



BELLEVUE BOROUGH POLICE DEPARTMENT

Policy Name:	MISSION STATEMENT		
Executive:	Chief Sentner	Effective Date:	JAN. 2020
Revision Date:		Review:	N/A

MISSION

- The Bellevue Police Department exists to protect lives and property, and preserve the peace. To this end, the police department will use the Community Oriented Police (COP) and Problem-Oriented Police (POP) models to provide service to the citizens.

PATROL

- Crime results from the coexistence of the desire to commit the act and the belief that the opportunity to do so exists. The desire to misbehave may, to some extent be prevented by the removal or suppression of unwholesome influences. Patrol work involves extensive crime prevention contacts and duties, a criminal investigation, traffic enforcement, and an element of any other line activity carried out by field personnel. The Police Officer should respond by giving assistance, advice, and sympathy to those in distress. The police officers' job is so important that it is practically without limit.

POLICE TRAFFIC PATROL

Police control of highways, automobiles, and people is intended to facilitate the safe and rapid movement of automobiles and pedestrians. To this end, the inconveniences, dangers, and economic losses that arise from the movement, congestion, delay, stopping, and parking of vehicles must be lessened. Accidents and congestion are evidence of failure to provide safe and rapid movement.

Control of traffic is accomplished in three steps:

- The causes of accidents and congestion must be discovered.
- These causes must be remedied.
- The public must be educated in the provisions of the law and satisfactory movement Habits.

The police have four tools to aid in traffic control:

- Engineering and traffic studies.
 - Education of the traveling public.
 - Enforcement of the law.
 - Borough CCTV cameras on major roadways.
-
- Emergency lights and siren will only be utilized when responding to calls where there is an imminent or apparent danger of bodily injury, or for the specific flow and control of vehicle traffic. All responses should be in accordance with Title 75 known as the vehicle code and Chapter 5 of Title 18 known as the Crimes Code.

INVESTIGATIONS

- Being a department that receives calls for Service 24 hours a day, investigations of every sort demand our attention. In the event that certain actions or crimes extend beyond our expertise or jurisdiction, a request shall be made through an outside agency with the ability to efficiently investigate or assist in the investigation.

CRASHES

- Every crash that is reported will be investigated. Whenever a crash is investigated and it is determined that it is reportable, an accident report will be prepared in accordance with PennDOT requirements.



BELLEVUE BOROUGH POLICE DEPARTMENT

Policy Name:	USE OF FORCE		
Executive:	Chief Sentner	Effective Date:	June 2019
Revision Date:	January 2024	Review:	January 2024

PURPOSE

- The purpose of this policy is to provide Police Officers with general guidelines on the Use of Force, Deadly Force and Non-Deadly Force. This policy is for departmental use only, and should not be construed as a creation of a higher standard of safety or care in an evidentiary sense with respect to third party claims. It should serve as a general guideline, which, under unusual circumstances, may warrant departure from in order to respond appropriately. This policy will be reviewed on an annual basis.

POLICY

- It is the policy of this department that Police Officers shall use only that force that is objectively reasonable under all circumstances known to the officer at the time, to effectively bring an incident under control, while protecting the lives of the officer(s) and others.

DEFINITIONS

- **Authorized Firearm:** A firearm that has been formally approved by the Department Firearms Instructor and/or the Chief of Police for general or individual use by members. This includes primary service handguns, alternate service handguns, backup handguns, off-duty handguns, shotguns, rifles or other firearm used for law enforcement purposes. Members are responsible for the safe and secure storage of any department issued weapon and/or any personal primary, second or off duty weapon(s) and any chemical spray, TASER, impact devices or other tools when not in use.

- Chemical Force – Use of any OC liquid, aerosol or foam to compel compliance.
- Deadly Force – Force which, under the circumstances in which it is used, is readily capable of causing death or serious bodily injury.
- Electronic Control Device (ECD) – Use of any electronic equipment (Taser® or similar device to compel compliance.)
- Extended Range Impact Devices – Device ammunition designed to fire non-deadly projectiles that can incapacitate or disorient aggressive, violent or armed subjects.
- Firearms Force – The discharge of a firearm to compel compliance
- Forcible Felony – Those felony crimes that are against persons vs. property and the force used has caused or immediately threatens to cause death or serious bodily injury to another person.
- Impact Force – Use of any object (bean bag round, expandable baton, straight baton, etc.) as a less-lethal weapon to compel compliance.
- Imminent – Likely to happen without delay; impending; threatening.
- Non-Deadly Force – Force which, under the circumstances in which it is used and/or intended to be used, is NOT readily capable of causing death or serious bodily injury
- Objectively Reasonable – This term means that, in determining the necessity for force and the appropriate level of force, officers shall objectively evaluate each situation in light of the known facts and circumstances, including, but not limited to, the seriousness of the crime, the level of threat or resistance presented by the subject and the danger to the community.
- OIC – Officer-In-Charge
- Physical Force – Use of any part of the Officer's body or the use of Police canines to compel compliance and gain control.
- Primary Service Handgun – The firearm authorized by this agency to be carried as part of the service uniform, or the authorized firearm to be carried by plain-clothes officers.
- Probable Cause – Probable cause to arrest, search, or seize property exists when facts and circumstances known to the police officer would lead a reasonable person to believe:
 1. that the person to be arrested has committed a crime;
 2. that the place to be searched was the scene of a crime;
 3. that the place to be searched contains evidence of a crime; and/or
 4. that property to be seized is contraband, stolen, or constitutes evidence of a crime.
- Reasonable Suspicion – is a standard established by the Supreme Court in a 1968 case in which it ruled that police officers should be allowed stop and briefly detain a person if, based upon the officer's training and experience, there is reason to believe that the individual is engaging in criminal activity.

- Secondary Handgun – Any authorized back-up handgun or off-duty handgun other than the primary service handgun carried in an authorized concealed manner.
- Serious Bodily Injury (SBI) – Bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.
- Use of Force – Use of force is the amount of effort required by Police to compel compliance from a person. This includes any use of force occurring while the member is acting in an official law enforcement capacity, whether undercover, plainclothes, or uniform assignments, while on or off duty. Force used must be “objectively reasonable” based on the facts and circumstances confronting the officer(s) and judged from the perspective of a reasonable officer on the scene. See *GRAHAM v. CONNOR* 490 U.S. 386 (1989).

USE OF FORCE IN MAKING AN ARREST

- All Officers are responsible for the review and knowledge of Pennsylvania Statute Title 18, Chapter 5, General Principles of Justification. Specifically, members are governed by Section 505, Use of Force in Self-Protection; Section 506, Use of Force for the Protection of Other Persons; Section 507, Use of Force for the Protection of Property; and Section 508, Use of Force in Law Enforcement. These statutes have been used to form the basis of this policy.
- A police officer, when making an arrest, need not retreat or desist from efforts to make a lawful arrest just because of resistance or threatened resistance to the arrest. The officer is justified in the use of any force which he believes to be objectively reasonable to defend himself from bodily harm when making the arrest.
- Anytime a police officer makes an arrest which requires the use of force, it shall be their duty to report that amount of force, and all circumstances relating thereto in their incident report of the arrest and complete a “Use of Force Report” by creating an RMS incident report.
- When the use of force is necessary, the degree of force that is employed should be in direct relationship to the amount of resistance employed by the person or the immediate threat the person poses to the officer or others.
- The use of force by members of the Department will, whenever possible, be progressive in nature. This force may be in the form of officer presence, verbal control, restraint and control techniques, impact devices or the use of deadly force.
 - Note: an officer's assessment of the current threat level may justify rapid acceleration through the levels on the use of force continuum, and might even dictate a need to skip certain levels (i.e. – a subject advancing aggressively on an officer may offer no safe opportunity to issue verbal commands).

- In an effort to avoid the possibility of “Asphyxia,” in the event it is necessary to use your body weight to subdue and/or handcuff an individual; once the individual is controlled your weight should be quickly released to allow the individual to breathe freely. Officers should attempt to get the individual into a sitting or standing position or at the very minimum roll the individual on to their side as soon as possible.

FORCE OPTIONS

The following list of use of force/control options is not intended to suggest the order in which the various categories of force should be used in any specific situation. It is recognized that a situation may escalate rapidly. Officer's should handle a use of force situation with force they are able to articulate as reasonable.

- Command presence
- Voice
- Hand Control
- Chemical Agent / Electronic Control Device (ECD)
- Hand strike, leg thrust, punch / kick
- Restraint devices
- Less-lethal devices
- Baton / impact instrument
- Deadly Force

USE OF AEROSOL DEFENSIVE SPRAY

The use of Oleoresin Capsicum (OC) is an optional use of force and will be governed by this policy. Members of this Department may use OC to bring an unlawful situation safely and effectively under control, or, to defend themselves from resisting, combative and violent individuals while reducing the risk of inflicting or receiving injury. A member using OC will be accountable under this policy. This substance is intended for use in situations which do not require lethal force. OC spray should not be used against an otherwise compliant person simply for voicing objections, complaints or vulgarity, but who is generally obedient to police directions. The governing factor in the use of OC is whether its use is reasonable and necessary. It is considered a “Restraint and Control” technique that should be considered with other available alternative techniques.

OC WILL NOT BE USED WHEN:

1. A person submits peacefully to arrest and complies with lawful demands during an arrest or while in custody / detention.
2. A person complies with lawful commands during a valid investigative stop or stop for citation purposes.
3. When an officer is attempting to overcome passive resistance by a subject.
4. Once a subject is incapacitated and restrained.
5. In any environment where the subject's fall could reasonably result in substantial injury or death.

OC SHOULD NOT BE USED WHEN:

1. Under conditions where it may affect innocent bystanders.

TRAINING

*Officers must be trained by a certified instructor in a departmentally approved OC training course. No member of this Department will be permitted to carry or use OC until he has successfully completed the approved training course including recertification training courses every other year. Officers will carry only department issued OC Spray.

ELECTRONIC CONTROL DEVICES (ECD) – aka TASER

- The ECD is one of the options available to officers. The ECD, like an Impact Device, OC spray or empty hand techniques may not be effective in every situation. Officers must assess the effectiveness of each application and determine whether further applications are warranted or a different tactic should be employed
- An ECD is a non-deadly device issued to provide officers with additional Use-of-Force options for gaining compliance of resistant or aggressive individuals in arrest and other enforcement situations.
- The ECD's used by the Department is the Taser ECD.
- An ECD has two modes in which it may be used:
- Neuro – Muscular – Incapacitation (NMI) or Probe mode (greater than 3 feet): delivers a high voltage, low power charge of electricity that is designed to override the central nervous system (CNS) and take control of the skeletal muscles of the body.
- Drive stun mode (no probe or less than 3 feet): delivers the electrical current causing localized pain, but does not have a significant effect on the CNS.

Officers shall use ECD's when warranted in accordance with the guidelines and procedures in this policy:

1. Only officers who have completed the prescribed course of instruction on the use of an ECD are authorized to carry the device.
2. Officers whose normal duties/assignments may require them to make arrests or supervise arrestees and have been properly trained will carry a Department authorized ECD while on duty if available.
3. Uniformed officers shall carry only a Department authorized ECD in the prescribed manner on the duty belt. An ECD is normally carried on the non-gun side in a cross draw fashion. Non-uniformed officers may carry an ECD in alternative devices as authorized by the Department.

ECD Force is considered a use of force and shall be employed in a manner consistent with this use-of-force policy. It is considered a "Restraint and Control" technique that should be considered with other available alternative techniques. An ECD may be used when:

1. Verbal dialogue has failed to bring about the subject's compliance, and;
2. The subject has signaled their intention to actively resist (defensively or actively) the officer's efforts to make the arrest or control him.
3. There is Reasonable Suspicion to believe the subject is involved in Criminal activity and poses a threat to Officers, members of the public or themselves.
4. Use of the ECD is reasonable and necessary given the circumstances.
5. Officers may consider issuing a warning prior to deployment, if based on the totality of circumstances, the officer determines it may be beneficial to meeting operational objectives.
6. Whenever additional officers are present, and it is practical and reasonable, officers should issue the verbal warning "CLEAR-TASER" prior to using an ECD against a subject.

ECD will not be used:

1. Once a subject is incapacitated and restrained. *Exception-continued resistance or active aggression resulting in a substantial likelihood of injury to self or others does not preclude the (further) use of the device.*
2. When an officer is attempting to overcome passive resistance by a subject.

3. In the proximity of flammable liquids, gases, or any other highly combustible materials that may be ignited by the device, including any individual that may have been exposed to combustible substances or liquids such as gasoline, (never use in a meth lab environment).
4. In an environment where the subject's fall could reasonably result in substantial injury or death (such as in water or on an elevated structure).
5. When the subject is visibly pregnant unless deadly force is the only other option.

ECD should not be used:

1. When the subject is at the extremes of age or physically disabled.
2. The ECD is a non/less lethal device meant to assist with custody/control of a subject, it is not a deadly force weapon and therefore should not be used as a substitute for deadly force.
3. When the subject is operating a motor vehicle.

HANDCUFFS –FLEXIBLE CUFFS – LEG SHACKLES

- Every individual who is taken into custody shall be properly restrained by the use of handcuffs or flexible handcuffs. Unless a pre-existing injury, medical condition or physical reasons prohibit, the prisoner's hands are to be handcuffed behind the back so as to eliminate the possibility of the prisoner utilizing the handcuffs as a weapon. An exception to this procedure will be the use of an approved handcuff waste belt.
- The use of leg shackles when transporting a prisoner is permissible. Handcuff waste belts and leg shackles are available at the station. Some factors that may be considered when using leg shackles include:
 1. The nature of the charges against the prisoner.
 2. The escape potential of the prisoner.
 3. The risk of assault by the prisoner.
 4. The sentence the prisoner is currently serving or may be subject to serve.
 5. Whenever handcuffs or leg shackles are utilized during an arrest or prisoner transport, to prevent tightening and causing possible injury to the prisoner, they should be double-locked.
 6. In the event that a prisoner makes a complaint with respect to the tightness of handcuffs, flexible handcuffs or leg restraints, as soon as possible and safe to do so, check for proper fit (tightness) by performing a finger sweep between the cuff and the wrist and/or ankle.

IMPACT WEAPONS

- The departmental issued and approved straight batons, expandable baton and defensive/protective gloves are tools that can provide means by which an officer can defend himself or others from injury and are considered a less lethal device. Use of an impact device is a means of controlling offenders when the officer is facing escape resistance and the officer's empty hand control is insufficient to overpower the resistance, or, if the officer is facing active aggression resistance, or, to bring a violent or potentially violent situation safely and effectively under control.
- No officer shall carry a non-issued impact device for which he has not completed certification training.
- The impact device should be carried in a baton ring or in a low profile position when the baton is not in use or an appropriate scabbard for other types of impact devices.
- The officer will not unnecessarily brandish or use the impact device as an intimidation or coercing device unless the officer is attempting to prevent the further escalation of force.
- Strikes with an impact device should be delivered to the following areas:
 1. Primary targets, major muscle masses. The primary targets are the major muscle masses, those being the forearm, thigh, or calf. These locations should be primary targets because of the low implication of injury to the subject. Impact device strikes to these locations normally create severe muscle cramping which inhibits the subject's ability to continue aggression.
 2. Secondary target areas, joints or bones. If primary areas are unavailable or unreasonable target areas, secondary target areas are joints or bones. For example, elbows, wrists and knees. These areas carry a high probability of creating damage to soft or connecting tissues as well as bone fractures.
 3. Deadly force targets include head, neck, throat spine, internal organs and clavicle, and are considered target areas which the officer may strike if justified in using deadly force. These striking points have high implications of creating severe injury in the form of great bodily harm or death. Therefore, the officer will avoid intentionally striking these areas during any confrontation, unless the level of resistance is severe enough to justify the use of deadly force.
 4. Use of alternative impact devices
 - In the event that the officer's use of the primary impact device is not feasible, the officer may be justified in using an alternative impact device. When an alternative impact device is used it will be used in the same manner as instructed for the use of the primary impact device, and at no time shall the alternative impact device be used as a deadly force instrument unless the officer is justified in using deadly force.

5. Impact devices are considered a use of force and shall be employed in a manner consistent with this use of force policy. These devices are a level of force option, just below deadly force. It is considered an "Impact Force" technique that should be considered with other available alternative techniques.

USE OF FOLDING OR FIXED BLADE KNIFE

- Officers while on-duty are permitted to possess and use a tactical folding knife or fixed blade knife. It is recognized that officers may have many needs for a knife, including both general work and as a weapon of last resort in deadly force encounters. While not considered to be a primary device of choice in a defense-of-life situation, officers may, under extraordinary circumstances, use a knife in defense of their life and the lives of others. At no time shall a knife be used as a deadly force instrument unless the officer is justified in using deadly force.
- Nothing in this policy requires any officer to carry any knife.
- The carrying and use of any knife by on-duty officers will be done as unobtrusively as possible so as not to alarm any bystander. The officer shall take care not to exhibit or handle the knife in a careless manner.
- It is the individual officer's responsibility to use the knife as a tool in a safe and responsible manner.
- The wearing of a fixed-blade knife by on-duty uniformed personnel on the duty belt is prohibited. A fix blade knife may only be worn concealed from public view.

USE OF DEADLY FORCE

- A police officer as defined in Chapter 5 of the Pennsylvania Crimes Code, Title 18 C.S.A. Section 501, shall only use deadly force when necessary and justified to affect lawful objectives in conformance to the Pennsylvania Crimes Code, other Pennsylvania statutory provisions, and Pennsylvania and Federal Court decisions. Title 18, Chapter 5, Section 508, Subsection (a.), relating to "The Use of Force in Law Enforcement", provides for the lawful and justified use of deadly force by a police officer only:
 1. To protect the officer or others from what is reasonably believed to be a threat of death or serious bodily harm.
 2. To prevent the escape of a fleeing violent felon who the officer has probable cause to believe will pose a significant threat of death or serious physical injury to the officer or others.
 3. Warning shots should not be fired

4. When the use of deadly force is justified, the officer should fire their weapon to stop the threat or aggressive behavior of the subject. For maximum stopping effectiveness and minimal danger to innocent bystanders, the officer should shoot to stop at center body mass of the available target or the head in the situation where the person is wearing body armor.
5. Deadly force methods are not limited to the use of a firearm. The department recognizes that in a deadly force situation nearly any method may be necessary in order to stop the threat, including the use of a vehicle, blunt object, hands, feet, knife, etc.

USE OF FIREARMS IN PURSUIT OR INTO MOVING VEHICLE

- It is the policy of the Department that each officer shall use only that force that is objectively reasonable in light of the facts and circumstances known to the officer at the time, to effectively bring an incident under control while protecting the lives of the officer(s) and others. When possible the officer should utilize other reasonable means of apprehension or defense before resorting to the use of firearms.
- Except in the most extreme cases, shots fired at or from a moving vehicle are prohibited and deadly force is necessary to prevent death or serious bodily injury to the officer(s) or others.

MEDICAL ASSISTANCE FOR INJURED OR REQUEST FOR MEDICAL ASSISTANCE

- Medical assistance shall be obtained as soon as is practicable for a suspect(s) who is arrested or detained by this Department who receives or claims injury, however slight, while in the custody of this Department.
- If an officer has reason to believe that a suspect has been injured or may be in need of medical treatment but the suspect has made no claim of injury or request for treatment, the officer shall request an EMS unit respond. That suspect shall be examined by a paramedic and shall receive appropriate treatment, if necessary, and shall be documented in the narrative portion of the incident report.
- Officers have a duty and obligation to obtain medical treatment to injured suspect(s) who are being detained inside the Borough of Bellevue. This includes incidents beginning in another jurisdiction and terminating in the Borough of Bellevue. The detained person shall be examined by a paramedic and shall receive appropriate treatment, if necessary. The officer in charge shall ensure the incident is properly documented in the RMS system.

REVISED JANUARY 2024



BELLEVUE BOROUGH POLICE DEPARTMENT

Policy Name:	GENERAL FIREARMS		
Executive:	Chief Sentner	Effective Date:	01/01/2019
Revision Date:	4/1/2021	Review:	4/1/2021

FIREARMS

All officers will conduct themselves in a professional manner when handling any firearm.

All officers will carry a firearm while providing police service for the Borough of Bellevue.

All firearms will be approved by the Chief of Police, and the department weapons instructor after a review and inspection procedure has been completed. The weapon will then be authorized for use.

All officers will fire a qualifying course each year according to present standards with the handgun used for service and carried off duty.

Officers who fail to qualify annually will be prohibited from carrying a firearm until they qualify.

Officers who have not fired qualifying or familiarization course with shotguns, rifles, automatic weapons or chemical weapons according to Pennsylvania or Department standards are not permitted to use these weapons.

All officers must qualify with their duty weapon before it is carried for duty, also with secondary and off duty weapon.

HANDLING FIREARMS

Handling or manipulating any firearm without first making sure the firearm is unloaded and or rendered safe, is strictly forbidden.

If an officer handles, manipulates or causes a firearm to be removed from any holster, other than in defense of life, that officer must first unload the weapon, and declare "WEAPON OUT" to any one in hearing distance. If there is more than one officer present, that officer must inspect the weapon and declare it safe before the officer handling the weapon can proceed.

SEMI AUTOMATIC WEAPONS

No officer will be permitted to carry a semi automatic weapon until he has completed an instructional course that is designed for familiarization of care, cleaning and qualification of semi automatic handguns.

SUB-COMPACT WEAPONS

No sub compact weapons will be authorized for primary duty use. Special duty authorization will be on a case by case basis. Secondary weapons may be sub compact.

OFF DUTY WEAPONS

All officers will fire a qualification or familiarization course with a handgun before it is carried off duty.

All officers that elect to carry an off duty weapon must also carry a badge and official identification card in a badge case that can be displayed without difficulty.

All ammunition used will be factory supplied and Department approved.

AMMUNITION

In duty handguns all officers are restricted from carrying any ammunition not issued by the department.

All ammunition used will be factory supplied and Department approved

RESTRICTION

All firearms will be approved by the Chief of Police, and the department weapons instructor after a review and inspection procedure has been completed. The weapon will then be authorized for use.

MODIFICATIONS

All officers will carry only a quality manufactured handgun.

The handgun will be free of any modification or options that would void the manufacturers warranty or in any way reduce the minimum specifications of the manufacturer.

No handgun will be fitted with a trigger shoe, hammer extension or similar add on equipment.

Approved accessories:

Night Sights, suppressor height sights, red dot, flashlight, other accessories approved by Chief and firearms staff.

WARNING SHOTS

All officers are forbidden from firing any "WARNING SHOTS".

GRIPS

Officers may substitute the manufacturers grips with custom grips, as long as those grips do not interfere with the loading, unloading or with the normal operation of the firearm.

SHOTGUNS

Officers are required to qualify with a 12 gauge shotgun that is currently used by the Department as prescribed by current state or local standards.

Officers not qualified are prohibited from carrying a shotgun.

LEGAL DISCLAIMER

This policy is for Department use only and does not apply in any criminal or civil proceeding. This Department policy should not be construed as a creation of higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this policy will only form the basis for Department administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.



BELLEVUE BOROUGH POLICE DEPARTMENT

Policy Name:	GENERAL UNIFORM REGULATIONS		
Executive:	Chief Sentner	Effective Date:	JAN 2020
Revision Date:		Review:	N/A

GENERAL UNIFORM REGULATIONS

- All officers of the Police Department shall possess a complete and serviceable uniform prescribed for their rank at all times.
- All officers shall wear the prescribed uniform for their rank during their tour of duty unless otherwise ordered or instructed.
- Officers shall not wear the official Police uniform while off duty for the purpose of representing the department in any way unless the express permission of the Chief of Police has been given or when so ordered.
- No item, Badge, Pin, Buckle, Emblem or Decoration, not of official specification or design, shall be worn on or with the uniform without the approval of the Chief of Police.
- Uniforms must conform to fit, material, workmanship and be made in accordance with the specifications prescribed by the Chief of Police and as outlined in this policy.
- "T" shirts worn with the short sleeve shirt shall be white, navy or black. Officers may wear moisture-wicking type undershirts.
- Uniforms shall be worn in a military manner. Caps shall be worn straight, the visor centered directly over the nose. Sleeves on long-sleeved shirts shall not be turned or rolled up. Buttons on shirt fronts and pockets shall be secured.
- Certain and positive dates for prescribing the uniform of the day for the various seasons of the year cannot be designated positively due to the changing weather conditions, therefore, the uniform of the day for the various seasons of the year shall be announced by a special directive.

INDIVIDUAL ITEMS OF UNIFORM AND EQUIPMENT, POLICE

- SHIRTS, long or short sleeve dark navy blue or white dependent on rank, with department patches on each shoulder and appropriate rank designation.
- PANTS, dark navy blue. Cargo pockets may be on the outside thigh but must be flat and not bulge.
- GARRISON BELT, plain black that confirms with utility belt style.
- UTILITY BELT, plain black leather either buckle or velcro style.
- HOLSTER, plain black leather fitted for an approved firearm. The holster must have some level of retention.
- HANDCUFF CASE, plain black leather pouch. Officers may wear a double cuff case or carry two handcuff cases.
- AMMUNITION POUCHES (double), plain black fitted for approved ammunition.
- LATEX GLOVE POUCH, black. (optional)
- BATON RING, with a black strap to hold specific baton officer received training with. (optional)
- BADGE, worn on the upper left chest of uniform. Officers working in plainclothes will have badge available to be rapidly displayed, preferably on a chain worn around the neck.
- HAT BADGE, gold or silver color for appropriate rank
- WINTER HAT, black trooper style or embroidered watch cap
- HAT, 5 Star with summer and winter cover, gold or silver florentine hat strap, and bi-color rain cover.
- RAINCOAT, bi-color reversible black, and lime green.
- WINTER COAT, waist-length car coat or mid-length, black.
- LIGHTWEIGHT JACKET, reversible black, and lime green.
- GLOVES, black winter
- SHOES, black low quarter or 1/4 length style
- BOOTS, black winter, insulated, waterproof
- COLLAR PINS, gold or silver state seals
- TIE TAC, gold or silver state seal
- TIE, dark navy blue clip-on or Velcro.
- TURTLE NECK or MOCK, dark navy with "BPD" embroidered on the collar. It may be worn in lieu of tie with winter uniform.
- NAME TAG, gold/silver w/ black enamel fill, 1/2 inch
- BULLETPROOF VEST will be worn at all times that an officer is on duty, in uniform and serving in a patrol capacity. If an officer is working in covert capacity or serving in an alternative role, the vest should be readily available for quick deployment.

- STRAIGHT BATON or PR24, black wooden. (optional)
- STRAIGHT BATON or PR 24 HOLDER, plain black (optional)
- EXPANDABLE BATON, minimum length is 16 inches (optional)
- EXPANDABLE BATON HOLDER, plain black (optional)
- HANDCUFFS, high-quality steel or alloy chain-linked or hinged style (1 pair minimum, second pair optional) *Peerless or Smith and Wesson are preferred*
- REPLACEMENT, Changed by 1995 CBA.

Effective 2019: Officers may choose to wear an outer or concealed ballistic carrier. The style of the outer carrier must be approved by the Chief of Police before worn on duty. Officers will not wear raid vests (aka flack jackets) unless an extreme condition exists and the Chief has authorized.

Plate carrier vests are authorized as an extra layer of protection. These carriers are not be worn during normal patrol operations and shall be optional when a heightened situation arises.

SERVICEABILITY

- The determination as to the serviceability of any item or items of uniform and/or equipment shall be made by the Chief of Police or his representative.

OPTIONAL ITEMS

- Items of optional uniform and equipment which an officer is authorized to use or wear but is not required may be replaced at the discretion of the Chief of Police.



BELLEVUE BOROUGH POLICE DEPARTMENT

Policy:	Crowd Control & Civil Unrest Response		
Executive:	Chief Sentner	Effective Date:	April 2019 (IACP Model)
Revision Date:		Review:	N/A

I. PURPOSE

The purpose of this policy is to establish guidelines for managing crowds, protecting individual rights, and preserving the peace during demonstrations and civil disturbances.

II. POLICY

It is the policy of this agency to protect individual rights related to assembly and free speech; effectively manage crowds to prevent loss of life, injury, or property damage; and minimize disruption to persons who are not involved.

III. DEFINITIONS

Civil Disturbance: A gathering that constitutes a breach of the peace or any assembly of persons where there is a threat of collective violence, destruction of property, or other unlawful acts. Such a gathering may also be referred to as a riot or unlawful assembly.

Crowd Control: Techniques used to address civil disturbances, to include a show of force, crowd containment, dispersal equipment and tactics, and preparations for multiple arrests.

Crowd Management: Techniques used to manage lawful assemblies before, during, and after the event for the purpose of maintaining lawful status through event planning, pre-event contact with event organizers, issuance of permits when applicable, information gathering, personnel training, and other means.

Demonstration: A lawful assembly of persons organized primarily to engage in free speech activity. These may be scheduled events that allow for law enforcement planning. They include, but are not limited to, marches, protests, and other assemblies intended to attract attention. Lawful demonstrations can devolve into civil disturbances that necessitate enforcement action.

Impact Projectiles: Projectiles designed and intended to deliver non-penetrating impact energy from safer than contact range. These may include direct fire or non-direct skip-fired rounds. The latter are projectiles that are discharged toward the ground in front of a target, theoretically delivering the energy to the subject following contact with the ground.

IV. PROCEDURES

A. Preparation and Planning

1. Every effort should be made to make advance contact with event organizers and to gather the following necessary information about the event to ensure accurate assignment of personnel and resources:
 - a. What type of event is involved?
 - b. When is it planned?
 - c. Will the event coincide with other routine, large-scale events (e.g., sporting events)?
 - d. Is opposition to the event expected?
 - e. How many participants are expected?
 - f. What are the assembly areas and movement routes?
 - g. What actions, activities, or tactics are anticipated, to include use of demonstrator devices designed to thwart arrest?
 - h. What critical infrastructures are in the proximity of the event?
 - i. Have permits been issued?
 - j. Have other agencies such as fire and EMS been notified?
 - k. Is there a need to request mutual aid?
 - l. Has the appropriate level of properly equipped personnel been allocated to ensure safety of bystanders, officers, and demonstrators?
 - m. Will off-duty personnel be required?
 - n. What is the history of conduct at such events?
 - o. Are event organizers cooperative?
 - p. Who are the potential counter-protest groups?
 - q. Is there a history of violence between the group demonstrating and potential counter-protest groups?
2. The incident commander (IC) or a designee, shall prepare a written plan subject to the approval of the Chief of Police or his or her designee. The plan should address the following and be distributed to all participating agencies.
 - a. Command assignments and responsibilities
 - b. Personnel, unit structure, and deployment considerations to include the need for special response teams (i.e., SWAT, emergency medical personnel, and plainclothes officers).
 - c. Regular communication with legal advisors
 - d. Liaison with event planners, to include their legal advisors, where applicable
 - e. Liaison with outside agencies
 - f. Communications plan, to include release of information to the media
 - g. Pre-event intelligence analysis
 - h. Weather and terrain at the event location
 - i. Transportation, support, and relief of personnel
 - j. Staging points for additional resources and equipment
 - k. Traffic management, including perimeter security
 - l. First aid stations established in coordination with emergency medical service providers
 - m. Demonstrator devices, extrication teams, and equipment
 - n. Transportation of prisoners
 - o. Arrestee processing areas
 - p. Any laws, ordinances, or administrative rules specific to the event

B. Management and Organization Principles

1. Government may impose reasonable restrictions on the time, place, and manner in which persons assemble and engage in free speech activity. This agency shall place only those limitations and restrictions on demonstrations necessary to maintain public safety and order and, to the degree possible, facilitate uninhibited speech, commerce, and freedom of movement.
2. An Incident Command System (ICS) shall be used in crowd management and civil disturbances to ensure control and unified command.
3. Organization of responsibilities shall be as follows:
 - a. The chief executive officer shall designate an incident commander (IC) responsible for overall control of a demonstration or civil disturbance.
 - b. The IC shall implement the written plan.
 - c. In the case of a widely dispersed demonstration or disturbance, or event with multiple locations, multiple ICs may be assigned at the discretion of the chief executive officer.
 - d. The IC shall be responsible for preparing operations plans and management details associated with planned demonstrations.
4. The primary objectives of the IC at a civil disturbance are to accomplish the following:
 - a. Protect persons, regardless of their participation in the disturbance.
 - b. Disperse disorderly or threatening crowds in order to eliminate the immediate risks of continued escalation and further violence.
 - c. Arrest law violators, including those responsible for property damage, and remove or isolate persons inciting violent behavior.
5. Officers shall be briefed on what to expect and appropriate responses. They shall be informed that the IC or their designee(s) shall be responsible for ordering any response deemed appropriate.

C. General Crowd Response

1. Officers shall be deployed to monitor crowd activity. Sufficient resources to handle multiple unruly persons should be available, depending on the fluidity of the situation and degree of actual or likely disruption.
2. Uniformed personnel shall wear their badges and nameplates or other identification in a visible location on their person at all times.
3. Officers shall be positioned in such a manner as to minimize contact with the assembled crowds.
4. Officers should avoid engaging in conversations related to the demonstration with attendees, refrain from reacting in response to comments from demonstrators, and maintain a courteous and neutral demeanor.
5. Persons who reside, are employed, or have emergency business within the area marked off by a police line shall not be prevented from entering the area unless circumstances suggest that their safety would be in jeopardy or their entry would interfere with law enforcement operations.
6. Individuals designated by the IC should establish and maintain communication with event organizers and relay information on crowd mood to the IC.
7. Supervisors should maintain close contact with their assigned officers to ensure compliance with orders, monitor behavior and disposition, and ensure that they are aware of any changes in crowd behavior or intent.
8. Audio and video recording of agency crowd response should be considered for evidentiary purposes.

9. Mass arrests shall be avoided, unless necessary.
10. Officers shall ensure that a means of egress for all individuals is present at all times.

D. Response to Spontaneous Civil Disturbances

1. The first officer to arrive on the scene of a spontaneous civil disturbance should
 - a. observe the situation from a safe distance to determine if the gathering is currently or potentially violent;
 - b. notify communications of the nature and seriousness of the disturbance, particularly the availability of improvised or deadly weapons, the location and estimated number of participants, current activities (e.g., blocking traffic), direction of movement, and ingress and egress routes for emergency vehicles;
 - c. request the assistance of a supervisor and necessary backup;
 - d. attempt to identify crowd leaders and agitators engaged in criminal acts;
and
 - e. at the first available opportunity, request the crowd to voluntarily disperse.
2. The first officer or supervisor in charge at the scene should
 - a. deploy officers at vantage points to report on crowd actions;
 - b. establish a perimeter sufficient to contain the disturbance and prohibit entrance into the affected area;
 - c. ensure that, to the degree possible, uninvolved individuals are evacuated from the immediate area of the disturbance;
 - d. establish a temporary command post;
 - e. provide ongoing assessment to communications;
 - f. move and reroute pedestrian and vehicular traffic around the disorder;
 - g. control unauthorized ingress and egress by participants; and
 - h. prevent outside attempts to assist or reinforce participants.
3. The IC should also ensure that
 - a. adequate security is provided to fire and EMS personnel in the performance of emergency tasks;
 - b. support and relief for personnel are available;
 - c. a secure staging area for emergency responders and equipment is designated;
 - d. liaison and staging points for media representatives are established and available information is provided as appropriate;
 - e. the IC event log is maintained to document activities and actions taken during the course of the incident;
 - f. photographic or video evidence is preserved, in accordance with applicable law and agency policy, of crowd actions and officer response;
 - g. photographs or videos are taken of any injuries sustained by law enforcement officers or the public; and
 - h. the need for full mobilization of sworn officers and the recall of off-duty officers are determined.

E. Use of Force

1. Officers should follow the policy on use of force.
2. Unless exigent circumstances justify immediate action, officers shall not independently make arrests or employ force without command authorization.
3. The following restrictions and limitations on the use of force should be observed during demonstrations and civil disturbances. In all cases, weapons should be carried and deployed only by trained and authorized officers.
 - a. Motor vehicles may be used to contain, control, and direct persons as appropriate but shall not be intentionally brought into contact with them unless the use of deadly force is authorized.
 - b. Bicycles may be used to control and move persons as appropriate.
 - c. Electronic control weapons (ECWs) should be used during civil disturbances only for purposes of restraint or arrest of actively resistant individuals when alternative less forceful means of control are not available or are unsuitable and only when the individual can be accurately targeted. ECWs shall not be fired indiscriminately into crowds.
 - d. Aerosol restraint spray, known as oleoresin capicum (OC), may be used against specific individuals engaged in unlawful conduct or actively resisting arrest, or as necessary in a defensive capacity when appropriate. OC spray shall not be used indiscriminately against groups of people where bystanders would be unreasonably affected, or against passively resistant individuals. High-volume OC delivery systems (such as MK-9 and MK-46) are designed for and may be used in civil disturbances against groups of people engaged in unlawful acts or endangering public safety and security when approved by the IC. Whenever reasonably possible, a verbal warning should be issued prior to the use of these systems.
 - e. A baton or similar device can be used as a defensive weapon; as a means of overcoming resistance (e.g., used in the two-hand horizontal thrust on a police line); to stop, control, or neutralize perceived threatening resistance; as a show of force; or as a means to contain or disperse a crowd.
 - f. All uses of force shall be reported and investigated in accordance with agency policy.

F. Crowd Dispersal

1. Before ordering forced dispersal of a civil disturbance, the IC should determine whether lesser alternatives may be effective. These alternatives include the use of containment and dialogue, as follows:
 - a. Establish contact with event organizers or crowd leaders to assess their intentions and motivations and develop a mutually acceptable plan for de-escalation and dispersal.
 - b. Communicate to the participants that their assembly is in violation of the law and that the agency wishes to resolve the incident peacefully, but that acts of violence will be dealt with swiftly and decisively.
 - c. Target specific violent or disruptive individuals for arrest.
2. Prior to issuing dispersal orders, the IC should ensure that all potentially necessary law enforcement, fire, and EMS equipment and personnel are on hand to successfully carry out tactical operations and that logistical needs for making mass arrests are in place.

3. When the IC has made a determination that crowd dispersal is required, he or she shall direct unit commanders, where time and circumstances permit, to issue warnings prior to taking action to disperse the crowd.
 - a. The warning shall consist of an announcement citing the offenses or violations being committed, an order to disperse, and designated dispersal routes.
 - b. A second and third warning should be issued at reasonable time intervals before designated actions are taken to disperse the crowd.
 - c. Where possible, the warnings should be audio or video recorded and the time and the names of the issuing officers recorded in the IC's event log.
4. Specific crowd dispersal tactics should be ordered as necessary where the crowd does not heed warnings. These include, but are not limited to, any one or combination of the following:
 - a. Display of forceful presence to include police lines combined with motorcycles, law enforcement vehicles, mounted units, bicycle units, and mobile field forces
 - b. Multiple simultaneous arrests
 - c. Use of aerosol crowd control chemical agents
 - d. Law enforcement formations and the use of batons for forcing crowd movement.

G. Mass Arrest

During a civil disturbance, it may be necessary to make arrests of numerous individuals over a relatively short period of time. For this process to be handled efficiently, safely, and legally, the following should be observed:

1. Mass arrests should be conducted by designated squads.
2. An adequate secure area should be designated for holding arrestees after processing and while awaiting transportation to a detention center.
3. Arrest teams should be advised of the basic offenses to be charged in all arrests, and all arrestees shall be advised of these charges.
4. Arrestees who are sitting or lying down but agree to walk shall be escorted to the transportation vehicle for processing. Two or more officers should carry those who refuse to walk.
5. Arrestees shall be searched incident to arrest for weapons, evidence of the crime of arrest, and contraband.
6. Photographs should be taken of the arrestee and any arrestee property, and a field arrest form shall be completed.
7. Transporting officers should not accept arrestees without a properly prepared field arrest form and photographs and shall ensure that all property is properly processed.
8. Anyone who is injured, to include arrestees, shall be provided medical attention. Photographs should be taken of all known injuries.

H. Deactivation

When the disturbance has been brought under control,

1. All personnel engaged in the incident shall be accounted for and an assessment and documentation made of personal injuries.
2. Witnesses, suspects, and others should be interviewed or questioned.
3. All necessary personnel should be debriefed as required.

4. Any equipment utilized by officers should be replaced.
5. All written reports shall be completed as soon as possible after the incident. Comprehensive documentation should include the basis for the incident and the agency's response to the incident, with a statement of impact to include the costs of equipment, personnel, and related items.

I. Outside Agency Assuming Command

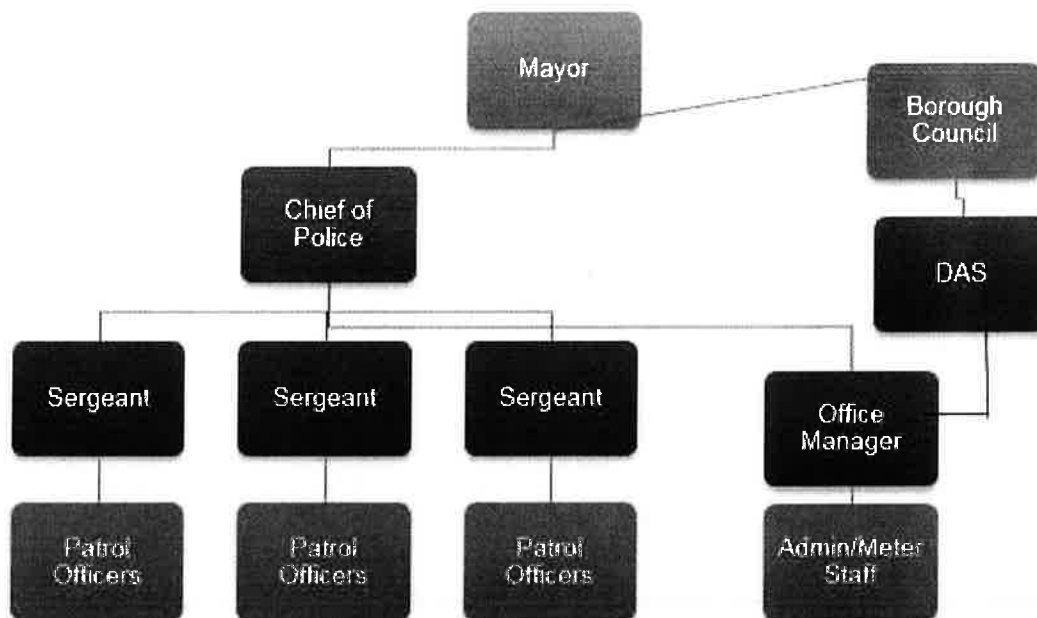
1. When civil unrest occurs and an outside agency is requested to provide specialized response (i.e. SWAT or Mobile Field Forces) all directives and procedures will transition to the responding agency and they will assume Incident Command.



BELLEVUE BOROUGH POLICE DEPARTMENT

Policy Name:	CHAIN OF COMMAND		
Executive:	Chief Sentner	Effective Date:	JAN 2020
Revision Date:		Review:	N/A

- The chain of command of the department follows the executive branch of the local government. The elected position of Mayor of the Borough of Bellevue is the highest position within the executive branch of government in the Borough of Bellevue.
- The Chief of Police is the highest ranking officer within the police department. The Chief of Police answers to the Mayor.
- Second in line of authority in the police department is the position of Lieutenant of Police. A Lieutenant of Police answers to the Chief of Police.
- Third in line of authority is the position of Sergeant of Police. A Sergeant answers to a Lieutenant of Police or Chief of Police in the absence of a department Lieutenant.
- Fourth in line of authority is the position of Police Officer. A Police Officer answers to a Sergeant of Police.
- For administrative control, when a ranking officer is not on duty the Police Officer with the most seniority as a police officer with the Bellevue Police Department will assume the authority of the lowest ranking supervisor in the department.
- Team Leaders of specific programs within the police department answer to the Chief of Police or his designee. Their span of control is only for their specific program and is not a rank within the department.





BELLEVUE BOROUGH POLICE DEPARTMENT

Policy Name:	Body Worn Camera Policy and Procedure		
Executive:	Chief Sentner	Effective Date:	January 1, 2022
Revision Date:		Review:	

PURPOSE

The purpose of this general order is to establish guidelines and procedures for the use of Body Worn Cameras (BWC) as an effective tool to help audio/visually document events as they actually occur.

Recent changes to Pennsylvania Law allow uniformed law enforcement officers or clearly identifiable law enforcement officers on official duty such usage. Future changes in law and procedure, technology (e.g., facial recognition), as well as training provided on this procedure, may give rise to modifications of this policy. Violations of this policy subjects the officer to the department disciplinary policy.

POLICY

When permissible under Pennsylvania Law, officers shall activate the BWC to record contacts with citizens in the performance of their official duties, pursuant to this policy.

Officers and citizen safety shall be the primary consideration when interacting with citizens and/or suspects. There may be instances in which officers are unable to activate their BWC due to circumstances making it unsafe, impossible, or impractical to do so. In these exigent circumstances, officers shall begin recording with their BWC at the first reasonable opportunity to do so and document the reason for the delayed start in the incident report and/or as part of the recording.

The Department recognizes that video images cannot always show the full story nor do video images capture an entire scene. The Department also recognizes that the BWC video does not mirror the perspective of the officer at the time of an incident, nor does the video include other factors known to or perceived by the officer that could impact the officer's judgement and decision-making, such as events beyond the scope of the camera, the officer's "reactionary gap", or the difference between human vision and the camera's video recording abilities.

Therefore, the use of body-worn cameras does not reduce the requirement to provide thorough written documentation of an incident.

This policy does not regulate the use and operation of Mobile Video Recording (MVR) equipment that is permanently mounted inside of some Department owned vehicles.

DEFINITIONS

The following words and phrases when used in this chapter shall have the meanings given to them in this section unless the context clearly indicates otherwise:

Agency Administrator – Member of the Department who will be identified at the administrator level, with full access to user rights.

Body Worn Camera (BWC) System – A camera system worn on the person of a uniformed law enforcement officer, or clearly identifiable law enforcement officer on official duty, capable of recording events both audio and visually that is approved for use by the Pennsylvania State Police and published in the Pennsylvania Bulletin.

Body Worn Camera Program Manager – Officer designated by the Chief of Police to manage the BWC equipment and system, including the video storage system.

Body Worn Camera Technician – Officers of the Department who are specifically trained in the maintenance and care of the BWC equipment, and who are trained to maintain and administer the storage of the recordings.

Confidential Information – Any of the following:

- (1) The identity of a confidential source.
- (2) The identity of a suspect or witness to whom confidentiality has been assured.
- (3) Information made confidential by law or court order.

Information Pertaining to an Investigation – An audio recording or video recording which contains any of the following:

- (1) Complaints or depictions of criminal conduct, including all actions or statements made before or after the criminal conduct that are part of or relate to the same incident or occurrence.
- (2) Upon disclosure, information that would:
 - (i) reveal the institution, progress or result of a criminal investigation;
 - (ii) deprive an individual of the right to a fair trial or an impartial adjudication;
 - (iii) impair the ability of the Attorney General, a district attorney or a law enforcement officer to locate a defendant or codefendant;
 - (iv) hinder the ability of the Attorney General, a district attorney or a law enforcement officer to secure an arrest, prosecution or conviction; or
 - (v) endanger the life or physical safety of an individual.

Digital Evidence – BWC files, including photographs, audio recordings and video footage, captured by a BWC and stored digitally.

End User – Officers of the Department who have been issued or assigned a BWC.

Evidence Transfer Manager (ETM) – A computer server with built-in, networked or wirelessly connected docking stations physically installed within the Department or a Department vehicle that simultaneously recharges the BWC equipment while digitally encrypting and uploading all data captured to the server.

Law Enforcement Agency – The Office of Attorney General, District Attorney's Office or an agency that employs a law enforcement officer.

Law Enforcement Officer – An officer of the United States, the Commonwealth or a political subdivision thereof, another state or political subdivision thereof or who is empowered by law to conduct investigations of or to make arrests for offenses enumerated in the Pennsylvania Consolidated Statutes or an equivalent crime in another jurisdiction, a sheriff or deputy sheriff and any attorney authorized by law to prosecute or participate in the prosecution of the offense.

Oral Communication – Any oral communication uttered by a person possessing an expectation that such communication is not subject to interception under circumstances justifying such expectation. The term **does not** include the following:

- (1) An electronic communication.
- (2) A communication made in the presence of a law enforcement officer on official duty who is in uniform or otherwise clearly identifiable as a law enforcement officer and who is using an electronic, mechanical or other device which has been approved under section 5706(b)(4) (relating to exceptions to prohibitions in possession, sale, distribution, manufacture or advertisement of electronic, mechanical or other devices) to intercept the communication in the course of law enforcement duties.

Storage Server – Digital media storage that can be accessed by End Users and Administrators. This virtual evidence warehouse stores digitally encrypted data in a highly secure environment that is only accessible to approved personnel based upon their security clearance.

Victim – An individual who was subjected to an act that was committed by another individual, including a juvenile.

Victim Information - Information that would disclose the identity or jeopardize the safety of a victim.

PROCEDURES

- a. Officer Responsibilities
 - a. Officers must successfully complete department BWC training.
 - b. Officers shall only use BWC equipment in the performance of their official duties.
 - c. Officers shall only use Department issued BWC equipment.
 - d. During BWC use, officers shall ensure that they are on official duty, in uniform or clearly identifiable as a law enforcement officer. This requirement is satisfied if the officer is in uniform and operating a properly equipped police vehicle, or is otherwise clearly identifiable as a Law Enforcement Officer.

- e. Officers shall wear body-worn cameras in a manner consistent with department training.
- f. The BWC shall be worn for the entire shift and maintained in a constant state of operational readiness.
- g. When the BWC has been activated to record an incident, it shall not be deactivated until the incident has been completed, unless otherwise authorized per policy.
- h. Although notice is not required by law, in certain circumstances it may prove beneficial to provide notice of the recording, using a phrase such as, "Our actions and words are being recorded," or "Our interaction is being recorded on my Body Camera". Such notice may assist an officer to deescalate confrontational situations.
- i. When safe and practical to do so, officers may narrate the video recording contemporaneously (i.e., at the same time) with a recorded incident, to assist with accurate documentation of events.
- j. Officers will note in the incident, arrest, and any related reports if BWC recordings were made during the incident in question.

b. Supervisor Responsibilities

- 1. Supervisors shall ensure officers use the body worn camera equipment.
- 2. Supervisors shall review the following recordings:
 - a. Recordings of any officer injury.
 - b. Recordings of any actor injury.
 - c. Recordings of any use of force incident.
 - d. Recordings of any vehicle pursuit and actions taken following the pursuit.
 - e. Recording of any citizen complaint.
- 2. Supervisors may review audio/video related to a specific incident or call for service in response to an allegation of a rule or policy violation. Inadvertent discovery of other allegations during this specific review shall require the supervisor to articulate the purpose for expanding the scope of review.
- 3. In situations where there is a need to review BWC Recordings not covered by this policy, the Chief of Police must approve the request and the affected officer will be notified of the review. Each situation will be evaluated on a case by case basis. This review will be subject to counseling and training only.
- 4. All reviews will be automatically documented in the audit log associated with each BWC recording.
- 5. If it appears that an officer is not following Departmental Policy Guidelines, the BWC media shall be reviewed.

6. If a supervisor observes a serious violation during a review of audio/video, they will document the violation observed, preserve the recording by assigning the appropriate category, and forward notification to the Chief of Police or his designee.
7. Supervisors and Field Training Officers may review BWC recordings involving Probationary Police Officers for the sole purpose of evaluating the performance of the Officer during their probationary period.
8. Supervisors shall take appropriate administrative action if an officer is found to have failed to properly use or care for the body worn camera equipment.
9. In a critical incident (such as an officer involved shooting, in-custody death or other officer involved incident that results in serious injury or death), a supervisor or their designee shall immediately take custody of involved BWC(s) and, in such case, will only review or download the audio/video at the direction of the Chief of Police.

c. Care and Maintenance

1. BWC-equipped Officers
 - i. Are responsible for the proper use and care of their assigned BWC at all times and are reminded that BWC recordings do not replace written reports.
2. Prior to deployment, officers shall:
 - i. Inspect and test their BWCs to ensure that they are operational and functioning properly. If a BWC is damaged or inoperable, officers shall immediately notify a supervisor who will immediately test the camera and, if inoperable, place the camera out of service and notify the Chief of Police or his/her designee.
 - ii. Make every effort to ensure that they begin their shift with a fully charged BWC that does not contain data from a prior shift.
3. Lost or damaged BWC:
 - i. Officers who discover at any time during their shift that their BWC is lost, shall immediately notify a supervisor.
 - ii. Officers who discover at any time during their shift that their BWC is damaged, malfunctioning, or that it contains data from a previous shift shall immediately notify a supervisor who will immediately test the camera and, if inoperable, place the camera out of service and notify the Chief of Police or his/her designee.

d. Use of Body Worn Camera

1. Officers, including primary, secondary and assisting officers, shall begin BWC recordings in the following circumstances unless doing so would be unsafe, impossible or impracticable:
 - i. At the initiation of a dispatched or self-initiated call for service or other activity that is investigative or enforcement in nature, or an encounter between the officer and a member of the public that is investigative or enforcement in nature. Examples of these types of encounters include, but are not limited to:
 - a. all enforcement/investigation related citizen contacts (e.g. domestics, assaults, disturbances);
 - b. all stops (e.g., traffic and pedestrian),
 - c. vehicle and foot pursuits;
 - d. all traffic crash scenes;
 - e. DUI investigations, including Field Sobriety Testing;
 - f. high-risk encounters (e.g., barricade situations, active shooter);
 - g. mental health encounters;
 - h. suspicious activities;
 - i. use of force situations;
 - j. investigative detentions or arrests;
 - k. encounters that require the advising of Miranda rights;
 - l. all transports of prisoners and citizens (unless in-car MVR is activated);
 - m. any contact that becomes confrontational or adversarial after the initial contact, in a situation that would not otherwise require recording;
 - n. any of the following searches of a person or property: consent searches (record consent);
 - i. warrantless searches;
 - ii. vehicle searches;
 - iii. searches conducted incident to arrest;
 - iv. inventory searches;
 - v. cursory searches;
 - vi. probable cause searches;
 - vii. execution of search or arrest warrants;
 - viii. frisks;
 - ix. deployment Police K-9(s);
 - o. any incident when the officer deems it appropriate to activate the BWC in accordance with this policy or upon direction from a supervisor.
2. If officers are unable to begin recording with the BWC due to circumstances making it unsafe, impossible or impractical to do so, officers should begin recording with the BWC at the first reasonable opportunity to do so. Officers should document, in their incident report, the circumstances preventing them from activating the BWC.
3. Officers who are on the scene of an incident and are not the primary reporting officer shall inform the reporting officer of their BWC recording(s) so that the primary officer may include this information in his/her report.
4. BWCs may also be used to record initial interviews of victims, complainants and witnesses.

5. Once activated in accordance with this policy, officers shall not deactivate their BWC until:
 - i. they have cleared the assignment or, in the case of arrest, have transferred custody of the arrestee to another member;
 - ii. their involvement in the citizen contact or detention has concluded;
 - iii. they receive an order from a supervisor (in these cases, officers shall document the order via a BWC recording prior to deactivation);
 - iv. the incident requiring activation has concluded, and the officer has returned to service.
6. Muting a BWC recording:
 - i. Officers may mute (temporarily turn off the audio) a BWC recording during conversations that involve police and/or case tactics or strategy.
 - ii. The BWC audio shall be reactivated immediately if the circumstances change or any police action is to be taken.
 - iii. Any muting of the BWC audio shall be documented in the narrative section of any related report and shall be reported to a supervisor. When practicable, a verbal statement shall be recorded on the BWC as to why the BWC audio was muted.
7. Exceptions:
 - i. In situations when community members, witnesses, victims or other individuals wish to make a statement or share information, but refuse to do so while being recorded, or request that the camera be turned off, officers will have the discretion to turn off their BWC in order to obtain the statement or information. In such situation, the officer shall record a brief verbal explanation for the deactivation prior to turning off the recording.
 - ii. The BWC shall be deactivated and the same notification of cessation shall be noted as in 7(a);
 - a. During safety planning for domestic violence or sexual assault victims;
 - b. During conversations with confidential informants and undercover officers;
 - c. During officer-to-officer conversations;
 - d. During department administrative investigations;
 - e. During roll calls, briefings or information sharing sessions to discuss tactics and strategy;
 - f. In lieu of the aforementioned exceptions, in any setting, if confronting a violent or assaultive individual, or in an anticipated use of force instance, officers shall, when reasonably able to do so, activate their BWC to record the encounter.

8. Any delay or failure to activate their BWC required by this policy, as well as any interruption of a BWC recording required by this policy, shall be documented in the narrative section of any related report and shall be reported to a supervisor.

e. Storage

1. BWC recordings shall only be stored on a Department approved server or on a Department approved storage device.
2. Officers shall ensure all BWC data is uploaded at the end of their shift, and when necessary, during their shift, to ensure storage capacity is not exceeded.
3. Officers shall charge the camera in an approved BWC charging device.
4. Officers will ensure BWC devices are securely stored in authorized locations when devices are not in use.
5. Officers shall not:
 - i. Remove, dismantle, or tamper with any hardware or software component or part associated with BWCs.
 - ii. Erase, destroy, disseminate, edit, alter, or otherwise use BWC recordings without the permission of the Chief of Police or his/her designee.
 - iii. Copy, convert, record, or disclose the contents of a BWC recording including posting to any public and/or social media site without approval of the Chief of Police or his/her designee. BWC recordings shall only be shared for official law enforcement purposes.
 - iv. Allow unauthorized personnel to view the BWC recordings without permission from his/her supervisor. Governmental employees who are directly involved in the investigation and/or prosecution of a criminal case related to the digital evidence, or who are previously authorized to interact with Department evidence, are exempt from this restriction.
 - v. Download or convert any BWC recording for personal use.
 - vi. Use Department-issued BWCs while off-duty.
 - vii. Record images or conversations of officers without their knowledge during routine, non-enforcement related activities such as in locker rooms, restrooms or any other place where there would be a reasonable expectation of privacy.
 - viii. Record gratuitously violent or obscene images, unless necessary for evidentiary documentation or required by this policy.
 - ix. Record a particular person based solely on the person's race, color, religion, national origin, sex, age, marital status, personal appearance,

sexual orientation, gender identity or expression, physical disability status, or political affiliation.

- x. Record strip searches.
- xi. Use any other electronic device or other means in order to intentionally interfere with the capability of the BWC.
- xii. End a recording based solely on a citizen's request/demand.
- xiii. View recordings for other than official law enforcement purposes.

6. Facial Recognition Software or Programs

- i. If Facial Recognition Software or Programs are developed which interface with BWCs, their use will be utilized in accordance with applicable law and approved by the Chief of Police or his/her designee.

OFFICER ACCESS AND REVIEW

1. Officers may review BWC recordings prior to documenting an incident, arrest, search, interview, or other enforcement or investigative activity to ensure that their reports, statements, and documentation are accurate and complete.
2. If an officer is involved in an officer involved shooting, in-custody death or other officer involved incident that results in serious injury or death, the department reserves the right to limit or restrict an officer from immediately viewing the BWC recording. Prior to an interview with an external investigator, BWC recordings of the incident will be made available to the involved officer(s).

BWC PROGRAM MANAGER RESPONSIBILITIES

1. BWC Program Manager shall be responsible for the oversight of the equipment and systems associated with the Body Worn Camera program.
2. BWC Program Manager shall ensure that all officers are properly trained on the policy and use of the Body Worn Cameras, as well as the associated video storage system.
3. BWC Program Manager shall maintain warranties and service contracts with the vendor, as well as coordinate any necessary equipment repairs.
4. BWC Program Manager shall coordinate with the Municipal Information Technology Department to ensure system and equipment functionality, including necessary firmware and software updates.

BWC TECHNICIAN RESPONSIBILITIES

1. BWC Technicians shall be responsible for the retention, duplication and purging of BWC recordings.
2. BWC Technicians shall ensure recordings of incidents are maintained in accordance with this policy and department evidence retention procedures.
3. BWC Technicians shall ensure that the recordings are identified and retained in accordance with this policy. Electronically retained recordings shall be retained until the case is adjudicated or there is a court order, unless otherwise indicated.

DUPLICATION / RETENTION OF BWC RECORDINGS

1. The recordings produced on the BWC equipment are property of the Department, and will be subject to applicable law and Department policies regarding the viewing, release, retention and destruction of such recordings.
2. Mandatory Retention: The following types of incidents recorded on BWC equipment shall be retained and processed as evidence:
 - a. Incidents which may result or have resulted in the filing of criminal charges.
 - b. Incidents which are likely to become the subject of civil litigation against the Department or its personnel, including but not limited to, patrol vehicle crashes, pursuits, critical incidents, incidents involving the use of force, and incidents involving verbal complaint(s) against the Department or its personnel.
 - c. Incident involving injuries to officers and injuries incurred or alleged to have been incurred as the result of police actions.
 - d. Recordings which have been properly requested pursuant to Act 22 of 2017 shall be retained.
 - e. Recording shall be retained for no less than 60 days to accommodate any delays in processing a request.
 - f. If a request is denied additional retention time may be necessary for appeal purposes.
3. Other Requests for Retention:
 - a. Any member who believes that the retention of a recording not specifically required by this regulation is advisable (e.g., for use in a summary proceeding involving a traffic violation or training), shall categorize the recording as appropriate. Officers are advised, per this regulation, that all recordings collected by the BWC equipment which are not regulated by a regular retention schedule will be purged after 60 days from the date of the recording.

BWC MEDIA CATERGORIZATION, NOTATION AND USE IN REPORTS

1. BWC recordings that are determined to be evidentiary must be categorized appropriately in video storage system, to ensure proper retention periods are applied.

2. The use of the BWC shall be recorded in the appropriate section of department reports.
3. Officers may use media captured via the BWC to assist with investigations and the completion of required reports. Officers may also use the media captured by the BWC to assist investigators and supervisors in evaluating on-going situations.
4. Using the capabilities of the storage server, officers may add markers and/or create clips in order to assist investigators and/or prosecutors.
5. Officers may use media captured on the BWC for training purposes, with proper authorization from the Chief of Police or his/her designee. Additionally, Field Training Officers may use media captured via the BWC to provide immediate training to recruits and to assist with the completion of the Daily Observation Report (DOR).

DISSEMINATION

1. Dissemination of audio and video recordings shall be in accordance with Pennsylvania Law.
2. Regarding requests for law enforcement audio recordings or video recordings the following shall apply:
 - a. An individual who requests an audio recording or video recording made by a law enforcement agency shall, within 60 days of the date when the audio recording or video recording was made, serve a written request to the Chief of Police. Service is effective upon receipt of the written request by the Chief of Police from personal delivery or certified mail with proof of service.
 - b. The request under paragraph (a) shall specify with particularity the incident or event that is the subject of the audio recording or video recording, including the date, time and location of the incident or event.
 - c. The request shall include a statement describing the requester's relationship to the incident or event that is the subject of the audio or video recording.
 - d. If the incident or event that is the subject of the audio recording or video recording occurred inside a residence, the request shall identify each individual who was present at the time of the audio recording or video recording unless not known and not reasonably ascertainable.
 - e. Bellevue PD may establish reasonable fees relating to the costs incurred to disclose audio or video recordings. The fees shall be paid by the requesting party at the time of disclosure of the requested recording.
3. In criminal cases, notice shall be provided to the prosecuting attorney of any request for BWC recordings.

TRAINING

1. Prior to using a BWC, Officers must complete an initial Bellevue PD approved and/or provided training program to ensure proper use, operations and compliance with agency policy. Initial training will include the following:
 - a. All practices and protocols covered by the Bellevue PD BWC policy.

- b. An overview of relevant state laws governing consent, evidence, victim and witness privacy, and public disclosure.
2. Additional training will be conducted annually to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.

ADHERENCE TO POLICY

1. Failure to follow this policy may result in disciplinary action.



BELLEVUE BOROUGH POLICE DEPARTMENT

Policy Name:	PERSONAL CONDUCT		
Executive:	Chief Sentner	Effective Date:	JAN 2020
Revision Date:		Review:	N/A

PURPOSE

- The foregoing rules and regulations set forth herein have been adopted for the administration of the Bellevue Police Department and have been promulgated to cover situations which have not been specifically outlined in other orders. However, if a duplication of a subject matter exists, it shall be construed in relation to each other and not as contradictory. Each officer or other employee's personal conduct shall exemplify the highest ideals of the police service in and out of uniform. An officer's personal conduct should be exemplary and not give rise to public contempt.

OBEDIENCE TO ORDERS AND LAWS

All officers and employees of the Bellevue Police Department must obey and enforce all:

- Federal, State and local laws and ordinances.
- Rules, regulations and orders of the Police Department.
- Lawful orders issued by a superior officer whether they be written or oral.

LIABILITY FOR VIOLATION BY PLEADING IGNORANCE

- No officer or employee shall escape liability for a violation of any rule, regulation, order, and procedure or policy statement by pleading ignorance or that he thought that it did not apply to them.

OFFICERS AND EMPLOYEES TO READ AND UNDERSTAND ALL WRITTEN DIRECTIVES

- It shall be the duty and responsibility of every officer and employee to read and understand all rules, regulations, orders, procedures or other written directives. If in doubt as to the meaning, content or application of any rule, regulation, order, procedure, policy statement or any other written directive, officers and employees shall consult their immediate supervisor for an explanation or clarification. Any employee receiving written directives or Procedures will sign a receipt of acknowledgment.

SUPERIOR OFFICERS AND SUPERVISORS TO INSTRUCT AND DISSEMINATE ORAL AND WRITTEN DIRECTIVES

- It shall be the duty and responsibility of supervisors to disseminate any and all information which they may receive in the form of rules, regulations, orders, procedures, policy or other written or oral directives, to subordinates under their command and instruct them in their meaning and application. Supervisors who fail to perform the above actions shall be held in neglect of duty and shall suffer disciplinary action.

CONDUCT UNBECOMING AN OFFICER OR EMPLOYEE

- An officer or other employee shall conduct them self at all times in a manner not prejudicial to the reputation or good name of the Bellevue Police Department.
- Conduct justifying disciplinary action against an officer or employee of the Department shall not be limited to a criminal act nor must it be proven beyond a reasonable doubt.
- Conduct unbecoming an officer is that which the morale or efficiency of the Department is affected, or that which has a tendency to destroy public respect for its officers and employees and confidence in the operations of the Bellevue Police Department.
- Conduct consisting of any type of harassment including sexual or ethnic discrimination shall be considered improper and inappropriate and shall be prohibited in the workplace. If an action of such conduct has been committed by an employee of this department, it shall immediately be reported to the shift supervisor for the appropriate disciplinary action.

CONDUCT TOWARD THE PUBLIC

- An officer or employee, in the performance of his police duties, shall be polite, civil, orderly and maintain decorum and command of temper and refrain from the use of harsh, course, profane or uncivil language. Nor shall ethnic derogatory terms be used at any time when addressing any person.

CONDUCT TOWARD SUPERVISING OFFICERS

- An officer or employee shall address supervising officers by title of rank at all times while on duty and in the presence of others. An officer or employee shall render the proper respect to superior officers. The use of indecent, profane, insolent, or uncivil language to supervisors by any officer or employee is prohibited. An officer or employee shall not, under any circumstance, criticize or speak degradingly to other members or employees of the Department or to persons outside the department regarding instructions, orders or actions issued by superior officers.

INSUBORDINATION

- No officer or employee shall be insubordinate to any superior officer or supervisor or to one in duly constituted authority.
- An officer or employee shall be considered insubordinate when he is unwilling to submit to authority, or is willfully disobedient of any order lawfully issued by a superior officer or one in duly constituted authority or, uses any disrespectful, insolent or abusive language toward a superior officer, supervisor or one in authority.

SUPERIOR OFFICERS CONDUCT TOWARD SUBORDINATES

- Superior officers shall sustain their subordinates when they can do so consistent with the provision of the Policy Manual and avoid censuring them in the presence of others.
- Superior officers are forbidden to injure or discredit those under their command or authority by tyrannical or capricious conduct or by abusive language.

NEGLECT OF DUTY

- An officer or employee shall not neglect nor be held in neglect of his official police duties. An officer or employee shall be considered in neglect of duty when he fails to give suitable attention to the performance of police duty or fails to perform the duties prescribed in Departmental rules, regulations, orders, procedures or other Department directives.

CEASING TO PERFORM BEFORE THE END OF TOUR OF DUTY

- An officer or employee shall not cease to perform before the end of his tour of duty without prior approval of his commanding officer.

PUNCTUALITY

- Officers and employees shall be punctual in reporting for duty at the time approved by their commanding officer.

REPORTING FOR DUTY INTOXICATED OR AFTER INDULGING IN ALCOHOLIC BEVERAGE DRINKING WHILE ON DUTY, INTOXICATED WHILE ON DUTY

- No officer or employee shall report for duty in an intoxicated condition or; after indulging in the use of alcoholic beverages immediately prior to reporting for duty; or indulge in drinking alcoholic beverages while on duty.

REVEALING INSTRUCTIONS CONFIDENTIAL OR PRIVILEGED INFORMATION

- An officer or employee shall not furnish or cause to be furnished to any unauthorized person, copies of official instructions, orders, reports etc., except as authorized or required by rules, regulations, and procedures or on orders from the Chief of Police.

STATEMENTS SPEECHES

- An officer or an employee shall not make any statement or speech nor issue for publication to any form of the news media, radio, press or television, any statement that is defamatory, unlawful, obscene or is likely to impair the operations of the Bellevue Police Department.

PARTICIPATING IN RADIO TELEVISION PUBLIC PROGRAMS

- Officers or employees shall not participate in radio, television or other public programs as a representative of or using the title of the Bellevue Police Department without the permission of the Chief of Police.

WITHHOLDING INFORMATION

- Officers or employees shall not withhold any information which they may have regarding any criminal activity or that which may be of use to the Police Department.

ENTERING INTO CONTRACTS OR AGREEMENTS

- No officer or employee shall enter into any agreement, negotiation or contract to purchase or otherwise procure any article or material of any description to be used by, or for, the Police Department without the authorization of the Chief of Police.

DRUGS

- Each officer shall stay alert to the fact that drugs, unless prescribed by a physician, are illegal. Drugs can become a problem to a police officer in the same manner as alcohol. The police service provides access to a ready but still illegal supply of illicit drugs. The problems and stress of the job are not reasons for abusing drugs. Officers who have a problem with drugs, legal or not, should seek professional help. When an officer is required to take a medical examination the examination will include a drug screening test.

HABITS

- A smart military bearing will be maintained on duty at all times. Such habits as smoking while speaking to the public in the performance of duties, having hand in pockets etc. are prohibited.
- SMOKING inside the Borough Building and inside any borough vehicle is prohibited.

DISCIPLINE

- Prompt and willing obedience to all lawful orders of supervisors is required at all times.

APPEARANCE

- Personal cleanliness and neatness are basic requirements of all police officers.
- Neatness in appearance calls for a clean shaven face, hair properly cut, Fingernails and hands clean and shoes polished.
- Trimmed mustaches are permitted. Officers are not permitted to grow a full beard.
- The Chief of Police may authorize officers to change appearance for covert operations.

EMPLOYEE HARASSMENT

- It is the policy of the Bellevue Police Department that all employees have the right to work in an environment free of all forms of harassment. The agency does not condone, and will not tolerate, any harassment. Therefore, the agency shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment, sexual or otherwise.

PROHIBITED ACTIVITY

- No employee shall either explicitly or implicitly ridicule, mock, derides or belittles any person.
- Employees shall not make offensive or derogatory comments based on race, color, sex, religion or national origin either directly or indirectly to another person. Such harassment is a prohibited form of discrimination under state and federal employment law and is also considered misconduct subject to disciplinary action by this agency.
- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
- Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

EMPLOYEE'S RESPONSIBILITY

- Each supervisor shall be responsible for preventing acts of harassment. This responsibility includes:
- Monitoring the unit work environment on a daily basis for signs that harassment may be occurring.
- Coaching all employees on the types of behavior prohibited and the agency procedures for reporting and resolving complaints of harassment;
- Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved employees are within his line of supervision; and
- Taking immediate action to limit the work contact between two employees where there has been a complaint of harassment, pending investigation.
- Each supervisor has the responsibility to assist any employee of this agency, who comes to that supervisor with a complaint of harassment, in documenting and filing a complaint with the Chief of Police.
- Each employee of this agency is responsible for assisting in the prevention of harassment through the following acts:
- Refraining from participation in, or encouragement of, actions that could be perceived as harassment.
- Reporting acts of harassment to a supervisor; and
- Encouraging any employee, who confides that he is being harassed, to report these acts to a supervisor.
- Failure to take action to stop known harassment shall be grounds for discipline.

COMPLAINT PROCEDURES

- Employees encountering harassment shall inform that person that their actions are unwelcome and offensive. The employee shall document all incidents of harassment in order to provide the fullest basis for investigation.
- Any employee who believes that he is being harassed shall report the incident(s) to his supervisor as soon as possible so that steps may be taken to protect the employee from further harassment, and appropriate investigation and disciplinary measures may be initiated. Where this is not practical, the employee may instead file a complaint with another supervisor, or directly to the Chief of Police.
- The supervisor or other person to whom a complaint is given shall meet with the employee and document the incidents complained of, the person(s) performing or participating in the harassment, and the dates on which it occurred.

- The supervisor taking the complaint shall expeditiously deliver the complaint to the Chief of Police.
- The Chief of Police is responsible for assigning officers to investigate the complaint.
- The investigating officers shall immediately notify the Chief and the prosecutor's office if the complaint contains evidence of criminal activity, such as assault, sexual abuse, rape, etc.
- The investigating officers shall include a determination whether other employees are being harassed by the person, and whether other agency employees participated in, or encouraged the harassment.
- The investigating officers shall inform the parties involved of the outcome of the investigation.
- The Chief of Police shall maintain in a secure location a file of harassment complaints.
- There shall be no retaliation against any employee for filing a harassment complaint, or assisting, testifying or participating in the investigation of such a complaint.
- Complainants or employees accused of harassment may file an appeal in accordance with department procedures when they disagree with the disposition of harassment claim.
- This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.

DRUG USE POLICY

- The critical mission of law enforcement establishes a compelling need to maintain a drug-free work environment. Officers who engage in unauthorized use of drugs and controlled substances risk their safety, and that of their fellow officers and the community they serve, undermine the integrity of the agency and increase the potential for corruption. Therefore, it is the policy of this agency to maintain a drug-free workplace in part through the use of random employee drug testing. (SEE MARIJUANA USE POLICY FOR FURTHER RESTRICTIONS)

DEFINITIONS

- Drug test: The compulsory production and submission of urine or submission to a breathalyzer, in accordance with departmental procedures, to detect prohibited drug usage. While this policy provides for only the submission of urine for detection and analysis of controlled substances, it does not preclude the agency from using a blood or other test for the same purposes.

- Probationary employee: For the purposes of this policy only, a probationary employee shall be considered to be any person who is conditionally employed with the department as a law enforcement officer.
- Sensitive employment positions: Non-sworn employees working in positions accessible to restricted or confidential information and who are designated as such by collective bargaining agreement, state law or the agency chief executive.
- Random Selection: A method of selection in which each and every employee in selected employee classifications, has an equal chance to be selected for drug testing each and every time a selection is conducted.
- Controlled Substance: Any substance which is illegal to consume, possess, manufacture or distribute or any psychoactive substance drug or medication that requires the prescription of a licensed medical practitioner.
- Drug: Any substance, including alcohol, that is restricted or prohibited by this policy.

PROCEDURES

Prohibited Activity

- No employee shall illegally possess any controlled substance.
 - No employee shall ingest any controlled substance unless prescribed by and taken in accordance with directions of a licensed medical practitioner.
 - Employees shall notify their immediate supervisor when required to use prescription medicine which they have been informed has the potential to impair job performance.
1. The employee shall advise the supervisor of the known side effects of such medication and the prescribed period of use.
 2. Supervisors shall document this information through the use of an internal memorandum and maintain this memorandum in a secured file.
 3. The employee may be temporarily reassigned to other duties, where appropriate.
 4. Any employee who unintentionally ingests, or is made to ingest, a drug or controlled substance shall immediately report the incident to their supervisor so that appropriate medical steps may be taken to ensure the officer's health and safety.
 5. Any employee having a reasonable basis to believe that another employee is illegally using or in possession of any controlled substance or drug shall immediately report the facts and circumstances to their supervisor.
 6. No employee shall consume any intoxicating beverage while on duty or on police premises unless authorized by a supervisor in the course of their employment.

7. No employee shall
8. be under the influence of alcohol in a public place,
9. report for duty with the odor of alcohol on his or her breath, or
10. report for work or be on duty as a law enforcement officer when his or her judgment or physical condition has been impaired by alcohol or medication.

Applicant Drug-Testing

- Applicants for the position of sworn law enforcement officer shall be required and will be notified in writing that they must take a drug test as a condition of continued employment consideration.
- The test should be administered on the basis of a conditional offer of employment as determined by the agency chief executive or his/her designee.
Applicants shall be disqualified from further consideration for employment should they refuse to submit to a required drug-test or fail a drug test.

Drug Testing Frequency by Employee Classification

- Personnel may be required to undergo additional drug testing as a condition of assignment or transfer to specific duties as established by agency policy.
- A drug test shall be considered a condition for application to specialized units within the department. Specialized units/assignments are designated by the agency chief executive and include but are not limited to narcotics, vice, juvenile, aviation, transportation, surveillance, gang enforcement, intelligence and multi-jurisdictional task forces.
- Personnel holding commercial drivers licenses and who are engaged in the transport of prisoners or agency personnel shall be subject to the post-accident drug and alcohol testing requirements as specified in federal regulations 49 CFR 382 or comparable state law or regulations.



BELLEVUE BOROUGH POLICE DEPARTMENT

Policy Name:	DETENTION OF PRISONERS		
Executive:	Chief Sentner	Effective Date:	JAN 2020
Revision Date:		Review:	N/A

DETENTION OF PRISONERS

- All personnel are responsible for the custody and welfare of detainees and are required to know and understand the operation of the temporary holding area through the following procedures.
- Prisoners held in the police department lockup will be searched for weapons or items that could be used as weapons before being placed in a cell.
- Because of controversy, the conducting of strip searches and body cavity searches is prohibited, unless there are extenuating circumstances.
- Items of clothing such as belts, long shoelaces and ropes will be taken from prisoners to protect against the risk of suicide.
- The officer responsible for the detention of any prisoner will make an entry in the RMS system, detailing the actions in their incident report.

DETENTION OF PRISONERS FOR ANOTHER AGENCY or WARRANT ONLY

- If the Bellevue lockup is used to house a prisoner for another agency, including warrant arrests without Bellevue charges, a FIELD CONTACT (FC) will be completed detailing the incident.

Fingerprinting

Any arrest made within the department requiring the mandatory fingerprinting of the arrestee shall be done in compliance with section 9112 of the Pennsylvania crimes code. Arrestees being released and charged by summons will complete a bail condition form and a thumb print taken or follow the conditional release procedure established by the AOPC.

PRIMARY USE OF LOCKUP

The purpose of the lockup facility is the temporary detention of arrested persons pending disposition of their cases by the minor judiciary.

JUVENILE DETENTION

- No child under eighteen years of age, pending court action, shall be confined in the lockup cells unless there are extenuating circumstances. If a juvenile is housed in a cell the officer will follow current policies for notifying the PCCD Childline and any other required documentation.
- If a juvenile has committed a serious crime and is being charged as an adult, they may be housed as an adult. However, they still must be separated from any adult prisoner.
- The policy of this department is that we will attempt to notify the parents or guardians of each juvenile taken into custody. All officers are to make an attempt to contact the parents or guardian of a juvenile taken into custody or issued a non-traffic citation or a traffic citation. The case officer will note on the citation that the parent or guardian was notified and how the notification was made. If for various reasons the parents or guardian can not be contacted the attempt to contact will be noted on the citation and in the report associated with the arrest or citation issuance.
- Under no circumstances shall a juvenile be interviewed or interrogated without the presence of a parent or legal guardian.

ADDITIONAL POLICIES

- There will be complete segregation of male and female prisoners. Women will not be lodged in the lockup facility at the same time as men.
- The lockup shall be properly lighted so that adequate illumination for supervision and safe custody is guaranteed at all times while a prisoner is being detained. After the prisoner is lodged in the temporary holding cell, he or she shall be monitored and recorded by a video camera and observed periodically by an officer.
- When necessary, firearms shall be secured in the gun Lockers when controlling at-risk prisoners. A security inspection of the cell will be made prior to placing the prisoner in the holding cell. When a prisoner is housed in a holding cell only authorized personnel shall be permitted within the restricted area. Once the prisoner has been secured in the holding cell, the Cell key shall be placed back into the lockbox. In the event of an attempted escape, both security doors leading into the holding cell area shall be locked down.

PRISONER CARE

- Any prisoner who, upon admittance or while confined, shows signs of physical or mental distress shall be evaluated by a paramedic.
- If the medical issue is anything more than a minor injury, the prisoner will be taken to a local emergency room and evaluated by a physician.
- If the condition requires treatment or extended stay in the hospital and the charges can be filed by summons, the officer will release custody to the facility and file charges appropriately. If the prisoner is facing serious charges the officers will hold guard on the person until cleared for incarceration. The prisoner will be restrained to the hospital bed and unsecured only at the request of medical staff to perform medical procedures.
- All suspected inebriated persons should be examined to determine intoxication or illness by a physician if they are not able to be released to a sober adult.
- Every individual detained in the lockup will be identified by a report in the RMS system, officers should perform visible checks on the prisoner every 1/2 hour and monitor the camera as often as possible.
- In the event an incident occurs of such a magnitude that a prisoner's safety is put in jeopardy by fire, building structural problems, water breaks, etc., the officer in charge will direct or take personal charge of the immediate evacuation of the holding cell area. If possible, the officer will use the dry chemical canister to extinguish any open flame. If there is a danger of injury to the officer or prisoner, evacuation of the building will be the objective. This will permit the sprinkler system, within the building, to function.
- Prisoner Care In cases where the prisoner is so injured or sick that transportation to the hospital by a police vehicle is impossible, an ambulance will be called for the transport. This shall include prisoners that are physically disabled. A minimum of 1 officer will escort the prisoner inside the Ambulance. If necessary, the prisoner shall be handcuffed to the mobile stretcher.
- If the use of force is used by an Officer in the course of an arrest and the prisoner receives an injury or complains of an injury, they shall be taken to the hospital as soon as possible to be seen by a physician. If in the Officer's discretion he feels that the severity of the injury is so great, he may notify the local ambulance service to transport the prisoner. In this case, the Officer shall always accompany the prisoner by riding within the ambulance. This section also applies to prisoners already housed in the holding cells. An Ambulance may be called to the scene or to the cell area, depending on the severity of the wound. This may include a complaint of internal pain or injury.

- Security of prisoner at a medical facility. Any arrestee transported to a medical facility shall remain under the control of the transporting officer as a matter of security. The officer will remain with the arrestee through any examination that requires the removal of restraining devices. If there is a procedure that does not permit the officer to be present while an examination of the prisoner is performed, the officer will take precautions that are necessary to prevent the attempted escape of the prisoner.

UNUSUAL INCIDENTS

- All unusual incidents which involve, or endanger, the lives or physical welfare of persons while detained in the lockup must be reported to the Chief of Police before the officer is relieved from duty. This may be done by filing an incident report for the Chief's attention. In all cases, an incident report will be filed within 24 hours.

ARRESTS

- After an arrest but prior to transport, the arresting Officer shall be responsible for conducting a thorough search of the prisoner for weapons, contraband or Implements of escape before being placed into the vehicle. All prisoners shall be secured to the seat once placed inside the vehicle.
- Prisoner transport destinations- When a prisoner is transported to a facility such as the County jail, the officers, upon arrival, shall secure their firearms in the safety boxes provided, prior to removing the prisoner from the vehicle. Restraints shall not be removed until the prisoner is locked into the security room staffed by intake guards. The officer shall inform the medical staff of any injuries or conditions relating to the prisoner. If a release form was received from the hospital, this form shall be given to the staff. Any information concerning the prisoner shall then be given to the receiving officer.

INTERVIEWS AND INTERROGATIONS

- Scheduled interviews will be conducted in a professional and courteous manner with the interest of the one being interviewed kept in mind. If there is an interrogation, all rights will be afforded to the person to comply with Constitutional requirements. This would include Miranda warnings and access to counsel. If a person is in custody they will be taken to the interview room where a thorough pat-down search shall be given for evidence of any illegal contraband or weapons. If any items are seized, they shall be properly documented, tagged and logged into property module.



BELLEVUE BOROUGH POLICE DEPARTMENT

Policy Name:	DISCIPLINARY ACTION		
Executive:	Chief Sentner	Effective Date:	JAN 2020
Revision Date:		Review:	N/A

DISCIPLINARY ACTION

- The Chief of Police may reprimand an officer, by filing a written letter of reprimand in the officer's personnel file delivering a copy thereof to the officer.
- The Chief may recommend to the Mayor to suspend an officer for conduct in violation of this policy manual, Borough Personnel Code, Civil Service Code or another statute.
- Officers may appeal these actions through the Police Contract grievance procedure or Civil Service Board whichever is applicable.

REPRIMANDS

- Copies of written reprimands will be kept in the officers in accordance with the Collective Bargaining Agreement.

SUSPENSIONS

- Suspensions carry a loss of pay for the amount of time of the suspension and loss of overtime availability for the period of suspension.
- Suspensions for a first offense will carry a loss of three (3) days pay. Additional offenses within two (2) years of a first offense will increase the time period and loss of pay of a suspension.
- Suspensions for being out of uniform will last as long as it takes the officer to report for duty properly uniformed according to the Departmental policy.

NOTIFICATION OF SUSPENSION

- An officer who has been suspended shall be notified in writing within twenty-four (24) hours of said suspension and whenever possible, acknowledgment of said written notice shall be obtained from such officer.

TERMINATION OF EMPLOYMENT

- Employment termination is an action reserved for Bellevue Council based upon findings by the Chief of Police and reported through the office of Mayor.

ADMINISTRATIVE LEAVE

- In those cases where the conduct of an officer is in question and the Chief of Police chooses not to suspend the officer, he may, for the good of the department, place the officer on administrative leave. This may include assistance through a debriefing or confidential counseling for any officer involved in a critical incident. This leave will not be prejudicial to the officer and carries no loss of pay for this period.

GRIEVANCE PROCEDURE

- All grievances by officers concerning the agreement between the Borough of Bellevue and the Association of Bellevue Police will follow the procedure established and explained in the current collective bargaining agreement with the Borough.