Chapter 2 - Organization and Administration

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Organizational Structure and Responsibility

200.1 POLICY

The West Valley City Police Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control, and guidance of the Department. Each position and assignment should have clearly identified responsibilities and a defined chain of command.

200.2 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Department and defines general responsibilities of Department members.

200.3 OFFICE OF THE CHIEF

The Office of the Chief of Police is comprised of the Chief of Police, the Executive Officer, and the Executive Administrative Assistant.

200.4 BUREAUS

The Chief of Police is responsible for administering and managing the West Valley City Police Department. There are three bureaus in the Department as follows:

- Administrative Services Bureau
- Patrol Bureau
- Special Operations Bureau

200.4.1 ADMINISTRATIVE SERVICES BUREAU

The Administrative Services Bureau is commanded by an assigned Deputy Chief, whose primary responsibility is to provide general management direction and control for the Administrative Services Bureau. The Administrative Services Bureau is tasked with maximizing the integrity and professionalism of the Department through identification and implementation of best practices in all areas of employee and organizational performance, and includes responsibility for the Department's overall strategic plan. The Administrative Services Bureau oversees training, internal affairs, planning and research, budget, and accreditation. The Professional Standards Section contains Internal Affairs and the Training Unit. The Support Services Section includes the Information and Intelligence Unit (IIU), the Records Section, and the Forensics Section, comprised of a Forensic Unit and an Evidence Unit.

200.4.2 PATROL BUREAU

The Patrol Bureau is commanded by an assigned Deputy Chief, whose primary responsibility is to provide general management direction and control for the Patrol Bureau. The Patrol Bureau is the backbone of the Department and all other bureaus support the patrol function. The Patrol Operations Bureau consists of Patrol Watches organized into 12-hour shifts, Monday through Saturday, and 8-hour shifts on Sunday, around the clock, seven days a week. The Patrol Bureau also includes the Canine Unit (K-9).

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200.4.3 SPECIAL OPERATIONS BUREAU

The Special Operations Bureau is commanded by an assignedDeputy Chief, whose primary responsibility is to provide general management direction and control for the Special Operations Bureau. The Special Operations Bureau proactively supports the Patrol Bureau and is tasked with special assignments and projects. The Investigations Section contains a Homicide Unit, Violent Crimes Unit, Special Victims Unit, Property Crimes Unit, and Court Services Unit. The Strategic Investigations Section is composed of the Street Crimes Unit (SCU) that is focused on street crime and special enforcement activities. The Bureau also includes the Community Services Section that includes the Community Policing (COP) Unit, Traffic Unit, Parking Compliance and Crossing Guards.

200.5 COMMAND PROTOCOL

200.5.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all members of the Department. During planned absences, the Chief of Police will designate a Bureau Commander to serve as the acting Chief of Police.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

(a) Patrol Bureau Commander

(b) Special Operations Bureau Commander

(c) Administrative Services Bureau Commander

(d) On-duty Watch Commander

200.5.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g. K-9, SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.5.3 ON SCENE COMMAND

(a) When members of different units are engaged in a single operation, the highest ranking supervisor assigned to the scene shall be in charge: The Chief of Police; the command officer of the primary unit, any other command officer; the supervisor of the primary unit; any other supervisor; employee of highest rank.

(b) Upon the arrival of a specialty unit supervisor (SWAT, Bomb Unit, Major Accident Investigation Team, etc.) or their designee, the Watch Commander shall relinquish control of the incident. The specialty unit supervisor or designee may make additional requests for personnel or equipment that have not already been made by the Watch Commander.

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(c) When patrol and investigations personnel are at the same scene simultaneously, the patrol unit shall be in charge, except in the case of a major crime scene or search, where investigations shall be in command.

(d) Civilian supervisors present at a field operation may not assume command, even in the absence of other supervisors.

200.5.4 ORDERS

Department members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

Employees who are given an otherwise proper directive that conflicts a previous directive, rule or regulation shall respectfully inform the supervisor issuing the directive of the conflict. If the supervisor issuing the directive does not alter or retract it, the directive shall stand. Under these circumstances, the responsibility for the conflict shall be upon the supervisor. Employees shall obey the conflicting directive and shall not be held responsible for disobedience of the directive, rule or regulation previously issued.

Employees shall not obey any directive that they know or should know would require them to commit any illegal act. If in doubt about the legality of a directive, employees shall request the issuing supervisor to clarify the directive or shall request to confer with a higher authority.

200.6 AUTHORITY AND RESPONSIBILITY

Consistent with the principles of sound supervisory practices, all supervisory personnel will be held accountable for the performance of their subordinates. To facilitate this end, training requirements for supervisory personnel are assigned in the job description and job task analysis, and in-service training for supervisors shall address employee career development.

Irrespective of rank, each employee within the organization has clearly articulated duties and responsibilities. Each employee is hereby delegated the authority necessary to effectively execute those responsibilities. Each employee will also be held accountable for the appropriate application of that delegated authority.

200.7 MULTI-YEAR PLAN

The Chief of Police or the authorized designee is responsible for establishing a multi-year plan, which includes:

- Goals and operational objectives.
- Anticipated workloads and population trends.
- Anticipated personnel levels.
- Anticipated capital improvement and equipment needs.
- Review of the multi-year plan, at least every four years, and revision as needed.

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200.8 JOB DESCRIPTIONS

The Administrative Services Bureau Commander shall ensure that a current job description is maintained for each position in the Department. Job descriptions shall include the duties and responsibilities of each position, including entry-level requirements, and be made available to all members.

200.9 CIVILIAN CONSIDERATIONS

Assignments for civilian members shall take into consideration that they:

- Shall not be commissioned as officers.
- Shall not be assigned to duties requiring sworn officer status.
- Shall perform the duties described and governed by appropriate policy, and receive training in the proper performance of such duties.

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Departmental Directives

201.1 PURPOSE AND SCOPE

Departmental Directives establish an interdepartmental communication that may be used by the Chief of Police to make immediate changes to policies consistent with the current Memorandum of Understanding or other collective bargaining agreement. Departmental Directives will immediately modify or change and supersede sections of this manual to which they pertain.

201.1.1 DEPARTMENTAL DIRECTIVE PROTOCOL

Departmental Directives will be incorporated into the manual as required upon approval of Staff. Departmental Directives will modify an existing policy or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

All existing Departmental Directives have been incorporated in the updated Policy Manual as of the below revision date.

Any Departmental Directives issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number “01.” For example, 09-01 signifies the first Departmental Directive for the year 2009.

201.2 RESPONSIBILITIES

201.2.1 STAFF

The Staff shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by a Departmental Directive.

201.2.2 CHIEF OF POLICE

The Chief of Police or authorized designee shall issue all Departmental Directives.

201.3 ACCEPTANCE OF DEPARTMENTAL DIRECTIVES

All employees are required to read and obtain any necessary clarification of all Departmental Directives. All employees are required to acknowledge in writing the receipt and review of any new Departmental Directive. Signed acknowledgement forms and/or e-mail receipts showing an employee’s acknowledgement will be maintained by the Training Unit sergeant.

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Emergency Operations Plan

202.1 POLICY

The West Valley City Police Department will prepare for large-scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies.

The City Emergency Operations Plan complies with the State of Utah's Emergency Management Act (Utah Code 53-2a-101 et. seq.). This plan provides guidance for City emergency operations within and outside its borders as may be required.

202.2 PURPOSE AND SCOPE

This policy clarifies the role of the West Valley City Police Department and responsibilities of its members pertaining to large-scale emergencies and the City Emergency Operations Plan.

202.3 ACTIVATING THE EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan can be activated in a number of ways. For the West Valley City Police Department, the Chief of Police or the highest ranking on-duty supervisor may activate the Emergency Operations Plan in response to a major emergency.

Upon activation of the Plan, the Chief of Police or authorized designee should coordinate with City officials to determine the level of emergency response, and to assist with mutual aid response from local, state, and federal law enforcement agencies.

202.4 LOCATION OF THE EMERGENCY OPERATIONS PLAN

Copies of the Emergency Operations Plan are available in Administrative Services, the Watch Commander's office, and Dispatch. All supervisors should familiarize themselves with the Emergency Operations Plan and the roles members will play when the Plan is implemented. The Administrative Services Bureau Commander should ensure that Department members are familiar with the roles they will play when the plan is implemented.

202.4.1 NATURAL AND MAN-MADE DISASTERS

Disasters, both man-made and natural, pandemics, and other incidents that include a large area with numerous victims, large scale property damage and multi-jurisdictional involvement, require the response of a wide variety of agencies from across the City, County and/or the State. For these types of incidents, the City Emergency Management Plan will be activated. When the City's Emergency Management Plan is activated, the City Manager's Office is the lead agency for coordinating the response. The Police Department's role in these activations will be determined by the Incident Commander appointed by the City Manager, based on the nature of the incident. The City Emergency Management Plan is based on the National Incident Command System (ICS).

202.4.2 OTHER INCIDENTS

Other incidents which may require the activation of the Department's Incident Management System include critical incidents such as bomb threats, hostage/barricaded persons, acts of terrorism, mass arrests, and other unusual incidents involving violations of the law. Small scale

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criminal events, or criminal events expected to last for a shift or part of a shift, and which do not require the assistance of outside agencies, may not require a full activation of the Police Department's Incident Management System and all its functions. The Incident Commander, generally the highest ranking on-duty supervisor, will determine what functions and resources are needed based on the nature of the incident.

Certain types of situations, such as "Response to Bomb Calls", "Rapid Response and Crisis Team Deployment", and "Hostage and Barricade Incidents" are governed by other policies in this manual. The Incident Commander on these types of incidents will adhere to the appropriate policies.

202.5 DEPARTMENT RESPONSIBILITIES

The Emergency Management Coordinator is responsible for planning Department response to unusual occurrences.

Planning should include provisions for incident/unified command and address the following:

(a) Natural and man-made disasters (see the Crime and Disaster Scene Integrity policy).

(b) Mass arrests (see the Temporary Custody of Adults policy).

(c) Civil disturbances (see the First Amendment Assemblies policy).

(d) Bomb threats (see the Response to Bomb Calls policy).

(e) Other unusual incidents (see the Aircraft Accidents policy).

(f) Hostage/barricaded person situations (see the Hostage and Barricade Incidents policy).

(g) Emergency situations at correctional or other institutions, if applicable.

(h) The City Emergency Operations Plan.

202.6 EMERGENCY OPERATIONS PLAN REVIEW

The Chief of Police or the authorized designee shall review the Emergency Operations Plan at least once every two years and ensure that the plan conforms to any revisions made by the National Incident Management System (NIMS). The Chief of Police or the authorized designee should appropriately address any needed revisions.

202.6.1 COMMAND FUNCTION

Initially, the first responding officer to an incident will be the Incident Commander until relieved by a supervisor or command officer. Thereafter, the highest-ranking Department supervisor on duty will assume command of the incident and be the Incident Commander.

At a minimum, the Incident Commander is responsible for:

(a) Activating the incident command system. The Incident Commander will determine the degree to which the Department's Incident Command System is implemented, based on the nature of the incident.

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(b) Establishing a command post. The command post may be as simple as a specific meeting area, or the Incident Commander may utilize one or more of the mobile command vehicles or a permanent building.

(c) Initiating the notification and mobilization of additional personnel.

(d) Obtaining support from other agencies.

(e) Establishing a staging area if necessary.

(f) Providing public information and maintaining media relations.

(g) Maintaining the safety of all affected personnel.

(h) Preparing a documented after-action report.

Based on the nature, size, and complexity of the incident, the Incident Commander should give consideration to assigning other personnel to assist them with the responsibilities listed above.

202.6.2 OPERATIONS FUNCTION

The Operations Function is responsible for the management of all tactical operations directly related to the primary mission of the incident. During major operations, this position will likely be held by the Deputy Chief of the Patrol Operations Bureau. The Operations Function should be implemented when the Incident Commander is faced with a complex incident having major demands in one or more of the functional areas.

The Operations Commander may appoint an Operations Supervisor to assist him/her with the responsibilities of the Operations Function.

At a minimum, the Operations Function will be responsible for:

(a) Establishing a perimeter in order to isolate and protect the site of the incident. The perimeter should ensure that access to and egress from the incident scene is closely controlled.

(b) Evacuating or warning people in the area of the incident as necessary.

(c) Maintaining a command post and scene security.

(d) Providing for detainee transportation, processing and confinement. Detainees will be transported and processed according to Department policy.

(e) Directing and controlling traffic. It is important to establish a traffic control plan which redirects the flow of civilian traffic around the incident area and which provides controlled access into and out of the area for emergency responder vehicles.

(f) Conducting a post-incident investigation. This function may be delegated to the Investigations Section as appropriate.

202.6.3 PLANNING FUNCTION

The Planning Function is responsible for the preparation of a documented incident action plan and for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. During major incidents, this position will likely be held by the Deputy Chief over the Special Operations Bureau.

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At a minimum, the Planning Function will be responsible for:

(a) Collecting, managing and disseminating, as appropriate, all incident-related information and intelligence.

(b) Providing input to the Incident Commander and Operations Function for use in preparing the Incident Action Plan.

(c) Supervising the preparation of the Incident Action Plan.

(d) Conducting and facilitating planning meetings.

(e) Directing the Planning Section.

(f) Determining the need for specialized resources to support the incident.

(g) Providing the status of resources, and anticipated equipment and manpower needs to the Incident Commander and Operations Function.

(h) Assembling information on alternative strategies and contingency plans.

(i) Providing periodic prediction on incident potential.

202.6.4 LOGISTICS FUNCTION

The Logistics Function provides manpower, facilities, services and materials in support of the critical incident. During major incidents, this position will likely be held by the Deputy Chief over the Administrative Services Bureau.

At a minimum, the Logistics Function is responsible for:

(a) Communications.

1. Assigning a common radio frequency for personnel and assisting agencies.
2. Establishing frequencies that may be used for communications between the leaders of the participating agencies. Individual agencies should continue to use their own established frequencies for internal communications to prevent over-loading the common frequencies.
3. If appropriate, assigning personnel to the Dispatch Center(s) to assist with communication needs.
4. Ensuring that the Incident Command Post has the capability to communicate with all agencies present at the incident.
5. Establishing a means of back-up communications in the event that radio communications become inoperable.

(b) Transportation.

1. Obtaining vehicles from the City fleet or transportation sources such as the Utah Transit Authority (UTA) or local school districts.
2. Obtaining necessary specialty vehicles.
3. Establishing routes to and from the staging area and the incident scene.

(c) Medical Support.

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1. Working directly with the Fire Department and local hospitals to provide facilities/ areas and personnel for patient triage, treatment and transportation.

(d) Supplies.

1. Providing incident specific equipment and supplies, including the appropriate protective equipment for personnel responding to the incident.
2. Providing food and water for all responders. This may include coordination with other agencies such as the Red Cross or private businesses to prepare, deliver, and/or purchase food.
3. Coordinating with the Fleet Manager to ensure that fuel and maintenance for responding equipment and vehicles is readily available.

(e) Specialized team and equipment needs.

1. Identifying and obtaining any additional equipment required by specialized teams working the incident.

(f) Facilities.

1. The Logistics Function will work with businesses and homeowners in the area of the incident to provide facilities for things such as personnel staging and rehabilitation, victim sheltering, and victim/witness interviews.

202.6.5 FINANCE / ADMINISTRATION FUNCTION

The Finance and Administration Function is responsible for analyzing all financial and cost aspects of the critical incident. During major incidents, this position will likely be held by the Chief's Executive Officer (normally a lieutenant).

At a minimum, the Finance/Administration Function is responsible for:

(a) Managing all financial aspects of the incident to include procuring additional resources and recording incident-specific expenses.

(b) Ensuring that all personnel time records are accurately completed and submitted to the appropriate agencies.

(c) Developing an operations plan for the Finance/Accounting Function.

(d) Working with City Risk Management personnel to ensure that all injuries are documented and the appropriate claims are filed. Ensure all other safety and liability issues are documented and addressed.

202.6.6 TRAINING

All sworn employees of the West Valley City Police Department will receive basic instruction on the functioning of the City Emergency Management Plan and Incident Command Structure (ICS) during recruit training as part of the in-house academy. All affected employees will receive documented refresher training annually, and will participate in a tabletop or full- scale training exercise on a biennial basis.

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Emergency Operations Plan

All Command-level supervisors will participate in at least one City-wide emergency response training exercise annually to ensure familiarity with the Incident Command Structure and the City's Emergency Management Plan. Typically, four exercises are conducted each year through the City's Emergency Management Coordinator.

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Training

203.1 POLICY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates.

203.2 PURPOSE AND SCOPE

All Department members should have appropriate and reasonable access to training and development opportunities. The focus of training and career development will be on highlighting specific opportunities for individual growth at all levels, and to improve overall job satisfaction. The Department will assist employees in planning their career paths to utilize formal education and law enforcement-related training courses to improve their skills, knowledge, and abilities so that employees can successfully perform assigned tasks.

The career development training described in this policy also creates a#"roadmap" for strategic leadership and management by eliminating gaps in institutional memory, knowledge, and leadership, which creates a positive environment for succession planning.# Succession planning provides the means of identifying future leaders within the agency and providing those individuals with the education, training, mentoring, and support they need to prepare for critical roles when vacancies occur.

203.3 DEFINITIONS

Career Development - The ongoing process of identifying, evaluating, and pursuing career goals and objectives. Career development activities include organized and supervised duties or functions designed to stimulate learning, such as counseling, training, education, job rotations, promotion, etc.

Succession Planning - Succession planning is a process and strategy of replacement planning for passing on of leadership roles. It is used to identify and develop new potential leaders who can move into leadership roles when they become vacant.

203.4 OBJECTIVES

Through a comprehensive career development program, the objectives of the Training Program are to:

(a) Enhance the level of law enforcement service to the public.

(b) Increase the technical expertise and overall effectiveness of personnel.

(c) Provide for continued professional development of Department personnel.

(d) Prepare employees to become leaders in the Department when vacancies occur (succession planning).

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203.5 TRAINING PLAN

A training plan will be developed and maintained by the Training Unit sergeant. It is the responsibility of the Training Unit sergeant to maintain, review and update the training plan on an annual basis. The plan will address the following state requirements:

- Compliance with POST-mandated annual certified training of not less than 40 hours (Utah Code 53-6-202(4)(a)).
- Firearms qualifications.
- Emergency vehicle operations.
- Arrest control tactics (defensive tactics).
- Low-lethality device training and re-certification.
- Use of force training.
- Ethics training (all employees).
- Cultural diversity training (all employees).
- Prohibition against bias-based profiling (all employees).
- De-escalation training.
- Policy review and update.
- Legislative changes/legal update and review.
- All Hazards Plan and Incident Command review.
- Hazmat awareness training.
- State-mandated training.
- Critical issues training.

All personnel will be required to complete the portions of the retraining program applicable to their assignment annually.

Personnel who fail to pass proficiency standards set for required training shall be provided remedial training until proficiency is demonstrated. If proficiency is not demonstrated, the Training Unit will notify the person's supervisor. Corrective action will be the responsibility of that person's chain of command.

All newly hired employees will undergo a City and Police Department orientation where they will receive information regarding the Department's role, purpose, goals, policies, and procedures; working conditions and regulations; and the responsibilities and rights of employees. In addition to the orientation, all non-sworn personnel shall be provided with initial and ongoing training commensurate with their responsibilities. This training shall be documented within agency records.

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203.5.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations.

(a) Federally-mandated training:

1. National Incident Management System (NIMS) training.

(b) State-mandated training:

1. Compliance with POST-mandated annual certified training of not less than 40 hours, which shall include training focused on arrests, control, and de-escalation (Utah Code 53-6-202(4)).
2. Part of the 40-hour POST-mandated training shall focus, at least every three years, on the following (Utah Code 53-6-202(5)):
   (a) Mental health and other crisis intervention responses (CIT).
   (b) Intervention responses for mental illnesses, autism spectrum disorder, and other neurological and developmental disorders.
   (c) Responses to sexual traumas and investigations of sexual assault and sexual abuse.
3. Firearms qualifications.
4. Emergency vehicle operations.
5. Arrest control tactics (defensive tactics).

(c) Department-required training:

1. Legislative changes.
2. State-mandated training.
3. Critical issues training.

203.6 TRAINING COMMITTEE

A training committee assists in developing and evaluating the Department's training requirements and ensures that the needs of the Department are addressed, and that there is accountability for all training provided. The Deputy Chief of the Administrative Services Bureau is responsible for the training of Department personnel and directly supervises the Department's Professional Standards & Training Section lieutenant.

(a) The Training Committee is comprised of the following:

1. Non-Sworn Department employee (as designated by the Chief of Police).
2. Deputy Chief of the Special Operations Bureau.
3. Deputy Chief of the Patrol Bureau.
4. Lieutenant assigned to the Professional Standards & Training Section.
5. Training Unit sergeant.

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6. Appointed Department representative.

(b) The Chief of Police will select and replace members of the Training Committee. All members are required to attend any scheduled meeting of the Training Committee or provide a designee in their absence.

(c) The Training Committee will meet at least twice a year as directed by the Professional Standards & Training Section lieutenant and/or the Chief of Police. The Training Committee will report its evaluations and recommendations to the Chief of Police. Their duties include, but are not limited to:

1. Evaluating Department training that has occurred since the last Training Committee meeting.
2. Identifying specific training needs and resources.
3. Reviewing and making recommendations regarding training equipment and facilities.
4. Establishing and facilitating goals of the Training Committee between meetings of the Committee.

203.7 REQUESTS FOR TRAINING COURSES

Officers requesting to attend training classes will follow the procedures set forth below.

(a) Requests for training courses shall be submitted by the officer to his/her immediate supervisor using the Department Request for Training form. This supervisor shall indicate his/her recommendation for approval or disapproval of the request. The request shall be forwarded to the supervisor's immediate supervisor for a similar recommendation. That supervisor shall forward the request to the appropriate Deputy Chief for final approval or disapproval. The training request should contain the following:

1. A description of the course.
2. Where and when it is to be held.
3. If preregistration is required, the date that it is due.
4. A flyer advertising the training containing a description of the course and its instructors, if available. A syllabus for the training and hotel costs are required.
5. An itemized breakdown of the costs, listing:
   (a) Registration fees.
   (b) Costs for travel.
   (c) Lodging cost.
   (d) Per diem.
   (e) Other expenses.
   (f) Total costs incurred.

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(b) If employees incur approved expenses related to training they will be reimbursed according to budgetary guidelines.

203.8 TRAINING PROCEDURES

(a) All employees assigned to attend training shall attend unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to:

1. Court appearances.
2. First choice vacation.
3. Sick leave.
4. Physical limitations preventing the employee's participation.
5. Emergency situations.

(b) When an employee is unable to attend mandatory training, that employee shall:

1. Notify the employee's supervisor, or if unavailable, another supervisor within the same bureau as the notifying employee, and make adjustments to previously scheduled date/time through current Department software/sign-up procedures. Notification and changes must be made as soon as possible, but no later than two hours prior to the start of training.
2. Make arrangements through his/her supervisor to attend the same training on an alternate date.

(c) Employees who contact a member of the Training Unit to advise that they will be late, cannot attend at a previously scheduled time, or need to make adjustments to their scheduled date or time of training will be referred to their immediate supervisor for assistance.

(d) Officers who arrive after the start time of a training course or on a date/time other than previously scheduled will not receive credit for the course. Those officers will be referred to their immediate supervisor for remedy.

203.9 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the West Valley City Police Department Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Unit sergeant.

Department members assigned to participate in DTBs shall only use login credentials assigned to them by the Training Unit sergeant. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Members of the Department who are assigned to participate in the DTB program should complete each DTB at the beginning of their shifts or as otherwise directed by their supervisor. Members

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should not allow uncompleted DTBs to build up over time and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any internet-enabled computer, members shall only take DTBs as part of their on-duty assignments, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

203.10 REPORTING

The Training Unit sergeant shall ensure that all required training records are forwarded to POST in the appropriate format pursuant to UAC R728-410-6.

203.11 SUCCESSION PLANNING

It is the Department's desire to provide an opportunity for employees to receive career development opportunities that lead to increasing levels of responsibility within the Department. Succession planning provides the means of identifying future leaders within the Department and provides those individuals with the education, training, mentoring and support they need to prepare them for critical roles when vacancies occur.

203.12 LESSON PLAN REQUIREMENTS

Lesson plans help to ensure the subject to be covered in training is addressed completely and accurately, and help to establish the purpose of the instruction and set performance objectives. Lesson plans are required for all courses conducted by members of this Department.

A lesson plan must contain:

(a) A statement of performance and job-related objectives;

(b) The content of the training and specification of the appropriate instructional techniques;

(c) A list of resources used in the development of the curriculum;

(d) A list of resources required in the delivery of the program;

(e) A process for approval of the lesson plan; and

(f) Identification of any tests used in the training process.

203.13 TRAINING CLASS RECORDS MAINTENANCE

(a) The Training Unit Sergeant is responsible for maintaining records of all training offered by the West Valley City Police Department, to include:

1. Course content (lesson plans);
2. Names of Department attendees;
3. Performance of individual attendees as measured by tests, if administered;
4. Remedial training, if provided; and

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5. Retention schedule for lesson plans and related records.

(b) Employees shall enter records of training they attend outside of courses offered by the Department into the Department's training records management software.

203.14 ACCREDITATION MANAGER TRAINING

Department employees assigned to the position of Accreditation Manager shall receive specialized accreditation manager training within the first year of appointment to the position, and will provide appropriate training to other agency personnel assigned to the accreditation process. Ongoing training will occur through involvement in the regional CALEA police accreditation coalition (PAC) and through periodic attendance at CALEA conferences.

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Electronic Mail

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the Department's electronic mail (email) system provided by the Department.

204.2 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails accessed, transmitted, received, or reviewed on any Department technology system (see the Information Technology Use Policy for additional guidance).

204.3 RESTRICTIONS ON USE OF EMAIL

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration, or practices of the Department.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing, or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire Department are only to be used for official business-related items that are of particular interest to all users. In the event that a member of the Department has questions about sending a particular email communication, the member should seek prior approval from a supervisor in their chain of command.

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Employees are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of an individual's email, name, or password. Any member who believes their password has become known to another person shall change their password immediately.

204.4 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Utah Government Records Access and Management Act (Utah Code 63G-2-201 et seq.) and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Records Officer shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

204.5 POLICY

West Valley City Police Department members shall use email in a professional manner in accordance with this policy and current law (e.g., Utah Government Records Access and Management Act).

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Administrative Communications

205.1 PURPOSE AND SCOPE

The administrative reporting system is designed to ensure that agency members are providing timely information needed for the effective management of the organization. Numerous time-sensitive reporting systems (inspections, analyses, audits, reports) are affected by specific accreditation standards, which enhance the overall performance of the agency.

Statistical and data summaries of agency activities are important to predicting workload, in determining personnel and other resource needs, and in preparing budgets. The purpose of each report must be clearly defined.

205.2 INTRADEPARTMENTAL CORRESPONDENCE (IDC)S

Intradepartmental Correspondence (IDC) may be issued periodically by the Chief of Police to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

205.3 CORRESPONDENCE

In order to ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on Department letterhead. Personnel should use Department letterhead only for official business and with approval of their supervisor.

205.4 ADMINISTRATIVE REPORTS

Administrative reports include daily, monthly, quarterly, annual, biennial, triennial, and quadrennial reports. These reports provide management information on activities of the Department; ensure communication up the chain of command; and aid in both long and short-term planning. The reports originate in the Department's various sections and are drafted by those employees most familiar with the functions or duties that are summarized by the report. All reports of this nature will be forwarded up the chain of command to the Chief of Police or appropriate Deputy Chief.

(a) A daily report may be used to summarize significant occurrences during the previous twenty-four hours. Daily reports keep personnel informed of major crimes, accidents, arrests, and other important activities.

(b) A monthly statistical summary report provides an opportunity to account for the activities in the Department and Sections during the previous month.

(c) A quarterly report may consist of a summary of monthly reports. It provides comparative data, statistics and analysis of activities during the past quarter.

(d) An annual report may consist of a summary of quarterly reports. It provides comparative data, statistics and analysis of activities during the previous twelve (12) months.

A biennial, triennial, or quadrennial report reviews processes essential to the Department's effectiveness. It should examine procedures, policy and overall effectiveness. While it may rely

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in part on statistical analysis, its perspective should be broader in scope than mere statistical analysis.

205.5 WORKLOAD ASSESSMENTS

A documented workload assessment of all organizational components will be conducted on a quadrennial basis and is the responsibility of the Bureau Deputy Chief or their designee. The purpose is to identify present and project future workload trends, allowing for efficient allocation of resources. Workload assessments will be conducted using appropriate assessment methodology in accordance with the organizational component and will include conclusions and recommendations for the distribution/allocation of resources. The workload study includes an examination of:

(a) Activities and/or workloads during specific periods (i.e. days of week, hours per day);

(b) Time spent handling call for services and/or tasks;

(c) Time percentages handling calls for service and/or tasks; and

(d) Current computed time lost to days off, illness, holidays, vacations, paid or non- paid leave, training time, and its impact on the function.

205.6 ADMINISTRATIVE REPORT MAINTENANCE

An automated list of all administrative reports is maintained and available for review by all Deputy Chiefs. The database includes the following:

(a) The frequency of the report;

(b) The position responsible for completing the report;

(c) The purpose of the report and corresponding CALEA standard, if applicable;

(d) The status of the report;

(e) The distribution requirements for each report.

205.7 RESIGNATIONS PROCEDURE

A supervisor receiving a letter of resignation for any reason from an employee shall immediately notify their supervisor and email a scanned copy of the resignation letter to the persons occupying the following positions:

(a) Chief of Police, Chief’s Executive Officer, and Chief’s Executive Administrative Assistant;

(b) Deputy Chiefs;

(c) Lieutenant of the Professional Standards & Training Section;

(d) Deputy Director of Human Resources for Public Safety;

(e) Lieutenant/Director and Sergeant/Supervisor of the resigning employee;

(f) Sergeant of the Training Unit;

(g) Logistics Officer of the Training Unit; and

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(h) Administrative Assistant of the resigning officer's bureau.

Supervisors may not authorize any time off for an employee after they have submitted their letter of resignation. They should be referred to the Human Resources Department. If the resigning employee has paid time off scheduled after the time they turn in their letter of resignation, inform the Human Resources Department. If you receive notification from a subordinate supervisor that an employee has submitted his or her letter of resignation, make sure that the information is transmitted as indicated by this policy without delay.

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Current and Retiree Concealed Firearms

206.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension, or revocation of West Valley City Police Department identification cards under the Law Enforcement Officers' Safety Act (LEOSA) and Utah law (18 USC § 926C; Utah Code 53-5a-303).

206.2 POLICY

It is the policy of the West Valley City Police Department to provide identification cards to qualified former or retired officers as provided in this policy.

206.3 LEOSA

The Chief of Police may issue an identification card for LEOSA purposes to any qualified former officer of this Department who (18 USC § 926C(c)):

(a) Separated from service in good standing from this Department as an officer.

(b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this Department.

(c) Has not been disqualified for reasons related to mental health.

(d) Has not entered into an agreement with this Department where the officer acknowledges that they are not qualified to receive a firearm qualification certificate for reasons related to mental health.

(e) Is not prohibited by federal law from receiving or possessing a firearm.

206.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former officer and identify them as having been employed as an officer.

If the West Valley City Police Department qualifies the former officer, the LEOSA identification card or separate certification should indicate the date the former officer was tested or otherwise found by the Department to meet the active duty standards for qualification to carry a firearm.

206.3.2 AUTHORIZATION

Any qualified former law enforcement officer, including a former officer of this Department, may carry a concealed firearm under 18 USC § 926C when they are:

(a) In possession of photographic identification that identifies them as having been employed as a law enforcement officer and one of the following:

1. An indication from the person's former law enforcement agency that they have, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

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2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.

(b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

(c) Not prohibited by federal law from receiving a firearm.

(d) Not in a location prohibited by Utah law or by a private person or entity on their property if such prohibition is permitted by Utah law.

206.4 CURRENT OFFICER RESPONSIBILITIES

Fulltime sworn officers of the Department who desire to carry a concealed firearm in other states are required, pursuant to 18 USC § 926B to meet the following conditions:

(a) Each officer shall carry his/her Department identification whenever carrying such a weapon.

(b) Officers will remain subject to this and all other Department policies (including qualifying and training) and may not be the subject of any current disciplinary action.

(c) Officers may not be under the influence of alcohol or any other intoxicating or hallucinatory drug, including prescription drugs, which would inhibit their ability to safely handle a firearm.

(d) Officers must be aware that individual states may enact laws that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property.

(e) Officers must be aware that individual states may enact laws that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park.

Machine guns (as defined in § 5845 of the National Firearms Act), firearm silencers (as defined in 18 USC § 921) are not approved "firearms" per 18 USC § 926B.

206.5 FORMER OFFICER RESPONSIBILITIES

A former officer with a card issued under this policy shall immediately notify the Watch Commander of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Employee Convictions Policy.

206.5.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former officer shall:

(a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both their personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA

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and also that these acts were not taken as an employee or former employee of the Department.

(b) Remain subject to all applicable Department policies and federal, state, and local laws.

(c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.

(d) Successfully pass an annual criminal history background check indicating that they are not prohibited by law from receiving or possessing a firearm.

206.6 DENIAL, SUSPENSION, OR REVOCATION

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card is denied, suspended, or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.

206.7 FIREARM QUALIFICATIONS

The Training Unit sergeant may provide former officers from this Department an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Training Unit sergeant will maintain a record of the qualifications and weapons used.

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Cash Management

207.1 PURPOSE AND SCOPE

All West Valley City Police Department cash funds that Department employees are authorized to receive, maintain, or disburse will be maintained and handled according to this policy.

207.2 ACCOUNTING FOR FUNDS

All funds received and disbursed will be recorded in a fund ledger or spreadsheet, to be maintained by the supervisor who has control over that fund. The ledger or spreadsheet will identify the initial fund balance. All credits (cash income received) and debits (cash disbursed) will be documented in the ledger or spreadsheet with the date, name of employee handling the funds, the type of transaction and the new balance.

Each employee who receives funds will keep receipts or documentation for the funds received. All disbursements will be supported with a signed receipt, invoice, expense form, Confidential Informant payment form, or some other documentation supporting the disbursement.

207.3 AUTHORIZATION FOR CASH DISBURSEMENTS

All cash disbursements or expenditures of $500.00 or less must be approved by the employee's supervisor prior to the disbursement or expenditure of those monies. Expenditures or disbursements of cash funds over $500.00 but less than $1,000.00 require the prior approval of the employee's Bureau Chief. Disbursements or expenditures of $1,000.00 or more require prior approval from the Chief of Police.

207.4 CASH FUNDS

The following is a list of the cash funds within the Department:

(a) The Administrative Cash Fund

1. The Administrative Cash fund consists of cash and other forms of payment for items such as Department mugs, coins, hats, coasters, cufflinks, business cards, etc.
2. The Budget Manager will maintain a ledger or spreadsheet on this fund, which will identify the initial balance of the fund, if any, and cash received and for what purpose. The ledger will also indicate when the cash is deposited with the City Treasurer's Office and any remaining balance in the fund.
3. All cash received into the fund will be documented in the Budget Manager's ledger or spreadsheet.
4. No cash is disbursed from this fund, therefore no documentation is required for cash expenditures.
5. The Police Department Budget Manager, Officer Manager, and the Administrative Assistant to the Office of the Chief are authorized to receive cash for this fund. The Office Manager and the Administrative Assistant should give all cash received for this fund to the Budget Manager on the day that it is received.

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The Budget Manager should deposit cash received with the City Treasurer's Office on a daily basis. Deposits will be documented with a receipt from the City Treasurer's Office.

6. The Budget Manager is responsible for reporting the cash activity for this fund to the Administrative Services Bureau Deputy Chief on a quarterly basis.

(b) Investigations Section Cash Funds

1. The Investigations Section Cash Funds are cash used for the purpose of procuring evidence or information, the payment of informants for services rendered, or any other need that furthers an investigation. Supervisors and investigators receiving and disbursing cash for these purposes will do so according to the Confidential Informants Policy.
2. The Investigations Section Lieutenants will maintain a ledger or spreadsheet that includes the initial balance of the fund, cash income received, cash disbursed and for what purpose, and the balance on hand.
3. The Investigations Section Lieutenants will document cash received into the fund in their ledger or spreadsheet. This documentation will include where or from whom the cash was received and for what purpose.
4. Authorization for cash disbursement will follow the procedure for cash disbursements in the section above.
5. Cash disbursed to investigators for the purposes described in this fund will be documented by the Investigations Section Lieutenants in their fund ledger or spreadsheet. Investigators requesting funds will complete a "Special Fund Request for Cash" form. When possible, expenditures should be supported with a receipt, a "Special Evidence Expense" form, and/or a "Confidential Informant Payment" form. When this is not possible, the expenditure will be supported by an Interdepartmental Correspondence (IDC) memo from the investigator making the expenditure and approved by their immediate supervisor.
6. The Investigations Section Lieutenants or their designees are allowed to receive and disburse cash for this fund. Investigators and supervisors in the Investigations Section are allowed to receive cash from this fund for the purposes outlined above.
7. The Investigations Section Lieutenants are responsible for reporting the cash activity for this fund through their chain of command to the Administrative Services Bureau Deputy Chief, or designee on a quarterly basis.

(c) Special Operations Cash Fund

1. The Special Operations Cash Fund is cash used for the purpose of procuring evidence or information, the payment of informants for services rendered, or any other need that furthers an investigation. Supervisors and investigators receiving and disbursing cash for these purposes will do so according to the Confidential Informants Policy.

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2. The Special Operations Lieutenant will maintain a ledger or spreadsheet that includes the initial balance of the fund, cash income received, cash disbursed and for what purpose, and the balance on hand.
3. The Special Operations Lieutenant will document cash received into the fund in his/her ledger or spreadsheet. This documentation will include where or from whom the cash was received and for what purpose.
4. Authorization for cash disbursement will follow the procedure for cash disbursements in the section above.
5. Cash disbursed to investigators for the purposes described in this fund will be documented by the Special Operations Lieutenant in the fund ledger or spreadsheet. Investigators requesting funds will complete a "Special Fund Request for Cash" form. When possible, expenditures should be supported with a receipt, a "Special Evidence Expense" form and/or a "Confidential Informant Payment" form. When this is not possible, the expenditure will be supported by an Interdepartmental Correspondence (IDC) from the investigator making the expenditure and approved by his/her immediate supervisor.
6. The Special Operations Lieutenant or his/her designee is allowed to receive and disburse cash for this fund. Investigators and supervisors in the Special Operations Bureau are allowed to receive cash from this fund for the purposes outlined above.
7. The Special Operations Lieutenant is responsible for reporting the cash activity for this fund through their chain of command to the Administrative Services Bureau Deputy Chief on a quarterly basis.

(d) The EASY Program Cash Fund

1. The EASY Program Cash Fund is cash used for the purchase of alcoholic beverages by decoys between the ages of 18 and 20, who are employed by the Department, in order to assist in checking the compliance of local businesses regarding alcohol sales to minors. The activities of the decoys are monitored by sworn officers who take enforcement action as appropriate.
2. The supervisor in charge of the EASY Program will maintain a ledger or spreadsheet that includes the initial balance of the fund, cash income received, cash disbursed and for what purpose, and the balance on hand.
3. The supervisor in charge of the EASY Program will document cash received into the fund in their ledger or spreadsheet. This documentation will include where or from whom the cash was received and for what purpose.
4. Disbursements of cash from the EASY Program Fund may not exceed $100.00, and may be authorized by the supervisor in charge of the EASY Program or his/her designee.
5. Cash disbursed to officers or decoys for the purposes described in this fund will be documented by the supervisor in charge of the EASY Program in the fund ledger or spreadsheet. When possible, expenditures should be supported with a receipt. When this is not possible, the expenditure will be supported by an

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Interdepartmental Correspondence (IDC) memo from the officer supervising the decoy making the expenditure and approved by the supervisor in charge of the EASY Program.

6. The supervisor in charge of the EASY Program or their designee is allowed to receive and disburse cash for this fund. Officers and decoys participating in EASY Operations are allowed to receive cash from this fund for the purposes outlined above.

7. The supervisor in charge of the EASY Program is responsible for reporting the cash activity for this fund through their chain of command to the Administrative Services Bureau Deputy Chief on a quarterly basis.

(e) The Records Section Cash Fund

1. The Records Section cash fund is comprised of cash and other forms of payment received by the Records Section as fees for such things as police reports, records requests, sex offender registration fees, photo or video requests and other fees for services provided in accordance with the City's consolidated fee schedule.

2. The Records Section Supervisor will maintain a ledger or spreadsheet on this fund, which will identify the initial balance of the fund, if any, and cash received and for what purpose. The ledger will also indicate when the cash is deposited with the City Treasurer's Office and any remaining balance in the fund, kept for the purposes of making change for cash payments.

3. All cash received into the fund will be documented in the Records Section Supervisor's ledger or spreadsheet.

4. No cash is disbursed from this fund, therefore no documentation is required for cash expenditures.

5. Records Section employees who are assigned to the front desk and/or whose job it is to process requests for services from the public and accept fees for those services are authorized to receive cash for this fund. The Records Section supervisor will ensure that all cash received, with the exception of cash needed for the purposes of making change for cash payments, will be deposited with the City Treasurer's Office on a daily basis. Deposits will be documented with a receipt from the City Treasurer's Office.

6. Other than the normal making of change during a transaction, Records Section employees may only receive cash and are not allowed to make cash disbursements.

7. The Records Section Supervisor is responsible for reporting the cash activity for this fund to the Administrative Services Bureau Deputy Chief on a quarterly basis.

207.5 REPORTING

Employees responsible for maintaining cash funds will submit a quarterly activity or reconciliation report through their chain of command to the Deputy Chief of the Administrative Services Bureau.

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Inspections

208.1 PURPOSE AND SCOPE

The inspection process serves to provide a review and oversight of Departmental operations, personnel and equipment.

Supervisors use line inspections to ensure compliance by Department employees in areas of appearance, maintenance of issued equipment, facilities, etc.

Staff inspections are in-depth reviews of all components of the agency. They are used as a management tool to assure the agency head that personnel are adhering to proper administrative procedures.

Inspections are also intended to create an atmosphere of self-analysis and continuous improvement among work components.

208.2 LINE INSPECTIONS

A line inspection is an inspection conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected.

Although line inspections are an ongoing activity to ensure that employees are acting according to agency requirements, at a minimum, on a quarterly basis, supervisors shall inspect all personnel, work areas, and physical facilities under their control. Any clothing, equipment, or facility needing repair should be noted in the inspection and forwarded to the appropriated person for attention.

208.3 PROCEDURES FOR LINE INSPECTIONS

Supervisors will inspect the personnel, work areas, and physical facilities of their operational unit to identify issues such as:

(a) Worn out, ill fitting, or inappropriate clothing.

(a) Worn out, damaged, unsafe, or inoperative equipment.

(a) Unclean, disorganized, or unsafe work areas.

Supervisors will also utilize line inspections to ensure employee compliance with departmental policies, directives and orders. Examples of items to be inspecting are the wearing of a bullet proof vest, possession of a Department identification card, and adherence to grooming standards.

It is not intended that inspecting supervisors ensure compliance with all potential issues during the course of each inspection. Rather, a random selection of a variety of the potential issues, in addition to common issues like appearance and grooming, is preferred.

Regardless of the nature or extent of the inspection, supervisors who conduct inspections are required to document and follow up on deficiencies and ensure corrective measures are taken.

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208.4 CORRECTIVE MEASURES

(a) Supervisors who discover problems during an inspection will initiate corrective action as soon as practical.

(b) A deficiency discovered during a personnel inspection will be documented in the employee's performance file.

(c) Corrective action for deficiencies concerning missing or damaged clothing or individually issued equipment requires the completion and submission through the chain of command of an IDC, and if the item is immediately required for the performance of the employee's duties, the employee's supervisor will contact a Training Section supervisor to arrange for a replacement.

(d) Replacement of worn-out clothing is the responsibility of the employee. A supervisor has the authority to mandate that a worn-out article of clothing be retired and replaced by the employee.

(e) Replacement of individually issued equipment will be handled through the Training Section.

(f) Corrective action for deficiencies concerning general issue equipment or some aspect of the work area or facility will be reported through the chain of command.

(g) Supervisors who encounter a serious problem during an inspection that could result in the compromise of safety to the employee, the public, or the Department will document the problem and replace such items immediately as outlined above. If the deficiency is serious and repair or replacement cannot be accomplished immediately, the affected employee will be placed on restricted duty until the deficiency is remedied.

(h) Deficiencies or damage to equipment that result from neglect or abuse may be cause for disciplinary action.

208.5 STAFF INSPECTIONS

A staff inspection is an inspection conducted by personnel who do not have control of the persons, facilities, or procedures to be inspected. The staff inspections is a quality control management tool designed to review objectively the Department's organizational units. Staff inspections involve the examination of all Department operations for efficiency, effectiveness, policy compliance and adequacy of management controls.

The results of staff inspections are reported to the Chief of Police and includes recommendations for improvement and/or corrections, and identifies positive aspects of the are being inspected.

The emphasis of staff inspections is on the system, rather than the individual.

208.6 PROCEDURES FOR STAFF INSPECTIONS

All staff inspections will be performed on a formal basis.

The purpose of the inspections will be identified and an IDC sent to all affected personnel within the affected bureau, section or unit, prior to the initiation of a staff inspection. All affected personnel will be required to cooperate fully with the personnel assigned to the staff inspection.

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Inspections

Staff inspections will be performed as follows:

(a) On a quadrennial basis, each Deputy chief shall conduct a staff inspection of a bureau not under their command. This inspection shall include all sections and units within the bureau.

(b) The inspections shall consist of an objective review of the bureau's:

1. Facilities, property, and equipment;
2. Personnel; and
3. Administrative and operational practices to verify compliance with Department policies and procedures.

(c) The Deputy Chief may assign personnel under their supervision to assist them in conducting the staff inspection.

(d) Upon completion of the staff inspection, a written report shall be routed to the Chief of Police which documents the results of the inspection. The report shall include:

1. Exemplary areas;
2. Areas which would benefit from improvements; and
3. Recommendations for any improvements.

(e) The Chief of Police shall review the inspection reports and provide a copy to the affected bureau along with any recommendations the Chief believes are warranted based on a review of the inspection. The affected Deputy Chief shall ensure that areas noted as deficient or in need of correction are remedied as soon as practical.

Follow-up inspection reports will be completed at the direction of the Chief of Police.

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Special Events Plan

209.1 PURPOSE AND SCOPE

In an effort to provide consistent services to the community, the Department has established a process by which all special events will be handled.

209.2 DEFINITION

A special event is considered any activity that may require added attention in the area of traffic control, parking, pedestrian assistance, or additional officers beyond the necessities of regular duty. These events may include such activities as parades, festivals, races, carnivals, fairs, concerts, rallies, funerals, or any other event that may have or cause a large gathering of people or vehicles.

209.3 RESPONSIBILITY

The responsibility for reviewing, coordinating and planning special events will be assigned to the Department Special Events Coordinator. This assignment will be made at the discretion of the Chief of Police. The Department Special Events Coordinator may request additional assistance depending on the size and nature of the event to take place.

209.4 REVIEW PROCESS

The Department Special Events Coordinator will review all information relative to the proposed event and verify the following information:

- Nature of the proposed event
- Date and time of proposed event
- Location
- Need for special permits
- Traffic control (ingress and egress)
- Parking assistance
- Number of potential attendees or participants
- Any special needs
- Anticipated problems

Once all the necessary information is obtained, the Special Events Coordinator will review the details and make a determination what will be required from the Police Department.

209.5 STAFFING

The Special Events Coordinator will determine the staffing numbers that are needed and will post those positions for officers to sign up six weeks prior to the special event. Four weeks prior to the event, the Special Events Coordinator will conduct a draft to fill any positions that have not been filled. Those selected in the draft will be notified to sign up for a shift. The Special Events

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Coordinator will keep a list of those that work each special event. Those officers that work an event will not be entered in the draft for the following event.

209.6 EVENTS PLAN

A detailed plan will be put together by the Special Events Coordinator for the details of the event. The plan will include:

- Name of Supervisor responsible for the event
- Number of personnel working the detail
- Relief of assigned personnel if necessary
- Any specialized equipment being utilized
- Radio communications or channels
- Any traffic related information (i.e. ingress and egress plans)
- Parking issues
- Temporary traffic controls
- Access to and for public transportation
- Crowd control details or requirements including pedestrian crossings
- Access and space for news media if applicable
- Emergency vehicle access
- Coordination with outside agencies if applicable
- Any other pertinent information

A copy of the plan shall be forwarded to the Chief of Police, Deputy Chiefs, Watch Commanders and any other entity that may be affected by the operation. The Special Events Coordinator or the designated Supervisor for the event shall be responsible for all coordination with regular duty Supervisors and any outside agencies.

The designated Supervisor for the event shall hold a debriefing at the end of the event and provide an after-action report for documentation purposes and for future reference.

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Department Budget Management

210.1 PURPOSE AND SCOPE

This policy provides guidelines for Department budget management and accounting.

210.2 POLICY

The West Valley City Police Department endeavors to appropriately obtain, manage, review, and audit Department funds.

210.3 BUDGET PREPARATION AND MANAGEMENT

Each Bureau Commander or the authorized designee shall be responsible for preparing an annual budget proposal for review by the Chief of Police, which includes funding for operating needs, capital purchases, and personnel.

Adopted budgets should be reviewed and monitored periodically by Bureau Commanders so that expenditures do not exceed allocated funds.

210.3.1 ACCOUNTING

The Administrative Services Bureau Commander shall be responsible for developing and maintaining accounting procedures that include approval of each account, and provisions for quarterly status reports including, but not limited to:

- The initial appropriation for each account or program.
- Balances at the commencement of each reporting period.
- Expenditures and encumbrances made during the reporting period.
- The unencumbered balance of the account or program.

Accounting practices for cash accounts are described in the Cash Management policy.

210.4 AUDITS

Audits of the Department's fiscal activities should occur in accordance with City policy and procedure.

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