duty Officer~~, after consultation with a superior officer of ~~the~~ rank of Commander, Deputy Chief, or Chief of Police. If a test is ordered, the employee shall be informed that there is a basis of reasonable cause and a drug test will be administered. The employee will then be taken without delay, by a supervisor, to the appropriate collection site where testing will be conducted, in accordance with approved City of Colorado Springs testing procedures.

The Internal Affairs Unit shall be notified, immediately, of any order to test an employee and an investigation will be initiated. The Internal Affairs Unit will ~~notify CSPD Staff Resources who will,~~ in turn, notify the City's Director of Human Resources of the employee's drug/alcohol test. The accused employee may be placed on administrative leave with pay, or given an alternative assignment, pending the results of the tests, if such action is approved by the level of Commander, Deputy Chief, or Chief of Police.

If an on-duty employee is determined to be unfit to perform police duty and the superior officer conducting the investigation relieves that employee from duty, the superior officer shall:

1. Relieve the employee of all known firearms;
2. Not permit the employee to drive a vehicle;
3. ~~Relieve the employee of their 800 MHz radio~~

If the test result is negative, at any state of this process, the allegation of drug abuse against the accused employee shall be considered as unfounded and the records destroyed.

Any other allegations stemming from the original complaint, or discovered during the investigation of the original complaint, will be investigated and classified, according to the evidence pertaining to those particular allegations.

If an employee is dismissed from his or her duties, as described above, he or she may be subject

to disciplinary action.

In all instances, the decision to dismiss an employee from his or her duties, for that shift, as outlined, will be fully documented and based on facts. A complete report of the incident shall be prepared by the on-duty Commanding Officer or ~~shift Lieutenant Command Duty Officer~~ and submitted to the employee's Deputy Chief, on the following regular business day. The accused employee will also be provided with copies of this documentation.

In instances involving prescription drugs, the Doctor's name, pharmacy, drug name, recommended dosage and prescription number must be included in the documentation. Such medical information is considered confidential and must be handled in a manner that fully protects the employee's right of privacy pertaining to such information.

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Colorado Spring Police Department

General Order 1650

-- Employee Conduct (Sworn and Civilian)

Active date: 6/21/2006

Supersedes date: 7/17/2005

.01 Purpose

To assist Department employees, both sworn and civilian, to conduct themselves in a professional manner.

.02 Cross Reference

G.O. 705 Use of Force Continuum

G.O. 1655, Police Officer Conduct

G.O. 1920, Sexual Harassment

G.O. 1301, Treatment of the Public

G.O. 1605, Orders and Discretionary Judgment

G.O. 612, Restraining Orders

[G.O. 765, Forceful Arrest, Detentions and Contacts with Non-compliant Parties](#)

[CALEA Standards 26.1.1; 26.1.3; 53.1.1](#)

.03 Discussion

The complex nature of the law enforcement profession makes the agency's success dependent upon the individual character of each employee. Each employee's character determines the character of the Department, which is reflected in the services provided to the community. Department personnel must combine personal integrity with commitment. From this union will come the character necessary to maintain ethical standards that will ensure equitable treatment for all citizens, and that will reflect positively upon the Department and the community.

.04 Policy

All personnel of the Department, both sworn and civilian, shall be familiar with the rules in this

section and abide by them.

.05 Definitions

This space intentionally left blank.

.10 Laws and Directives

Employees shall obey all:

- Federal, state, and local laws;
- Lawful orders of superiors;
- Official directives of the Colorado Springs Police Department and any of its organizational components to which they are assigned.

Police Department employees shall not omit any acts which are required of them nor commit any acts which violate the regulations listed above.

Upon observing or otherwise becoming aware of a violation as specified above, a Department employee is required to report such violation to a superior.

A conviction for the violation of any law shall be prima facie evidence of a violation of this section.

.15 Presentations to Elective Bodies

Police employees are encouraged to participate fully in public issues when acting in their capacity as private citizens. Some guidelines are necessary, however, when employees are, or may reasonably be believed to be, speaking on behalf of the Department. Partnerships with the community, for example, sometimes may involve police participation in presentations to elective bodies such as the Colorado Springs City Council, the El Paso County Board of Commissioners, or the Boards of Education of the various school districts. In such instances, when employment in the Police Department is made known to such a body, or is indicated through the wearing of a uniform or by other means, it is necessary that the Office of the Chief be informed in advance. Employees in such situations will inform their supervisors of their intentions, and the supervisors will insure that the information is conveyed to the Office of the Chief.

.20 Notification of Defendant Status

Anytime an employee of the Department becomes the defendant in a judicial or quasi-judicial proceeding outside the Department, she or he shall report, or cause to be reported, to a superior or the Office of Professional Standards, within ten days the circumstances surrounding the initiation of the proceedings.

.22 Civil Cases and Process

Except for civil restraining orders, when representing the Department, employees will not serve civil processes, nor will they render assistance in civil court cases, except when the City of

Colorado Springs is a party or they have been subpoenaed in the proper manner. In all cases, a Command Officer is to be informed of the situation. Personnel of the Department will, however, prevent breaches of the peace or quell disturbances growing out of such matters, and advise the parties why police action may not be possible.

See G.O. 612, Restraining Orders, for detailed essential information upon such service. CSPD officers should not become involved in serving restraining or protective orders issued by courts outside the State of Colorado. They will, however, enforce any such foreign orders which are already in effect.

.32 Knowledge of Conditions

Personnel of the Department are responsible for being thoroughly familiar with conditions that affect their assignments. Department personnel will inform superiors of these conditions, in as much detail as the superior requires.

.34 Employees to Accept Assignments

Notwithstanding the assignment of specific duties and responsibilities to personnel of the Department, employees shall perform all other duties required of them by competent authority. This shall include accepting assignments to respond to and handle calls-for-service and other duties received through the Communications Section.

.36 Official Business

Department personnel will not enter into correspondence with any person concerning their official activities, except as provided by Department orders, nor will they use Departmental stationery nor forms for any purpose other than the transaction of official business.

.38 Public Statements and Appearances

Employees of the Department shall not publicly criticize or ridicule the Department, its policies or personnel, by means of written, oral or other expression, where such expression is defamatory, obscene and unlawful, or tends to undermine the effectiveness of the Department or interfere with the maintenance of discipline or is made with reckless disregard for truth.

.40 Behavior Toward Other Department Personnel

Personnel of the Department will treat other Department personnel with respect. In their demeanor toward their associates in the Department, they will be courteous and considerate, guard themselves against unfriendly conduct, and refrain from communication that discredits others. Employees shall not maliciously threaten, strike or assault any other employee of the Department. Personnel shall not utter any disrespectful, mutinous, insolent or abusive language toward a supervisor or Command Officer. It is the duty of employees to inform their superiors of neglect or disobedience of orders.

.42 Coordination and Assisting Other Personnel

In carrying out the mission of the Department, employees will coordinate their efforts in a manner that will establish and maintain the highest possible standard of efficiency and conduct. In accordance with their authorized powers and duties, Department personnel will act together, assist and protect each other in the maintenance of order, prevention of crime, apprehension of

offenders, enforcement of laws, and in performance of other Department functions. Any deliberate and unjustified withholding of police information, from other authorized personnel of the Department, is prohibited.

.44 Interference

Personnel shall not interfere with cases being handled by other personnel of the Department, or by any other governmental agency, unless:

- Ordered to intervene by a superior;
- The intervening employee believes, beyond a reasonable doubt, that a manifest injustice would result from failure to take immediate action;
- Personnel shall not undertake any investigation or other official action not part of their official duties, without obtaining permission from their superior, unless the exigencies of the situation require immediate police action.

.50 Confidentiality

The official business of the Department shall be treated as confidential.

.52 Identities

The identity of complainants, suspects, defendants, or friends and families of such persons must be protected. Their identities should be released to persons outside the Department only when the ends of justice and Departmental policy will be served. The needless or careless divulgence of the identities of such persons is considered a breach of police responsibility and neglect of duty.

.54 Information on Operations

Employees shall not release, to anyone, information that may delay an arrest, aid a person to escape, destroy evidence, remove stolen or embezzled goods, or that may, in any other way, hinder the effective performance of police responsibilities.

.56 Treatment of Offenders

To offend a police employee's personal feelings is not a crime. A citizen will not be mistreated physically, ~~nor~~ psychologically, ~~nor~~ or verbally, nor will the processes of booking and charging be delayed, or otherwise altered, as a means of punishing an offender or gaining revenge.

When encountering defensive resistance, active aggression, or aggravated active aggression to legitimate law-enforcement efforts, officers may use appropriate physical force which is necessary to gain compliance, effect an arrest, prevent an escape, or defend themselves from the use of, or imminent use of physical force by others. The nature and degree of force used by officers must be in direct response to the actual or imminent use of force being used against them, and must de-escalate or cease once the offender has become compliant, or has stopped physically resisting, or is no longer a threat to cause harm to officers or others. Use of physical force should also comply with the Use of Force Continuum using the Situational Force Model shown in General Order 705.

.60 Departing from the Truth

Employees shall not willfully or knowingly depart from the truth, in giving testimony or in connection with any official duties. Upon the order of a superior, employees shall truthfully answer all questions, specifically directed and narrowly related to the scope of employment and operations of the Department, that may be asked of them. [Intentional omissions shall be considered as departing from the truth.](#)

.62 Appropriating Property

Personnel shall not willfully or knowingly appropriate any personal, found, evidential or Department property for their own use.

.65 Loss of or Damage to Department Property

Employees shall use Department equipment and property only for its intended purpose, and in accordance with established procedures. Whether issued to components or to individuals, all equipment and property shall be maintained in proper condition. Willful or negligent damage or loss shall be subject to disciplinary action. Any significant damage or loss shall be reported by memorandum, through the employee's chain of command, to the Financial Services Unit. Any Command Officer in the chain of command may require that an offense report be made and/or that an internal investigation be conducted.

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Colorado Spring Police Department
General Order 1655
-- Police Officer Conduct

Active date: 6/14/2005

Supersedes date: 1/12/2004

.01 Purpose

To set forth special ethical requirements for sworn officers as the policy of the Colorado Springs Police Department.

.02 Cross Reference

G.O. 601, Enforcement Guidelines

G.O. 1301, Treatment of the Public

G.O. 1605, Orders and Discretionary Judgment

G.O. 1650, Employee Conduct (Sworn and Civilian)

Civil Service Rules

CALEA Standards 1.1.1; 1.1.2; 1.2.1; 26.1.1

.03 Discussion

Although personal integrity and adherence to high standards of conduct are expected of all police employees, some additional standards are applicable to police officers. As the officer is, in our society, the primary guardian of public safety, s/he is entrusted with special enforcement powers. It is, therefore, both appropriate and necessary that any community be protected from

abuses of police authority.

An additional justification for applying higher standards to sworn officers is that they are highly visible representatives of government and have a major impact upon the community. For these reasons, officers of this Department will conduct themselves in a manner that does not bring discredit upon individual officers, the Department, the City of Colorado Springs, or the law enforcement profession.

.04 Policy

The Law Enforcement Code of Ethics is a statement of professionalism for police officers. In addition, the code exemplifies the Department's concern for preserving the constitutional rights of all persons, as well as protecting the community from those who choose to violate the law. Therefore, the Law Enforcement Code of Ethics is hereby adopted by the Colorado Springs Police Department and serves to remind Department personnel and citizens that the objectives of professional law enforcement are of the highest order.

.05 Definitions

This space intentionally left blank.

.10 Law Enforcement Code of Ethics

Before being invested with police authority, all officers of the Colorado Springs Police Department are required to take an oath, to enforce the law and uphold the Constitutions of the United States and the State of Colorado, as well as to enforce the ordinances of the City of Colorado Springs. In undertaking these solemn responsibilities, officers agree to abide by the terms of the Law Enforcement Code of Ethics:

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, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Department. Whatever I see or hear of a confidential nature, or that is confided to me in my official capacity, will be kept ever secret unless revelation is necessary in the performance of my 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 or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

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

enforcement.

.15 Law Enforcement Oath of Honor

On my honor, I will never betray my badge, my integrity, my character or the public trust. I will always have the courage to hold myself and others accountable for our actions. I will always uphold the Constitution, my community and the agency I serve.

.20 Enforcement of All Criminal and Traffic Laws

Although the primary responsibility for enforcing certain criminal or traffic laws may be delegated to particular subdivisions of the Department, all officers are responsible for taking prompt and proper police action concerning any violations that come to their attention. Proper police action, as described in G.O. 601, Enforcement Guidelines, and G.O. 1605, Orders and Discretionary Judgment, permits reasonable discretion in the manner of enforcement.

.22 Constitutional Rights

No person has a constitutional right to violate the law, nor can any person be deprived of constitutional rights for committing or being suspected of committing a crime. Determining the constitutionality of a statute is the duty of the courts, not of the officer who properly seeks to enforce the law, as it exists. The Department will enforce any federal, state or local statute. An officer who lawfully acts in this capacity is within the scope of his/her authority and does not deprive persons of their civil liberties. Officers will, within the scope of their authority, make reasonable inquiries, conduct impartial investigations, and arrest on probable cause.

.24 Equality of Enforcement

People throughout the city need, and deserve, fair and impartial law enforcement. Every member of the public must be able to expect a consistent police response to the person's behavior, wherever it occurs, and whoever the person may be. Unequal enforcement creates resistance and leads to loss of respect for the law itself and those who are its guardians. Under no circumstances will discriminatory attitudes, or procedures, be allowed to influence the impartial enforcement of any law or the treatment of any person. It is the responsibility of each police employee, sworn or civilian, to insure that his/her actions and behavior, in this respect, are beyond reproach.

The element of even-handedness is implicit in the uniform application and enforcement of law. The amount of force, or the method employed to secure compliance with the law, is governed by the particular situation. Similar circumstances require similar treatment--in all areas of the city, as well as for all groups and individuals. Department personnel, therefore, will provide equal service to all persons in the community.

.30 Conduct Unbecoming a Police Officer

Officers of the Colorado Springs Police Department shall conduct themselves, at all times, both on and off duty, in a manner that reflects most favorably on the Department. Conduct unbecoming a police officer includes behavior that could bring the Department into disrepute or discredit the officer as an officer of the Department, or that which could impair the operation or efficiency of the Department or officer.

.32 Cowardice

Officers who shrink from danger, responsibility, or their sworn duty, will be deemed guilty of cowardice and subject to disciplinary action.

.40 Arrests in Personal Quarrels

Officers shall not make arrests in any quarrel in which they are personally involved, or in which any member of their family is involved, except under grave circumstances such as would justify using measures of self-defense. Officers shall not apply for a warrant for an assault upon themselves, or make complaint for damages, without the knowledge of the Chief of Police, or designee.

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Colorado Spring Police Department

General Order 1660

-- Conflicts of Interest

Active date: 10/21/2008 10:00:20 AM

Supersedes date: 1/24/2000

.01 Purpose

To prohibit actions that create conflicts between employees' private interests and their official functions.

.02 Cross Reference

G.O. 1650, Employee Conduct (Sworn and Civilian)

G.O. 1655, Police Officer Conduct

[G.O. 1405, Expert Witness Fees](#)

G.O. 1670, Outside Employment Civil Service Rules

SOP I4-215, Securing of Funds for Parking Violations

See also: City Code Sections 3-1-107, Kickbacks to City Employees Prohibited, and 2-6-202, Police Officers; Restrictions; [City Code of Ethics section 1.3.101-1.3.108](#) as well as City Charter Article XVII, Section 141, Personal Financial Interest

.03 Discussion

All employees of the City of Colorado Springs are prohibited from using their City employment as a means of obtaining unauthorized financial or other gain. Because police employees are in positions of unusual vulnerability, special precautions are necessary. To emphasize the special precautions is not to imply distrust of police employees. The measures stated in this general order are meant as precautions to safeguard the integrity, and therefore the effectiveness, of the

department.

.04 Policy

Department personnel shall not use their official position, official identification cards or badges for extraordinary personal or financial gain, for avoiding consequences of illegal acts, or for obtaining privileges not otherwise available to them except in the performance of duty.

.05 Definitions

This space intentionally left blank.

.10 Private Use of Departmental Information

Employees are prohibited from using confidential, or any other official department information to advance the financial or other private interests of themselves or others.

.20 Unauthorized Use of Official Identification

Department personnel shall not lend their identification cards or badges to any other person, or permit them to be photographed or reproduced, without the approval of the Chief of Police.

No employee shall authorize the use of his/her name, photograph or official title, that identifies him/her as a Police Department employee, when used in connection with testimonials or advertisements, without the approval of the Chief of Police.

.30 Gifts, Gratuities, Bribes or Rewards

Employees shall follow the Code of Ethics outlined in City Code sections 1.3.101-1.3.108, unless the City Manager and/or Chief of Police enacts rules and regulations that are as restrictive or more restrictive than the Code of Ethics. Colorado Springs Police Department employees shall comply with the following, which is intended to be more restrictive than the City Code of Ethics.

No ~~department~~ employee of the Police Department, sworn or civilian, shall receive any gift, money or thing of value, or derive any profit, benefit or advantage, direct or indirect, from ~~any prisoner or from~~ any ~~citizen~~ suspect, defendant or prisoner, by reason of being an employee of the Police Department, or for any services rendered by that person as an employee of the department.

No employee of the Police Department, sworn or civilian, shall solicit for or accept any free food or beverage or discounted food or beverage at fast food establishments, restaurants, coffee shops, convenience stores or other businesses.

Nothing prohibits an employee from accepting food or beverage during or in conjunction with meetings or conferences or from a private citizen, with no expectation of preferential treatment by either party, so long as the value is less than fifty dollars (\$50) per vendor or third party per

year and so long as the other criteria set forth in the City Code of Ethics, including 1.2.104(b), are met.

Nothing prohibits the Police Chief or his designee from accepting food or beverage offered to members of the Department at large so long as the acceptance does not violate the City Code of Ethics.

~~However,~~ Private or public rewards offered from outside the city limits may be claimed and collected by employees, who shall immediately give one-half of all such rewards collected to the Police Pension Fund.

.31 Accepting Public Moneys

Department personnel shall not accept money or payment that is given to, or intended for, the City Violations Bureau or the Clerk of the Municipal Court as a fine.

An exception to this is that, at times, when the Violations Bureau is closed, fees and fines related to removal of a boot, or immobilizing device, will be accepted at the Records Section, to permit release of a vehicle. Such moneys will be properly receipted and will be handled in accordance with the Records Section SOP I4-215, Securing of Funds for Parking Violations.

.40 Conducting a Commercial Business During Working Hours

Department personnel shall not solicit or conduct any commercial business during working hours, nor shall any department ~~officer~~employee carry out functions of a commercial business on any Police Department property.

.42 Recommending Services

When acting in an official capacity, personnel of the department shall not endorse, recommend, or suggest the employment or purchase of any specific professional or commercial service or product.

.44 Private Use of the Department Address/Telephones

Personnel of the department shall not use the department as a mailing address for private purposes, or reasons outside of official duties. Department telephones shall not be used for reasons outside official duties.

.46 Soliciting Business

Personnel shall not solicit subscriptions, sell books, papers, tickets, merchandise or other things; or collect or receive money, or other things of value, for any purpose whatsoever under the color of authority, without the approval of the Chief of Police.

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Colorado Spring Police Department

General Order 1661

-- Sick Leave

Active date: 8/7/2007 8:02:35 PM

Supersedes date: 4/26/2005

.01 Purpose

To specify standards for use of sick leave.

.02 Cross Reference

G.O. 1662, Work Performance

.03 Discussion

Sick leave is a benefit provided to employees, by the City, to protect them from loss of wages due to illness. While no one would begrudge an employee the right to take sick leave for legitimate medical reasons, unjustified absenteeism must be controlled. Unjustified absences adversely impact the ability of the Department to carry out its various missions.

.04 Policy

Sick leave may be used for absences caused by illness, injury, temporary disability (including pregnancy/maternity), medical or dental exams, or medical or dental treatment of the employee or the employee's immediate family.

If sick leave is used to care for a family member, the employee is entitled to use 480 hours of family sick leave per sick leave year. When using sick leave for their own illnesses, employees shall remain at their homes, or indicate where they will be, or may travel for medical attention. Any other travel must be authorized by a supervisor.

A physician's statement supporting the use of sick leave and/or the ability to return to work may be required by the immediate supervisor. Employees shall not feign illness to avoid duty.

.05 Definitions

IMMEDIATE FAMILY: An employee's spouse, parent, guardian, child, brother, sister, grandparents, or grandchild, as well as, those relatives in-law, step or half, whether they reside with the employee or not. Any other family who resides in the employee's household.

.10 Absence from Duty Due To Illness

Personnel who call off work, because of a personal or family illness, must notify their unit supervisor or section commanding officer in advance of their absence.

Both sworn and civilian shift workers will notify the appropriate on-duty supervisor at least one hour before the earliest line-up or reporting time for their assigned shift. For patrol officers and Police Service Representatives, this would be the Division Duty Desk Officer, who will advise the appropriate supervisor; for other shift workers, it would be their section's on-duty supervisor.

Early notification is essential to permit sector adjustments, or other adjustments, to ensure proper coverage. The employee should state, insofar as possible, the length of time s/he expects to be absent from duty. Such notification is necessary each day that will be missed, except when the duration of the absence is known and reported in advance, as in the case of a hospital stay, maternity leave, or a lengthy illness.

.15 Medical Certification for Sick Leave

Supervisors are expected to bring problems in sick leave usage to the attention of their Division Commander/Director. The Commander/Director shall, whenever possible, give advance notification to an employee believed to be abusing sick leave, stating that future usage of sick leave must be documented by a physician's statement. Although advance notification is strongly encouraged, the Division Commander/Director has full authority to require a physician's statement when s/he believes this to be in the best interests of the Department.

.16 Options Upon Sick Leave Exhaustion

When an employee will be absent from work due to illness or injury, for a period of time that will result in "lost time" or being on an "unpaid status," that employee must first have exhausted all of their appropriate available paid leave. This means the employee must be absent from work on an unpaid status. Individual supervisors will assist employees regarding proper use of appropriate paid leave and the Police Payroll Office will monitor employee's leave status to make adjustments to the employee's leave balances to comply with this long standing departmental practice. [Employees shall not use sick leave for leave other than that required due to a personal or family illness.](#)

.17 Activities While on Sick Leave

An employee on personal sick leave shall not perform any activities, including other employment, self-employment, sports, hobbies, etc., which may impede recovery from the

injury/illness.

.20 Funeral Leave

An employee is eligible for up to 40 hours of funeral leave, upon the death of an immediate family member.

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Colorado Spring Police Department

General Order 1662

-- Work Performance

Active date: 10/31/2008 3:59:59 PM

Supersedes date: 3/1/2002

.01 Purpose

To specify standards for performance of duties.

.02 Cross Reference

G.O. 1661, Sick Leave

G.O. 1630, Drug Testing of Civil Service Employees

[G.O. 310, Routine Patrol Functions](#)

.03 Discussion

All employees of the Colorado Springs Police Department are governed by the provisions of the Colorado Springs City Charter and Municipal Code. Sworn employees are also governed by the provisions of the Civil Service Code, and non-sworn employees are governed by the Personnel Policies and Procedures Manual of the City.

.04 Policy

The provisions of this General Order apply to all employees of the Police Department, except for those provisions that specifically state a limited applicability.

.05 Definitions

IMMEDIATE FAMILY: An employee's spouse, parent, guardian, child, brother, sister, grandparents, or grandchild, as well as, these relatives in-law, step or half, whether they reside with the employee or not. Any other family who resides in the employee's household.

.10 Unsatisfactory Performance

Department personnel shall maintain sufficient mental and physical competency to properly perform the duties and responsibilities of their positions. Employees shall perform their duties in a manner that will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department. Unsatisfactory performance may be demonstrated by:

- a lack of knowledge of the application of laws required to be enforced;
- an unwillingness or inability to perform assigned tasks;
- the failure to conform to work standards established for the employee's rank, grade or position;
- the failure to take appropriate action on the occasion of a crime, disorder or other condition deserving police attention;
- absence without leave.

In addition to other indications of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance: repeated poor performance evaluations or a written record of repeated violations of the policies, procedures, rules or other directives of the Department or orders of a superior.

.15 Organizational Communications

In order to establish better communications throughout the Department, the Administrative Services Bureau continues to look at various ways to disseminate information. The goal is to ensure that employees have timely access to General Orders, SOPs, and Departmental Bulletins. The Colorado Springs Police Department has a web-based process for all employees. Its purpose is to facilitate organizational communications. The E-mail system and CSPD Intranet will be used to inform all employees about changes to the General Orders, Standing Operating Procedures, Bulletins and other communications as necessary.

The web-based General Order and SOP system includes a receipt process for the General Order and Standing Operating Procedure updates. All employees are required to review directives and communications via the CSPD Intranet. Supervisors will ensure that employees review directives; they are able to view in the web-based system whether an employee is in compliance. Supervisors will ensure that all employees access their electronic messages within the required time frame. Each employee is required to check his/her individual e-mail account at least once every 40-hour work cycle.

The Colorado Springs Police Department also has a voice mail system and intra-departmental mailboxes for all employees. All employees are required to access the information in each, at

least once every duty day, and may be required to make more frequent checks, at the discretion of their individual supervisor.

Supervisors will also advise employees of updates to directives and written communications.

.20 Reporting for Duty

Employees shall report for duty, at the time and place required by assignment or orders, and shall be physically and mentally fit to perform their duties. Court appearance notices and judicial subpoenas shall constitute an order to report for duty under this section.

Any work performed must only be completed during the employee's assigned shift, including logging on to department computers, checking out equipment, checking voice mail messages, etc. Employees who work outside their normal work hours and supervisors who allow employees to work outside of their normal work hours without properly accounting for that time according to policy may be subject to disciplinary action.

.22 Late Reporting

Personnel of the Department who report for duty at a later time than is required by assignment or orders, or who are improperly equipped, may be subject to dismissal from duty for that tour of duty. Immediate supervisors may allow tardy subordinates to assume their duties when notified in advance that lateness will occur. However, repeated failures to report promptly may be deemed neglect of duty and made the subject of Department discipline.

.24 Leaving Work Assignments and Sleeping on Duty

Employees shall not leave their work assignments, or assigned sectors, nor shall they sleep during a tour of duty, except when authorized by a superior.

.26 Personal Activities on Duty

Employees of the Department shall not devote any of their on-duty time to any activity that does not relate to a police function, except by specific permission of their immediate supervisor. They will not perform any police duty for the purposes of private gain, nor will they make any private purchases, when in uniform, unless for personal maintenance or sustenance, or as authorized by superiors.

.28 Absence Without Proper Leave

Employees will not be absent from duty, without proper permission or leave. When unable to report for duty, at the assigned time, due to sickness, injury, a death in the immediate family, or some other legitimate emergency, the employee shall notify the Department, in accordance with the instructions contained in paragraph 1661.10.

.30 Consumption and Possession of Alcoholic Beverages

Personnel of the Department will not render themselves unfit for duty because of indulgence in alcoholic beverages. Employees shall not appear for, nor be on duty, while impaired by or under the influence of intoxicants, nor with an odor of alcoholic or fermented beverages on the breath.

While off duty, employees shall refrain from consuming intoxicating beverages to the extent that it results in impairment, intoxication or obnoxious behavior that discredits the Department.

Employees shall not consume, store or bring alcoholic beverages into any police facility or vehicle, except such alcoholic beverages that are held as personal property or evidence for the Custodian.

Employees shall refrain from the consumption of alcoholic beverages while on duty, except by order of a Commanding Officer, but in no case shall alcoholic beverages be consumed by an officer in uniform.

Officers in uniform shall not consume any beverage, including soft drinks, at a bar, tavern or cocktail lounge. Exception is made for the consumption of nonalcoholic beverages while a meal is consumed at a licensed liquor establishment.

.32 Use and Possession of Drugs

Personnel of the Department shall not possess or use any controlled substances, narcotics or hallucinogens, except when prescribed as treatment by a physician or dentist. Employees shall notify their superiors if such treatment is prescribed.

Employees shall not store, or bring into any police facility or vehicle, any controlled substances, narcotics or hallucinogens, except when held as evidence, or for destruction, or as prescribed treatment.

.40 Chemical Tests

In addition to the requirements of General Order 1630 - Drug Testing of Civil Service Employees, Department personnel may be required to submit to a chemical test that may include, but not be limited to, a test of blood, breath or urine, if they become involved in certain enforcement situations. When required by a superior, employees will submit to a test following an incident. Circumstances that may require chemical tests are as follows.

- The employee injures or kills another person in the line of duty.
- The employee, or a superior, determines that sobriety should be documented.

.50 Tobacco Free Workplace Policy

All Department employees must comply with laws or ordinances governing the use of tobacco in workplaces or public facilities. In order to promote the general health, welfare and well being of citizens and staff, smoking, chewing, or any other use of any tobacco products, by city employees, is prohibited from all City property, unless an area has specifically been designated to allow the use of tobacco.

Chewing and spitting tobacco in an area not designated for tobacco use will be treated as a violation of this policy. Designated tobacco use areas will not be near air intakes for a building and will not be placed within 50 feet of any employee or public building entrance. Smoking, and the use of smokeless tobacco, is prohibited in all buildings operated by the Police Department. Smoking and the use of smokeless tobacco is also prohibited in all police vehicles, marked and unmarked.

Department designated tobacco use areas are as follows:

Police Operations Center : The "temporary" tobacco use area will be located at the picnic table, in the main parking lot, south of the building. Employees must use designated tobacco receptacles within this area.

Falcon Division : Fifty feet from the northwest door, along the wall between the sally port and the car wash. Employees must use designated tobacco receptacles within this area.

Sand Creek Division : At the end of the sidewalk, at the northeast side of the building. Employees must use designated tobacco receptacles within this area.

Stetson Hills Division : Fifty feet from the rear entrance to the northwest is a small patio area with a picnic table. Employees must use designated tobacco receptacles within this area.

Training Academy : Southeast corner of the property. Employees must use designated tobacco receptacles within this area.

The following additional provisions apply to on-duty sworn personnel, whether in uniform or in civilian clothing. When in an area in which smoking is generally permitted, officers may use tobacco as long as:

- They are not in a formation.
- They do not have to leave their assignment or position for the sole purpose of such usage.
- They are not engaged in traffic direction and control.
- They are not in direct contact with the public.

.60 Consumption Of Meals

Officers shall be permitted to suspend assigned activities, subject to immediate recall, at all times, for the purpose of having meals during their tour of duty, in accordance with time, place and duration, as established by the Bureau to which the officer is assigned.

.62 Number of Officers to Be Out at Eating Establishment

For the purpose of coffee or meals, there shall be no more than two marked police vehicles and/or uniformed Patrol officers, excluding supervisory personnel and members of volunteer components, allowed at any given eating establishment. All uniformed officers desiring to be out of service for a coffee break, will receive clearance for a Code 7 and will remain in contact with Communications, by radio.

The Division Commander may authorize exceptions to the foregoing, on a case-by-case basis. Authorized exceptions shall be documented by a supervisor, in writing, and maintained at the Divisional level.

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Colorado Spring Police Department

General Order 1663

-- Uniforms and Appearance

Active date: 11/6/2008 2:44:50 PM

Supersedes date: 3/9/2005

.01 Purpose

To establish standards for employees' personal appearance and wearing of the General Police Uniform.

.02 Cross Reference

G.O. 1190 Uniform and Equipment Standards

G.O. 1887, Gun and Badge Retention Patrol

[G.O. 310 Routine Patrol Functions](#)

[G.O. 920 Firearms Regulations](#)

[G.O. 930 Soft Body Armor](#)

[SOP P1-74 Uniform Inspection](#)

.03 Discussion

The General Police Uniform of the Colorado Springs Police Department is an integral part of the image that the department presents to the public. A neat, clean, and orderly appearance helps to create public confidence in the ability of the department and its officers to perform their duties

competently and efficiently. In addition, maintaining high standards of personal appearance is important to the morale and discipline of the officers themselves.

.04 Policy

Although all officers of the department are authorized to wear the General Police Uniform, the Patrol Bureau is the official uniformed branch of the department. Subject to the approval of the Chief of Police, the Patrol Bureau will establish and maintain uniform standards applicable to all sworn officers. It is the responsibility of the department to establish standards that assure that personal appearance does not interfere with, or distract from, effective performance of duties, in order that the performance be evaluated on its own merit. In order to maintain public respect, all officers of the department will be properly attired, clean, neat and well-groomed, consistent with the provisions of this general order. In all questions concerning the professional appearance of sworn personnel, the determination of the Chief of Police shall be final.

.05 Definitions

Accessories: Items of personal wear associated with the police uniform such as tie bars/tacks, pens, watches, whistles, keys, key-holders, etc.

Approved: Specific article of equipment or uniform clothing that is approved for wear by the department but is not necessarily issued or paid for by the department. The Authorized and Approved Clothing and Equipment List specifies which approved items are department purchased versus purchased at the employee's expense.

Authorized: Article of clothing or equipment issued by the department.

Authorized and Approved Clothing and Equipment List: The CSPD Supply Unit will maintain the list of clothing and equipment items that are authorized for wear as approved by the Uniform Standards Committee (see G.O. 1190, Uniform and Equipment Standards). All purchases of uniform items must adhere to the current list, whether purchased by the department or the employee at personal expense.

Equipment: Devices or tools associated with an officer's duty tour, such as sidearm, Taser, handcuffs, flashlights, etc.

Optional: General or generic article of equipment or uniform clothing that the department allows employees to wear. Employees must purchase optional items at their own expense.

Ribbon Panels: These are metal brackets of various sizes that hold from one to a dozen or more ribbons with pins on the back for affixing to the uniform shirt/dress jacket.

.06 Compensation for Routine Care, Cleaning and Maintenance of Firearms, Ballistic Vests, and Uniforms

Compensation for Routine Care, Cleaning and Maintenance of Firearms, Ballistic Overtime or compensatory time as compensation for routine care, cleaning, and maintenance of firearms, ballistic vests, and uniforms will be provided as follows:

- o 30 minutes per pay period may be requested without prior supervisory approval;
- o Officers and Sergeants must submit either an overtime slip or compensation time slip; and
- o Officers and Sergeants must actually work at least 40 hours in a 14-day pay period to be entitled to any overtime or compensation time for these tasks.

Officers and Sergeants may request this overtime by completing a standard overtime/CompTime slip for 30 minutes per pay period and writing the words "Routine care of firearms, vest and uniforms" in the miscellaneous section.

.10 Use of Badges, Cap Insignias and Identification Cards

Officers will be issued appropriate badges, cap insignias and identification cards. These items shall not be altered, exchanged or transferred, except by order of the Chief of Police. Officers shall not use another officer's badge, cap insignia or identification card, nor shall they permit any other person to use these items.

.12 Purchase of Additional Badges

Officers may purchase additional breast or flat badges through the Department and retain them during their employment with the Department. Procedures are as follows:

1. Requests will be by memorandum, to the officer's Commander.
2. Upon approval, the memorandum will be forwarded to the Financial Services Unit.
3. Upon full payment by the officer, the badge will be ordered and will be issued upon its arrival.
4. The Supply Office will note the purchase on the officer's equipment issue card.
5. Upon retirement or other termination of employment, the badge shall be returned to the Financial Services Unit for full reimbursement.
6. If the officer is eligible for retention of the badge, upon honorable retirement, and elects to accept the flat badge, see G.O. 1887, Gun and Badge Retention.

.20 Police Uniform Classifications

General Duty Uniform will be the long sleeve shirt or short sleeve shirt with other uniform items

and equipment as described in .30 of this General Order.

Class "A" Uniform will be regulation trousers and long sleeve shirt with necktie, police uniform hat, ribbons and other uniform items and equipment. The Class A uniform will be worn for official functions such as funerals, Police Memorial Day services, Medal of Valor ceremonies, and at other such times as directed.

Dress Uniform will be a long sleeve white shirt with plain leaf collar (not button down), black tie, "Ike" type jackets with buttons either gold or silver depending on rank, dress wool blend plants with navy and gold piping. Duty Belt will be worn with holster and keepers only. Nametags and service bar (if authorized) and ribbons will be worn. Commanders and above as well as Lieutenants and Sergeants in the Office of Professional Standards (with the exception of Internal Affairs Investigators) are required to have and maintain the Dress Uniform.

Specialized Duty Uniform: Units that are authorized to wear a uniform other than described in the General Duty Uniform shall develop SOPs addressing the uniforms and proper wearing of same. The items authorized for specialized duty uniforms will be approved by the Uniform Standards Committee and will be included on the [Authorized and Approving Clothing and Equipment List](#).

.25 General Duty Uniform and Class A Uniform

The Class A uniform consists of regulation trousers and long-sleeved shirt, with the necktie and regulation hat, not the cap. The Class A uniform will be worn for official functions such as funerals, Police Memorial Day services, Medal of Valor ceremonies, and at such other times as the Chief of Police may direct.

.30 General Duty Police Uniform

The general duty police uniform consists of the uniform shirt, uniform pants, duty belt with gun, handcuffs, magazine pouch, breast badge and appropriate footwear. Depending on the situation, other supplemental and optional items may be worn. Most items are issued to the officer; however, optional items must be purchased at the employee's own expense. Specific requirements for the uniform items are:

BADGES: Breast badges shall be worn at all time by officers when in uniform. Metal badges will be worn on the left chest of the shirt and leather jacket and cloth badges will be worn on all other outer garments. The cloth badges shall have a black background and border with a silver badge for officers and a gold badge for sergeant and above.

COLD WEATHER HEADGEAR: Headgear approved for cold weather wear includes:

1. A black "Trooper" style insulated cap, having a vinyl shell with snap closure for earflaps. Earflaps and bills shall be a "mouton" type simulated black fur. The trooper

cap shall be worn with the appropriate metal cap shield; no cloth badges will be allowed.

2. A black knit/wool/wool-blend military-style "watch cap" with no embroidery or insignia.
3. Plain style ear muffs, black with black band.
4. Plain mouton fur or Polar Fleece style ear pads, black, or
5. Plain Ski-Band ear protector, black knit material or Polar Fleece style

HAT: Navy blue with black bill, round military-style crown.

Officers' hats will have a black leatherette 1/2" chin strap fastened with silver "P" buttons; worn with the silver patrol officers' cap shield as basic issue. First class officers will display a silver lace pattern metal strap instead of the leatherette strap.

Sergeants' hats will have a gold lace pattern metal chin strap fastened with gold "P" buttons, worn with the gold Sergeants' cap shield.

Lieutenants' hats will have a patterned gold metallic-cloth chin strap fastened with gold "P" buttons. The hat bill will have gold embroidered filigree (Perma-Gold) of three connecting oak leaves on each side, worn with the gold Lieutenants' cap shield.

Commanders', Deputy Chiefs' and Chief of Police hats will have a patterned gold metallic-cloth chin strap fastened with gold "P" buttons. The hat bill will have gold embroidered filigree (Gold Bullion) of multiple connecting oak leaves on each side, worn with the appropriate cap shield.

Uniform hats must be kept in good condition. Transparent plastic covers may be used during wet weather.

The uniform hat should be worn when high visibility is advantageous to the officer, e.g. when directing traffic and while investigating traffic accidents on public roadways. The uniform hat shall be worn at public functions such as parades and funerals, or whenever directed by the Chief of Police or Deputy Chief of Patrol.

DUTY JACKET (fabric): Black, waist length, waterproof, with removable liner.

DUTY BELT - Officers/Sergeants will have the option of choosing the nylon web gear belts with nylon attachments versus leather belts and attachments. the nylon web gear belts and attachments will be provided by the Department Supply Unit. If an Officer/Sergeant chooses to wear a leather belt with leather attachments, they shall be given a reasonable amount of time on duty to clean and maintain these items with supervisor approval and will not complete these tasks outside regular work hours.

FOOTWEAR: Considering the many different footwear styles available for uniform wear, along with varying work assignments, foot health and changing weather conditions, the following guidelines are provided.

Officers/Sergeants are permitted to wear the following types of footwear: leather footwear, athletic-style footwear, or "Corofam" footwear with permanent high shine finish.

All footwear shall be black with a smooth finish, ~~made either of leather~~, capable of taking and maintaining a ~~high luster~~ shine or having a permanent shine finish, ~~or man-made materials such as "Corofam" which has a permanent high shine finish.~~

Footwear shall ~~be free of~~ not have any obvious ~~manufacture~~ ornamentation (i.e., e.g., stencil lettering, patches, stripes, etc.); shall not have excessive exterior design, ~~with toe area of plain design~~ and shall not have capped toes ~~Boots with capped toes will not be permitted~~ (i.e., e.g., military Cochran style jump boots).

Uniformed personnel are responsible for purchasing their uniform footwear.

Officers/Sergeants shall be given a reasonable amount of time on duty to clean, maintain, and shine their footwear with supervisor approval, they will not complete these tasks outside regular work hours.

Special consideration should be given to the type of sole on the footwear. Obviously, a smooth sole provides little grip and is not as stable as footwear designed for more aggressive use; however, this selection should be made based upon an officer's assignment.

Foul weather footwear shall be all black, without ornamentation or contrasting striping. Approved examples are galoshes, insulated boots, snowmobile boots, etc.

GLOVES (optional): Must be black in color, may be worn for comfort and protection at the discretion of the officer.

RAIN JACKET: Yellow with attached hood and snap front, stenciled "POLICE" on back in approximately three inch black letters.

SCARF (optional): Must be black in color, may be worn with a duty jacket; shall be worn with the ends kept tucked in the duty jacket.

SHOULDER PATCHES: The official department shoulder patch shall be worn on both the left and right sleeve of all department uniform garments. The position worn shall be one inch below the garment shoulder seam, centered on the sleeve for outerwear, centered over the sleeve crease for uniform shirts. Patches shall not be worn on leather duty jackets.

SOCKS: Socks that may be visible when worn with the uniform shall be black.

TIE TACK/BAR: Although the issue tie is designed not to require either a tie tack or tie bar, either one may also be worn at the discretion of the officer. Officers may wear tie tacks on the uniform tie that are of a basic plain design, in general size of approximately 1/2" in diameter. Tie tacks shall be worn centered on the tie in a position bisecting the bottom line of the uniform shift pocket flaps. Tie bars may be worn that are of a basic plain design and shall also be on the

tie as the tie tack. Normally silver would be worn by officers and gold for sergeants and above.

UNDERSHIRT: When the long sleeved uniform shirt is worn without a tie, a black crew neck t-shirt shall be worn. A black mock turtleneck or black turtleneck shirt may be worn if desired. When wearing a turtleneck shirt, the collar of the turtleneck shall not extend above the collar of the uniform shirt and shall not bear any embroidery or insignia.

When the short sleeved uniform shirt is worn, the black t-shirt described above may be worn as an undershirt or the uniform shirt may be worn with no visible undershirt.

UNIFORM TROUSERS: Navy blue six-pocket style (two thigh pockets) for officers and sergeants, four pocket style for commander officers. Trousers will have standard under-belt loops. Trouser belts must be black.

UNIFORM SHIRTS: French blue color.

UNIFORM TIE: Black clip-on or quick release style.

UNIFORM SWEATER (optional): Woolley Pulley style, navy blue color. Sweaters will be worn with the authorized cloth badge and cloth nametag attached.

WINDBREAKER (optional): Black, waist length, with or without removable liner.

Duty jackets, windbreakers and sweaters may be worn at any time of the year, as weather conditions dictate.

.32

Officers assigned to duties not requiring the wearing of the General Police Uniform shall dress in accordance with the standards established by the Bureau to which that officer is assigned. All such standards shall be submitted to the Office of the Chief of Police for final approval, prior to adoption. Officers assigned to duties that require the wearing of the General Police Uniform shall not recognize officers in other assignments, unless first addressed.

Officers assigned to duties not requiring the wearing of a recognizable Police Uniform shall be prompt to identify themselves, when the necessity arises. Should it be necessary for an officer who is not identifiable by uniform to display a badge continuously, it shall be attached to the outermost garment, over the left breast.

.35 Name Tags and Rank Insignia

NAMETAGS: All members shall wear nametags while in uniform. A nametag will be worn on the uniform shirt as well as duty jacket. Name tags worn without a Service Bar will be worn

centered, 1/2" above the right breast pocket of uniform shirts and centered above the right breast pocket of duty jackets and dress blouses, even with the bottom of the breast badge.

Metal Nametags: Nametags shall be highly polished, with block engraved lettering; letters are to be black with chrome finish for patrol officer grades and gold finish for Sergeant and above. Nametags will contain at least the last name and first name initial, but may include the middle initial or complete first name provided sufficient room is available. Members will be issued two nametags. The leather uniform jacket requires a nametag with a safety-pin type closure.

Cloth Nametags: Cloth name tags may be worn in place of a metal name tag on the right chest of the outer-most garment (not on uniform shirts or leather uniform jackets). These tags shall be 1/2" x 3" in size, with black background and border with silver lettering for officers and gold lettering for sergeants and above.

Service Bar: Officers shall wear a metal "SERVING SINCE" name tag attachment, that matches the metal nametag, upon completing five years of service. Following placement of the attachment on the name tag, the combined device is worn centered above the right breast pocket with the bottom edge of the center of the Service Bar placed along the top edge of the right breast pocket.

UNIFORM RANK INSIGNIA:

Sergeants will wear the embroidered sleeve (3 stripe) rank insignia on the General Duty Police Uniform. On the short sleeve shirt, the stripes will be 3" wide, and the long sleeve shirt will be 3 1/2 " wide. Sergeants will also maintain one long-sleeve shirt with soft shoulder board insignia as described for lieutenants and above for wear with the Class "A" uniform.

Lieutenants and above will wear the soft shoulder-board rank insignia, navy blue with gold embroidery, on the epaulets of the duty uniform.

The CSPD Dress Uniform rank for all members is the hard shoulder-board insignia upon the epaulets of the dress jacket.

Compensated Police Training Officers wear PTO epaulet tabs, navy blue with gold embroidery on the uniform shirt.

RANK INSIGNIA for OUTERWEAR:

Sergeants will wear the 3 1/2" embroidered cloth rank on the sleeves of all outerwear, except the leather jacket. The point of the stripe will be 1" below and centered on the shoulder patch. The leather jacket will have a 1" gold chevron (three stripes), centered on the "X" stitch of the epaulet with the point of the chevron pointing toward the collar.

Lieutenants will wear a single gold bar, 3/8" by 1" (double post or hinge pin back) worn on top

of the shoulder, centered on the "X" stitch of the epaulet and parallel to the shoulder/sleeve seam on the approved duty jackets.

Commanders will wear single gold stars 1" by 1" (overall) either double post or hinge pin back; worn on the top of the shoulder, centered on the "X" stitch of the epaulet and parallel to the shoulder/sleeve seam on the approved duty jackets.

Deputy Chiefs will wear double five point gold stars, 1 15/16" by 5/8" (overall) worn on top of the shoulder, centered on the "X" stitch of the epaulet and perpendicular to the shoulder/sleeve seam on the approved duty jackets.

Chief of Police will wear triple five point gold stars 1 7/8" by 5/8" (overall) worn on top of the shoulder, centered on the "X" stitch of the epaulet and perpendicular to the shoulder/sleeve seam on the approved duty jackets.

.40 Department Ribbon Program

Ribbons may denote awards, medals, assignments or specialty ratings. They serve as identifiers to others and are a matter of accomplishment and pride to those that choose to wear them. The Colorado Springs Police Department recognizes the importance of establishing an appropriate program that recognizes individual achievement, enhances esprit de corps and the police uniform.

Only those ribbons authorized by the Uniform Standards Committee may be worn. No other award, specialty pins, ribbons, bars or flags may be worn.

The following medals and ribbon bars are provided by the department and presented to honored sworn employees during scheduled ceremonies at no cost to the employee:

- Police Cross
- Medal of Honor
- Medal of Valor
- Distinguished Service Award
- Purple Heart
- Police Star
- Lifesaving Medal (can also be awarded to civilians)
- Department Commendation Ribbon (can also be awarded to civilians)

A single standard ribbon panel (bracket) is provided for every award. However, multiple ribbon panels are necessary for the wearing of more than one ribbon. In the event the appropriate panel was not received upon implementation of this program, sworn employees will need to acquire additional panels at their own expense to display additional ribbons. Employees who receive additional awards have the option at that time to upgrade their ribbon panel by turning in their panel to the Supply Unit.

If an award ribbon is damaged or lost or a duplicate is required for the dress uniform, the employee can see the Coordinator of Volunteers for a replacement or duplicate ribbon.

Approved division, Unit or Specialty Ribbons must be purchased at the individual sworn employee's own expense and are not provided by the department.

.42 Placement of Ribbons

Ribbon bars for department awards, assignments and/or specialities shall be worn as follows:

All ribbons are to be worn in ribbon panels (brackets). Ribbon panels will only be worn on the uniform shirt or dress jacket. Ribbon panels are worn above and centered over the name plate with 1/8 inch separation between the name plate and the ribbon panel. Actual sizes are dependant on how many ribbons an employee will be wearing.

When worn, all ribbon panels must display the American Flag Ribbon, which is placed at the top position of the ribbon panel.

Award ribbons are worn from right to left (inside to outside) from the top in descending order of importance, no more than two ribbons to each row.

Specialty or unit ribbons sit below award ribbons and are worn right to left (inside to outside) in ascending order of when the specialty or unit assignment was obtained/served (most recent will be in lowest worn position).

Division ribbons are worn right to left (inside to outside) in ascending order of assignment, current assignment at the bottom/last position, below any specialty or unit ribbons.

No more than 14 ribbons, plus flag, shall be worn on the police uniform. If ribbons must be limited, display all awards and the more recent Division/Specialty ribbons.

Multiple awards of the same award will be designated by adding additional star(s), cross(es), or heart(s) on the first award to the extent possible.

Employees shall not wear or display any award, assignment or specialty ribbon to which they are not entitled.

The department recognizes that with growth and change there may be new ribbons that are appropriate to be adopted. When such instances arise, the employee who desires to recommend a new ribbon shall forward a memorandum, via chain of command, to the Deputy Chief of the Patrol Bureau that contains the justification for said new ribbon, along with a recommended design of the new ribbon. The Uniform Standards Committee will review the request and make a decision during a regularly scheduled meeting.

.60 Personal Grooming -- Male Employees in Uniform - Sworn and Civilian

Male employees of the department in uniform will conform to the following provisions, unless specifically exempted by the Chief of Police:

- Head hair may be permitted to grow naturally, but will be groomed and neatly trimmed so as not to present a ragged, bushy, unkempt or eccentric appearance. The hair shall not extend below the top of the shirt collar.
- Sideburns shall not extend beyond a point even with the bottom line of the ear lobe and shall extend in a clean-shaven, horizontal line. The flare of the sideburns shall not exceed the width of the main portion of the sideburns by more than one-fourth of the unflared width. The sideburns shall be trimmed and neat in appearance.
- Mustaches are permitted if natural in color, and short and neatly trimmed. Mustaches shall not extend below the vermilion border of the upper lip, or the corners of the mouth, and may not extend to the side more than one-half inch beyond the corners of the mouth. Handlebar mustaches are prohibited.
- Beards are prohibited, except by special permission of the Chief of Police. In going on-duty, officers must be clean-shaven, in accordance with these provisions.
- If wigs are worn, they shall comply with the provisions of this section.
- Hair color must be of natural-born colors (such as black, brown, blond or red) and not detract from professional decorum.
- Male members may not wear fingernail polish of any color.
- Male members are prohibited from wearing earrings and other visible body jewelry, to include the facial area and tongue.
- A total of three rings may be worn.
- One necklace may be worn as long as it is not visible.
- One bracelet and one wristwatch may be worn as long as they are professional .

Exceptions to this policy will be made for certain undercover non-uniform assignments, such as Metro VNI, or and only with the approval of the Chief of Police or his/her designee. All officers, including undercover officers shall comply as closely to this policy as possible when representing the Department at court, depositions, etc., without jeopardizing their undercover roles.

Supervisory personnel may require Department personnel to be photographed for documentation, in enforcing provisions of this section.

.61 Personal Grooming -- Female Employees in Uniform - Sworn and Civilian

Female employees of the department in uniform will conform to the following provisions, unless specifically exempted by the Chief of Police:

- The bulk of the length of the hair shall not interfere with the normal wear of the General Police Uniform Cap.
- Hair may be worn to the shoulder. If the hair begins to drape over the shoulder or lie on the shoulder, it must be secured back by a plain fastener.
- Bangs shall not be visible on the forehead when wearing the General Police Uniform Cap.
- Hair will be kept from covering any part of the face; however, the ears may be covered.
- Hair color must be of natural-born colors (such as black, brown, blond or red) and not detract from professional decorum. Only those items necessary to hold hair in place may be worn. Decorative accessories such as ribbons, barrettes, clips, etc., may not be worn.
- If wigs are worn they shall comply with the provisions of this Section.
- Female officers with pierced ears may wear two earrings in each ear lobe. The earrings cannot be larger than 1/2" in size.
- Female members are prohibited from wearing visible body jewelry, to include the facial area and tongue.
- A total of three rings may be worn, a set of wedding rings will be considered one ring.
- One necklace may be worn as long as it is not visible.
- One bracelet and wristwatch may be worn as long as they are professional .

Exceptions to the policy will be made for certain undercover non-uniform assignments, such as Metro VNI, and or only with the approval of the Chief of Police or his/her designee. All officers, including undercover officers shall comply as closely to this policy as possible when representing the Department at court, depositions, etc., without jeopardizing their undercover roles.

Supervisory personnel may require Department personnel to be photographed for documentation, in enforcing provisions of this section.

.62 Personal Grooming - Civilian Employees

Department members who have any contact with the public may wear limited jewelry. All jewelry must be professional and of a style authorized by this general order.

- All facial and tongue jewelry is prohibited.
- Female members with pierced ears may wear up to two earrings in each earlobe only.
-

A total of three rings may be worn.

- Male members may not wear fingernail polish of any color. Female members may wear fingernail polish that is professional.
- Hair must be of natural-born colors (such as black, brown, blond or red) and not detract from professional decorum.

- Necklaces, bracelets and wristwatches are all allowed

All civilian employees shall comply with this policy when representing the Department at court, depositions or to the public.

.63 Body Piercings

Body jewelry (other than earrings worn on the ear by female members) shall not be worn while on duty unless the jewelry is not visible.

.64 Tattoos/Body Art/Brands

No tattoos/body art/brands on the head, face, neck, scalp or hands are permitted. Any pre-existing tattoos on the head, face, neck, scalp or hands must be covered by cosmetics, clothing, or be considered for removal. Tattoos/body art/brands will not be visible when wearing uniform clothing.

Any tattoos/body art/brands that are prejudicial to good order, discipline and morale, or are of a nature to bring discredit upon the department are to be covered. Additionally, tattoos/body art/brands advocating or symbolizing gang affiliation, supremacist or extremist groups, or drug use must be covered.

Waivers may be requested for pre-existing tattoos /body art/brands or special circumstances from the Chief of Police.

.65 Mutilation

Intentional body mutilation, piercing, branding or intentional scarring that are excessive are prohibited. Some examples are:

- a split or forked tongue
- foreign objects inserted under the skin to create a design or pattern
- enlarged or stretched out holes in the ears (other than a normal piercing)
- intentional scarring that appears on the neck, face or scalp

Waivers may be requested for prior existing body mutilation, piercing, branding or intentional scarring from the Chief of Police.

.66 Dental Ornamentation

The use of gold, platinum or other veneers or caps for purposes of ornamentation is prohibited. Teeth, whether natural, capped or veneer, will not be ornamented with designs, jewels, initials, etc. Waivers may be requested for prior existing dental ornamentation from the Chief of Police.

.70 Violations

It shall be up to the department member's chain of command to determine whether or not someone is in violation of this policy. Final determination or waiver will be given by the Chief of Police or his/her designee.

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Colorado Spring Police Department

General Order 1665

-- Political Activities

Active date: 6/14/2005

Supersedes date: 4/16/1989

.01 Purpose

To establish policy concerning employees' participation in political activities.

.02 Cross Reference

CALEA Standard 26.1.1

.03 Discussion

Involvement of police employees in public issues is encouraged, as participation increases individual awareness and helps to create healthy relationships between the Department and the community. Some limitations upon such activities are necessary, however, because the Police Department must remain a non-political entity and perform its law enforcement duties impartially.

.04 Policy

Employees of the Colorado Springs Police Department may participate fully in public affairs, except as provided by law, to the extent that such endeavors do not impair the neutral and efficient performance of official duties, or create real or apparent conflicts of interest. While it is not the intention of the Department to unjustly or unlawfully restrict the political activities of Department personnel, certain types of involvement must be restricted, in order that no partisan activity conflicts with the Department's mission or objectives.

.05 Definitions

This space intentionally left blank.

.10 Restrictions on Political Activity

Employees of the Department are prohibited from:

- Engaging in partisan activity while on duty, while in uniform, or while acting in any capacity as a representative or agent of the Department;
- Using their official capacity to influence, interfere with, or affect the results of an

- election, or to otherwise attain partisan goals;
- Using their employment or association with the Department, or using any information, records, symbols, uniforms, or equipment of the Department, in any manner that would imply or suggest the Department's endorsement of, support of, or alliance with a political candidate or partisan objective.

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Colorado Spring Police Department

General Order 1666

-- Display and Respect for the United States Flag

Active date: 1/5/2007

Supersedes date:

.01 Purpose

To establish standards for the display and respect for the United States flag.

.02 Cross Reference

GO 1663, Uniforms and Appearance

.03 Discussion

Protocols for the display of the flag of the United States of America are contained in Public Law 8329. These protocols are guidelines followed by the CSPD and modified where necessary to ensure that members of the department are consistent in paying respect to the United States flag.

.04 Policy

As community leaders, members of the Colorado Springs Police Department either in uniform or readily identifiable as members of the department will not publicly bring disrespect to the flag of the United States, the State of Colorado, the City of Colorado Springs, or any political or military entity. If personal beliefs conflict with the guidelines for the Pledge of Allegiance or any salute to the flag, employees may voluntarily not participate in organized ceremonies that require those activities.

.05 Definitions

This space intentionally left blank.

.10 Respect for the Flag

No disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, state flags, and organization or institutional flags are to be dipped as a mark of honor. Therefore, the following protocols shall apply:

- The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.

- The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.
- The flag should never be carried flat or horizontally, but always aloft and free.
- The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back nor up in folds, but always allowed to fall free. Bunting of blue, white, and red always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.
- The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- The flag should never be used as a covering for a ceiling.
- The flag should never have placed upon it, nor on any part of it, nor attached to it, any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.
- The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.
- The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes, or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.
- No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, employees in civilian clothes that desire to wear the flag pin, will wear it on the left lapel near the heart. While in uniform, the flag pin will be worn on the uppermost holder of the ribbon rack, centered above all other ribbons.

The Honor Guard may deviate from these protocols as necessary when handling the flag during funerals or special events, keeping proper respect for the flag in consideration.

.20 Display of the United States Flag

The flag of the United States shall be displayed prominently outside each facility of the department, daily, weather permitting, from sunrise to sunset.

Display of the flag of the United States at facilities of the department shall be in accordance with provisions of the National Flag Law. During hours of darkness, the flag may be flown only when it is continually lighted by artificial sources, such as spotlights mounted near the flagpole and directed toward the flag. When this equipment is not operational, the flag shall be lowered at sunset and properly stored until the following sunrise. The flag should be lowered and stored during periods of extreme inclement weather, such as heavy rain or snow, at the discretion of the on-duty supervisor.

The raising and lowering of the flag shall be conducted by the police service representative, or other person(s) designated by a supervisor. When raising the flag, one should use caution and not let any part of the flag touch the ground. If the flag is to be positioned at half-staff, the flag

shall be raised to the top of the staff and then lowered to half-staff.

.30 Flying the United States Flag at Half-Staff

The flag of the United States shall be flown at half-staff position at a facility of the department only as follows:

- At the direction of the President of the United States
- On Memorial Day, from sunrise to noon
- For those instances when a Colorado Springs Police Department officer has been killed in the line of duty, or has died as a direct result of injuries incurred while in the performance of his official duties. The flag shall be flown at half-staff until sunset of the day of the funeral.
- On other occasions at the direction of the Mayor or Chief of Police.

Upon direction of the President of the United States, the Mayor of Colorado Springs, or the Chief of Police, the Communications Supervisor shall telephone or email an order to lower the national flag to all department facilities that fly the flag.

All other flags flying adjacent to the United States flag (the State of Colorado, the City of Colorado Springs, Divisional flags, etc.) will be lowered to half-staff as well. At no time will another flag be displayed at a higher level than the United States flag.

.40 Folding of the Flag

Two or more people work in partnership to fold the flag. The flag is folded once width-wise, bringing the striped half up over the blue field, then a second time, ensuring the stars of the flag are showing. The lower striped corner is brought up to the upper edge, forming a triangle. The upper point is then folded in to form another triangle, continuing in this fashion until the entire length of the flag is folded. Upon folding the entire flag, the very end is tucked in the opened fold remaining in the flag. The final folded flag resembles a cocked hat (triangle) with only the white stars on a blue field showing. Unless inclement weather or conditions dictate otherwise, the flag should be folded outside.

.50 Conduct During the Playing of the National Anthem

During rendition of the National Anthem when the flag is displayed, all present except those in uniform, should stand at attention facing the flag with the right hand over the heart. Employees not in uniform should remove their headdress (if worn) with their right hand and hold it at the left shoulder, the right hand being over the heart. When outdoors, persons in uniform should render the military salute at the first note of the anthem and retain this position until the last note. When indoors and in uniform, officers will stand at attention facing the flag with the right hand over the heart. When the flag is not displayed, those present should face toward the music and act in the same manner they would if the flag were displayed there.

If a ceremonial formation is present (such as a Police Memorial Day), employees should rely on the formation commander for indications on when to salute (present arms) and when to drop the salute (order arms).

.60 Pledge of Allegiance to the Flag

The Pledge of Allegiance to the Flag, "I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all," should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform, employees should remove their headdress with their right hand and hold it at the left shoulder, the right hand being over the heart. When inside and in uniform, officers will stand at attention, face the flag with the right hand over the heart and recite the pledge. When outside, officers in uniform should remain silent, face the flag, and render the military salute.

.70 Conduct During Hoisting, Lowering, or Passing of the Flag

During the ceremony of hoisting or lowering the flag, or when the flag is passing in a parade or in review, all persons present, except those in uniform, should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, employees should remove their headdress with their right hand and hold it at the left shoulder, the right hand being over the heart. The salute to the flag in a moving column should be rendered at the moment the flag passes.

NOTE: Small flags carried by individuals, such as those carried by civilian spectators at a parade, are not saluted. It is improper to salute with any object in the right hand or with a cigarette, cigar, or pipe in the mouth.

.80 Flag Specification and Replacement

All flags displayed outside Police Department facilities will be issued through department supply. The flag should never be displayed if it is torn or damaged. If a flag is damaged, it should be turned in to supply for replacement.

The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning. Flags scheduled for destruction may be given to a local public service organization, such as the Boy Scouts, if their intent is to destroy the flag in a dignified fashion.

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Colorado Spring Police Department

General Order 1668

-- Internal Solicitation

Active date: 5/17/2005

Supersedes date: 7/31/2000

.01 Purpose

To specify the guidelines for internal solicitation that is not related to business or recognized charities. These guidelines do not apply to solicitation from individuals or businesses outside of the Police Department, which is prohibited by City Code.

.02 Cross Reference

G.O. 1650 Employee Conduct (Sworn and Civilian)

G.O. 1655 Police Officer Conduct

G.O. 1660 Conflicts of Interest

[8.1.203 Colorado Springs City Code](#)

[20-1-202 Colorado Springs City Code](#)

CALEA Standard 26.1.1

.03 Discussion

The Colorado Springs Police Department encourages employee concern and care for one another. Unfortunate situations can occur that call for support over and above the established employee welfare funds. When these situations arise, it is imperative that Department members are able to make their own choices, without pressure, and any appearance of impropriety is avoided. The measures stated in this General Order are not intended to discourage taking care of our own; rather, they are intended to maintain the integrity of this Department.

.04 Policy

Department members shall not solicit funds from another member for any purpose, other than a recognized charity, without first obtaining approval from their Deputy Chief. Upon approval, all funds other than those donated to recognized charities shall be contributed directly to the Police Department Fiscal Services Section that shall hold, account for, and distribute all receipts to the designated recipient.

.05 Definitions

RECOGNIZED CHARITY: A recognized charity is defined as any charitable organization that is generally accepted within the community and that is registered as a nonprofit organization with the Secretary of State of Colorado, or of another state. Examples include, but are not limited to: United Way organizations, churches, civic and service organizations, Red Cross, Salvation Army, Boy Scouts, Girl Scouts, schools, etc.

.10 Authorization to be Obtained

Before making any solicitation on behalf of any employee, family member or unrecognized charity, the initiating employee shall submit a request for approval, through the chain of command, to the employee's Deputy Chief. The memo shall specify the purpose of the solicitation, what will be solicited, and what method will be used. The Deputy Chief shall take into consideration such factors as the neutrality of the solicitation, reasons, methods, needs and existing City policy.

.20 Voluntary Action

Any and all donations are of a personal nature and no pressure shall be brought upon any member to contribute or not to contribute.

.30 Methods

The approving Deputy Chief, or designee, shall be the final authority in determining the methods and locations of collection, in accordance with existing City policy. Use of bulletin boards, Department mail and correspondence, collection points, on-duty time, and other

Department resources shall be defined by the approving authority and adhered to by all members.

.40 Disposition of Donations

To avoid the appearance of impropriety, all internal monetary donations, other than to recognized charities, shall be made directly to the Police Fiscal Services Section, in the name of the intended recipient. Fiscal Services shall hold, account for, and distribute all funds to the intended recipient.

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Colorado Spring Police Department

General Order 1670

-- Outside Employment

Active date: 5/17/2005

Supersedes date: 12/10/1998

.01 Purpose

To set controls upon non-Departmental occupational activities by sworn and civilian personnel.

.02 Cross Reference

G.O. 1672, Extra-Duty Employment

G.O. 1660, Conflicts of Interest

G.O. 1405, Expert Witness Fees

G.O. 1650, Employee Conduct (Sworn and Civilian)

G.O. 1655, Police Officer Conduct

G.O. 1210, Manpower Availability

G.O. 602, Off-Duty Enforcement Action

G.O. 1661, Sick Leave

CALEA Standards 22.3.3; 26.1.1

.03 Discussion

The Colorado Springs Police Department does not discourage outside employment by its personnel, so long as that employment does not conflict with any legitimate interests of the Department. All personnel, however, must be aware that law enforcement can function properly only in an atmosphere of public trust. It is a profession with high visibility, demanding that those employed in it avoid not only the actuality but also the appearance of conflicts of interest. As law enforcement may confer upon its employees special powers and authority, or may give them access to privileged information, it is the duty of each member of this Department to ensure that the integrity of the Department is never compromised. It is the further duty of each employee to ensure that the functioning of the justice system is not impaired by his/her actions or associations.

.04 Policy

Acceptance of a full-time, paid position with the City of Colorado Springs requires the

employee's concurrence that the employment is to be his/her primary job. Any supplemental employment is considered to be secondary in importance and subject to review and approval by the Department. The process is designed to determine if efficiency and effectiveness are, or would be, impaired by the outside employment, or if the outside employment would be incompatible with City employment.

.05 Definitions

OUTSIDE EMPLOYMENT: Outside employment is defined as any additional occupational activity that a Police Department employee may pursue, while employed by the Department; it includes self-employment and contractual employment, as well as employment by others. For the purposes of this directive, Outside Employment is distinguished from, and does not include, any employment in a police capacity that is arranged through the Department's Extra-Duty Office.

.10 Obtaining Approval

Whenever new outside employment is sought, or previous outside employment is resumed, the employee shall submit a memorandum through the chain of command to the Chief of Police describing the duties and responsibilities of the employment for which approval is sought. Additionally, the employee shall specify the name of the employer, the nature of the business in which the employer is engaged, and the anticipated number of hours to be worked for that employer, in any seven-day period and any thirty-day period. This provision also applies to any outside employment in which a Department member may already be engaged at the time of hiring, if the employee intends to continue in it.

For purposes of this section, Previous Outside Employment Resumed shall mean any outside employment for which approval was gained from the Department, previously, and which has not been engaged in by the employee for a period of six months or more.

.12 Temporary Outside Employment

Outside employment of one month or less shall need the approval of a Commanding Officer only. Such approval shall be governed by the provisions of this General Order.

.20 General Criteria

Upon receiving a memorandum requesting approval of outside employment, the Chief of Police may authorize outside employment, or occupation, within the following restrictions:

- The outside employment or occupation does not conflict with the employee's City employment.
- The outside employment or occupation is not detrimental to the Department or City.

.30 Unauthorized Outside Work

All members of the Department are prohibited from working in any of the following outside employment situations:

- In any employment or business that would in any way reduce the effectiveness of the employee in performing assigned Departmental duties, or that might constitute, or reasonably be perceived as, constituting a conflict of interest;
- For any employer or establishment whose primary business is the selling or serving of alcoholic beverages;
- As a process server, bill collector, investigator, security guard within the Fourth Judicial District of Colorado; or in any employment in which police power might be used for private purposes of a civil nature;
- Any employment that assists, in any manner, the case preparation for the defense in any criminal action or proceedings;
- Any employment that may require, as a criterion for employment, the employee to have access to police information files, or records, and requires furnishing of those records as a condition for employment;
- In police uniform, in the performance of tasks other than those of a police nature;
- At any employment or business that has a connection with a tow or wrecker business;
- For any other law enforcement agency in a full-time, part-time, or volunteer capacity. Excluded from this provision are service in a military law enforcement capacity, while in regular Reserve or National Guard training, active duty for training, or if mobilized for a period of active duty;
- As a strike-breaker, temporary worker, or replacement worker for any corporation, business or agency, whether public or private, that is, or is about to be, the subject of a strike, job action or demonstration.

.40 Outside Work While on Disability

Department personnel engaged in outside employment, who are placed on disability leave, sick leave, limited duty or light duty, will inform their Commanding Officer of their outside employment. The Commanding Officer will then review the duties of the outside employment and recommend to the Chief of Police whether such outside employment should be continued. If the Chief of Police determines that the outside employment should be discontinued, while that employee is on disability leave, sick leave, limited duty or light duty, the decision will be conveyed to the employee through the Commanding Officer. When normal on-duty activities are resumed by the employee, normal outside employment may also be resumed.

Criteria for determining continuance or discontinuance include, but are not limited to, the following elements:

- The outside employment is medically detrimental to the total recovery of the disabled employee, as indicated by a professional judgment of competent medical authority.
- The outside employment requires at least the same physical ability as would be required of an on-duty employee.

.50 Volunteering Services, Charitable and Nonprofit Functions

Officers desiring to volunteer their time in a police capacity, while off-duty, for charitable and/or nonprofit functions shall obtain prior approval from the Chief of Police, or his/her designee. Officers shall submit a memorandum, through the chain of command to the Chief of Police, describing the duties and responsibilities of the position for which approval is sought.

Officers volunteering their time in a police capacity, for charitable and/or nonprofit functions, are subject to the rules, regulations, policies and procedures in this Operations Manual.

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Colorado Spring Police Department

General Order 1672

-- Extra-Duty Employment

Active date: 5/11/2005

Supersedes date: 2/6/2003

.01 Purpose

To specify the principles and procedures of the Department's Extra Duty Program.

.02 Cross Reference

G.O. 1670, Outside Employment

G.O. 1660, Conflicts of Interest

CALEA Standards 3.1.2; 22.3.4; 26.1.1

.03 Discussion

The Extra Duty Program was formed to provide additional law enforcement services requested by private businesses and public agencies, while eliminating potential conflicts of interest for officers and for the Department. The extra duty program is voluntary. Officers volunteer to work, and direct solicitations for business are not allowed. The extra services are paid for by the contracting business, and, generally, represent some special law enforcement need that cannot be met through routine police service delivery. The extra duty program is managed by a paid civilian administrator.

.04 Policy

The Colorado Springs Police Department is committed to furnishing police services to the community, in as efficient a manner as possible. When agencies, businesses, or other organizations require additional police services that do not conflict with the mission of the Department, those services are available, by contract, through the Extra Duty Office. Maintaining a strong and effective extra duty program benefits the community, the Department, and its officers, by keeping auxiliary police services under the firm control of the Department and making the full range of police resources quickly available, when they are needed. [The Colorado Springs Police Department reserves the right to deny services to any business or organization or at any location.](#)

.05 Definitions

EXTRA DUTY: Police activities performed by contract, for payment, and arranged through the Department's Extra Duty Program.

EXTRA DUTY COORDINATOR: A civilian employee of the Police Department, whose function is to administer the Extra Duty Program.

.10 Extra Duty Officers Subject to Rules and Regulations

Officers must receive Departmental permission to engage in extra-duty employment, by signing up for extra-duty assignments approved by the Extra-Duty Coordinator. Officers working extra duty assignments shall be subject to the rules, regulations, policies, and procedures of this Operations Manual and also of the Extra Duty Standing Operating Procedures.

.11 Uniform and Vehicle Requirements

All officers working an extra duty assignment shall do so in uniform. The only exception to this would be in the case of a specialized assignment in which the Chief of Police, or his/her designee, has specified the assignment as non-uniformed. The Extra Duty Coordinator shall determine which assignments require the use of a vehicle; all officers working such assignments shall use a marked police vehicle. Procedures concerning uniforms, vehicles, and other equipment are listed in the Extra Duty Standing Operating Procedures.

.12 Primary Duty

The primary duty of officers working extra duty assignments shall be to protect life and property, keep the peace, and enforce City ordinances and state and federal laws.

.14 Case Reports

Officers working extra duty will initiate a case report whenever an incident requires the taking of a police report and it is directly related to the extra duty assignment. Communications will assign a sector officer to assist the extra duty officer when it becomes necessary to process evidence, book a prisoner, conduct follow-up, or engage in any other police activity that would require leaving the site. The extra duty officer will remain on site, unless otherwise ordered.

A memorandum will be forwarded to the Extra Duty Coordinator, by the extra duty officer, if s/he becomes involved in police activity that is not directly related to the extra duty assignment.

.16 In-Progress Calls for Service

Officers working extra duty assignments may be diverted from their assignments to respond to in-progress incidents only in life-threatening situations and only when there are no on-duty units immediately available. The decision to divert extra duty officers will be at the discretion of the dispatcher.

.18 Immediate Return to Duty

If extra duty officers are diverted from their assignments, by the dispatcher, to respond to in-progress incidents, the dispatcher will send the first available on-duty unit to the scene to take over the call. The extra duty officer will return immediately to his/her assignment.

.20 Assistance to be Rendered

Officers shall render all possible assistance, within the framework of the law, to assist business or agency officials in maintaining order. One official of the business, or agency, will be designated to be in charge of the event or activity, and the senior officer or supervisory police officer on duty shall work closely with that official.

.22 Responsibility of Business or Agency

Enforcement of regulations that are made by the business or agency, with whom the extra duty assignment is made, shall be the responsibility of that business or agency. However, when the conduct of any person threatens a breach of the peace, or similar violation of the law, the officer may intervene to end the violation and, if necessary, make arrests. In any action of this type, officials of the business or agency will be asked to support the officer by bearing witness and/or signing complaints.

.24 Basic Fee

A basic per-hour fee will be established by the City Manager.

.26 Money Collected

All money collected and vouchers for payment shall be processed through the Management Services Division. Under no circumstances will any officer accept any form of payment, or reimbursement, except through regular Police channels.

.28 Minimum Time

A minimum of two hours shall be charged to all details. Additional time shall be measured by the quarter hour. Less than 7.5 minutes shall not be charged; likewise, 7.5 minutes and above shall be counted as a full quarter hour.

.30 Voluntarily Assigned

All extra duty assignments shall be made from a list of officers who have voluntarily signed up to work outside details. The list will be maintained by the Extra Duty Coordinator. All assignments shall be made from the Extra Duty Office.

.32 Eligibility

Officers who have attained the rank of 3rd Class Police Officer, but have not attained the rank of Lieutenant, shall be eligible for extra duty assignments. Exceptions to this rule may be made by the Chief of Police.

.34 Selection for Assignments

Assignments to extra duty shall be made from a seniority list established by the extra duty work record of each officer. The Extra Duty Coordinator shall insure that assignments are apportioned fairly, and without prejudice for or against any officer. The Extra Duty Coordinator shall have discretion to make fair and reasonable limitations upon the distribution and number of hours worked by any officer, if there is reasonable cause to believe that the Police Department might be detrimentally affected otherwise. In such instances, an officer who objects to the Coordinator's decision should discuss the matter first with the Coordinator and, if still

unsatisfied, with successive members of the Coordinator's chain of command. Final authority shall rest with the ~~Director of the Management Services Division~~. Office of Professional Standards Commander.

.36 Extra-Duty Work While on Disability

Department personnel engaged in extra-duty employment who are placed on disability leave, [administrative leave](#), [suspension](#), sick leave, limited duty or light duty will not be eligible for extra-duty assignments. When normal on-duty activities are resumed by the employee, normal extra-duty employment may also be resumed.

.40 Responsibility to Report

After an officer has signed up for a detail, it shall be the officer's responsibility to be at the proper location, at the assigned time.

.42 Responsibility to Obtain Replacement

If an officer who has accepted an extra-duty assignment is unable to work an assignment, for whatever reason, it will be that officer's responsibility to obtain another officer to fill the assignment and to notify the Extra Duty Coordinator.

.44 Disciplinary Action, if Appropriate

Any deficiencies in performance that come to the attention of the Extra Duty Coordinator, including failure to appear for assignments, shall be referred to the ~~Director of the Management Services Division~~ Office of Professional Standards Commander for initiation of disciplinary action, if appropriate.

.50 Specialized Assignments

The ~~Director of the Management Services Division~~, Office of Professional Standards Commander, or his/her designee, may categorize certain extra duty assignments as being outside the scope of the normal policies and procedures, as set forth in this Manual, because of the specialized aspects of the assignments. Specific qualifying criteria for these assignments, along with procedures for selection, may be established at the direction of the ~~Director of the Management Services Division~~ Office of Professional Standards Commander.

.54 Extra Duty for Funeral Escorts

Extra duty requests for funeral escorts will be handled through the Extra Duty Office. The Extra Duty Coordinator will assign the appropriate number of officers needed, according to City Ordinance 22-23-112, Funeral Processions and Escort Officers.

If the extra duty officers arrive for the escort and see the need for additional escort officers, that information should be relayed to dispatch. The dispatcher is responsible for sending an on-duty officer or officers, as needed, to the scene of the funeral escort to accommodate the additional need.

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Colorado Spring Police Department
General Order 1701
-- Police Training Section

Active date: 12/29/2008 3:36:49 PM

Supersedes date: 12/10/1998

.01 Purpose

To specify the responsibilities of the Training Section and associated procedures.

.02 Cross Reference

G.O. 1705, Career Development

G.O. 1732, Firearms Qualification

G.O. 1737, PR-24 Baton Training

[G.O. 1770, Police Training Officer Program](#)

[SOP TS-130, In-Service Training](#)

[SOP FPS-21, Overnight Travel](#)

.03 Discussion

.04 Policy

The Training Section is designated as the department's central training authority and is directly responsible for all training for recruit academies, field training , in-service, firearms, roll call training, and for the coordination of outside seminars and workshops for specialized subject areas that are hosted at the Training Academy for purposes of career development and enhancement.

.05 Definitions

This space intentionally left blank.

.10 Staffing

The Training Section, commanded by a lieutenant, shall include personnel sufficient to design and present training necessary to assist all units of the Department in achieving organizational objectives. The Training Section may be assisted by special assignment instructors from other department units, as needed.

.20 In-Service Training

The Training Section is responsible for providing in-service training to all sworn personnel, on an annual basis, and to civilian employees as directed.

.22 Attendance

All sworn personnel shall attend departmental in-service training, in accordance with the schedule furnished by the Training Section, unless specifically excused in writing by the commander/director of the officer's bureau/division. Certain forms of in-service training that are not applicable to command positions need not be excused (e.g. PR-24 recertification, OC recertification, etc.).

.23 Personal Appearance, Identification Cards, and Firearms

Sworn personnel attending training are considered "on-duty" and **all regulations and policy concerning appearance and attire are applicable**. Business casual is acceptable, but does not include shorts, tank tops, sandals or other open-toe shoes. CSPD Training facilities are often hosts to members from other law enforcement agencies, and our professional appearance and demeanor are necessary. Attire may be modified by the Academy Director or the In-Service Training Sergeant to accommodate specific training needs.

Specific attire, which may be required to meet training requirements, must be worn by the members in order to participate in training. Failure to wear proper attire will result in a dismissal from training and a notification through each officer's chain of command for the rescheduling of training.

Sworn personnel attending training must have their department identification card to gain access to all training facilities and venues. The wearing of firearms may be excluded from certain facilities or venues depending upon the nature of training and the need to be armed/unarmed.

.24 Evaluation

The Training Lieutenant will establish evaluation standards concerning all in-service training. These standards shall consist of, but need not be limited to, objective measures of the trainee's degree of learning as a result of the training. These measures may consist of written examinations and practical performance tests.

Any member failing to meet the evaluation standards may be required to repeat the training or engage in other remedial training, as assigned by the Training Lieutenant.

.26 Curriculum

The Training Lieutenant shall be responsible for recommending a preliminary curriculum for all in-service training. The process for formulating the recommendations shall include a training needs assessment as conducted by the Training Committee (SOP TS-130) and as may be determined by the Critical Incident Review Committee. The recommendations shall then be reviewed by the Commander of the Office of Professional Standards. Upon approval, this shall then be the curriculum for the year's in-service training.

.30 Specialized In-Service Training

Individual specialized units of the department are responsible for planning and conducting all in-service training of a specialized nature unique to the unit. Such specialized training must be initiated within thirty days of assuming duties.

.32 Positions Requiring Specialized Training

The Colorado Springs Police Department requires specialized training for all police sergeant assignments and for any assignment of an officer below the rank of sergeant to a position other than routine patrol.

.34 Topics Included in Specialized Training

Specialized training provided to sworn members of the department must address the following training concerns:

- Develop or enhance the skills, knowledge, or abilities necessary for acceptable performance in the position.
- Include information about management, supervision, personnel policies, and support services that are unique to that specialization.
- Include complete information on the performance standards for that specialization.
- Include familiarization with any agency-wide directives or policies that specifically relate to that specialization.
- Include supervised on-the-job training.
- Ensure that training does not conflict with department training standards established by the Training Section.

.35 Other In-Service Training and Documentation

Department members that have acquired specialized training may be utilized to educate others within their respective division/unit. In order to have the training documented and registered as part of the official training records at the Training Academy, certain criteria must be met by the instructor. This criteria must be submitted prior to training and includes, but is not limited to:

- Course outline designed according to Academy and POST Standards (e.g., formatted title page, instructional goal, training objectives - examples are available at the Training Academy)
- Instructor copy of course materials, including PowerPoint
- Copy of instructor certificates reflecting expertise or certification in subject matter

Following the training, a completed roster of those receiving the training, along with student course evaluations, must be provided to the In-Service Training Coordinator at the Training Academy.

.36 Evaluation of Specialized In-Service Training

The commanding officer, or program manager, of the specialized unit will establish evaluation standards for all specialized unit in-service training. These standards shall consist of, but need not be limited to, objective measures of the trainee's degree of learning as a result of the training. These measures may consist of written examinations and/or practical performance tests.

Any officers failing to meet these evaluation standards may be required to repeat the training or engage in other remedial training as assigned by their commanding officer or program manager.

Training records shall be maintained on file by the specialized unit conducting such training; however, a copy should be forwarded to the Training Section.

.40 Recruit Training

The Department Training Section shall be responsible for planning and administering all police recruit training and shall operate the Police Recruit Training Academy, in accordance with the Colorado Revised Statutes and rules of the Colorado Peace Officer Standards and Training (P.O.S.T.) Commission.

.44 Police Training Officer Program (field training)

The objective of a comprehensive field training program is to provide recruits with the necessary training to ensure their success as efficient and effective police officers. The Police Training Officer (PTO) Program is managed at respective patrol divisions through selected PTO Supervisors. The Training Academy is responsible for coordination and general oversight of the program and related records management.

At the conclusion of field training, PTO related records must be forwarded to the Training Academy no later than 3 weeks following the release of the probationary officer to the Patrol Bureau for general assignment.

.50 Firearms Training

The Department Training Section shall be responsible for planning and delivering all firearms training and qualifications testing and for keeping accurate records concerning the firearms proficiency of each department officer and any other persons coming under the department's firearms requirements.

.60 Roll Call Training

The Department Training Section shall be responsible for planning and supervising all roll call training. Department units desiring the development of a video project for training purposes shall first seek approval through their respective chain of command, then contact the

Training Section. The Training Section is responsible for scheduling and the development of the necessary resources to complete the project. All video projects must have the approval of the Training Lieutenant (Director).

.70 Outside Training

The Training Section is to be the central clearing house for all announcements concerning police-related seminars and workshops. The Training Section shall communicate available training to department members as the information becomes available.

Each individual unit manager shall be responsible for identifying that unit's outside training needs and ensuring that the requested training meets the needs of the unit and is consistent with the philosophy of the department. The unit manager shall verify the availability of funds and submit a notification of the seminar/workshop to the Division Commander for approval. The notification shall be accompanied with a written justification that includes the criteria used in selecting the applicant and the training, the relationship to the training needs, goals and objectives of the unit, and the estimated cost of the training.

Criteria used for selecting the applicant should include, but not be limited to:

- Current skills, knowledge and abilities of the applicant.
- Ability to apply skills, knowledge and abilities learned in the outside training.
- Expected benefit to the employee, unit and the department.
- Effects expected on job performance after receiving the training.

When training requires overnight travel, the applicant must submit a Travel Authorization Form through his/her chain of command, up to and including the Chief of Police for approval. Upon approval, the applicant will follow procedures outlined in SOP FPS-21 when making necessary travel arrangements. ~~Upon approval, the applicant or unit manager shall then coordinate with the Financial Services Unit which, upon receipt of approved and acknowledged notification, will assist in making the necessary arrangements for transportation, meals, lodging, fees, books, materials and other reimbursements, as necessary.~~

Department personnel participating in outside training shall, upon completion, submit a copy of any certificate received and a critique of the training to their supervisor and the Training Section. Training critique forms can be accessed through the department's Intranet Home Page under Reference Doc & Forms. The Training Section shall update the attendee's training record. These department personnel shall also be required to serve as temporarily assigned instructors for the Training Section, on an as-needed basis.

.80 Managerial and Supervisory Training

The Training Section shall be responsible for developing a managerial and supervisory training program.

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Colorado Spring Police Department

General Order 1702

-- Educational Requirements for Sworn Promotional Positions

Active date: 5/6/2003

Supersedes date:

.01 Purpose

To specify educational requirements needed to participate in promotional testing.

.02 Cross Reference

This space intentionally left blank.

.03 Discussion

This space intentionally left blank.

.04 Policy

The Colorado Springs Police Department recognizes the importance of achieving specific educational standards associated with the sworn promotional ranks in order to help equip officers with the tools and knowledge needed to effectively deal with an increasingly more educated public and the growing complexities of the Police profession. With increasing emphasis by the Department to provide strong and professional leaders, as well as to insure progress in the professional development of the Department, requiring an educational level for supervisors at or higher than those they lead is necessary.

Educational requirements for all sworn promotional positions will be mandatory as of June 30, 2005. The former practice of "grandfathering" or substituting time on the Department, for any or all of the formal education, will not be continued as of June 30, 2005. All sworn employees must meet the listed education requirements to qualify for promotional testing as follows:

Entry Level	Associate's Degree or 60 hours
Sergeant	Associate's Degree or 60 credit hours towards a four-year degree, plus one year in grade
Lieutenant and Commander	Bachelor's Degree, plus one year in grade

All credits must be obtained from an accredited college or university.

.05 Definitions

This space intentionally left blank.

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Colorado Spring Police Department

General Order 1705

-- Career Development

Active date: 10/18/2005

Supersedes date: 9/13/2004

.01 Purpose

To specify the responsibilities of the Training Section, and of employees, related to career counseling and development.

.02 Cross Reference

G.O. 1701, Police Training Section

G.O. 1720, Remedial Training

G.O. 1732, Firearms Qualification

G.O. 1737, PR-24 Baton Training

G.O. 1760, Executive Development Advisory

G.O. 1770, Police Training Officer Program

G.O. 1850, Intra-Department Transfers

.03 Discussion

The Colorado Springs Police Department has established a career development opportunities program in the Training Section and throughout the Department. These opportunities This program has been established for the benefit of all sworn personnel in the Department. The intent of these activities the program is to encourage the improvement of skills, knowledge, and abilities of all sworn personnel in order to accomplish Department and personal goals more effectively.

.04 Policy

Participation in the Career Development opportunities Program is voluntary and all sworn personnel have equal access to training and development opportunities through the program.

The Training Section Director Commander is responsible for identifying, providing notice, and/or administering the Career Development Program. training associated with career development. As the administrator, s/he has the authority to determine the direction the program will take in accomplishing its tasks. Program Objectives are stated in quantitative terms that include, but are not limited to:

- The percentage of sworn personnel who utilized the career development program activities during each calendar year.
- The number of hours of training and education provided to sworn personnel during each calendar year.
- A breakdown of these hours of training and education according to major training category or type.
- The number of hours of remedial training provided to sworn personnel during each

calendar year.

.05 Annual Assessment of the Program

~~The Career~~ Career Development Program opportunities are evaluated annually to determine if the specific training objectives are being met. The annual evaluation assesses the strengths and weaknesses of the training program, the validity and usefulness of the objectives, and the need for changes that would make the training programs more responsive to the Department needs or the needs of individual sworn personnel. If changes are necessary in the training program, the Training Section Director Commander is responsible for insuring that the adjustments are completed.

.10 Career Development and Training Record-Keeping

The Colorado Springs Police Department maintains written records of all basic and in-service training conducted by the Department. It is the responsibility of the individual receiving training from external sources to provide the Training Section with written documentation of that training. Once that documentation has been provided, it is the responsibility of the Training Section to maintain a record of it, along with internal training records. Training records include, but are not limited to:

- Title and content of the course
- Course instructor information
- Date(s) of the course
- Test scores, if any
- Achievement of special skills or honors.

.20 Using Temporary Assignment/Job Rotation in Career Development

The Colorado Springs Police Department uses temporary assignments and job rotation to give sworn personnel on-the-job training in specialized assignments or promotional positions. Examples of temporary assignments or job rotation that the Department uses include, but are not limited to:

- Sergeants acting as Lieutenants.
- Division Commanders acting as Bureau Chiefs.
- Bureau Chiefs acting as Chief of Police.
- Patrol officers assigned to Patrol Support.

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Active date: 6/19/2002
Supersedes date: 12/10/1998

.01 Purpose

To specify the responsibilities of the Training Section and field supervisors in remedial training concerns.

.02 Cross Reference

G.O. 1610, Discipline
G.O. 1732, Firearms Qualification
G.O. 1701, Police Training Section
CALEA Standards 1.3.11; 26.1.4; 33.1.5

.03 Discussion

The department recognizes that attendance at and satisfactory completion of a prescribed training program is not an absolute assurance that the "trained" employee will perform satisfactorily.

.04 Policy

It is each supervisor's responsibility to determine the existing training needs of personnel under their supervision and to furnish, or recommend to the Training Section, retraining when such action is warranted by an employee's inadequate performance. The Training Section is designated as the Department's central training authority and is responsible for the coordination of all remedial training.

.05 Definitions

REMEDIAL TRAINING: Specific instruction to correct an unacceptable skill level or behavior.

.10 Determining the Need for Remedial Training

Prior to recommending remedial training or performing direct action to remediate an employee's training needs, the supervisor will make a reasonable effort to determine the extent of the performance inadequacy. This may be done by review of the employee's performance appraisal, by direct observation of the employee's performance and/or work product, through consultation with other Departmental staff, and by examination of reports pertinent to the employee's performance.

Once it has been determined that an employee's inadequate performance is linked to a lack of required knowledge or skill, the supervisor will, through personal supervision or by notifying the Commanding Officer of the Training Section, take the steps necessary to supply the missing knowledge or to develop the employee's skill.

.15 Criteria for Determining the Need for Remedial Training

The criteria to be utilized in determining the need for remedial training will be a comparison of the employee's performance to the job standards established for the position. Employees whose

performance is judged below standard, due to a lack of requisite knowledge and/or skill, are candidates for additional training or remediation.

.20 Scheduling Remedial Training

If it is determined that an employee's performance inadequacy, if not corrected, would expose the public to unnecessary danger, or the Department to substantial liability, steps to correct the inadequacy must be taken immediately. The supervisor will either correct the problem or arrange with the Training Section to supply the required remedial training. In any event, the employee's Deputy Chief, Commander of Professional Standards, or Director of Management Services will be notified immediately. The Deputy Chief, Commander of Professional Standards or Director of Management Services, at his/her discretion, may reassign the employee to other duties pending successful completion of the training.

Performance inadequacies that pose no clear and present danger to the public or to the Department will be corrected at the earliest practicable opportunity.

When the employee's supervisor contacts the Commanding Officer of the Training Section about a remedial training need, the Training Section will develop an outline and schedule for the employee. They will contact the employee's supervisor and advise of the date, time, and place of instruction. It will be the supervisor's responsibility to arrange for the employee to be at the instruction session(s).

.30 Remedial Training Attendance and Completion

Employees scheduled for remedial training sessions are required to attend. Willful non-attendance will result in disciplinary action.

The standards for remedial training will be established by the Training Section, which will then conduct or arrange for the training required to meet these standards. Upon successful completion of the remedial training, the employee's training record will be updated. Failure to complete the remedial training successfully will result in disciplinary action.

.35 Alternative to Remedial Training

Although remedial training is a viable means of correcting some work-related deficiencies, the process shall not be considered the only means available to the Department for coping with an employee's inadequate performance. Other means, such as transfer or disciplinary action, may be utilized when judged more appropriate to the particular circumstances surrounding the inadequate performance. Any such alternative course of action must follow the appropriate established procedures.

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Colorado Spring Police Department

General Order 1732

-- Firearms Qualification

Active date: 2/29/2008 5:51:07 PM

Supersedes date: 12/10/1998

.01 Purpose

To set firearms qualification procedures for police officers, city marshals, and Colorado Springs Fire Department Fire Investigators.

.02 Cross Reference

G.O. 720, Deadly Force Guidelines
G.O. 815, Deadly Force Investigations
G.O. 920, Firearms Regulations
G.O. 1110, Critical Incident Review
G.O. 1720, Remedial Training

.03 Discussion

As long as citizens are victims of violent crimes, and peace officers of the department are confronted with deadly force in performing their duties, it remains necessary that the peace officers of the Colorado Springs Police Department be properly armed to protect society and themselves. The department has an obligation to see that peace officers be properly trained in the use of all authorized firearms.

.04 Policy

The following provisions apply to all peace officers of the department regarding regular firearms qualifications. All peace officers including Colorado Springs Fire Department Fire Investigators shall qualify, a minimum of four times per year, with any firearms to be carried in connection with the requirements of this Manual. Modifications to general quarterly qualifications may be granted by the Chief of Police based on facility availability due to maintenance or to accommodate other organizational needs.

.05 Definitions

PEACE OFFICER: As used in this General Order and others pertaining to the use of firearms, Peace Officer of the department means Colorado Springs Police Department officers, City Marshals, and Fire Investigators.

FIRE INVESTIGATORS: Means Colorado Springs Fire Department Personnel who have been Colorado P.O.S.T. certified and authorized to carry a Colorado Springs Police Department approved handgun.

.10 Qualify with All Firearms Used

Peace officers shall qualify with any firearms to be carried in connection with the requirements of this manual; a minimum of four times per year, unless temporarily excused by an official waiver, or at the direction of the Chief of Police.

All police officers below Command rank regardless of present assignment, shall qualify during each designated qualification period with the shotgun. Members of T.E.U. shall qualify during each period with all special weapons used, or maintain records verifying proficiency and regular practice with such weapons as are not appropriate for qualification firing.

Any member who fails to qualify with the sidearm or other authorized firearm, by the end of the designated qualification period, shall be prohibited from carrying or using that particular weapon until a passing score has been achieved.

.14 Qualification Periods

Qualification times and dates will be posted by the In-Service Training Coordinator for all personnel below the rank of commander. Staff officers will be required to qualify with their assigned sidearm once a quarter, during open range practice times.

.20 Standards for Qualification

The standards for qualification with a firearm shall be issued by the Chief of Police or designee. A copy of those standards will be maintained by the range officer, at the police range, and at the Training Academy.

.30 Failure to Appear - Guidelines

Peace officers who cannot attend their scheduled firearms training due to a scheduling conflict such as court, vacation, sick leave, etc., must contact their supervisor to be rescheduled.

The following guidelines shall govern disciplinary action for an employee's failure to appear for qualification firing during a required qualification period. All guidelines refer to violations accumulated within any period of twelve consecutive months:

- First violation: Police officers and any others governed by Civil Service Rules will receive verbal counseling documented on a supervisory discussion record; others receive verbal reprimand with written documentation.
- Second violation : Written reprimand.
- Third violation : Suspension without pay, up to a maximum of ten working days.

If a peace officer fails to qualify at the end of the period of suspension, the Chief of Police shall prefer charges against the employee with the City Manager. Discipline may include, but not necessarily be limited to, further suspension or discharge.

.32 Failure to Achieve Passing Score

Authorized Sidearm : If any peace officer has appeared for qualification firing with the authorized sidearm, but has not achieved a passing score by the third formal attempt, the peace officer will be scheduled for remedial training, as soon as possible. The range officer shall immediately notify the Training Section Lieutenant or supervisor, who will notify that member's

Deputy Chief/Commander of Professional Standards.

If the officer has not qualified by the end of the scheduled qualification period, the officer's Deputy Chief or the Commander of the Professional Standards Division at his/her discretion, ~~may will revoke the privilege of carrying the handgun and~~ reassign the member to a position within the bureau that does not necessitate the carrying of a handgun while the member engages in remedial training. If no such position is available, the Deputy Chief or Commander of the Professional Standards Division ~~may consider revoking the privilege of carrying the handgun, placing~~ may place the member on administrative leave ~~and assigning~~ or assign the member to the range until a passing score is achieved.

Disciplinary action shall be initiated against members who cannot meet the minimum acceptable level of proficiency after remedial training. The Chief of Police has the final disciplinary responsibility, after being advised of a member's inability to qualify.

Authorized Special Weapons: Any peace officer who has not achieved a passing score with the shotgun or other authorized special weapon, by the end of the scheduled qualification period, shall immediately begin remedial training and shall not be allowed to use that weapon until a passing score is achieved. Notifications, as described above, will be made. Disciplinary action shall be initiated against members who cannot meet the minimum acceptable level of proficiency after remedial training.

.40 Open Range Practice Times

Open Range practice times will be scheduled and posted for each quarter by the Training Academy staff. The hours may be changed at the discretion of the Training Lieutenant, when necessary. The range officer will notify Communications personnel before 8 a.m. on each day a change is necessary. Communications will broadcast the information to all peace officers, on a timely basis.

.50 Qualifications, Shift 3

Whenever possible, officers working Shift 3 will be scheduled for their firearms qualification at a time compatible with their work schedules, either prior to the beginning of their assigned shift or afterwards.

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Colorado Spring Police Department

General Order 1737

-- PR-24 Baton Training

Active date: 11/9/2004

Supersedes date: 12/10/1998

.01 Purpose

To specify requirements for use of the PR-24 series batons and to specify requirements for PR-24 instructors.

.02 Cross Reference

G.O. 710, Non-Lethal Force
CALEA Standards 1.3.10; 1.3.11; 33.5.1

.03 Discussion

Personnel who elect to carry an authorized equivalent to the PR-24 baton must first receive training specific to that equivalent baton. The PR-24X, PR-24FX , PR-24XTS, PR-24NX, PR-24 FX, PR-24 Control Device and PR-21 Control Device Telescoping Batons and the PR-24S, PR-24STS, PR-24AL, and PR-24ALTS Rigid Batons are the only equivalents currently authorized. The Department will issue the PR-24XTS. Purchase of any of the other equivalents is at the individual's expense.

.04 Policy

Certain personnel of the Colorado Springs Police Department are required to be certified in the use of the PR-24 baton, or an authorized equivalent, and/or are required [to have the baton available while on duty](#) . Instructors for PR-24 training must, themselves, be specially certified as instructors.

.05 Definitions

This space intentionally left blank.

.10 Basic Requirements

All sworn personnel, up through the rank of Sergeant and all City Marshals are required to be certified in the use of the PR-24 baton or an authorized equivalent.

The following Police Department personnel are required to [have the baton available while on duty](#) :

- All police officers up through the rank of Sergeant, when performing duty in uniform. This includes officers performing Extra-Duty assignments.
- City Marshals.

Personnel working plain-clothes assignments are not required to [have the baton available unless they are on duty and in uniform](#) . However, such personnel up through the rank of Sergeant are required to be certified in its use.

.14 Training Required

A minimum of 16 hours of training is required for basic PR-24 certification. Training will be conducted by certified Department instructors only, and the Training Section shall maintain current records of certification and recertification.

To maintain basic certification, ~~the~~ designated personnel are required to undergo four hours of

recertification training ~~every other year, which will include during even years, and four hours of refresher training during odd years, or pass annual~~ passing proficiency and written tests designed by the Training Section staff. Upon approval of a recommendation by the Training Section, additional mandatory or optional enhanced training may occur, such as In-Service.

.20 Instructor Certification

To qualify as a certified Department instructor in the PR-24, an employee must attend ~~20~~ 40 hours of training conducted by a certified Department instructor or other certified instructor.

~~To maintain a minimum of eight hours of training per year is required. Recertification will be required every three years.~~

To maintain certification as a Department Instructor the following must be met:

Instructors must always satisfy the minimum competency standards for certification as an Instructor by obtaining an acceptable rating on techniques listed on a proficiency test sheet, pass a written test with the appropriate number of questions and pass an Instructor presentation assessment. Instructors will be tested by an Instructor-Trainer or International Instructor every two years.

An Instructor shall teach a minimum of 8 hours within a two year period during a Recruit Academy or during In-Service Training.

Department PR-24 instructors will be subject to yearly evaluation, by the Training Section staff, in order to ensure that the criteria for the instructor position are being met. The Training Section staff can order such an evaluation, of any instructor, at any time.

.30 Instructor Selection Requirements

The following guidelines will be used in the selection of certified Department PR-24 instructors.

Selected personnel must have a good work attendance record. ~~Certified P.T.O. ♦s will be given priority during the selection process.~~ Selected personnel must not have accumulated an excessive number of complaints regarding attitude, citizen contacts and use of force.

Applications will not be accepted from personnel who have been subject to any of the following disciplinary actions within ~~one two~~ years of the date of application; additionally, those personnel who are instructors, or who have been certified to be instructors, and accumulate any of the following disciplinary actions within ~~one two~~ years will lose their PR-24 Instructor Certification:

- ~~One Two~~ written reprimands .
- ~~Two monetary fines.~~
- ~~Any combination of the above disciplinary actions.~~
- Any Departmental suspension.

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Colorado Spring Police Department
General Order 1740
-- Environmental Training

Active date: 12/10/1998
Supersedes date: 3/14/1997

.01 Purpose

To ensure that selected personnel are properly trained in specific environmental procedures, and to document that training.

.02 Cross Reference

This space intentionally left blank.

.03 Discussion

The City of Colorado Springs must conform to many environmental requirements that are set at several levels of government. To ensure that the City meets its obligations, the Environmental Services Division was created. That organization assists City agencies to plan environmental procedures and to cope with unusual circumstances, provide training for employees, and performs inspections to ensure the safety of employees and citizens, and to ensure that the City does not incur unnecessary liability.

.04 Policy

The Police Department will provide and document specific environmental training to employees whose duty assignments make such training necessary or advisable.

.05 Definitions

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.10 Training Videos

Environmental Services has provided a series of training videotapes to all City departments. Each department has been directed to identify those job positions whose incumbents will be required to be trained in each of the areas covered by the videos. The Colorado Springs Police Department has identified the following:

Environmental Inspections: This tape concerns what to do when contacted by an inspector from a state or federal agency. It is to be seen by:

- All sworn and civilian supervisory personnel, including unit-level supervisors, program managers and members of Staff.
- All clerical personnel who might have contact with such inspectors; specifically: Office Specialists, Senior Office Specialists, Police Service Representatives.
- All persons assigned to the following facilities: Crime Laboratory, Evidence Office, Impound Lot, Firing Range, Explosives Training areas.

Underground Storage Tanks: This tape explains the required equipment for the tanks and gives guidance for action in problem situations. It is to be seen by Patrol Division Commanders, Lieutenants, and all Sergeants assigned to the Patrol Bureau.

Hazardous Wastes; Solid Wastes; Container Control: These three tapes are required for persons assigned to the Impound Lot, the Crime Laboratory, the Evidence Office, the Firing Range, and the Explosives Unit.

.20 Maintenance and Documentation

The Staff Resources Section is responsible for the following duties:

- Maintaining videotapes
- Obtaining signatures verifying receipt of training
- Identifying employees newly assigned to job positions requiring the training
- Notifying employee's supervisor that training must be received and documented
- Forwarding a list containing the date and names of those employees who have completed training to appropriate supervisors.

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Colorado Spring Police Department

General Order 1760

-- Executive Development Advisory Board

Active date: 12/10/1998

Supersedes date: 1/30/1991

.01 Purpose

To characterize the Executive Development Advisory Board and set out general procedures concerning long term executive training.

.02 Cross Reference

CALEA Standards 22.2.9; 33.1.3; 33.8.2

.03 Discussion

To assist in continually upgrading the professional management qualifications of staff personnel, the Department makes a concerted effort to offer a variety of long term management development schools and institutions related to law enforcement. Further, the Department expects its personnel to accept responsibility for improving their knowledge in job-related fields. The purpose of the Executive Development Advisory Board is to select, for such training, the personnel who will benefit most for themselves and the Department.

.04 Policy

The Executive Development Advisory Board shall screen all candidates who desire to attend any school that falls within the guidelines of this General Order. After the screening process is

completed, the Board shall recommend the best qualified candidates to the Chief of Police.

.05 Definitions

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.10 Board Membership

The members of the Executive Development Advisory Board shall consist of the Deputy Chiefs from each of the Department Bureaus and the Commander of Professional Standards. The Manager of the Staff Resources Section shall act as Secretary to the Board.

.20 Initial Notice

Information concerning relevant schools or training opportunities will be forwarded to the Chief of Police by the Secretary. The Chief of Police will determine if a participant is to be selected for the school. Upon a decision to select an applicant, the Secretary shall post notice of the school and interested personnel will be asked to apply in writing for attendance at the school. The Secretary shall collect the applications and forward them to the Board, along with personnel and training records for each applicant.

.22 Application Review

The members of the Board will familiarize themselves with the course content and instructional objectives of each school. The members of the Board will then independently review each application and record with attention to:

- Commitment to the Values of the Department
- Commitment to the Law Enforcement Code of Ethics
- Academic achievement
- Community involvement
- Commitment to affirmative action goals
- Department tenure
- Effective communication skills
- Interaction with outside agencies
- Law enforcement experience/assignments/training
- Loyalty
- Participation in outside police activities and organizations
- Physical condition/health
- Reliability
- Training of subordinates
- Work quality
- Disciplinary Record
- Performance Evaluation for past year
- Performance Evaluation for current quarter

Board members shall rank the candidates in numerical order of preference. The Secretary shall collect the independent rankings and records.

.24 Decisions

The Secretary will then compile the rankings and present the results to the Chief of Police, for final approval and selection.

.30 Budgetary Limitations

All applications received, in compliance with this order, are subject to limitations of the Department's budget.

.40 Financial Arrangements

The successful applicant(s) shall coordinate with the Financial Services Unit for reimbursement, expenses and arrangements.

.50 Completion of Training

Any person attending long-term executive training may be reassigned, temporarily or permanently, upon return, to best serve the Department.

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Colorado Spring Police Department
General Order 1770
-- Police Training Officer Program

Active date: 7/2/2007 4:55:47 PM

Supersedes date:

.01 Purpose

To outline the duties and responsibilities of a Police Training Officer (PTO), whose primary function is to train recruits in the field. These duties and responsibilities are uniform and consistent across division boundaries and comport with principles of command and control, and the department's philosophy and strategy of community-based problem-oriented policing.

.02 Cross Reference

G.O. 1850, Intra-Department Transfers

SOP P1-149 ♦ Patrol Tactical Rifle Program ♦

SOP P1-169 ♦ Police Training Officer Duties and Responsibilities ♦

SOP TS-40 ♦ Administrative Support Services ♦

SOP TS-100 ♦ Field Training Program ♦

.03 Discussion

The Police Training Officer Program was designed with the career development and job enrichment of the line patrol officer in mind. The program selects patrol officers whose performance has identified them as being exceptionally skilled and ready for additional responsibilities. The prospect of becoming a Police Training Officer may serve as a goal for officers who enjoy patrol-related activities. By compensating the Police Training Officers at a higher rate of pay than regular patrol officers, the department is striving to encourage a sustained, above-average effort.

.04 Policy

The Police Training Officer Program is hereby established to train recruits in the field and enhance patrol officer effectiveness.

.05 Program Requirements

The Police Training Officer (PTO) Program will function based on the established program core competencies and phases, as documented in the current Police Training Officer Manual issued through the training academy.

Each trainee that is trained under the requirements of the PTO program will change time lines once following the mid-term evaluation phase of the program.

Each trainee must complete at least one half of the training program on a swing or midnight shift time line.

.06 PTO Sergeant Responsibilities

The divisional chain of command within the patrol divisions will determine who will function as the PTO Training Sergeant for each shift within a division. Each training sergeant must have completed the Basic PTO Certification course and has the following responsibilities to the program:

- Oversee the PTO training team/PTO officers assigned to his/her shift
- Coordinate with the shift PTO Lieutenants, Divisional Chain of Command, PTO Program Coordinator, and the department's Board of Evaluators when appropriate
- Design and implement the required performance objectives for the compensated PTOs assigned to his/her shift
- Organize and chair the recommended training team meetings
- Review and approve all paperwork and training activities generated from his/her training team and assigned trainees
- Participate as a member of the department's Board of Evaluators

.07 PTO Lieutenant Responsibilities

All lieutenants assigned to a patrol division are responsible for the PTO program for his/her

shift. The patrol lieutenants have the following program responsibilities:

- Monitor the PTO Training Team and program for his/her shift
- Coordinate with the other department Patrol Lieutenants, PTO Training Teams, Divisional Chain of Command, PTO Program Coordinator, and the department's Board of Evaluators when appropriate
- Participate as a member of the department's Board of Evaluators

.08 Board of Evaluators

The department's Police Training Officer Program will be monitored and controlled through the PTO Board of Evaluators (BOE).

The BOE will be chaired by a Patrol Commander assigned by the Deputy Chief of Patrol.

The BOE Commander can convene the board when deemed appropriate for the program's maintenance, trainee termination recommendations, PTO vacancies, etc.

The BOE, at a minimum, will convene following each PTO field training cycle to review the performance of the compensated PTO officers, the effectiveness of the program, and to fill vacancies when necessary.

The board will be responsible for filling all vacancies to the compensated PTO positions from the current eligibility list.

The department's BOE Commander will chair the meetings and determine the members of the Board of Evaluators. When convened, the BOE should consist of sworn supervisors at the rank of Sergeant and Lieutenant from each of the department's patrol divisions. At the discretion of the BOE Commander, PTOs can also be represented at any BOE meeting where personnel or performance issues are not on the agenda.

In the event that the BOE must convene to deal with an urgent PTO matter and the PTO Commander is not available, the Commander of the Office of Professional Standards or the PTO Commander's designee will chair the board.

.09 Trainee Termination Recommendations

In the event one of the patrol divisions determines that a trainee is not responding to training efforts and is not successfully meeting the core competency requirements of the PTO field training program, they may recommend release from employment to the Chief of Police through the Board of Evaluators.

The BOE, for a termination recommendation, will consist of PTO supervisory representation as determined by the PTO Commander. Recommended members of a termination BOE would

include, the PTO Commander, Training Academy Director, and at least one PTO supervisor from each of the patrol divisions.

The involved division's PTO chain of command must coordinate with their Division Commander prior to presenting a recommendation for termination to the BOE.

The PTO Training Team supervisor that is currently responsible for the trainee will coordinate with the Recruit Training Supervisor from the Training Academy and prepare a joint presentation for the Board of Evaluators. This presentation needs to specify, in relation to the PTO program's core competencies, what training issues exist as well as the remedial training efforts that have taken place with this trainee leading up to the recommendation.

The BOE will then be convened by the PTO Commander through the program coordinator to review the training files and presentation.

At the discretion of the BOE Commander, the involved employee may be allowed to speak to the BOE during the recommendation review process.

After review of the information provided, the Board of Evaluators will submit a recommendation through the BOE Commander.

If the recommendation from the BOE is that further training be conducted, then the trainee will be returned to the division training team for follow-up. With this type of recommendation the BOE shall include specific requirements for training and guidance for the training team involved.

If the recommendation is for termination of the trainee, then the BOE Commander will submit a memorandum to the Chief of Police for consideration.

.10 Trainee Probationary Review

The process of training, coaching, and mentoring continues after the police officer trainee completes the PTO program and approaches the end of probationary status. Patrol bureau supervisors and managers are responsible for an ongoing dialogue and sharing of information to ensure that trainees understand and can apply the department's mission, values, and the "We CREATE Community" leadership philosophy. Supervisors and managers must ensure that trainees are performing satisfactorily in all core competencies and can provide an informed opinion that trainees will continue to meet job performance expectations after the probationary status ends.

The BOE is tasked with conducting a comprehensive review and assessment of police officer trainees' job performance through the 11-month performance evaluation review. Following the completion of the 11-month performance evaluation review and before the end of the trainee's probationary period, the BOE Commander will convene a panel of BOE members to include, at

a minimum, the following:

- The Recruit Training Academy Sergeant
- One PTO Sergeant from each patrol division
- One PTO Lieutenant from each patrol division

The review and assessment process by the BOE panel will include the trainee's performance during the Recruit Training Academy, the PTO program and field work as a solo unit through the 11-month performance evaluation review. The BOE panel is empowered to call PTOs, sergeants, lieutenants, and commanders to provide verbal or written information concerning the job performance of trainees.

The review and assessment process will culminate in a memorandum to the Chief of Police summarizing the trainee's job performance in all the core competencies, describing issues of concern, and conclude with one of the following recommendations:

- The trainee has met all job performance expectations and is recommended for release from probationary status.
- The trainee has not satisfactorily met job performance expectations in one or more core competencies and is recommended for an extension of the probationary status.
- The trainee has not satisfactorily met job performance expectations in multiple core competencies and is recommended for termination of employment.

.11 Program Coordinator

In the interest of maintaining department wide consistency with the PTO program, the Recruit Training Supervisor for the Training Academy will function as the department's PTO Program Coordinator.

The PTO Coordinator will be responsible for the following elements of the program:

- Assist with recruit assignments to the division training teams at the end of each academy training cycle.
- Assist the BOE Commander with the BOE processes to include coordinating venues, agendas and notifications for the BOE meetings.
- Provide the division training teams with program information and updates.
- Monitor the progress of the recruit officers from each training cycle as they complete the PTO program in the field. This will include assisting the PTO training teams with remedial training plans and attending training team meetings in the divisions when necessary for program consistency and maintenance.
- Collect and distribute the information from the PTO trainee program evaluations

following the completion of a field training cycle.

- Assist the PTO Commander and Human Resources by monitoring and maintaining records in regards to the current compensated PTO positions on the department.
- The Coordinator will be responsible for reviewing PTO training files for completeness when they are returned to the academy prior to them being filed as training records.
- Communicate with outside agencies in regards to the PTO program.
- Organize and facilitate the PTO Training Officer Certifications schools provided through the Training Academy.

.12 Selection Criteria

In order to establish an equitable process for selection of Police Training Officers, the following basic criteria must be met by potential candidates:

- Candidates must be a Police Officer Second Class, currently assigned to the patrol division performing the duties of a patrol officer
- Must be PTO certified
- Candidates must have a good work attendance record
- Candidates must have passed the most current Physical Ability Test (or have been excluded from taking the test for a medical reason)
- Candidates must not have received a sustained disciplinary action resulting in a written reprimand or higher within one year of the date of application. A recommendation to appeal may be submitted by the affected PTO's Division Commander to the department's Board of Evaluators for consideration.
- Candidates must sign a letter of agreement upon accepting the position, which states they can be dismissed at the discretion of the department's Board of Evaluators.
- As merit pay is an administrative pay increase, it may be removed with no recourse to formal hearing except as outlined in the test program. The removal of the merit pay is not a reduction in compensation or grade requiring a hearing under the Rules of the Civil Service Commission.

The department's Board of Evaluators will review the retention of each PTO at the end of each training cycle.

.13 Application Procedure

Openings for the position of Police Training Officer will be posted as an Internal Posting by the Human Resources Section. An officer seeking appointment shall adhere to the following:

- Submit a Transfer Request Form, a resume of not more than three pages, along with a cover letter explaining why they want to be a PTO to their immediate supervisor. The form will be forwarded to the Human Resources Section and will be handled like any transfer request.

- A review of personnel records will be conducted for each applicant by the employees' PTO Sergeant and approved by the employees' PTO Lieutenant.
- ~~A review of personnel records will be conducted on each applicant.~~

~~Selection will be done by the Department Board of Evaluators.~~

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Colorado Spring Police Department

General Order 1821

-- Pre-Employment Polygraphs

Active date: 12/9/2005

Supersedes date: 6/19/2002

.01 Purpose

To set policy for disclosure of pre-employment polygraph information.

.02 Cross Reference

This space intentionally left blank.

.03 Discussion

Because of the sensitive nature of law enforcement and because of the need to assure public trust, certain prospective employees of the ~~D~~department are required to undergo pre-employment polygraph examinations. In the interest of assuring that the results of these examinations are available to appropriate hiring authorities within the ~~D~~department, and to protect the privacy rights of potential employees **and volunteers**, the following policy is established.

.04 Policy

The results of civilian pre-employment polygraph examinations will be released only to the Chief of Police, the Deputy Chiefs of Police, **or** the Commander of Professional Standards, ~~or the Director of the Management Services Division~~, having operational control over the position. The results of pre-employment polygraph examinations conducted on applicants for sworn positions, will be released to the ~~Staff Resources Manager~~ **head of the background investigation cadre** and will be included with the applicant's selection packet. Polygraph results shall otherwise be confidential and shall not be released to, or discussed with, any other person. Pre-employment polygraph examinations are an internal process that aids in hiring decisions and, as such, do not become public record. **Polygraph examinations are to be conducted by personnel trained in the procedures of detecting deception. The results of a polygraph examination by itself, will not be used as the single determinant of employment status.**

.05 Definitions

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Colorado Spring Police Department
General Order 1825
-- Sworn Management Rotation Plan

Active date: 8/30/2006

Supersedes date: 10/17/2005

.01 Purpose

To establish a rotation program for all levels of the Department's Sworn Supervisors. The rotation program gives the opportunity for growth of specialized skills and brings those skills back to Patrol. New assignments will contribute to career enhancement and further develop leadership potential in keeping with the Department's succession planning and management program. Under this plan, sworn supervisors in specialized assignments may serve in that position for a period of time not to exceed six (6) years. At or prior to the six year time frame, sworn supervisors shall rotate back to a uniformed patrol shift assignment, creating increased opportunities for their peers to apply for a variety of specialized assignments

.02 Cross Reference

G.O. 1020, Principles of Command
G.O. 1030, Rank and Responsibility
G.O. 1040, Principles of Supervision
G.O. 1850, Intra-Department Transfers

.03 Discussion

Job rotation fosters career development and encourages supervisors and Command level officers who have remained in a particular assignment for an extended period to see the organization from a more global perspective. Regular rotation between patrol and specialized supervisory assignments allows for the knowledge and experiences of effective supervisors to be more widely distributed throughout the Department. While command level assignments will be made with this policy in mind, movement could take place at an accelerated rate based on organizational necessity.

.04 Policy

This space intentionally left blank.

.05 Definitions

SPECIALIZED ASSIGNMENT: Consists of any sworn supervisory assignment other than a regular uniformed patrol shift assignment. Supervisory assignments in the Patrol Bureau which are not primarily engaged in direct field supervision of uniformed patrol officers on a shift, such as Division Investigations, Neighborhood Policing and Traffic will be considered Specialized Assignments.

.10 Rotation Plan

Any sworn supervisor selected for a specialized assignment will serve in that position, or any

combination of consecutive specialized assignments, for a maximum of six (6) continuous years, after which they will transfer back to a uniformed patrol shift assignment. This time limit will be calculated from the date the sworn supervisor last served in a uniformed patrol shift assignment, regardless of any movements within or among teams, sections, or units that are also specialized assignments. At the discretion of the specialized unit's Division Commander, sworn supervisors who reach the six-year time limit mid-year may be permitted to remain in the specialized assignment until the end of that calendar year. A sworn supervisor upon returning to patrol from a specialized assignment must serve a minimum of one year in patrol ~~before being assigned to another prior to applying for an any additional specialized assignment. unit .~~ A supervisor may apply for a specialized assignment prior to the completion of the minimum one year in patrol, as long as the assignment does not *begin* prior to the conclusion of the one year minimum commitment.

In exceptional cases where the transfer of a supervisor from a specialized position at the end of six years would create a critical operational failure, the Division Commander of that specialized unit may make a written request to the Chief of Police requesting a one-time extension in that position for one or two additional years. Examples of a critical operational failure might include the loss of supervisory continuity due to transfer of several supervisors from the same unit within the same year, non-availability of critical highly technical training essential to basic job requirements, or like situations. Any such extension will apply only to the current specifically identified circumstance, but not to future assignments in that position.

.15 Newly Promoted Sworn Supervisors

Newly promoted sworn supervisors will serve a minimum of one year in a regular uniformed patrol shift assignment following their date of promotion before becoming eligible to apply for a specialized assignment. Any exceptions to this section will require the approval of the Chief of Police. However, organizational necessities will dictate assignments for Command level personnel. Any exceptions to this section will still require the approval of the Chief of Police.

.20 Rotation Out of or Between Patrol Assignments

Sworn supervisors who have served six (6) consecutive years in a uniformed patrol shift assignment, either on the same shift or at the same division will be required to move to a different shift and/or a different division and/or transfer to a specialized assignment.

Any sworn supervisor who has remained in any assignment for six (6) or more continuous years, who does not choose to voluntarily move, will be subject to involuntary reassignment at the discretion of the Chief of Police. Nothing in this General Order shall limit the ability of the Chief of Police to assign personnel at his or her sole discretion at any time.

.30 Sergeants, Lieutenants, Commanders and Deputy Chiefs

Management personnel identified as Sergeants, Lieutenants, Commanders and Deputy Chiefs may be transferred at the discretion of the Chief of Police.

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General Order 1830

-- Performance Evaluation

Active date: 4/13/2005

Supersedes date: 1/12/2004

.01 Purpose

To set policy and procedures for evaluating the work performance of sworn and civilian personnel.

.02 Cross Reference

Staff Resources SOP, SR-24 Performance Evaluations

CALEA Standards 35.1.1; 35.1.2; 35.1.3; 35.1.4; 35.1.5; 35.1.6; 35.1.9; 35.1.10; 35.1.11; 35.1.12; 35.1.13; 35.1.14

.03 Discussion

Basic information on performance evaluation procedures is contained in this section; additional information is in the Staff Resources Section SOP on Performance Evaluation and the Colorado Springs Police Department Performance Evaluation Process.

.04 Policy

The performance evaluation system is designed to provide a comprehensive method by which all employees of the Department may be evaluated on their individual performance, as it relates to their positions and assignments, and applies only to the performance during the given rating period. ~~For non-probationary employees evaluations~~ Evaluations are formally conducted annually, with informal evaluations completed tri-annually during the rating year. Written performance evaluation reports of new employees, while on probation will be completed based on the following schedule ~~on a bi-monthly basis~~ and forwarded to the Staff Resources Section.

- Civilian employees on a 6-month probationary period are evaluated at both 3 months and 5 months.
- Civilian entry level employees on a 12-month probationary period will be evaluated at 3 months, 5 months, 8 months, and 11 months.
- Additional tri-annual reviews are not required during the probationary period.
- Recruit Police Officers are on a 12-month probationary period from the date of graduation and are evaluated bi-monthly following completion of PTO.
- Lateral Police Officers are on a 12-month probationary period from the date of hire and are evaluated bi-monthly following completion of PTO.
- Rehired Police Officers are on a 12-month probationary period from the date of rehire and are evaluated bi-monthly.
- Promoted Police Officers are on a 12-month probationary period and are evaluated at 3, 6 and 11 months.

.05 Definitions

.06 Distinctions Between Civilian and Sworn Evaluation Systems

Civilian Employees: The probationary period for civilian employees can be 6 months or 12 months, depending on the civilian's position. ~~is six months.~~ All new employees are notified as to the length of their probationary period upon hire.

Civil Service Employees: The probationary period for recruit officers is for the duration of the Training Academy and until certified as a Police Officer IV. The Police Officer IV then completes twelve months of probation. ~~Rehired, lateral, and promoted officers will complete a 12-month probationary period.~~

.10 Goals of the Performance Evaluation Process

The main purpose of the performance evaluation is to assure that employees and supervisors discuss job performance on a regular basis.

.12 Supervisor

A supervisor's role requires continual evaluation of each subordinate's performance. At the beginning of each rating period, the immediate supervisor will meet with the employee to discuss performance expectations. New performance objectives will be established for the year using the ~~Department's Performance Assessment Evaluation Form.~~ ~~Department evaluation form.~~ Both the employee and the supervisor sign the evaluation forms once the performance objectives have been developed. This must be completed by January 31st of each year, or within the first month for a newly hired employee.

In work groups where there are several supervisors who oversee the work of a group of employees, such as Patrol, the supervisors will meet together collegially to discuss ~~and rate the performance of assigned~~ employees. The assigned supervisor for an employee is responsible for holding the evaluation meeting with the employee ~~and for making rating decisions after considering input from other involved supervisors.~~

During the year, the supervisor will meet with the employee at least tri-annually to discuss performance. The review will be documented on the evaluation form.

The performance evaluation is not a substitute for the daily interaction between employees and supervisors. A supervisor should commend excellent performance and correct unacceptable performance, at the time it occurs.

~~When~~ If a supervisor believes that an employee's performance ~~is unsatisfactory needs improvement overall or in any specific rated dimension, the that~~ supervisor ~~will~~ must provide written ~~notification notice~~ to the employee and prepare a performance improvement plan . ~~a minimum of 90 days prior to the end of the rating period.~~ The supervisor should voice any concerns about an employee's performance, as soon as it becomes apparent, and enter any incidents in the employee's ~~record-tri-annual evaluation~~ for ~~later~~ discussion and counseling, if required. ~~Written notice of unsatisfactory performance will be provided to the employee a minimum of 90 days prior to the year end rating period, unless the unsatisfactory performance~~

occurs in the last trimester. If this occurs, written notice will be provided to the employee as soon as practicable.

.14 Performance Improvement Plans

When an employee's overall performance rating is determined to be "Needs Improvement," the supervisor must initiate a Performance Improvement Plan with the employee. Employees whose work performance is unsatisfactory in any critical function of their job or who, in the sole judgment of their immediate supervisor, are behaving in the workplace in a manner that causes disruption or impedes work shall also be placed on a Performance Improvement Plan. The plan should identify the problem areas of work production and/or problem behaviors and establish a timeline (not less than 30 days) and describe corrective actions. If the employee fails to meet the requirements of the improvement plan, that employee is subject to termination. All Performance Improvement Plans must be discussed with and reviewed by the Police Staff Resources Manager prior to implementation.

.16 Employee Responsibility

The first step in preparation for the evaluation meeting, whether for a ~~quarterly~~ tri-annual or the annual meeting, is to have the employee prepare a self-evaluation. This is optional, but strongly recommended. Employees have the opportunity to provide a statement of accomplishments to their supervisors. They also should honestly consider areas that could have been improved or that need further development. The employee should review all personal documentation to complete the self-evaluation.

.20 Designation of Raters and Reviewers

Individuals who shall serve as raters and reviewers for the employees in each division shall be designated in advance. An employee's rater will normally be his/her immediate supervisor. The reviewers normally will be the rater's next two levels of supervision.

.22 Rater and Reviewer Responsibility

The rater's responsibility is to prepare the performance evaluation as accurately and as objectively as possible. The criteria for the performance evaluation must be specific to the position occupied by the employee during the evaluation period.

The rater will evaluate the employee, using the ~~performance evaluation forms~~ Performance Assessment Evaluation Form and the current job description. Whenever a rater has concerns about an evaluation, the reviewer should be consulted before completing the evaluation. Similarly, when a reviewer has concerns about a pending evaluation, she/he should discuss them with the rater.

Prior to meeting with the employee, the supervisor will present the completed evaluation form to the next level of supervision for review. ~~Managers and second level managers~~ Reviewers will assure that the ratings are fair, and impartial, and that ratings are applied uniformly. They will bring concerns about an evaluation to the attention of the supervisor and act to bring about

necessary changes before any evaluation meeting is held with an employee.

The rater will sign and date the appropriate section on the performance evaluation form. The rater shall then conduct individual, private discussions with the employees whom s/he has rated. At the end of the meeting, the employee will sign the rating form and may make comments of the form. A copy of the performance evaluation should be presented to each employee rated, at the completion of the appraisal interview.

The rater will forward the completed performance evaluation form(s) to the designated reviewer. After review, the performance evaluation forms will be placed in the individual's CSPD personnel file where ~~it they~~ will be permanently retained. Copies of the ~~appraisal-annual Performance Assessment Evaluation Form~~ will be forwarded to the City's Human Resources Department.

~~The rater's supervisor will evaluate the rater regarding the quality of ratings given to employees. In the course of preparing performance evaluations for their subordinate supervisors, managers will consider the accuracy and quality of evaluation ratings administered by raters under their supervision and will comment on this component as appropriate.~~

.45 Review Process for Contested Evaluation Reports

The Police Department believes that the need for review will be rare, based on the established system discussed in this order. ~~While performance ratings are not appealable, if an employee has concerns that s/he is not being rated fairly by a supervisor on a first or second trimester performance assessment, that employee may informally contact the next level of supervision for discussion, if there has not been successful resolution of the concerns. This should be done as early in the evaluation year as reasonable.~~ shall request in writing, a review by the rater's supervisor. This written request shall include the reasons that the employee feels the review was unfair. Supporting documentation should be attached to this memo with copies provided to the rater, the reviewer, and the Staff Resources Manager. The reviewer will hold a meeting to discuss the evaluation with the employee, the rater, and the Staff Resources Manager. The reviewer will provide a written response regarding the evaluation to the employee, with copies given to the rater and the Staff Resources Manager.

If an employee receives an annual evaluation that shows the employee as Needs Improvement ~~or Unacceptable~~, ~~the following action may be taken. When and~~ the employee believes that s/he has compelling reasons and solid documentation of performance to support a different rating than what was given, s/he may request a review of the rating up three levels above the supervisor in the chain of command. ~~This request shall be made in writing through the chain of command with a copy provided to the Staff Resources Manager. The reviewer will schedule a meeting to discuss the evaluation with the employee, the rater, and the Staff Resources Manager. This action may be taken only for an annual evaluation.~~

For more detailed information, see Staff Resources Section SOP: SR-21 Performance Evaluation. ~~and Colorado Springs Police Department Performance Evaluation Process.~~

.60 Performance Feedback Process

A performance feedback process complements the annual evaluation by providing feedback to supervisors from their employees using the Leadership Development Tool to assess supervisors' performance. Employees have the option of identifying themselves on their supervisors' Leadership Development Tool forms but are not required to do so. Because anonymous input lacks source accountability, it will not be used in the annual rating of supervisors' performance. However, the performance feedback received by supervisors should be used to help identify supervisory performance strengths and weaknesses and as a general guide for professional development and growth. The formal linking of supervisors' performance feedback on their Leadership Development Tool forms with their performance evaluations will be subject to periodic re-evaluation by the Chief of Police.

.62 Administration of Performance Feedback Process

The Leadership Development Tool, available on the CSPD intranet, will be administered each year in December following the year-end November performance appraisal by the supervisor of his/her employees. Every sworn and civilian supervisor (i.e., sergeants, first line supervisors, lieutenants, managers, commanders, deputy chiefs, and chief) will provide his/her direct report subordinates with Leadership Development Tool forms containing the supervisor's name and date filled in the designated blocks at the top of the form. All employees will be required to complete the form. Employees will be encouraged but not required to identify themselves by signing the completed forms. Completed forms will be returned to the supervisor in a manner which ensures anonymity.

.65 Use of Performance Feedback Results

Supervisors will review the results of their performance feedback from the Leadership Development Tool forms submitted by their employees and will prepare a written summary for their immediate supervisors/managers. The summary should include the composite results of the feedback. Supervisors will submit the following to their immediate supervisor/manager:

- Summary of Leadership Development Tool results from his/her employees
- Actual forms turned in by his/her employees

While the feedback information may be used as an annual goal-setting aid for supervisors and managers, it is not used at this time for performance evaluation.

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Colorado Spring Police Department

General Order 1835

-- Grievance Procedures: Civilian and Sworn Personnel

Active date: 11/11/2006

Supersedes date: 6/19/2002

.01 Purpose

To establish effective procedures for the fair, expeditious, and orderly adjustment of grievances.

.02 Cross Reference

Section 16, Professional Ethics and Discipline

Section 18, Personnel Function

Section 19, Employee Well-Being Personnel Policies and Procedures

Civilian Policies and Procedures Manual

Sworn Policies and Procedures Manual

~~Separate manuals for City civilian personnel and civil service personnel.~~

.03 Discussion

This directive has been designed to define specific internal procedures related to grievances that are unique to the police department.

.04 Policy

The police department follows the grievance procedures outlined in the city's [Civilian and Sworn](#) ~~two~~ Personnel Policies and Procedures Manuals, with the exception that the grievance process will be coordinated through the [Staff-Human](#) Resources Manager, who will provide copies of grievances and responses to the Director of Human Resources. Matters dealing with discipline are excluded from the grievance process; actions of this nature will be handled within the parameters of current disciplinary procedure. No employee shall be subject to reprisals for submitting a grievance.

.05 Definitions

This space intentionally left blank.

.10 Coordination

The [Staff-Human](#) Resources Section will be responsible for the coordination of grievance procedures and will conduct an annual analysis of grievances filed the previous year. The analysis will deal with grievances anonymously.

.20 Submitting Grievances

Employee grievances and employer responses must be in writing with a copy provided to the [Staff-Human](#) Resources Manager, who will coordinate with the Director of Human Resources for the city at all levels of the grievance process.

A written grievance shall contain the following information:

1. A statement of the grievance and the facts upon which it is based
2. The alleged violation
3. The remedy or adjustment sought
4. The signature of the aggrieved ~~officer~~-employee

.22 Receipt and Response

Each person receiving a written grievance will acknowledge receipt by noting time, date, and

receiver's name.

Written responses to grievances shall contain the following information:

1. An affirmation or denial of the facts upon which the grievance is based
2. An analysis of the alleged violation
3. The remedy or adjustment, if any, to be made
4. The signature of the appropriate management representative

.30 Grievance Records

The ~~Staff-Human~~ Resources Section is responsible for the maintenance and control of grievance records. All records of written grievances shall be forwarded to the ~~Staff-Human~~ Resources Section by the ranking staff member involved in the grievance procedures. These records are confidential and access is limited. Access to the files must be authorized by the Chief of Police.

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Colorado Spring Police Department

General Order 1850

-- Intra-Department Transfers

Active date: 7/5/2007 11:03:03 AM

Supersedes date: 4/16/2001

.01 Purpose

To state policy and designate procedures for insuring that all sworn personnel at the police officer ~~or sergeant~~ classification are notified of, and are permitted to apply for, sworn position vacancies; and to define the procedures for internal transfers.

.02 Cross Reference

G.O. 1705, Career Counseling and Development

G.O. 1825, Sworn Management Rotation Plan

Staff Resources Section SOP SR-14, Internal Postings for Police Officers

.03 Discussion

While the basic law enforcement functions of each sworn member of the department are similar, specialized positions have been identified throughout the department. As part of the Career Development Plan, time limits have been established for the tenure of officers ~~and sergeants~~ in specialized positions, allowing for movement among positions, thus enhancing skills and abilities of all members. Positions have been categorized into two groups: core and non-core. ~~Ne~~

~~time limits or core positions have been established for sergeants.~~ Police officers holding positions on December 31, 1992, are grandfathered in those positions, provided they ~~have~~ maintain an acceptable and effective level of ~~appropriate~~ performance.

.04 Policy

When vacancies occur in any positions filled by sworn employees below the rank of ~~Sergeant~~ Lieutenant, it is the department's responsibility to offer all qualified officers the opportunity to apply and be considered for them. Procedures in this General Order will assure that all qualified officers ~~and sergeants~~ may be considered for transfer to the various department bureaus or specialized components of them.

.05 Definitions

SPECIALIZED POSITION: ~~Any Police Officer position except Patrol Officer.~~ Any sworn assignment other than a regular uniform patrol shift assignment.

CORE POSITION: A position identified by the Deputy Chief of a Bureau, the Commander of Professional Standards, or the Director of Management Services, which requires the consistency of an ongoing incumbent. An incumbent may have permanent tenure in a core position if he/she maintains an acceptable and effective level of ~~has appropriate~~ performance. A higher level of performance is expected of incumbents in core positions.

NON-CORE POSITION: A position that has a designated duration. Incumbents in non-core positions must transfer out of those positions by the end of the calendar year in which the tenure ends.

GRANDFATHERED: Officers holding positions as of December 31, 1992, are permitted to remain in those positions and are not subject to time limits, provided they maintain an acceptable and effective level of ~~have appropriate~~ performance.

.07 Eligibility to Transfer

To be eligible to apply for a specialized position, ~~an officer candidates~~ must be a non-probationary Police Officer. ~~III or Sergeant, with a passing score on the most current Physical Ability Test (unless medically excused).~~ Employees currently on an active Performance Improvement Plan are precluded from applying for a specialized position. Police officers who have held two consecutive specialized positions must transfer to a patrol officer position for at least one year before being ~~eligible to apply for transfer again to a~~ assigned to another specialized position. An officer may apply for a specialized assignment prior to the completion of the minimum one year in patrol, as long as the assignment does not *begin* prior to the conclusion of the one year minimum commitment. ~~Sergeants are eligible to transfer to a~~

specialized position at any time. Sergeants' eligibility for transfer is governed by G.O. 1825.

.08 Transfers within Sections by Special Direction

Bureau chiefs are authorized to make transfers within a Section, provided that a vacancy does not exist, to increase efficiency. The original time limit established for the officers affected, if any, would not be changed. No extension of time in an assignment would be granted, nor would this be considered a second specialized assignment.

.09 Core Position and Tenure Information

OPERATIONS SUPPORT

JOB ASSIGNMENT	NUMBER OF INCUMBENTS	NUMBER OF YRS ALLOWED (TENURE) IN ASSIGNMENT	CORE POSITIONS
Airport Officer	18	4	0
Air Support Unit	3	6	1
Canine (K9)	5 8	5 (or career of dog) (or natural life of dog)	2
Comm Veh Enf (CVE)	2	4	0
Computer Crimes	2	10	1
Financial Crimes	6 7	4	2
Fugitive (F)	2	4	1
Gold & Silver/Pawn (GS)	1	4	0
Homicide (H)	9	4	3
Juvenile (JUV)	4	4	1
Metro VNI (VNI)	19	5	4
Metro VNI (CLAB)*	1	10 (core)	1
Robbery (ROB)	4	4	1
Sex Crimes (S)	8 9	4	3
TEU (TEU)*	15	6 (non core) & 10 (core)	5

PATROL

JOB ASSIGNMENT	NUMBER OF INCUMBENTS	NUMBER OF YRS ALLOWED (TENURE) IN ASSIGNMENT	CORE POSITIONS
Accident Investigation/MAU	27	4 5	4 8
Building Security (SEC)	2	4	0
DUI Specialist	8	4	0
Falcon Inv (FCI)	5	4	2
Gold Hill Inv (GHI)	9	4	2
Sand Creek Inv (SCI)	9	4	2
Stetson Hills Inv (SHI)	5	4	2
Motorcycles (MTR)	25	5	4
School Enforcement Officer	4	4	0
SRO/NRO/PROCPO (NPU)	4 47	5	8

OFFICE OF PROFESSIONAL STANDARDS

JOB ASSIGNMENT	NUMBER OF INCUMBENTS	NUMBER OF YRS IN ASSIGNMENT	CORE POSITIONS
Range Officer (RG)	2	8	1
Roll Call Training (RC)	1	4	0
Training Officer (TR)	4	4	1
In-Service Training Ofcr (ISTR)	1	4	0
Crime Stoppers (CS)	1	4	0
Student Crime Stoppers (SCS)	1	4	0
Recruiting Officer (REC)	1	4	0

MANAGEMENT SERVICES

JOB ASSIGNMENT	NUMBER OF INCUMBENTS	NUMBER OF YRS IN ASSIGNMENT	CORE POSITIONS
Res & Dev (RD)	2	4	0

* Metro VNI Clan Lab and TEU core positions are capped at 10 years

.10 Notice and Application Process

These steps shall be followed in announcing openings and applying for positions designated to be filled by Police Officers ~~or Sergeants~~:

All components (Bureaus/Divisions/Sections/Units) that anticipate an opening, or openings, will contact Human Resources to initiate the posting process. ~~complete a Transfer Requisition form and send it to the Police Staff Resources Section.~~

The Police Human Resources Section will prepare an internal posting and distribute it for posting on all Department bulletin boards. Positions will be posted for a minimum of two weeks and a maximum of thirty days. Postings may indicate that an eligibility list (no less than six months and no more than twelve months in duration) ~~of a limited duration~~ will be established; it is not necessary to establish an eligibility list for all positions.

Postings will include the expected date of transfer (if known), the length of the assignment, minimum qualifications for the position, and desired qualifications for the position (if applicable). Selection criteria may vary, according to the nature of the position to be filled, but will be noted on any specific posting.

Any officer ~~or Sergeant~~ who meets the minimum qualifications stated in the posted announcement, and who is interested in competing for the assignment, is required to ~~will~~ submit a ~~Transfer Request Form~~ Sworn Internal Application to his/her immediate supervisor. Employees are encouraged to review the requirements, knowledge, desired skills and abilities, and desired training for each specialized assignment prior to submitting a ~~Transfer Request Form~~ Sworn Internal Application, to determine eligibility and interest in a given specialized assignment. The ~~form~~ application will then be forwarded through the chain-of-command ~~channels~~ to the Human Resources Section.

~~Upon receipt of the forms~~, The Human Resources Section shall screen all Sworn Internal

Applications ~~requests~~, and forward those meeting minimum qualifications, including transfer eligibility, to the requisitioning entity. The Human Resources Section ~~Manager~~ shall ~~date/time stamp sign~~ the ~~form application~~, and return a copy ~~through channels~~ to the Commander or appropriate Program Manager submitting the ~~application request~~, notifying those persons not meeting minimum qualifications that their ~~application request~~ cannot be considered, or informing those who satisfy the minimum requirements that the ~~application request~~ has been forwarded to the selecting authority.

.15 Selection Process

The selecting authority must be composed of no less than three people, of a rank equal to or greater than the position under consideration. The selecting authority may consider representation from outside the Division or Bureau, and may use incumbent employees, when appropriate.

The selecting authority is required to review Personnel records, Internal Affairs records, and past Performance Assessments (no less than the previous two years plus the current year). The selecting authority may use any or all of the following methods in their decision: past and/or current work product sample, written exam or exercise, oral interview, role-playing scenario, physical ability test, professional certification(s), written comments from or interviews with current and/or past supervisors, written comments from or interviews with current and/or past peers, drug screening, polygraph exam, or psychological evaluation.

The selecting authority shall submit potential interview questions/test components to Human Resources to be reviewed for appropriateness and employment law compliance prior to actually conducting the selection process.

Candidates ~~Officers~~ selected for an interview will be notified of the date, time, and location of the interview, and will be informed again of the selection process. ~~The selecting authority will wait at least 7 calendar days between the posting closing date and the actual selection process to ensure that all Sworn Internal Applications have been received and processed through Human Resources.~~ The selecting authority is not required to interview all applicants; the selecting authority may screen applications and select the most qualified applicants for interview, especially if there are a large number of applicants. Officers not selected for an interview may request an explanation by sending a memorandum through ~~channels~~ ~~the chain-of-command~~ to the Deputy Chief or the Director of the Bureau or Division filling the vacancy.

Once the selection process is completed, if noted on the posting, a banded list of eligible applicants will be compiled by the selecting authority. The eligibility list will be sent to all applicants by the Human Resources Section. ~~Current and future reassignments will be made from the eligibility list (if applicable) to fill existing vacancies. If future vacancies occur, the selecting authority will fill them from the existing list.~~ If the selecting authority does not wish to establish an eligibility list, a memorandum will be sent to all applicants indicating the name of the person selected to fill the position. As a courtesy, the selecting authority should personally

contact all individuals who were not selected.

All transfers are conditional upon demonstrated effective performance for a period of six months, and personnel are evaluated bi-monthly during that period.

All documents used to qualify, post, test, and assess candidates will be packaged by the selecting authority and forwarded to Human Resources, where they will be retained for two years.

~~Transfer Request Forms submitted for announced openings shall be filed by the Staff Resources Section for a period of three years.~~

.20 Sergeants, Lieutenants, Commanders, and Deputy Chiefs

Management personnel identified as [Sergeants](#), Lieutenants, Commanders, and Deputy Chiefs, may be transferred at the discretion of the Chief of Police.

.32 Polygraphs Required

Sworn or civilian personnel who transfer into a component that the Chief of Police considers sensitive (for example, Vice, Narcotics, or Intelligence) shall be given, and must satisfactorily complete, a polygraph examination before the transfer is approved.

.40 Exception

The Chief of Police may intervene in any case involved in this order and make appointments to positions, as deemed appropriate.

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Colorado Spring Police Department

General Order 1885

-- Meritorious Service Awards

Active date: 2/6/2006

Supersedes date: 6/19/2002

.01 Purpose

To list the meritorious service awards presented by the Department and the procedures for awarding them, and to designate the makeup and procedures of the Awards Committee.

.02 Cross Reference

G.O. 1887, Gun and Badge Retention

CALEA Standard 26.1.2

.03 Discussion

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.04 Policy

The Colorado Springs Police Department expects a high level of professional conduct from all employees; however, personnel of the Department frequently perform their duties in a manner exceeding the highest expectations of the Department. When such conduct occurs, official commendations shall be made. Commendations may originate from citizens or from within the Department, and are intended to cite exemplary conduct and standards that all personnel of the Department should strive to attain. Additionally, the Department honors those citizens of the community who substantially assist the Department, in an extraordinary manner, beyond their normal civic responsibilities. The Awards Committee is hereby established and will be responsible for evaluating and classifying commendation reports and for recommending appropriate action to the Chief of Police.

.05 Definitions

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.10 Membership Of Committee

The Awards Committee shall consist of:

- All Commanders of the Department, permanent positions
- [Director of Management Services Division, permanent position](#)
A representative of the Police Protective Association, permanent position
- A Lieutenant, appointed by the Chief of Police, who shall serve a two-year term to be filled in July of even-numbered years
- A Sergeant, appointed by the Chief of Police, who shall serve a two-year term to be filled in July of odd-numbered years

Unexpired terms will be filled by appointment of the Chief of Police for the duration of the term. Lieutenants and Sergeants desiring appointment to the Committee shall submit a memorandum to the Chief of Police.

.22 Recommendations for Awards

Any employee may initiate the award review process by submitting a memorandum to the Awards Committee. The memorandum shall include all names of persons involved in and the circumstances of an event, the names of witnesses, and any other pertinent details. Employees making recommendations to the Awards Committee shall forward the information to the Staff Resources Section, which schedules and prepares for Committee meetings.

.26 Special Procedures for Citizens

Any Department employee may recommend a citizen for one of the two appropriate awards by submitting a memorandum to his/her supervisor fully describing the reasons for the

recommendation. No member will inform a citizen that she/he is being recommended for an award until the Awards Committee so indicates. The recommending member shall be present for the award presentation.

.30 Committee Procedures

The Committee shall meet when called by the Chairperson. The Staff Resources Office shall be responsible for scheduling periodic meetings, as appropriate, for consideration of requests.

In order for the Committee to make recommendations, at least five members must be present at a meeting of the Committee, each member having one vote.

The Staff Resources Office shall assure that all documents pertaining to matters under consideration by the Committee are packaged and delivered to Committee members prior to meetings.

A majority vote of the Committee members present and voting shall be necessary to approve any request.

Requests for awards shall be heard and voted upon separately; however, when two or more persons are to be cited for awards arising out of their joint acts, the requests may be heard and voted upon at the same time.

The Awards Committee will present its recommendations, and all associated materials, to the Chief of Police. The Chief of Police shall make the final determination on all recommendations.

.34 Issuance of Awards

The Chief of Police shall issue awards, at any given or specific ceremony, at the earliest opportunity. Representatives of the news media will be specifically invited to attend any ceremony. All persons to receive awards will be invited to attend with their spouses and immediate families as guests of the Department.

.38 Wearing of Department Awards

City Marshals and sworn personnel of the Department who are awarded the Police Medal of Honor, the Police Medal of Valor, the Distinguished Service Award, the Purple Heart, the Life Saving Medal, the Police Star, or the Department Commendation are requested to wear the ribbon bar on the authorized outer garment. The ribbon bar will be worn on the right breast, centered 1/4 inch above the name plate.

.40 Awards for Meritorious Service

The following Departmental awards are hereby established and will be presented to Department personnel and citizens, in accordance with the criteria established for each award.

.42 The Police Medal of Honor

This is the highest award in the Department and is to be awarded to a police officer or City Marshal who voluntarily distinguishes himself/herself, conspicuously, by gallantry and extraordinary heroism. The act must be beyond normal demands and of such a nature that the

recipient was fully aware of the imminent threat to his/her personal safety and acted above and beyond the call of duty, at the risk of his/her life.

.44 The Police Cross

The Police Cross is in rank in the Department next to the Medal of Honor and is to be awarded if an officer or City Marshal lost his/her life in performance of duty, under honorable circumstances. The Police Cross may be awarded in addition to any other award the recipient may be entitled to in making the supreme sacrifice.

.46 The Police Medal of Valor

The Police Medal of Valor is ranked next in prominence to the Police Cross. The Medal of Valor is to be awarded to any police officer or City Marshal for extraordinary heroism at imminent risk of serious bodily injury, the recipient demonstrating courage through voluntary actions, in an extremely dangerous situation, but not justifying the award of the Medal of Honor.

.47 The Distinguished Service Award

The Distinguished Service Award is to be awarded to any police officer or City Marshal who, in the performance of normal police duties, is faced with imminent risk of serious bodily injury, and displays courage in carrying out the necessary action to contain the situation. The situation must have been handled in a manner that is consistent with all policies and procedures and reflects favorably on the Department.

.48 The Purple Heart

The Purple Heart is to be awarded to any police officer or City Marshal who is seriously wounded in the line of duty, by an assailant, while involved in a combat situation. The injury must not be the result of, or concurrent with, any conduct of the recipient that is less than acceptable by all standards.

.50 The Life Saving Award

To be awarded to any Department member for saving a human life. This award is intended for all members directly responsible for saving a human life. Documentation and supporting evidence must be included, such as statements from witnesses, physicians or supervisors. This award may also be made upon evidence that the member's actions prolonged a human life, permitting the victim to be treated by medical authorities, even though the victim may have died later. This award may be presented in addition to other medals.

.52 The Police Star

May be awarded to any police officer or City Marshal of this Department who is seriously injured, in the line of duty, while involved in an enforcement action. The injury must not be the result of, or concurrent with, any conduct of the recipient that is less than acceptable by all standards. Although this award is primarily intended to recognize the victims of assaults, who are properly performing their duties, the Committee may consider injuries resulting from fires, explosions, etc.

The Committee may not consider injuries sustained from falls on ice, motor vehicle accidents, and the like, unless the evidence clearly indicates the victim had exhausted all reasonable safety

precautions and had no control over the circumstances. It will be issued in the form of a certificate and a ribbon bar.

.54 Department Commendation

This is an award, granted to any officer or civilian employee, for an outstanding act or achievement that brings credit to the Department and that involves performance above and beyond that required by the employee's basic assignment. It will be issued in the form of a certificate and a ribbon bar.

.58 The Colorado Springs Police Award

This award is designed to show appreciation for heroism, or outstanding service, by members of other law enforcement agencies who acted in cooperation with the Colorado Springs Police Department. This award is equivalent to the Medal of Valor.

.60 The Civilian Medal of Distinction

This is the highest award granted a citizen or civilian employee for a contribution to the Colorado Springs Police Department that impacts public safety, as described in paragraph .62. The recipient must have been fully aware of the imminent threat to personal safety and acted at the risk of his/her life. This award is presented annually to a citizen who is selected by the sponsor of the Medal of Valor luncheon. The Police Department will provide a medal to the sponsor for this purpose.

.62 Citizen's Award of Appreciation

This award is presented to a citizen who provides outstanding assistance to the Department in preventing crime; or apprehending criminals; or renders an outstanding service to the Department that would be worthy of Department recognition; or performs an outstanding heroic act, at considerable personal danger to himself/herself, which culminated in saving a life. The Committee shall have the option of awarding a special plaque to accompany the Citizen's Certificate if the Committee feels the citizen's act warrants such action. The following examples illustrate some types of actions suitable for this award:

- Apprehending a person who has committed a criminal act, either by making or assisting in the arrest, or by providing information which leads to an arrest
- Assistance to the police in preventing criminal acts
- Directly aiding a police officer, by any actions, whose result is beneficial to the Department
- Performing an outstanding heroic act that saves a life; for example, from fire or drowning
- Any action not described above that assists the Department in providing superior police service and that is beyond that normally expected of a good citizen.

.64 Letter of Appreciation

A letter sent from the Chief of Police, at his/her own initiative or upon the recommendation of the Awards Committee, to citizens, in recognition of services to the Department. Such letters are to be used for recognition of services that do not merit the Citizen's Award of Appreciation.

.66 Written Commendation

An award approved through command channels rather than by the Awards Committee, to recognize Department members for acts or achievements which bring credit to the Department and which involve performance above and beyond that required by the employee's basic assignment. It will be awarded in the form of a certificate.

.68 Commander's Commendation

Commander's Commendations are awards presented at the Division level that recognize a Department member for excellent performance or outstanding work on an incident, activity, or special project that does not reach the level of a Department Commendation. It will be awarded in the form of a certificate, signed by the supervisor and the Division Commander/Director.

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Colorado Spring Police Department

General Order 1887

-- Gun and Badge Retention

Active date: 9/19/2006

Supersedes date: 5/25/2005

.01 Purpose

To establish policy concerning the awarding of badges and handguns upon retirement of authorized members.

.02 Cross Reference

G.O. 920, Firearms Regulations

G.O. 1663, Uniforms and Appearance

G.O. 1655, Police Officer Conduct

.03 Discussion

A police employee's service handgun and badge of office symbolize the employee's dedication and service. When awarded to employees upon retirement, they will be reminders to the retirees and their families of their years of dedicated service, sometimes involving extreme hardship. They also represent the gratitude of the Department and its personnel.

.04 Policy

In appreciation of an authorized employee's years of dedicated service to the City of Colorado Springs and its Police Department, the Chief of Police will award each honorable retiree his/her badge of office, reflecting the last rank held. The retiree may choose either the breast badge or flat badge. At the discretion of the Chief of Police, the retiree's service handgun may also be awarded.

.05 Definitions

RETIREE: Any Department member who has been awarded a pension, either regular or disability, by the City of Colorado Springs, the Fire and Police Pension Association (FPPA) or

the Public Employees' Retirement Association (PERA). As used in this directive, the term refers exclusively to those employees, either sworn or civilian, who were authorized when on active duty to carry a badge and/or a handgun.

HONORABLE RETIREE: A regular or disability retiree whose service to the Department exhibited an exemplary sense of personal moral standards and conduct.

DISABILITY RETIREE: An authorized Department member who has been awarded a pension because of a disability. Disability retirements will generally be considered honorable retirements, unless they are based upon substance abuse or some other condition that has resulted, or could result, in bringing discredit upon the Department or the retiree. In all such cases, the Chief of Police shall make the determination of whether the retirement is considered honorable.

.10 Identification Card

All retirees who have been authorized to carry a handgun will be issued an identification card bearing the retiree's photograph, rank at time of retirement, and the word Retired. The card is not a concealed weapons permit.

.15 Concealed Weapons Permit

Concealed weapons permits that had been issued to active service employees, for purposes of job performance, are not valid upon retirement.

Permits to carry concealed weapons upon retirement, must go through the El Paso County Sheriff's Office. Retirees have the option of obtaining a Colorado Concealed Carry Permit and/or a national permit in accordance with HR 218 - Law Enforcement Officer Safety Act of 2004. The Colorado Concealed Carry Permit is only honored in certain states. As of April 1, 2006, the following states have reciprocity with Colorado: Alabama, Alaska, Arizona, Delaware, Florida, Georgia, Idaho, Indiana, Kentucky, Louisiana, Michigan, Mississippi, Missouri, Montana, New Hampshire, New Mexico, North Carolina, North Dakota, Oklahoma, South Dakota, Tennessee, Texas, Utah, and Wyoming.

Colorado permits may be obtained by going to the El Paso County Sheriff's website at http://shr2.elpasoco.com/PDF/04_CHP_APPLICATION.pdf and completing the application form. The completed form should then be turned into the Chief's Office to obtain a letter of recommendation (this will allow EPSO to waive the fee for the first ten years). The letter and application form will be forwarded to the El Paso County Sheriff's Office by the Office of the Chief.

A separate application form needs to be completed when applying for the national permit. These applications, along with a copy of the Law Enforcement Officer Safety Act of 2004, can be obtained from the Department's Human Resources section. There is a small fee required for these permits in order for a background check to be completed. They must be renewed annually, along with completing a qualification course. This qualification course is completed through the El Paso County Sheriff's Office.

Once the application is complete (excluding the applicant's signature, which must be signed in front of the Sheriff or his/her designee), it must be forwarded to the Office of the Chief. If the criteria authorizing the retiree to carry a concealed weapon is met, the Office of the Chief will prepare a letter to the El Paso County Sheriff's Office indicating the same. The letter and application form will be forwarded to the El

Paso County Sheriff's Office by the Office of the Chief. The criteria in accordance to HR 218 - Law Enforcement Safety Act of 2004 are as follows:

- retired in good standing from service with a public agency as a law enforcement officer, other than for reasons of mental instability; and
- before such retirement, was authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for any violation of law, and had statutory powers of arrest;
- before such retirement, was regularly employed as a law enforcement officer for an aggregate of 15 years or more; or
- retired from service with such agency after completing any applicable probationary period of such service, due to a service-connected disability as determined by such agency; and
- has a non-forfeitable right to benefits under the retirement plan of the agency; and
- during the most recent 12-month period has met, at the expense of the individual, the State standard for training and qualification to carry firearms; and
- is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and
- is not prohibited by Federal law from receiving or possessing a firearm

.20 Death Prior to Retirement

If an employee dies, either on duty or off duty, prior to retirement, his/her badge will be awarded to the employee's spouse or next of kin.

.30 Administrative Discharge

Under no circumstances will a retirement be considered honorable if the employee retires after being administratively discharged, resigns in lieu of disciplinary action, or resigns because of pending or existing misdemeanor or felony criminal charges.

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Colorado Spring Police Department

General Order 1905

-- Exposure To Communicable Disease

Active date: 12/10/1998

Supersedes date: 2/9/1994

.01 Purpose

To furnish procedures for reducing the possibilities of contracting communicable diseases from persons in custody and others with whom police employees have contact.

.02 Cross Reference

CALEA Standard: 71.1.6

.03 Discussion

This policy was written in accordance with the universal precautions for preventing the spread

of infectious disease in the work place and was developed following the Centers for Disease Control guidelines. This policy shall be revised whenever more effective preventive methods become known.

.04 Policy

Exposure to infectious disease from an infected person presents real health risks to Police Department employees and puts them at greater risk than the general public because of the nature of their contacts. The Department recognizes there are a number of practical problems associated with the handling and transporting of prisoners and others. The Department will provide training and equipment, as necessary, to ensure the safety of its personnel, as it pertains to the prevention of exposure to infectious disease. The personnel of the Colorado Springs Police Department shall adhere to all Federal and State laws, local ordinances, legal opinions and Civil Service Regulations pertaining to infectious diseases.

.05 Definitions

BLOOD: human blood, human blood components, and products made from human blood.

BLOODBORNE PATHOGENS: pathogenic microorganisms that are present in human blood and can cause disease in humans.

CONTAMINATED: the presence, or the reasonably anticipated presence, of blood or other potentially infectious materials on an item or surface.

CONTAMINATED LAUNDRY: laundry that has been soiled with blood, or other potentially infectious materials, or may contain sharps.

CONTAMINATED SHARPS: any contaminated object that can penetrate the skin including, but not limited to, needles, broken glass, and wires.

DESIGNATED OFFICER OF EMERGENCY RESPONSE EMPLOYEE: an individual designated under 42 U.S.C. 300ff-86, by the public health officer of the State involved (42 U.S.C. 300ff-76).

EXPOSURE INCIDENT: injury, by a needle or other object contaminated with blood or other bodily fluid, that breaks the skin.

HBV: Hepatitis B Virus.

HIV: Human Immunodeficiency Virus.

OCCUPATIONAL EXPOSURE: reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood, or other potentially infectious materials, that may result from the performance of an employee's duties.

PARENTERAL: piercing mucous membranes or the skin barrier through such events as

needlesticks, cuts, and abrasions.

REGULATED WASTE: liquid or semi-liquid blood, or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials, in a liquid or semi-liquid state, if compressed; items that are caked with dried blood, or other potentially infectious materials, and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

UNIVERSAL PRECAUTIONS: an approach to infection control and protective measures. According to the concept of the Universal Precautions, all human blood, and certain human body fluids, are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

WORK PRACTICE CONTROLS: controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

.10 Prevention Of Transmission

Infectious substances are transmitted via blood and body fluid or body fluids that include, but are not limited to: urine, feces, vomitus, saliva, tears, mucus, cerebrospinal fluid, semen, vaginal secretions, placental fluids, pleural fluids, pericardial fluids, synovial fluids, peritoneal fluids and tissue.

Generally, the human skin is a protective barrier against exposure to infectious substances. However, if the skin has open sores, cuts, or abrasions, this protective barrier becomes a route for transmitting infection.

Airborne respiratory secretions from a patient's cough or sneeze also increase the risk of exposure to certain diseases. Contact with a patient's blood or body fluids, visibly contaminated with blood, poses the greatest risk of transmitting certain diseases, such as Hepatitis B and C Virus and AIDS/HIV.

The following list describes some diseases that may be considered an occupational hazard:

Infection:

- AIDS/HIV
- Hepatitis A
- Hepatitis B
- Hepatitis NANB
- Hepatitis C
- Measles
- Meningitis
- Tuberculosis

Mode Of Transmission:

- Blood to blood or mucous membrane
- Fecal to oral
- Blood or body fluid to blood or mucous membranes
- Respiratory droplets/mucous membranes
- Respiratory secretions or fecal or oral
- Airborne

To prevent the transmission of all infectious diseases to employees exposed in the course of their duties, these procedures will be followed:

- Gloves should be worn when touching blood and other body fluids and should be changed after each contact. Whenever practical, masks and protective eye wear, gowns or aprons, and shoe covers should be worn during procedures that generate splashes of blood or other body fluids.
- Hands and skin surfaces should be washed immediately and thoroughly, if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed. Contaminated surfaces may be effectively cleaned with a solution of 1 part household bleach to 10 parts water.
- Officers should take precautions to prevent injuries caused by needles and other sharp instruments. If possible, visualize areas such as pockets or backpacks, prior to reaching in.
- Needles should not be recapped, bent, or broken by hand. After use, needles should be disposed of in puncture-resistant containers.
- Mouthpieces or other ventilation devices should be used in resuscitation.
- Officers who have open sores or weeping dermatitis should refrain from direct contact with blood or body fluids, until the condition is resolved. Cuts should be covered with adhesive bandages that repel liquids.
- Pregnant employees are not known to be at greater risk of contacting HIV infection than workers who are not pregnant. However, if HIV infection develops during pregnancy, the infant is at risk of infection. Thus, pregnant workers should be especially familiar with, and adhere to, precautionary measures.

.15 General Guidelines

- All personnel should wear disposable gloves when they are, or anticipate, handling persons, equipment, or materials contaminated with blood or other body fluids.
- All personnel should use a disposable pocket mask when administering CPR.
- All contaminated materials, except sharp objects, should be disposed of in a clearly marked bag identified as "Contaminated Material Bag - Police Department", and taken to Evidence for destruction.
- Personnel who come into contact with blood or other body fluids, whether wearing disposable gloves or not, should wash their hands with hot water and soap, as soon as possible, following the contact.

- Do not wipe eyes, nose or mouth prior to washing hands.
- Do not eat, drink, apply cosmetics or lip balm, smoke or handle contact lenses before washing hands.
- Any open cuts or breaks in the skin should be covered with a Band-Aid or other bandage and kept dry. If the protective covering gets wet, it should be removed and replaced.
- All personnel should handle sharp objects with extreme care.
- All sharp objects should be placed in puncture-resistant containers and clearly marked as containing sharp objects.
- Department personnel shall exercise discretion when providing emergency medical care or CPR to any obviously infected person or prisoner (e.g., blood or open sores around the mouth), if disposable pocket masks or gloves are not available.

.20 Equipment Items

The Department will provide the following equipment items to all sworn personnel:

- Disposable pocket mask with one-way valve and carrying case
- Disposable latex or nylon gloves and glove pouches

The Department will provide and make available the following equipment items at each Division Command:

- Disposable plastic bags clearly marked as containers for contaminated materials
- Puncture-resistant containers for securing sharp objects
- Disposable paper towels and cleaning supplies
- Gowns and surgical face masks, when necessary
- Safety glasses

Disposable Gloves:

- Department personnel are responsible for having disposable gloves on or near their person while on duty. (Exceptions: members who are assigned to office or headquarters duty and are substantially removed from public exposure.) Disposable gloves should be worn to avoid possible exposure to infectious diseases during the following situations:
 - By personnel who have uncovered open wounds or breaks in the skin on their hands
 - By personnel when handling persons who are bleeding or have open wounds or lesions
 - By personnel when handling clothing or other material contaminated by blood or other body fluids
 - By personnel when handling equipment items contaminated by blood or other body fluids
 - By personnel when handling equipment items contaminated by blood or other body fluids
- Normal dry cleaning will decontaminate those uniform items that must be dry cleaned.

As a precaution, when items potentially contaminated by blood or other bodily fluids are taken to a dry cleaning establishment, personnel should be made aware of the location of the stain.

- Normal washing, using regular detergents in a washing machine, will decontaminate those uniform items that may be washed. As an added precaution, soiled clothing items need to be washed separately from other items.
- If the garment is no longer serviceable, the disposable bag should be taken to Evidence for destruction. With supervisor approval, the appropriate interoffice memorandum should be forwarded to Financial Services for garment replacement.
- Any other items bagged for disposal will be taken to Evidence for destruction.

Equipment:

- Equipment items that are contaminated with blood or other body fluids should be thoroughly cleaned after use.
- A solution of 1 part household bleach to 10 parts water is sufficient to decontaminate equipment items.
- Mixed solutions of bleach and water lose their potency after 24 hours and should be discarded.
- This solution will not damage equipment items such as weapons, handcuffs, keys, plastic car seats, etc.
- This solution may damage fabric car seats.

Spills Holding Cells:

- Disposable gloves should be worn when cleaning up any spills of body fluids. Gowns and face masks may also be appropriate, if there is a potential for the splattering of the body fluids.
- Disposable towels should be used as often as possible to clean up blood or other body fluids. Disposable towels should be discarded in a disposable bag that is clearly marked for contaminated items.
- A solution of 1 part bleach to 10 parts water is sufficient to clean up any spills of blood or other body fluids.
- Never pour undiluted household bleach onto blood, urine, or other body fluids.
- Mops should be thoroughly cleaned in the same solution (1:10 bleach to water) after being used.
- Disinfectants used in regular custodial cleaning are sufficient to decontaminate areas where spills occur, if the bleach and water solution is not available.
- Disposable gloves, gowns, and face masks will be provided to any workers who are required to clean up any spills of body fluids.
- In the event of contamination of a police vehicle or holding cell, Financial Services should be contacted so that the contracted cleaning company may be notified to clean the involved area.

.40 Reporting Procedures - Employee Responsibilities

Present medical guidelines for a significant exposure to HIV recommend treatment with anti-virals within four (4) hours of the exposure. At any time during the course of a work assignment, when an employee has direct contact with blood or other body fluids on open cuts, breaks in skin, or in mucous membranes; or is stuck or cut by a sharp object, constituting the likelihood of an exposure, the following steps should be taken:

- As soon as possible, thoroughly cleanse the infected area with hot water and soap, for at least 30 seconds, then rinse thoroughly with hot water. If water is not readily available, an antibacterial, anti-viral hand cream or spray is sufficient for initial cleansing of the infected area.
- Cover any open wounds with a clean bandage.
- Notify an on-duty supervisor of the incident.
- Notify the City's Designated Officer, per the Ryan White Act, at Pager 442-9268, during normal business hours. On nights, weekends, or holidays, notify the Fire Department Paramedic Lieutenant, on Pager 442-3439, to assist with completing necessary paperwork and receiving appropriate medical treatment. If the Fire Department Paramedic Lieutenant is unable to respond to the exposure, notify the Communication Center Supervisor to notify the Designated Officer.
- If the source individual is transported to a hospital, immediately follow that individual to that hospital. The reason for this is to ensure that appropriate testing is completed prior to the hospital releasing the source individual. If the source individual is released prior to testing, the affected officer will have to undergo the testing. If the source individual is not transported to the hospital, the Designated Officer or Fire Department Paramedic Lieutenant can direct the affected member to the appropriate medical treatment.
- In the event of significant exposure or injury, the employee should sign in as an Emergency Room patient. Notification should be made to an on-duty patrol supervisor. The employee should fill out the El Paso County Suspected Pre-Hospital Exposure Report. This form will be found in the Emergency Room of all area hospitals and must be filled out while the source person is still at the hospital. The Emergency Room physician will evaluate the exposure and determine if there is a need for diagnostic tests.
- The original copy (white) of the El Paso County Suspected Pre-Hospital Exposure Report is left at the receiving hospital. The yellow copy needs to be sent to the Designated Officer in a confidentially-marked envelope, at mail code 1145. The third copy (pink) is the officer's copy. The Designated Officer will place the exposure form in the officer's medical file. The form should not be photocopied nor attached to the officer's report. When documenting the incident on a case report, the officer should refer to the source person as possibly infected. The results of the source patient's laboratory tests will only be released to the Paramedic Lieutenant or the Designated Officer. At no time are employees to contact the hospital where the tests were performed and request the results of these tests, as this information is confidential.
- Presently, a SUDS test is available at most local hospitals. The SUDS test will allow for HIV results on the suspect or patient within one hour. In the Penrose system, a separate form, located in the Emergency Room, will need to be completed. The Paramedic Lieutenant or Designated Officer will assist in completing the form. The results of lab tests will be called in to the Paramedic Lieutenant or Designated Officer. Memorial

Hospital is presently developing a policy for use of the SUDS test. An addendum will be added to the General Order when that policy is completed.

.50 Confidentiality Of Prisoners/Suspect Medical Information

Federal and state laws have established that the medical records of all persons are confidential. This confidentiality extends to all prisoners and suspects handled by members of this Department.

Members of this Department who, through the course of their official duties, become aware of information regarding the diagnosis or medical condition of prisoners or suspects, even if volunteered by the afflicted person, will not disclose the information to any other person, unless necessary to satisfy a compelling government interest. Such an interest would include the need to protect public safety workers from communicable diseases to which they may be exposed through the handling of the prisoner/suspect; however, the reason for disclosure must outweigh the individual's legal right to privacy.

Disclosure will be limited to medical or public safety personnel who will have more than mere casual contact with the prisoner/suspect, increasing the likelihood that the disease can be transmitted. When disclosure is made, every reasonable effort will be taken to insure that the medical information is not overheard by or otherwise communicated to persons who do not have a legitimate, compelling need to know it. Members will not disclose such information to members of the public, such as neighbors or employers of the afflicted person, or to the media.

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Colorado Spring Police Department

General Order 1910

-- Employee Injury Reporting

Active date: 12/10/1998

Supersedes date: 10/25/1989

.01 Purpose

To specify procedures for reporting injuries incurred either on or off duty.

.02 Cross Reference

G.O. 1912, Department-Approved Athletics

CALEA Standard: 22.3.1

.03 Discussion

Reporting an employee's injuries, as quickly as possible, assures that the employee will get any needed assistance without undue delays. In addition, knowledge of the injuries will permit management personnel to minimize the risks of further injuries to the employee or to others.

.04 Policy

All employee injuries, whether incurred on or off duty, must be reported if any of the conditions listed herein, specifically paragraph .10, are applicable.

.05 Definitions

This space intentionally left blank.

.10 Reporting of Employee Injuries

Department members are required to report injuries, sustained either on duty or off duty, if any of the following conditions pertain:

- If the injury impairs, impedes, or prevents the performance of any normally assigned duties, including the operation or use of machinery, vehicles, or other equipment routinely required by the member's job assignment.
- If a claim for Workers Compensation has been made or can reasonably be anticipated.
- If the injury is described as work-related, in any formal statement or claim.
- If the injury can reasonably be expected to eventuate in any civil liability claim against the Department or the City.
- If specifically directed to do so by a supervisor.

.20 Employee Responsibilities for on the Job Injuries

When an on-the-job injury or accident occurs, the member must submit a Preliminary Accident Report Form to his/her supervisor for signature, turn it in to the CSPD Personnel Section within 48 hours, and contact the Risk Management Division Claims Office within 48 hours. If the injured employee is unable to complete the form or contact Risk Management, the supervisor must do so. Medical treatment guidelines on the reverse of the form must be followed.

A form should be filed for any injury, whether or not medical attention is given, because it identifies an injury that might later become a Workers' Compensation injury.

The employee will:

- Present a doctor's certificate for work related injuries that require loss of work time or that place an employee on limited duty status. This certificate indicates the specific Workers' Compensation injury and the dates the employee will be off work due to the injury.
- Submit another certificate from a doctor prior to returning to work.
- Submit doctor's certificates for time off the job and prior to returning to work, for each incident.
- Report all time off the job, including therapy, as Workers' Compensation on time sheets.

.24 Employee Responsibilities for Off-The-Job Injuries/Disabilities

An employee, who is unable to perform the full range of duties because of an off-the-job injury or temporary disability, must provide a doctor's certificate to indicate the work restrictions. The employee may be placed on light duty status for a period not to exceed six months.

.30 Temporary Duty Assignments

The Colorado Springs Police Department has no assignments that are available for permanently disabled personnel. It does, however, attempt to provide appropriate temporary assignments for those whose injuries are only temporarily disabling. Whether an injury occurs on or off the job, an injured employee who is able to work may be given other appropriate assignments, if they are available. However, a physician's certificate is required.

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Colorado Spring Police Department

General Order 1912

-- Department Approved Athletics

Active date: 12/10/1998

Supersedes date: 10/25/1989

.01 Purpose

To specify approved athletic locations and approved types of activity, as a means of clarifying coverage under the Workers Compensation provisions.

.02 Cross Reference

G.O. 1910, Employee Injury Reporting
CALEA Standard 22.3.2

.03 Discussion

The provisions of this policy cover all sworn personnel and City Marshals, who are required to maintain good physical fitness as a condition of job performance. No Workers Compensation coverage for athletic injuries exists for other employees.

.04 Policy

The Colorado Springs Police Department encourages all its personnel to maintain good physical fitness, but requires this of sworn officers, and of certain other personnel engaged in direct enforcement activities, as a condition of job performance. It is recognized that the maintenance of physical fitness may entail athletic activities that have the potential to cause injuries, even though proper and reasonable precautions have been taken. As a means of encouraging physical fitness and of providing appropriate protection to the specified groups of employees, the following procedures are established for purposes of determining work-related injuries.

.05 Definitions

This space intentionally left blank.

.10 Approved Athletic Activity Locations

The Police Operations Center, Patrol Division Substation buildings, the C.S.P.D. Training Academy, the Police Protective Association building, the Municipool, the Robert M. Isaac Municipal Court Building, the Rampart High School sports center, and any private fitness center in the Colorado Springs metropolitan area shall be the only locations designated and approved for physical training or athletic activity. Activities that conform to the requirements of the present directive shall be considered approved, if undertaken at these locations.

.20 Use of Fitness Centers

Employees electing to work out at a fitness center in the Colorado Springs Metropolitan Area must be able to show that they have a membership in that fitness center or were signed up for a specific activity at that fitness center.

.30 Approved Activities

The following athletic activities are classified as approved:

- Disarmament activities at Department locations.
- Drill at Department locations.
- Fitness classes at approved locations.
- Use of any equipment furnished or maintained by the Police Department or Police Protective Association or fitness centers for bodybuilding, conditioning, or physical training.
- Running/jogging/walking/bicycling. These shall begin and end at one of the approved athletic activity locations
- Swimming at approved locations.

.35 Recreational Activities

Recreational activities, such as roller-blading, skiing, mountain climbing, etc., are not approved athletic activities.

.40 Physical Activity Rules

- Weights, machines, and equipment will be used for their intended purposes only. Employees who are unfamiliar with any piece of equipment are discouraged from using it, until after reading the instructions or receiving instruction.
- It is recommended that employees warm up and stretch out properly before beginning physical activity.
- It is recommended that appropriate shoes be worn.
- Aerobic activity and light weight-lifting may be done at any time and without supervision. Heavy weight-lifting and particularly strenuous aerobic activity may not be done unless another employee is present in the room. The use of a spotter for heavy lifting is required.
- Damage to Department equipment, or malfunctions of it, must be reported by memorandum to the Division Commander, or equivalent, who is responsible for the facility.

- Employees shall make every effort to leave the Department fitness centers clean and orderly.
- Only employees of the Department will be allowed to use the fitness center, except by specific permission of the Division Commander or a superior in his/her command chain.
- Employee safety is paramount. Employees using the fitness center must use all equipment properly, not exceed their abilities, and not engage in horseplay.

.60 Injuries

Injuries occurring at a Department facility, or the PPA facility, must be immediately reported to the Police Staff Resources Section. Employees injured during activities at the Municipool or at Rampart High School shall report the injury, immediately, to the on-site Park and Recreation Department personnel. Employees injured during activities at a fitness center must file a report, at that site, at the time of injury.

In addition, employees will comply with reporting directives in G.O. 1910, Employee Injury Reporting , and shall complete and submit the C.S.P.D. Preliminary Accident Report within 48 hours, and shall comply with all directions stated on the reverse of that form. Personnel, who intend to claim benefits from Workers Compensation, shall comply with all reporting procedures, including telephone contact with the Workers Compensation Section of Risk Management within 48 hours.

No one should participate in a physical activity while already injured, if a reasonable person would expect that the activity was likely to aggravate existing injuries.

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Colorado Spring Police Department

General Order 1915

-- Health, Fitness and Disability Assignments

Active date: 8/9/2006

Supersedes date: 12/10/1998

.01 Purpose

To provide general information on physical fitness and health for Police Department employees, and to establish procedures for determining assignments of sworn employees with medical restrictions.

.02 Cross Reference

G.O. 1662, Work Performance

G.O. 1850, Intra-Department Transfers

G.O. 1910, Employee Injury Reporting

G.O. 1912, Department-Approved Athletics

[CALEA Standards 22.3.1; 22.3.2](#)

.03 Discussion

The procedure indicated in this General Order is designed to ensure that claims of medical restrictions are evaluated competently and impartially. Should the evaluation confirm the existence of restrictions, each case will be carefully considered on its individual merits. The goal of this process is to find the solution which best meets the needs of the Department and the individual.

.04 Policy

All employees of the Colorado Springs Police Department should maintain satisfactory health and physical fitness in order to minimize lost time and to perform their duties efficiently. Assignments of sworn personnel who allege medical restrictions will be made in the best interests of the Police Department after careful consideration and assessment of their needs.

.05 Definitions

This space intentionally left blank.

.10 Health and Fitness

All employees of the Colorado Springs Police Department, both sworn and civilian, shall maintain levels of health and fitness necessary to perform their duties. Sworn members and marshals, because of the functions of law enforcement, require a higher level of physical fitness not demanded by many other occupations. Such members must be able to make forceful arrests, climb, crawl, jump, and run to pursue suspects, push, pull, lift, and/or carry persons who may be injured, unconscious, or otherwise resisting the members' actions. ~~Sworn members and marshals will participate in required in-service physical ability testing according to the schedule released by the Training Academy, but no less than once every three years.~~

~~It is the responsibility of the individual officer or Marshal to seek the appropriate needs for their situation, to include nutrition, physical fitness, or medical evaluations needed to successfully complete the Physical Ability Test.~~

All employees of the Colorado Springs Police Department, both sworn and civilian, should be familiar with the Wellness Program to help maintain their levels of health and fitness necessary to perform their duties. Information on this program can be found at www.ccReachYourPeak.com.

.20 Physical Ability Testing

~~Participants in the Physical Ability Test must achieve a passing score, which is based upon incumbent tests. Any change to the passing score will be based upon new incumbent testing and will be communicated at least six months prior to testing.~~

~~The Physical Ability Test is normally conducted annually in the second quarter of the year, however officers need only to participate in the test once every three years based on the alphabetical ranking of their last name.~~

~~Failure to achieve a passing score by personnel below the rank of Commander will result in the~~

following:

- ~~Participation in the Physical Ability Test on a quarterly basis until achieving a passing score. Referral for a fitness for duty evaluation if no improvement to the score is achieved.~~

~~The Training Academy will coordinate and conduct annual, remedial and make-up physical ability testing.~~

.30 Participation in Physical Ability Testing

~~Officers and Marshals on light duty or limited duty status or off work due to work related injury will be excused from physical ability testing. An individual who is unable to participate in the Physical Ability Test must provide a doctor's certificate indicating the inability to participate as well as the projected duration of the temporary disability. Personnel returning to full duty status will participate in the Physical Ability Test in the next available make-up session.~~

~~Remedial testing and make-up sessions are usually held on the last Tuesday of the month at 1400, except for January, April, May, June, and December. If an officer misses their scheduled testing session, they may attend one of the scheduled make-up dates as scheduled by the In-Service Training Coordinator. If the officer misses testing for the year that their name is scheduled for testing, they will test at the earliest opportunity and again in the next year that their name is scheduled.~~

.40 Officer Assignments

The Colorado Springs Police Department has no ongoing civil service positions which are designated as disability assignments. The Chief of Police will continue to make transfers of sworn employees in the best interests of the Colorado Springs Police Department.

All jobs for police officers, sergeants, lieutenants and marshals require the ability to effect a forceful arrest and to fire a weapon.

If a medical assessment reveals that employees are not capable of performing the assigned duties, the following procedure will apply:

- The employee will be placed on sick leave, limited duty or on temporary light duty, following City Personnel Policies and Procedures.
- If the employee is unable to return to full duty within six months of a temporary disability or an off-the-job injury, or within 12 months of a work-related injury, the employee will be advised of options available. Options include but are not limited to the following: disability retirement, vested or early retirement, resignation, participation in the city job re-entry program, or separation.

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Colorado Spring Police Department
General Order 1917
-- Early Intervention Program

Active date: 6/5/2006

Supersedes date: 9/13/2004

.01 Purpose

To establish the Early Intervention Program as a proactive measure to prevent misconduct.

.02 Cross Reference

G.O. 250, Accidents: City Employees or Vehicle

[G.O. 705, Use of Force Continuum](#)

[G.O. 710, Less-Lethal Force](#)

G.O. 720, Deadly Force Guidelines

[G.O. 765, Resisting Arrest](#)

G.O. 1620, Complaints and Internal Investigations

.03 Discussion

The Early Intervention Program (EIP) is a resource to assist supervisory personnel in identifying employees who show symptoms of job stress or performance problems. Symptoms may result in allegations of misconduct, officer involvement in accidents, or involvement in an unusually high number of critical incidents. The purpose of the Early Intervention Program is to ensure that the CSPD is not faced with a serious case of misconduct which reveals an escalating pattern of misconduct that could have been abated through earlier intervention. The Colorado Springs Police Department is concerned about the well-being of all employees in the organization. The intent of the EIP is to proactively provide all employees with the assistance and training necessary to perform their assigned duties in an effective and efficient manner.

Each individual incident is reviewed at the time of occurrence by a supervisor and the chain of command. These incidents may appear acceptable by themselves, but a pattern of less than optimal job performance may be developing that is more difficult to identify. Several indicators detailed in this program will allow supervisors to examine the totality of each individual's actions and make a more accurate assessment of the employee's well-being.

.04 Policy

The Early Intervention Program (EIP) is designed as a resource to assist supervisory personnel in evaluating and guiding employees to perform at their best. The EIP is designed to identify possible job stress and/or performance problems and help resolve those problems.

No disciplinary action may be imposed as a result of a review under the EIP criteria. Any disciplinary action should have been previously imposed at the time of the original incident. The EIP is intended to better serve the Colorado Springs Police Department, the employee, supervisor and the community. The EIP will be based on six and twelve month reports. To identify possible candidates for the EIP, the following criteria have been established:

Six month reporting criteria : This report reflecting the previous six-month period will be generated monthly. The report will contain the names of employees who meet one or more of the following criteria, during the previous six months:

1. Involved in ~~two~~ **three** or more use of force incidents. ~~Use of force incidents will include any arrest involving resisting arrest, obstruction or interference with police incidents, or assault on a peace officer, which require a case report per GO 765.~~
2. Named as the "Subject" in any combination of two or more service-related citizen complaints Level I investigations and/or Level II Investigations with a final disposition of Sustained or Not Sustained.
3. Been involved in two or more vehicle accidents while on-duty, regardless of fault.
4. Been involved in two or more deadly force incidents and/or accidental discharge of a firearm.

Twelve month reporting criteria: This report reflecting the previous twelve months will be generated monthly and will be distributed with the six-month report. The report will contain the names of employees who meet one or more of the following criteria, during the previous twelve months:

1. Involved in ~~three~~ **four** or more use of force incidents. ~~Use of force incidents will include any arrest involving resisting arrest, obstruction or interference with police incidents or assault on a peace officer, which require a case report per GO 765.~~
2. Named as the "Subject" in any combination of four or more service-related citizen complaints (Level I investigations) and/or Level II Investigations with a final disposition of Sustained or Not Sustained.
3. Been involved in three or more vehicle accidents while on-duty, regardless of fault.
4. Been involved in three or more deadly force incidents during their career with CSPD.

The Internal Affairs Unit of the Office of Professional Standards will facilitate the EIP.

.05 Definitions

A use of force incident, for purposes of EIP, is defined as the use of:

1. A Chemical Agent
2. Pain Compliance Tools
3. Hard Control, Closed Hand and Kick Tactics
4. Impact Weapons
5. Conducted Energy Device (CED)
6. Lethal Force
7. Any force technique that results in a visible contusion or bone fracture of any person.

.06 Response to Aggression Form

Whenever an officer uses force as described in paragraph .05 (Definitions), a Response to Aggression (RTA) Form will be completed. Once the officer completes the form, it will be forwarded to his immediate supervisor for review. Once the supervisor reviews the RTA it will be forwarded to their Lieutenant (unless the Lieutenant is the immediate supervisor), then to the Division Commander for review. The Division Commander will forward the RTA to the Internal Affairs Section's Inspections Unit for entry into the Use of Force and EIP databases.

The RTA should contain enough information to fully explain the force used and why the force used was appropriate. Injuries of suspects should also be addressed in the RTA narrative. The case report narrative addressing these topics can be used in lieu of completing a second narrative just for the RTA form.

The Inspections Unit Sergeant will then evaluate each RTA form and maintain them in a secure file in the Internal Affairs Section until the form purge date.

.10 Early Intervention Program File

Each supervisor will maintain an EIP file on each employee assigned to his/her command. This file will be the repository for documented incidents that meet the criteria for EIP consideration. This will be the same file used for employee performance evaluations. No medical or Workman's Compensation information may be stored in the EIP file. These files will include the following documentation concerning the employee:

1. Copy Copies of use of Response to Aggression form ~~force reports (blue copy)~~ .
2. The yellow copy of the Complaint Receipt Forms
3. Copies of vehicle accident reports
4. Copies of accidental discharge memos

.15 Internal Affairs Section Responsibilities

The Internal Affairs Section will generate and coordinate all EIP reports. Internal Affairs will have the responsibility of ensuring that each Division Commander receives an EIP report of all candidates assigned to their respective divisions. The Internal Affairs Unit will generate the EIP reports regarding employees who qualify as EIP candidates under the report criteria from the following sources:

1. Response to Aggression form ~~Use of Force Reports~~ ♦ Internal Affairs Section
2. Subject officer in Level I and Level II cases ♦ Internal Affairs Section
3. Officer-involved accidents ♦ ~~Central Patrol~~ Division Traffic ~~Major Accident Unit~~ Sergeants
4. Deadly force incidents ♦ Internal Affairs Section

The Internal Affairs Section will compile the EIP Candidate Report(s) by employee with the appropriate case report numbers and incident numbers. This report will be presented to the involved employee's ~~Deputy Chief/Director~~ Division Commander monthly. The EIP report will then be disseminated to the involved employee's supervisor, through the chain of command.

.20 Supervisor's Responsibilities

Each supervisor who receives an EIP report on a subordinate will have the responsibility of reviewing the information referenced in the report and preparing an EIP Analysis Report including recommendations for the involved employee. The employee's immediate supervisor and chain of command should be involved in the assessment of an identified employee by reviewing the documentation referenced in the EIP file and the Internal Affairs Section reports. The review and analysis should include facts and documentation on each incident qualifying the employee for the EIP, including, but not limited to:

1. All related case reports.
2. All related accident reports.
3. All related Internal Affairs reports. (No Internal Affairs reports or documentation may be stored in an employee's EIP file).
4. All related administrative letters and Performance Assessments.
5. An analysis of any unusual amounts or patterns of overtime, extra-duty, or other factors that may be affecting an employee's work-related behavior during these incidents.
6. Discussion with the subject employee and other employees involved in the incident(s).

The analysis of the facts should include consideration of the totality of circumstances surrounding each incident and/or complaint, drawing on knowledge of human behavior, department policies and procedures, and the insight of the involved supervisors and managers.

.25 EIP Analysis Reports

The report of the analysis will include a brief summary of the facts of each incident and/or complaint that qualified the employee for the EIP. This report should include the findings and conclusions based on the supervisor's analysis, as well as a recommended assistance. Suggested assistance may include, but is not limited to:

1. Assessment that no problem behavior exists.
2. Need for remediation or training.
3. Referral to the department psychologist for counseling or further referral to Employee Assistance Program.
4. Peer training/assistance.
5. Change of working environment.
6. Documentation of an approved performance plan.

This performance plan will be designed to further identify and correct any identified performance concerns, and may include any or all of the above corrective measures. This performance plan may include progressive discipline for any failure to meet the stated requirements. In reference to use of force incidents, supervisors should address the following when documenting their review of the initial investigation:

1. Supervisor notification.

2. Photos taken of the suspect.
3. Detailed description of the suspect's actions.
4. Detailed description of the employee's actions.
5. Documentation of all employees involved.
6. Listing of all officers and witnesses present.
7. City of Colorado Springs listed as the victim in all resisting, interference and obstructing cases.
8. Employee listed as the victim in all Assaults on a Peace Officer cases.
9. Statement of when/if resistance stops.
10. The employee's job assignment(s) during the reporting period.
11. The employee's Internal Affairs and Staff Resources Section records.
12. The number of arrests made during the reporting period.
13. Any other information or statistics that may be pertinent.

.26 Supervisor Initiation of EIP Analysis Report

A supervisor may, at their discretion, initiate an EIP Analysis Report without being notified by the Internal Affairs Section that a report is required. If the supervisor feels an EIP analysis is warranted, it should follow the same format as a report that is required by the Inspections Unit.

.30 Final Review of EIP Analysis Report

The report, with the recommended assistance, will be completed by the officer's supervisor and presented to the involved Lieutenant. The Lieutenant will review the recommendation, provide any necessary insight and/or recommendation(s) ~~The Division Commander will then review the summaries and provide any necessary insight and/or recommendation(s) and forward the report to the Division Commander~~. The Division Commander will make the final decision on any recommended action as a result of an EIP Analysis Report. The original EIP Analysis Report will be delivered and maintained by the Office of Professional Standards, Internal Affairs Section, and a copy placed in the employee's EIP file. The completed EIP Analysis Report will be delivered to the Internal Affairs Section within thirty days of the initial notification that an employee has qualified for the EIP. The Division Commander of the affected employee will ensure that:

1. The employee is fully informed of the findings and disposition of this analysis.
2. All final recommendations are fully implemented.
3. A copy of this analysis may be retained in the employee's evaluation file.

.35 Implementation of Recommendations

Participation by department employees in counseling and/or training may be voluntary or directed by a supervisor. Any order for mandatory psychological counseling and/or assessment must be approved by the Chief of Police and provided to the employee in writing. Any action to include change of work environment, training, or counseling as a result of the EIP Program are not considered punitive or to be a disciplinary action.

.40 Documentation of EIP Completion

The employee's Division Commander will ensure that documentation of successful completion of all recommendations is provided to the Office of Professional Standards, Internal Affairs Section.

.45 EIP Files and Purging

The EIP Analysis Report from the Chain of Command and any intervention efforts will be documented and maintained in the employee's EIP file at his/her assignment. The original EIP Analysis Report will also be maintained in the Internal Affairs Office. EIP Reports/Records older than two years, **plus the current year**, will be purged from all EIP files. Internal Affairs will disseminate a purge notice to the involved Division Commander and employee to have all items older than two years, **plus the current year**, purged from all files, when appropriate.

.50 EIP Criteria Review

~~Each January~~, In the first quarter of the calendar year, the ~~Internal Affairs~~Inspections Unit will prepare an annual summary of EIP efforts for the following year. The Chief of Police and his/her Staff will review this report to determine if any adjustments to the EIP criteria are required ~~to continue providing all employees with the assistance and training necessary to perform their duties effectively and efficiently.~~

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Colorado Spring Police Department

General Order 1920

-- Sexual Harassment

Active date: 12/10/1998

Supersedes date: 8/11/1989

.01 Purpose

To specify preventive and corrective measures for sexual harassment problems.

.02 Cross Reference

G.O. 1650, Employee Conduct

CALEA Standard 26.1.3; 31.2.3; 33.7.1

.03 Discussion

Sexual harassment can take many forms. It can, at times, be implicit in a situation or in conduct, and may therefore be difficult to document. It is especially important that employees examine their own conduct to ensure that they are not subjecting others to sexual harassment.

.04 Policy

It is the Policy of the City of Colorado Springs that all employees shall be provided a work environment free from sexual harassment. Sexual harassment is viewed by the City of Colorado Springs and the Colorado Springs Police Department as a serious issue, and it will not be tolerated. Each case will be taken seriously and investigated on an individual basis. Upon

findings that sexual harassment has taken place, corrective action and/or appropriate disciplinary action will be taken, up to and including the discharge of the offender.

.05 Definitions

There are two types of sexual harassment: harassment that involves the conditioning of concrete employment benefits on sexual favors, and harassment that, while not affecting economic benefits, creates a hostile or offensive working environment. Sexual harassment in the work place includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or rejection of such conduct by a person is used as the basis for employment decisions affecting such person; or
3. Such conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.

.10 General

Sexual innuendo, off-color humor, or physical contact such as patting, pinching, or brushing against another's body, may be interpreted as sexual harassment by some employees. While recognizing that such communication or physical contact might not be intended as sexual harassment, it is important to avoid even the appearance of impropriety. Department personnel are cautioned that incidents of sexual harassment may result in civil liability to the Department and/or to individual employees. All complaints will be taken seriously and thoroughly investigated, in a timely manner. Such complaints and investigation will be treated, to the extent possible, in a confidential manner.

.20 Employee Responsibility

Offensive communications or physical contacts, of a sexual nature, will not be tolerated. If an employee engages in sexually offensive communication or physical contact, the harassed person is encouraged to immediately report it to their supervisor. If the immediate supervisor is the offending person, or if the immediate supervisor fails to act appropriately on the complaint, the harassed person should report the matter to any other supervisor in the employee's chain of command, up through the Chief of Police. The employee also has the option of notifying the Director of Equal Opportunity Programs or the Director of Employee Services. Disciplinary action will be taken against any Police Department employee engaging in sexual harassment of a co-worker. While supervisors will assist in resolving any problems of this nature, the offended employee is strongly encouraged to place the offending employee upon notice that such communication or physical contact is not welcomed.

.30 Supervisory Responsibility

Every unit supervisor is responsible for ensuring that employees under his/her command do not engage in sexual harassment and that they are familiar with the Department's policies concerning sexual harassment. Supervisors will take appropriate measures to discourage

behaviors and attitudes that could lead to or foster sexual harassment. Supervisors will take action to remedy such situations whenever they become aware of them, even though no complaint or allegation may have been made.

If any Department employee makes an allegation of sexual harassment against any other Department employee, each immediate supervisor concerned will prepare a memorandum detailing the circumstances and substance of the allegation, as well as any efforts toward resolution. Supervisors will further assure that an employee who makes a complaint is not subjected to retaliation. The memorandum will be forwarded through the chain of command to the Commander of Professional Standards, Director of the Management Services Division, or the Bureau Chief(s), of the employees concerned. A copy must be sent to the Commander of Professional Standards. The Office of Professional Standards will be responsible for reviewing and maintaining file copies of the memorandum. The Department/Division management representative, who first receives the employee's complaint, will immediately notify the Director of Employee Services and the Director of Equal Opportunity Programs.

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Colorado Spring Police Department

General Order 1923

-- Female Officers

Active date: 11/13/1991

Supersedes date:

.01 Purpose

To establish the function of Female Officers' Coordinator as a means of correcting problems and addressing issues uniquely pertaining to female police officers and Marshals.

.02 Cross Reference

G.O. 1650, Employee Conduct

G.O. 1920, Sexual Harassment

CALEA Standards 22.2.5; 26.1.3; 31.2.3

.03 Discussion

For many years, problems applying uniquely to female officers received inadequate attention because few women were officers. As more and more women have entered the field of law enforcement, unique issues and problems affecting them need to be addressed. The function of the Female Officers' Coordinator has been established to assist in meeting these needs.

.04 Policy

It is the policy of the Colorado Springs Police Department that all female officers will be treated equally with male officers. In those areas where problems and issues are unique to gender, consideration will be given to measures needed to make their working conditions equivalent to those of male officers, therefore affording the best possible environment for performing their duties. The Female Officers' Coordinator will be selected, by the Chief of Police, from among

the female officers of the Department. The functions of this position will be performed as additional duties, and are not dependent upon rank.

.05 Definitions

FEMALE OFFICER: For the purposes of this directive, this term includes female sworn officers, and female Marshals.

.10 Functions of the Female Officers' Coordinator

The Female Officers' Coordinator will be responsible for helping to solve problems unique to female officers. She will be available for counseling and meetings with other female officers, when specific issues arise. She will also be available for dealing with issues of sexual harassment, recruit training and remedial training of female officers, when appropriate, and she will advise Department members on other unique problems and recommend appropriate action or options.

The Female Officers' Coordinator will hold meetings, when appropriate, with the female officers of the Department to obtain a consensus on issues and problems that are currently being addressed. In addition, she will deal with any issues that have not been addressed and are of concern to female officers.

The Female Officers' Coordinator will deal with issues that are brought to her attention, either by a person who is directly involved, or by a third person.

She will coordinate and properly refer cases involving retaliation against a female officer, directly or indirectly, by another member.

The Female Officers' Coordinator will also handle any other issues the Chief of Police believes are appropriate for her position.

.20 Reports to Chief of Police

It shall be the responsibility of the Female Officers' Coordinator to submit, to the Chief of Police, on a monthly basis, a report of findings. The report shall include, whenever appropriate, the following:

- A description of the current needs and concerns voiced by the female officers on the Department.
- A description of potential problems that have a bearing on law enforcement activities as they concern the female officers on the Department.
- A statement of recommended actions that address previously identified concerns and problems.
- Any issues the Female Officers' Coordinator believes should be brought to the attention of the Chief of Police.

.30 Program Evaluation

A yearly evaluation will be conducted, in an effort to recognize any functions of the Female Officers' Coordinator needing modification, to more efficiently meet the needs of the Colorado Springs Police Department's female Officers.

.40 Female Officer Issues

Except by specific direction of the Chief of Police, the Female Officers' Coordinator will deal solely with issues and problems pertaining to female officers.

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Colorado Spring Police Department

General Order 1930

-- Meals During Overtime

Active date: 12/10/1998

Supersedes date: 9/20/1991

.01 Purpose

To provide guidelines for meal periods and payment for meals during unscheduled overtime.

.02 Cross Reference

Civil Service PPM

CALEA Standard 22.1.1

.03 Discussion

This space intentionally left blank.

.04 Policy

In order to ensure the safety and productivity of officers who are required to work overtime, the supervisor will make every effort to assure that officers receive a meal period at reasonable intervals.

.05 Definitions

This space intentionally left blank.

.10 Scheduled Overtime

The officer will provide his/her own meal. If the meal is eaten on-site, in conjunction with an ongoing operation, the meal period will be paid. If the officer leaves the site for the meal period, the meal period will be unpaid.

.20 Unscheduled Overtime (Less Than 12 Hours Advance Notice)

The supervisor will make every attempt to provide meals on-site, when appropriate. As a general rule, some refreshment will be provided approximately five (5) hours after the beginning of the overtime period. When this is impossible, the supervisor will authorize payment for a meal to be eaten at the end of the work assignment. The meal period will not be paid, but the cost of the meal will be reimbursed. If the officer chooses not to eat a meal at the end of the

work assignment, there will be no reimbursement.

Receipts for meals, including tax and tips, must be attached to a completed City Expense Summary form and submitted to the supervisor for approval. The City allows for up to a 15% tip. Meal allowances, including tax and tip, are listed in the Civil Service Policies and Procedures Manual.

Although the decision to provide a meal at the end of a call-out will be made by the supervisor, the following guidelines are suggested:

- A meal may be provided five (5) hours following the beginning of the overtime period, at similar intervals during the overtime period.
- There may be times when it is impossible to provide a meal during unscheduled overtime. When a meal has been missed for more than the suggested five (5) hours, the supervisor may designate the type of meal, whether breakfast, lunch, or dinner that will be reimbursed, regardless of the time of day. For example, a \$12.00 dinner allowance may be approved at 6:00 a.m.
- Meals that are to be reimbursed will be charged to In-Town Meeting Expense.

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Colorado Spring Police Department

General Order 1940

-- Threatening Communications

Active date: 4/16/1989

Supersedes date:

.01 Purpose

To prescribe procedures for dealing with written or verbal communications that threaten Department personnel or their families.

.02 Cross Reference

This space intentionally left blank.

.03 Discussion

This space intentionally left blank.

.04 Policy

The Colorado Springs Police Department has a responsibility to its members to assure that all possible steps are taken to provide for their safety. It is also in the Department's best interest to investigate threatening communications made against its members, so that their ability to preserve peace and order is not inhibited.

.05 Definitions

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.10 Written Communications

Written communications threatening Department members or their families shall be preserved for fingerprint investigation and forwarded to the Intelligence Unit. Any employee, who receives a written communication of this nature, shall preserve it from unnecessary handling, and shall notify the Laboratory. The Laboratory will respond and take custody of the material. After processing the material for latent fingerprints, the Laboratory shall make a photocopy of the document, which shall be sent to the Intelligence Unit, and place the original into evidence. The Intelligence Unit shall be responsible for ensuring that each such communication receives appropriate police action. It shall be the responsibility of the receiving employee to notify Intelligence of the receipt of the communication, either by telephone or Intelligence Report. If the Laboratory is unable to respond, the receiving member shall be responsible for preserving the communication until the Laboratory is able to respond.

.20 Verbal Communications

Employees who receive verbal communication of threats, against any Department members or their families, shall complete an Intelligence Report detailing all the circumstances of the threatening communication. If the verbal threat is received on a recorded phone line, it shall be the receiving employee's responsibility to cause a copy of the recording to be made, and to assure that this copy accompanies the Intelligence Report to the Intelligence Unit.

The Intelligence Unit shall keep a file of all threats against employees or their families, notify employees of such threats made against them, and ensure that each communication receives appropriate police action.

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Colorado Spring Police Department

General Order 1950

-- Family Notification: Officer Death or Trauma

Active date: 4/16/1989

Supersedes date:

.01 Purpose

To outline procedures for informing families of officers who are killed or seriously injured.

.02 Cross Reference

G.O. 110, Emergency Notifications

G.O. 350, Death Notification

G.O. 1317, Chaplaincy Corps

CALEA Standards 22.2.5; 22.2.6; 55.2.6

.03 Discussion

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.04 Policy

The Department has an obligation to its officers and their families to provide positive support when an officer is injured or dies. Through the use of available resources, including personal friends, administrators, chaplains and the Police Psychologist, trauma and stress can be reduced. The Department has established a Standing Operating Procedure (SOP) for handling Police Officer Funerals/Family Support.

.05 Definitions

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.10 Minor Injuries

When an officer receives a minor injury requiring medical treatment or hospitalization, the injured officer will determine how and when to make family notification.

.15 Serious/Critical Injuries

If an officer is seriously or critically injured, immediate notification is to be made to the spouse or the person listed as the No. 1 Emergency Contact on the Officer Emergency Notification File, located in Communications. Notification is to be in person, using a close family friend whenever possible, in addition to any one of the following: a Staff Officer, Police Chaplain or Police Psychologist.

.20 Active Member Death

See All cross-referenced directives in paragraph .02 above.

The SOP on Police Officer Funerals/Family Support will be maintained by:

- Chief of Police
- All Deputy Chiefs
- All Commanders
- Shift Lieutenants
- CSPD Honor Guard
- CSPD Psychologist

.30 Officer Shooting Involving Serious Injury or Death to Another

Whenever an officer is involved in a shooting in which someone is seriously injured or killed, that officer will be permitted to inform his/her spouse.

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Active date: 5/9/2003
Supersedes date:

.01 Purpose

To establish the Peer Support Program (PSP) as a paraprofessional behavioral health and wellness resource for Departmental personnel.

.02 Cross Reference

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.03 Discussion

In 1935, Alcoholics Anonymous was founded on the belief that a person's peers could offer meaningful assistance in the struggle against alcoholism. Since that time, peer support-based interventions have helped people cope with a wide range of illnesses and circumstances. Strategies such as Critical Incident Stress Management (CISM) have gained wide acceptance among law enforcement agencies and the military.

Peer support programs are proactive, efficient, cost-effective extensions of traditional behavioral health assets such as a departmental psychologist, EAP, etc. By providing employees with an informal, readily accessible personal assistance network, the Colorado Springs Police Department Peer Support Program can serve as a first line of defense against personal concerns that might otherwise not be addressed.

.04 Policy

The Colorado Springs Police Department Peer Support Program (PSP) is hereby established.

The PSP shall maximize existing Departmental behavioral health resources by providing Departmental employees with additional options and tools for dealing with personal problems.

The PSP shall be staffed by Peer Supporters operating under the authority and supervision of the Department psychologist. Peer Supporters are permanent paid Departmental personnel who have been specially trained to assist fellow employees by providing services such as information, guidance, advice, referrals, and consultation/liaison with healthcare professionals. Peer Supporters render these services voluntarily in addition to their regular work assignments. At the discretion of their supervisor(s), they may conduct Peer Support activities while on duty provided that this does not interfere with their regular work assignments, violate Departmental policies or procedures, or otherwise disrupt Department operations. Peer Supporters do not provide professional services such as diagnosis or treatment of mental disorders, psychological assessment, testing, counseling, or any other activity that might constitute the practice of psychotherapy under the Colorado Revised Statutes or other applicable laws.

.05 Definitions

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.06 Service Model

PSP services are available proactively as well as in response to critical incidents. The PSP does not attempt to duplicate existing services or service models and should not be confused with other forms of peer support such as Critical Incident Stress Management (CISM). Whenever possible, the PSP adheres to applicable peer support guidelines such as those published by the International Association of Chiefs

of Police and the U.S. Department of Justice.

.10 Organizational Structure

The PSP is a component of the Office of Psychological Services, which reports directly to the Chief of Police. The Department Psychologist is the PSP Director.

.15 PSP Director Responsibilities

The PSP Director:

- oversees all aspects of PSP operations
- formulates and administers PSP policies, procedures, guidelines, directives, etc.
- coordinates the selection and training of Peer Supporters
- provides individual clinical supervision and performance assessments for PSP staff
- facilitates PSP staff meetings
- maintains records, statistics, and other Program documentation
- reports to and consults with the Chief of Police and other authorities as appropriate
- provides consultation regarding client and other Program matters as needed
- performs other executive functions required for effective Program administration

.20 Eligibility

Any nonprobationary, regular status sworn or civilian employee (or chaplain) of the Department with a good attendance record and no disciplinary actions within the past two years is eligible for the position of Peer Supporter.

.25 Selection and Deselection

Applications for the position of Peer Supporter will be solicited as Program needs dictate. At the discretion of the PSP Director, candidates will be drawn from a list of eligible individuals who have submitted a current resume and letter of interest in response to a Call for Peer Supporter Candidates. Candidates will then be required to undergo an evaluation by the Department psychologist to determine their psychological fitness for peer support work. Candidates deemed suitable will then be interviewed by the PSP Selection Panel, comprised of the PSP Director and two Division Commanders (selected by the PSP Director). The PSP Selection Panel makes the final decision as to each candidate's suitability for further consideration. Candidates approved by the PSP Selection Panel must then successfully complete all Peer Supporter training requirements to be certified as Peer Supporters by the Director and admitted to the Peer Support Program.

Due to the sensitive nature of peer support work, Peer Supporters can be dismissed (deselected) from the program at any time at the discretion of the PSP Director. Deselection from the program is final and cannot be appealed.

.30 Training

Peer Supporters receive basic and ongoing/advanced training at the discretion of the PSP Director and must complete all specified training requirements. Areas of instruction may include active listening, recognizing major mental disorders, knowing when to make a referral to a professional, and related topics.

.35 Supervision and Performance Evaluation

Peer Supporters meet individually with the PSP Director for routine clinical supervision on a monthly basis. Additional individual and/or group supervision may be required. Peer Supporters will be evaluated at regular intervals by the Director and provided with appropriate feedback.

.40 Meetings and Documentation

Program staff will meet on a monthly basis.

Monthly Peer Supporter Client Contact Sheets shall indicate the number and type of client contacts. No information that could identify individual clients will be recorded.

.45 Ethical Issues

Peer Supporters must perform their Program-related duties in an ethical and professional manner. They must act with due regard for the rights and feelings of PSP clients and staff; avoid actions that might adversely affect the PSP or reflect poorly on the Program; be aware of the ways in which their own personal and technical limitations can affect clients; understand client transference issues and the need to maintain proper interpersonal boundaries; and seek immediate supervisory guidance if unsure about the appropriateness or effectiveness of their own conduct or that of other Program staff.

Peer Supporters must understand the legal definition and limitations of confidentiality as these apply to their Program activities. They must inform clients about these issues at the outset of any consultation and exercise the utmost discretion before disclosing client personal information obtained during the course of peer support work or from other sources. In general, such information should only be shared with the Director for clinical or consulting purposes unless otherwise mandated by law.

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Colorado Spring Police Department

General Order 1970

-- Recruiting Recognition Program

Active date: 1/13/2004

Supersedes date:

.01 Purpose

This two-phased program is designed to recognize and provide incentive for CSPD employees, civilian or sworn, regardless of rank, who refers a qualified applicant to test for the position of Police Officer with the CSPD. Monetary incentives may be available for the referring employee if the applicant passes all phases of the testing, is hired and then successfully completes the CSPD Training Academy and PTO program.

.02 Cross Reference

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.03 Discussion

Phase I

Any CSPD employee, civilian or sworn, regardless of rank, who refers an individual to apply for a sworn position with the CSPD, will be recognized with a letter of appreciation from the Chief of Police, following that applicant's participation in the initial testing process.

Phase II

Once the applicant successfully passes all components of the testing process and has been hired as a Police Officer, successfully completes the CSPD Training Academy and the PTO program, the referring employee will be compensated with a monetary amount, if available. In the event funds are not available, at the Chief's discretion, the referring employee will be recognized in a manner determined by the Chief.

The Chief of Police will establish a budget each fiscal year for this program. These funds will be disbursed equally among employees who are eligible for the monetary recognition, not to exceed \$300 per successful applicant.

Eligibility

The full time Recruiting Officer is not eligible to participate in any phase of this program. Part time recruiters or employees participating in Department sponsored recruiting events are not eligible for this program if the initial contact with the referred applicant was made at that event.

PTO's, PTE's and PTO program supervisor's are eligible for phase I of the program. They are also eligible for phase II of the program provided they are not actively involved or assigned to the employee they personally referred. The Training Academy Director will ensure that no PTO or PTE is assigned to an employee they personally referred.

Background Investigator's are eligible for phase I of the program. They are also eligible for phase II of the program provided they are not personally active in the investigation of the referred applicant being considered for hire. The Background Cadre Supervisor, in coordination with the Training Academy Director, will ensure that no background investigator is assigned to an employee they personally referred.

Employees of the Staff Resources Section, who are actively involved in the selection of new sworn officers, are not eligible to participate in phase II of the program.

.04 Policy

Upon completion of the entrance exam, applicants will be required to complete the Recruiting Recognition Program Applicant form, naming the employee, who referred them to the Colorado Springs Police Department. Only one name can be used as a referral.

These Recruiting Recognition Program Applicant forms will be used to determine which employees are eligible for a letter of appreciation. A list of eligible employees will be provided to the Office of the Chief. Appreciation letters will identify the name of the referred applicant

and will be presented to eligible employees through their chain of command. The recognition program forms will be retained in a secure location at the Training Academy.

At the successful completion of the Police Training Officer program, the Training Lieutenant will match each Recruiting Recognition Program Applicant form with its corresponding referring employee and forward this information to the Office of the Chief of Police for final review and approval for phase II recognition.

The Chief of Police will forward all approved phase II Recruiting Recognition Program forms to the Police Budget Fiscal Manager for disbursement of incentive pay compensation, if funds are available for the program.

.05 Definitions

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