

LA CROSSE POLICE DEPARTMENT



GENERAL ORDERS & DIRECTIVES MANUAL

January 22, 2015

LA CROSSE POLICE DEPARTMENT GENERAL ORDERS AND DIRECTIVES

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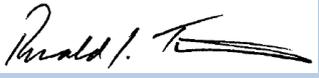
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DIRECTIVE LA CROSSE POLICE DEPARTMENT	DATE 02.06.2013	PAGES 1	NUMBER 2013.2
SUBJECT: DOMESTIC RELATIONSHIPS	POSTED BY: Chief Ronald J. Tischler Signed: 		

The information disseminated by this Directive supersedes all other previously posted information on the articulated subject found in General Orders, Directives, Notices or Memorandums. Directives are reviewed yearly to determine if the contents require incorporation into General Orders, need to be modified or eliminated. Directives will be rescinded upon the posting of a new General Order containing the subject matter specified.

GENERAL ORDER IMPACTED: 19.8 – Domestic Abuse Intervention

PURPOSE AND SCOPE:

This directive establishes a significant change in our department’s policy defining Domestic Relationships. This change implements the WI State Statute definition of domestic relationships, and brings our department in line with other Law Enforcement Agencies in the area and state.

EFFECTED PERSONNEL: All Police Department Personnel

NARRATIVE:

This directive articulates the change in the domestic relationship portion of our policy, and follows state statute by eliminating the need to classify a disturbance as a Domestic when it involves a Adult boyfriend/girlfriend or Adult former boyfriend/girlfriend.

GENERAL ORDER 19.8 IV. DEFINITIONS.

A. **Domestic Relationship:** Adult perpetrator (17 or older) -vs-

1. Spouse
2. Former Spouse
3. Adult with whom the perpetrator resides
4. Adult with whom the perpetrator formerly resided (as adults)
5. Adult with whom the perpetrator has created a child in common

- ~~6. Adult boyfriend/girlfriend~~
- ~~7. Adult former boyfriend/girlfriend~~

When investigating future disturbances involving a current or former boyfriend/girlfriend, it will not be classified as a Domestic, however, it still may require arrest or documentation as to the severity of the complaint. If there is probable cause to make an arrest (as with any criminal investigation) it is our department’s position to arrest unless there are mitigating circumstances.

DIRECTIVE LA CROSSE POLICE DEPARTMENT	DATE 04.25.2014	PAGES 2	NUMBER 2014.1
	SUBJECT: Canine Training Aids POSTED BY: Captain Jason Melby Signed: 		

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GENERAL ORDER IMPACTED: 18.2.06 VII & VIII

PURPOSE AND SCOPE:

This directive establishes the handling and reporting associated with the canine training aids/drugs.

EFFECTED PERSONNEL: All Canine Handlers, Canine Supervisor, All Department Supervisors

NARRATIVE:

Two new logs have been created to more accurately and effectively track the use of and damage to the canine training aids/drugs; New Drug Check Out Log and "Canine Training Aid Repacking Log".

NOTE: Access and restrictions articulated in the existing General Order will remain in effect.

When any canine officer checks out any of the training aids, they will legibly complete the new check out log. The officer will provide the following information on the new log:

Date & Officer Name Printed w/Initials	Labeled TPW	Labeled Prod Weight	TPW when removed	TPW returned	Notes - Damage to package upon check out or damage during training
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TPW – Total Package Weight

The "Canine Training Aid Repacking Log" will be completed for the following purposes:

1. Damage to a training aid package
2. Adjust quantities for training purposes

Training Aid	Labeled TPW	Labeled Prod Weight	Total Product Remaining	New TPW	Officer	Supervisor	Notes
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DAMAGE:

In the event damage to the training aid package occurs during training OR if the training aid package is discovered damaged the canine officer shall immediately contact a supervisor.

The canine officer and the notified supervisor will:

1. Carefully remove the drugs from the damaged package by cutting the package with a scissors
2. Canine handler will preserve the damaged package for inspection by the Canine Supervisor
3. Weigh the remaining drugs
4. Re-package the drugs in an appropriate sized clear Ziploc bag – No multi-bagging or taping of packages
5. Re-label the new package damaged with a sticker documenting on it:
 - a. Type of Drug
 - b. Product Weight
 - c. Total Package Weight
 - d. Date
 - e. Officer's Initials
6. Complete the "Canine Training Aid Repacking Log" legibly with both the Officer and Supervisor initialing the log
7. The Canine Officer will also complete a memo to the Canine Supervisor with a copy to the Patrol Captain explaining the need for the repackaging

8. The Canine Supervisor will review the submitted memo, the "Canine Training Aid Repacking Log" and the damaged package. If the damage appears to be from regular "wear and tear" or consistent with training, the supervisor can dispose of the damaged package. If the type of damage, amount of drug lost or explanation of the damage is in questionable, the Canine Supervisor shall advise the Patrol Captain.

ADJUST QUANTITIES FOR TRAINING PURPOSES:

In the event there is a need or desire to adjust the quantities in the existing packages for training purposes, it SHALL be done by the Canine Supervisor with another witness. Canine Officers can request this be done by memo with an explanation as to why.

The Canine Supervisor will review the request and ensure it is consistent with the department's canine training plan. If repackaging is done for this purpose, the aforementioned packaging method will be followed. The Canine Supervisor will complete the "Canine Training Aid Repacking Log", note on the affected drug check out log the repacking and put the new packaged training aid into service.

DIRECTIVE LA CROSSE POLICE DEPARTMENT	DATE 01.06.2015	PAGES 1	NUMBER 2015.1
SUBJECT: Matter of Record Discontinued	POSTED BY: Captain Jason Melby Signed: 		

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GENERAL ORDER IMPACTED: None

PURPOSE AND SCOPE:

This directive establishes the discontinued use of the disposition code of "MR" – Matter of Record and the use of the CAD narrative to capture warrant arrest type information.

EFFECTED PERSONNEL: Sworn members and Records Division staff

NARRATIVE: Effective immediately we are terminating the use of the Matter of Record disposition code. Since its inception there have been many attempts to encourage/mandate the capturing of the needed information for records staff to enter into RMS, however the rate of errors and incomplete information continues to be unacceptable.

Effective immediately warrant arrests, app requests, justice sanction warrants, etc. (with no other criminal charges) will require an officer to complete an FBR ARREST form ONLY. You will not have to complete the actual INCIDENT Form in FBR.

DIRECTIVE LA CROSSE POLICE DEPARTMENT	DATE 01.15.2015	PAGES 1	NUMBER 2015.2
SUBJECT: Procurement Cards (P-Card)	POSTED BY: Captain Robert Lawrence Signed: 		

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GENERAL ORDER IMPACTED: General Orders Chapter 9 – Fiscal Management, specifically General Order 9.5 Purchasing.

PURPOSE AND SCOPE:

This directive establishes guidelines for the issuance, activation, procedures and restriction on the use of the City of La Crosse new credit card, referred to as a Procurement Card or P-Card.

EFFECTED PERSONNEL: All Personnel

NARRATIVE:

This card will be issued to members and its use is restricted per the attached documents:

1. LCPD P-CARD PROCEDURES 01.15.2015
2. CITY OF LA CROSSE PROCUREMENT CARD POLICY 5-8-14

All members must review and sign off on this directive with attached documents prior to using their P-Card.



PROCUREMENT CARDS (P-CARDS) PROCEDURES FOR USE / TRAVEL / REIMBURSEMENT

Issuing P-Cards to personnel:

1. All Supervisors will be issued their card and maintain possession.
2. Non-Supervisory personnel who make frequent purchases will also be allowed to maintain their cards (K9 Officers, Special Ops, Admin Asst., select CSEs).
3. All other officers/employees cards will be kept in Training and issued during travel dates and then returned back into training.

Activate Your P-Card:

1. Before using your card, you must read the LCPD Directive/Policy, City of La Crosse Procurement Card Policy and sign the City of La Crosse Procurement Card Cardholder User Agreement.
2. Before your card can be used it must be activated (1 time activation) by calling the number on the sticker on your card. You will be asked:
 - o To enter your cards 16 digit card number.
 - o To enter the city's zip code followed by a # sign: **54601#**
 - o To enter a Social Security Number 000-00-0000 (Last 4) – **Enter: 0000**. (Do not use your SSN)
 - o To give a phone number - **Enter: 608-789-7567** (this is to finance)
 - o To select agree to the terms – **Press 1**
 - o Listen to prompt, end call, remove your sticker, sign your card.

STEP BY STEP

- The Director of Training will issue you your P-Card prior to attending training (if not maintained by you).
- Employees should use the P-Card for all purchases related to the training/travel only (meals, lodging, fuel...) **ONLY PAY FOR YOUR MEALS, NO ALCOHOL, gratuities area allowable up to 15%.**
- The TAX EXEMPT number is on the P-Card below the City Logo. Inform the business that the City is tax-exempt and request that they honor our tax exempt status. No further effort is required if they refuse to honor it.
- GSA .com or <http://www.gsa.gov/portal/content/104877> provides what are REASONABLE rates for meals in the cities you are traveling. The Police Department uses GSA Guidelines to determine reasonable meal costs for cities members travel. An employee whose meals exceed the GSA Rates, may be required to pay the difference.
- For each purchase using the P-Card, you are required to get an ITEMIZED Receipt from the establishment. A P-Card purchase with no ITEMIZATION will not be accepted. If you do not turn in an itemized receipt, you will be responsible for contacting the establishment where the card was used for a copy of the itemized receipt or the charge may be deemed non-allowable and will be the employees responsibility.
- All itemized ORIGINAL receipts SHALL be taped to an 8X11 piece paper (printer paper) and turned in.
 - o The receipts MUST fit on the piece the paper, no overhang (if you have a long receipt, cut it and tape the two halves next to one another).
 - o The receipts can ONLY be on one side of the paper (If you have more receipts than will fit on one piece, use a 2nd piece of paper).
 - o The receipts must be the originals, no copies.
 - o The employee must sign/print their name on each sheet of paper below the receipt.
- Your P-Card will be turned back over to the Director of Training upon your return.

Procurement Card Policy

City of La Crosse, Wisconsin

1. ACQUIRING A PROCUREMENT CARD

- A. The Department Head or designee along with the employee shall read and sign the City of La Crosse Procurement Cardholder User Agreement (Exhibit 1) and Staff Procurement Card New Request/Changes form (Exhibit 2). The completed and signed forms must be returned to the Finance Department, Attention Card Administrator(s).
- B. If the new request is approved, the Administrator(s) will send the procurement card request to the card underwriter and the department will receive the card within approximately 5-10 business days.
- C. Card limits will be initially established at a transaction limit of \$300.00 and a monthly credit limit of \$1,000.00.
- D. Procurement cards may be issued to full-time, permanent part-time employees, and Councilmembers only. Card requests for limited term part-time employees will be considered on a case-by-case basis at the discretion of the Card Administrator(s).
- E. Procurement cards will be issued with the employee's name on the card.

2. CHANGES CONCERNING THE PROCUREMENT CARD

- A. Any changes concerning the procurement card must be approved in writing by the Department Head or designee and must be provided to the Card Administrator(s) on a Staff Procurement Card New Request/Changes form (Exhibit 2). The Card Administrator(s) will review the requested changes and confirm as to the status of the request within approximately 2-3 business days. Such changes include, but are not limited to, transaction limits, monthly credit limits, employee transfers, employee terminations, and legal name changes.
- B. If a Cardholder transfers to another department or terminates his or her employment from the City of La Crosse, the Department Head or designee shall notify the Card Administrator(s) immediately so that the procurement card is deactivated.
- C. The Department Head or designee shall notify the Card Administrator(s) in writing if he or she wants a procurement card to be deactivated.

3. USE OF THE PROCUREMENT CARD

- A. The procurement card shall be used to purchase goods/materials, supplies, or services only for CITY OF LACROSSE business purposes in accordance with city policies.
- B. Any personal use of the procurement card is strictly prohibited.
- C. Employees shall not permit any other person(s) to use his/her procurement card.
- D. Cardholders must request a sales tax exemption for all purchases, including online purchases.
- E. **Any lost or stolen procurement card** shall be reported immediately to the Department Head and the Card Administrator(s).

4. REQUIRED DOCUMENTATION

- A. All procurement card purchases shall be supported by receipt verification for all transactions. Acceptable forms of documentations are as follows:
 - 1. Invoices for purchases made by telephone
 - 2. Printed order confirmations or receipts for internet purchases
 - 3. Itemized store or vendor purchase receipts for in-store purchases
- B. All documentation must immediately be provided to the Cardholder's department designee for accounts payable for prompt payment processing.
- C. Any requested exception to the documentation requirements must be made in writing to the Finance Director or designee.

5. MONTHLY PAYMENTS

- A. The Finance Department shall determine the monthly credit cycle and departmental due date(s) for all payments.
- B. All departments will have internet access to their own account.
- C. Departments shall submit one approved purchase order, along with procurement card statement and purchase documentation, to the Finance Department. Each department is responsible for distributing payment among multiple MUNIS funding accounts.
- D. ***It is the responsibility of each department to adhere to the monthly credit cycle to ensure timely payment for procurement card purchases. Finance charges will accrue if the entire department account balance is not paid in full each month. All late payment fees and finance charges will be the violating department's responsibility and will be charged to that department's budget. Continued violations may result in termination of department's participation in the procurement card program.***

6. CHARGE DISPUTES

- A. Departments and/or Cardholders shall attempt to resolve disputes using the Cardholder dispute resolution process as specified by the credit underwriter.
- B. All unresolved disputes with the card underwriter or vendors shall be forwarded in writing, along with applicable documentation, to the Card Administrator(s) for review and resolution.

7. IMPLEMENTATION & AUDITS

- A. The Finance Department is solely authorized to determine vendor payment options in the best interests of the City of La Crosse. Any annual spend rebates will be distributed by the Finance Department based on account usage.
- B. The Finance Department may audit any department and/or Cardholder at anytime.

8. POLICY VIOLATIONS

- A. Any violations of or non-compliance with the Procurement Card Policy and procedures may result in suspension, deactivation, or termination of the Cardholder's procurement card as determined by the Finance Director or designee.

- B. Purchases in violation of or non-compliance with the Procurement Card Policy and procedures shall be the responsibility of the individual cardholder and such purchases may be deducted from the cardholder's payroll check(s) or as allowed by law.
- C. Cardholders in violation of or non-compliant with the Procurement Card Policy and procedures will be subject to disciplinary action up to and including discharge.

DIRECTIVE LA CROSSE POLICE DEPARTMENT	DATE 01.20.2015	PAGES 1	NUMBER 2015.3
SUBJECT: Rescind Supervisory Note	POSTED BY: Captain Robert Lawrence Signed: 		

The information disseminated by this Directive supersedes all other previously posted information on the articulated subject found in General Orders, Directives, Notices or Memorandums. Directives are reviewed yearly to determine if the contents require incorporation into General Orders, need to be modified or eliminated. Directives will be rescinded upon the posting of a new General Order containing the subject matter specified.

GENERAL ORDER IMPACTED:

1. 13.2 Disciplinary System: Specifically IV.C.3 and IV.D - Remove the use of Supervisory Note
2. 17.0 Performance Evaluation: This entire Policy is being revised and will eliminate the use of the Supervisory Note.
3. Any other reference in Policy, Procedure or Memorandum will be impacted by this directive.

PURPOSE AND SCOPE:

This directive articulates the discontinuation of the departmental form Supervisory Note (both the lined and unlined version of the form).

EFFECTED PERSONNEL: All Personnel

NARRATIVE:

The Supervisory Note will no longer be issued as part of our evaluation or disciplinary system as of the date of this directive. The forms were removed from the Police Sharepoint (V) Drive and will be purged from any personal file of supervisors.

The Supervisory Note form(s) will be replaced by the use of a digital notebook accessible by Police Supervisors.

This notebook is referred to as the Supervisor Notebook and is referred to in Policy 17.0 (new as of January 2015) and its use will be trained to all supervisors as part of Performance Evaluation Training.

Past Use: If a Supervisory Note (form) was issued prior to this date, it will be used for documentation purposes for the next evaluation.



SUPERVISORY NOTE

PERFORMANCE EVALUATION DOCUMENT

Officer/Member Name: _____

Observation:

Supervisor Documenting Observation:

Supervisory Note is generally to be issued by Members Immediate Supervisor

Date:

Time:

Issued By:

Notification

Follow up Required

Submit Report

Return with Corrected Report

THIS DOCUMENT IS FOR EVALUATION PURPOSES AND IS TO BE RETAINED IN THE MEMBERS SHIFT/BUREAU EVALUATION FILE.

DISTRIBUTION: WHITE – MEMBER'S EVALUATION FILE, YELLOW – MEMBER

SuperNote-08.12.2008

Comments:



La Crosse Police Department
SUPERVISOR NOTEBOOK

Zebrowski
Lisa

Page 1 of 1

DATE SUPERVISOR NOTE/NAME

00/00/0000 Test.

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER I	ORDER NUMBER 1.1
TITLE DEPARTMENT AUTHORITY	WORD CODE AUTHORITY TOTAL PG 2+annex A		
History: Updated 7/07 Annex Attached WILEAG STANDARDS, 3rd EDITION 1.2.1, 1.2.2, 1.7.1, 1.6.1			

I. PURPOSE AND POLICY.

This order requires all personnel, prior to assuming sworn status, to take and abide by an oath of office to enforce the law, uphold the nation's Constitution or basic law of the land, and where applicable, those of governmental subdivisions to include the State of Wisconsin, County and City of La Crosse. This order delineates the Department jurisdiction and specifies its responsibilities and authority. It provides personnel with the limitations of their geographical jurisdiction pursuant to WI ss. 175.40(6).

This order requires all sworn officers to abide by a code of ethics as adopted by the Department published as the Law Enforcement Code of Ethics by the IACP. This order defines the legal authority to carry and use weapons by Department personnel in the performance of their duties.

II. PROCEDURES.

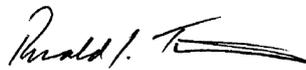
- A. Oath of Office. On the new officer's first working day with the Department, s/he will take the oath of office as prescribed in Section I. The officer will be instructed to read the Law Enforcement Code of Ethics as attached to this order.
- B. Code of Ethics. Sworn personnel will read the Law Enforcement Code of Ethics annually in January. The Training Division will insure that all sworn members have read it via Share Point. Records will be maintained by the Training Division.
- C. Legal Authority.
 - 1. Within the City Limits, on duty: La Crosse Officers have authority granted Officers by WI ss. 62.09(13), and broadened by 968.07 and La Crosse City Ordinances 3.04, 3.05 and 3.07(A)-(F).
 - 2. In consideration of the situation, Officers are expected to take steps necessary/consistent with their assignment to protect life, property and to enforce the ordinances/laws of the City of La Crosse, State of Wisconsin and the United States
 - 3. Outside City Limits (within State) while on duty: officers have full authority for police matters when acting pursuant to mutual aid agreements (WI ss. 66.305) and for matters of direct concern to the City of La Crosse. WI ss. 175.40 (6)(a): A peace officer outside of his/her territorial jurisdiction may arrest a person or provide aid/assistance in the state if the criteria under subds. a/b are met:
 - a. Officer is in uniform, on duty and on official business. If using a vehicle: marked police vehicle.
 - b. Officer is taking action that would be authorized under the same circumstances in his/her jurisdiction.
 - c. Officer is acting in response to any of the following:
 - 1) An emergency situation that poses a significant threat to life or of bodily harm.
 - 2) Acts that the officer believes, on reasonable grounds constitutes a felony.
 - d. Under normal circumstances, situations that require law enforcement action will be turned over to the responsible law enforcement agency.
 - 4. Out-of-State Authority/Responsibility: Powers of La Crosse Police Officers do not extend beyond this state except as provided for in the Uniform Act on Fresh Pursuit and Mutual Aid Agreements. Officers who are outside the boundaries of WI on extradition, or other matters of direct concern to the City are not to engage in police activities unless necessary in the performance of their duties as an agent of the City, and then only after consideration of the tactical situation.
- D. Authority and Responsibility while Off-duty.

Under Wisconsin law, off-duty officers have the same authority granted on-duty officers. Officers who are off duty should defer to on-duty officers when possible. Off-duty officers should act only after consideration of the tactical situation.

 - 1. Under WI State Statute 175.40(6m)(a) an off-duty La Crosse police officer may arrest a person or provide aid or assistance outside of his or her territorial jurisdiction (but only within the state of WI) if all of the following apply:
 - a. The officer is responding to an emergency situation that poses a significant threat to life or of bodily harm.
 - b. The officer is taking action that he or she would be authorized to take under the same circumstances in the City of La Crosse.

- c. When acting/responding under this subsection officers shall adhere to all policies and procedures as if the officer was acting within the City of La Crosse as well as utilizing trained tactics as approved and trained within the La Crosse Police Department for responding to emergency situations.
 - d. If an officer takes action under this authority, the officer will immediately notify the jurisdiction in which they have responded to an emergency situation that posed significant threat to life or of bodily harm. Officers will also, as soon as possible, contact the La Crosse Police on-duty shift commander and/or their bureau commander to notify him/her of their actions.
 - e. Off-duty La Crosse officers will cooperate with outside jurisdictions regarding arrests made or any other actions taken in another jurisdiction under this subsection.
- E. Authority to carry and use weapons
La Crosse Police Officers are authorized to carry and use weapons under the authority and powers granted to them by Wisconsin State Statutes and exemptions granted under Wis. Stats. Chapter 941.

Ronald J. Tischer
Chief of Police



ANNEX A

OATH OF OFFICE
CODE OF ETHICS
MUNICIPAL CODES

3.04

3.05

3.07(A)-(F)

WISCONSIN STATUTES

62.09(13)

968.07

941.20(3)

941.23

941.235(2)

941.237(3)

941.26

941.28

941.29(10)(b)

941.295

941.298

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER I	ORDER NUMBER 1.2
TITLE USE OF FORCE		WORD CODE FORCE	TOTAL PAGES 3 + Annexes A & B
	History: Updated 7/07 ANNEX – Use Of Force Report, Disturbance Resolution WILEAG STANDARDS, 3RD EDITION 5.1.1, 5.1.4, 5.2.1, 5.3.1		

I. PURPOSE.

This order establishes a policy for the use of force by sworn personnel pursuant to WI Statute 65.0511(2). Also addressed are procedures for ensuring the provision of appropriate medical aid after the use of lethal, less lethal or other uses of force.

II. POLICY.

It is our policy that officers will use only the force necessary to accomplish lawful objectives. The force used by an officer should only be that reasonably required to overcome the resistance being offered by the person the officer is trying to control.

III. DEFINITIONS.

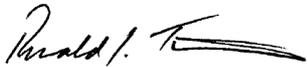
- A. Excessive Force:** More force than is reasonable will not affect the validity of the arrest; it may expose the officer to civil suit, discipline or both, and in aggravated circumstances possible criminal liability also.
- B. Deadly Force:** Any use of force that is likely to cause death.
- C. Deadly Force Requirement:** With the subject causing imminent danger of great bodily harm or death to yourself or others, and other tactics have been exhausted or would be ineffective, department policy directs you to stop the subject's actions with the use of deadly force.
- D. Great Bodily Harm:** (WI State Statute 939.22) Bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily injury.
- E. Imminent:** Likely to occur at any moment; impending.
- F. Lawful Force:** Physical act by an officer in the performance of duty when it is used to accomplish a legitimate police goal and the level of force used is reasonable considering known facts and circumstances at the time of the incident.
- G. Necessary Force:** Amount of force, applied against a person by any means, reasonably necessary to control a person, a situation or to achieve a legitimate law enforcement goal.
- H. Non-Deadly Force:** The use of a weapon, instrument, hold or other action which is not deadly force but which may result in injury or which creates some degree of risk that a reasonable, prudent person would consider likely to cause injury.
- I. Objectively reasonable:** Level/amount of force an officer uses must be reasonably necessary to accomplish the law enforcement objective (US Supreme Ct. Graham v. Connor); to determine whether force is objectively reasonable consider: severity of crime, whether suspect poses imminent threat to officer or others, and whether the suspect is actively resisting or attempting to evade arrest by flight.
- J. Physical Restraint:** Holding, restraining, or other physical manipulation without the use of a weapon by one or more officers acting alone or in concert to control a person or to effect an arrest.
- K. "Hog-Tying":** The act of connecting ankle shackles to the hand cuffs of an apprehended individual, behind their back, via a strap/chain/rope short enough so as the person can not straighten their legs and are forced to lie on their side or stomach
- L. Reasonably Believes:** An ordinary, prudent and reasonably intelligent police officer believes that a certain fact or situation exists and such belief is reasonable under the circumstances known to the officer at the time the officer acted.
- M. Disturbance Resolution:** A guideline set forth by Training and Standards that involves verbal and physical options to obtain law enforcement objectives. See annex B
 - 1. Disturbance Resolution Qualifiers:**
 - a. Use of trained techniques are preferred; however, techniques not trained may be used as long as they fit the situation and the above guidelines. Techniques may be dynamically altered on the street.
 - b. Capstun: alternative to physical confrontation; person capstunned should be controlled and handcuffed as soon as practical; must be trained prior to use.

IV. PROCEDURE.

- A. Use of Deadly Force (see Order 1.3).
- B. Use of Non-Deadly Force.
 - 1. The Disturbance Resolution to be followed is outlined in Annex 1
 - 2. Officers shall use only that amount of force reasonably necessary to control a situation, effect the arrest of an offender or to control a person.
 - 3. Officers shall not continue to use force, except mere physical restraint, after an individual has ceased to resist.
 - 4. Officers involved in such situations shall display as much regard for the offender's safety as is possible.
 - 5. Unless circumstances dictate otherwise, ALL persons arrested will be handcuffed, searched and then transported in a police vehicle.
 - a. The “**hog-tying**” of a suspect is **NEVER** allowed.
 - 6. The use of excessive/unwarranted force/brutality will not be tolerated under any circumstances and may subject the officer to disciplinary action, criminal and civil liability.
- C. Non-Lethal Items.
 - 1. Officers shall not brandish or display, as a threat, unless its use is possible.
- D. Pepper Spray
 - 1. Members who have been trained in use of pepper spray shall (station personnel MAY) carry such spray. Use of pepper spray is permitted when:
 - a. Person is actively aggressive to the officer.
 - b. After indicating to a person that you intend to apprehend/restrain the person, that person indicates by words or actions that (s)he may resist or cause harm to the officer or others.
 - c. When it appears that mere physical restraint would be ineffective.
 - 2. When used, the member will complete an offense report detailing the incident. A Use of Force report will be completed and routed to the Training Division for documentation and review.
 - a. Consider the potential for cross-contamination of others.
 - b. Decontaminate the sprayed person as soon as practical. See section H 7 for medical treatment and decontamination.
- E. Electronic Control Devices (See General Order 1.4.01)
 - 1. Authorized Electronic Control Devices (ECD) are covered in General Order 1.5 Annex A
 - 2. An officer may utilize a ECD on a subject when the officer reasonably believes that the subject is threatening the officer or third party with bodily harm; and the officer believes that the subject possesses the ability or apparent ability and opportunity to carry out that threat. (See General Order 1.4.01 for full details)
- F. Incapacitating Techniques
 - 1. Members who have been trained in techniques such as the diffused strike or lateral vascular restraint may use such techniques to cause immediate, temporary cessation of violent behavior. These techniques usually render the subject temporarily unconscious.
 - a. Any officer utilizing such techniques **SHALL** as soon as practical have the subject evaluated by a medical facility prior to incarceration and **SHALL** notify jail personnel that an incapacitation technique was administered on the subject.
 - 2. When used, the member will complete an offense report detailing the incident. A Use of Force report will be completed and routed to the Training Division for documentation and review.
 - 3. Lateral Vascular Restraint training shall be annually.
- G. Batons
 - 1. An authorized baton may be taken from its holder and held in the ready position if the officer is threatened or confronted with potential injury.
 - 2. Use is permitted against an actively aggressive person where mere physical restraint would be ineffective.
 - 3. When used, the member will complete an offense report detailing the incident. A Use of Force report will be completed and routed to the Training Division for documentation and review.
- H. Chemical Munitions and Diversionary Devices
 - 1. Defined in the Tactical policies and limited to use by trained personnel.

2. When used, the member will complete an offense report detailing the incident. A Use of Force report will be completed and routed to the Training Division for documentation and review.
 3. See G.O. 1.5 annex B for authorized munitions.
- I. First aid and medical assistance
1. Provided and/or requested for any injured person as soon as the scene is secure whenever a person is injured as a result of force.
 2. Any person subjected to Deadly Force shall be evaluated by emergency medical personnel. See G.O. 1.3 for further details.
 3. Any person subjected to passive or active countermeasures will be monitored by department personnel to ensure that the subject is not injured. The officer/supervisor will assess if medical attention is needed.
 4. Any person placed in an incapacitating hold/technique as outlined in IV-E **SHALL** be taken to a medical facility for evaluation prior to incarceration.
 5. Any person subjected to less lethal munitions **SHALL** be taken to a medical facility for evaluation prior to incarceration.
 6. Any person subjected to gas munitions (CN or CS) and subsequently taken into custody will be monitored by a department officer to ensure that the effects of the gas subside, if the person does not visibly improve after 45 minutes or the officer observes other problems and/or the person requests medical attention – seek medical assistance.
 7. Person's sprayed with O.C. will be provided the opportunity to flush their eyes with water as soon as practical unless the subject refuses or continues to be resistive. The **officer** (or another assigned officer) who utilized the O.C. will be responsible for monitoring the subject to ensure that the effects of the O.C. subside, if the person does not visibly improve after 45 minutes or officer observes other problems – seek medical assistance.
 8. When force results in injury the officer **SHALL IMMEDIATELY NOTIFY THE ON- DUTY SHIFT COMMANDER AND/OR STEET SUPERVISOR**, Documentation and Reporting
 - a. Whenever force is used to control/impede/stop a subject at a level of O.C. or greater when following the Disturbance Resolution, a Use of Force Report **SHALL** be completed as well as a General Incident report detailing the incident. One use of Force Report is required for each subject whom force was used on. See also General Order 1.7
 - b. Each officer applying force at a level of O.C. or greater SHALL document such force in a continuation report as part of the General Incident report.
 - c. Officers that use force that results in injury SHALL complete an offense report and Use of Force Report. Copy's of all reports when force results in injury SHALL be routed to the Asst. Chief. If the officer is unable to do the reports, his/her supervisor or designee will initiate the report.

Ronald J. Tischer
Chief of Police



OCA #

USE OF FORCE REPORT

PERSON (circle) ANIMAL

Incident # _____ Date _____ Time _____

Officer(s)/Badge # _____ Suspect(s) Last Name: _____

EMPTY HAND CONTROL

TECHNIQUE EFFECTIVE

- 1. Passive Countermeasures
 Decentralization Techniques (control to the ground) Yes No

- 2. Active Countermeasures
 Vertical Stuns Yes No
 Focused Strikes Yes No
 Hand Strikes Elbow/Forearm Strikes
 Kicks Knee Strikes

- 3. OC Yes No
Suspect Treated by Officer _____

- 4. Lateral Vascular Restraint
 Caused unconsciousness Did not cause unconsciousness Yes No

- 5. Brachial Stun
 Caused unconsciousness Did not cause unconsciousness Yes No

- 6. Other Technique (justified given circumstances)
Describe _____ Yes No

INTERMEDIATE/IMPACT WEAPON

- Wooden Straight Baton Expandable Baton Yes No

KINETIC ENERGY IMPACT PROJECTILE WEAPONS

- 12 GA. Bean Bag and/or Projectile 37mm Non-flexible Projectiles Yes No

TEAR GAS

- 12 GA. Projectile 37mm Hand Grenade type Pro-jet Yes No

DEADLY FORCE

- Firearm used Yes No
Make _____ Model _____ Serial No. _____ Ammo type _____
 Other Deadly Force (describe) _____ Yes No

INJURIES (excluding OC decontamination)

- 1. Officer(s) No Yes Explain _____ Medical Treatment Yes No
- 2. Subject(s) No Yes Explain _____ Medical Treatment Yes No

ALCOHOL/ DRUG USE (Subject known/appeared to be under the influence of:)

- Alcohol Drugs Both Alcohol & Drugs Unknown No Use Suspected

REPORTING OFFICER SIGNATURE / BADGE #	REVIEWING SUPERVISOR
---------------------------------------	----------------------

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER I	ORDER NUMBER 1.3
TITLE USE OF FIREARMS/ DEADLY FORCE		WORD CODE DEADLY	TOTAL PAGES 2
	WILEAG STANDARDS, 3RD EDITION 5.1.2, 5.1.3		

I. PURPOSE AND POLICY.

This order governs the use of force by personnel and specifies areas relating to:

- A. Officers are directed to use deadly force only when the officer reasonably believes that the action is in defense of human life, including the officer's own life, or in defense of any person in imminent danger of great bodily harm or death.
- B. Use of deadly force against a fleeing felon must comply with all statutory requirements.
- C. Use of warning shots is generally prohibited.
- D. Sworn personnel must receive and understand this chapter before being authorized to carry any firearm.
- E. Use of firearms will be in compliance with standards of the law enforcement community, department policy and the law.

II. DEFINITIONS.

- A. **Deadly Force:** Any use of force that is likely to cause death.
- B. **Deadly Force Requirement:** With the subject causing imminent danger of great bodily harm or death to yourself or others, and other tactics have been exhausted or would be ineffective, department policy directs you to stop the subject's actions with the use of deadly force.
- C. **Great Bodily Harm:** (WI State Statute 939.22) Bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily injury.
- D. **Imminent:** Likely to occur at any moment; impending.
- E. **Graham V. Connor:** The United States Supreme Court Case that ruled that force is only to be applied by law enforcement officers when such use is "objectively reasonable" in a given situation, as determined by a "reasonable officer" at the scene. The factors which, in general, determine whether force is "objectively reasonable" include:
 1. The severity of the alleged crime at issue;
 2. Whether the suspect poses an imminent threat to the safety of officers and/or others;
 3. Whether the suspect is actively resisting or attempting to evade arrest by flight.
- F. **Tennessee V. Garner:** The United States Supreme Court Case which strikes down fleeing felon rules and states a law enforcement officer would **not** be justified in shooting to stop someone from fleeing whom is known to have committed only a property crime or who has apparently committed a felony or misdemeanor that does not endanger life or threaten serious bodily harm.
- G. **Imminent Threat Criteria:** Weapon, Intent and Delivery System. To be justified in using deadly force the subject's threat must have all three criteria.
- H. **Target Requirements:** Target Acquisition, Target Identification, and Target Isolation.
- I. For further definitions see 1.2.

III. PROCEDURES.

A. Use of Deadly Force.

Use of deadly force is justified under the following:

1. As a last resort in the defense of oneself when s/he reasonably believes s/he is in imminent danger of death or great bodily harm.
2. As a last resort in the defense of another who the officer reasonably believes is in imminent danger of death or great bodily harm.
3. As a final alternative to effect an arrest or prevent escape of a fleeing felon who the officer reasonably believes has committed a felony involving actual or threatened use of deadly force and the officer has belief that the suspected felon poses a significant threat of death or great bodily harm to people if not immediately apprehended.

When feasible, before using a firearm for deadly force, officers will identify themselves as a Police Officer and give verbal commands unless, due to tactical considerations, doing so would create more danger to the officer or others.

Generally, deadly force will not be used under the following:

- 4.. Warning shots are generally prohibited. See I-C.
5. From or at a moving vehicle unless III A-1 or 2 apply.
6. When the target suspect is not clearly visible or if innocent parties may be injured by use of such force.
7. When the officer has doubt as to legal justification.
8. Not to brandish, display as a threat any weapon unless its use is anticipated.

B. Required Notifications and Reports Upon Use of Force.

1. When an officer is responsible for an accidental (unwanted) or intentional firearms discharge while on/off duty (other than during firearms training, hunting, and sporting or recreational activities, or for pigeon eradication), the officer shall complete reports and a Memo to his/her supervisor and to the Assistant Chief.
- 2.. Accidental (unwanted) discharge without injury – Immediately notify the on-duty shift commander and complete a Memo regarding the incident routed to his/her supervisor and the Assistant Chief. See 1.7.1.

C. Involved Officer where injury/death has occurred.

1. When an officer uses deadly force resulting in injury or death, s/he will:
 - a. Complete Steps after Combat Shooting.
 1. Keep or get to cover and reload if necessary.
 2. Communicate with the suspect, your partner, dispatch and responding units.
 3. Plan your approach to secure assailant. This plan includes keeping cover awaiting backup.
 4. Make a tactical approach and secure the suspect.
 - b. Determine condition of injured and give first aid.
 - c. Request needed medical aid.
 - d. Remain on scene for investigators unless injured him/herself. The ranking officer/investigator may remove the officer if such presence creates a hazardous situation or concern for the well being of the involved officer.
 - e. Protect the means of deadly force use until turning it over to an investigator.
 - f. Prepare a detailed report as soon as possible.
2. When a person is injured or killed as a result of deadly force by an officer: see order 1.7 & 1.8.

D. Dispatchers in injury/death cases will notify medical aid and the on-duty shift commander.

E. The shift commander in injury/death cases will:

1. Notify - Chief, Assistant Chief, involved officer's Bureau Captain, Investigative Services Captain, and city and district attorneys.
2. Go to and secure the scene, conduct a brief investigation, render assistance, and assist involved officers.
3. Submit his/her own written report to the Chief, investigation units, and involved officer's captain.

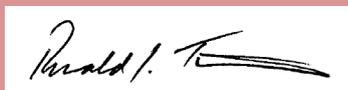
F. Investigative Units.

See order 1.7.

G. Use of firearm to terminate an injured animals suffering is not considered deadly force as it does not involve human life. Firearms may be used:

1. As a last resort to terminate an injured animal's suffering (other than for pigeon eradication purposes).
2. If your firearm is used against an animal (other than pigeons) notify LEDC and your supervisor as soon as possible and complete the Use of Force Report circling ANIMAL to document the discharge of your weapon.
3. Contact your shift commander to account for duty rounds used and for replacement of same rounds.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE ISSUED 09.27.2012	CHAPTER I	ORDER NUMBER 1.3.01
TITLE FLYING ARMED	REVIEW DATE	WORD CODE FLYING ARMED	TOTAL PAGES 2+ Annex A
	INSTRUCTIONS/COMMENTS New 5/09 Annex – Flying Armed NLETS request form		

I. POLICY

It is the policy of the La Crosse Police Department that on-duty officers when flying on commercial airlines and are engaged in protective escort duty, hazardous surveillance operations, or on official on-duty business and may be required to provide first responder law enforcement services within the scope of their duties are required to be armed.

II. DEFINITIONS

Federal Air Marshals (FAMS) - specially trained and equipped Federal law enforcement officers assigned to selected flights to take necessary action to prevent hijacking of an aircraft and loss of life. Protection of their identity is critical.

Local Law Enforcement Officers (LEOS) – Sworn law enforcement officers who are authorized and have received specialized training which allows them to when approved to fly armed on commercial airlines.

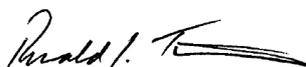
Federal Flight Deck Officer - a pilot who has volunteered, been selected for, and completed a Transportation Security Administration Training Program, authorizing them to carry a firearm to protect the flight deck of an aircraft.

III. PROCEDURES

- A. La Crosse Police Officers are permitted to be armed on commercial aircraft when on official business necessitating a need to have a weapon on a specific flight segment for the following reasons:
 - a. Protective escort duty.
 - b. Hazardous surveillance operations.
 - c. On official business and flying while on-duty which requires the need to arrive prepared for duty in case of an emergency.
 1. Only sworn personnel who have completed the Transportation Security Administration's Law Enforcement Flying Armed Training Course may fly armed.
 2. Only the Police Chief, Assistant Police Chief, or a Bureau Captain can grant authorization for sworn personnel to fly armed.
- B. The following process/procedures will be followed when requesting and fly armed on commercial airlines.
 1. Complete Form 10 "Authorization to Fly Armed" and forward it for appropriate approval. If approved, the officer is responsible to obtain the required NLETS message and alphanumeric identifier code through the La Crosse Emergency Dispatch Center. **Note:** you must complete two forms, one for the departing flight and one for the returning flight.
 2. Check in at the ticket counter of the affected airline at least one hour prior to flight departure. In emergency circumstances, notify the affected airline as soon as possible if less than one hour.
 - a. Discretely identify yourself as a law enforcement officer who is flying armed to the airline representative.
 - b. Present the following credentials at the ticket counter:
 - 1) La Crosse Police Department Identification Card and badge. A badge alone will not be accepted as a means of identification.
 - 2) Original Form 10 "Authorization to Fly Armed". A photocopy will not be accepted.
Note: Retain the original Form 10, "Authorization to Fly Armed", for all segments of the flight itinerary.
 - 3) Driver's License
 - 4) NLETS teletype message containing unique alphanumeric identifier received from LEDC.
 3. The airline should issue a "Notice of Law Enforcement Officer (LEO) Flying Armed" form or equivalent. Fill out the form completely, accurately, and sign.

4. If the airline refuses to allow you to fly armed:
 - a. Request assistance from the airline's Customer Service Representative who may be able to assist in resolving issues encountered at the ticket counter or boarding gate.
 - b. If the issue cannot be resolved and the airline still refuses to allow you to board the plane armed, place the unloaded weapon and ammunition in checked baggage.
 5. A locked, hard-sided container is required to store the firearm if being placed in checked baggage. Sworn personnel should always bring this item with them in their checked baggage in case the airline refuses to allow them to fly armed. Ammunition must be placed in the factory carton or other similar packaging. Ammunition may not stay loaded in the weapon's magazines.
- C. Check-In Process for Screening Checkpoints
1. After leaving the airline ticket counter, respond to the checkpoint of the assigned gate.
 2. Proceed to the checkpoint exit lane and identify yourself as a law enforcement officer who is flying armed to a TSA agent.
 3. Present the "Notice of LEO flying Armed" form obtained at the ticket counter along with the following items for inspection:
 - a. La Crosse Police Department Identification Card and badge.
 - b. Original Form 10, Authorization to Fly Armed.
 - c. Driver's License.
 - d. NLETS authorization teletype
 4. In some cases the TSA agent will contact a representative from the local law enforcement agency whose jurisdiction covers the affected airport to respond and verify the credentials.
 5. If problems are encountered, request to speak to a TSA Screening Supervisor who may be able to resolve issues encountered at the screening checkpoint.
- D. Check-In Process at Boarding Gate
1. Upon arrival at the boarding gate, discretely identify yourself as law enforcement officer who is flying armed to the gate agent and present the "Notice of LEO Flying Armed".
 2. Upon boarding the plane, present the "Notice of LEO Flying Armed" form to the flight crew. The flight crew and/or Pilot-In-Command may also request to see your credentials and authorization form.
 3. Present the "Notice of LEO Flying Armed" form to the gate agent and flight crew on all segments of the flight itinerary, including transfer and connector flights.
 4. After boarding but prior to closing the aircraft's doors, the airline crew must notify the Pilot-In-Command of the airline of each armed law enforcement officer aboard the aircraft. The airline crew must also notify armed law enforcement officers of the location of other armed law enforcement officers aboard the aircraft, including Federal Air Marshals and Federal Flight Deck Officers. Federal Air Marshals may request and examine all documentation to verify LEO status.
- E. Officers Flying Armed
1. Shall at all times keep the firearm concealed and out of view of the public, if not in uniform.
 2. Shall at all times keep complete control of the firearm on their person. The firearm may not be carried off the officer's person in any manner, i.e., carried in a purse or placed in an overhead storage compartment.
 3. Shall not carry the Department issued chemical irritant or any other type of self defense spray onto a commercial aircraft, even if in uniform. The issued chemical irritant canister may be carried in checked baggage.
 4. Sworn personnel flying armed may not be under the influence of alcohol or consume any alcohol while onboard the flight.
- F. Response to Incidents aboard Aircraft
1. For disorderly passengers and other non-life threatening situations, allow the flight crew to handle the incident. They have been trained to handle most crisis situations. Only assist if requested by airline personnel.
 2. For aircraft hijackings or other life-threatening situations do not take action if there are Federal Air Marshals onboard unless they specifically request assistance.
 3. For aircraft hijackings or life-threatening situations when there are not Federal Air Marshals aboard, take the necessary action to prevent loss of life or serious physical harm.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER I	ORDER NUMBER 1.4
TITLE LESS LETHAL WEAPONS		WORD CODE LESS LETHAL	TOTAL PAGES 1
	Order History: New 3/1/98; Updated 2/03, 1/04, 4/04, 7/07 WILEAG STANDARDS, 3RD EDITION 5.1.4		

I. PURPOSE.

This order governs the use and possession of less lethal weapons by personnel, both on and off duty, excluding recreational and hunting activities.

II. PROCEDURES.

A. Additional specifics as to this order are also available in orders 1.2, 1.3 and 1.4.01

B. Less Lethal Weapons. See Annex for list of authorized Less Lethal Weapons

1. Baton (intermediate weapon): authorized items include expandable batons in keeping within style and design as received in training by certified instructors and those fixed batons of one piece construction used for crowd control, etc.
2. OC or Pepper Spray (empty hand weapon): as described in order 1.2; for active resistance or threat of active resistance.
3. ERT Specialty Weapons: see orders 21.10.
4. Less-Lethal Impact Munitions (Specialty Impact Munitions - SIMS): Bean bag, rubber pellet, fin stabilized rounds.
5. Electronic Control Devices as authorized in General Order 1.4.01

C. General Use and Possession.

1. Items in "B" are authorized for on-duty use by trained and/or designated personnel.
2. "B-2" are authorized for on/off-duty use by trained personnel.
3. State law also governs use of the above items.

D. Less-Lethal Impact Munitions (Specialty Impact Munitions - SIMS)

1. SIMS may be utilized by any trained, sworn Police Department members in circumstances where a level of force less than deadly force would be appropriate for resolving the situation and when the risk associated with closing on the subject to take control makes other alternatives unsafe. When deploying SIMS, our goal is to resolve a potentially violent situation with a minimal amount of force and the least likelihood of serious injury to all involved participants.
2. In an effort to maximize compliance and control and minimize injury potential, it is important to target specific areas of the body when utilizing SIMS .
 - a. **PRIMARY TARGET ZONE:** Upper leg, lower leg, buttocks.
 - b. **SECONDARY TARGET ZONE:** Lower abdomen, arms, shoulders, **Intentional Impact of the head, neck spinal cord, kidney area, groin, and Upper Thorax (chest) will be avoided unless deadly force is justified.**
3. Prior to deploying, a determination will be made regarding the need for a lethal cover officer. Such cover is required in cases in which the suspect possesses a firearm.
4. Users of less-lethal impact munitions are required to biennially attend a course of training prescribed by the firearms coordinator.

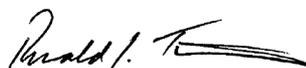
E. Required Notifications and Reports

1. The officer who deployed the Less-Lethal Weapons SHALL contact the on-duty shift commander immediately after the incident is stabilized.
2. The involved officer(s) will complete a General Offense Report and Use of Force Report documenting the incident.

F. Medical Treatment After Deployment

1. Due to the high probability of injury associated with the use of the Less-Lethal Impact Munitions or other ERT Specialty Weapons the suspect(s) who are struck SHALL be transported to a medical facility for examination.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER I	ORDER NUMBER 1.4.01
TITLE ELECTRONIC CONTROL DEVICES (ECD)		WORD CODE ECD	TOTAL PAGES 4 + annex
	History: New 6/23/03; Updated 3/04, 7/07 Annex A – ECD use Report Annex B- Use of Force Report WILEAG Standard – 3 rd Edition 5.1.1, 5.1.4, 12.1.1, 12.1.3		

I. PURPOSE:

The purpose of this policy is to provide Officers with the guidelines for use of the ECD through techniques, which are designed to allow them to defend themselves and others against physically aggressive subjects or to compel uncooperative subjects to obey a legal order.

II. POLICY:

This policy is intended to be used within the guidelines established in the Departments Use of Force Policy- General orders 1.2 and will be applicable to all members of the Department while on duty and engaged in their official duties.

III. DEFINITIONS:

Electronic Control Device (ECD) Electronic device that is designed to disrupt neuro-motor control allowing an officer to gain control of a resistive subject.

EMD- Electro-Muscular Disruption(EMD) is a direct involuntary contraction of the muscles that disrupts neuro-motor control.

DATA PORT- The ECD has a data port located on the back of the unit. This data port will be used to recover specific usage information that is saved every time a ECD is deployed.

AFID-Anti Felony Identification Device. Every time a ECD cartridge is deployed, 40 small confetti-like identification tags called AFIDs are ejected. Each AFID contains the serial number of the cartridge deployed allowing supervisors to identify which Officer deployed the cartridge.

CARTRIDGE- The cartridge is a single use item that contains the projectile probes & wires and is identified by a serial number

Probe Deployment- The activation of the ECD with the cartridge on that results in the probes and wires being projected toward the target

Drive Stun- The act of making contact with the ECD on a target with out the cartridge on to deliver an electrical impulse to a focused area

IV. APPROVED EQUIPMENT, TRAINING, and FIELD DEPLOYMENT:

1. Officers SHALL complete the Departments ECD Certification training program before being authorized to use ECDS.
2. Officers will receive Re-Certification training in the use of the ECD biennially.
3. Officers will carry only properly functioning and charged ECDS.
4. ALL ECDS and replacement cartridge(s) SHALL be recorded by serial number, with the ECD program manager.
5. Officers will carry the ECD / replacement cartridges in a carrier that is approved by the Chief or program manager.
6. Only **DEPARTMENT AUTHORIZED ECDS** as approved by the Chief / designee are allowed to be carried by department personnel. See General Order 1.5 Annex A for authorized ECDS.
7. Officers wishing to carry a personally owned ECD on-duty SHALL submit a request in writing to the Chief of Police requesting authorization. All personally owned ECDS carried on-duty SHALL be registered by serial number, including the serial numbers of all cartridges, with the ECD program manager. All Personal ECDS shall be utilized in accordance with this policy and are subject to random inspection by the ECD program manager to ensure it meets department standards. Personal ECDS will be subject to replacement/repair of personal items as stated in contractual agreements.
8. The Shift Commander will ensure that Department ECDS are assigned to authorized and trained department members at the beginning of each shift.

V. USE OF FORCE ISSUES:

1. The use of the ECD constitutes a Use of Force as found in General order 1.2.
2. An Officer may utilize the ECD on a subject when the Officer reasonably believes that the subject is threatening the Officer or third party with bodily harm; and the Officer believes that the subject possesses the ability or apparent ability and opportunity to carry out that threat.
3. Other considerations for deployment of the ECD are:
 - a. Imminent threat to Officers and/or others.
 - b. Severity of the incident at issue.

- c. The totality of the circumstances.
- 4. The ECD will NOT be used:
 - a. In cases of passive resistance unless the totality of the circumstances warrants that a lesser level of force may jeopardize the safety of the subject and/or others.
 - b. To threaten or attempt to gain information from a person.
 - c. Against a person already restrained unless active resistance has to be overcome.
 - d. To wake a person up.
 - e. As a form of punishment.
- 5. DO NOT fire the ECD near flammable liquids and/or fumes.
- 6. No Officer will playfully, maliciously, or intentionally misuse the ECD in a display of the power against an individual, except to counter an imminent threat. VIOLATION OF THIS POLICY WILL RESULT IN DISCIPLINARY ACTION.

VI. USE OF THE ECD:

- 1. ECDs are designed to gain compliance/control of actively resistant individuals, where options have been or are reasonably likely to fail, and/or where it would be unsafe for Officers to approach the subject.
- 2. There are 2 applications of the ECD:
 - a. Probe Deployment – projects 2 probes with wires attached from the replaceable cartridge toward the target. If both probes penetrate the target, the ECD will deliver an electric impulse through the wires to the probes and into the target
 - b. Drive Stun – the cartridge is removed and the officer makes direct contact with the anodes on the front of the ECD to the target. Electric impulses then can be delivered to the target as long as direct contact is maintained
- 3. The ECD is programmed to deliver a 5-second EMD current. Officers can shorten or extend the time. Officers should not touch the probes during this period to avoid receiving the same EMD current. In addition, Officers should avoid stepping on or tripping over the wires.
- 4. **NEVER** aim the ECD at the head, eyes or face.
- 5. Keep hands away from the front of the ECD at all times unless the safety slide is in a “safe” position and the ECD is deactivated.
- 6. Always replace ECD cartridges before their expiration date. All expired cartridges will be turned in to a supervisor or designee.
- 7. Each discharge of a ECD, including accidental, must be documented utilizing a ECD usage report form (annex A) and a Use of Force report (annex B).

VII. ACTIONS AFTER THE ECD IS USED:

- 1. Removal and preservation of probes:
 - a. Probes that penetrate an individual should be removed by the ECD user or medical personnel after the subject has been restrained and/or controlled.
 - b. If subject requests medical attention, the Officer should seek medical attention immediately. An examination should be conducted by medical personnel to determine whether the individual has suffered any injury, either directly or indirectly from the EMD discharge.
 - c. After subject has been medically released and the subject is being incarcerated, the Officer will notify jail Deputies that the subject was EMD’ed.
 - d. Officers will secure the spent cartridge, complete with wires and probes into an evidence bag that is clearly labeled for evidence. The bagged cartridge will then be placed into evidence labeled as a bio-hazardous material, per General order 30.0 & 31.0.

VIII. REPORTING PROCEDURES:

- 1. Officers shall immediately contact the supervisor and advise them that they have discharged the ECD.
- 2. Officers shall document the events leading up to the use of the ECD, with in the General report.
- 3. Officers will fill out a Use of Force report, along with a ECD Use Report.

IX. ACCIDENTAL DISCHARGE:

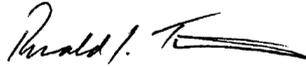
- 1. In the event of an accidental discharge of a cartridge the officer shall notify the on-duty shift commander as soon as possible.
- 2. The involved officer will complete a detailed IDM outlining the circumstances of the discharge.
- 3. A ECD Use Report will be completed by the officer and in field #18, list “accidental discharge”.
- 4. Copies of the IDM and ECD Use Report will be routed as indicated on the ECD Use Report.
- 5. The spent cartridge will be collected, complete with wires and probes, and placed into a bag. The cartridge will be delivered to the ECD program manager.

IX. MAINTANCE and CARE OF EQUIPMENT:

- 1. The Chief will appoint a ECD program manager who will be responsible for the maintenance/inspection of the department or officer registered ECDs.
- 2. Officers will check the ECD before the start of each shift to ensure the unit is properly charged. Officers will immediately advise a supervisor or ECD program manager if the battery is low.
- 3. Officers will check the ECD case and cartridge before the start of each shift for any damage. Officers will immediately advise a supervisor or ECD trainer if they discover damage.

4. Officers will ensure that the cartridge doors are free of debris, and that the cartridge has not expired.
5. Officers will not write on or adhere anything (i.e. stickers, tape, etc) to the ECD or cartridge.
6. Officers must carry the ECD with the safety in the "safe" position.

Ronald J. Tischer
Chief of Police

A handwritten signature in black ink, appearing to read "Ronald J. Tischer", with a stylized flourish at the end.

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER I	ORDER NUMBER 1.5
TITLE FIREARMS AND AMMUNITION		WORD CODE FIREARMS	TOTAL PAGES 3 + annex A
	History: Issued 2003, Updated 8/06, 7/07, 11/08 WILEAG STANDARD, 3 rd EDITION 12.1.1, 12.1.2, 12.1.3 Annex A attached		

I. PURPOSE.

This order requires that sworn personnel, both on and off duty, may use only weapons and ammunition authorized by the Department. Only sworn personnel demonstrating proficiency in the use of authorized weapons are approved to carry such weapons.

II. POLICY.

Officers shall only use firearms approved for use, mechanically sound and properly maintained. Only firearms that are registered with the Department, inspected for use and which an officer demonstrates proficiency with may be used, on/off duty, by officers pursuant to their authority as a police officer.

III. DEFINITIONS.

- A. **Duty firearm:** a primary firearm authorized for use and registered with the Department; must be qualified with the gun.
- B. **Specialized firearms:** authorized specialized firearms include shotguns, carbines, semi-auto rifles, automatic rifles, marksman rifles and chemical munitions launchers. See Annex A.
- C. **Special assignment firearms:** easily concealed handgun owned by an officer, carried as a duty firearm under unusual circumstances or during undercover operations. Such firearms may be authorized on a case by case basis. Officers shall submit requests to use a special firearm through their supervisor to Training. The request will contain the reason, type of firearm, and time period to be used. Officers must qualify with the firearm and have the weapon authorized prior to use.

IV. PROCEDURES.

- A. Types & Specifications of all lethal & less than lethal weapons. See Annex A.
 - 1. Officers shall only utilize firearms that have been authorized for on/off duty use.
 - 2. Firearms will not be modified. The addition of laser sights, optical sights, slings, grips, night sights, shell holder sleeves or extended magazines are not authorized without permission of the Director of Training.
- B. Types & Specifications of ammunition. See Annex A.
 - 1. The Director of Training will select ammo to be authorized based on the ability to afford a strong probability of incapacitating a suspect without an unreasonable hazard, over penetration or ricochet. See Annex A.
 - 2. Only ammo authorized will be used by officers in weapons carried pursuant to their authority as officers. This does not regulate non-law enforcement activities.
 - 3. Ammo for duty, qualification and training for .40 caliber, 12ga, .223 and ERT firearms is provided by the Department.
 - 4. Ammunition for other calibers will be provided by the officer at the discretion of the Department.
 - 5. Ammo for duty use will be replaced with new as determined by the Director of Training but not to exceed two years.
- C. Weapons General Procedures.
 - 1. Review and Inspection.

On/Off-duty firearms shall be inspected, registered and qualification completed prior to use. The Director of Training shall retain such records. Further review and inspection shall take place whenever the firearm is discharged in non-training or in a Use of Deadly Force encounter. This does not include the dispatching of animals.
 - 2. Approval.
 - a. Sworn personnel will be issued a Glock .40 caliber as the authorized Department issue firearm.
 - b. Officers wishing to utilize a firearm not authorized for use, or to modify a firearm, may submit a request to the Director of Training for approval. This policy does not regulate use for non-police activities.
 - c. Personnel may elect to use another firearm meeting the criteria as follows and that has been approved as their duty firearm for non-uniformed tasks. Personnel must qualify with the firearm annually and must qualify annually with a duty firearm to use when performing duties in uniform.

This section does NOT allow the authorize use of a secondary weapon while on-duty. Secondary weapons are prohibited.

3. Removing Unsafe Weapons.
 - a. Firearm maintenance is the using member's responsibility routine cleaning should occur to insure the firearm is mechanically operational. Cleaning should be done after shooting more than 5 rounds. Malfunction/damage to a Department firearm will be reported to the members immediate supervisor and in writing to the Director of Training.
 - b. When officers have qualified with a handgun and must take that firearm out of service, the officer may use another firearm of the same type for temporary use; however, prior to use of such firearm, the officer will fire a Temporary Assignment course to insure serviceability, correct sight alignment and familiarity with its use.
 - c. Firearms instructors, range officers, will inspect firearms during training and qualification to insure the firearms are not altered, damaged or unserviceable. Unsatisfactory firearms will not be used for on/off duty use until they have been repaired.
 - d. Firearms damaged in the line of duty will be repaired or replaced by the Department provided the firearm was registered and the officer qualified with the firearm.
 - e. Department armorers will inspect Department owned firearms at least annually. If a weapon is damaged, altered or unserviceable, it will not be used until properly repaired. Weapons inspected by the armorer will be fired by him/her before returned to the user.
4. Off-Duty Firearms.
 - a. Officers may carry their duty firearm or a secondary firearm while off-duty. The firearm shall be consistent with those found in attached annex. Calibers/brands not found on the list must be submitted to the Director of Training for approval. The Director of Training will make a recommendation to the chief who will approve/deny the request. Those that are approved will be added to the list.
 - b. Officers who are off but working as police officers with Department approval, will carry their duty firearm.
 - c. Off-duty officers are not required to go armed off-duty but may do so in accordance with policy, state and federal law. The decision to go armed off-duty will be based on the officer's personal evaluation of their expected activity. Officers are prohibited from carrying firearms when the officer's mental/physical abilities are or may be anticipated to be impaired by use of alcohol, drugs, medications or a combination thereof.
- D. Records on Approved Weapons for Official Use.

Approved weapons for official use shall be those as noted in the attached annex. All records regarding firearm registration for on/off duty use shall be maintained by the Firearms Coordinator.
- E. Proficiency Standards & Prescribed Course.
 1. The Director of Training is the Firearms Coordinator. Assistant range officers will be appointed as needed.
 2. The Coordinator is responsible for:
 - a. Instruct, test officer's in the lawful use of force.
 - b. Establish annual firearm's qualification of sworn personnel including registration and inspection of all firearms utilized by personnel.
 - c. Establish a firearms training program, in addition to the annual program for sworn personnel.
 - d. Establish firearms training and qualification courses, which are an accurate, comprehensive test of officer skill in the safe handling and proficient use of firearms emphasizing officer survival in a Deadly Force encounter. The course will be published in the form of a lesson plan/training outline and accessible to all Bureaus, Assistant Chief and the Chief.
 - e. Maintain records of firearms training, qualification for personnel with handguns, shotguns and rifles. Records of training, qualification for specialized firearms for ERT will be maintained also.
 - f. Maintain supplies for training and qualification.
 3. The Coordinator will maintain a firearms training program using range officers. Such training will occur as often as practical in addition to annual qualification.
 4. The Coordinator/designee will provide training for ERT with specialized weapons.
 5. The Coordinator will oversee annual qualification for sworn personnel for handguns, shotguns and rifles.
 6. Training for less lethal weapons shall occur at least biennially.
 7. Sworn personnel must demonstrate proficiency by qualifying with each firearm they are required or elect to use on or off-duty according to the following:

- a. Duty Firearm: annually, non-uniformed personnel who elect to carry a different firearm as their primary firearm will qualify with that firearm annually.
 - b. Off-Duty Firearms: officers wishing to qualify with and be authorized to use a different off-duty firearm are required to register and qualify with the weapon annually and make arrangements for approval and qualification with the Firearms Coordinator.
The Department will only supply .40 caliber ammunition for off-duty qualification.
 - c. Shotgun: annually.
 - d. M-16/AR-15 Rifle: annually.
 - e. Specialized weapons qualification will be determined by the coordinator and posted via an Intra Department Memo by the Coordinator.
8. Firearm's Proficiency Standards. Officers are required to show proficiency with their weapons by displaying proper safety, handling, verbalization and marksmanship skills.
- a. When qualifying, officers shall utilize the equipment normally worn for duty by the officer.
 - b. Sworn personnel will qualify with their designated duty firearm.
 - c. Officers who fail will receive remedial training and re-fire the course.
If the officer still fails, s/he will be assigned administrative duties and additional training until s/he qualifies/or other administrative actions are taken.
 - d. Officers must qualify with their duty firearm before being permitted to qualify with another firearm.
Failure to qualify is subject to discipline.
 - e. Officers who do not qualify due to scheduling conflicts or weapon malfunction may continue in their assignment. Arrangements will be made with the Firearms Coordinator to qualify as soon as possible.
 - f. When an officer wishes to carry a different firearm for on/off duty use, s/he must register it with the Department, have the firearm inspected for service ability and qualify with it prior to use.

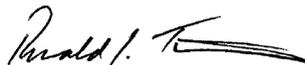
F. Knowledge of Applicable Laws.

During firearms training, the instructor will review applicable local, state and federal law and current police practices with those persons attending such training/certification.

G. Certified Weapons Instructor.

During the use of the police range or in any training/exercise involving firearms, a certified weapons instructor must be present as appointed by the Firearms Coordinator.

Ronald J. Tischer
Chief of Police



AUTHORIZED WEAPONS AND AMMUNITION FOR DUTY USE

- I. LESS LETHAL WEAPONS.
 - A. Oleoresin Capsicum – Approved pepper spray.
 - B. Approved expandable baton.
 - C. Wooden Baton.
 - D. ERT tear gas: CS, CN, non-burning and burning.
 - E. ERT Pro-jet gas delivery system: CS, CN, OC.
 - F. ERT 37mm gas delivery system: smoke, CN blast dispersal, irritant, heavy barricade CN smoke and CS liquid agent.
- II. LETHAL WEAPONS.
 - A. Glock .40 caliber: models 22, 23 and 27
AMMO: Federal .40 caliber 180 gr. Tactical HST, jacketed hollow point.
 - B. Lockbuster 12ga. ERT.
 - C. Benelli M1 12ga and Remington 870 12ga.
AMMO: 2 3/4" tactical 00buckshot; 2 3/4" 1oz rifled slug
AMMO, LESS LETHAL: FS fin stabilized round; HV .32 rubber pellets; BR bean bags; CS 7 CN projectile rounds.
 - D. Specialized Rifles ERT.
AMMO: Federal Match .308 168gr boattail hollow point.
 - E. Rock River Arms or Colt .223 (5.56mm) or approved equivalent Patrol Rifle.
AMMO: Black Hills (new manufacture) .223, 60gr. V-Max (Hornady Tap Bullet).
 - F. Specialized Firearms. See Annex A.
 - a. Shotguns: Benelli 12ga semi-auto shotgun; Remington 870 12ga pump shotgun.
 - b. Carbines: M-16 and AR-15 Patrol Rifles.
 - c. Semi-auto: M-16 and AR-15 Patrol Rifles.
 - d. Automatic: M-16 and AR-15 Patrol Rifles.
 - e. Marksman: specialized firearms.
 - f. Launchers: Designed to deliver chemical and less lethal munitions used by ERT and/or specially trained personnel only.

AUTHORIZED WEAPONS AND AMMUNITION FOR OFF-DUTY USE

CALIBERS - .380, up to .45

FIREARM MANUFACTURES

Beretta
 Browning
 Colt
 Dan Wesson
 Diamondback
 Glock
 H&K (Heckler & Koch)
 Kahr
 Kel-Tec
 Kimber
 Para-Ordnance
 Ruger
 Sig Sauer
 Springfield Armory
 Smith & Wesson
 Walther

No fully automatic firearms off duty.**Ammunition Brands For Off-Duty Carry**

Jacketed hollowpoint - Factory manufactured (new) ammunition only in the following:
 Federal, Speer, Winchester, Remington, Hornady, PMC, and Black Hills.

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER I	ORDER NUMBER 1.6.01
TITLE DEPARTMENT FIREARMS RANGE		WORD CODE RANGE	TOTAL PAGES 1
	History: New 3/03; Updated 8/06, 7/07, 9/09		

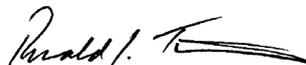
I. PURPOSE AND POLICY.

This order establishes guidelines for the safe use of the Department Firearms Range.

II. PROCEDURE.

- A. Range use is permitted upon authorization of the Firearms Coordinator (Director of Training) or on-duty Shift Commander.
1. When not in use the range will be locked.
 2. Range use must be supervised by a range officer certified as a firearms instructor.
 - a. A certified department armorer may use the range to fire the weapons 3 round test fire after receiving instruction from a certified firearms instructor on range use and safety.
 3. All weapons will be fired in such a manner as to have the bullets impact the bullet trap and not the walls, floor or ceiling of the range.
 4. Use of weapons/ammo other than the following will require permission by the Firearms Coordinator:
.22,.25,.32,.38,.357,.380,9mm,10mm,.40,.41,.45,.410, 20ga or 12ga shot.
 5. **The use of Armor Piercing Ammunition is Strictly Prohibited.**
 6. The use of Shotgun Slugs and High Powered Rifle Rounds are generally prohibited, but may be used under the direct supervision of the Firearms Coordinator or designee with written authorization from the firearms coordinator, providing the rounds do not exceed the ballistic capabilities of the bullet trap of 3,500 fps in velocity or 3,500 foot pounds of energy.
- B. Personnel in the range are subject to the supervision of the range officer, whose authority supersedes rank for the safety of all present.
1. Only disciplined conduct is tolerated.
 2. Unsafe practices will be considered grounds for discipline and/or grounds to deny access.
 - a. Misconduct or injury will be reported immediately to the Shift Commander verbally and in writing to the Firearms Coordinator.
 - b. Personnel even suspected of alcohol or drug use shall be denied access to the range.
- C. The Range Use Log will be maintained with the range key in the Shift Commander's office to record use of the range.
- D. The Range Officer will check the condition of the range before and after use and report any damage, maintenance, or supply needs to the On-Duty Shift Commander and in writing to the Firearms Coordinator.
- E. The range will be cleaned after use, unless approved by a Shift Commander or Firearms Coordinator for specific reasons.
- F. Use by Outside Agencies – Use of the Firearms Range will be approved on a case by case basis as authorized by the Firearms Coordinator and the Chief of Police.
Before use by an outside agency or group, such request shall be approved by the Firearms Coordinator, Chief of Police and a range agreement signed by the Chief of Police, the Mayor and requesting governmental units Chief and governmental head.
The Outside Agency must have authorization by means of the MOU, and must following all conditions articulated in the agreement.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER I	ORDER NUMBER 1.7
TITLE FIREARMS DISCHARGE / USE OF FORCE REVIEWS		WORD CODE DISCHARGE	TOTAL PAGES 2
	Addendum – Use of Force Report History: New 3/13/98; Updated 4/18/01, 2/28/03, 6/24/03, 7/24/03, 6/07 WILEAG Standards, 3 rd Edition 5.3.1, 5.3.2, 5.3.3		

I. PURPOSE AND POLICY.

This order establishes an internal process for the Use of Force Reporting System, review, and disposition of any incident wherein an officer:

- A. Discharges a firearm other than in training (on the firing line with bullet impact to bullet trap) or for lawful recreational purposes.
- B. Takes an action that results in, or allegedly results in, the injury or death of another person.
- C. Applies force to the person of another through the use of a lethal or less lethal weapon.
The Department herein has in place an internal review process to be used when personnel discharge firearms and less-lethal weapons.
- D. Applies weaponless physical force at a level of O.C and/or higher when following the Intervention options of the Disturbance Resolution under General order 1.2-III-H-2-c (aerosol spray).

II. PROCEDURE.

Any use of force under I-A to D, SHALL result in the completion of a Use of Force Report Form and documented in a General Report. One form shall be completed for each subject whom force was used on to gain control/stop the subject. Officers will also verbally notify the on-duty shift commander as soon as possible on any use of force under I-A through D.

- A. The Use of Force report will be routed to/reviewed by the Field Services Captain who will make recommendations to the Chief or Assistant Chief to convene the Use of Force Review Team. Copies of the Use of Force Report form will also be routed to the Assistant Chief and Training Director for review. Any department member can recommend to the Chief or Assistant Chief, to consider convening a Use of Force Review Team to review any officers use of force.
- B. The Use of Force Report form will be completed when discharging a firearm to dispatch an animal.
- C. In incidents where more than one officer is involved in I-A through D, the primary involved officer will complete the Use of Force Report form prior to ending his/her tour of duty. Other involved officers may complete supplemental reports. The supervisor may determine who is the primary reporting officer.

III. APPLIED FORCE, LESS LETHAL WEAPON DISCHARGE, OR SERIOUS INJURY SUSTAINED.

- A. Use of Force Review Team. The Team shall consist of the following members:
 - 1. Assistant Chief (chairperson).
 - 2. Field Services Captain or designee.
 - 3. Investigative Services Captain or designee.
 - 4. Training Director
 - 5. One member selected by the involved officer(s).
 - 6. If the officer involved is one of the above, the Chief shall appoint a replacement.
- B. General Duties of the Review Team
Under this order, the Team will investigate incidents resulting in serious injury to a person by an officer's use of force, or as directed by the Assistant Chief or Chief, or as required in any other order or policy.
- C. General Investigation. The Assistant Chief or designee will notify Team members of the meeting date, time and place as soon as possible after the reported event.
 - 1. The Team will investigate and submit a report to the Chief of conclusions/recommendations, to include:
 - a. Description of how the investigation was conducted.
 - b. Listing of all related facts.
 - c. Any points of disagreement among Team members
 - d. Conclusions, findings and recommendations. Findings are limited to justified, not justified, and extenuating circumstances.
 - 2. The Chief **may** assign the involved officer(s) to administrative duties or leave pending the investigation of a Less Lethal Weapon Discharge, Citizen Complaint of Excessive Force, Non-Firearm related use of Force, or other non-firearm officer involved action such as a serious/fatal motor vehicle

crash. The Chief will take whatever action deemed appropriate, route copies to affected personnel or pertinent agencies.

3. In Deadly Force related Uses of Force, the chief WILL assign the involved officer(s) to administrative duties or leave pending the investigation, take whatever actions deemed appropriate, route copies to affected personnel or pertinent agencies. See also General Order 1.8

IV. APPLIED FORCE, LETHAL WEAPON.

A. Criminal Investigation Unit.

1. This unit, for this order, is composed of not less than two investigators, assigned by the Investigative Captain, or Chief where necessary.
2. This unit will investigate the incident and prepare copies of all reports and conclusions to the Chief, Use of Force Review Team, and to the city and district attorneys.

B. Internal Affairs Unit. (See General Order 23.0)

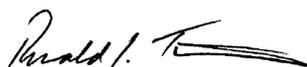
1. This unit, for this order, is composed of not less than two investigators or supervisory personnel, not assigned to "A" above, assigned by the Investigative captain, or Chief where necessary.
2. This unit will conduct an investigation independently from IV A to determine:
 - a. Consistency with policy and orders.
 - b. Meeting of training and performance standards.
 - c. Quality of supervision.
3. Copies of all reports and conclusions will be routed to the Chief and Use of Force Review team.

C. Use of Force Review Team. The Team will review incidents of deadly force resulting in injury, death or discharge of a firearm by a member. In the event a Team member is involved in such, the Chief will appoint a replacement.

1. The Team investigation will include:
 - a. Review of related reports.
 - b. Hearing of testimony if necessary.
2. Findings, conclusions and recommendations will regard:
 - a. Policy and order compliance.
 - b. Tactical considerations.
 - c. Training considerations.
 - d. Quality of supervision.
 - e. Possible discipline or commendations.
 - f. Quality of Unit investigations outlined above.
3. Comprehensive reports will be routed solely to the Chief.

- V. The Chief will review reports, initiate disciplinary or criminal action if needed, disseminate report to relevant personnel and agencies, and establish his/her own conclusions and recommendations.

Ronald J. Tischer
Chief of Police



<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p>DATE STAMPED 09.27.2012</p>	<p>CHAPTER I</p>	<p>ORDER NUMBER 1.7.01</p>
<p>TITLE ACCIDENTAL FIREARMS DISCHARGE</p>		<p>WORD CODE ACCIDENTAL DISCHARGE</p>	<p>TOTAL PAGES 1</p>
	<p>HISTORY: Updated 3/03, 6/07, 8/09, 12/09</p>		

I. PURPOSE AND POLICY.

This order establishes an internal process for the documentation, review and disposition of any incident wherein an officer accidentally discharges a firearm other than in training (on the firing line with bullet impact to the bullet trap) or for lawful recreational purposes.

II. PROCEDURE

A. Reporting.

1. A verbal notification will be made immediately to the member's immediate supervisor and/or on-duty shift commander, if an accidental discharge of a member's firearm occurs. A supervisor will be immediately summoned to the scene and will head the investigation unless it results in injury or death; in such case the Investigative Captain/designee will be immediately notified by the OIC and he/she shall appoint an investigative team.
2. A formal written report on an Intra Department Memorandum will be made by the shooting member or his/her immediate supervisor if the member is physically unable to make such memo. The memo will be routed to the person's supervisor, shift/division commander, Bureau Captain, Director of Training and Assistant Chief.
3. If injury or death has occurred as a result of the discharge, then conditions in GO 1.7 apply as well as any other post shooting orders and procedures.

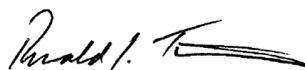
B. Administrative Review.

1. Reported accidental discharges of firearms not resulting in injury/death will follow investigative procedures as outlined in GO 23.0 Section IV. using the CRN system and investigative report format.
2. Any accidental (unwanted) discharge of a firearm shall be reviewed by a use of force review team as described in order 1.7.
3. The Assistant Chief shall oversee the investigative administrative review.

C. Firearm Re-qualification

1. As part of the Department's assessment of the member's fitness for duty the involved member will be required to qualify with their firearm and show proficiency and knowledge of the firearm prior to resuming normal street duty as set forth in General Order 1.5 IV E.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	09.27.2012	I	1.8
TITLE POST SHOOTING DUTY		WORD CODE POST SHOOT	TOTAL PAGES 1
	WILEAG STANDARD, 3 rd EDITION 5.3.3		

I. PURPOSE.

This order requires the removal of any officer from line duty assignment, pending administrative review, when such officer has used force resulting in death or serious physical injury.

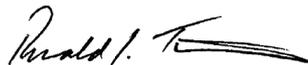
II. POLICY.

It is the policy of this Department to prevent public confrontations with officers who have not exceeded the scope of their authority and to protect the community's interests from those officers who have, to allow time for the completion of appropriate investigations, and to assure that the officer is mentally capable of continuing his/her duties.

III. PROCEDURES.

- A. When a person is killed or seriously injured as a result of a use of force by an officer, the involved officer is REQUIRED to undergo a debriefing with a Department appointed psychologist -psychiatrist to allow the officer to express feelings and to deal with after-effects. This debriefing is confidential.
- B. The officer / officers family is encouraged to consult with clergy, police chaplains and social service persons of his/her choice.
- C. Involved officer(s) WILL be placed on administrative leave or duty pending administrative review outlined in 1.7.
 - 1. Leave is without loss of pay and shall not imply guilt.
 - 2. The officer will remain available for recall.
 - 3. The officer will not discuss the incident with anyone other than: city/district/states attorney, his/her own attorney/union representatives, personnel assigned to the investigation, clergy, psychologist/psychiatrist and family.
 - 4. In bringing back the Officer for normal active duty assignment, the Chief will consider the outcomes from the investigations made in order 1.7, the officer's opinion, the immediate supervisor's opinion, and any other pertinent information that s/he may have at his/her disposal. The Chief's decision on returning to active duty status is final.
- D. Critical or Traumatic Incidents Involving Officers.
 - 1. When an officer is directly involved in a non-use of force traumatic incident, such as a fatal motor vehicle collision or other critical incident, the Department , along with the officer, will determine if the officer is able to immediately return to active duty and/or if administrative duty/leave (with pay) is appropriate.
 - 2. The officer is encouraged to consult with clergy, police chaplains and social service persons of his/her choice.
 - 3. III-B applies.
 - 4. III-C-4 also applies.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE ISSUED 09.27.2012	CHAPTER I	ORDER NUMBER 1.9
	TITLE USE OF DISCRETION	WORD CODE DISCRETION	TOTAL PAGES 1
		WILEAG STANDARDS, 3RD EDITION 1.7.6	

I. PURPOSE.

This order governs the use of discretion by sworn officers. It defines the limits of individual discretion and provides guidelines for exercising discretion within those limits.

II. POLICY.

Members shall preserve the public peace, prevent crime, detect and arrest violators of the law, and protect life and property regardless of the citizens race, sex, religious affiliation or national origin. All members are equally responsible for the enforcement of laws and ordinances. The delegation of the enforcement of certain laws and ordinances to particular subdivisions of the Department does not relieve any member from the responsibility of taking prompt and proper police action relative to violations of any laws or ordinances observed by them or coming to their attention. It is recognized that police officers exercise discretion in law enforcement duties; however, such discretion will not become bias, prejudice or otherwise discriminatory.

III. PROCEDURES

A. Levels of Enforcement.

1. Verbal warning.
2. Written warning.
3. Bicycle ticket.
4. Parking citation.
5. Juvenile apprehension.
6. Ordinance citation.
7. Traffic citation.
8. Adult arrest.

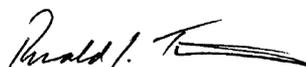
B. Individual discretion is limited to the above levels of enforcement.

C. Discretion Guidelines.

1. Verbal warning - for minor infractions of a law or ordinance where such violation has no direct impact on another citizen or his/her property, also used for secondary offenses wherein the offender received a higher level of enforcement for his/her primary offense.
2. Written warning - documentation of infractions of a law or ordinance, usually traffic related, that require prompt correction by the offender but which are not perceived by the officer to warrant a monetary fine, can be used for second and subsequent minor infractions or for secondary offenses as noted in C-1.
3. Bicycle ticket - used for bicycle law violations where a monetary fine is not assessed; in lieu of A7.
4. Parking citation - used for issuing a fine to the vehicle owner for illegal parking contrary to city ordinance or state statute.
5. Juvenile apprehension - see Chapter 20 for greater detail, authorized by WI ss. chapter 948.
6. Ordinance citation - a forfeiture action against an individual or business for violation of a city ordinance which may or may not adopt a state statute, used where the officer perceives a lessor form of penalty will suffice when a statute adopts an ordinance based on the seriousness or degree of the offense.
7. Traffic citation - a state issued uniform forfeiture citation used for traffic related offenses with a referenced state statute, monetary fine and possible point assessment.
8. Adult arrest - the custodial arrest or detention of an adult for Intake Court purposes for a statutory violation punishable by monetary penalty and/or jail regardless of whether the officer allows signature or monetary bond or jail holding.

D. Throughout this manual of orders, varying degrees of enforcement and discretion are discussed and advised for different incidents.

Ronald J. Tischer
Chief of Police



<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 09.27.2012</p>	<p align="center">CHAPTER I</p>	<p align="center">ORDER NUMBER 1.10</p>
<p>TITLE CONSTITUTIONAL REQUIREMENTS</p>	<p align="center">WORD CODE CONSTRIGHT</p> <p align="center">TOTAL PAGES 1+ annex A&B</p> <p>History: Update 4/04 WILEAG STANDARDS 3rd EDITION 1.7.2</p>		

I. PURPOSE.

This order governs procedures for assuring compliance with all applicable constitutional requirements.

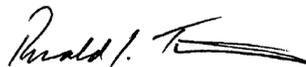
II. POLICY.

It is policy that all officers uphold the Constitution of the United States, of which fundamental to all, is the Bill of Rights. Officers will acquaint themselves with this Constitution and the Bill of Rights. Members utilize every effort to avoid coercion/involuntary nature of confessions and admissions, arraignment delay, failure to inform defendants of their rights when required deprivation of counsel, and pretrial publicity tending to prejudice a fair trial.

III. PROCEDURE.

- A. Miranda Rights. LCPD Form #36 utilizes rights and a waiver to such rights. Rights are read to/by an arrestee *prior to any in-custody interrogations of a suspect/defendant.* Admissions or confessions given freely prior to receipt of Miranda are documented in detail. After voluntary admission, the officer will give him/her Miranda Rights. As stated in the Waiver, "...no promises or threats have been made...and no pressure or coercion...has been used."
- B. Right to Know. Every person has a right to know why s/he is arrested. If the charge is not evident to the person, the arresting officer will inform the arrestee why s/he is arrested within a reasonable time frame, and if the arrest is for a warrant, the officer will inform them of its contents.
- C. Arraignment.
 - 1. Person jailed: county jail personnel with D.A. cooperation, routes prisoners through Intake Court on a daily basis; the same is true of Records notifying the municipal court judge of persons held on City violations. a. On weekends/holidays, 48hr judicial review procedures insures judicial decision as to whether a person is held/released based on Department reports routed to his/her home. The first shift supervisor is responsible for the above notifications.
 - 2. Persons released are given a timely court date/time and projected bond/fine amount if available.
 - 3. A supervisor may contact a D.A./judge on call for consultation and recommendations.
- D. Pretrial Publicity.
 - 1. Right to privacy/freedom of information are carefully balanced to negate publicity that may prejudice trials.
 - 2. Release of information is controlled by General Orders.
 - 3. Information released will be minimal, limited to facts of the incident without opinion/anticipated conclusions. No information is released that may jeopardize an on going investigation, witnesses or statements, victims, deceased parties without kin notification, or as in II.

Ronald J. Tischer
Chief of Police



**THE BILL OF RIGHTS
UNITED STATES CONSTITUTION**

FIRST TEN AMENDMENTS

AMENDMENT ONE

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble and to petition Government for a redress of grievances.

AMENDMENT TWO

A well regulated militia, being necessary to the security of a free State, the right of the people to keep and bear Arms, shall not be infringed.

AMENDMENT THREE

No Soldier shall, in time of peace be quartered in any house, without the consent of the Owner, nor in time of war, but in a manner to be prescribed by law.

AMENDMENT FOUR

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

AMENDMENT FIVE

No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment of a Grand Jury, except in cases arising in the land or naval forces, or in the Militia, when in actual service in time of War or public danger; nor shall any person be subject for the same offense to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

AMENDMENT SIX

In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the State and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor, and to have the Assistance of Counsel for his defense.

AMENDMENT SEVEN

In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury, shall be otherwise re-examined in any Court of the United States, than according to the rules of the common law.

AMENDMENT EIGHT

Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

AMENDMENT NINE

The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people.

AMENDMENT TEN

The powers not delegated to the United States by the Constitution, nor prohibited by it to the States, are reserved to the States respectively, or to the people.

MIRANDA RIGHTS FORM

CASE#

LA CROSSE POLICE DEPARTMENT Form #36

PERSON'S

NAME _____

MIRANDA RIGHTS

Before we ask you any questions, you must understand your rights.

You have the right to remain silent.

Anything you say can and will be used against you in court.

You have the right to talk to a lawyer before questioning and have the lawyer with you during questioning.

If you cannot afford a lawyer and want one, a lawyer will be appointed for you without charge prior to any questioning. If you decide to start answering questions at this time, you can stop anytime during the questioning.

WAIVER OF RIGHTS

I have read, or have had read to me, this statement of my rights.

I understand what my rights are.

I am willing to answer questions at this time.

I do not want a lawyer at this time.

I understand and know what I am doing.

DATE _____

TIME _____

SIGNATURE _____

WITNESS _____

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER I	ORDER NUMBER 1.11
TITLE ARREST PROCEDURES		WORD CODE ARREST	TOTAL PAGES 4
HISTORY: Updated 3/03, 6/07 WILEAG STANDARDS, 3RD Edition 1.7.4, 1.7.5			

I. PURPOSE

This order defines the authority to make arrests and guidelines for effecting arrests, both with/without a warrant, and releasing from custody arrested individuals. Guidelines ensure that rights/privileges are afforded to citizens during arrest situations.

II. POLICY

It is our policy that officers shall investigate violations of laws/ordinances and shall make arrests for violations in accordance with procedures imposed by the U.S./WI Constitution; federal, state and municipal legislation and department policy. Members, take into consideration new case laws, which can affect citizen's rights.

III. DEFINITIONS

- A. **Arrest:** Depriving a person his/her liberty by legal authority for a civil, or criminal law violation.
- B. **Custodial Arrest:** Depriving a person his/her liberty by legal authority for the purpose of holding/detaining him/her to answer a criminal charge or civil forfeiture action.
- C. **Non-custodial Arrest:** Temporarily depriving a person of his/her liberty by legal authority for the purpose of issuance of a citation or summons relating to a civil forfeiture action.
- D. **Crime:** Conduct prohibited by law, punishable by fine, imprisonment or both. Conduct punishable by forfeiture only is not a crime.
- F. **Pat Down/Frisk** - The feeling/touching of outer garments of a person temporarily detained for the purpose of locating weapons or articles capable of causing injury.
- G. **Search** - The feeling/touching of garments of a person taken into custody for the purpose of locating weapons, evidence, or personal property.
- H. **Legal Standing** – In cases of warrant-less arrest, a person with legal standing would be a person whom the officer reasonably believes is the person with the authority to grant permission to enter/search. Examples homeowner, renter, long-term guest or as otherwise dictated by case law.
- I. **Hot Pursuit** – Pursuit of a suspect from the scene of a crime.

IV. ARRESTS - GENERALLY

In order for an arrest to occur, an officer must have the intent to take a person into custody and an understanding by the person arrested that s/he is in custody. When making an arrest, an officer should:

1. Identify him/herself as a police officer. (If it is apparent by the wearing of a uniform or other means that the person making the arrest is a police officer, no further identification is necessary.)
2. Inform the subject that s/he is under arrest.
3. Restrict the arrested subject's movements as required, using only force necessary to overcome any resistance by the person being arrested.
4. In all cases where an arrested person is taken into physical custody, a report number shall be assigned and the arresting officer shall be responsible for completing a detailed report.

V. ARRESTS WITH A WARRANT

Law enforcement officer may arrest a person when any of the following exists:

- A. Have probable cause to believe a warrant for the person's arrest has been issued in this state.
- B. Have probable cause to believe a felony arrest warrant has been issued for the person in this or another state. A Wisconsin officer may not arrest a person on a **misdemeanor warrant** issued in another state.
- C. Arrest warrants may be served at any time to the individual on the warrant in a public place, however, discretion should be used when serving a warrant to ensure serving it at a reasonable time. Factors such as the nature of the offense, potential to escape and for doing further injury/damage should be considered when selecting a time to serve an arrest warrant.
- D. As soon as practicable after arresting on a warrant, the officer shall inform the person of the reason for the arrest. If the officer has the arrest warrant in his/her possession, the officer should read the warrant to the person, then endorse the warrant with arrest time/place. The warrant shall be returned to the issuing court.

VI. ARRESTS WITHOUT A WARRANT

- A. An officer may make an arrest without a warrant if s/he has probable cause to believe a person is committing or has committed a crime

1. For an officer to enter a person's home to arrest a person without a warrant, permission by a person of "legal standing" or probable cause plus "exigent circumstances" must exist. (Exigent circumstances does not include minor traffic offenses. *Welsh V. Wisconsin*) Exigent circumstances include:
 - a. The immediate threat of escape;
 - b. The immediate threat of destruction of evidence;
 - c. The immediate threat of death or great bodily harm to the officer or another.
 - d. Hot pursuit
 - e. Fleeing Felon
 - f. As directed by Case and/or State laws
- B. If exigent circumstances do not exist, it is necessary to obtain an arrest warrant or consent to enter the premises from someone authorized to give consent to make an arrest of a person in his/her own residence.

VII. FORCIBLE ENTRY (Non Exigent Circumstances)

- A. When forcible entry is required in the effect of an arrest, officers shall perform the following:
 1. Make a reasonable attempt to contact the on-duty shift commander
 2. Locate and control all persons and property, which might potentially serve as a weapon
 3. Photograph damage occurring as a result of the forced entry; complete a detailed report describing same.
 4. Make reasonable efforts to contact the owner and secure the property to prevent further damage/loss.

VIII. SEARCH INCIDENT TO A LAWFUL ARREST

- A. WI ss. 968.10(1), authorizes officers to conduct searches "incident to a lawful arrest."
- B. "Incident to a lawful arrest" requires that the search shall occur as soon as practical after the arrest. The search shall be made at/near the arrest location. Such searches made of the premises or vehicle the person was in at the time of the arrest shall be made while the person arrested is still at the location of the arrest unless extenuating circumstances exist and are noted in relevant reports. A search of the arrested person "incident to a lawful arrest" may occur after the person has been transported to the department/detention.
- C. "Lawful arrest" for the purpose of a search incident to an arrest, means any arrest action to include issuance of a citation/summons if the person is taken into physical custody.
- D. WI ss. 968.11, scope of a search incident to a lawful arrest: permits officer to reasonably search the person arrested and an area within the person's immediate presence for the purpose of:
 - a. Protecting the officer from attack
 - b. Preventing the person from escaping.
 - c. Discovering/seizing the fruits of the crime.
 - d. Discovering/seizing instruments or things which may have been used in the commission of, or which may constitute evidence of, the offense.
- E. The area within an arrested person's immediate presence can be defined as that area within lunge, reach, or grasp of the person at the time of the arrest.
- F. If the area within "E" above includes a motor vehicle, the search may include the passenger compartment of the vehicle when the subject is still present at the scene.
 1. Search may include a locked/unlocked glove box/containers if present in the passenger compartment.
 2. Search may not extend to the trunk unless the trunk is readily accessible from the passenger compartment of the vehicle or unless the search is supported by probable cause to search.
- G. Officers are not authorized to conduct searches of routine traffic violators who are merely issued citations and subsequently released without being taken into physical custody unless a "Terry-type" frisk or other exception to the search warrant requirement is present. Persons taken into physical custody for traffic violations, even if only temporarily such as to post bond are subject to search incident to a lawful arrest.
- H. Protective Sweep

Officers making a lawful arrest or executing a lawful search in a private residence may conduct a protective sweep of the residence if they have a reasonable belief that the areas to be swept may harbor individuals posing a danger to those on the scene. Officers should be prepared to articulate the reasons for the protective sweep.

IX. STOP AND FRISK

- WI ss. 968.24 & 968.25, an officer may stop a person and conduct a limited search of that person if/when:
- A. After identifying him/herself as an officer, may stop a person in a public place for a reasonable time when the officer reasonably suspects that the person is committing, about to commit, or has committed a crime and demand the name/address of the person and an explanation of conduct. Such detention/questioning shall be conducted in the vicinity where the person was stopped.

Refusal to answer the officer's questions in itself is not "obstructing an officer." If no further facts lead the officer to probable cause for arrest, the person must be released.

- B. When stopping a person for temporary questioning and reasonably suspecting that s/he or another, is in danger of physical injury, s/he may search the person for weapons or an instrument/article/substance readily capable of causing injury and of a sort not ordinarily carried in public places by law abiding persons. If such a weapon/instrument or other property possession of which s/he reasonably believes may constitute the commission of a crime, or which may constitute a threat to his/her safety, s/he may take and keep it until the completion of the questioning, at which time the officer shall either return it or arrest the person

X. STRIP SEARCHES

Strip searches will only be conducted pursuant to WI ss. 968.255 in instances where high probability of weapons, contraband, or evidence of the crime for which s/he is detained would be present on the detained person's body. No person may be the subject of a strip search unless s/he is under arrest. Refer to General Order 26.2

XI. DETERMINING CRIMINAL CHARGES OR CIVIL FORFEITURE

- A. The arresting officer should consider the following factors: injury to persons, extensive property damage, violence or threat of violence, prior record of the offender indicates a continuing pattern of deviant behavior, and/or the offender's attitude.
- B. The decision to charge a person will not be based upon the offender's race, creed, color, or sex.
- C. Cases should not be referred for prosecution unless sufficient evidence.

XII. ALTERNATIVES TO ARREST. See General Order 1.9 regarding Use of Discretion

- A. Discretion - When confronted with situations involving non-serious conduct/minor violations, officers have the discretion to examine possible alternatives to arrest/confinement, (e.g. bail, citations, warnings, etc.).
- B. SPECIFIC RESPONSIBILITIES
1. Officer action/discretion may be further regulated by specific policies or supervisory discretion.
 2. The severity of action/inaction is not be influenced by race, sex, ethnic background, religious belief, or political reasons.
 3. Enforcement action must not be more severe than can be reasonably and objectively justified to further department goals and objectives.
 4. Enforcement action or contact may not be extended unnecessarily for the purpose of delaying the release or inhibiting the free movement of any person.
- C. FORFEITURES AND DEPOSITS
1. Traffic and Misdemeanor Crimes: The forfeiture/deposit amount for traffic violations or misdemeanor crimes shall conform with the State Traffic Deposit and Uniform Misdemeanor Bail Schedule.
 2. Non-traffic Municipal Forfeitures: The forfeiture/deposit amount for ordinance violations shall be in accordance with the current Deposit Schedule as set by law and the courts.
- D. RELEASE FROM CUSTODY (NON-FELONY ARRESTS)
1. Persons arrested for a forfeiture shall be released from custody without a cash bond if they:
 - a. Have a valid WI driver's license or show sufficient evidence of ties to the community; or
 - b. The officer is satisfied that the accused will make court appearances.
 - c. By direction of the Court
 2. Persons arrested for a misdemeanor shall be released from custody without cash bond unless:
 - a. Does not have proper ID, refuses to identify him/herself, or refuses to submit to booking procedures authorized under WI ss. 165.83.
 - b. Appears to represent a danger of harm to him/herself, another person or property.
 - c. Not a Wisconsin resident.
 - d. Cannot show sufficient evidence of ties to the community.
 - e. Accused has previously failed to appear in court or failed to respond to a citation.
 - f. Arrest/detention is needed to carry out legitimate investigative action in accordance with policy.
 3. All persons not released for a forfeiture, misdemeanor or misdemeanor traffic offense shall be released upon compliance with the state deposit or misdemeanor bail schedules unless bail is otherwise set by a court.
 4. The guidelines on release from custody for non-felony arrests do not supersede specific statutorily mandated detention or written standing orders issued by a judge(s) of the County of La Crosse.
 5. An officer need not release an arrested person if it is the officer's opinion the person in custody is not in a fit condition to care for his or her own safety or would constitute, because of his or her physical condition, a danger to the safety of others. If an arrested person is not released under this provision,

the person shall be taken before a judge within a reasonable period of time. Refer to Wi. S.S. 969.07 and 970.01.

E. RELEASE FROM CUSTODY (FELONIES)

1. Persons arrested for felonies do not necessarily have to be incarcerated. In deciding to hold/release an arrested felon, consideration should include, but not be limited to:
 - a. Seriousness of the offense.
 - b. Seriousness of bodily injury to victim(s).
 - c. Previous criminal record of the arrestee.
 - d. Danger posed to others.
 - e. Likelihood of fleeing to avoid prosecution;
 - f. As directed by written judicial orders.
2. Further investigative requirements (i.e. line-ups, handwriting samples, bodily fluids, hair samples, etc.).

F. MANDATORY INCARCERATION. Arrested persons are held in custody upon verification of any of the following:

1. An arrest warrant exists for the person who is unable to post required bond and the issuing agency requests the person detained.
2. An apprehension request has been issued by Corrections or Probation and Parole.
3. A state/federal judge has issued a capias for the individual in custody.
4. As directed by written judicial orders of the County of La Crosse Circuit Court Judges.

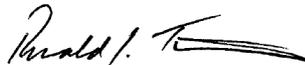
G. Persons held in custody for other agencies may be: transported to the jail or turned over to the issuing agency.

XIII. JUVENILES Refer to GO 20.3

XIV. SUPERVISOR REVIEW

Arresting officer(s) should consult with the shift supervisor with questions regarding if a person is to be detained. Discussion may include: review the investigation, charging alternatives, bail requirements, related booking procedures and compliance with policy guidelines.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER I	ORDER NUMBER 1.12
TITLE SEARCH AND SEIZURE		WORD CODE SEARCH	TOTAL PAGES 6
	Updated 4/04, 8/05,8/06, 6/07 WILEAG STANDARD, 3RD EDITION 1.7.3		

I. PURPOSE

Establish guidelines for conducting searches and seizures by departmental personnel to include situations such as search by consent, stop and frisk, search of a vehicle under moveable vehicle exception, crime scene, exigent circumstances, inventory searches and other situations authorized by state and federal constitutional provisions. Provide guidelines for conducting such searches/seizures that have not been reviewed by judicial personnel. Adherence to guidelines will ensure the admissibility of evidence & protect the rights of citizens to be free from unreasonable searches/seizures.

II. POLICY

Officers shall observe the rights of citizens under the State/Federal Constitutions to be secure in their person, houses, papers and effects against unreasonable searches/seizures. Officers conducting searches/seizures shall comply with all constitutional/statutory laws. Searches/seizures shall be accomplished pursuant to a valid warrant obtained upon probable cause except searches/ seizures may be accomplished under clearly recognized exceptions to the warrant requirement. Officers conducting searches/seizures, with/ without a warrant, shall show due regard for the rights, welfare and property of the citizens involved.

III. DEFINITIONS

- A. Frisk:** A limited pat-down search for weapons occurring during a valid investigative stop in which the officer reasonably suspects that the person stopped poses a threat of injury to the officer or others.
- B. Lawful arrest:** For the purpose of a search incident to an arrest, means any arrest action to include the issuance of a citation or summons if the person is taken into physical custody.
- C. Protective Sweep** A quick and limited search of premises, incident to an arrest or the conduct of a search, to protect the safety of police officers or others. It is confined to a cursory visual inspection of those places in which a person might be hiding.
- D. Search:** An examination of a person, place or object, including motor vehicles, with the intent of discovering contraband, evidence of a crime or the fruits of a crime, to be used in the prosecution of a criminal action.
- E. Seizure:** The taking of a person or physical piece of evidence, including a motor vehicle, audio or video recording, into custody.
- F. Stop:** A temporary detention for questioning based upon reasonable suspicion that the person stopped is committing, has committed, or is about to commit a crime. The detention must occur in the vicinity of the stop and the stop must not exceed a reasonable duration.

IV. PROCEDURE

Search / Seizure may occur under any of the following conditions:

1. Pursuant to a valid search warrant;
2. Incident to a lawful custodial arrest;
3. As authorized under established judicial exceptions;
 - a. public places, open fields, plain view, inventory searches, abandoned objects, and
 - b. automobile searches.
 - c. exigent circumstances
 - d. crime scenes
4. With consent of the person the officer reasonably believes has the authority to give such consent;
5. Within the scope of a lawful inspection; or
6. Pursuant to a stop and frisk situation.

A. Consent Search

1. A search warrant is not necessary when a person the officer reasonably believes has authority or control over the thing/ place to be searched **consents** to the search.
 - a. Generally, such authority extends to a person who possesses shares use, has access to, or has control of the property.

- b. If two people have joint ownership, possession or control of the property, either may give consent, however, if either retract the consent the search must stop (Georgia V. Randolph 2006).
- 2. Valid consent must be given freely and without coercion.
- 3. A person who initially gives consent may withdraw it at any time. Officers shall then secure the premises and seek a warrant.

B. Stop and Frisk

- 1. Section 968.24, Wisconsin Statutes, provides that an officer, after having properly identified him/herself, “may stop a person in a public place for a reasonable period of time when the officer reasonably suspects that such person is committing, is about to commit or has committed a crime, and may demand the name and address of the person and an explanation of his conduct. Such detention and temporary questioning shall be conducted in the vicinity where the person was stopped.”
- 2. The following are examples of factors that may be considered in building reasonable suspicion:
 - a. The officer has knowledge that the person has a felony record or a history of police contacts of the nature the officer is investigating.
 - b. A person fits the description of a wanted person.
 - c. A person exhibits conduct such as fleeing from the presence of an officer or attempting to conceal an object from the officer’s view.
 - d. A person’s physical description is similar to that given in an “attempt-to-locate” for a specific offense.
 - e. A vehicle description is similar to one involved in a specific offense.
 - f. A person exhibits unusual behavior such as staggering or appearing to be in need of medical attention
 - g. The area and time of day that an officer makes certain observations; e.g., a person is observed in a public area which has a history of recurring crime during the same time as that of the stop.
- 3. An investigative detention must be conducted as briefly as possible. Once the detaining officer determines that the basis for reasonable suspicion no longer exists, the person detained shall be immediately released. Should the suspicion be reinforced with additional information, or probable cause developed, the period of detention could be lengthened or an arrest made.
- 4. According to Section 968.25, Wisconsin Statutes, if an officer makes a stop pursuant to Section 968.24, and reasonably suspects that the person stopped poses a danger to the officer or another, s/he may search the person for weapons or other items that may function as weapons, seize the item(s), and either arrest the individual or return the item(s) upon conclusion of the questioning.
- 5. A search conducted during an investigative stop is limited to a pat-down or frisk of outer clothing.
- 6. Under certain conditions, the protective search for weapons may extend beyond the person detained. The most common example involves a vehicle, where a protective search may extend to those areas within the lunge, reach, or grasp of the person detained. Such a search must be limited to the areas where a weapon may be concealed.

C. Automobile Search

- 1. It is preferable to search a motor vehicle under the authority of a warrant whenever it is practical to obtain one. A motor vehicle may be searched without a warrant if the following conditions exist:
 - a. Probable cause exists to believe that the vehicle contains contraband, evidence of a crime or the fruits of a crime.
 - b. The vehicle is moving or capable of being moved quickly so that if the officer does not search immediately, the contraband or evidence could be destroyed or lost.
- 2. When Officers have probable cause to believe that contraband, evidence or the fruits of a crime are concealed somewhere within a vehicle; they may conduct a warrantless search of the entire vehicle, including all containers and packages that may conceal the object of the search. If probable cause is directed at a specific container within the vehicle, the officer may seize the container and obtain a warrant before searching it.
- 3. A warrantless vehicle may also occur under the following circumstances:
 - a. Incident to a lawful arrest. Refer to Section C., above.
 - b. As part of a lawful “stop and frisk” situation. Refer to Section VI., above.
 - c. With consent. Refer to Section V., above.

D. Crime Scenes

- 1. Officers who are on private property investigating a crime without a search warrant may only perform a search for evidence if a recognized exception to the search warrant requirement exists. Even if an exception to the search warrant requirement exists, it is strongly recommended that a search warrant be obtained prior to conducting a search.
- 2. If custody of the crime scene is relinquished by police, consent of the person lawfully in control of the premises or a search warrant must be obtained to re-enter private property.

E. EXIGENT CIRCUMSTANCES

1. A warrantless search or entry may be made if circumstances exist that would lead a reasonable police officer to conclude that life or public safety would be endangered, or evidence or a crime destroyed if immediate action is not taken.

F. VEHICLE INVENTORY SEARCH

1. Vehicles seized or taken as evidence and towed at the direction of department personnel shall undergo an inventory search of contents, as specified below, to be conducted by the Department. The inventory search is conducted for the purposes of protecting personal property of those persons whose vehicles are towed under circumstances where they cannot arrange for the safekeeping of items contained in the vehicle, defending against allegations of theft directed at the Department and protecting evidence.
2. Vehicles towed at the direction of a police officer shall undergo an inventory search of contents, as specified below. Inventory should usually be completed by the arresting officer, or officer requesting tow if non-arrest situation. The inventory search is conducted for the purposes of: protecting the personal property of persons whose vehicles are towed under circumstances where they cannot arrange for the safekeeping of items contained in the vehicle; defending against allegations of theft directed at the Police Department and; protecting evidence.
 - a. Circumstances requiring a vehicle inventory search.
 - (1) All safekeeping tows, except cases where the vehicle owner or operator is present at the time the vehicle is towed and is capable of arranging for the safekeeping of items of personal property contained in the vehicle. For example, vehicles shall not be inventory searched in cases of towing from the scene of a traffic accident unless the owner, authorized operator, or someone on their behalf is not present at the scene to arrange for the safekeeping of personal property when the vehicle is towed from the scene. Vehicles in violation of 48 parking and deemed abandoned do not require an inventory search.
 - (2) All vehicles being held as evidence or subject to forfeiture.
3. Location and scope of inventory search
 - a. Vehicles subject to inventory search shall be searched prior to removal from the scene unless the vehicle is being towed to a police facility for storage.
 - b. The scope of the inventory search shall include the interior of the vehicle and areas which can be readily entered without the use of force. The glove compartment, console, or trunk is within the scope of the search if unlocked or if keys are available and entry can be made. Containers found in the vehicle shall be opened if the contents cannot be determined without opening same. The inventory search shall be conducted in a manner to avoid any damage to the vehicle or its contents.
4. Storage of Items Discovered During the Inventory Search
 - a. Towing companies under agreement with the Police Department are responsible for the vehicle and its contents in their custody until retrieved by the owner or otherwise disposed of by law. Consequently, items discovered during the course of the inventory search will normally remain in the vehicle until retrieved by the owner from the storage facility. Contraband, or items constituting evidence of a crime shall be removed by the officer conducting the inventory search for storage in the property room pending proper disposition.
 - b. If the officer conducting the inventory has reason to believe that items of value located in a vehicle to be towed will not be adequately protected while at the storage facility, the officer shall remove the items for storage in the property room.
5. Documentation of Inventory
 - a. All vehicles being held as evidence shall have a case number assigned to them and properly tagged as evidence. Contraband or evidence located in the vehicle should be removed from the vehicle and placed in evidence.
 - b. Items located in a vehicle that is being towed for safekeeping, and are not being removed by the officer for property inventory, shall be recorded in the officer's notes or squad video/audio for future reference. The officer will inform the tow truck operator of the presence of the items noted.

G. STRIP SEARCHES

1. Strip Searches shall only be conducted in accordance with General Order 26.2.

H. PLAIN VIEW

1. An officer may seize items in plain view when the officer is in a place where s/he has a lawful right to be and there is probable cause to believe that the items to be seized are contraband, evidence of a crime, or the fruits of a crime.
2. It must be immediately apparent to the officer that the items represent contraband, evidence, or other items subject to seizure. The officer may not move items, look underneath, inside, or behind items for serial number or identifying marks, etc.

I. OPEN FIELDS

1. Contraband or evidence observed on private property that is not considered part of the curtilage of a building or dwelling may be seized without a search warrant.
2. Officers making such observations may still elect to obtain a search warrant and should weigh the need to immediately seize the items as opposed to obtaining a warrant. A warrant should be obtained in all cases where there is any doubt as to whether or not the property to be seized is within the curtilage of the property or when the officers cannot articulate exigent circumstances demanding immediate seizure.

J. PUBLIC PROPERTY

1. No search warrant is required for an officer to search public property or seize evidence on public property where no other reasonable expectation of privacy exists.
2. Examples include public lands or public buildings that have not been leased or otherwise placed under the control of an individual or group.

K. PRIVATE PROPERTY HELD OPEN TO THE PUBLIC

1. No search warrant is required for an officer to seize evidence or contraband in plain view on private property held open to the public.

L. ABANDONED PROPERTY

1. A Search warrant is not required for property that has been abandoned.
2. To constitute abandoned property, two conditions must apply:
 - a. The property was voluntarily abandoned;
 - b. The property was discarded outside the area in which someone has a reasonable expectation of privacy.
3. Examples of abandoned property include an automobile that has been left unattended in a public place for an extended period of time or left by a suspect in flight, or an item dropped or thrown by a suspect in flight.

M. LAWFUL INSPECTION

1. Certain licensed premises, such as taverns and restaurants, are subject to unannounced inspections.
2. An officer may search the business premises without a warrant, although this authority does not extend to the owner's private office or, if applicable, private attached apartment.

N. SEARCH INCIDENT TO A LAWFUL ARREST

1. Section 968.10(1), Wisconsin Statutes, authorizes officers to conduct searches "incident to a lawful arrest."
2. "Incident to a lawful arrest" requires that the search shall occur as soon as practical after the arrest. Further, the search shall be made at or near the place of the arrest. Searches "incident to a lawful arrest" made of the premises or vehicle the person was in at the time of the arrest shall be made while the person arrested is still at the location of the arrest. If it is not practical or safe to search the vehicle at the scene the vehicle can be moved to a safe area prior to the search. A search of the arrested person "incident to a lawful arrest: may occur after the person has been transported to the police department or a detention facility.
3. Section 968.11, Wisconsin Statutes, establishes the scope of a search incident to a lawful arrest. It permits an officer to "reasonably search the person arrested and an area within the person's immediate presence for the purpose of:
 - a. Protecting the officer from attack; or
 - b. Preventing the person from escaping; or
 - c. Discovering and seizing the fruits of the crime; or
 - d. Discovering and seizing any instruments, articles or things which may have been used in the commission of, or which may constitute evidence of, the offense."
4. The area within an arrested person's immediate presence can be further defined as that area within lunge, reach, or grasp of the person at the time of the arrest.
5. If the area within the arrested person's lunge, reach, or grasp includes a motor vehicle, the search may include the entire passenger compartment of the vehicle when the subject is still present at the scene.
 - a. The search may include a locked or unlocked glove box or containers if present in the passenger compartment.
 - b. The search may not extend to the trunk unless the trunk is readily accessible from the passenger compartment of the vehicle or unless the search is supported by probable cause to search.
6. Officers are not authorized to conduct searches of routine traffic violators who are merely issued citations and subsequently released without being taken into physical custody unless a "Terry-type" frisk or other exception to the search warrant requirement is present. Persons taken into physical custody for traffic violations, even if only temporarily such as to post bonds are subject to search incident to a lawful arrest.

V. SEARCH WARRANTS

1. Obtaining a search warrant
 - a. An officer requesting a search warrant must provide sufficient information from which a judge may find probable cause to believe that the objects sought are currently in the location to be searched. Officers shall confer with the district/city attorney prior to seeking a search warrant.
2. Execution of Search Warrants
 - a. Section 968.15(1), Wisconsin Statutes, requires that a search warrant be executed and returned within 5 days of the date of issuance.
 - b. Search warrants not executed within 5 days of issuance shall be considered void and returned to the issuing judge/clerk of courts.
 - c. A case report shall be completed after the execution of a search warrant documenting the officer's activities and seizure of any property and/or other evidence.
 - d. Prior to executing a search warrant, officers shall knock and state their identity and purpose and allow a reasonable amount of time for the occupant to permit entry. If the officer notes activity within the premises that reasonably leads him/her to believe that the officer(s) or other persons within the premises are in imminent danger of bodily harm, evidence is being destroyed or escape attempted, officer(s) may use reasonable force to enter the premises. Section 968.14, Wisconsin Statutes, provides that officers may use, "all necessary force" to execute the search warrant.
 - e. When obtaining a search warrant, officers may request a "No-Knock" warrant authorizing initial entry to the premises without announcing the officers' presence. Such requests for "No-Knock" search warrants should only be made if the officer can present to the magistrate sufficient specific facts that indicate one or more of the following circumstances are present:
 - (1). Information, beyond the mere possibility that evidence may be destroyed, which establishes that there is reasonable cause to believe evidence may be destroyed if officers announce their presence such as prior attempts to destroy evidence or information that the suspects have stated their intent or established plans to destroy evidence; or
 - (2) Information which establishes reasonable cause to believe there is a danger to officers or others on the premises if officers announce their presence; or
 - (3) Information which establishes reasonable cause to believe there is a likelihood of escape if officers announce their presence.
 - f. Damage which occurs during the execution of a search warrant shall be photographed and documented in a general report. Regardless of whether damage occurs, photographs may be valuable in the event that damage claims are made at a later date.
 - g. Section 968.16, Wisconsin Statutes, provides a person executing a search warrant, "may reasonably detain and search any person on the premises at the time to protect him/herself from attack or to prevent the disposal or concealment of any item particularly described in the search warrant."
 - h. While executing a search warrant, officers shall be careful to record a description of and the location from where items were seized. In addition to a written record, photographs may be used to show the location from which property was seized.
 - i. The number of officers conducting the actual search shall be limited to ensure that each item seized is properly recorded and a chain of evidence is maintained.
 - j. An officer may legally seize anything described in a search warrant. Officers may search any location, within the parameters established in the warrant, in which an item described in the warrant may reasonably be secreted.
 - k. Items not identified in a search warrant may be seized if they meet all of the following requirements:
 - (1) The evidence must be discovered in the course of a lawful search; and
 - (2) The evidence must be readily recognized as contraband or, in conjunction with facts known to the officer before the search, the officer recognizes property as evidence of or the fruits of a crime; and
 - (3) The property was discovered in the physical area properly subject to search by authority of the warrant; and
 - (4) The evidence was found prior to the time that all specifically named items in the warrant were found.
 - l. Officers must terminate the search when all described warrant items are found.
3. Return of a Search Warrant
 - a. After a search warrant is executed, the officer to whom the warrant was directed shall be responsible for returning the warrant to the court designated therein with a written inventory of the property seized. This must occur within 5 days of the date of issuance and 48 hours of the time of execution of the warrant.
 - b. Within 5 days after the execution of the warrant, the officer responsible for obtaining the search warrant shall ensure the affidavit or complaint made in support of the issuance of the warrant and a transcript of any testimony taken in support of the issuance of the warrant shall be filed with the Clerk of Courts.

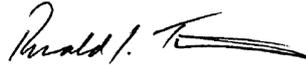
VI. INVENTORY OF PROPERTY OTHER THAN VEHICLES.

- a. Property seized, recovered, found or abandoned and brought into police custody is subject to an inventory search, particularly noting items of value. Packages or items that may contain or hold multiple items should be inventoried with the contents documented in a property report.

VII. DISPOSITION OF SEIZED PROPERTY

- 1. Any property seized by officers under this Order shall be entered into evidence/property in accordance with order 31.0 & 31.1. All items shall be receipted with the proper department forms and the facts surrounding the seizure shall be documented in a report.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER II	ORDER NUMBER 2.1.01
TITLE UW-L POLICE		WORD CODE UW-L POLICE	TOTAL PAGES 1
	History: Updated 3/03, 6/07		

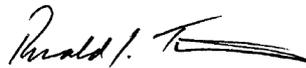
I. PURPOSE AND POLICY.

This order establishes procedures for assisting University of Wisconsin - La Crosse campus police.

II. PROCEDURE.

- A. WI ss. 36.11(2) grants concurrent police powers "...over all property subject to its jurisdiction, and all property contiguous to such property..." to campus police.
- B. The La Crosse Police Department will provide PRIMARY reporting and investigative services on UW-L property, upon their request, for the following, unless extenuating circumstances exist:
 - 1. Homicides
 - 2. Suspicious Deaths
 - 3. Tactical Deployments
- C. Our Department will provide secondary assists to all other complaints on campus unless extenuating circumstances exist.
- D. WI ss. 36.11(2)(a) states, in part, "this subsection does not impair the duty of any other peace officers...to arrest...persons found violating any STATE law on such property".
NO provisions are available for enforcing municipal ordinance on campus property.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER II	ORDER NUMBER 2.1.03
TITLE AIRPORT SCREENING AREA		WORD CODE SCREENING	TOTAL PAGES 1

I. PURPOSE AND POLICY.

This order establishes a method for responding to requests for police assistance at the La Crosse Municipal Airport screening area. Such response shall be in keeping with safety standards while performing both effectively and efficiently.

II. PROCEDURE.

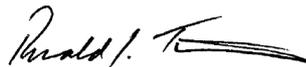
A. Screening Area Location.

1. The airport screening area is located on the first floor of the main terminal building to the right/ south side of the escalators to the second floor.
 - a. The screening area is glassed-in.
 - b. This allows anyone in that area to see any person making an approach once they have entered and made their way to the escalators or if they are coming from the runway area.

B. Response.

1. The LEDC will notify the airport operations division officers of the Department's response if they were not the initiators of the call.
2. Personnel assigned to the general area shall acquaint themselves with the layout of the building.
3. Response to the area will be in compliance with all written directives and based upon the incident type. Responding personnel shall exercise care in their approach giving consideration to circumstances of the incident, other non-involved persons in the area, access points, and possible offender optimum views of approaching personnel.
4. A schematic of the airport will be included in the bank alarm response book as updated/provided by Community Services.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER II	ORDER NUMBER 2.1.04
TITLE FISHERMAN'S ROAD SECURITY		WORD CODE FISHROAD	TOTAL PAGES 1
	History: Updated 8/05, 8/06		

I. PURPOSE AND POLICY.

This order establishes procedures for complying with City Ordinance 13.02(F) regarding closing Fisherman's Road.

II. PROCEDURE.

A. Closure hours of the roadway are between 10 P.M. - 4 A.M.

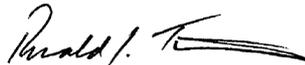
B. Keyholders are:

1. Police Department - shift commander's office.
2. Airport Operations Division.
3. Town of Campbell Police.
4. City Fire Department.
5. Public Works - Grounds & Buildings.

C. Personnel will patrol the road at approximately 10 P.M. to clear the area, when available.

1. Checks should be made on unoccupied vehicles.
2. At 10:00 P.M., Airport Police/Fire will lock the gate.
3. Citations may be issued to persons inside the area during closure hours.
4. At 4:00 A.M., a person assigned to Public Works-Grounds & Buildings or Airport personnel will unlock the gate. In notified absence of the G&B person, the third shift supervisor is responsible for designating a subordinate to perform such duties.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER II	ORDER NUMBER 2.1.05
	TITLE ISLE LA PLUME GATE MARCO ROAD SECURITY	WORD CODE ISLE LA PLUM.	TOTAL PAGES 1

I. PURPOSE AND POLICY.

This order establishes procedures for complying with Board of Public Works policy regarding admittance to the south end of Isle la Plume.

II. PROCEDURE.

A. Admittance Policy for the Southern end of Isle la Plume:

1. **No Public Admittance during the following times.**

- a. **April 1 through October 21; 9:00pm-6:00am.**
- b. **November 1 through March 31; 7:00pm-6:00am.**

2. Only during time of no public admittance will the gate be closed.

3. When the gate is closed, only employees with a work-related necessity are allowed to enter the closed area.

B. Besides City employees, the following are also authorized to enter the gated area: Winding Rivers Library System, Board of Education, Brennan Marine, WWTC authorized personnel, and specific members of the Metropolitan Enforcement Group(MEG).

C. Primary opening/closing of secured gates is the responsibility of the MTU attendant and/or the Municipal Service Center for lockdown and opening. Any report of gate problems are reported to the Municipal Service Center 789-7313.

D. After Hours Access.

1. Locked Swing Gate - Northbound Lane.

- a. Used as a secondary access point if the automatic gate is not functional or in emergencies.
- b. Locked with a "x2444" generic City key.

2. Electronic Gate - Southbound Lane.

- a. Used as the primary access point via the keypad entry system. The code number is available from the on-duty shift commander who will be given the access code from the City Recycling Coordinator.
- b. The gate works in conjunction with an electronic eye that gauges vehicle presence/absence to close the gate.

3. Whoever opens either gate is responsible for making sure it gets closed properly.

4. After Hours Exit. Exiting the area after closed hours, operators may deviate from the northbound lane and stop in front of the electronic gate over the detector loop for automatic gate opening. As this involves lane deviation exiting vehicles must yield to entering vehicles. The swing gate may be unlocked for use if necessary.

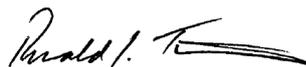
E. Postings and Penalties.

1. Signs are posted on the perimeter of the property affected by the closure with the dates and hours.

2. Possible related offenses include:

- City Ordinance 7.04(A) Illegal Dumping/Littering.
- City Ordinance 7.04(D) Trespassing.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER II	ORDER NUMBER 2.2.01
TITLE CIB/NCIC RESPONSIBILITIES		WORD CODE CIB/NCIC	TOTAL PAGES 1
	History: Updated 8/05, 8/06, 7/07		

I. PURPOSE.

This order establishes maintenance responsibilities for CIB/NCIC records.

II. POLICY.

It is policy that the Department shall have an accurate method for entry, cancellation, validation and follow-up of information eligible for participation within the CIB/NCIC records systems.

III. PROCEDURE.

A. Officer responsibility includes the gathering of essential preliminary information for purposes of entering and canceling of information within CIB/NCIC by LEDC personnel.

B. Reviewing supervisors will insure the content of data contains pertinent information regarding one of the following categories:

1. Apprehensions (for criminal history information).
2. Vehicles and boats/motors.
3. Firearms.
4. Securities.
5. Missing Persons.
6. Wants/warrants.

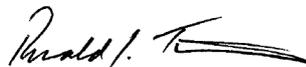
The supervisor will route information for entry or cancellation to LEDC, note such on the report when relevant, and route received entry/cancellation sheets from LEDC to the Records division.

C. The Records Division Supervisor is responsible as the Department validation officer for monthly validations, purging data and re-entry if needed.

D. The Investigative Services Captain will assign a CSE to follow-up on property loss incidents of a minor nature with a victim contact and supplementary report. Follow-ups of a more serious loss will be assigned to investigators. The investigative bureau will also follow-up on active missing persons.

E. Further loss/recovery of CIB property/information must be coordinated between the Investigative Services Captain and the Records Division Supervisor to insure that CIB data is up to date.

Ronald J. Tischer
Chief of Police



<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p>DATE STAMPED 09.27.2012</p>	<p>CHAPTER III</p>	<p>ORDER NUMBER 3.1</p>
<p>TITLE CONTRACTUAL SERVICES</p>	<p>WORD CODE CONTRACT</p>	<p>TOTAL PAGES 1</p> <p>WILEAG STANDARDS, 3rd EDITION 1.8.1</p>	

I. PURPOSE AND POLICY.

This order mandates that provisions or receipt of any contractual services by the Department are effected and governed by an appropriate written agreement.

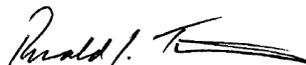
The city, department and their employees are protected by reducing to writing all agreements of a contractual nature.

II. PROCEDURES.

ALL contractual agreements must go through the Chief and Assistant Chief's office for clarification, signing, council action if needed and approval. Contracts must be approved by the city attorney and filed with the city clerk; finance will receive a copy for reference.

- A. The Administrative Services Lieutenant is responsible for the maintenance of contractual service agreements that affect departmental budget, operations or personnel.
- B. Monetary contractual agreements shall be filed with the city clerk under the approval and signature of the Chief and Assistant Chief.
- C. Contractual service agreements will be disseminated by the Administrative Services Lieutenant to affected bureau and or division personnel.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER IV	ORDER NUMBER 4.1
TITLE LEGAL ADVICE		WORD CODE ADVICE	TOTAL PAGES 1
	WILEAG STANDARDS, 3RD EDITION 1.3.6		

I. PURPOSE AND POLICY.

The Department shall have ready access to legal advice by the assumption of such responsibility by both the office of the city attorney and the district attorney.

II. PROCEDURE.

A. City Attorney.

1. The City Attorney's office is the legal counsel for the City and as such may be consulted for question or concerns regarding:
 - a. Municipal ordinances.
 - b. Adopted State statutes.
 - c. City operations and departments.
 - d. City liability issues.
2. This office represents the City and its officers as the prosecuting attorney for ordinance and state adopted statutory violations.

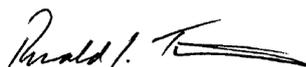
B. District Attorney.

1. The DA's office may be consulted for questions or concerns regarding:
 - a. Requesting State Attorney General's opinions.
 - b. State statutes not adopted by ordinance.
 - c. Intake Court related matters.
 - d. Warrant (search or person) request.
2. The DA's office represents the City and its officers as the prosecuting attorney for statutory offenses.

C. Availability.

Both attorney offices are available for consultation either through normal office phones or, after hours, at their homes. Such numbers are available in the Shift Commander's office and through Investigative Services. Calls to attorney's homes must be pre-approved by the officer's supervisor prior to calling.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER IV	ORDER NUMBER 4.2
TITLE LIABILITY INSURANCE		WORD CODE LIABITLY	TOTAL PAGES 1
	WILEAG STANDARDS, 3RD EDITION 2.7.6		

I. PURPOSE.

This order establishes the providing of liability insurance or indemnification for Department personnel, and those asked to assist them, by the City.

II. POLICY.

All personnel are indemnified when acting for and under the authority of the Department. Special provisions are made for use of private vehicles.

III. PROCEDURE.

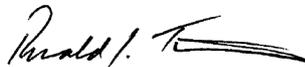
A. This order is in effect whether the City is self-insured or represented by an insurance carrier.

B. Use of Private Vehicles - Insurance Coverage.

Use of a private vehicle must be authorized by the Chief, Assistant Chief, Bureau Captain or Shift Commander. Use of such vehicles is strictly voluntary on the part of the owner of the vehicle(s).

1. If the private vehicle is used for Department purposes, City insurance coverage is limited only to liability. Collision or comprehensive coverage is NOT available.
2. Members using their private vehicle will have a copy of their insurance on file with the City Clerk and will be reimbursed for mileage traveled at the going City rate, which is available from the Administrative Services Lieutenant. Travel permits MUST be obtained for out of COUNTY travel.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	09.27.2012	V	5.1
TITLE ORGANIZATIONAL STRUCTURE		WORD CODE STRUCTURE	TOTAL PAGES 1+Annex
	History: Updated 02/11 Annex A & B are attached WILEAG STANDARDS, 3rd EDITION 1.3.1		

I. PURPOSE.

This order establishes the organizational structure of the Department both in writing and by organizational charts.

II. POLICY.

To ensure unity of command and pertinent span of control the Department has adopted an organizational structure that arranges the components of the organization by function and identifies a clear chain of command.

III. PROCEDURE.

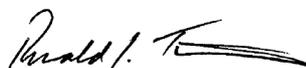
A. Organization. See annex A.

1. Office of the Chief of Police.
 - a. Chief.
 - b. Assistant Chief.
2. Bureaus and Subdivisions.
 - a. Field Services (operations) Bureau.
 - 1) 1st Shift.
 - 2) 2nd Shift.
 - 3) 3rd Shift.
 - b. Investigative Services Bureau.
 - 1) General Investigations.
 - 2) Sensitive Crime Investigations
 - 3) Narcotic / VICE Investigations
 - 4) DART
 - c. Community Services Bureau.
 - 1) Crime Prevention.
 - 2) Traffic Safety.
 - 3) D.A.R.E.
 - 4) G.R.E.A.T.
 - 5) G.R.E.A.T Regional Training Center
 - 6) C.O.P
 - 7) Crime Stoppers
 - 8) Media Relations
 - 9) School Resource Officers
 - d. Administrative Services Bureau.
 - 1) Training Section.
 - 2) Property Section.
 - 3) Court Liaison.
 - 4) Records and Identification Division.
 - 5) Civilian Service Employees (CSEs).

B. Conceptual Organizational Chart. See Annex B.

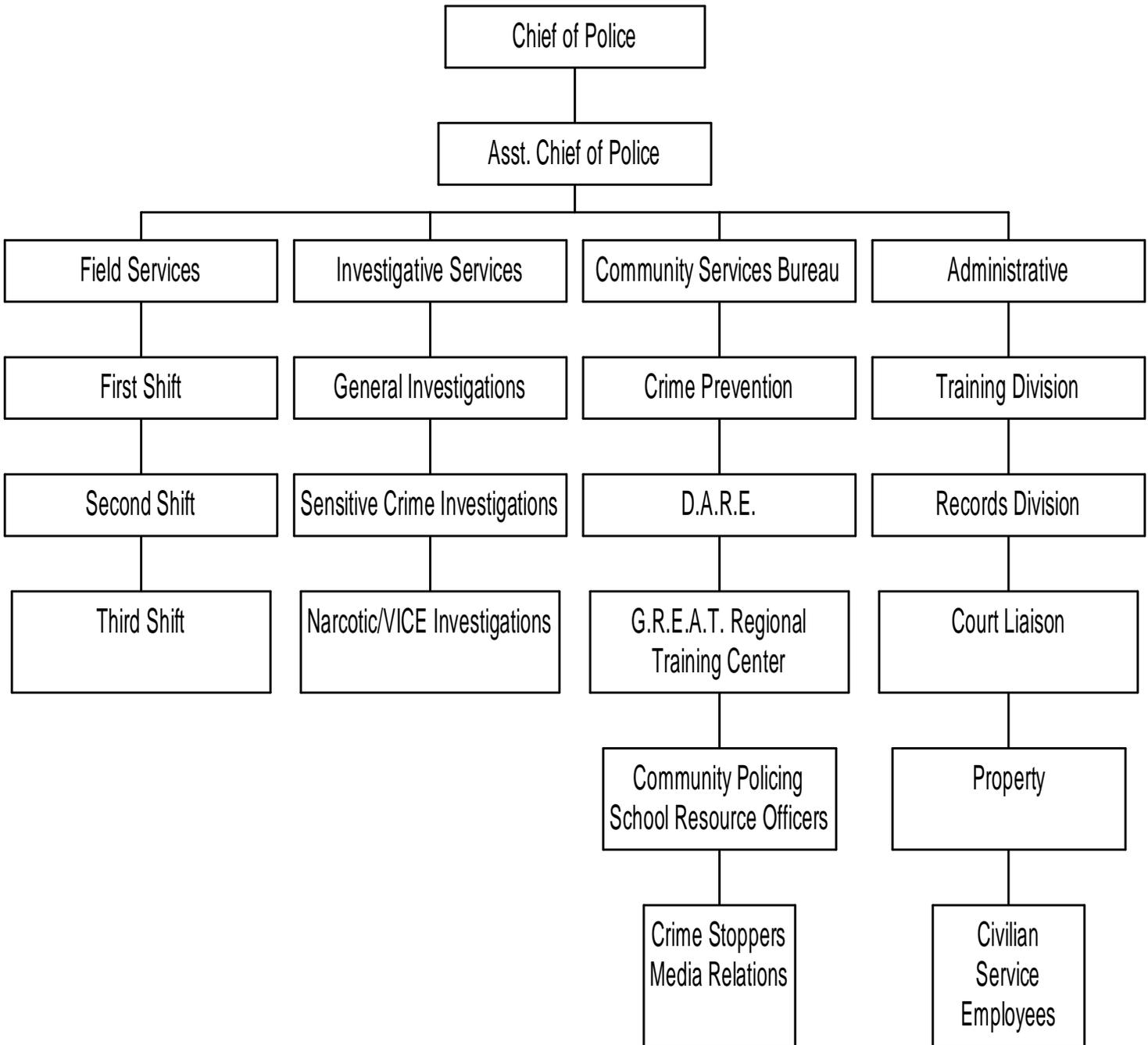
A conceptual organizational chart which shows the linkage of all Departmental components is hereby adopted. Problem Solving Teams (PST) consisting of line personnel will be assigned to each bureau as deemed necessary. Such teams are authorized to meet periodically in order to address service delivery problems. Recommendations submitted by the teams will be forwarded to the Chief.

Ronald J. Tischer
Chief of Police



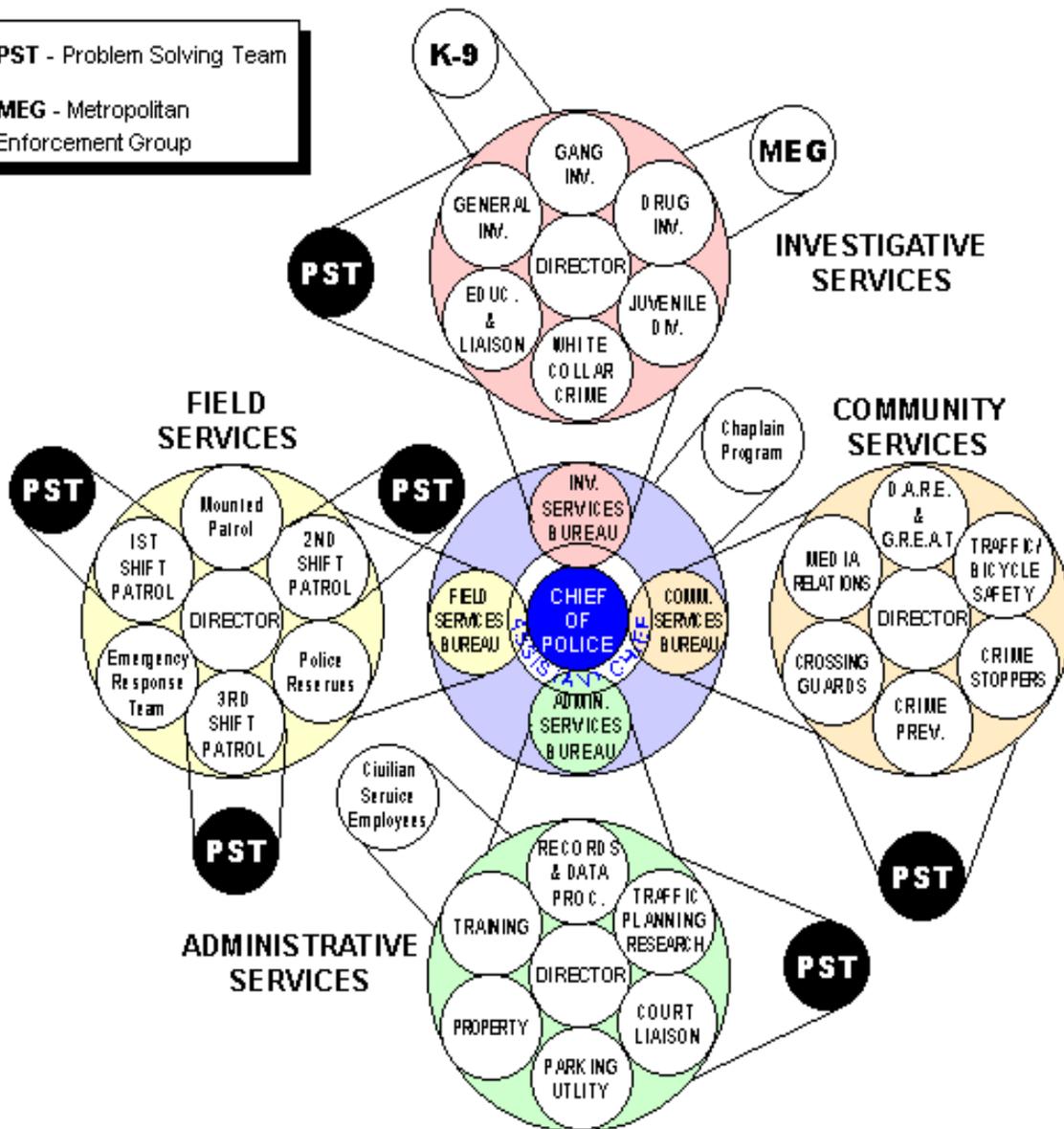
**ANNEX A
ORGANIZATIONAL CHART**

La Crosse Police Department
Organizational Chart



ANNEX B
Conceptual Chart

PST - Problem Solving Team
MEG - Metropolitan Enforcement Group



<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p>DATE STAMPED 09.27.2012</p>	<p>CHAPTER V</p>	<p>ORDER NUMBER 5.2</p>
<p>TITLE PERSONNEL RESPONSIBILITIES</p>		<p>WORD CODE PERSONNEL</p>	<p>TOTAL PAGES 1</p>
<p>WILEAG STANDARDS, 3RD EDITION 2.3.1</p>			

I. PURPOSE AND POLICY.

This order establishes duties and responsibilities of each position or assignment within the Department, and minimum entry level requirements thereof, are set forth in written job or position descriptions. Such descriptions are updated when needed and are available to all personnel.

II. PROCEDURE.

A. A professionally written position description is written and periodically updated for each position in the Department.

B. ALL job descriptions are included in manuals entitled:

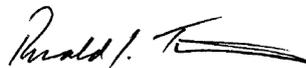
LA CROSSE POLICE DEPARTMENT
JOB DESCRIPTIONS

DUTIES, RESPONSIBILITIES & QUALIFICATIONS

Copies of such manuals are available for use or review by all personnel at the following dissemination points:

1. Office of the Chief of Police.
2. All Bureau Commander offices.
3. Shift Commander office.
4. Training Division library.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER V	ORDER NUMBER 5.2.01
TITLE PERSONAL DATA		WORD CODE DATA	TOTAL PAGES 1
	History: Updated 3/07		

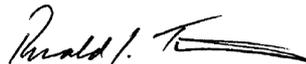
I. PURPOSE AND POLICY.

This order establishes procedures for the notification and documentation of changes in Department member's personal data as well as control and use of the department personnel roster.

II. PROCEDURES.

1. A. A department member changing their name, address and/or telephone number SHALL notify, within twenty-four hours of such change, his/her supervisor.
 1. If on-duty during the above time period, the notification will be in writing.
 2. If off-duty during the above time period, the notification will be verbal but put in writing when returning to on-duty status.
 - B. The supervisor receiving the notification will route a copy to the employee's personnel shift/division file, a copy to the Chief, and a copy to the Administrative Lieutenant.
 - C. The Administrative Lieutenant will make necessary changes in Department records under his/her control AND route copies to other affected City Departments such as Personnel and Finance.
 - D. The Chief's Secretary will make changes in the personnel roster and related Department records under the control of the Office of the Chief of Police. The secretary will periodically furnish updated rosters to police department personnel only.
2. Use of Department roster use / restrictions:
- A. The department roster is for official use only and shall be considered a "confidential" internal document. The Department roster will not be distributed to outside agencies without the authorization of the Chief or Asst. Chief.
 - B. Police Department employees are authorized to reproduce the roster for their own personnel use in contacting fellow employees.
 - C. Employees SHALL not use the Department Roster for personal gain, political, or business purposes or allow it to be distributed for such.
 - D. All employees shall ensure that the department roster is safeguarded against loss or interception by non-department employees.
 - E. Disposal - All employees shall insure that any roster under their control that is disposed of shall be shredded or burned to ensure security.
3. Due to the confidential nature of Police Department employees personal data, any violation of this policy will be considered a severe infraction.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER V	ORDER NUMBER 5.2.02
	TITLE LUNCH BREAKS	WORD CODE LUNCH	
		TOTAL PAGES 1	History: Updated 7/26/05

I. PURPOSE AND POLICY.

This order establishes rules governing lunch breaks for uniformed Department personnel.

II. PROCEDURES.

A. Lunch Duration.

1. Such breaks are for a half-hour and the member is subject to calls during such period.
2. Supervisors will schedule such breaks to provide adequate manpower to avoid interruption of lunches when possible.

B. Home Lunches. Lunch breaks may be taken at the employee's home, if such home is located in their sector or area of assignment. Other requests for home lunches must receive supervisor approval.

C. Restaurants.

1. Lunch breaks may be taken at a restaurant located in their sector or area of assignment. Other requests for leaving their sector for such lunches must receive supervisor approval.
2. No more than two marked units may be out for lunch at the same restaurant at the same time unless approval is received from a supervisor.

D. Station. Lunch breaks may be taken at any police station corresponding with their sector or assignment. Central Station may be used as an alternative location for any unit.

E. Notifications.

1. Personnel will notify LEDC/dispatch of such lunch breaks and the location and/or phone number **prior** to going 10-7, temporarily out of service.
2. Personnel will maintain radio communications via their walk unit during lunch breaks.
3. Personnel will notify LEDC/dispatch of returning back into service, 10-8, at the conclusion of their break.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER V	ORDER NUMBER 5.2.03
TITLE USE OF TOBACCO PRODUCTS		WORD CODE TOBACCO	TOTAL PAGES 1
	See City of La Crosse Resolution for further directives		

I. PURPOSE

This order establishes the regulation and use of tobacco products by employees and citizens within department buildings and vehicles.

II. POLICY

It is the policy of this department to ensure a healthy and clean environment for all employees/citizens and prohibit tobacco use where it may be legally prohibited or objectionable to other employees and/or the public.

III. DEFINITION

Under this policy tobacco products are defined as any tobacco like product or substance which is smoked or chewed whether or not the product actually contains tobacco substance or a similar substance.

IV. GENERAL PROCEDURES

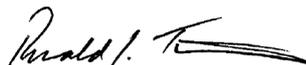
A. In compliance with this policy and City of La Crosse Common Council Resolution the use of ALL tobacco products shall be prohibited within the following:

1. In City Hall or any other City of La Crosse owned or leased building.
2. In the Police Department and Police Garage.
3. In ALL Police Department vehicles, marked and unmarked squads, and/or all city-owned or leased motor vehicles.
4. When on-duty and in contact with the public, or while in direct or open view of the public.
5. In any other place prohibited by state law or local ordinance.

V. Exemptions

A. Employees may at times be required to use, or allow to be used, tobacco products during the course of an investigation to further enhance the quality of the investigation. This policy shall not prohibit tobacco use during these situations.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER V	ORDER NUMBER 5.3
TITLE DIVISION RESPONSIBILITIES		WORD CODE DIV RESP	TOTAL PAGES 3
	History: Updated 3/03, 7/07, 1/11 WILEAG STANDARDS, 3rd EDITION 1.3.2		

I. PURPOSE AND POLICY.

This order establishes responsibilities of each operational component within the Department that are updated periodically.

II. PROCEDURE.

Order 5.2 establishes position duties and responsibilities for all Departmental positions whereas this order organizes such positions into functional components and describes briefly the responsibilities of each unit.

A. Office of the Chief of Police.

1. Comprised of: Chief, Assistant Chief and an Administrative Assistant.
2. Chief has overall responsibility for City police service
3. The Assistant Chief is responsible for management and administrative activities and special projects.
4. The Administrative Assistant is responsible for providing clerical support to the Office of the Chief.

B. Field Services Bureau.

1. The Bureau is commanded by a Captain and the first shift Lieutenant is second in command.
2. The Bureau provides primary police services to the community, including preventive patrol, traffic supervision/enforcement, preliminary criminal investigations, and a variety of other service oriented functions.
3. Each shift is commanded by a Lieutenant; first line supervision on a shift is performed by Sergeants. Each of the Sergeants is responsible for managing a team of police officers. The number of officers assigned to each shift is contingent upon workload by time of day. Each shift Lieutenant is responsible for ensuring service delivery during their shift hours. A high degree of autonomy is afforded each Lieutenant for developing strategies to cope with problems/requirements on shift.
4. Police reserves: a non-profit entity composed of volunteers donating time to augment the Department where no police powers are needed.

C. Investigative Services Bureau.

1. Commanded by a Captain
2. The Bureau provides expertise and specialized training in criminal investigations. It handles those cases which may not be effectively pursued otherwise. Personnel in the Bureau also investigate certain vice, narcotics, and organized crime cases which are more appropriately pursued in a centralized manner.
3. The Detective Lieutenant is second in command to the Bureau Captain.
4. The Investigative Bureau is divided into three sections of investigation - General, Sensitive Crimes and Narcotics/VICE. Each section is staffed by Detectives and/or Investigators as determined by the Chief of Police. A Detective is a sworn member who holds the rank of sergeant/lieutenant and is on assignment to the Investigative Bureau at the pleasure of the Chief of Police. The term "Detective" is representative of the Investigative Bureau assignment and provides no higher rank or authority than the given rank of the officer. See Command Protocol 5.4

D. Administrative Services Bureau.

1. The Bureau is commanded by the Assistant Chief who is responsible for administrative support.
2. The Bureau provides functions that include records management, property control, training, clerical support, liaison with the criminal justice system, budgetary development and control, and civilian assistance.
3. The Administrative Services Lieutenant is second in command to the Asst. Chief.

4. The Training Section is staffed by a Lieutenant who is responsible for overseeing all training for employees, managing the field training process for new sworn employees, maintaining training records, conducting special projects and giving input on equipment, projects and goals.
5. The Court Liaison officer is responsible for monitoring the progress of cases in court, notifying officers of pending proceedings and for maintaining records.
6. The Property civilian service employee (CSE) is responsible for recovered property management.
7. Civilian Service Employees (CSEs) are civilians that perform police related duties not requiring a sworn officer such as front desk duties, parking enforcement, traffic control and general services.
8. The Records and Identification Division is supervised by a Sergeant. The supervisor is responsible for the work of the clerical staff, ensuring the integrity and security of the records system, administering release of information policy/orders, and police parking utility.
9. The Parking Utility is composed of civilians responsible for parking citation entry, billing and participation in the State registration suspension program.

E. Community Services Bureau.

1. Commanded by a Captain; the Lieutenant is second in command to the Captain. The bureau Sergeant is the first line supervisor of all subordinate personnel. The number of personnel is determined by the type of community programs.
2. The Bureau provides crime prevention, community education, media relations, traffic safety programs, and other programs such as Crimestoppers, D.A.R.E., G.R.E.A.T., and C.P.O.P.
3. Crime prevention is responsible for programs such as CPOP, Mc Gruff, Crimestoppers, neighborhood watch, and residential and business security recommendations.
4. D.A.R.E. is officers that teach drug abuse resistance education in public/private schools.
5. G.R.E.A.T. is officers that teach gang resistance education in schools.
6. The School Resource Officers (SRO) report daily to area schools and are supervised by the CSB Sergeant
7. The traffic safety component is responsible for bike rodeos and safety sessions, school crossing guards, and traffic safety presentations.
8. Bureau members serve on a variety of advisory community committees.

III. LIAISONS.

A. Establishing and maintaining relationships.

1. It shall be the responsibility of all members to work in a cooperative effort to maintain liaisons that may be beneficial to the Department.
2. Those employees appointed by the Chief or his/her designee to serve as liaisons are responsible for attending regularly scheduled meetings to facilitate communication and cooperation. Meetings provide a forum for participants to discuss matters of mutual concern, review policies and procedures, and to plan for events of a multi-jurisdictional nature.
3. Court Liaison.
 - a. Provide the district attorney with police reports and related documents for adults that are arrested for violating state statutes.
 - b. Work with the courts for member attendance at hearings or trials.
 - c. Refer to the Assistant Chief all cases the prosecutor declines to prosecute, or causes to be dismissed, as a result of alleged mishandling by the Department.
 - d. Meet with prosecutors, judges and court commissioners/staff to identify and correct problems.
4. Juvenile Liaison.
 - a. Provide prosecutors with reports and related documents for juveniles that were apprehended.
 - b. Meet with officials from juvenile intake and shelter care to identify and correct problems.
5. College/University Liaison.
The Chief will appoint a member to serve as a liaison officer with the higher education systems that exist within the City.

B. Liaisons with other law enforcement agencies.

Maintaining liaisons with law enforcement agencies in adjoining jurisdictions and agencies having border authority enhances the exchange of information and facilitates the development of joint plans.

C. Probation and parole.

The Investigative and Field Services Captains may meet with representatives of the Probation and Parole Department to:

1. Identify offenders that are released into the community and are on a probation or parole status.
2. Identify and resolve problems of mutual concern.

D. Police and fire meetings.

The Investigative and Field Services Captains may meet with representatives of the Fire Department to:

1. Discuss status of joint investigations.
2. Identify and resolve problems of mutual concern and update mutual policies and procedures.

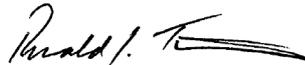
E. Referrals to other agencies.

1. In the course of performing their duties, personnel often encounter people in need of assistance best provided by another criminal justice, social service or support agency. Personnel will refer such persons or cases to the agency which has authority by jurisdiction statute authority, or is best suited to meet the needs of the persons and their situation.
2. Great Rivers 211 may be used as a directory by officers to identify and contact support agencies. The 24 hour line may be utilized as a resource to identify emergency resources available to those in need.

F. Professional associations / memberships.

1. Personnel are encouraged to participate in professional organizations.
2. Depending upon the factors of meeting time, location and work requirements, personnel may be allowed to attend meetings on duty. Personnel must receive prior approval from their supervisor.
3. Personnel are expected to share the information gained from their memberships through reports, training, etc.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER V	ORDER NUMBER 5.4
TITLE COMMAND PROTOCOL		WORD CODE PROTOCOL	TOTAL PAGES 2
	History: Updated 3/03, 5/08, 2/11 WILEAG STANDARD, 3 rd EDITION 1.4.2		

I. PURPOSE.

This order establishes command protocol in the following situations:

- A. Absence of the chief executive officer
- B. Exceptional situations
- C. Situations involving personnel of different functions and engaged in a single operation
- D. Normal day-to-day agency operations.

II. POLICY.

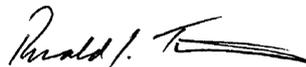
Functional support and lateral cooperative efforts within the Department are characterized by the charts in Annex A and B of order 5.1. The following chain of command will be strictly adhered unless specific extenuating circumstances exist.

III. PROCEDURE.

- A. Chain of Command. – Protocol- In the absence of a superior officer / supervisor, the next ranking officer in the chain of command or another supervisor within the same bureau may act on behalf of that supervisor should immediate action be necessary.
 - 1. Chief of Police.
 - 2. Assistant Chief.
 - 3. Senior Ranking Captain
 - 4. On-duty Field Services Shift Lieutenant.
 - 5. On-duty Field Services Shift Sergeant.
 - 6. On-duty staff supervisor.
 - a. Investigative Services Detective-Lieutenant.
 - b. Training Lieutenant.
 - c. Administrative Services Bureau Lieutenant.
 - d. Community Services Lieutenant.
 - e. Records Division Sergeant.
 - f. Community Services Sergeant.
 - 7. On-duty Investigative Services Detective.
 - 8. On-duty Investigative Services Investigator.
 - 9. On-duty senior Officer.
- B. Personnel will utilize the chain of command within their shift/division in order to preserve agency continuity and integrity.
- C. Exceptions are authorized when: there is an absence of a superior officer and the matter needs immediate attention; or, information that, in an employee's judgment, should be directed to a higher rank due to the apparent need for an internal investigation to be conducted.
- D. Organizational Communications. Recognizing the importance of maintaining departmental continuity, all personnel will utilize the chain of command for communication of information within the Department. Supervisors shall, to the best of their abilities, facilitate both downward and upward communication accurately and effectively within the organization.

- E. Incidents and events may cause an interruption in the usual chain of command. Some examples of this include: pre-planned events with manpower allocations that have a lower ranking officer in charge, ERT unit use that has their own leadership protocol, or subordinates with specialized training wherein the higher rank performs 'F' below.
- F. A higher level of authority may turn over his/her authority to the next level or subordinate. The officer-in-charge may call in to on-duty status another level of authority when circumstances dictate.
- G. Whenever personnel of different organizational units are engaged in a single operation, the supervisor in command of the operation shall have the authority and responsibility for all personnel involved. If no supervisor is predetermined for the event then Chain of Command protocol under III-A 1 through 11 is to be followed to establish the incident commander/OIC.
- H. Rank Order
1. Chief of Police
 2. Assistant Chief
 3. Captain
 4. Lieutenant/Detective Lt.
 5. Sergeant/Detective Sgt.
 6. Investigator
 7. Officer
 8. CSE
 9. Reserve

Ronald J. Tischer
Chief of Police



<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 09.27.2012</p>	<p align="center">CHAPTER V</p>	<p align="center">ORDER NUMBER 5.5.01</p>
<p>TITLE</p> <p>ORGANIZATION NOTIFICATIONS MAJOR CRIMES, FATALITIES, OR SERIOUS INJURY</p>		<p align="center">WORD CODE NOTIFY</p>	<p align="center">TOTAL PAGES 1 + Annex</p>
	<p>History: Updated 3/03, 7/07</p>		

I. PURPOSE.

This order establishes systematic notification of Departmental personnel for events to include, but not limited to, major crimes (see GO 19.3.03), fatalities (see GO 19.3.02 & 25.6-8), or serious injury.

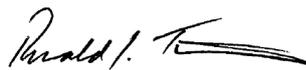
II. POLICY.

It is Department policy to ensure that the administration of the Department is kept abreast of incidents as noted above.

III. PROCEDURE.

- A. In the event of occurrence of the above types of calls for service, the on-duty station supervisor is ultimately responsible for the following notifications to be made *even if s/he assigns them to a designee*.
 - 1. Chief of Police – If determined appropriate by 2,3, or 4 below.
 - 2. Assistant Chief.
 - 3. Investigative Services Captain.
 - 4. Field Services Captain.
 - 5. Community Services Captain, if their services are needed immediately at the time of the incident or anticipated to be needed immediate to their arriving for their normal work day.
 - 6. District Attorney. *If the incident directly involves the City or an active employee of the City, then the City Attorney will be notified also.
- B. Error on the side of making the notification when not technically required to do so rather than not making the notification and regretting it later.
- C. Check related General Orders to ensure that any additional notifications are made if required, such as the medical examiner.

Ronald J. Tischer
Chief of Police



**NOTIFICATIONS CHECKLIST
LA CROSSE POLICE DEPARTMENT**

INCIDENT NUMBER:

() Use Related Checklists or Guides

19.3.03 Death Investigation Guide

19.3.04 Major Case Response Checklist

NOTIFICATIONS

DATE/TIME OF NOTIFICATION	WHO WAS NOTIFIED	NOTIFIED BY WHOM
	INVESTIGATIVE SERVICES CAPTAIN	
	FIELD SERVICES CAPTAIN	
	COMMUNITY SERVICES CAPTAIN (PIO)	
	ASSISTANT CHIEF	
	CHIEF	

ADDITIONAL NOTIFICATIONS, IF APPROPRIATE

DATE/TIME OF NOTIFICATION	WHO WAS NOTIFIED	NOTIFIED BY WHOM
	TECHNICAL ACC. INVESTIGATORS	
	DISTRICT ATTORNEY	
	MEDICAL EXAMINER	
	POLICE CHAPLAINS	
	P.O.S.T (Police Officer Support Team)	
	STREET DEPT: SIGNAGE/CLOSURE	
	CITY ATTORNEY	
	TTY DOT: 10-50-FATAL REPORT	

COMMENTS AND NOTES:

SHIFT COMMANDER/SUPERVISOR SIGNATURE

After Completion, this form is added to the reports submitted to records.

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER V	ORDER NUMBER 5.6
TITLE ACCOUNTABILITY OF AUTHORITY		WORD CODE AUTHORITY	TOTAL PAGES 1
	WILEAG STANDARDS, 3RD EDITION 1.3.3		

I. PURPOSE AND POLICY.

This order ensures that all personnel understand that only authority is delegated and that the responsibility remains with the delegating authority. Even though the ultimate responsibility rests with the delegating authority, each member is held accountable for their individual actions. Each employee is accountable for the use of delegated authority.

II. PROCEDURES.

A. Authority.

The management authority of the Department is centralized in the office of the Chief. The Chief exercises all lawful powers of his/her office and issues such lawful orders as are necessary to assure the effective and efficient performance of the Department. The Chief is responsible for planning, organizing, staffing, directing, coordinating, and budgeting of all activities involving the Department, for its continued effective and efficient operations, and for the enforcement of rules, regulations and orders within the Department.

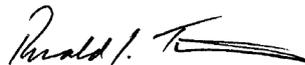
B. Delegated Authority.

1. The Chief designates the Assistant Chief to serve during absences. In the absence of both, the chain of command noted in order 5.4 shall be in effect.
2. All Department supervisors have general delegated authority to make decisions and take actions necessary for the effective execution of their responsibilities. All Department personnel are fully accountable for their use or failure to use delegated authority and responsibility.

C. Command/Supervision.

1. Commanders have general responsibility for, and control over, all members of their command. They exercise direct control over intermediate supervisory personnel within their command. Supervisory personnel shall exercise direct control and responsibility over line personnel within their command.
2. Specifically, supervisory personnel are responsible for overseeing the actions of employees operating within their span of control. This span of control provides that each employee is accountable to one supervisor.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER V	ORDER NUMBER 5.7.01
TITLE RETIRED OFFICER IDENTIFICATION H.R. 218 LEOSA 2004		WORD CODE LEOSA	TOTAL PAGES 3
	History: New 12/08; Updated 1/10 Annex – WI SS 939.48		

I. Purpose/Policy

H.R. 218, the Law Enforcement Officers Safety Act (LEOSA), was enacted July 22, 2004 as Pub. L. 108-277, and is codified as 18 U.S. Code §926B and §926C. The Act permits the nationwide carrying of concealed handguns by qualified current and retired law enforcement officers and amends the Gun Control Act of 1968 (Pub. L. 90-618, 82 Stat. 1213) to exempt qualified current and retired law enforcement officers from state and local laws prohibiting the carry of concealed firearms. The Act does not exempt current or retired officers from any state or local firearm owner registration laws. The purpose of this order is to set out the procedures by which retired La Crosse Police Officers may obtain LEOSA identification cards as required by the statute. The La Crosse Police Department will only issue LEOSA Identification cards to retired La Crosse Police Officers.

II. Definitions

- a. "In good standing" means, at the time of retirement, the officer after having reached years of service, age, and other criteria set by the Wisconsin Retirement System, is eligible to receive retirement benefits at the time of their separation, was an active duty officer who was not the subject of an internal affairs, administrative or criminal investigation, not under discipline or pending discipline that could have resulted in his or her termination for misconduct or unfitness for office, and whose separation was not part of a settlement agreement.
- b. Mental Instability - means that the officer either was medically separated for mental instability or, at the time of a years-of-service or disability retirement, the officer was facing removal for reasons of mental instability.
- c. Law Enforcement Officer Safety Act (LEOSA) ID: means an identification card issued by the LaCrosse Police Department pursuant to the Law Enforcement Officers Safety Act of 2004, 18 USC Sec.926(d)(1) that contains the following:
 - 1) A photo of the retired officer.
 - 2) The type of firearm (listed as: Semi-Auto and/or Revolver) with which the retired officer qualified.
 - 3) Qualification date.
 - 4) Expiration date.

III. Procedures

- A. **Eligibility** - Retired law enforcement officers of the La Crosse Police Department who apply for a LEOSA ID must:
 - 1. Have retired in good standing from service as a law enforcement officer for the La Crosse Police Department, other than for reasons of mental instability.
 - 2. Have an aggregate of at least fifteen years of service as an active law enforcement officer or retired from service after completing a probationary period, due to a service-connected disability, as determined by the La Crosse Police Department.
 - 3. Have a non-forfeitable right to benefits under the La Crosse Police Department's retirement system (Wisconsin Retirement System).

4. Have successfully passed a La Crosse Police Department background check indicating that he or she is not prohibited by Federal law from receiving or possessing a firearm.
 5. Not be under the influence of alcohol or drugs while carrying firearms.
 6. Have, during the most recent twelve-month period, successfully passed the La Crosse Police Department firearms training course that includes elements of Safety, Use and Care, Use of Force Decision-Making, Legal Update, Wisconsin State Statute 939.48 (Self-Defense laws), and Qualification to include sight picture, trigger control, and accuracy. A minimum score of 80% accuracy is required.
 - a. This course and qualification shall be documented to include the make, model, and serial number of the firearm(s) qualified with along with the qualification score(s).
 - b. All firearms must meet the same specifications as found in La Crosse Police Department General Order 1.5 annex A – Authorized weapons for off-duty use.
 - c. Retired officers may qualify with an approved Semi-Auto Pistol and/or a Revolver.
 7. Submit a completed La Crosse Police Department “Application for LEOSA Identification Card” form and any other required documentation along with the established fee.
 8. Submit a completed and signed “Retired Law Enforcement Officer Identification Card Liability Waiver, Release and Indemnification agreement”.
- B. Background Check** - The La Crosse Police Department will conduct a complete local, state and federal background check to ensure that the retired officer is legally able to continue to possess a firearm. The background investigation will also determine that requirements in III-A-1 through 8 of this policy are met.
- C. Records Database** - The office of the Chief of Police will maintain a database of retired officers which will indicate whether a retired officer was eligible to hold a LEOSA identification card under HR 218 and this policy at the time of retirement. The database should also include record of those retired officers that are currently holding LEOSA ID cards issued by the La Crosse Police Department.
- D. Issuance of ID** – The La Crosse Police Department may issue LEOSA ID to retired officers who meet all requirements set as forth in this policy.
1. The Chief of Police has the final authority on the issuance/denial of all LEOSA ID.
 2. LEOSA ID cards are the property of the La Crosse Police Department and shall be surrendered upon written or verbal notification from the Chief of Police/designee.
 3. All LEOSA ID cards expire after twelve (12) months from date of issuance.
 4. Renewal of LEOSA ID cards requires the same process as new cards.
- E. Application Process** - Applications for the LEOSA ID card will originate in the Police Records Division. Personnel will verify that the person requesting the application is a retired La Crosse Police Officer prior to giving an application. Retired officers currently living out of state will be mailed an informational packet containing resources including this policy and applications, and are required to provide a current digital format photograph as determined to be acceptable by the Records Division as well as all other required documentation.
1. Completed applications and any other required documentation will be accepted and processed by the Records Division.
 2. A non-refundable fee will be submitted with the completed application along with any required documentation as stated in III-A-1 through 8.

3. The Records Division will take a digital photograph of the retired officer the day of the assigned training.
4. The Records Division Supervisor will assign a sworn officer to conduct the background check.
5. The completed background investigation along with the recommendation for approval will be forwarded to the Office of the Chief for final approval.
6. If approved, the Records Division will produce a LEOSA ID card and the officer will receive their ID card after successful completion of the training course.
7. Sworn officers who are current La Crosse Police Department employees who wish to have an LEOSA ID Card issued on their last day of employment must submit an application for LEOSA ID no more than 60-days and no less than 30-days prior to their retirement date. The training division will ensure that the officer completes the department's qualification course with the weapon that officer will register on the identification after receipt of application. Fees and background checks will be waived for current employees who provide application in compliance with this section. The LEOSA ID will be issued on the last date of employment.

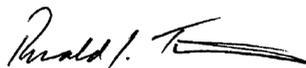
IV. Prohibitions - The Law Enforcement Officers Safety Act and provided LEOSA ID Card does not authorize the retired officer to:

1. Carry a machine gun, silencer, or other destructive device.
2. Act in the capacity of a law enforcement officer of the La Crosse Police Department.
3. Carry a firearm on any government property, installation, facility, building, base or park with laws or regulations prohibiting or restricting the carrying of firearms (such as airport boarding areas, courthouses, etc.).
4. Carry a firearm on any other public or privately owned property, facility, building or area, where the carrying of firearms is prohibited or restricted (such as private schools, commercial aircraft, etc.).

V. Non- H.R. 218 LEOSA Retired ID Cards – Officers who retire in good standing and do not wish to hold a H.R. 218 LEOSA ID card are eligible to receive a standard La Crosse Police Department “RETIRED” identification card. This identification card will indicate that the identification card is not in compliance with H.R. 218 and conveys no privileges to carry concealed weapons.

1. Retired ID cards are the property of the La Crosse Police Department and shall be surrendered upon written or verbal notification from the Chief of Police/designee.
2. Standard “Retired” ID cards do not expire.
3. Retired officers will be provided with an ID card at no expense.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER VI	ORDER NUMBER 6.1
TITLE CHIEF EXECUTIVE OFFICER AUTHORITY		WORD CODE CEO AUTH	TOTAL PAGES 1
	WILEAG STANDARDS, 3RD EDITION 1.4.1		

I. PURPOSE AND POLICY.

This order designates the Chief of Police as having full authority and responsibility for the management, direction, and control of the operations and administration of the Department.

II. PROCEDURE.

A. Statutory Provisions.

WI ss. 62.13(1) establishes the Board of Police and Fire Commissioners. The Board has authority in WI ss.62.13(3) to "...appoint the chief of police...".

B. Municipal Ordinance Provisions.

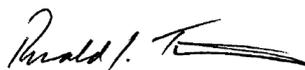
Chapter III of the City of La Crosse Municipal Ordinances is a legal written statement issued by the City. Specifically, Ordinance 3.04 as follows, establishes the Chief's duties and responsibilities:

3.04 DUTIES OF CHIEF OF POLICE.

It shall be the duty of the Chief of Police, by himself or by a subordinate, to attend all meetings of the Council, to enforce and execute, under the direction of the Mayor, any orders or resolutions of the Council whose execution is not otherwise specially provided for, and to serve, distribute or post all papers, notices, circulars or bills required in the business of the Council or any of its committees, or of any officer or department of the City government, and to make due return, report and proof of such service, posting or distributions in all cases where needed. He shall exercise all of the powers prescribed by the Wisconsin Statutes. He shall be responsible for enforcement of all State laws, and City Ordinances, unless enforcement is otherwise specifically provided for. He shall be responsible for the equipment provided by the Council and shall make such reports as the Council shall require.

C. The above documents clearly establish that the Chief is duly appointed and is legally responsible for the operation of the Department.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER VI	ORDER NUMBER 6.3
TITLE SUPERVISOR ACCOUNTABILITY		WORD CODE SUPERVISOR	TOTAL PAGES 1
	WILEAG STANDARDS, 3RD EDITION 1.3.4		

I. PURPOSE AND POLICY.

This order establishes the accountability of supervisory personnel for the performance of employees under their immediate control. The member's immediate supervisor is responsible for the employee's job performance.

II. PROCEDURE.

Additional reference is order 5.6.

A. ALL Department supervisors have general delegated authority

to make decisions and take actions necessary for the effective execution of their responsibilities. All Department personnel are fully accountable for their use or failure to use delegated authority and responsibility.

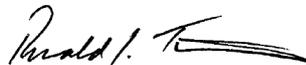
B. Command / Supervision.

Commanders have general responsibility for, and control over all members of their command. They exercise direct control over the intermediate supervisory personnel within their commands. Supervisory personnel shall exercise direct control and responsibility over line personnel within the command.

1. Specifically, supervisory personnel are responsible for overseeing the actions of employees operating within their span of control. This span, depicted in the organizational chart, provides that each employee is accountable to a supervisor.
2. The limitations on individual span of control have been set to ensure effective direction, coordination, and control of employees under the immediate control of a given supervisor and have been developed with consideration of such factors as type of work performed, the complexity of the work, separation of the supervisor from immediate subordinates by time or place, etc. However, commanders shall also monitor individual span of control to ensure that the supervisory personnel operating within their command are able to effectively direct, coordinate, and supervise their personnel.
3. The organizational structure by design, promotes unity of command.
4. In the event an employee's immediate supervisor is unavailable, (s)he will consult the available, ranking supervisor within his/her unit. If no such person is available, the available ranking supervisor will be consulted.

C. Supervisors are accountable for the performance of employees under their immediate control. See Chapter 17 regarding performance evaluations.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER VI	ORDER NUMBER 6.4
TITLE DUTY TO OBEY LAWFUL ORDERS		WORD CODE DUTY OBEY	TOTAL PAGES 1
	WILEAG STANDARDS, 3RD EDITION 1.4.3		

I. PURPOSE AND POLICY.

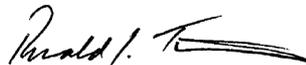
This order requires personnel to obey any lawful order of a superior, INCLUDING any order relayed from a superior by an employee of the same or lesser rank.

II. PROCEDURE.

A lawful order is any verbal or written directive which meets either of the conditions set forth in A or B below:

- A. Members shall promptly obey any lawful order emanating from any officer of higher rank.
- B. Should any such order conflict with a previous order from any other ranking officer, with any written directive, or any provision of the rules and regulations, the member to whom such order is given shall respectfully call attention to such conflict of orders, and if the officer giving the last order does not change it to eliminate such conflict, the order shall stand and the member giving such order shall bear full responsibility. The person obeying the order shall not be held in any way responsible for disobedience of any orders previously made.
- C. If any unlawful order is given to any member, such member shall promptly report such fact to the Assistant Chief.
- D. Members shall promptly communicate in writing to their commanding officer any violation of written directives, rules and regulations, or disobedience of orders by any other member that may come to their knowledge.
- E. The above sections include those orders relayed from a supervisor by an employee of the same or lesser rank.

Ronald J. Tischer
Chief of Police



GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 01.28.2014	CHAPTER 6	ORDER NUMBER 6.5
TITLE WRITTEN ORDERS AND DIRECTIVES		WORD CODE DIRECTIVES	TOTAL PAGES 2
	History: 3/03, 4/06, 8/06, 6/07, 10/08, 12/09 WILEAG Standard – 4th Edition 1.4.4		

1. PURPOSE AND SCOPE

This order establishes a system for the development and implementation of General Orders, Written Directives and Written Notices. The Department’s Professional Standards/Community Service Bureau (PS/CSB) maintains a written (paper copy) and a computerized General Orders and Directives Manual, and with the police administration, manages the Department policies, directives, procedures and rules and regulations for the organization.

2. DEFINITIONS

- A. **General Order:** Standing, long-term policies/procedures that direct personnel in the proper performance of their duties. They are designed to be in effect indefinitely, but are subject to review, modification and removal.
- B. **Written Directive:** A document used in articulating, modifying or changing portions of an existing General Order, Policy or Procedure. A Directive may also be a standalone document that does not reference any other Policy. The use of a Written Directive is to modify a General Order or Department Policy by quickly detailing a change without the need for a formal policy review and change.
- C. **Notices:** A Memorandum or E-mail which is not a General Order or Written Directive but may be used to provide instruction or guidance and can be enforced as a lawful order. Any member of the Police Supervisory staff may issue a Notice. It should be clearly defined as a **NOTICE:**
- D. **Duties, Responsibilities and Qualifications:** Written job descriptions for all Department positions.
- E. **Policy:** Another term commonly used when referring to General Orders, Directives and Notices.

3. PROCEDURE

Formatting, Indexing, Purging, Updating and Disseminating General Orders and Directives.

A. Formatting and Indexing

- 1. General Orders, Directives and Duties, Responsibilities and Qualifications.
 - a. Orders are composed of a title, date, chapter, number, review date if applicable, code, and total pages. The body is in outline form, containing the Purpose and Scope, (Definitions if needed) as well as Procedure.
 - b. Orders are composed of chapters/sections and a numbering method to group like directives. A table of contents/search engine (computer format) will be maintained to assist inquiries.
- 2. Color Coding: General Orders considered essential to understand, or high risk are color coded in pink for easy identification and Directives are color coded blue for the same reason.

B. Purging, Updating and Review

- 1. General Orders and Duties, Responsibilities and Qualifications: Reviewed within 3 years from issuance by the Policy Review Committee. If the order is for a specific time period it will be noted in the order’s instructions. Updating will be accomplished on an as need to basis.
- 2. Written Directives: The Department will review each Written Directive yearly and assess the need for incorporation into a General Order. Once incorporated into a General Order; the Directive will be rescinded and eliminated from the manual.
- 3. Any department member may make recommendations to improve/modify Department policy.

C. Dissemination and Access

- 1. A General Orders and Directives Manual shall be maintained by the PS/CSB in a 3-ring binder as a hard copy in the Shift Command Office and is available to all members.
 - a. The General Orders and Directives Manual may be accessed via the Departments Police Sharepoint Drive or via the Internet on the Department’s web site.
 - b. The digital version is also maintained by the PS/CSB.
- 2. All probationary employees will receive initial training on General Orders and Directives.

3. The Director of Training will provide training via the Departments Sharepoint Certificate System to ensure all members received new/updated General Orders or Directives. Distribution is made via Sharepoint; a system generated report will be produced and saved for documentation purposes.
4. Bureau/Shift Commanders shall answer questions and provide training on new/revised General Orders and Directives. Further questions can be referred to the issuing authority.
5. It's the responsibility of the Captain of the Professional Standards/Community Services Bureau or their designee to ensure that the General Orders and Directives Manual is maintained as defined above.
6. Members shall not have personal copies (paper or digital) of the General Orders and Directives Manual without authorization and shall rely on the Police Sharepoint, the Department Website or the Hard Copy in the Command Room to ensure they are being guided by the most up to date and accurate standards.

D. Issuance

1. General Orders: The Chief has the authority to issue, modify, or approve General Orders.
 - a. With the resignation/retirement of a Chief and appointment of a new Chief, such Chief will issue a Written Directive stating his/her adoption of all, or any part of such documents.
 - b. The Assistant Chief is also authorized to issue General Orders subject to the Chief's approval.
2. Directives: The Chief, Assistant Chief and Captains have the authority to issue or modify Directives with the approval of the Chief of Police.
 - a. Written Directives will use the specified format with a blue color coding and will be found in the first section of the departments General Orders and Directives Manual. The Directive number will be the listed format: Year with a period (i.e. 2013.1) and number designator in numerical order of Directives posted for that year.
3. Notices: Any member of the Police Supervisory staff may issue a Notice via Department Memorandum or E-mail. It should be clearly defined as a **NOTICE**:

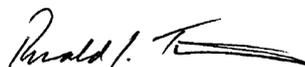
E. Administrative Staff Review, Implementation and Archiving

1. The Chief, Assistant Chief or Bureau Directors will review or make recommendations for new/updated policy.
2. The Professional Standard/Community Services Bureau will be assigned to review, modify or write policy. This will include:
 - a. Reviewing all related documents for final drafting for presentation to the Chief.
 - b. Obtaining input and assistance from a representation of affected personnel prior to final drafting.
 - c. Ensure that the new policy is not in conflict with current labor contracts.
 - d. Once the policy has been drafted by PS/CSB, it will be disseminated to the administrative staff and any department member necessary for a final review.
 - e. After the Captains and Assistant Chief have reviewed the policy, it is returned to the PS/CSB with recommendations and a final draft is presented to the Chief of Police for his approval or denial with recommendations.
 - f. The PS/CSB will maintain/archive the Individual General Order Status Reports with all related documents in a digital folder accessible to the Police Administration on the Police S Drive.

F. Policy Review Committee

1. The Policy Review Committee shall be composed of 3 supervisory personnel and 2 non-supervisory department members chosen by the Chief. The committee's responsibilities include:
 - a. Conduct a review of all policy at a minimum of every 3 years and make recommendations for updating/purging as specified on the document or in this order. Recommendations for changes should be reflective of new laws/case law, updated procedures or other changes that are consistent with accreditation standards.
 - b. Recommending training to affected personnel to implement any documents, if needed.
 - c. Following the review, the policy review committee will submit a report of findings to the Chief which should include recommendations for updates/rescinding/corrections and/or new policy.
2. Any member may, by virtue of expertise/function, provide policy direction, however; final issuance rests with the approval of the Chief or, in his/her absence, the Assistant Chief.
3. Written orders will not conflict with established policy, unless through updating or purging, or with other law and/or governmental regulations.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER VI	ORDER NUMBER 6.5.01
TITLE DEPARTMENT CORRESPONDENCE		WORD CODE CORRESPOND	TOTAL PAGES 1

I. PURPOSE AND POLICY.

This order establishes procedures for using Department letterhead when corresponding on any police matter.

II. PROCEDURE.

A. ONLY the Chief may send correspondence on Department letterhead over his/her own signature.

B. Other Department Personnel.

1. Format:

Sincerely,

(Chief's Typed Name)

Chief of Police

by

(name)

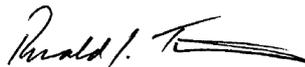
(rank / title)

2. Assistant Chief and Bureau Captains. With the above format, the Assistant Chief and Captains do NOT need prior approval of the Chief; however, without such approval, the signing individual is solely responsible for the document's contents and ramifications thereof.

3. For other personnel use, correspondence will follow the above format AND will be initialed by the Chief prior to sending/delivering the document. Form letters, etc. may receive blanket approval by the Chief by sending a blank form with explanation of use to the Chief and having him/her initial the form. The originator of the form will keep the initialed form on file.

C. Only approved Department letterhead and envelopes will be used for Department purposes unless prior approval of the Chief is given.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER #
	09.27.2013	VII	7.1
TITLE ADMINISTRATIVE REPORTING PROGRAM		WORD CODE ADMINREPORT	TOTAL PG 1
	HISTORY: Updated 3/03, 7/07 WILEAG STANDARDS 3RD EDITION 1.3.5		

I. PURPOSE.

This order establishes an administrative reporting program, which requires the preparation of periodic reports of the agency's activities and data summaries, based on such reports.

II. POLICY.

It is Department policy that management decision making be facilitated by applying relevant information and communicating it to all participants in the decision making process. This will be accomplished through the completion/distribution of administrative reports and regular staff meetings.

III. PROCEDURE.

A. Daily Reports.

1. CAD Log. Shift supervisors or designated personnel will produce a log listing calls for service containing OCA numbers, times, locations, officers, incident type and dispo. It will be kept in the CO office for no more than 10 days.
2. Shift Information Binder. Shift supervisors will maintain a loose-leaf binder with extra attention matters, missing persons, apprehension requests, stolen vehicles, and report copies pertinent to shift operations. It is maintained in the CO office.
3. Shift Clipboard. Shift supervisors will maintain a clipboard-containing memorandum, which affects shift operations. It is maintained in the CO office.

B. Weekly Reports.

1. Warrant Listing. Shift Supervisors shall maintain a list of wanted persons as provided by the Courts.
2. Court Calendar. The Court Officer will route court notices to affected personnel from pertinent court and prosecutor.

C. Bi-weekly Reports.

Payroll Records: timekeepers will prepare/submit payroll records to the assigned Records Division clerk on a timely basis.

D. Monthly Reports.

1. Uniform Crime Reports (UCR). The Records Supervisor is responsible for the completion of UCR and copies shall be routed to the FBI via WI OJA.
2. Statistical Summary. The report will be made available to personnel via the police server.
 - a. A monthly statistical summary will be prepared by the Records Division Supervisor who shall include the following:

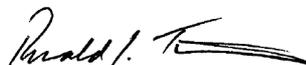
1) Calls for Service.	2) UCR Incidents and Clearances.
3) Adult /Juvenile Arrests/Apprehensions.	4) Traffic Accident Summary.
5) Traffic Law Enforcement Summary.	

E. Annual Report. The Records Division will complete the Annual Report. It will be made available to personnel via the police server with copies to the Chief, Mayor, Common Council, Board of Police and Fire Commissioners, and the City library.

F. Department Meetings. The following meetings will be held on a regular basis for the purpose of ensuring open lines of communications and the passing of information throughout the Department.

1. Administrative: meetings composed of the Chief, Asst Chief, and Captains.
2. General: meetings composed of the Chief, Asst Chief, Captains, Lieutenants, Sergeants.
3. Bureau: meetings within a specific bureau attended by its supervisors and/or members
As called for by the Captain and authorized by the Chief.
4. Division/Shift: meetings which encompass one specific division or shift and its supervisors and/or total members as called for by the division/shift commander with approval of the Bureau Director.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER VIII	ORDER NUMBER 8.1
	TITLE POLICE RESERVE UNIT	WORD CODE RESERVES	
History: Updated 3/03, 7/07 WILEAG STANDARDS, 3RD EDITION 2.7.1, 2.7.6, 2.7.7			

I. PURPOSE

This order describes the Reserve Unit personnel and its sections.

II. POLICY

It is our policy to provide a method for volunteer Unit members to assist with police work, community service and to utilize members as a resource in emergencies, special events, and related assignments.

II. PROCEDURES

A. GENERAL

1. The Unit is required to maintain not-for-profit/non-profit status.
2. The Chief has sole authority for recognition and/or termination of the unit or its parts.
3. The Unit shall not discriminate against because of race, sex, or ethnic origin.
4. Applicants must be a minimum of 18 years old.
5. Applicants must complete an application, pass a background check, and pass an oral interview conducted by the liaison(s) and/or Unit board.
Additional requirements may be imposed as approved by the police liaison(s).
6. General Section – composed of general membership, the police liaison(s) is appointed by the Chief of Police.
 - a. Police Chaplain Program – composed of community pastors, police liaisons include one sworn officer(s) as appointed by the Chief of Police, see 8.1.01.
 - b. Each Section may be composed of a board that is elected or appointed through each section's operational rules as approved by the police liaison(s).
7. General Reserve Duties. Reserve Personnel duties are limited in nature and may include duties such as Traffic Direction and Control, Crossing Guard, and Telephonic reporting.
8. Reserve Personnel will be under the direction and control of the Reserve Unit Liaison(s). In the absence of the Unit Liaison, Reserve Personnel will follow the direction of the on-duty shift commander.
9. General Reserve Authority.
 - a. Reserves do not possess sworn status.
 - b. Reserves shall wear a uniform or other identifiable attire as approved by their Section police liaison(s). No part of the uniform shall be worn/utilized other than during or while en route to/from a Department authorized function.
 - c. Misuse/misrepresentation or other misconduct will result in discipline or discharge.
 - d. Reserves have no authority when not in uniform and acting outside of a department authorized function.
10. General Reserve Responsibility
 - a. Reserves may be assigned to assist in non-sworn incidents or as approved by a police liaison(s).
 - b. Reserves shall act professionally.
11. Those seeking to use the services of the Unit shall be referred to police liaisons.
12. This order adopts the Unit's constitution, bylaws and related regulations.

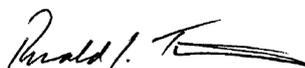
A. LIABILITY PROTECTION

Reserve Unit personnel are defined as "auxiliary personnel" civilians affiliated with the Department acting in a non-sworn capacity and as such are indemnified when acting under the authority of the Department in accordance with this policy.

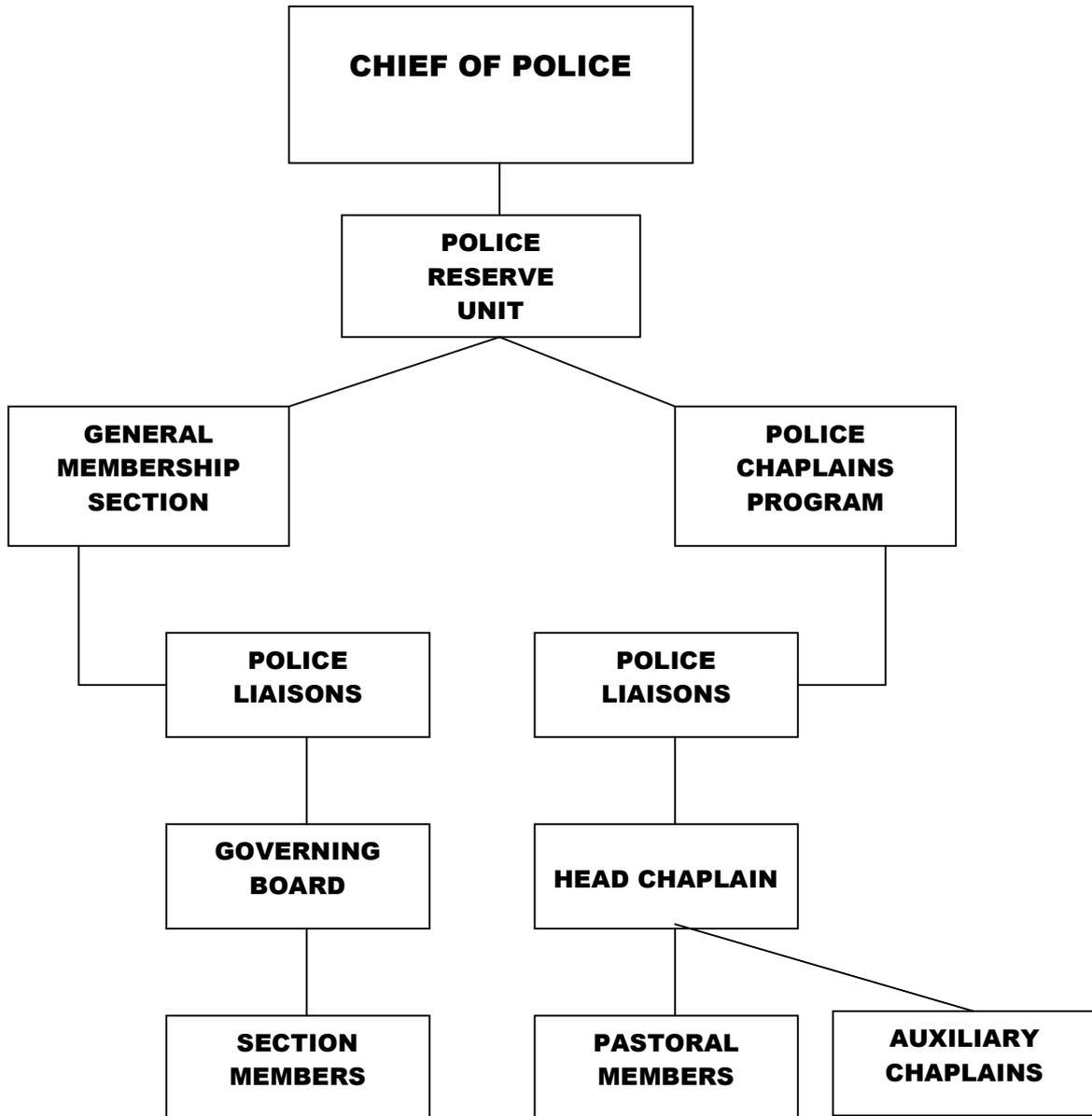
B. TRAINING

1. Reserve Personnel will be trained in those duties that they are authorized and assigned to provide, such as but not limited to: Traffic Direction, Reporting, Crossing Guard Duty.
2. Applicants are encouraged to attend a Citizen's Police Academy prior to or during their first year of Unit involvement.
3. Police liaisons are responsible for Unit/Section training.
4. New Reserves will be assigned to a senior member for initial training..

Ronald J. Tischer
Chief of Police



ANNEX A.
LA CROSSE POLICE RESERVE UNIT
ORGANIZATIONAL CHART



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER VIII	ORDER NUMBER 8.1.01
TITLE POLICE RESERVE UNIT POLICE CHAPLAINS PROGRAM		WORD CODE CHAPLAIN	TOTAL PAGES 2 + Annex
	History: Updated 6/07 WILEAG STANDARDS, 3RD EDITION 2.7.1, 2.7.7		

I. PURPOSE.

This order establishes the Police Chaplains Program of the La Crosse Police Reserve Unit. This order describes duties and responsibilities, authority and discretion in carrying out these duties, limitations or restrictions to this authority, and the amount of supervision they receive. Police Chaplains shall receive training corresponding with those authorized and assigned duties.

II. POLICY.

It is our policy to maintain a Police Chaplaincy Program. The program uses members of area clergy on a voluntary basis: ministry, guidance, counseling comfort and help. Such services are available to the community and active and retired officers as well as their families. Liaison Officer(s) are appointed by the Chief to coordinate this program.

III. DEFINITIONS.

Head Chaplain: a volunteer, non-sworn clergy person, independent from the Department, who is appointed by the Chief by recommendation of the Liaison Officer(s).

Assistant Chaplain: same as above and they will assist the designated head chaplain as requested.

Auxiliary Chaplain: same as above; however, they serve on an on-call basis and do not meet the same criteria as either the Head or Assistant Chaplains

Liaison Officer(s): appointed by the Chief who acts as an advocate(s) for both the Chief and chaplains.

Such officer(s) are responsible for coordinating, training, and assigning members of the chaplain program.

Personal Contact: contact between a Department employee and a chaplain. ALL such contacts are strictly confidential WI ss. 905.06.

Public Contact: contact between a chaplain and the general public.

IV. CHAPLAIN REQUIREMENTS.

- A. Chaplains are not law enforcement officers and possess no law enforcement authority other than that of any other private person unless as at the direction of a sworn police officer, under the authority of the Chief, or in accordance with the provisions as outlined for a reserve.
- B. Chaplains are appointed by the Chief and are issued a photo identification card through the Administrative Liaison designating their title and expiration period.
- C. Chaplains are to assist police personnel and community members in whatever way possible as expressed or implied by the Department's General Orders and/or program manuals.
- D. Chaplains shall not interfere with Department members or the performance of their duties.
- E. Chaplains must be ordained or licensed ministers.
- F. Chaplains must never have been convicted of a felony, unless granted a pardon by the governor of the State in which charges were levied or by the President of the United States.
- G. Chaplains must possess a valid driver's license and be valid in the State of Wisconsin.

V. DUTIES AND RESPONSIBILITIES.

- A. General – Notification, Services, Ride Alongs See Annex A for an overall matrix.

- NOTIFICATION.**
1. The investigating officer is primarily responsible for initiating the call to a Police Chaplain; an on-scene supervisor may also make such request. The dispatcher will make the contact via use of the pager (or radio if the chaplain is on-duty on a ride-along). If a specific chaplain is requested or a specific denomination, the dispatcher will use the call list to make the proper notification.
 - a. Chaplains will respond on a no-decline basis (unless extenuating circumstances exist and they shall find a substitute) when requested by an officer or dispatcher.
 - b. When making a public contact, the chaplain should notify the involved person's clergy if the party does not object. The chaplain should make proper referrals in those cases that need specialized attention.
 2. Chaplains may respond to calls as they feel appropriate without being dispatched but must check with an officer in charge at the scene to see if his/her services are needed or may be helpful. If not needed, the Chaplain shall clear from the scene.

SERVICES.

3. A chaplain may be called to assist Department personnel in a variety of situations to include, but not limited to:
 - a. Death notifications.
 - b. Serious traffic accidents.
 - c. Attempted or committed suicides.
 - d. Assistance to victims or families of victims.
4. Chaplains will complete a case report when making a public contact that is forwarded to the Head Chaplain or Police Liaison.
5. Efforts should be made to visit seriously ill or injured members and/or family members in hospital care.
6. Police Chaplains shall always carry suitable identification on their person when performing related duties. They shall be neat, clean and properly attired.

RIDE ALONGS.

7. Ride alongs are coordinated, assigned, approved, and documented in conformance with related General Orders and rules as established by the Head Chaplain and Police Liaison(s).
 - a. Ride alongs are a privilege and not a right.
 - b. Prior to going on a ride along, the Chaplain shall ask the officer what is expected of them and what is acceptable for them to do or not to do.

B. Auxiliary Chaplains.

1. The Police Liaison(s) and Head Chaplain appoint as many Auxiliary Chaplains as necessary to accomplish the objectives and purpose of the Program.
2. All Chaplains will assist in accomplishing the goals and objectives of the Chaplain Program.
3. Auxiliary Chaplains are not assigned any duty days and serve as on-call chaplains in case of a major incident, specific need, extenuating circumstance or as requested.
4. Other related duties and responsibilities shall be as enumerated in the Police Chaplain Program manuals.

C. Assistant Chaplains. The provisions of B – 1, 2 & 4 above apply.

1. Active Assistant Chaplains will be assigned at least one monthly duty day.
2. It is the responsibility of the Assistant Chaplain to find a suitable replacement if s/he cannot meet his/her obligation for a previously assigned duty day. Such information will be routed to the Head Chaplain for documentation purposes.
3. Chaplains will sign-out for Department/Section equipment and supplies as the need arises.

D. Head Chaplain. The provisions of B – 1, 2 & 4 and C above apply.

1. The Chaplain Program of the Reserve Unit is headed by liaison(s) who appoint, with approval of the Chief, the Head Chaplain. The Head Chaplain is the volunteer person in charge of the program.
2. His/her duties include, but are not limited to, the following:
 - a. Planning, organizing and directing activities of the Program.
 - b. Providing reports to the Police Liaison and Chief as requested.
 - c. Maintaining duty rosters and call lists for chaplain coverage.

VI. LIMITATIONS AND RESTRICTIONS.

The Police Chaplain Program is limited in scope to comply with all Department General Orders, rules and regulations, as well as less formal guides such as verbal and written orders and/or intra-department memorandums. Officers and/or supervisors that the Chaplain(s) are assigned to be with, may place additional restrictions and limitations on such participants.

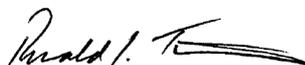
VII. SUPERVISION.

Though Police Liaison(s) are assigned overall supervision of the Police Chaplain Program, operationally, any Department supervisor who the Chaplains either are assigned to or are responding to/with shall have supervisory authority.

VIII TRAINING.

The Police Liaison(s) and Head Chaplain are responsible for training and the documentation thereof, appropriate to the duties stated above and as enumerated in Police Chaplain Program manuals and in compliance with general Police Reserve directives such as G.O. 8.1.

Ronald J. Tischer
Chief of Police



CHAPLAIN MATRIX

<u>DUTY / PROCESS</u>	<u>ASSISTANT CHAPLAIN</u>	<u>AUXILIARY CHAPLAIN</u>
FORMAL APPLICATION	M	M
BACKGROUND	M	M
INTERVIEW	M	M
APPROVAL OF CHIEF	M	M
PHOTO IDENTIFICATION	M	M
RIDE ALONG PARTICIPATION	M	O
INITIAL TRAINING	M	M
DEPARTMENT ORIENTATION	M	M
DEATH NOTIFICATIONS	M	M
RIDE ALONG PROTOCOL	M	M
DISASTER SCENES	M	M
QUARTERLY TRAINING	M	O
ICPC TRAINING	O	O
RESERVE UNIT TRAINING	O	O
ON DUTY DAYS	M	NA

M – mandatory; O – optional; NA – does not apply.

For purposes of this matrix, the Head Chaplain shall be categorized the same as an Assistant Chaplain.

Ride Alongs

Mandatory ride along sessions for Assistant Chaplains shall be composed of three (3) ride alongs with sworn officer lasting not more than four (4) hours each. At least one such ride along will be with the La Crosse Police Department; the remaining two ride alongs may be with other police agencies within the Chaplain consortium. Ride alongs with Auxiliary Chaplains shall be in the form of a written request to the Head Chaplain and processed through the Field Services Bureau Captain.

Training

Assistant Chaplains are required to attend a minimum of two (2) of the four (4) quarterly training sessions. Up to two (2) absences will be allowable as long as they are excusable to the discretion of the Head Chaplain and the Police Liaison(s) and with notice made prior to the start of the training.

All Chaplains are encouraged to attend ICPC training conferences as well as the general Police Reserve Unit training. Attendance at training shall be documented with a roster and have a lesson plan or other topical documentation attached.

On Duty Days

Assistant Chaplains shall be “on duty” a minimum of one day per month unless extenuating circumstances prohibit such participation to the discretion of the Head Chaplain and the Police Liaison(s). In the event of any anticipated absence from a scheduled duty day, the assigned Chaplain shall make arrangements with another Chaplain to insure that the day is covered and shall make proper notifications to the Head Chaplain and those others that need to know such as the Dispatch Center and Command personnel of the respective police agencies.

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER VIII	ORDER NUMBER 8.2.01
TITLE RIDE ALONG PROGRAM		WORD CODE RIDEALONG	TOTAL PAGES 2

I. PURPOSE

This order establishes a system for processing ride along requests through in-house programs and sections as well as from outside sources.

II. POLICY

It is our policy to insure that ride along opportunities are restricted to persons having a legitimate interest in participating/observing patrol operations. The intent of the experience is to provide exposure to various in-house program members, grant an educational experience, promote positive community relations, and to promote departmental operations.

III. GENERAL PROCEDURES.

A. IN HOUSE PROGRAMS.

The department is composed of various divisions/sections that have programs that allow members to perform as ride-alongs. Such programs shall outline their own criteria, not to be less restrictive than this order, to allow members this experience. These in-house programs include, but are not limited to:

1. Police Reserve Unit – General Membership Section.
2. Police Reserve Unit – Police Chaplain Section.
3. Community Services Bureau – Department Interns.
4. Administrative Services Bureau – Police CSEs.

B. Liaisons/supervisors for the above personnel will be responsible for determining the eligibility of ride-along candidates.

C. EXTERNAL RIDE-ALONG PROGRAM RESPONSIBILITIES.

1. The Field Services Bureau Director will be responsible for administrating the *external* ride-along program. External Ride-alongs include all ride-alongs other than in-house program ride-alongs. The Field Services Bureau directors specific duties include, but are not limited to:
 - a. Processing all written ride-along requests.
 - b. Referral to the Records Division for brief background checks.
 - c. Maintenance of an Officer list of persons willing to perform ride-alongs.
 - d. Referral to Shift Supervisors for scheduling ride-alongs.
 - e. Maintenance of ride-along applications/waivers for a period of one year from the date of application.
2. Field Services Bureau Director will approve all external ride-along persons prior to allowing the ride-along. ALL supervisors and participating officers may deny ride-along requests if they feel that such ride-along may:
 - a. Compromise any officer's or citizen's safety.
 - b. Pose a threat to confidential or sensitive information.
 - c. Interfere with police operations.
3. Participating Officers will ensure that:
 - a. Ride-alongs have a signed waiver copy.
 - b. The officer and ride-along comply with related General Orders and appropriate state and local laws.
 - c. A pre-ride orientation with the ride-along is done to let the person know what is expected of them.

D. REQUIREMENTS FOR RIDE-ALONGS.

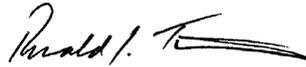
1. Applicants must be 18 years of age or older.
2. Applicants must complete an application and waiver form. Police officers from other jurisdictions are exempt from this section but may be required to complete other forms as dictated by the Department Administration.
3. All applicants must agree to obey related General Orders and appropriate state and local laws.
4. Applicants with criminal records, past contacts which may impact Departmental integrity, want/warrants or parole/probation status *may* cause denial at the discretion of the Chief, Assistant Chief, Field Services Captain, Shift supervisor or participating officer.

5. Family members cannot ride with officers of their immediate family (except during parades and other extenuating circumstances). These persons must ride with an unrelated member of the Department.

E. DURATION OF RIDE-ALONG.

1. Participants in the program will normally ride-along for a four-hour period.
2. Exceptions to the time period are up to the approving supervisor/liaison, shift supervisor, and participating officer.
3. The participating officer may terminate the ride-along at any time with the approval of the shift supervisor or under conditions previously stated in this order or mandated by any other related order.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER IX	ORDER NUMBER 9.1
TITLE ACCOUNTING SYSTEM		WORD CODE ACCOUNTING	TOTAL PAGES 1
	WILEAG STANDARDS, 3RD EDITION 1.5.2		

I. PURPOSE.

The Department utilizes an accounting system which includes the preparation and provision for quarterly and periodic status reports to include:

- A. Initial appropriation for each line item account.
- B. Balances at the commencement of each period.
- C. Expenditures and encumbrances made during the period.
- D. Unencumbered balances.

II. POLICY.

The Department has established the City's line item budgeting to ensure orderly, accurate, and complete documentation of the flow of funds. Each appropriation and expenditure is classified, at a minimum, according to line item account. Data processing facilitates rapid retrieval of data on the status of appropriations and expenditures any time the information is required.

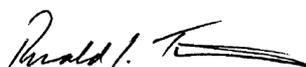
III. DEFINITIONS.

- A. **Appropriation:** money allotted for a specific purpose.
- B. **Encumbrance:** a commitment in the form of an order, contract salary, or similar item that will become payable when goods are delivered or services rendered.
- C. **Unencumbered balance:** part of an appropriation that has not been committed and is thus available for expenditure.

IV. PROCEDURE.

- A. The Department utilizes a line item budget with the following line item accounts, which may vary from budget to budget
 - 1. Salaries
 - 2. Employee Benefits
 - 3. Telephone
 - 4. Lights
 - 5. Travel/Investigation
 - 6. Laundry
 - 7. Boarding Prisoners
 - 8. Photo Supplies/Equip
 - 9. Supplies
 - 10. Gas, oil & grease
 - 11. Maint.-car,truck,cyc
 - 12. Animal Control
 - 13. Postage
 - 14. Medical Examinations
 - 15. Repairs
 - 16. Maint.-Radio,Radar,Computer
 - 17. Miscellaneous (IDs, Dues)
 - 18. Maint.-Range and Ammunition
 - 19. Uniform Allowance
 - 20. Crime Prevention
 - 21. Contract Services
 - 22. Oktoberfest
 - 23. City Services
 - 24. Cellular/maintenance
 - 25. Safety Equipment
 - 26. Boat Patrol
 - 27. New Equipment
- B. Budget Maintenance.
 - 1. Administrative Services designates a member to maintain budgetary records. Account balance books of each line item are documented through purchase orders, contracts or service agreements within the Department; records document initial appropriation, balances, expenditures/encumbrances, and unencumbered balances.
 - 2. Encumbrance Report: outstanding purchase orders for goods and services, will be totaled at the end of each month, and will be attached to the print out of the monthly budget report and maintained by the Administrative Services Bureau Lieutenant.
 - 3. Summaries, quarterly and periodic status reports as requested by the Department administration, City or auditors will be prepared in an accurate and timely fashion.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER IX	ORDER NUMBER 9.2
TITLE AUDITS		WORD CODE AUDITS	TOTAL PAGES 1
	WILEAG STANDARDS, 3RD EDITION 1.5.4		

I. PURPOSE AND POLICY.

This order establishes procedures for both the monitoring and auditing of the Department's fiscal activities. Sound business practices are followed within the fiscal management of the Department.

II. PROCEDURE.

A. Fiscal Management Responsibilities.

1. The Chief has overall authority and responsibility for the fiscal management of the Department.
2. The Assistant Chief and Administrative Services will be responsible for performing the fiscal management function on behalf of the Chief.
3. Each commander shall be responsible for preparing budget requests and for submitting them to his/her Bureau head.

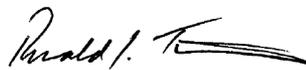
B. Budget Preparation.

1. The fiscal activities of the Department are controlled through the administration of an operating budget.
2. The budget process will be coordinated by the Assistant Chief with input from all Bureaus and subdivisions.
3. Each unit supervisor will be responsible for drafting budget requests.
4. At the initiation of the annual budget process, the Assistant Chief will distribute a timetable for the completion of all phases of the budget process.
5. Each budget request submitted shall be accompanied by justification for all requested items.
6. The Assistant Chief and Administrative Services will consolidate, review and edit all budget requests and justifications, and submit them to the Chief.

C. Fiscal Control and Audit.

1. The Assistant Chief has primary responsibility for managing the fiscal activities of the Department.
2. The management function will include:
 - a. Reviewing expenditure requests from personnel to ensure such requests are consistent with budget authorizations.
 - b. Monitoring monthly expenditures, encumbrances, and fund balances.
 - c. Rectifying all budgetary discrepancies.
3. The fiscal activities of the Department shall be audited on an annual basis during the course of the annual audit of all City fiscal activities.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	09.27.2012	IX	9.3
TITLE		WORD CODE	TOTAL PAGES
CASH		CASH	3
History: Updated 8/05, 8/06, 5/08, 08/09 WILEAG STANDARD, 3rd EDITION 1.5.3			

I. PURPOSE.

The purpose of this order is to establish procedures for receiving, maintaining or disbursement of cash funds.

II. POLICY.

It is our policy to govern cash transactions in a manner that ensures financial accountability.

III. PROCEDURE.

A. Individual Responsibilities.

1. Administrative Service Lieutenant is responsible for allocation of all cash funds.
2. Shift Commanders are responsible for: managing the front desk cash fund drawer, transactions, and maintaining records of balance checks.
3. The Records Sergeant is responsible for managing the Records petty cash fund/Records cash register, transactions, and maintaining records of balance checks.
4. The Investigative Captain is responsible for: managing the Investigative cash fund, transactions, and maintaining records of balance checks.

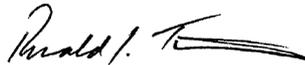
B. Shift "Bonding" Cash Fund.

1. A balance/ledger sheet shall be maintained that identifies initial balances, credits, debits and the balance on hand. The shifts maintain a cash drawer to cover bonding.
 - a. Money collected at the front desk is processed through the cash drawer if necessary.
 - 1). Municipal Court fines/forfeitures may be referred to the City Treasurer during normal business hours.
 - 2) Intake Court fines/forfeitures may be referred to the Clerk of Courts or County Jail.
 - b. The front desk person, the station shift commander, and the person designated for breaks, are the only persons authorized to access the drawer during the shift.
 - c. Each time a shift ends and a change of persons assigned to the desk occurs, the oncoming person will total the drawer in the presence of the outgoing person and complete the drawer's balance book. Discrepancies are reported to the on-duty supervisor, 1st Shift Commander, and Administrative Services.
 - d. Fines processed through the drawer are disbursed to the proper Court via designated locked boxes. Access to such boxes is limited to the city/county clerks and treasurers and the Department Court Liaison.
 - e. Any person receiving cash bonds shall provide a written receipt, and shall log each bond in the bond log.
2. Documentation, in the form of receipts, shall be made for cash received.
 - a. The fund amount is set by the Assistant Chief.
 - b. The fund is allocated by the Administrative Services Lieutenant.
 - c. Shift supervisors and front desk personnel are authorized to use the drawer though responsibility for account reconciliation is with the 1st Shift CO.
 - d. If the fund requires supplementing, the request is forwarded to Administrative Services with the record of daily balances.
 - e. Any odd expenditure/receipt will be routed to Administrative Services.
3. Authorization by the shift supervisor for cash disbursements are restricted to emergency needs and are subject to Administrative review by the Admin Lieutenant and/or Asst Chief. Such disbursements shall be brought to the immediate attention of the Admin Lieutenant in writing regardless of amount.
4. The On-Duty shift commander is authorized to make emergency expenditures up to \$25 without the Chief of Police approval. Any dispersals in excess of \$25 needs the approval from the Chief/Asst. Chief.
 - a. Records and documentation for emergency cash expenditures include an intra-department memo directed to the Admin Lieutenant detailing the emergency reasons for such use and all available receipts and related documentation.

5. The station supervisor is the only position authorized to disburse cash while persons assigned to the shift front desk are authorized to accept cash as part of the bonding process
 6. Quarterly accounting of agency cash activities is performed by the 1st Shift Lieutenant and reported to the Admin Lieutenant.
 - a. The fourth quarter audit of funds serves to close the previous year and to start a new year's balance. The findings are routed to the Assistant Chief.
 - b. Random audits may be conducted by the Chief's designee.
- C. Records Cash Fund.
1. A log sheet identifies initial balances, credits, debits and the balance on hand. A cash fund is maintained by Records and is intended to cover incidental expenditures.
 2. Receipts or documentation for cash received are forwarded to the Records Division Sergeant or Admin Lieutenant for payment.
 - a. The Assistant Chief sets the cash fund.
 - b. The Administrative Lieutenant allocates the fund.
 3. Authorization for cash disbursements are handled by the Records Sergeant or Admin Lieutenant.
 - a. All expenditures are receipted, transactions recorded: transaction date, persons involved, account charged, amount, balance and reason for the transaction. Access to the petty cash fund is limited to the Records Sergeant, Administrative Lieutenant or designee thereof. Authorized personnel may make expenditures up to \$50 without the Chief of Police approval. Any dispersals in excess of \$50 needs the approval from the Chief/Asst. Chief.
 - b. Supplemental funds are requested from the Administrative Lieutenant with spent receipts attached.
 - c. Any odd expenditure/receipt will be routed to the Administrative Lieutenant. Records and related documentation for cash expenditures are required for personnel to submit claims for reimbursement.
 4. The Records Sergeant and Admin Lieutenant are authorized to disburse or accept cash.
 5. Quarterly accounting of agency cash activities.
 - a. The cash fund/cash register is internally audited quarterly by the Administrative Lieutenant or Records Sergeant via Memo to the Asst. Chief.
 - b. The fourth quarter audit of funds serves to close the previous year and to start a new year's balance. The findings are routed to the Assistant Chief.
 - c. Random audits may be conducted by the Chief's designee.
- D. Records Cash Register.
1. The cash register interacts with the City Munis accounting system and maintains transactions through the computerized software that performs balances, credits and debits. Access to the Records Cash Register is limited to authorized Records personnel, Records Sergeant and the Administrative Lieutenant.
 2. Receipts or documentation for cash/payments received/paid are performed by those designated clerical and related staff members as assigned by the Records Division Sergeant or Administrative Lieutenant.
 - a. The Assistant Chief sets the cash fund.
 - b. The Administrative Lieutenant allocates the fund.
 3. Receipt are handled by assigned clerical and related staff. Such staff are responsible for the accuracy of the account and the balancing of the cash register with the accounting software. Any discrepancies shall be brought to the immediate attention of the Records Division Sergeant or Administrative Lieutenant.
 - a. The Records Cash Register will not be used for purchases or cash disbursements.
 4. Quarterly accounting of agency cash activities.
 - a. The cash fund/cash register is internally audited quarterly by the Administrative Lieutenant or Records Sergeant via Memo to the Asst. Chief.
 - b. The fourth quarter audit of funds serves to close the previous year and to start a new year's balance. The findings are routed to the Assistant Chief.
 - c. Random audits may be conducted by the Chief's designee.
- E. Investigative Cash Fund
1. A balance or ledger sheet of each fund that identifies initial balances, credits, debits and the balance on hand. A cash fund is maintained by the Investigative Services Captain for the purposes of investigating drug related crimes.
 2. Receipts/documentation for cash received are the responsibility of the Bureau Captain.

- a. Only the Investigative Captain, Investigative Lieutenant, and authorized drug investigators are allowed access to such account. Authorized personnel may make expenditures up to \$1500 without the Chief of Police approval. Any dispersals in excess of \$1500 needs the approval from the Chief/Asst. Chief.
 - b. All income and expenditures transactions are recorded: transaction date, persons involved, amount, balance, and reason for the transaction.
3. Authorization for cash disbursement must be made through the Bureau Captain, Lieutenant or designee.
 4. Records, documentation, or invoice requirements for cash expenditures. The Investigative Captain or designee shall be responsible to ensure such record keeping.
 5. Persons or positions authorized to disburse or accept cash
 6. Quarterly accounting of agency cash activities. Investigative Cash Fund is internally audited quarterly by the Administrative Lieutenant via Memo to the Asst. Chief. Random audits may be conducted by the Chief's designee.
- F. Cash taken as Evidence
Refer to General Order 31.0 for details in handling cash as evidence.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER IX	ORDER NUMBER 9.4
TITLE INVENTORY CONTROL		WORD CODE INVENTORY	TOTAL PAGES 3
History: Updated 3/03, 6/07 WILEAG STANDARDS, 3 rd EDITION 1.5.5			

I. PURPOSE.

The purpose of this order is to establish procedures for the control, use, and maintenance of Department owned property, equipment and other assets.

II. POLICY.

The Department shall operate under a system of accountability regarding Department facilities and equipment that ensures the safety of all personnel and the proper care and maintenance of all Department owned property.

III. PROCEDURE.

A. General Building Security. Central Station

1. All exterior doors, exceptions being the 6th Street door and the City Hall lobby door will be closed and locked unless directly used or controlled by an employee.
2. Interior doors providing access to areas of the building not open to the public shall remain closed and locked when not in use, unless prohibited by law.
3. Administrative Services shall issue keys to pertinent employees with a master key maintained in the Shift Command office. Requests for replacement keys must be made through Administrative Services.
4. Station supervisors or designees are responsible for monitoring closed circuit monitors and building security checks outside of normal business hours.

Northside Station

1. All exterior doors, with the exception of the main lobby covered door, will be closed and locked when not in use.
2. Interior doors to the police office area shall be closed and locked when not in use, unless prohibited by law.
3. Same as '3' above.
4. Shift supervisors are responsible for monitoring the use of the north side station.

B. Central Station Lobby Security.

1. The lobby of the Department is open to the public 24 hours a day.
2. Front desk personnel are responsible for monitoring the lobby and for reporting any suspicious activities to the station supervisor.

C. Visitor Identification System (VIS).

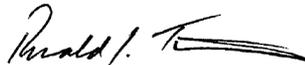
1. VIS is designed to identify visitors that enter the inner perimeter of the police station
2. Visitors who need to enter, other than the lobby area MUST register with the Department. Methods of registering:
 - a. Red Visitor Badge: logged by front desk personnel and issued a tag to visitors; log includes visitor name date, tag number, and time in and time out. This visitor will be escorted by a department employee during their visit.
 - b. Green Visitor Badge: logged by front desk personnel and issued a tag to visitors and they have unescorted access to the department. (Example: other law enforcement, DA's office)
 - c. VIS Written letter: written document signed by the Chief, Assistant Chief, or Administrative Services Lieutenant granting use/entrance permission stating specific date(s) and time(s) and purpose.
3. Temporary workers shall wear a VIS tag when they are in either station and/or not in uniform.
4. VIS Exceptions:
 - a. Citizen groups under the control of an employee.
 - b. Prisoners/ Individuals under the direct control of an officer.

- D. Security violations.
 - 1. It's the responsibility of ALL employees to ensure that all visitors to the police buildings are properly identified.
 - 2. If an employee finds a non-employee in the inner perimeter without VIS documentation, or conducting affairs that appear to be inconsistent with the visitor's authority, that employee will identify the visitor and inquire into his/her actions.
 - 3. Violations will be reported to a supervisor.
- E. Parking Guidelines.
 - 1. City hall parking is restricted by Public Works; all members will comply with their regulations.
 - 2. The three stalls located in front of the Department's garage bays are restricted to short term parking by marked police vehicles only.
 - 3. Employees shall abide by posted regulations in lots.
 - 4. Personal Vehicles: No personal vehicle may be parked on the back ramp police designated areas, NOT EVEN ON THE WEEKENDS OR OVERNIGHT. Exception: If you are loading or unloading, you may park to have quick access to the doors for a short period of time.
- F. General Building Guidelines.
 - 1. Use of tobacco products is limited to areas designated by the Chief.
 - 2. Employees identifying facility defects requiring maintenance will convey the information to a maintenance person and/or Administrative Services.
 - 3. Safety inspections of facilities shall be conducted as required by City policy and accomplished by Buildings and Grounds in Public Works.
 - 4. NO firearms will be left unattended unless secured in a locked environment such as a locker or specified room.
- G. Multi-purpose Meeting/Community Rooms.
 - 1. The rooms will be used by employees to conduct training, seminars, meetings and conferences.
 - 2. Specified rooms by Administrative Services are open for public use with written approval on file with the person authorized to use the room and with the Front Desk. Security for locking and lights is the responsibility of the user; any problems will be reported to the Admin Lt.
- H. Fitness Room/Equipment.
 - 1. The equipment is available 24 hours a day.
 - 2. The equipment should be used only by persons that have received prior training. Employees who have had no prior experience should contact the Training Division.
 - 3. Use of the equipment is limited to employees and their family members with employee supervision or other persons as authorized by the Training Division.
 - 4. All persons using the exercise facilities do so at their own risk. No one should commence an exercise program without first checking with their physician.
- I. Garage.
 - 1. 4 Separated garages on the 4th Street side of the back ramp:
 - a. Garage #1 can be used for storage of department vehicles or for evidentiary purposes. If used for evidentiary purposes, the following steps will be followed:
 - 1. This garage bay is left open so the member will place the evidence in the bay
 - 2. Obtain the door closer from the Command Room & shut the overhead door
 - 3. Place the door closer in evidentiary locker #9c
 - b. Garages #2, #3, & #4 are not to be used for evidentiary purposes and are used to store department vehicles
 - 2. Attached garage bays 1 and 2: used by Department vehicles; no employee may use the bays for their personal vehicles.
 - 3. Attached security garage bay 3: Is the primary storage area for ERT equipment, weaponry & vehicle
- J. Firearms Range (see order 1.6.01).
 - 1. The indoor range may be utilized for scheduled training and practice by sworn personnel with a range officer.
 - 2. The range may be used by non-sworn members and others as provided in order 1.6.01.
- K. Records Division Area.

The Records area represents the central repository for Department records and is restricted to employees only unless escorted or granted permission by the Division supervisor.
- L. Department Lounge.
 - 1. Available for employees to prepare/eat lunch or take authorized breaks.

2. The Department is NOT responsible for lost money in vending machines or the food provided therein.
 3. Only employees or persons under the control of an employee are allowed to use the lounge.
- M. Department Owned/Leased Property.
1. The responsible use of Department resources is a concern shared by all employees.
 2. Property management function.
 - a. Controlled by Administrative Services and includes:
 - 1) procurement/requisitioning of property.
 - 2) distribution/issuance of property to users.
 - 3) inventory control.
 - 4) property maintenance in operational readiness.
 - b. Administrative Services may enlist others in conducting various aspects of this function. eg.-
 - 1) ERT leader is responsible for ERT equipment.
 - 2) Shift Commanders are responsible for squad maintenance.
 - 3) Records Supervisor is responsible for the annual inventory as mandated by City policy.
 3. Employees are responsible for property issued to them.
 4. Property not specifically issued to an employee shall NOT be removed from the station without the consent of the Administrative Services Bureau.
 5. Equipment issued to specialized units may be used with the approval of the unit supervisor.
 6. Inventory System.
 - a. Major pieces of property are issued an inventory control number by the City Finance Department.
 - b. Administrative Services and Records have access to ALL inventoried property reports through Finance.
 7. Defect Procedures.
 - a. Any employee who damages equipment or finds equipment that is damaged, shall submit written notification to a supervisor.
 - 1) Damage/defects are reported on pertinent forms.
 - 2) Damage/defects requiring lengthy explanation will be recorded on an Intra-Dept. Memo.
 - b. Damage requiring immediate attention shall be brought to the attention of a supervisor in person.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER IX	ORDER NUMBER 9.4.01
TITLE DEPARTMENT LOCKERS AND LOCKER ROOM PRIVACY		WORD CODE LOCKERS	TOTAL PAGES 1
History: Updated 5/03, 10/08 WILEAG Standard, 3 RD Edition 1.2.4.2			

I. PURPOSE

This order establishes the assignment, control, and inspection of Department lockers by supervisory personnel as well as to communicate Wisconsin law relating to an individual's right to privacy within an area operated as a locker room facility. This General Order will comply with 2007 Wisconsin Act 118 which created WI Statute 175.22 requiring written policy on privacy in locker rooms.

II. POLICY

It is the policy of the La Crosse Police Department that lockers assigned to Department Personnel are the property of the Police Department and may be subjected to inspection. Additionally, no recording devices capable of video recording or taking photographs will be used/operated in department locker rooms with the intent to capture any nude or partially nude person.

III. DEFINITIONS

- A. Recording device: is defined as a camera, a video recorder, a cellular phone or any other device that may be used to record or transfer images.
- B. Surveillance device: any device, instrument, apparatus, implement, mechanism or contrivance used, designed to be used or primarily intended to be used to observe the activities of a person. Surveillance device includes a peephole.

IV. LOCKER PROCEDURES.

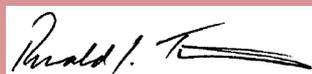
- A. Lockers are assigned to uniformed employees by the Administrative Services Lieutenant and are subject to removal or moving based on promotions, need or other management decision. The Administrative Lieutenant will make every effort to assign lockers to coordinate with the officer's badge number
- B. Members will not keep anything in their lockers that they do not wish to have inspected; however, issued equipment and written material must be kept in such lockers unless they are used off-duty for a legitimate purpose. All such equipment and supplies are subject to immediate call-in if a supervisor calls for an inspection.
- C. Members will use only the locks provided with the lockers. Any other locks are prohibited and may be removed by the Administrative Lieutenant at no cost to the Department or any of its staff if authorized entry is required.
- D. Members are responsible for the upkeep and condition of their assigned lockers, along with the upkeep of the general area of the locker room.
 - 1. No labels, stickers or signs shall be attached to the outside face of the locker.
 - 2. No uniform boots/shoes or flip flops (for shower) will be stored on the locker room floor. Only non-uniform shoes of members working shall be left on the locker room floor, in order for maintenance staff to be able to mop locker room floor when needed.
 - 3. Members duty bag SHALL NOT be stored on the locker room floor or bench area.

4. Personal uniform items or towels should not be kept on the locker room coat racks, except when damp uniform items need to be dried (example: wet rain coat, damp ballistic vest, etc.). Member's personal uniform items (shirts, pants, shoes, coats, bags, etc.) SHALL be kept in their personal locker or stored above their locker.
5. Towels SHALL NOT be STORED on bathroom hangers or coat racks.
6. Any damage or other problems noted by members will be reported to his/her supervisor immediately.

IV. LOCKER ROOM PRIVACY

- A. All persons who utilize Department locker rooms may reasonably expect a high level of privacy, which includes being safe from being observed or having their image captured by a recording or surveillance device without his/her knowledge and consent. The following are expressly prohibited in the locker room:
 1. Use of a recording or surveillance device, which includes a cellular phone, to capture, record, or transfer an image of a nude or partially nude person in the locker room.
 2. Capturing a representation of a person depicting that person nude or partially nude without that person's knowledge and consent.
 3. Capture, record, transfer, display, reproduce or distribute, a representation of a nude or partially nude person depicted without that person's knowledge and consent.
- B. To protect the privacy of users there will be no interviews of persons in the locker room by news media or other persons not associated with the Department.
- C. Violations - Any employee who knowingly and willingly violates this policy will be subject to discipline of a serious nature including dismissal. Violation of this general order may also subject a person to criminal prosecution.
- D. Anyone who is aware of the use of a recording or surveillance device, which may be in violation of this policy should immediately report the use to a supervisor. Supervisors are required to take immediate action.

Ronald J. Tischer
Chief of Police

A handwritten signature in black ink, appearing to read "Ronald J. Tischer", is placed over a white rectangular background.

<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 09.27.2012</p>	<p align="center">CHAPTER IX</p>	<p align="center">ORDER NUMBER 9.4.02</p>
<p>TITLE</p> <p>MEDIA & REPORT-REVIEW PERSONNEL IDENTIFICATION</p>		<p align="center">WORD CODE MEDIA ID</p>	<p align="center">TOTAL PAGES 1</p>
	<p>History: Updated 8/05, 8/06</p>		

I. PURPOSE.

This order establishes procedures for the identification of media and report-review personnel and outlines their limited access to the Department.

II. PROCEDURES.

A. Media Identification Card.

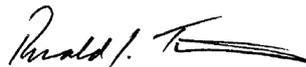
1. ID cards are issued solely by the Police Department. Any other form of identification is not valid for purposes of this order.
 - a. Photos for ID cards are required, are by appointment only through the Records Division, and are at no charge to the holder or media employer.
 - b. ID cards are the property of the Police Department and are subject to revocation/recall.

B. Report-Review Personnel such as the Housing Authority and New Horizons/DVIP persons are also bound by the above criteria.

C. Restrictions.

1. All of the above personnel are restricted to appropriate access within the Department which is limited to the Police classroom for general report review, the public access front inquiry Records Division desk, and the 2nd floor reception area.
2. Any further access is restricted to police escort or as defined in other related orders and directives.
3. Failure to display appropriate ID will result in the person being required to comply with General Order 9.4 section III-C-2 by logging in and wearing a VIS tag or by personal escort. Failure to comply will result in denial of access.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER IX	ORDER NUMBER 9.5
TITLE PURCHASING		WORD CODE PURCHASING	TOTAL PAGES 1
	History: Updated 7/07 WILEAG STANDARDS, 3RD EDITION 1.5.1		

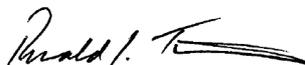
I. PURPOSE and POLICY.

This order establishes procedures for requisition and purchase of Department equipment/supplies to ensure compliance.

II. PROCEDURE.

- A. Acquisitions are made as provided in the City Budget and as permitted by state and local regulations.
- B. The purchasing process is open to qualified vendors; criteria for a vendor is one in business to provide the needed goods/services, with a reputation of valid business practices or as available through Finance.
- C. Regular requests for supplies/services or purchases that are budgetary are forwarded to Administrative Services who will:
 - 1. Ensure that the relevant account is solvent and that it meets standardized purchasing guidelines.
 - 2. Prepare required purchase orders when needed.
 - 3. Obtain the approval/signature of the Chief or Assistant Chief in his/her absence.
 - 4. If quotes are needed they will be coordinated through Finance. Sole providers will be noted in requests. Finance will forward tabulated results to the Department
 - 5. City guidelines are strictly adhered to when requesting any required Council approval prior to purchase.
 - 6. Account books reflect all expenditures.
- D. When an item is charged to the Department or paid for by an employee needing reimbursement, the receipt is forwarded to Administrative Services who may require further explanation.
- E. Guidelines may be waived in emergencies with supervisor authorization with expense and reason documentation forwarded to Administrative Services as soon as possible.
- F. Travel Expenses.
 - 1. Complete a travel request prior to leaving the County on official business, unless in fresh/hot pursuit. If a private vehicle is used, have personal insurance on file with the city Clerk.
 - 2. Reimbursable expenses require a receipt except for mileage and meals within City maximums.
 - 3. Approved requests are routed to the person on the request who will return a copy to Administrative Services within five working days after the request expired.
 - 4. Meal allowance maximums are available from Admin. Serv.
 - 5. Unless extenuating circumstances exist, no lodging is authorized for events within 35 miles of the city.
- G. Budget Requests.
 - 1. The Department maintains and annually updates budget preparation and plans.
 - 2. All supervisors will submit data for budget inclusion to Administrative Services.
 - 3. The annual plan/updates are based on previous years experience for consistency purposes.
 - 4. Budget requests, plans, and final results are maintained by the Chief, Assistant Chief and Administrative Service Lieutenant.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER IX	ORDER NUMBER 9.6.01
	TITLE EQUIPMENT & PROPERTY DISPOSAL / DRMO PROGRAM	WORD CODE DRMO	TOTAL PAGES 1
DRMS- 1033 Federal Excess Property Program			

I. PURPOSE AND POLICY

It is the purpose and policy of this department to comply with all requirements of the DRMS *1033 Federal Excess Military Property Program*. In compliance with this program this policy shall serve as an equipment & property disposal policy.

II. PROCEDURE

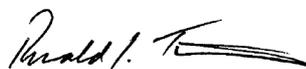
A. AUTHORIZED PROPERTY SCREENERS

1. The department will maintain an updated list of authorized screeners. This list will be kept on file with the State of Wisconsin's DRMO coordinator. The screeners are authorized by the department to view property at area DRMO facilities. As a requirement under DRMO regulations, only two screeners are allowed per visit, additional personnel are allowed in receiving property previously screened and approved for transfer.
2. The departments Patrol Captain shall act as the weapons POC (point of contact). The training lieutenant will maintain records of any weapons received through DRMO.

B. DRMS EQUIPMENT USE AND DISPOSAL

1. The Assistant Chief or designee will inventory all equipment upon receipt from DRMO. The inventory will consist of the equipment type, acquisition date, and current location of equipment.
2. Property obtained from the DRMO will be placed into use within one year of receipt and utilized for a minimum of one year, unless the condition of the property renders it unusable.
3. The Assistant Chief / designee will dispose of or destroy the equipment/property received through the DRMO by:
 - a. Discarding in trash and unusable equipment/supplies no longer serviceable and NOT demilitarized required.
 - b. Place on city auction items no longer to be used, but having value.
 - c. Returning ALL demilitarized required property to the DRMO.
4. At the time of disposal the Assistant Chief / designee will ensure that each item disposed of is properly documented on the inventory as to the date, location, and responsible individual for disposal or destruction. If required, notification of disposal shall be made to the State of Wisconsin DRMO coordinator to have the item removed from the department's inventory.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER X	ORDER NUMBER 10.1
	TITLE COMPENSATION	WORD CODE COMPENSATE	TOTAL PAGES 2
HISTORY: Updated 8/05, 8/06 WILEAG STANDARDS, 3rd EDITION 2.4.1			

I. PURPOSE.

This order establishes procedures for providing all personnel with complete and updated information in the following areas:

- A. Entry level salaries.
- B. Salary differential within ranks.
- C. Salary levels for personnel with special skills.
- D. Compensatory time policy.
- E. Overtime policy.

II. POLICY.

ALL personnel will be provided with and become knowledgeable of the City's compensation through the pertinent union/association providing him/her with a relevant contract/agreement. In reference to compensatory time and overtime, it is Department policy to provide such compensation to employees in accordance with Federal, State and contractual guidelines.

III. PROCEDURE.

A. General Contract Provisions.

Contract/agreement provisions referencing the topics noted in "I" prevail over all procedures herein.

B. Guidelines for Obtaining Overtime and Compensatory Time.

1. Overtime is used only when other alternatives are not appropriate.
2. ALL overtime MUST be approved by a supervisor. Overtime should be approved prior to the work being performed. Overtime worked without such approval is subject to denial.
3. The employee performing the overtime must complete the Certificate of Overtime Worked in a timely fashion, unless extenuating circumstances exist.
 - a. Failure to submit the certificate in a timely fashion, prior to going off-duty, may result in disciplinary action.
 - b. An employee signature on the certificate verifies that the information is true and correct.
 - c. Submission of false information may subject the submitting person to disciplinary action.
4. The supervisor authorizing the overtime will sign for overtime worked whenever possible.
 - a. If the authorizing supervisor is not available, an employee will follow the chain of command and have an appropriate supervisor sign.
 - b. In the case of court appearances, the on-duty shift supervisor will sign the certificate.
 - c. If special circumstances dictate working overtime without prior approval, the certificate will be signed by the employee's immediate supervisor.
 - d. The supervisor's signature indicates his/her review of the certificate and the validity of the claim in accordance with Department policy and contractual obligations.
5. Routing of the Overtime Certificate.
 - a. The original copy will be forwarded to the employee's immediate supervisor or timekeeper for payroll processing.
 - b. After processing, it shall be forwarded to the appropriate Bureau Director for review and evaluation.
 - c. It will then be returned to the immediate supervisor for retention of not less than one year.
6. Overtime is allowed for, but not limited to:
 - a. Call Back: calling members in to work for an emergency or because of their skill level.
 - b. Holding: holding officers beyond their normal work shift for reports or calls for service.
 - c. Court: when an officer receives notification of a court date/time requiring his/her appearance.
 - d. When a supervisor determines that other alternatives are not appropriate.
 - e. Whenever authorized by a supervisor.
7. Overtime is NOT allowed for, but not limited to:
 - a. To attend training unless a supervisor authorizes overtime. Members should attend training whenever

possible during their normal shift.

- b. Personnel on leave of absence, sick leave in most cases, or while receiving workman's comp unless in extenuating circumstances with the supervisor's knowledge.
- c. Extra duty paid for by another agency unless routed and approved through proper Department Bureau Directors.

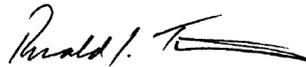
C. Completion of the Certificate of Overtime Worked.

The requesting member shall complete ALL relevant fields to include at a minimum: date, paid or comp, reason for overtime, statement of certification, and his/her legible signature.

D. Use of Compensatory Time.

- 1. Accumulation of compensatory time is subject to contract agreement and may have a maximum cap with alternative pay off stipulations.
- 2. Compensatory time off is subject to the approval of the employee's supervisor. Requests for use will follow normal channels of communications. Honoring time off requests is based on the date of submission NOT by the type of time to be used such as comp, vacation, or PH day.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER X	ORDER NUMBER 10.3
TITLE LEAVE		WORD CODE LEAVE	TOTAL PAGES 1
	History: Updated 8/05, 8/06 WILEAG STADARDS, 3RD EDITION 2.4.2		

I. PURPOSE AND POLICY.

This order describes the Department's leave programs to include:

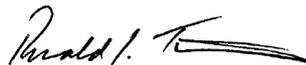
- A. Administrative Leave. B. Sick Leave.
C. Holiday Leave. D. Vacation Leave. E. Family Medical Leave (FMLA)

Limitations on the use of leave and the procedures for application and approval are included. It is Department policy that it is necessary to provide adequate staffing to carry out its goals

II. PROCEDURE.

- A. Administrative leave: bereavement, military, maternal/paternal, and other temporary leaves of absence.
1. Bereavement/funeral leave: see contract/agreement. Notify supervisor of leave in writing.
 2. Military Leave: Chapter 43, Part III of Title 38 U.S. Code and by contract/agreement.
 - a. May use comp time, vacation, or other days off.
 - b. Notify supervisor as soon as possible in writing. Written orders, if available, should be given to their supervisor.
 - c. Submit a Military Leave Request to supervisor.
 3. FMLA: provided by federal/state law and/or by contract/agreement. Notify supervisor as soon as practical in writing as to how the leave will be used: vacation, sick, etc. Proper completion of FMLA forms are REQUIRED as requested by Human Resources or the Department.
 4. Other temporary leaves of absence: Requests for other leave is on a case by case basis. In writing, present reasons for leave to his/her supervisor. Approval may only be made by the Chief.
- B. Sick Leave: accumulated/used in accordance with contract and agreements and related orders.
1. Call in procedure: notify the on duty shift commander or front desk no less than one hour prior to his/her duty hours. The receiving person shall record such in the Sick Leave binder and ensure that the sick member's supervisor is notified.
 2. Sick Leave Memos are needed as noted by contract.
- C. Holiday Leave: in accordance with contract/agreements and related orders. Pay alternative or similar to vacation.
- D. Vacation Leave: in accordance with contract/agreements and related orders. It is the Bureau Director's option as to how many subordinates are allowed vacation at any given time giving full thought to adequate manpower staffing levels.
- E. It is each members own responsibility to keep track the number of hours/days they have available to them for any type of leave. Abuse or over use of leave may result in lost wages, days without pay, and/or disciplinary action.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER X	ORDER NUMBER 10.4
TITLE INSURANCE / RETIREMENT		WORD CODE INSURANCE	TOTAL PAGES 1
	History: Updated 8/05, 8/06 WILEAG STANDARDS, 3RD EDITION 2.4.3		

I. PURPOSE AND POLICY.

This order provides for complete and updated information to be available to all personnel regarding:

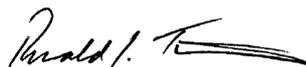
- A. Retirement programs.
- B. Health insurance programs.
- C. Disability and death benefits.
- D. Liability protection.

II. PROCEDURE.

Association agreements provide for related programs and for any contributions to be made. Employees may seek additional sources on their behalf if they wish.

- A. Retirement Programs: Supplemental pre-tax programs in addition to the above may be available by contacting Human Resources.
- B. Health Insurance Programs: Supplemental pre-tax cafeteria plans, prescription or coverage options, and income continuation plans may be available by contacting Human Resources.
- C. Disability and Death Benefits: Other agencies may have regulations covering these areas; life insurance and disability packages in addition to the above may be available by contacting Human Resources. Section 40.65 Disability Pensions: the Department of Industry, Labor and Human Relations (DILHR) uses a form "Stipulation of Eligibility" in disability cases
 - 1. ONLY the Common Council can agree that a disability pension be paid to an employee without a hearing.
 - 2. "Stipulation" forms will be forwarded to the City Attorney's office with copies to the Chief, Assistant Chief and Administrative Services.
 - a. Upon request from the City Attorney, the Administrative Services will provide a written summary of the history of all duty-related injuries for the employee to the City Attorney.
 - b. The merits of the "stipulation" will only be discussed with an authorized City agent or with the approval of such agent.
- D. Liability Protection: The City shall provide liability protection to members through being self insured and/or through carrying other insurance. Corresponding representation on City matters is provided by the City Attorney's office or third party representatives that the City may hire. Employees may also seek representation.
- E. Complete package benefits are available through labor agreements and by requesting such through Human Resources.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER X	ORDER NUMBER 10.4.01
TITLE ON THE JOB INJURIES		WORD CODE JOB INJURIES	TOTAL PAGES 1
	History: Updated 8/05 , 8/06, 6/07		

I. PURPOSE.

This order provides a method of reporting and investigating on the job related injuries effectively and efficiently.

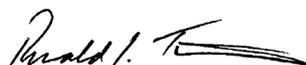
II. POLICY.

On the job injuries will be promptly reported to the employees on duty supervisor or, in his/her absence, the on duty shift commander who shall ensure that the preparation, investigation and filing of appropriate reports is completed. ANY injury which may/does require treatment MUST be reported on the *Employee Report of Injury form*. The City's workers comp. claims handler CANNOT pay medical bills on injuries not properly reported. It is suggested that any on the job injury be documented on the appropriate form in case problems develop at a later time that could be related to a specific injury. Copies of all forms will be maintained by all Bureau, unit and shift commanders as provided by Administrative Services. This policy applies to full and part/special employees/help such as reserves and out-of-town officers assisting by Department request.

III. PROCEDURE.

- A. An employee injured while on duty shall, if possible, promptly notify his/her supervisor, if not possible s/he will have a co-worker make the notification.
- B. If medical treatment is necessary, the appropriate authorization/release form will be used by/for the employee.
 - 1. If medical attention is sought at the time of the injury, the employee will notify the hospital staff that this is a duty related injury and ensure they receive a copy of the Physicians Status Report that is completed by the treating physician.
 - 2. If medical attention is sought at a time/date later than the injury, the employee will notify the hospital staff that this is a duty related injury and ensure they receive a copy of the Physicians Status Report that is completed by the treating physician
 - 3. The injured employee will notify the Records Supervisor that s/he has seen a physician. This notification will be in the form of the above Physicians *Status Report* completed by the physician.
- C. The *Employee Report of Injury* will be completed by the injured employee, unless s/he is physically unable to do so. In the event the employee is unable to complete the report, the employee's supervisor will complete the report.
- D. The *Accident Investigation Report* will be completed by the injured employee's supervisor, only if the supervisor believes it may be a fraudulent claim or if corrective actions is needed to City of La Crosse owned property, buildings or equipment.
- E. The *Employer's First Report of Injury or Disease report* MUST accompany any *Employee Report of Injury*. The data pertaining to wages, etc. in the *Wage Information section* of the report will be completed by Administrative Services, but the remainder should be completed by the employee's supervisor. If no loss of work hours occurred at the time of injury but were lost at a later date, the employee must have seen his/her physician. A new *Worker's Compensation Work Status report or similar medical facility form* must be completed for EACH doctor's visit. When this report is turned in to the Records Supervisor, it will serve as the notification required by the Human Resources Office.
- F. ALL completed ORIGINAL reports shall be forwarded to the Human Resources Department through intra-department mail. Copies of all forms shall be routed to:
 - 1. Employees Shift/ Division file.
 - 2. Assistant Chief, Captain of the employee, and to the shift/unit supervisor of the employee.
 - 3. If an employee is absent from work due to the injury for longer than one day, the Records Supervisor will **fax** the *Employee Report of Injury* to the City's representative at Crawford & Co. This will require that the Records Supervisor be informed of this type of absence by the injured employee's supervisor.
- H. Failure to adhere to this order may result in the loss of workmen's compensation claims and/or disciplinary action.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER X	ORDER NUMBER 10.4.02
	TITLE TEMPORARY LIGHT DUTY	WORD CODE LIGHT DUTY	TOTAL PAGES 3
History: Updated 8/05, 8/06			

I. PURPOSE.

This policy establishes the assignment of temporary light-duty and the procedures for granting such duty to eligible personnel.

II. POLICY

Temporary light-duty assignments, **when available**, are for eligible employees who, because of injury, illness, pregnancy, or disability, are temporarily unable to perform their regular assignments but who are capable of performing alternative duty assignments. It is the policy of this Department that eligible personnel are given a reasonable opportunity to work in temporary light-duty assignments **when available** and consistent with this policy. This policy in no way affects the privileges of employees under Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other federal or state laws.

III. DEFINITIONS

Eligible Personnel: For purposes of this policy, any full-time member of the Department suffering from a medically certified illness, injury, pregnancy, or disability requiring treatment of a licensed health-care provider and who, because of the injury, illness, pregnancy, or disability, is temporarily unable to perform the regular assignment but is capable of performing alternative assignments.

IV. PROCEDURES

A. General Provisions

1. Temporary light-duty positions are limited. Therefore:
 - a. Personnel who become eligible in the line of duty shall be given preference in assignment to light duty; and
 - b. The Department may change temporary light-duty assignments at any time, upon the approval of the treating physician, if deemed to be in the best interest of the employee or the Department.
2. Assignment to temporary light duty shall not affect an employee's pay or benefits.
3. No specific position shall be established for use as a temporary light duty assignment, nor shall any existing position be designated exclusively for temporary light duty.
4. Light-duty assignments are **strictly temporary** and normally should not exceed six months in duration. After six months, personnel on temporary light-duty not capable of returning to their original duty assignment shall:
 - a. Present a request for extension of temporary light-duty, with supporting documentation from the health care provider, to the Chief / designee; or,
 - b. Pursue other options as provided by employment provisions of the City or federal or state law.
5. Personnel on temporary light-duty are prohibited from engaging in outside employment in which they may reasonably be expected to perform law enforcement functions or functions for which they have been determined physically or mentally unable to perform on behalf of this Department.
6. All personnel on temporary light-duty are required to wear a uniform consistent with their normal duties including their service weapon, if applicable. Reasonable uniform accommodations will be allowed concerning the specific injury/disability at the discretion of the employees bureau commander. The Department will provide special holsters if required. Depending upon the nature and extent of the disability, an officer on temporary light duty may be prohibited or restricted from wearing the department uniform, carrying the service weapon or otherwise limited in employing police powers as determined by the Chief / designee.
7. Employees assigned to temporary light-duty normally should not operate marked squads in order to minimize direct officer-to-person contact.
8. Light-duty assignments shall not be made for disciplinary purposes.

B. TEMPORARY LIGHT-DUTY ASSIGNMENTS / FUNCTIONS

1. Temporary light-duty assignments may be drawn from a range of technical and administrative areas that include but are not limited to the following:
 - a. Administrative (e.g. report review, scheduling, special projects)
 - b. Clerical (e.g. filing, data entry)
 - c. Desk Duty (e.g. walk in complaints, bond taking, telephone reports)
 - d. Investigative (e.g. follow-up contacts, reports)
 - e. Property (e.g. record & release property)
2. Decisions on temporary light duty assignments shall be based upon the availability of an appropriate assignment, the applicant's knowledge, skills, and abilities; availability of light-duty assignments ; and the physical/mental limitations imposed on the officer. Light-duty assignments may be offered on a shift other than the employee's normally assigned shift.
3. Efforts will be made to assign employees to positions consistent with their rank and classification. However, personnel may be assigned to positions designated for personnel of lower rank or classification based on available light-duty positions. Personnel will maintain the pay class and benefits of their original position held prior to their assignment to light-duty.

C. REQUESTS AND/OR ASSIGNMENT TO TEMPORARY LIGHT-DUTY

1. Requests for light-duty shall be submitted to the employee's immediate supervisor. Requests must be accompanied by a medical certification signed either by the treating physician or licensed health-care provider, which supports light-duty. The statement must include the nature and probable duration of the injury/disability, prognosis for recovery, work restrictions and an acknowledgement by the provider of familiarity with the light-duty assignment and that the employee can assume the duties. The request for light-duty should be completed in the form of:
 - a. **In cases of on-duty accident/injury/disabilities** – Worker's Compensation Work Status Report and/or a Physician's Status Report provided by the licensed health care provider.
 - b. **Non-work related accident/injury/disabilities** – Return to work authorization or similar documentation from a licensed health care provider indicating nature of injury/disability, temporary work restrictions, and anticipated date allowing return to unrestricted normal duties.
2. The request for light-duty and the physician's statement shall then be routed to the employee's Bureau Captain who will make a recommendation to the Chief / designee regarding the assignment of light-duty.
 - a. The Department may require the employee submit to an independent medical exam by a health care provider of the Department's choosing. In the event the opinion of the City's health provider differs from the original health provider; the employee may request a third opinion at the employer's expense. In such cases the employee and Department shall act in good faith in selecting the third health care provider and both parties shall be bound by that decision.
3. An employee, who has not requested temporary light-duty, may be recommended for such assignment by request from the officer's immediate supervisor to the bureau head. Such a request must be supported by facts regarding the employee's fitness for duty. The Chief / designee will determine the need for temporary light-duty and/or request or order a medical or psychological fitness-for-duty evaluation.
 - a. Notice shall be provided to the employee of the proposed temporary light-duty assignment with justification for such recommendation.
4. As a condition of continued assignment to temporary light-duty, personnel can be required to submit to periodic physical assessments of their condition as specified by the Department.

D. PREGNANT EMPLOYEES

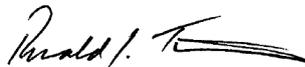
1. Pregnant employees are required to maintain a uniform consistent with their regular assignment including their service weapon, if applicable. The Department will provide any special holsters that are required. Expenses for uniform modifications such as, stretch material panels inserted into uniform pants, and shirts tailored to fit during the pregnancy, are at the employees expense covered under the provided uniform allowances. Any exceptions to the normal work uniform shall be at the approval of the Chief and/or bureau head.
2. Pregnant employees are eligible for temporary light-duty assignments as available and as appropriate to their physical capabilities and well being.
3. Where appropriate or where temporary light-duty assignments are unavailable, pregnant employees may pursue other forms of medical, disability or family leave (FMLA).

4. Pregnant employees should consult with their health care provider to determine at what point temporary light-duty is appropriate. Requests should follow procedures outline in IV C 1.
 - a. Pregnant employees assigned to temporary light duty shall, on a monthly basis submit medical certificates with any recommended duty restrictions, or modifications to temporary light-duty.
5. Pregnant employees shall be permitted to continue working on regular duty or temporary light-duty assignments until such time that the employee/physician recommends that work be curtailed.

E. MANAGEMENT RIGHTS

Nothing in this policy shall prevent management from making assignments whether temporary or permanent that is within the best interest of the Department and consistent with bargained agreements.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER X	ORDER NUMBER 10.4.03
TITLE LINE OF DUTY DEATHS		WORD CODE DUTY DEATHS	TOTAL PAGES 3+ Annex A
	HISTORY: Updated 6/07		

I. PURPOSE.

This order establishes procedures to prepare the Department for the event of an active duty officer's death, whether in or outside the line of duty, and to direct the Department in providing proper support for the deceased officer's family.

II. POLICY.

It is Department policy to provide assistance to survivors of an active officer who dies and to provide tangible, emotional support during this traumatic period of readjustment for survivors.

III. DEFINITIONS.

- A. **Line of Duty Death:** the death of an active duty officer by felonious or accidental means during the course of performing police functions while on or off duty.
- B. **Survivors:** family members of the officer including spouse, fiancée, significant other, children, parents and siblings.

IV. PROCEDURES.

A. Notification.

This section will be adhered to in line of duty deaths AND in cases of critically injured officers with poor prognosis of survival. It is understood that the wishes of the family take precedence. Officers providing assistance to survivors will accommodate their needs and desires but shall not make promises that they may not be able to keep.

1. The Chief of Police will be notified by the Shift Commander. The injured/deceased officer's name will not be released to the media or others until the survivors in the area are notified.
2. The Head Chaplain and the On Call Chaplain will be contacted for immediate response to assist with notification and to support the officer's family.
3. Prior to notification, the Shift Commander will check the Shift Commanders Locker to see if the injured/deceased officer completed a Personal Data Sheet (Crisis Management Information). This document will be crucial for notification as it articulates the wishes of the officer in case of a tragic event.
4. The Chief or Shift Commander will designate two department members to inform the survivors of the officer's condition or death.
5. Notification of survivors will be made immediately, if feasible, coincidental with command notifications.
 - a. Local survivors will be notified in person.
 - b. If the health of a survivor is a concern, emergency medical personnel will be requested to stand by.
 - c. If the officer is dead, notification will be made to survivors in a forthright and empathetic manner.
6. If the opportunity to get survivors to the hospital exists prior to his/her death, notifying officers will inform the hospital liaison that survivors are en route.
 - a. Transportation will be provided for the survivors.
 - b. An unmarked unit should be used for transportation.
7. Information concerning the officer and incident will, when possible, be restricted to secure communications (not cellular/radio phones) to avoid interception. If the media obtains the officer's name prematurely, the ranking officer will request that the information be withheld until notification of survivors can be made.
8. Notifying officers will be responsible for the identification of survivors outside of the area and shall make notifications as desired by the local survivors. Such notifications will be made by contacting the police agency in that area and requesting a personal notification be made by that agency.
9. Notifying officers will submit a report to the Chief specifying the names, addresses and phone numbers as well as the time and place of notifications made.
10. If an active duty officer of this Department dies other than in the line of duty appropriate assistance will be provided to the officer's survivors in accordance with this policy and the wishes of the family.

B. Assisting Survivors at the Hospital.

The Chief may join the survivors at the hospital in order to give support. The Shift Commander will notify the Community Services Captain (or Lieutenant in his/her absence) and designate a Hospital Liaison Officer, a supervisor, who will be responsible for:

1. Coordinating the arrival of local survivors, Department personnel, media and others.
2. Arrange for waiting areas for survivors and one for the media. The desires of survivors will be followed with regard to access by other officers and friends.
3. Ensure that medical personnel provide pertinent information to the survivors before anyone else.
4. Assist survivors' in gaining access to the officer.
5. Ensure that medical bills are directed to the City Human Resources office and NOT forwarded to the survivors.
6. Arrange transportation for survivors on their departure.
7. Ensure that survivors are provided with needed assistance while at the hospital.

C. Department Coordination Personnel.

Designations will be made by the Chief unless identified in this order. Designees will serve in the listed capacities; these assignments will be contained on a handout sheet for survivor usage. The Chief or designee will:

1. Make assignments to assist in handling inquiries and to direct the public.
2. Ensure that the employee assistance program (E.A.P.) is implemented to assist survivors.
3. Provide Department members with the opportunity to participate in a critical incident stress debriefing.

D. Department Liaison - Community Services Bureau Commander -duties:

1. Serve as a facilitator with survivors and the Department
2. Work with and coordinate all other Liaisons to ensure that the needs and requests of survivors are fulfilled.
3. Overview travel/lodging arrangements for out of town survivors.
4. Identify alternate churches/halls that will accommodate the funeral. Alternatives will be presented to the family with their decisions being final.
5. Coordinate law enforcement notifications/arrangements, to include the Honor Guard, pallbearers, traffic control and liaison with visiting police agencies, in accordance with the wishes of the survivors.
6. Assist survivors in dealing with media and inform them of limits on releases to the media.
7. Provide liaison with the media to include coordination of statements and conferences. Ensure that Department members are aware of restrictions regarding release of information that may undermine future legal proceedings.
8. Ensure that security checks of the survivors' homes are initiated at the time of the incident and continuing as long as is necessary.

E. Funeral Liaison - Honor Guard OIC - duties:

1. Serves as facilitator with the survivors and the Department prior to and during the wake and funeral.
2. Meet with survivors and explain his/her duties.
3. Be available to survivors prior to and during the wake and funeral.
4. Ensure that the needs and wishes of the survivors come before the Department's for the wake and funeral.
5. Assist survivors in working with the funeral director regarding related arrangements.
6. Determine the travel needs for out of town survivors and report special needs to the Department Liaison.
7. Brief the survivors on the scope and elements of a law enforcement funeral that are available.
8. The family will be consulted as to their wishes regarding video and photo taking during the funeral, procession and burial.
9. Make notification via LEDC TIME system to other agencies regarding the death.
10. Make preparation for outside agency personnel's attendance to include staging areas for vehicles, see letters cooperation maintained by the Honor Guard OIC.

F. Benefits Coordinator - Administrative Services Bureau duties:

1. Ensure proper compilation of worker's comp claims and related paperwork is made.
2. Present data on all benefits available to survivors.
3. Document inquiries for public donations to survivors and establish a method for receiving donations if needed.
4. Coordinate benefits due survivors, to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments and the name of the contact persons at each benefit/payment office.
5. Ensure filing of all benefit paperwork and maintain contact with survivors in order to ensure that the benefits are received. Copies of benefits documentation shall be provided to all relevant survivors affected and will be explained to each of them.
6. Advise the survivors of the role of police associations and organizations and the nature of support programs that they sponsor for survivors.

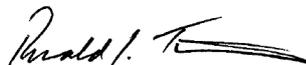
G. Support Advocate - Chief's designee - duties:

1. Long term liaison with survivors.
2. Provide contact with the survivors to keep them abreast of any criminal proceedings relating to the death.
3. Accompany survivors to criminal proceedings, explaining the nature of the proceedings and introducing them to prosecutors and other required persons.
4. Identify available support services for survivors and work on their behalf to secure any necessary services.
5. Maintain regular contact with survivors to provide companionship and emotional support and maintain an ongoing relationship between the Department and the survivors.
6. Relay the concerns and needs of the survivors to those individuals or organizations that may provide assistance and encouraging others to visit and help as necessary.

H. Intra-Department Procedures.

1. Badge mourning bands will be disseminated to uniformed members for wearing for a period of one week after the death. The Honor Guard OIC will distribute bands.
2. Marked police vehicles will have their headlamps on during the day on routine patrol for one week after the death.
3. Subject to approval of the mayor, flags at government buildings will fly their flags at half mast for one week after the death.

Ronald J. Tischer
Chief of Police



SCOPE AND ELEMENTS OF A LAW ENFORCEMENT FUNERAL AVAILABLE TO THE FAMILY THROUGH THE FUNERAL LIAISON OFFICER:

NOTE: *The emotional nature of a funeral service, particularly when associated with the law enforcement profession, demands the utmost compassion and sensitivity on behalf of department personnel. The welfare of the bereaved family is of primary concern. While the Department is interested in assisting these families during this difficult period, and can provide many helpful services, we must also recognize the private and personal nature of a funeral service. It is, therefore, important that in our desire to help, we do not unwittingly impose our services on the family.*

I. Funeral Home Memorial Service

- A. Deceased could be laid to rest in uniform.
- B. Casket Guard/Honor Guard are available.

II. Funeral Home Services on Burial Day

- A. Flag draped coffin.
- B. Uniformed Pallbearers, Honor Guard, or both.
 - C. Funeral home services on burial day--Uniformed officers will operate under the direction of the Honor Guard OIC.

III. Honorary Funeral Motorcade

Vehicles should, when practicable, be placed in the following order for the funeral procession either from the funeral home to the church or from the church to the cemetery. This should be coordinated with the funeral director and a supervisor assigned to the funeral escort.

- A. Two Department motorcycles and a squad car.
- B. Hearse
- C. Family members
- D. Pallbearers
- E. Friends and relatives
- F. Chief of Police and other dignitaries
- G. City and La Crosse County/area squads
- H. Other Law Enforcement agency vehicles.
- I. Marked squad

IV. Church Services

On approach of the hearse, the OIC Honor Guard commands "Attention". Hearse stops in front of Honor Guard, which is centered at the church entrance. When pallbearers move to take casket from the hearse, OIC Honor Guard commands "Present Arms", and all Honor Guard members execute a hand salute. Pallbearers carry the casket into the church. When casket has entered the church, OIC Honor Guard commands "Order Arms and Parade Rest".

At the conclusion of church services, pallbearers carry the casket from the church. As the casket exits the church, OIC Honor Guard commands "Present Arms". Honor Guard is then marched away from the church and is repositioned at the gravesite in the cemetery.

V. Grave Site

- A. Rifle team
- B. Bugler or bagpiper
- C. At the cemetery, the Honor Guard is formed, and upon approach of the hearse, is called to attention by the OIC. When pallbearers move to grasp the casket, OIC Honor Guard commands "Present Arms". Pallbearers carry the casket to the grave and place on the lowering device. The pallbearers raise the flag from the casket and hold it in a horizontal position, waist high until the conclusion of "taps" (if taps is played). OIC Honor Guard commands "Order Arms and Parade Rest".

Upon completion of gravesite services, the OIC Honor Guard commands "Firing Squad, fire three volleys". When OIC Honor Guard executes hand salute, first volley is fired. Upon completion of the third volley, firing squad executes present arms, and taps is played. Upon completion of taps, the command "Order Arms" is given. The flag is then folded and presented to the next of kin. After the flag is presented to the next of kin, the Honor Guard marches away from position, terminating the ceremony.

<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p>DATE STAMPED 09.27.2012</p>	<p>CHAPTER X</p>	<p>ORDER NUMBER 10.4.04</p>
<p>TITLE FUNERAL RITES</p>		<p>WORD CODE FUNERAL</p>	<p>TOTAL PAGES 1</p>

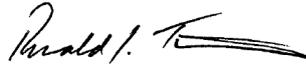
I. PURPOSE AND POLICY.

This order establishes procedures to be followed in the event of the death of a Department member, active or retired, or an officer from another jurisdiction killed in the line of duty.

II. PROCEDURES.

- A. Personnel learning of a death as indicated above will notify the on-duty shift commander as soon as possible.
 - 1. If the deceased is an active member, the shift commander will notify the Chief, Assistant Chief and relevant Bureau Captain. See General Order 10.4.02.
 - 2. If the deceased was a retired member or an officer from another jurisdiction, such notifications will be made during business hours.
 - 3. The honor guard OIC will be notified as per related orders or also during normal business hours.
- B. The shift commander receiving information regarding an active or retired deceased member will have a designee make notifications through LEDC/dispatch TIME system to other departments.
- C. The Honor Guard OIC will complete a memo to the Chief regarding any requests for their services and an after action report as to what services they provided if approved to do so by the Chief.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER X	ORDER NUMBER 10.4.05
TITLE POST Police Officer Support Team		WORD CODE POST	TOTAL PAGES 5
	History: 06/11		

I. PURPOSE

The purpose of this Order is to establish the organization, responsibilities and other criteria for POST (Police Officer Support Team.) POST is maintained for the purpose of the general health and well-being of all La Crosse Police Department members active and retired.

II. POLICY

It is our policy to view POST as a resource, assistance and referral, for all department members; active and retired, and their families.

III. DEFINITIONS

POST: Police Officer Support Team: A team made up of members of the department; active and retired who are trained to provide voluntary and confidential support, referral information for officers, employees and their families who have a need to talk about conflicts of feelings they have concerning professional or personal lives, or the relationship between the two.

LEADERSHIP TEAM: A team made up of 7 POST members who govern the Police Officer Support Team.

PEER SUPPORT COORDINATOR: A POST member selected by the Leadership Team and approved by the Chief. The Peer Support Coordinator is charged with the oversight of the POST Team.

PEER SUPPORTER: Are members of the Department which make up the POST Team and can be active or retired. They are trained to provide voluntary and confidential support. Their primary duty is a confidential resource for members and their families to talk about professional and personal issues. All members active and retired agree to abide by this policy as a part of their membership on POST.

IV. POST ORGANIZATIONAL STRUCTURE

A. PEER SUPPORT COORDINATOR

1. The POST Peer Support Coordinator shall be a volunteer, appointed position from existing sworn personnel. When a vacancy is anticipated in this position, the POST Leadership Team shall make a recommendation to the Chief of Police of a POST member to fill this position. The Chief shall make the final decision regarding this appointment.

2. In the event that the Peer Support Coordinator will be unavailable for an extended period of time (a leave in excess of 14 days), he/she shall notify the Chief in writing informing him/her of same. In addition, the coordinator shall make a recommendation to the Chief of Police of a member of the POST Leadership Team to act as the acting coordinator during this absence
3. In the event that the Peer Support Coordinator will be unavailable for less than 14 days (e.g., vacation, training, etc.) he/she shall name a member of the POST Leadership Team to work in a temporary capacity as the acting coordinator. The duties of the acting coordinator shall be carried out during the assigned member's normal tour of duty.

B. POST LEADERSHIP TEAM

1. The affairs and funds of the Police Officer Support Team are governed exclusively by the POST Leadership Team. This board shall consist of seven active POST (active and retired) members elected by the membership to serve a two-year term. There shall be no term limit
2. The POST Leadership Team's duties include, but are not limited to:
 - a. Selection of new POST members
 - b. Plan training of POST members
 - c. Create, review and update POST policies
 - d. Critical Incident Response Coordination
 - e. Act as a resource for POST members

C. MEMBERSHIP ACTIVE

From time to time, POST will enhance its membership by posting volunteer team openings via Department memorandum. Department members who wish to become members of POST shall submit a memorandum to The POST Coordinator with a copy to the Chief of Police and to their immediate Supervisor. A confidential application will then be disseminated by the Peer Support Coordinator for completion by the interested member. Considerations for selection of POST members includes, but are not limited to, previous education and training, resolved traumatic experiences; desirable personal qualities, such as maturity, judgment, personal and professional credibility. Members shall be chosen from volunteers who are currently in good standing with the Department and who have received recommendations from their superiors. Selected applicants shall be required to initially complete a new peer support member training session and thereafter, attend biannual POST in-service training sessions. Members will be required to attend POST meetings. POST team members will be acting in a volunteer capacity and will not be compensated for their time as a POST member when they are off-duty. All approved training for active members in relations to POST will be compensated for all POST team active members.

D. MEMBERSHIP-RETIRED

Interested retired members will apply directly to the POST Leadership Team.

Active members that retire may request retired status as a POST team member.

Retired members will be acting on a volunteer basis.

Retired members approved training costs will be covered by the department.

Retired members shall be required to initially complete a new peer support member training session and thereafter, attend biannual POST in-service training sessions, and attend POST team meetings.

E. MEMBERSHIP-REMOVAL

When the majority of the Leadership Team agrees a POST Team Member should no longer serve on the team, the reason should be made known to the member. If the POST Team Member agrees, no further action will need to be taken. If the POST Team Member does not agree with the reason for removal from the POST Team, the POST Team Member may appeal to the Chief of Police. The Chief's decision will be final.

V. CONFIDENTIALITY

- A. Except as provided below, all contacts by Department members with the City of La Crosse Employees' Assistance Program, Chaplain Program or any member of POST, shall remain strictly confidential and not subject the member to disciplinary action for failing to report disobedience of orders by any member that comes to their attention. Because conversations are confidential discussions held between POST member and an employee, information shared between the parties shall not be subject to disclosure for disciplinary action. The exceptions to this confidentiality policy are those circumstances where:
 1. A member is believed to be an imminent threat to the safety of him/herself or others;
 2. Child abuse is involved;
 3. The commission of a felony or personal injury or threat to harm any individual (to include, but not limited to, domestic abuse) is involved.
- B. The confidentiality provisions of this section are limited to contacts with the City of La Crosse Employee Assistance Program, Chaplain Program or any member of POST while such member is functioning in such capacity. POST members shall specifically and initially advise all concerned of the confidentiality provisions set forth herein and further, that there is no guarantee that a court will not be able to order either the individual seeking assistance, or the POST member to whom he/she spoke, to disclose any conversations which may have taken place, unless the POST member has a confidentiality privilege under Chapter 905 of the Wisconsin State Statutes (clergy, chaplain program).
- C. If there is reason to believe a POST team member has breached confidentiality, the POST Leadership Team will review the incident and allegations, as well as the member's fitness to continue as a POST member. The Leadership Team retains the right to remove any member from the team if there is cause to believe confidentiality has been breached. This could be subject to appeal to the POST Leadership Team and the Chief of Police.
- D. Any Post team member at the onset of contact with anyone, as a POST team member, will make their role clear, that they are acting as a POST team member and not in any other capacity (Union Rep, Supervisor).

VI. RELATIONSHIP OF DEPARTMENT TO POLICE OFFICER SUPPORT TEAM (POST)

- A. The Chief of Police shall permit POST to continue as an independent entity consistent with Fair Labor Standards Act requirements for uncompensated "volunteer" status. The extent of the Department's participation in the POST program is codified in this Standard Operating Procedure. The Department shall not be under any obligation to continue such participation if the Chief determines to end the participation.
- B. POST members are to be documented on the daily line-ups provided to the Technical Communications Division for each shift. This attribute shall also be entered for each POST member in the Computer Aided Dispatch System. In addition, the Peer Support Coordinator shall periodically disseminate a current roster of active POST members to all work locations.

VII. TIME SPENT BY POST MEMBERS ENGAGING IN POST-RELATED ACTIVITY

- A. POST-Related Activity Performed Within POST Members' Normal Hours of Work
 - 1. Training:

The Chief or his designee may allow POST members to engage in POST-related training during the member's normal hours of work so long as the request for such training does not cause a shortage of the member's current assignment, is approved by the Director of Training, Member's Supervisor and POST Leadership Team. The Chief or his designee reserves the right to deny any such requests. All approved training for active members in relations to POST will be compensated for all POST team members.
 - 2. Emergency Situation
 - a. An on-duty POST member will be allowed to provide POST -related services during such member's normal hours of work if authorized to do so by his/her Shift Commander.
 - b. The Shift Commander will make every effort to allow the on-duty POST member to assist in the POST –related service.
 - c. The Shift Commander will evaluate the shift's needs and determine if this officer will need to be replaced with other resources. If other resources are not available and the officer must be replaced due to call volume, the Shift Commander may call in an officer on overtime.
 - d. POST members directly involved in a particular critical incident shall not be used to provide POST -related services.
 - e. The POST Peer Support Coordinator should be notified when a critical incident has occurred.
 - 3. Follow-Up Contact

The POST Peer Support Coordinator will assign a member to make a follow-up contact with in 24 hours of the incident.

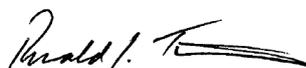
B. POST-Related Activity Outside POST-Members' Normal Hours of Work. (Excluding Training)

No compensation shall be provided to POST members performing POST-related activities outside such member's normal hours of work. If a POST member is engaged in POST activities at the time their duty should begin, then every effort will be made by the Department to allow the member to continue as a POST member, on duty, paid at regular straight duty time.

VIII. CONDUCT OF POST MEMBERS AT POLICE-RELATED OR PERSONAL CRITICAL INCIDENTS

- A. A critical incident is defined as any powerful or sudden event that falls outside the usual realm of human experience and may be markedly distressing to the individual or group. Such events may have sufficient impact to overwhelm usual coping skills and may include but are not limited to a line-of-duty death or serious injury of a co-worker, suicide of a colleague or citizen, an officer-involved shooting, death or serious injury caused by an officer, multi-casualty disaster or terrorist event, or a serious injury to the officer that may result in disability. This definition must remain fluid as that which negatively affects one officer may not affect another. If an Officer feels an incident has affected them in such a way, POST shall offer support/services to that Officer, if requested by the Officer or another person who feels an Officer may have been affected.
- B. Whenever a POST member responds to any critical incident the following provisions shall govern the conduct of the POST member. These provisions shall be applicable at the location of the incident, the site of any investigation associated with the incident or any other location associated with the incident:
1. The purpose of a POST member's response to a critical incident is to offer peer support to the affected Department member(s); it is not investigative in purpose but rather to offer encouragement, to educate and normalize potential stress reactions that sometimes occur after a critical incident, and to provide the member(s) involved with information regarding the subsequent mental health debriefing process.
 2. A POST member arriving at a location involving a police-related critical incident shall report directly to the command post and inform the supervisory officer of the POST member's presence and purpose. A POST member shall not enter a crime scene without the approval of the supervisory officer in charge of the investigation.
 3. A POST member may have access to Department members involved in the incident upon approval of the supervisory officer in charge of the investigation. POST members shall be subject to the directives of the supervisory officer in charge of the investigation.
 4. When the supervisory officer in charge permits access to members involved in the incident, such members may accept or decline the services of the POST member.
 5. Under no circumstances may a POST member interfere with any investigation or Department procedure. If, in the judgment of a supervisory officer, a POST member's conduct interferes with any investigation or Department procedure, the POST member shall be ordered to desist and vacate the scene

Ronald J. Tischer
Chief of Police



GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	09.09.2013	10	10.5
TITLE UNIFORMS / EQUIPMENT AND GROOMING		WORD CODE UNIFORMS	TOTAL PAGES 8 with Annex A-B
	History: Updated 3/03, 8/06, 6/07, 5/10, 5/12, 6/13 WILEAG Standard – 4th Edition 2.4.4		

1. PURPOSE AND SCOPE

This order governs clothing, equipment and grooming standards for employees while performing police related duties. Employees must present a professional image. It is our policy that employees maintain a high standard of appearance. Uniform specifications, grooming standards and authorized equipment/clothing are designated by the Chief (See Annex A for authorized uniforms). The standards cannot be all inclusive, so what is deemed as appropriate is left to the interpretation of the Chief or designee. All supervisory personnel are responsible to ensure that the standards in this order are followed.

2. PROCEDURE

A. General Uniform and Clothing Appearance:

1. Clothing shall be neat, cleaned and pressed.
2. Accessories will be kept in good order and polished.
3. Firearms, handcuffs, duty gear and metal items will be kept clean, rust-free, and in serviceable condition.
4. If clothing becomes soiled while on duty, members should put it in good order.
5. Shirtsleeves **will not** be cuffed up; all buttons shall be buttoned where appropriate.
6. Uniform pants and shirt shall be worn as a matched set. Wear 5.11 or Elbeco; do not mix brands as there is a slight color and fabric variation.

B. Clothing for Non-sworn Civilian Employees:

Non-sworn civilian employees will follow the City of La Crosse Dress Code Policy. Appropriate/inappropriate attire is determined by the employee's immediate supervisor and verified by the Chief. Dress will be of business or business casual style unless otherwise approved by the Chief/Supervisor. If an employee has a question as to a clothing article, s/he will bring it in to verify or deny its acceptance.

C. Uniforms for Sworn Officers and Non-Sworn Uniformed Members:

1. Class "A" (Dress) Uniform: A Class A (Dress) Uniform must be maintained by all personnel.
 - a. Shirt: Long sleeve w/military creases; (Shoulder patches affixed as prescribed in Annex B):
 1. Dark Navy Blue: Officers, Investigators, Sergeants and Lieutenants.
 2. White: Captains, Assistant Chief and Chief (Dark navy blue optional, unless wearing Dress Jacket).
 3. French Blue: CSE's.
 - b. Pants: Dark navy blue dress pants without cargo pockets, pleats or cuffs not tucked into boots.
 - c. Tie: Dark navy blue as specified in Annex A.
 - d. Hat: 8-point, black mesh frame and dark navy blue side/top panels. Rank variations (Annex A).
 - e. Shoes: Dress or Boot style, black polished, free of ornamentation (no other color than black on footwear).
 - f. Socks: Black.
 - g. Badge: The Department Issued/Authorized Badge (**metal**) shall be worn on the shirt and jacket of the Class A (Dress) Uniform. If you have only 1 badge it shall be worn on the outermost uniform.
 - h. Nametag: A metal nametag shall be worn as prescribed on Annex A and B.
 - i. Rank Insignia: Metal rank insignia shall be worn on the Class A (Dress) Uniform.
 - j. Dress Jacket: Dark navy blue DRESS jacket is an alternate dress uniform item, worn when specified for formal engagements. (i.e.: Class A (Dress) Uniform with Dress Jacket). This is an optional uniform item for Officers and Sergeants, and a mandatory uniform item for Lieutenants, Captains, the Assistant Chief and the Chief. (Shoulder patches affixed as prescribed in Annex B).
 1. The Dress jacket is worn with a white Class A Shirt for Captains, Assistant Chief and Chief. All others wear a dark navy blue Class A Shirt.
 2. Metal Sergeant rank insignia are not worn on the Dress Jacket.
 3. See General Order 10.5.1 Department Awards and Recognition for the wearing Command Braids, Service Stars or Service Bars on the Class A (Dress) Jacket.

- k. All badges, nametags and rank insignia on the Class A (Dress) Jacket are metal.
 - l. Cloth badges, nametags and rank insignia shall not be worn on the Class A (Dress) Uniform.
 - m. All members of the La Crosse Police Department will be inspected in their Class A (Dress) Uniform annually. This will occur during Police Memorial Week (the week of May 15th).
2. Class B (Duty) Uniform: *Members may wear a Class A (Dress) Uniform for duty if they desire.*
- a. Shirt: Long or short sleeve w/military creases; seasonal (Shoulder patches affixed as prescribed in Annex B):
 - 1. Dark navy blue for all sworn members.
 - 2. White optional for Captains, Assistant Chief and Chief.
 - 3. French blue for CSE's.
 - b. Pants: Dark navy blue dress pants without pleats or cuffs not tucked into boots.
 - 1. Authorized cargo style pants (same general appearance as above) may be worn as an alternative.
 - 2. Black shorts for bicycle use only.
 - c. Tie: Optional when a Class A Uniform is not specified. If worn, the tie shall be the same style as specified in Class A.
 - d. Hat: Optional when a Class A Uniform is not specified. If worn, the hat shall be the same style as specified in Class A. Exceptions:
 - 1. Black Watch Cap: During cold weather, the authorized black watch cap with department logo (patch) may be worn, but shall be removed when indoors. The skullcap is not an authorized item.
 - 2. Baseball Cap: The department authorized baseball cap with department logo (patch) may be worn ONLY when authorized for special events/details by the Chief, Asst. Chief or Captain.
 - e. Shoes: Black polished, free of ornamentation (no other color than black on footwear). Boots are recommended for duty.
 - f. Socks: Black.
 - g. Badge: The Department Issued/Authorized Badge (**metal**) shall be worn on the shirt of the Class B (Duty) Uniform and External Vest Carrier.
 - h. Nametag: A metal nametag or embroidered name shall be worn on the Duty Shirt as prescribed.
 - i. Embroidered Name: Class B Duty Shirts may have the members name embroidered as prescribed in Annex A instead of a metal nametag. Note: A shirt with an Embroidered Name cannot be used for Class A (Dress) purposes like court.
 - j. Rank Insignia: Metal rank insignia shall be worn on the Class B (Duty) Uniform shirt.
 - k. Jacket: Authorized Black Squad Jacket and Black Fleece Jacket (used solo or in combination) as defined in this policy.
 - 1. The department issued/authorized cloth badge, cloth nametag, and cloth rank insignia shall be worn on each Class B (Duty) Jacket and Fleece Jacket (liner). Metal badge, nametag and rank insignia are not authorized on the Class B (Duty) Jacket or Fleece Jacket. (Shoulder patches affixed as prescribed in Annex B).
 - l. External Vest Carrier/Undervest Shirt System Defined (Also see Annex A):
 - 1. Only authorized External Vest Carrier/Undervest Shirt Systems are allowed to be worn as an alternate Class B (Duty) Uniform and are intended to be worn as a matched set by manufacturer.
 - 2. No mixing and matching of manufacturer products are allowed by Field Services employees, with the exception of emergency/exigent circumstances.
 - 3. The External Vest Carrier is designed to be worn over the Undervest Shirt and should not be worn over a standard Class A or B Shirt unless for emergency/exigent or administrative exceptions.
 - 4. All uniforms will have shoulder patches and rank attached per existing standards.
 - 5. External Vest Carriers shall have a METAL BADGE and the members NAME EMBROIDERED.
 - 6. Undervest Shirts shall have a CLOTH BADGE and the members NAME EMBROIDERED.
 - 7. Cloth Badges and Embroidered Name shall be consistent with other standards requiring Silver or Gold based on members rank.
 - 8. Embroidered Name shall be 3/8" Silver or Gold block (Arial Font) capital lettering, centered and 1/8" above the right shirt pocket.
3. Other Clothing Items:
- a. Gloves: black, free of ornamentation (no other color than black on gloves); no finger sections missing; no extra weight added; blaze orange or hi-visibility yellow for traffic.
 - b. Raincoat: black reversible to orange or hi-visibility yellow. **All rain jackets purchased after Sept 1, 2006 SHALL be hi-visibility ORANGE or Yellow, ANSI Class 207 compliant as approved by the department.**

- c. T-shirt: black or white (black not under a white uniform shirt); black dickey/turtleneck worn under shirt, no zippers, logos or lettering showing other than LCPD.
- d. ERT designed clothing for ERT members when deployed or for training.
- e. Body armor shall be worn in accordance with General Order 18.7.
- f. **Variations of Uniform Due to Rank or Status.**
 - 1. Civilian Service Employees uniform: Same standard, but with a French blue shirt.
 - 2. Officer: Silver Badge and silver accessories.
 - 3. Investigator: Silver Badge with gold trim and silver accessories.
 - 4. Sergeant: Gold Badge, gold accessories and authorized rank insignia.
 - 5. Lieutenant: Gold Badge, gold accessories and authorized rank insignia.
 - 6. Captain, Asst. Chief and Chief: Gold Badge, gold accessories and authorized rank insignia.
 - 7. Reserve, and Chaplain uniforms: specified in respective orders.
 - 8. Adult Xing Guard issued vest, gloves, raincoat, stop sign with items deemed appropriate.
 - 9. Honor Guard: see Honor Guard policy for uniform details

4. Alternate Uniform/Dress Defined:

- a. Business: Professional business attire, dress/sport coat, dress shirt, tie, dress slacks, dress shoes and black socks.
- b. Business Casual: Dress or polo shirt, dress or khaki's (5.11 style tactical pant), boots, dress shoes or appropriate athletic shoes.
 - 1. The Pocket Badge style badge may be worn with the dress/sport coat or in the pocket of a dress shirt. See Annex A.
- c. Casual: T-shirt, khaki's or jeans and boots or athletic shoes.
- d. Court Uniform: Class A (Dress) Uniform or Business attire shall be worn when attending court.
- e. Athletic: Work out (exercise, jogging, wind) pants, t-shirt and athletic shoes.
- f. Special Purpose: Any other uniform needed to perform any specific duty as authorized by the department. Example: Coveralls for dirty jobs.
- g. The wearing of clothing with our department's logo/patch, cloth badge or representing our DARE or GREAT Programs is recommended and encouraged whenever possible.
- h. No indecent, profane or socially questionable clothing items may be worn while on duty.

D. Wearing of Firearms and Holsters:

Only authorized sworn law enforcement members may carry firearms while on duty.

- 1. Duty: If you are working (being compensated by the department in any way), including training, travel or at meetings you shall be armed with your duty issued weapon and holster (no other weapon or holsters are allowed on duty without authorization of the Chief or designee). Members shall have their badge and ID on their person. For plain clothes details, it is recommended that your badge is displayed next to your weapon or readily available for visual display.
 - a. If you own and have registered and qualified with a Glock 27 you may carry that in lieu of your department issued Glock for special assignments requiring a smaller/more concealable firearm.
 - b. Exception: There will be certain training opportunities, or training at certain locations in which you are not allowed to carry a firearm.
 - c. Exceptions with prior authorization for specified circumstances.
 - d. If for specified reason a member is unable to carry their issued duty weapon or use their issued duty holster(s), an alternative holster or weapon may be issued/authorized, but this alternate weapon or holster must be approved and trained before carried on duty.
- 2. Secondary Carry (Back-Up) Firearm: Only authorized and registered firearms that the member has qualified with may be carried in approved holsters. See General Order 1.5.
- 3. Off Duty: Carrying off-duty is at the discretion of the individual member and in accordance with all department policies.

E. Wearing of the Uniform:

The uniform must be worn completely; the mixing of civilian and uniform clothing is prohibited on-duty unless authorized by the employee's immediate supervisor.

- 1. If worn, the 8-point hat will be on straight with the hat badge attached. A black with reversible hi-visibility orange rain cover may be used when necessary.
- 2. Only badges, insignia or decorations authorized by the Chief shall be worn on the uniform.
- 3. The badge is worn above the left breast pocket on all outer garments.

4. Nametags shall be worn immediately above the right pocket flap of uniform shirts. Supervisors wear plain gold nametags with black lettering; other members wear plain silver nametags.
5. Authorized award badges or pins may be worn above the nametag, or on the right pocket flap.
6. Rank insignia is worn on both shirt collars of uniform shirts. Sergeants also wear their sergeant chevrons (patches) on their shirt and jacket sleeves. Lieutenants, Captains, Assistant Chief and the Chief wear rank insignia on all uniform shirts and on the shoulder boards of all jackets.
7. Uniforms shall not be worn while off-duty except: when traveling to and from work, when performing an approved police type function, and when authorized by the Chief.
8. Investigative Services Bureau Sworn Members: Day shift Investigative personnel - Business or business casual which can include suit with shirt and tie, blazer and dress trousers with shirt and tie, sweater may be worn with a shirt and tie, dress shirt, polo style shirt and dress trousers, dress type shoes, no jeans unless approved by the Captain for other duties. Evening/Night Shift Investigative Personnel – As approved by the Investigative Captain.
9. All other Department personnel sworn and non-sworn not assigned to patrol duty: Business or Business casual as approved by the Bureau Director/designee. No jeans unless approved by the Bureau director for special/other duties.

F. Badge Standards:

1. Effective May 15, 2012 all badges for duty use must conform to the standard as shown in Annex B.
2. Department personnel may purchase and wear “personalized” badges (members name added) at their own expense as long as the badge conforms to the Department standards. Personnel cannot have their Department issued badge personalized. Personnel wishing to purchase a personalized badge must submit a request for a “personalized badge authorization order form” from the Assistant Chief, a Captain or the Administrative Lieutenant. The authorized badge vendor will not honor individual requests that do not have a completed authorization form.

G. Personal Grooming and Appearance:

Members will strive to maintain high standards of personal appearance and hygiene.

1. Officers will refrain from wearing excessive jewelry that may subject the officer to injury.
2. Hair must be clean and neat. It shall be cut, styled and worn in a conservative manner. Extreme styles/color, inappropriate for police wear, are not permitted.
 - a. Male officers: no longer than the bottom of the back shirt collar when standing unless assigned to undercover duties or special assignments as approved by the Chief/designee.
 - b. Female officers: no longer than 4” beyond the bottom of the back shirt collar when standing at normal posture.
 - c. Wigs/hair pieces permitted if they conform to the above standards.
 - d. Members will be clean shaven with exceptions noted in G.2.e, f and g. No stubble is allowed unless the member is growing/intending to grow a beard as authorized under section G.2.g.
 - e. Sideburns, w/o a beard: neatly trimmed/rectangular, not beyond the ear lobes.
 - f. Mustaches, w/o a beard: neat and clean, not extend beyond/below the corner of the mouth, no handlebar variety. No “soul patch” facial hair under the lower lip or other area.
 - g. Beards and Goatees: neat and clean, no longer than ½” in length; top of beard shall not exceed up past the base of the sideburns to the corner of the mouth; bottom of beard shall not extend down past the base of the ear to the top of the Adam’s Apple. Beards/goatees MAY not be allowed on ERT duty. Goatee - A short rounded beard on the chin but not the cheeks. Beards and goatees, if worn; are worn with a mustache.
3. Tattoos, brands and scarification – Tattoos, body art, or brands that are extremist, indecent, sexist, racist, offensive, or inappropriate for the law enforcement community are prohibited, regardless of location on the body. The final decision on the interpretation of a tattoo is determined by the Chief. An employee shall not have any tattoos, body art, or branding on the head, face, neck, scalp, or hands, unless authorized by the Chief because of special circumstances. While on-duty, tattoo’s, body art, or brandings shall not be exposed or visible (including through the uniform).
4. Body Piercing – Body piercing and jewelry on the tongue, neck, face, or head or any other area exposed when wearing a class A or B uniform is prohibited. This does not include ear piercing for female employees as long as they are modest in appearance and not hoop style or other design that can be easily torn from the ear.

H. Equipment and Supplies: (NOTE: Items not specifically provided for are PROHIBITED).

1. On duty uniformed street officers shall have on their person:
 - a. Authorized handgun, magazines, duty ammunition, holster and magazine pouch.
 - b. Portable radio and holder.
 - c. Handcuffs, key and case (handcuffs shall be black or silver/gray in color).
 - d. Police Identification Card.
 - e. Authorized baton and holder.
 - f. Pepper spray and case.
 - g. Taser and holster if available.
 - h. Personal body armor.
 - i. Rubber gloves.
2. The above items (H-1 a through i) other than the cuff key and ID card shall be on the officer's belt. Such belt and other holders/cases shall be of web material unless authorized by the Chief.
3. On duty uniformed street officers may have on their person:
 - a. Utility tool/knife SHALL be within a holder or secured so no visible parts are showing.
 - b. Second set of handcuffs/authorized flex cuffs. (handcuffs shall be black or silver/gray in color).
 - c. Flashlight and holder.
4. Street Officers shall carry on their person or with them by way of a briefcase or other approved carrier:
 - a. Enforcement materials: parking tickets, traffic citations, ordinance citations and bond book.
 - b. Reporting materials: report forms most used.
 - c. Reference materials: statutory and ordinance summaries.
 - d. Writing instruments: pens/pencils, notebook/paper, and diagram aids.
 - e. Traffic vest shall be ANSI 207 rated high visibility or higher apparel and worn when directing traffic, investigating crashes, handling lane closure, obstructed roadways and disasters at a minimum and related equipment such as whistle and orange gloves.
5. Officers not assigned to street duty shall have such above items readily available.
6. On duty non-uniformed officers, investigators, and detectives shall have in their possession (unless operating undercover or on special assignment):
 - a. Authorized handgun, magazines, duty ammunition, holster and magazine pouch.
 - b. Portable radio, pager, or other method of communication.
 - c. Handcuffs and key. (handcuffs shall be black or silver/gray in color).
 - d. Police identification card and badge.
 - e. The above items other than the key, ID and badge shall be on the person. Such holders/cases shall be of web or leather material unless authorized by the Chief.
7. Items that non-uniformed persons may carry are:
 - a. Utility tool/knife SHALL be within a holder or secured so no visible parts are showing.
 - b. Second set of handcuffs; authorized flex cuffs. (handcuffs shall be black or silver/gray in color).
 - c. Rubber gloves and holder.
 - d. Pepper spray and case.
 - e. Authorized baton and holder.
 - f. Flashlight and holder.Such persons shall carry on their person or with them by way of a briefcase or other approved carrier:
Writing instruments: pens, pencils, paper and those items necessary to effectively and efficiently perform their duties.
8. On duty uniformed enforcement street CSEs shall have with them:
 - a. Portable radio and holder.
 - b. Police department identification card.
 - c. Pepper spray and case.
 - d. The above items other than the ID card shall be on the CSE's belt. Such belt and other holders/cases shall be of web material unless authorized by the Chief.
 - e. Enforcement materials: parking tickets & chalk
 - f. Reporting materials: forms most often used.
 - g. Reference material.
 - h. Writing instruments: pens, pencils, and paper.
 - i. Traffic vest shall be ANSI 107 or 207 rated Class 2 high visibility or higher apparel and worn when directing traffic, investigating crashes, handling lane closure, obstructed roadways and disasters at a minimum and related equipment such as whistle and orange gloves.

9. Additional items that a CSE may carry are:
 - a. Utility tool/knife SHALL be within a holder or secured so no visible parts are showing.
 - b. Rubber gloves and holder.
 - c. Flashlight and holder.
 - d. Handcuffs, key and case. Must be trained (handcuffs shall be black or silver/gray in color).
10. Other employees shall have or be issued necessary supplies and equipment as dictated by their immediate supervisor to them through Department Memo.
11. Personal Cellular Telephones or personal pagers are **NOT allowed to be worn on the person or on the uniform of personnel assigned to street duty Unless Authorized by the Chief, Assistant Chief or Captain or approved by the Shift Commander during emergency operations or events.** These items may be stored in the brief case or other approved carrier within the patrol vehicle as long as they do not impede or hamper duties.

I. Method of Issuance, Purchase, and Replacement:

1. Uniform allowances are provided as governed by contract/agreement.
2. Additional methods of reimbursement may be available through Administrative Services.
3. Purchase of uniforms shall be from vendors approved by the Chief of designee.
4. The Department will replace items/equipment damaged on duty as governed by contract/agreement. Replacement requests shall be made to Administrative Services.
5. The Department MAY replace equipment that is worn out through normal wear in the line of duty dependent upon the provider, vendor, budget, and circumstances.
6. Uniform items/equipment lost/damaged due to neglect/abuse MAY be replaced. The cost of such replacement MAY be charged to the employee if neglect/abuse is evident. Such neglect or abuse may subject the employee to disciplinary action.
7. The Department will issue sworn members:

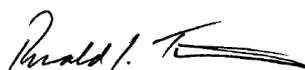
<ol style="list-style-type: none"> a. Badges: One hat/one uniform badge. b. Patches and Cloth Badges. c. Rank Insignia. d. Glock sidearm and 2 holsters. e. Three magazines and holder. f. Duty Ammunition. g. Body armor. h. Handcuffs, key, and case. i. Baton and holder. 	<ol style="list-style-type: none"> j. Duty belt. k. Taser Holster l. Pepper Spray and holder m. Radio holder. n. Squad Video Microphone holder o. Citation book holder. p. Traffic Vest, gloves, and whistle. q. Other materials as noted by the Chief.
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8. The Department will issue CSEs:

<ol style="list-style-type: none"> a. Badges: One hat/one uniform badge. b. Patches and Cloth Badges. c. Flashlight and Holder (if needed). d. Duty belt. 	<ol style="list-style-type: none"> e. Pepper Spray and holder. f. Radio holder. g. Traffic Vest, gloves, and whistle. h. Other materials as noted by the Chief.
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J. Effective Dates and Grandfathered Items:

1. All provisions/requirements detailed in this General Order are effective with its signing. Any new item purchased from this date forward must comply with these new uniform standards.
2. Exception 1: Uniform Shirts and Pants already purchased prior to May 15, 2012 and in serviceable condition may continue to be worn until September 30, 2013.
3. Exception 2: Uniform Jackets already purchased prior to May 15, 2012 and in serviceable condition may continue to be worn until September 30, 2015.
4. Exception 3: Uniform Shirts and Pants (Elbeco Prestige, and Spiewak) purchased prior to this order and in serviceable condition may continue to be worn until September 30, 2016.

Ronald J. Tischer
Chief of Police



Authorized Uniforms and Accessories:

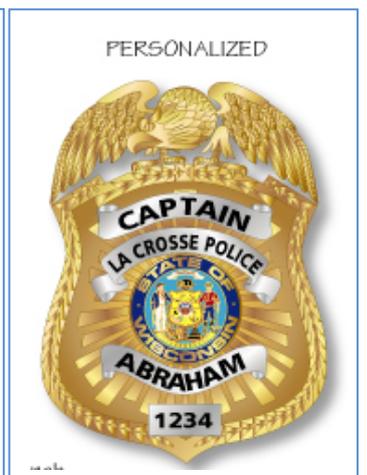
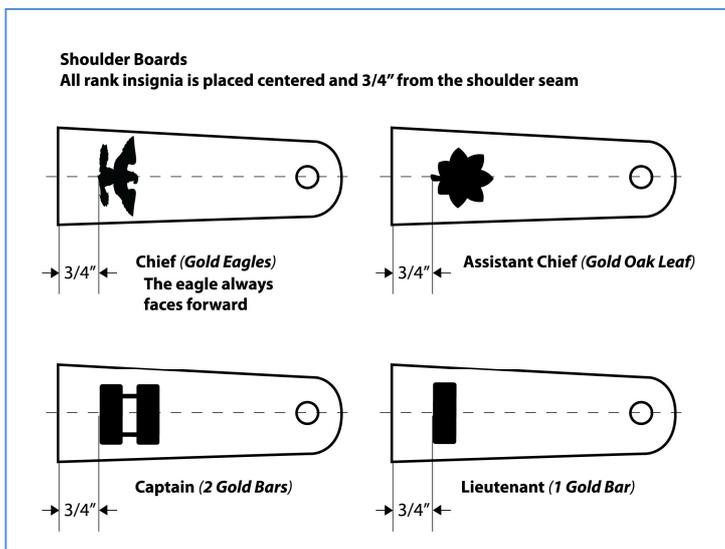
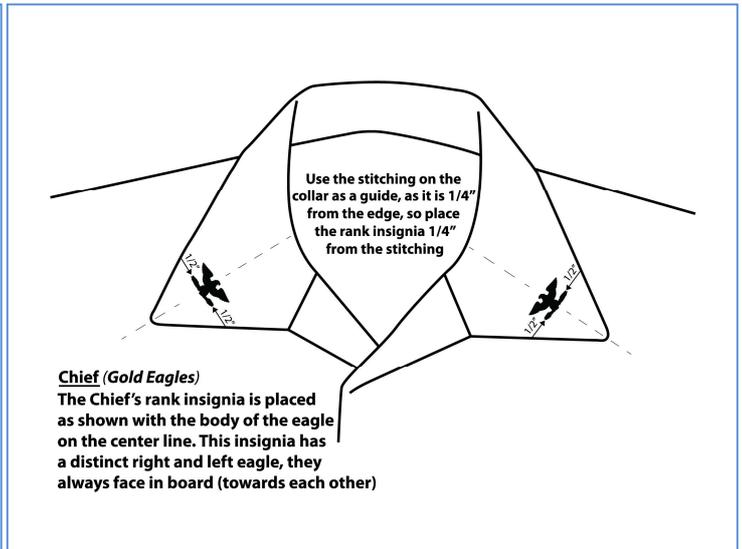
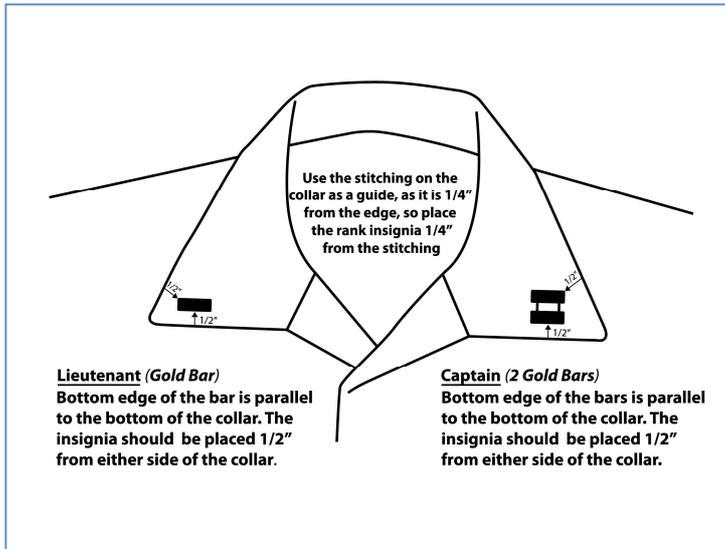
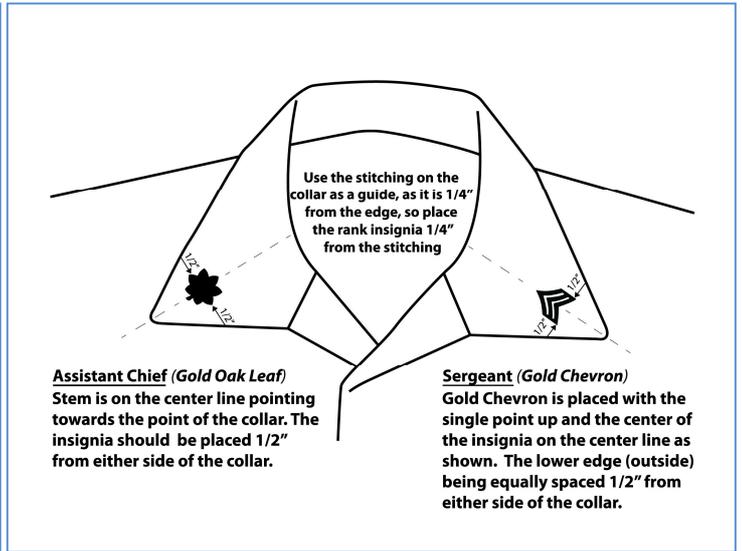
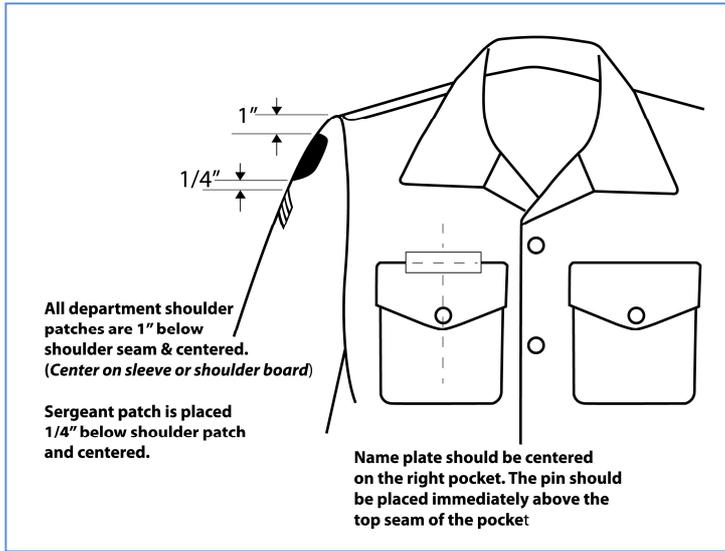
The La Crosse Police Department Uniform Standard is defined in this policy (including Annex A and Annex B) along with our Authorized Primary Vender Streicher's.

The Following are a List of Items and Authorized Brand and/or Description:

1. Shirts:
 - a. 5.11 - PDU Twill, Class B, Midnight Navy (Short and Long Sleeve).
 - b. Elbeco - Tex-Trop, Dark Navy (Short and Long Sleeve). French Blue for CSE's
2. Pants:
 - a. 5.11- PDU Twill Class A and B, Midnight Navy (with and without cargo pockets)
 - b. Elbeco - Tex-Trop, Dark Navy (with and without cargo pockets)
Note: 5.11 products are referred to as Midnight Navy and Elbeco is Dark Navy.
3. External Vest Carriers and Undervest Shirt:
 - a. 5.11 - External Vest Carrier, PDU, Twill, Class A or B in Midnight Navy
 - b. 5.11 - PDU Rapid Shirt, Twill, in Midnight Navy (Short and Long Sleeve).
 - c. Elbeco - V2 External Vest Carrier, Tex-Trop, Dark Navy
 - d. Elbeco - UV1 Undervest Shirt, Tex-Trop, Dark Navy (Short and Long Sleeve).
4. Duty Jacket: 5.11 Tactical Signature Duty - Black
5. Duty Fleece: 5.11 Tactical Fleece - Black
6. Tie: Samuel Broome Duty Ties (Dark Navy Blue – Size appropriate = To top of belt buckle).
7. Boots/Shoes: *Brand not specified but description defined in this policy.*
8. Gloves: *Brand not specified but description defined in this policy.*
9. 8 Point Hat: Bayly, Inc. – All hats Midnight Navy with Black Mesh Frame
 - a. CSE, Officer and Investigator: Silver P Buttons and Black Front Strap.
 - b. Sgt. and Lt.: Gold P Buttons and Permagold Front Strap.
 - c. Captain, Assist. Chief and Chief: Gold P Buttons, Permagold Front Strap and Permagold Oak Leaf Visor.
10. Watch Cap: Authorized style - Black knit cap with our departments patch embroidered on it.
11. Ball Cap: Authorized style Black, low profile baseball style hat with Police Shoulder Patch design embroidered on the front, LCPD embroidered (same font as on our shoulder patch) in gold on the left side, and members name embroidered on the back in gold block capital letters.
Example: P. JOHNSON
12. Badge: Symbol Arts
13. Shoulder Patches and Cloth Badges: Emblem Enterprises
14. Rank Insignia Metal: Blackinton
15. Rank Insignia Cloth: Emblem Enterprises
16. Nametag Metal: Brand not specified - Silver or Gold, 1/2" X 2 1/2", Pin or 2-Post (clutch back)
Name centered, block (Arial Font) capital lettering (black), First Initial. Last Name - (P. JOHNSON).
17. Nametag Cloth: 1" Black cloth with embroidered 1/2" Silver or Gold block (Arial Font) capital lettering, name centered, First Initial. Last Name - (P. JOHNSON).
18. Embroidered Name: 3/8" Silver or Gold block (Arial Font) capital lettering, name centered and 1/8" above right shirt pocket, First Initial. Last Name (P. JOHNSON).
19. Dress Jacket: Elbeco Top Authority Blousecoat, 4-Pocket-Single Breasted, Dark Navy Blue with Silver or Gold P Buttons depending on rank.
 - a. Captains, Assist. Chief and Chief wear a Single Command Sleeve Braid (Gold cloth - 1/2") placed 3" from the cuff on each sleeve.
20. Pocket Badge (for Court or Business Jacket): Pocket Badge - Walter Curtis Co.
 - a. Badge Style CP-101 with WI State Seal as shown...
 - b. Select Silver or Gold panels by rank.
 - c. See detail of rank, name and department pictured here.



Shirt and Jacket Placement of: Patches, Nametags, Rank Insignia (Badges Defined)



GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 06.12.2014	CHAPTER 10	ORDER NUMBER 10.5.01
TITLE DEPARTMENT AWARDS AND DECORATIONS		WORD CODE AWARDS	TOTAL PAGES 4 with Annex A
	History: WILEAG Standard – 3rd Edition 4.1.1		

1. PURPOSE AND SCOPE

This order governs the department awards and decoration standards for employees performing exemplary service. It is our policy to recognize the experience and achievements of our members. Service Stars/Bars are used to mark sworn members years of full time service and Department Awarded Ribbons designated and authorized by the Chief of Police are used to acknowledge service above and beyond the expectations of our members. All officers and supervisory personnel are responsible to ensure that the standards of this order are followed.

2. PROCEDURE

A. Service Stars and Bars:

1. A Service Star or Bar will represent a period of 5 years of sworn full time experience in civilian law enforcement. See Annex A
2. Service Bars shall be worn on all "Class A" Uniform Dress Jackets of the rank of Officer, Investigator, Sergeant, Detective Sergeant and Lieutenant. (only Lt. and above are required to have a Class A Dress Jacket).
 - a. The first (bottom) Service Bar shall begin 4" above the opening of the left sleeve of the Class A Dress Jacket and shall be placed 1/8" to the left of the crease with the slant rising toward the rear. Any additional bars shall be stacked upon the first.
 - b. Service Bars are optional on a Class A long sleeve shirt and are placed as stated above.
3. Service Stars shall be worn on all Class A Uniform Dress Jackets of the rank of Captain, Assistant Chief and Chief of Police.
 - a. The first (bottom) row of Service Stars shall begin 4" above the opening of the left sleeve of the Class A Dress Jacket and 1/2" above the gold command braid.
 - b. The first star shall begin 1/4" forward of the crease and the second star shall be 1/4" to the rear of the crease.
 - c. All stars will have 1/2" spacing and will alternate as more are earned so as to create an evenly centered row with the primary side being forward of the crease.
 - d. Upon completion of 20 years (4 stars) a second row of Service Stars will begin 1/2" above the first row.
 - e. Stars collected in the second row shall be evenly centered above the first row so as to create an evenly centered pyramid.
 - f. A spacing of 1/2" shall be placed between each star and 1/2" between each row of stars.
 - g. Service Stars are optional on a Class A long sleeve shirt and are placed as stated above, with the exception that the Stars are cloth (sewn on) instead of metal and the spacing is based on the positioning in the row provided by the manufacture. See Annex A.

B. Department Awards and Ribbons:

1. Awards/Ribbons issued to members of the department, after having been vetted and recorded by the Department's Awards and Recognition Committee and approved by the Chief of Police, shall be worn in the prescribed manner:
 - a. Award Ribbons are to be worn 1/8" above the member's metal nametag and centered using the nametag as a reference.
 - b. No more than three ribbons to one row.
 - c. When more than three ribbons are worn a second or third row shall be added.
 - d. Ribbons worn should be worn in sequence of prestige from right to left.
 - e. Award Ribbons earned may be worn when in Class A Uniform.
 - f. No other Award Ribbons will be worn unless authorized by the Awards and Recognition Committee and approved by the Chief of Police. This is to ensure the continued prestige of departmental awards.

2. Sworn Police Award Ribbons

Authorized Award Ribbons issued to sworn personnel by the Awards and Recognition Committee and approved by the Chief of Police are listed in Sequence of Prestige:



a. Medal of Honor

Awarded to an Officer (or his/her family in the event of the Officer's death) for conspicuous gallantry while on or off duty.



b. Silver Star

Awarded to an Officer (or to his/her family in the event of the Officer's death) who performs an act of heroism with great personal risk to him/herself, based on the officer's knowledge that the act involved inherent danger and that the Officer acted with unusual disregard to his/her safety. The actions were beyond the normal expectations of duty and the officer showed a high level of character and integrity.



c. Departmental Citation

Awarded to an Officer who has accomplished outstanding and or meritorious service while on or off duty and did so with knowledge that the action involved a high degree of danger to him/herself resulting in a felony arrest or other favorable outcome.



d. Superior Achievement

Awarded to an Officer who has shown a high degree of professionalism and dedication to a particular incident resulting in a felony arrest or other favorable outcome.



e. Lifesaving Award

Awarded to an Officer who performs an action that preserves life without known additional extraordinary risk to him/herself. This could include use of an AED or giving CPR.



f. Chief's Achievement Award

Awarded by the Chief of Police to an Officer, Civilian Individual, or Organization to whom has provided the community exemplary service. This award is the Chief's Award and is not issued or vetted by the Awards & Recognition Committee.



g. FBI National Academy Graduate

Awarded to an Officer who has successfully graduated from the Federal Bureau of Investigation's National Academy.



h. Northwestern Staff and Command Graduate

Awarded to an Officer who has successfully graduated from Northwestern Staff and Command School.



i. Traffic Safety Award

Awarded annually to the Officer or Officers who provide education via the use of traffic related programs and/or the use extraordinary traffic related law enforcement resulting in the improvement of traffic safety in and around the La Crosse Community.

3. Non-Sworn Employee Awards

Authorized Awards issued to department non-sworn personnel by the Awards and Recognition Committee and approved by the Chief of Police are listed in Sequence of Prestige:

a. Employee Merit Award

Presented to Civilian Police Employee's who, while performing their duties, prevent loss of life or great bodily harm to another while paying no regard to their own safety.

b. Employee Award of Excellence

Presented to Civilian Police Employee's who, while performing their duties, act commendably in assisting law enforcement and/or the community. Awarded actions generally lead to an arrest or other favorable outcome.

4. Citizen Awards

Authorized Awards issued to citizens by the Awards and Recognition Committee and approved by the Chief of Police are listed in Sequence of Prestige:

a. Citizen Merit Award

Presented to a Citizen who prevents loss of life or great bodily harm to another while paying no regard to their own personal safety.

b. Citizen Award of Excellence

Presented to any Citizen who acts commendably in assisting law enforcement and/or the community. Awarded actions generally lead to an arrest or other favorable outcome.

C. Awards and Recognition Committee (ARC):

1. The Awards and Recognition Committee shall be composed of six sworn members and one retired sworn member of the department and shall be selected by the ARC from each bureau with the following representation:

a. Three from the Field Services Bureau (1 of which is a supervisor).

b. Two from the Investigative Services Bureau.

c. One from the Professional Standards/Community Services Bureau.

2. The ARC shall attempt to actively maintain 1 retired member who is eligible to vote.

3. The Professional Standards/Community Services Bureau Captain shall oversee the ARC; however is not a voting member unless to break a tie vote.

4. The ARC Chairperson shall be selected by the PS/CSB Captain.

5. The ARC Chairperson or their designee shall keep an accurate and up to date record of Awarded members for verification and informational purposes. This record shall be immediately accessible when requested by department administration.

6. The ARC Chairperson or their designee is responsible for maintaining the Award Ribbons for distribution as needed.

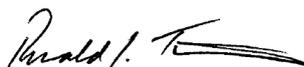
7. The ARC member is asked to commit a minimum of 2 years and shall maintain his/her position until their resignation or they accept a promotion or transfer that would upset the consistency of the ARC as described above.

D. Awards and Recognition Nomination Process:

1. Sworn Members, Civilian Members, and Citizens may be nominated by anyone for Awards and/or Recognition via the LCPD Awards Nomination Form available on the Police Sharepoint Drive.

2. An Awards Nomination Form must be submitted for ARC consideration, routed as directed on the LCPD Awards Nomination Form.

Ronald J. Tischer
Chief of Police



Service Stars



Metal Service Star:

- 7/8" Gold Star – Blackinton
- With 2 – Clutch back pins

Cloth Service Star:

- 5/8" Gold Stars with Black background
- Emblem Enterprises Co.
- Comes on a row

Distribution:

The Administrative Lt. will maintain a supply as needed.

Service Bars



Cloth Service Bar:

- Gold Bars with Black background
- Emblem Enterprises Co.
- Comes on a row

Distribution:

The Administrative Lt. will maintain a supply as needed.

Award Ribbons Appearing in Order of Significance



<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 09.27.2012</p>	<p align="center">CHAPTER X</p>	<p align="center">ORDER NUMBER 10.6</p>
<p>TITLE MEDICAL EXAMINATIONS</p>	<p align="center">WORD CODE MEDICAL</p>		<p align="center">TOTAL PAGES 1</p>
<p align="center">WILEAG STANDARDS, 3RD EDITION 2.4.5</p>			

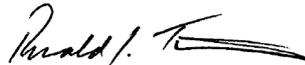
I. PURPOSE AND POLICY.

This order ensures that NO cost will be passed on to any employee required by the Department to obtain a physical, medical or psychological examination.

II. PROCEDURE.

- A. If physical, medical or psychological examinations are required by the City and/or Department, the City and/or Department will bear the cost rather than the employee.
- B. There are no exceptions to this order whether the examination is required by written order, mandated by memorandum, or given by oral command.
- C. Any Department ordered examination should be conducted only to confirm the employee's continued fitness to perform the tasks of his/her assignment and to inform him/her of his/her general condition, not to identify employees with disabilities who are otherwise able to perform their assigned duties with or without reasonable accommodation.
- D. Employees are encouraged to undergo a periodic physical examination as a benefit to both the employee and the Department.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER X	ORDER NUMBER 10.6.01
TITLE CHEMICAL SCREENING		WORD CODE CHEMSCRN	TOTAL PAGES 3

I. PURPOSE AND POLICY.

It is our interest to protect the public and to provide safe work environments by ensuring personnel are fit for duty. This order identifies problems and attempts constructive correction. Chemical screening is an integral part of concern but so are privacy and unreasonable intrusions. Actions are based on reasonable individualized suspicion with exceptions also covered herein.

II. ENTRY LEVEL SCREENING.

Applicants MUST be screened during pre-employment. Refusals or confirmed positive test (CPT) for illegal or prohibited drugs/controlled substances may be grounds for disqualification. Subsequent screenings are required of all new sworn employees prior to completing probation. Refusals or having a CPT may be grounds for dismissal.

III. DRUG ENFORCEMENT ASSIGNMENT.

Sworn personnel assigned to drug enforcement duties may be required to submit to such screening prior to accepting the assignment with random screening during the assignment. Prior to assignment, the employee WILL sign an agreement consenting to related screening; such agreement expires on assignment completion.

IV. REASONABLE INDIVIDUALIZED SUSPICION.

(ie.) Basis, on which members are required to undergo screening, based on objective facts that a member is using/under the influence of a chemical, illegal/prohibited drugs or controlled substances in the workplace based on observations and/or investigation of supervisor(s).

- A. If possible, TWO observing supervisors will consider an employee's behavior on duty that may indicate drug and/or alcohol use in making decisions whether such suspicion exists.
 - 1. Third party claims do not by themselves, warrant screening of an employee.
 - 2. An employee can initiate the process by informing a non-involved supervisor if the member has a reasonable basis to believe that a member is illegally using or under the influence of a drug or controlled substance while on duty.
- B. ONLY observations or investigations by supervisors warrant testing. If two or more supervisors are on duty, two will make observations that MUST concur prior to screening. If only one supervisor is on duty, call the Bureau Captain or Assistant Chief to get approval.
- C. Observations and related details are noted in a screening supervisor's report.
 - 1. Prior to screening based on reasonable individualized suspicion, the supervisor will issue a written memo to the employee stating that the test is based on cause.
 - 2. The employee will sign and date the memo as his/her receipt and will be given a copy.
- D. NOTE: Unusual behavior can be caused by reasons unrelated to chemical influence.

V. PRESCRIPTION AND NON-PRESCRIPTION DRUGS/MEDICATIONS.

- A. Members using drug/medications that may affect performance will tell their supervisor prior to coming on duty of such use and possible side effects; such data is CONFIDENTIAL. It is the member's responsibility to tell a supervisor requesting screening what they are taking or have taken, within the past 72 hours, such as drugs and/or medications.
 - 1. Specify the type, amount, and the times taken.
 - 2. Provide data prior-to screening.
 - 3. Written verification of lawful use as recommended by a doctor or manufacturer will be given to the supervisor within 48 hours after testing or after the supervisor's request.
 - 4. Members using other person's drugs or medications may be deemed to have illegal possession if controlled by law and is thereby subject to discipline and/or prosecution.
- B. The member may be kept on leave until such time as s/he presents written documentation that s/he was legally using the drug or medication and with the stated dosage.

VI. BREATH ANALYSIS.

The supervisors may use either or both the preliminary breath test (PBT) and/or the intoximeter as needed and supported by the above documentation. Testing must comply with accepted procedures; breath tests are not the sole determinant for warranting further tests.

VII. BLOOD AND URINE SAMPLES.

- A. A trained person under medically approved conditions collects samples in medically approved manners.

1. Urine samples are obtained in a manner that provides integrity of the sample and concern for the employee.
2. Sterile vials provided by the medical facility are used for samples.
- B. All samples obtained are witnessed by supervisors unless extenuating circumstances exist.
 1. Urine: if the member is of the opposite sex of the supervisor, the supervisor will have a same-sex person witness it, this may be a Department or medical employee.
 2. Medical personnel will seal, label and initial vials, noting the date and time of the sample in the presence of the tested employee using a CODE NUMBER only. This data is made part of the supervisor's report.
 3. The CODE NUMBER is the date (e.g. 010199); multiple members on the same date will be given suffixes such as 010199A. Such numbers will be recorded in supervisory reports.
- C. Amounts required are a minimum of 60 milliliters of urine and/or a minimum of 20 milliliters of blood for screenings for the Department and that of an employee if desired.
- D. Samples are taken to the USPS, sent certified mail to the proper lab, and have labeling that includes the code number NOT the member's name.
- E. The approved testing facility will:
 1. Be required to perform all needed testing.
 2. Provide a secure area to accommodate samples.
 3. Be subject to approval by the Department and associations; neither of who will arbitrarily withhold approval.
 4. Be subject to inspection by the Department or associations to ascertain compliance.
- F. Initial and confirming tests are at Department expense. Tests are done by approved medical standards.
- G. Members with a CPT may request an additional test at THEIR expense and at a lab of their choice.
 1. A written request to the Chief must be made within three business days after the member received the test results.
 2. The sealed sample will be transmitted to the employee's selected lab at his/her expense.
 3. Written re-test results will be provided to the Chief by the employee within ten days after the specimen was delivered to the employee's selected lab.

VIII. SCREENING RESULTS.

- A. Data from a lab addressed to the Chief are forwarded to that office before opening. The Chief will route a copy of the results to the member.
- B. Tests are CONFIDENTIAL. Routing is limited to those having the Chief's consent and as required in counseling and/or treatment.
- C. When test results are negative, the member may request purging from personnel files through the Chief and if granted, such will be purged immediately.
- D. CPTs will be retained at the City's lab for six months unless notified by the Chief authorizing otherwise. Employees having a test at their expense will have them retained for six months also.

IX. EMPLOYEE ASSISTANCE PROGRAM (EAP).

- A. Voluntary participation may be done by a member having a related problem provided that:
 1. Voluntary participation in EAP is a One-time offer.
 2. Volunteering after a mandate by the Department is not acceptable.
 3. EAP participation may be voluntary-mandated-included in disciplinary action.
- B. On confirming a CPT, the Department may suspend the member and attempt to assist the member via EAP for assessment, referral, counseling and/or treatment.
- C. If the member fails to use EAP and/or fails to make reasonable progress according to/by treatment personnel, or s/he continues to perform in a sub-standard manner, or continues being under the influence of drugs and/or chemicals on duty, then s/he is considered a safety hazard resulting in corrective action which may include dismissal.
- D. EAP IS CONFIDENTIAL. Other than the member signing a consent to release progress reports to the Chief.

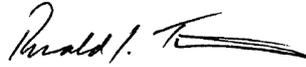
X. DEPARTMENT ACTIONS.

- A. Corrective action may be taken if a member is found to have a CPT or under the influence or in unauthorized possession of chemicals in the workplace. Discipline is dependent upon factors such as: violation type, severity, prior violations, past record, and defiance or carelessness. In conjunction with any action deemed appropriate, EAP may also be applied.
- B. Severity may invoke dismissal regardless past record.
- C. If a member refuses screening, the Chief will be notified immediately (in his/her absence, the Assistant Chief or Bureau Director). If warranted, the supervisor may relieve the member from duty with pay pending review by the Chief.

XI. SUPERVISORY TRAINING.

Supervisors are required to participate in chemical abuse identification training conducted by qualified persons in the following areas: medical chemical use and abuse, symptoms, articulating symptoms and facts, documentation, and EAP; legal constitutional authority, liability, and corruption.

Ronald J. Tischer
Chief of Police

A handwritten signature in black ink, appearing to read "Ronald J. Tischer", with a stylized flourish at the end.

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER X	ORDER NUMBER 10.6.02
	TITLE BLOODBORNE PATHOGENS	WORD CODE BLOODBORNE	TOTAL PAGES 3
History: Updated 03/03, 8/06			

I. PURPOSE AND POLICY.

This order establishes procedures to eliminate/minimize exposure to blood or certain other body fluids, outline a course of action if a member is exposed, and complies with DILHR.

II. DEFINITIONS.

- A. **Blood:** human blood components.
- B. **Bloodborne pathogens:** micro-organisms present in human blood which can cause human disease including but not limited to hepatitis (HBV) and human immunodeficiency virus (HIV).
- C. **Significant exposure:** when exposed to body fluids under universal precautions and such fluids enter a cut/open wound or break in the skin where there is significant breakdown in epidermal barrier, enter the airway/mucous membrane.
- D. **Other Potentially Infectious Material (PIMs):** body fluids: cerebrospinal/synovial/pleural/pericardial/peritoneal/amniotic fluid, semen, vomit, urine, vaginal excretions, saliva in dental procedures/bodily fluid contaminated with blood; any unfixed tissue; HIV/HBV containing cell/tissue cultures, and culture medium/other solutions and blood, organs/other tissues from experimental animals infected with HIV/HBV.

III. EXPOSURE DETERMINATION. Made without regard to protective equipment use; sworn/CSE members may expect to incur exposures.

IV. UNIVERSAL PRECAUTIONS. Medical history/exams can't identify all persons infected with bloodborne pathogens; all persons are assumed to be infected; treat all body fluids as hazardous.

V. COMPLIANCE METHODS.

- A. Universal Precautions: observed to prevent contact with blood/PIMs, consider infectious.
- B. Hand Washing: hands/skin surfaces are to be washed with germicide soap-immediately/thoroughly if contaminated with blood or PIMs. Hands should be washed after glove removal. If at the scene, wash with warm water/soap, rewash with germicide at the station. Supervisors will ensure that members wash potentially contaminated areas immediately, ensure that if exposure is to skin mucous membranes, that those areas are washed/flushed with water as soon as possible.
- C. Needles: contaminated sharps are not bent, recapped, removed or purposely broken, except if OIC deems removal is in the public interest or its evidence and ambulance personnel are not available to remove the items; members may use the one hand method or recap using such method, double bagged marked biohazard and placed in plastic biohazard containers located in the squads for disposal/evidence.
- D. Human Bites: medical attention started ASAP; bites breaking the skin are treated as a significant exposure.
- E. Workplace Restrictions: in areas where there is a likelihood of exposure to blood/PIMs, employees are NOT to eat, drink, apply cosmetics/lip balm, smoke or handle contact lenses. Food/drink are not kept where blood/PIMs are present; no blood/PIMs are placed in/near food areas (including NOT washing hands in such areas). Minimize splashing, etc.
- F. Personal Protective Equipment (PPE): The Admin. Lieutenant provides protective equipment at NO cost to members. PPEs are chosen based on anticipated exposure to blood/PIMs; PPEs are not to permit blood/PIMs to pass through, reach clothes, skin, eyes, and mouth/other mucous membranes under normal use.
- G. Use of PPEs: latex gloves are used on calls involving bodily fluids, where warranted personnel may double glove. If body fluids may splatter; use splash goggles/masks/service coats are worn. If CPR is given, bag mask/pocket masks are used. After mask/glove use, place in biohazard bags and disposed of; contaminated clothes are placed in a biohazard bag and taken to approved cleaners by Admin. Lieutenant. Supervisors will ensure that members use appropriate PPEs. If

the member perceives that PPE use may impede care or pose an increased hazard to themselves, s/he may decline supplies however, such incidents are reviewed to determine compliance and if changes can be made to prevent future occurrences.

H. **Cleaning/Disposal:** *WEAR LATEX GLOVES DURING THESE PROCEDURES*

PPEs are cleaned at NO cost to members or are disposed of; clothes penetrated by blood are removed ASAP and placed in designated containers for documentation/disposal. Solid objects: wash with bleach solution or other approved cleaning solution, rinse and air dry.

1. Towels/blankets/uniforms: place in laundry bags supplied by cleaners and/or into biohazard bags and drop off at approved cleaners, mark personal items.
2. Gloves: disposable gloves are disposed of; gloves for re-use are only decontaminated if they're in good shape.
3. General Decontamination: OIC ensures that equipment contaminated with blood/PIMs is examined/decontaminated unless decontamination is not feasible. Contaminated PPEs are placed in biohazard bags/decontaminated ASAP. Wash in UKG II/rinse/soak in 1/4 cup bleach to a gallon of water for 10mins/rinse/air dry.
4. Housekeeping: wash area is the bathroom near Property. The area is cleaned with UKG II and decontaminated after any spill of blood/PIMs.

I. Disposal of Regulated Waste.

1. Needles/sharps: discard ASAP in disposable/puncture resistant/leak proof/labeled/color coded containers located where sharps are used; maintained upright, replaced so as not to overfill, and sealed before removal. Place in a second container if leakage is possible; such containers are closed/labeled. Reusable containers will NOT be used in a manner, which may risk injury.
2. Other Waste: placed as above, labeled/color coded and closed prior to removal.

J. HBV Vaccine: Sworn members/CSEs may receive such vaccine at no cost, contact the Administrative Lieutenant for data; a consent/refusal form is completed regarding such vaccine.

VI. IDENTIFICATION AND TRAINING.

- A. Labels/signs: biohazard labels are affixed to containers of regulated waste to store blood/PIMs. The biohazard symbol is used; red containers may be substituted for labels.
- B. Training: *provided at initial assignment and*; tailored to education level of employee covering:
1. General Order.
 2. Epidemiology/symptoms.
 3. Modes of transmission.
 4. Tasks involving exposure.
 5. Use/limits reduce exposure
 6. Types, use, location, removal/handling/decontamination/selection/disposal of PPE
 7. Actions to take, who to
 8. HBV Vaccine contact when involved.
 9. Procedures about exposure
 10. Signs/labels/coding systems.

The trainer must be knowledgeable in the topic and changes.

VII. POST EXPOSURE EVALUATION AND FOLLOW UP.

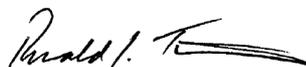
- A. Exposures are reported by the employee with a copy to the Administrative Lieutenant; after an exposure, the exposed member receives confidential medical evaluation/follow-up:
1. Documentation of the route of exposure and how occurred. Identification of the source person.
 2. Source's blood is tested after consent, if needed, to determine if infected. If consent is not obtained, the hospital will document it. When consent is not required the blood is tested/documented.
 3. If known to be infected, testing of such is not needed.
 4. Results of testing are given to the employee; s/he is informed of the laws relating to data disclosure.
- B. Collection/testing of blood complies with the following:
1. Exposed member's blood is collected with consent.
 2. Member is offered the option of having their blood collected for testing; sample is preserved for up to 90 days to give the member time to decide on testing.
- C. Post exposure follow-up is performed by the hospital where the source was taken.
- D. **WHAT TO DO in a significant exposure occurrence:**
1. Notify supervisor.
 2. Supervisor directs the exposed member to go to the hospital; fill out significant exposure form, consult with physician.
 3. The doctor explains options/procedures; it is up to the employee as to what action to take.

- E. ALL evaluation, procedures, vaccinations and post exposure prophylaxis are provided at NO cost to members. Treatment records are available to the Department and are kept for 30 years AFTER the member's last duty day.
- F. Disclosure to Healthcare Professionals and Opinions.
 - 1. The Administrative Lieutenant ensures that the healthcare professional responsible for the HBV vaccine is given: copy of CFR 1910.1030, exposure duties, route of exposure and how it occurred, result of source's blood test if available, and records regarding treatment and vaccine status
 - 2. The Administrative Lieutenant ensures that the member is informed of the healthcare provider's opinion no later than 15 days after the evaluation. Reported opinions for:
 - a. HBV vaccination is limited to whether the vaccine is indicated and if the employee received it.
 - b. Post-exposure is limited to a statement that the member was informed of the results and that s/he has been told about conditions resulting from exposure to blood/PIMs, which require evaluation/treatment.
 - c. All other diagnosis are CONFIDENTIAL and are NOT included in reports.

VIII. RECORD KEEPING.

- A. Maintenance. Administrative Services is responsible for maintaining records; such records are CONFIDENTIAL with:
 - 1. Name; social security number.
 - 2. HBV vaccine status.
 - 3. Exam results; testing and follow-up procedures.
 - 4. Data given to healthcare e.g.: duty description, route of exposure and the circumstances of the exposure.
- B. Training Records. Training is responsible for maintaining:
 - 1. Training dates, material outlines, names/qualifications of trainers.
 - 2. Training provided at entry level AND annually:
 - a. Guidelines for Prevention of HIV/HBV.
 - b. Curriculum Guide.
- C. Availability. Member records are available to the member, Assistant Secretary of Labor for the Occupational Safety and Health Administration, and the Director of the National Institute for Occupational Safety and Health upon request.
- D. Training is responsible for updating the program as needed.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	09.27.2012	X	10.8
TITLE		WORD CODE OFFDUTY	TOTAL PAGES 2 plus annex A
	EXTRA / OFF-DUTY EMPLOYMENT		
History: Updated 8/05, 8/06 WILEAG STANDARD 3RD EDITION 2.4.7.5, 2.4.8			

I. PURPOSE

This order governs the types of extra/off-duty employment in which personnel may engage. The purpose of this policy is to establish a department policy defining and promulgating rules pertaining to off-duty employment.

II. POLICY

To ensure on-duty efficiency and to eliminate possible conflicts of interest, the Chief of Police shall exercise such control as deemed necessary to realize these organizational goals. It is, therefore, the policy of this Department that off-duty employment will be permitted when it does not impair on-duty efficiency or conflict with the duties and responsibilities of departmental employees and/or the mission of the Department.

III. DEFINITIONS:

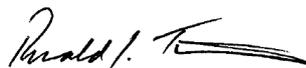
- A. Employment: Work performed or services provided for compensation including self-employment.
- B. Police Related Employment: Employment which may require the use of police powers or involve the contact with any law enforcement agency, court, law office, private investigator, private security, insurance company and any business that requires a permit or license which is inspected or enforced by a law enforcement agency, or any entity that has a regular course of business contact with law enforcement agencies.
- C. Non-police related employment: Employment that has no regular business contact with any law enforcement agency.

IV. OPERATIONAL PROCEDURES.

- A. Department Permission to Engage in Extra-duty Employment.
 - 1. Off-duty employment/business must have the Chief's approval.
 - 2. The City has a system where officers **working off duty as police** will be compensated at designated rates and be covered by liability/workmen's comp insurance. Field Services will:
 - a. Give notice of upcoming events with a deadline date and explanation of the hours/tasks to be performed.
 - b. Establish a list of personnel for assignment.
 - c. Assign with consideration to previous hours worked, seniority, and duty hours.
- B. Behavior and Activity during extra-duty employment.
Employees shall be familiar with and comply with the City of La Crosse Code of Ethics
- C. Approval, Review and Revocation Process.
 - 1. A *Request of Approval of Outside Employment* form must be completed/submitted to the Chief or Assistant Chief in his/her absence; if approved, it is placed in the person's personnel file with a copy to the employee's supervisor.
 - 2. If the outside employment/business is terminated, notify the Chief; new employment/business requires a new form; significant change within the employment requires Chief notification.
- D. Coordination/Administration.
 - 1. The Chief of Police shall be the person who may authorize any off-duty employment or business.
 - 2. The employee must file a written notice of request/intent to be employed or form a business prior to being employed or opening a business.
 - 3. The Chief of Police must grant or deny the request within a reasonable time of receiving it. Requests for permission for off-duty employment will be evaluated for approval based on the following concerns:
 - a. Off-duty employment will be taken on a part-time basis.
 - b. The following list will give examples of off-duty employment not allowed:
 - 1) Could compromise the confidentiality of department records and/or investigations.
 - 2) May bring discredit to the department, or where the position could undermine public trust.
 - 3) Could compromise the officer's ability to enforce the law, exert command authority, or control or effect discipline.
 - 4) If the official position may be used to serve private interest.
 - 5) If the employment would assist any principal in any criminal or civil proceeding.

- 6) Where employment would be for investigative work for insurance agencies, collection agencies, attorneys, or private investigation agencies.
 4. Employment by a school certified to instruct police-related subjects for recruit, in-service or specialized instruction, may be given special consideration in scheduling for the good of the department/profession. In no case shall any employee be paid by the college, school, etc. while "on-department time" for services rendered.
 5. Employment will be approved for a specific period of time. Short term or temporary employment shall be approved for the expected duration of the job. Long term employment requests may be granted however, it can be revoked by the Chief for good cause based upon provisions in this order.
 6. The Chief will not be arbitrary in any denial of employment decision and must articulate reasons for denial based upon provisions of this order.
 7. Other governmental entities that hire La Crosse police officers to perform law enforcement duties must indemnify the City of La Crosse prior to employment of the La Crosse officer.
 8. Permission to engage in off-duty employment may be revoked when it appears from such employment the employee's ability to efficiently discharge his/her duties is impaired or interfered with or if the employee's performance evaluation is rated less than satisfactory.
- E. Significant Aspects of Extra-duty employment.
- Outside employment/business may NOT be authorized if, in the opinion of the Chief, it would constitute a conflict of interest or would tend to bring discredit to the Department or any of its members. It shall not:
1. Interfere with the employee's employment with the Department.
 2. Render an employee unavailable during an emergency.
 3. Physically/mentally tax the employee wherein performance may be affected.
 4. Require any special consideration be given to scheduling regular duty hours.
 5. Bring the Department into disrepute; impair the operation/efficiency of the Department or employee.
 6. Use the Department name, employee's position or equipment in the pursuit of any outside or off-duty interests.
 7. Wear the uniform while in off-duty employment unless authorized by the Chief.
 8. Use City owned vehicles, radios, or other equipment while traveling to/from or engaging in off-duty employment unless authorized by the Chief.
 9. Engage in any business/employment as an operator, agent, bartender or bouncer of any business/premise licensed to sell alcoholic beverages.
 10. Injuries incurred during any off-duty employment activity are not covered by the City's Worker's Compensation Program or duty related retirement plans.

Ronald J. Tischer
Chief of Police



CHAPTER X
10.8
ANNEX A

REQUEST OF APPROVAL
OF OUTSIDE EMPLOYMENT
FORM

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	09.27.2012	XI	11.0
TITLE COLLECTIVE BARGAINING		WORD CODE BARGAINING	TOTAL PAGES 1
	WILEAG STANDARDS, 3RD EDITION 2.1.1, 2.1.2		

I. PURPOSE AND POLICY.

This order establishes that:

- A. Collective bargaining agreements are duly considered in the management of the Department.
- B. ALL personnel subject to an agreement should receive copies from their respective unit.
- C. Supervisory personnel will have access to agreements of subordinate personnel.
- D. The Department will comply with all provisions of agreement(s).

II. PROCEDURE.

A. Collective Bargaining Unit.

The Department recognizes bargaining units as noted by the City to include, commonly known as, LPPSA, LPPNSA, Local 180 and meet and confer employees. Generally, the collective bargaining process will be composed of the unit, Human Resources, and the Common Council.

B. Dissemination of Agreement.

To ensure that all personnel subject to such unit agreements are knowledgeable of them, such agreements are disseminated to all affected personnel by the collective bargaining unit representatives. Human Resources and all Bureau Captains have pertinent signed copies of all labor agreements regarding their personnel.

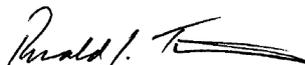
C. Supervisory Personnel.

The Chief will inform all supervisory and management personnel of the terms of any collective bargaining agreement affecting personnel, particularly of any changes in the new contract compared to the old contract, under their supervision at the monthly staff meeting, and at smaller staff meetings if necessary. This will ensure that all supervisors know their role under the provisions of agreements regarding subordinate personnel. Bureau Captains will provide copies of relevant agreements to all divisions and/or shifts for access by any supervisor.

D. Compliance.

This order ensures compliance with all collective bargaining agreements. Whenever a new collective bargaining agreement is written, the policy review committee will review the agreement and ensure that Department directives are in compliance with such agreements.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XII	ORDER NUMBER 12.0
TITLE GRIEVANCE PROCEDURES		WORD CODE GRIEVANCE	TOTAL PAGES 1
	WILEAG STANDARDS, 3RD EDITION 2.2.1, 2.2.2		

I. PURPOSE AND POLICY.

This order adopts grievance procedures specified in all pertinent labor contracts/agreements for relevant Department members.

II. PROCEDURE.

A. Grievance Procedure.

ALL personnel will make themselves aware of their general *grievance procedure detailed in their labor contract* or agreement applicable to them, such as:

1. Matters that are subject to the procedure or scope.
2. Time limitations for filing/presenting the grievance.
3. Procedural steps and time limits at each step.
4. Criteria for employee representation.
5. Routing of the grievance through the City/Department.

B. Contents of Grievance.

ALL grievances, following contractual issues, shall:

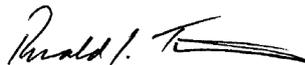
1. Have a written statement of the grievance (if oral communications are ineffective) containing information upon which it is based.
2. Have written specifics of the alleged wrongful act including resultant harm, if any.
3. Have a written description of the remedy, adjustment, or other corrective action sought.
4. Grievances shall use the forms established by their unions or associations.

C. Grievance Controls.

Such grievances have procedures within labor contracts and/or agreements for the following conditions which personnel shall make themselves aware of, such as:

1. Response to any grievance received by a supervisor shall be processed through the Office of the Chief.
2. Appealing any decision made within the process will follow the contract/agreement and state law.
3. Maintenance and control of related records within the Department are controlled by the Assistant Chief.

Ronald J. Tischer
Chief of Police



GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 06.25.2014	CHAPTER 13	ORDER NUMBER 13.1
TITLE CODE OF CONDUCT		WORD CODE CONDUCT	TOTAL PAGES 7
	History: Updated 3/03, 8/06, 6/07, 9/12, 6/14 WILEAG Standard – 4th Edition 1.1.1, 1.2.3		

1. PURPOSE AND SCOPE

This order establishes specific rules/regulations, codes of conduct, general rules and guidelines for Department personnel.

2. PROCEDURE

The Code of Conduct order is composed of rules and regulations governing members. All members will be familiar with its contents and abide by its provisions.

3. GENERAL

- A. All personnel must adhere to oath of office.
- B. All personnel are provided a copy of the Rules and General Orders of the Department. It shall be their responsibility to familiarize themselves with and abide by the General Orders, Directives, Notices, SOPs, and all other rules and orders specific to their respective assignments.
- C. Sworn personnel shall be knowledgeable of State Statutes, City Ordinances, and fundamental rules of evidence so they may properly investigate and refer a case to the appropriate authority for disposition.
- D. Personnel shall have general knowledge of the city, including its geography, names and locations of streets, all city, county, state, and federal buildings. Personnel shall also be familiar with the organizational structure of this Department and the relative duties of all its Divisions.
- E. Every employee of the Department shall be accountable for his/her use of delegated authority and shall not abuse nor misuse said authority during their employment.
- F. All personnel must promptly notify a supervisor of a violation of order/directive.
- G. All personnel must obey all lawful orders from higher rank. In the event that a conflict of orders exists, the last order of a Supervisory Officer shall be obeyed and the employee shall not be held responsible for disobeying the first order. When there is sound reason to believe that a lawful order or instruction is inconsistent or unjust, it is the right and privilege of any employee to appeal to a higher authority, if an order is unlawful report it to the Chief. If the Chief issues an unlawful order, report it to the Mayor.
- H. Insubordination/disrespect to supervisors is prohibited; a charge of insubordination shall result against any employee refusing to answer questions when lawfully ordered to do so by a supervisor. A charge of insubordination shall result against any employee for refusing to comply with a lawful order or instructions issued by a supervisor. A charge of insubordination may result in dismissal.
- I. When in a higher rank, exercise same authority and be responsible, don't interfere with orders issued by previous member except when need dictates.
- J. Supervisory personnel are accountable for the performance of employees under their immediate supervision. Supervisors shall take every reasonable action to ensure that subordinates adhere to Department General Orders, Directives, Rules, Notices, SOPs, and code of conduct. Supervisors shall not knowingly permit personnel under their command to violate any law, City Policy, or Department Rules and General Orders.

4. DUTY

- A. Personnel shall be punctual and fit in reporting for duty, roll call, or briefings at the time and place required by assignments and orders. They shall be properly equipped and prepared to immediately perform their duties.
- B. All personnel must report anticipated absence in a timely manner; no unreported absences are permitted.
- C. Personnel are not allowed to engage in outside employment while on sick leave.
- D. Personnel shall have assigned duty hours and when not so employed, shall be considered off-duty. Off-duty personnel shall be subject to recall at the direction of supervisory personnel. Hours are dependent on assignment and labor agreement.

- E. All sworn personnel, while on duty and within the jurisdiction of the City, shall protect life and property, preserve the public peace, prevent crime, detect and arrest violators of the law, and enforce all Statutes and Ordinances of the State of Wisconsin and the City of La Crosse.
- F. All personnel, while on duty and within the jurisdiction of the City, shall report and take the appropriate action in all instances involving public nuisances, hazardous conditions, traffic problems, and any other circumstances requiring police action.
- G. Personnel are prohibited from sleeping/idling/loafing or leaving duty assignment without authorization.
- H. Upon completion of an assignment, sworn personnel shall immediately report back in-service advising Dispatch of the disposition.
- I. Personnel shall perform all regularly assigned duties and other lawful tasks that may be required of them at the direction of supervisory personnel.
- J. While on duty, personnel shall not engage in any activity or personal business which would cause them to neglect or be inattentive to their duties. Personnel shall give their entire attention to their respective duties and/or carry out, without delay, all assignments and responsibilities. Personnel shall take the appropriate action and file any necessary reports when any situation requiring a response is brought to their attention. Failure to perform duties include failing to acknowledge radio calls or other communications.
- K. Personnel may carry authorized items by holder/briefcase which is not detrimental to the Department by design or composition; the Department may open/inspect items in member's possession; members must cooperate with inspections.
- L. Officers who are off-duty and witness criminal activity within the City of La Crosse shall notify the Department as soon as possible and have the discretion to take appropriate police action. Any officer unable to take action because he/she is not properly equipped and/or the officer feels it is tactically not safe to act, will not be subject to discipline.
- M. Personnel shall respond to those who seek assistance in an efficient, understanding, and professional manner. Sworn personnel will assist, as trained, to protect the public and fellow officers in time of danger or under conditions where danger may be impending. Personnel shall cooperate with and afford other government agencies all the assistance and authorize information they are entitled to receive in order to promote a professional working environment.
- N. Personnel of the Department shall not disobey or refuse assignments or instructions from Dispatch unless directed to do so by a Supervisor. Radio transmissions shall conform to all other Department Rules and General Orders.
- O. Personnel shall immediately make a report, on the appropriate forms stating the cause and nature of the on-duty injury. An immediate supervisor shall complete the appropriate forms for an incapacitated employee.
- P. Personnel shall not, by act or omission, create a situation of unnecessary risk of injury to themselves, other employee, or any other person. Personnel shall wear all required safety equipment.
- Q. Failure to perform any duty either intentionally/through neglect is prohibited.
- R. Personnel are prohibited from Inattention and inefficiency while on-duty.
- S. Do not leave an assignment without permission except for police necessity; if required to leave, notify supervisor or dispatcher.

5. PERSONAL DATA/AVAILABILITY

- A. Personnel shall have an operable personal telephone so they may be contacted.
- B. Personnel shall report current address and telephone number to your supervisor within 48 hours of any change with copies routed to Human Resources and the Office of the Chief of Police.
- C. Personnel shall not release the personal information of any other personnel to persons outside of the Department without the approval of the Chief of Police.
- D. Personnel shall immediately report in writing any loss, suspension or revocation of their driving privilege to the Chief of Police.

6. GENERAL APPEARANCE/UNIFORM

- A. Wear the uniform as prescribed by General Order. Uniforms/duty clothes are to be neat/clean in appearance. Be well groomed unless authorized by a supervisor for other duty. Keep badge and nametag on outer garment of uniform.

7. DEMEANOR

- A. All Department personnel shall be civil, orderly, discreet, courteous, patient, and respectful in any situation while on duty. Personnel shall not engage in any unjustified altercation, physical or otherwise, and shall make every effort to refrain from using profanity, insulting, or inflammatory language and gestures.
- B. All personnel shall assist the public within the scope of their duties, being always mindful of positive police community relations. All personnel shall control their tempers, and be courteous, respectful, and patient when dealing with the public. If requested by a member of the public, all personnel shall verbally provide their complete name (first and last) and Department 4-digit identification/badge number in a courteous manner. Employees, while on duty, shall not express to the public any prejudice or bias concerning sex, age, color, race, religion, disability, political preference, national origin, sexual orientation, or lifestyle.
- C. Personnel shall act together to assist/protect each other. All personnel will treat each other professionally.
- D. Personnel will not interfere unnecessarily in the private business of any person.

8. DUTY FITNESS - ALCOHOL/DRUGS

- A. Personnel are prohibited from being under the influence of alcohol or drugs while on-duty. The Department has a zero tolerance (a blood alcohol concentration in excess of .000 percent) while on-duty, unless authorized by a supervisor for undercover investigations or other authorized events.
- B. Only enter a bar when on-duty for a police purposes.
- C. Do not drink alcoholic beverages in uniform, or transport such other than for a police duty; uniform means wearing it or any visible part showing the patch or badge; consumption/possession on duty must have supervisor approval.
- D. No alcoholic beverages will be brought into/kept in any Department building, nor in any building designated for or used for police purposes, except when officially seized.
- E. No employee, unless authorized, shall possess, use, purchase, or offer to purchase any illegal/controlled substance or related paraphernalia. Employees shall not store or bring into any Department facility or vehicle illegal/controlled substances, except items that are seized as evidence, used for authorized educational demonstrations, kept as part of an investigation, or prescribed by proper medical authority. Employees shall immediately notify their Supervisor verbally and the Chief of Police in writing when controlled substances are prescribed by proper medical authority and when such substance could affect/impair work performance.

9. PRISONER, ESCAPE, BAIL

- A. Personnel will not submit prisoners to any greater severity/indignity than necessary to arrest and maintain custody; use discretion in compelling submission.
- B. Personnel will not argue with prisoners, speak to them unnecessarily, in obscene or profane language or threaten them; do not unnecessarily strike, mishandle/mistreat them; Supervisors are responsible for proper treatment of prisoners.
- C. Sworn personnel will not post bail for persons other than family.
- D. Personnel will keep prisoners in sight; use precautions to prevent escape injury; not left in civilian custody except when necessary.
- E. Personnel will not negotiate/arrange for anyone, anything which may allow escape; do not suggest or recommend an attorney.
- F. Personnel will not communicate data which may enable persons engaged in (quasi) criminal acts to escape the law or which may permit disposal of evidence.

10. MONEY/GRATUITIES/PREFERENCES

- A. Personnel will not use their position for personal gain.
- B. Personnel shall not seek free admission to anything charging admission using the employment position without Chief approval.
- C. Witness fees paid to personnel for data acquired on the job will be brought to his/her supervisor's attention.
- D. Money received as reward, etc. for services on duty, other than salaries, are routed to a supervisor with a memo of how why money was received; it is routed to the Administrative Services Lieutenant who, with the Chief's approval, will turn it over to Finance unless the donor specifies a program.

- E. Do not sell items/collect money while on duty without permission from the Chief, Asst. Chief or Captain.
- F. Personnel shall not accept or solicit any form of gratuity for any purpose or reason. Although not all inclusive, a gratuity is defined as money, gift(s), tangible or intangible property, food, beverage, loan, promise, service, or entertainment for the sole benefit of the employee. This section does not prevent an employee from accepting a gift of insignificance or of token value such as a meal provided at a presentation, coffee mug, pen or hat in accordance with the City of La Crosse Ethics Code and Guidelines. This section shall not apply to solicitations or fund raising activities that have received the prior written approval of the Chief of Police.

11. ACTIONS AND SPEECH

- A. Member receiving an in-house call will give rank/title/name.
- B. Member getting an outside call: answer "La Crosse Police Department", rank-title/name.
- C. Personnel subjected to discrimination will immediately advise a supervisor; complaints will be made to the Chief.
- D. Personnel shall not state/send unnecessary, unprofessional, or unreasonably lengthy radio transmissions. Radio transmissions will be kept professional at all times. Detailed or lengthy information shall be conveyed to Dispatch by another means of communication.
- E. Personnel shall not engage in conduct that could constitute a violation of the State or Federal Criminal Codes, or an Ordinance that corresponds with a State Statute, which constitutes a crime.
- F. Law violations that impede ability to perform/brings discredit on member/agency is prohibited, as is conduct that impedes the agency or brings discredit upon the member/Department. Personnel charged with a crime, taken into custody, placed under indictment, identified as a suspect of a crime, or cited for a violation of the law will report such incident to the Chief of Police, as soon as practical.
- G. Failure to report to the Chief/Supervisor that a member is under investigation by another agency is prohibited.
- H. Personnel shall be truthful at all times. This section does not apply to untruthfulness as part of legitimate investigative activity or negotiation techniques undertaken in the course of duty, such as in undercover work, critical incidents and in accordance with and as permitted by law. Do not speak with disregard for the truth or with lies.
- I. Failure to promote the Departments efforts to implement/maintain policies/goals is prohibited; prohibits any omission/failure to act by a member which would be reasonably required, it applies to those who fail to implement orders and directives.
- J. Personnel shall not encourage/participate or support strikes/demonstration/work slow-downs or other action against the Department.
- K. Personnel will not solicit votes or offer gifts, etc. to members for votes; neither shall they allow use of their photos/names referencing their employment – for advertising or by testimonial or recommendation.
- L. Personnel will not participate in political activity/endorsement while on duty, in uniform, or using/ referring to employment; if a member runs for political office, notify the Chief; while running, do not approach anyone for political purpose while on duty; do not use the police position to attempt to influence persons for a political purpose. No nomination or endorsement papers will be left to sign in the Department. On-duty employees will remain neutral during any political activity.
- M. Personnel will not engage in political talks and shall not speak disparagingly of the nationality of any person.
- N. Personnel shall not promote rumors or engage in criticism which is defamatory, clearly undermines or impairs the operation of the Department, or displays a reckless or knowing disregard for the truth. Do not engage in public statements/etc. pertaining to the Department which may impair its efficiency or the confidence in it or its members by: false statement, defamatory/abusive language, invective or epithets.
- O. No illegal game of chance for wagers will be played while on duty or in a Department building or vehicle.
- P. Personnel shall not provide any Department information (written, verbal or electronic) to any unauthorized person unless approved by the Chief of Police. Any inquiries or requests for information concerning the official operation of the Department shall be referred to the Chief or designee.
- Q. No employee shall post, mark, deface, or alter, any document (written, electronic or printed) or alter any item within the Department that creates an offensive, obscene, threatening, or derogatory message.

- R. Criminal Associations - Personnel shall avoid regular or continuous association, fraternizations, or dealings with persons who they know or should know are under criminal investigation or who have an ongoing reputation for involvement in criminal behavior. Personnel are exempt from the above restriction if such an association is specifically required as a matter of police duty or unavoidable because of family relationships.
- S. No personnel while on duty or when acting in an official capacity, shall conduct union related business, except as allowed by contract. Personnel shall promptly inform the Chief of Police whenever there is any knowledge or intent to organize any association, society or club that could affect Department operations.
- T. Personnel will conduct themselves at all times, both on and off duty, in a manner that reflects most favorably upon the Department. They shall not conduct themselves in a manner that brings the Department into disrepute or reflects discredit upon the employee as a member of the Department or which impairs the effective operation of the Department or employee.
- U. Do not speak for the Department unless authorized by Chief; supervisors will give the media data if cases will not be compromised.
- V. Personnel shall not discuss Departmental business that is confidential information and is not to be given to anyone except those for whom it is intended, as directed by a supervisor or due process.
- W. Personnel shall not audio and/or video record conversations or communications with another department member without the knowledge of all parties involved in the conversation/communications, unless otherwise authorized by the Chief/designee.

12. INVESTIGATIONS/ENFORCEMENT/REPORTS

- A. Personnel will keep notes to enter data relative to their assignment.
- B. Failure to report information concerning a crime or unlawful act is prohibited.
- C. Personnel will NOT make a false/misleading oral or written report.
- D. Personnel will communicate promptly to a supervisor/dispatcher crimes, important public occurrences, complaints, and relevant data brought to their attention; don't withhold data.
- E. Personnel will investigate crime scenes; obtain names/addresses/detail and document facts. Give evidence/data to assigned investigators; keep unauthorized persons from the scene. Inventory property or evidence.
- F. Personnel will take precautions to avoid destroying/lessening evidence and prints.
- G. Personnel will render aid to those in need.
- H. Personnel will be dutiful in the enforcement of traffic laws; this may be delegated but does not relieve all members of such duty.
- I. Personnel will not hide vehicles unless for a specific police purpose.
- J. Report accidents as required.
- K. Observe streets, report defects/obstructions, and if needed barricade them.
- L. If a neglected/abandoned child is found, notify a supervisor and/or refer to social services or other agency.
- M. Do not make false reports or cause to be entered in records any inaccurate data, nor omit pertinent data.

13. CIVIL/ CRIMINAL PROCEEDINGS

- A. When required to appear in court, be punctual and appear in uniform or appropriate plainclothes specified in orders; be properly prepared and have property to be used as evidence available.
- B. Be attentive and respectful to judges; give testimony calmly and explicitly and not chew gum or tobacco.
- C. Testify with truthfulness and accuracy and neither suppress/overstate. Answer with readiness/civility in support of the charge.
- D. Do not commence civil action for damages sustained on duty without filing a report of the incident.
- E. Render aid in civil cases when the City is a party. Prevent breaches of peace and quell disturbances and take persons breaking the peace in to custody. Not testify in civil cases unless summoned.
- F. Have approval of a supervisor to apply for a search/other warrant; Investigative personnel may be granted overall approval by the Bureau Captain for obtaining warrants.
- G. Failure to testify or give evidence before any hearing, etc. when there is no properly asserted constitutional privilege or when immunity has been granted is prohibited; failure to cooperate when called to give evidence statements by a supervisor or the Police and Fire Commission when evidence/statements sought relate specifically to police duties is prohibited; if constitutional

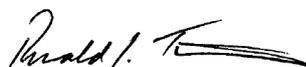
privilege is asserted, required to cooperate if advised that statements given cannot be used in a criminal case.

H. Personnel will not process or serve civil papers unless directed by the Department/supervisor.

14. EQUIPMENT AND SUPPLIES

- A. Personnel shall not use any vehicle/office or equipment that has not been properly authorized for their use. Personnel shall not relocate or remove any equipment or furniture without proper authorization.
- B. No employee shall knowingly or willfully enter or cause to be entered any inaccurate or false information or wrongfully alter, conceal, destroy, mutilate, obliterate, remove, or steal any Department record(s). Personnel shall submit all necessary reports in accordance with established Department procedures
- C. Personnel will not make duplicates of Department keys without the approval of the Chief/designee.
- D. Personnel will obtain equipment/supplies upon requisition by the proper supervisor.
- E. Personnel shall not abuse, damage, neglect, wrongfully dispose of, lose or tamper with, any Department equipment or property. All Department equipment issued or assigned to personnel will be maintained in proper order. Personnel will use all safety devices provided for their protection. Defects or damage shall immediately be reported to the appropriate supervisor. When equipment or property is lost or damaged through an intentional act or negligence, the responsible employee(s) may be required to pay replacement costs or repairs.
- F. Department property is not for personal use. Personnel shall not appropriate or convert, for their own personal or another's personal use, any of the following: Lost, found, stolen property or evidence.
- G. Personnel shall not convert to their own use, manufacture, disguise, conceal, Intentionally falsify, destroy, remove, tamper with, or withhold any property, payment or evidence except in accordance with any Department Rule, General Order, State or Municipal law.
- H. Personnel shall not dispose of any property/evidence in the custody of the Department except as established by Department Rule, General Order, State or Municipal law.
- I. Personnel are responsible for the care of assigned Department property and report to a supervisor the loss/damage/unserviceable condition of such. Carelessness is not tolerated. Members may be required to pay repairs replacement besides suffering any penalty imposed for the violation.
- J. When members resign or in any way vacate their office, they shall return to the Department all Department property in their possession; in case of death, a supervisor makes proper disposition of it.
- K. Personnel will examine/clean equipment and keep in serviceable condition.
- L. Personnel will not enter into Department correspondence over his/her signature; nor will s/he convey official data except as authorized by the Chief.
- M. Equipment will remain where placed and not be moved; do not hang anything except those related to police purposes authorized by the Chief.
- N. No records may be permanently removed from Records without approval from the Chief/designee. Records may be removed and returned according to appropriate directives.
- O. No Department vehicle may be used without supervisory permission except in an emergency; in such case the reason for use will be communicated as soon as possible.
- P. Do not make long distance or cell calls via Department phones except for Department business.
- Q. Members assigned to police vehicles are responsible for their care; commanders assign washing/servicing; those assigned field units shall inspect them to ensure serviceability. The member will see that the unit is fueled/returned serviceable; if it is unsafe/unsatisfactory, members will report to a supervisor to determine if it is fit. If a member fails to report a problem, it is assumed that it occurred during his/her tour. The operator of any Department vehicle is responsible for its cleanliness. All personal property and personal equipment shall be removed from the vehicle at the end of the shift.
- R. Department lockers are Department property and as such all contents are open to inspection at any time.

Ronald J. Tischer
Chief of Police





CITY OF LA CROSSE
POLICE DEPARTMENT

400 La Crosse Street ▪ La Crosse, Wisconsin 54601 ▪

Mission Statement

We are **committed** to the delivery of excellent police service to improve the quality of life within our community.

The La Crosse Police department believes that excellent police service is achieved through the following:

- Problem Solving
- Professionalism
- Partnerships
- Ethical Practices

Vision Statement

Our **vision** is to achieve excellence in policing.

Values

The following **values** guide how members of the La Crosse Police Department think, feel, and behave to improve the quality of life in La Crosse and thereby achieve our mission and vision:

- Excellence
- Respect
- Loyalty
- Integrity
- Accountability

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIII	ORDER NUMBER 13.2
TITLE DISCIPLINARY SYSTEM		WORD CODE DISCIPLINE	TOTAL PAGES 2 Annex A-E
	History: Updated 3/03, 7/07 ANNEX ATTACHED WILEAG STANDARDS 3 rd EDITION 4.2.1		

I. PURPOSE.

This order establishes the Department's disciplinary system.

- A. Procedures/criteria for using counseling.
- B. Procedures/criteria for punitive action including oral reprimand, field performance evaluation form, written reprimand, loss of leave, suspension, demotion, and dismissal.
- C. Recognition of employment rights and safeguards.

II. POLICY.

It is Department policy that discipline be based on fairness. This system enhances consistency while not implying a required sequence of punitive acts. This order complies with WI ss. See Complaint Against Department/Members Internal Affairs (23.0) for the complaint process.

III. DEFINITIONS AND GENERAL PROCEDURES/CRITERIA.

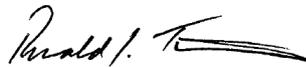
- A. **Counseling:** consultation between a supervisor or other assisting agency and an employee regarding skills/habits, may require remedial training as documented by the supervisor and referred to the Training Division through appropriate Bureau Directors. Counseling may also include referral to the Employee Assistance Program (EAP).
- B. **Demotion:** reduction in status, position, pay scale or rank by the Chief with notification/approval of the Police and Fire Commission.
- C. **Discipline:** process by which the Department insures that each employee's conduct conforms to standards set by the Department. Discipline can take two forms: positive, through encouragement/persuasion such as counseling/training or negative including reprimand, suspension, demotion etc.
- D. **Dismissal:** discharge or termination of employment by the Chief with notification/approval of the Police and Fire Commission.
- E. **Loss of Leave:** forfeit earned time off; must be agreeable to both the offender and supervisor in lieu of a suspension.
- F. **Oral Reprimand:** a verbal form of discipline for less serious or minor first time offenses NOT documented in the offender's personnel file but may be included in the supervisor's field notes for reference.
- G. **Progressive Discipline:** increased discipline when lower levels do not improve performance; does not bar a higher level of discipline from being initially applied.
- H. **Suspension:** stopping/ceasing on duty time either with or without pay; for purposes of this order, suspension is used as being without pay, unless otherwise noted.
- I. **Written Reprimand:** a written form of discipline for less serious or minor first time offenses documented in the offender's personnel file which may refer to past incidents of a similar nature, oral reprimands, referral to remedial training and/or EAP referral.

IV. RELATED PROCEDURES.

- A. Discipline must be legal, reasonable, consistent, & timely.
- B. Disciplinary action is determined by the seriousness of the misconduct and by the extent of wrongdoing/injury to any person. It is commensurate with the incident and the employee's prior instances. If misconduct is similar to previous employee misconduct, discipline is more severe.
- C. Levels of Discipline. Levels are guidelines only. The Chief may take disciplinary action outside these guidelines when circumstances are present to warrant deviation.
 - 1. Oral Reprimand.
 - 2. Counseling/Training.
 - 3. Supervisory Note
 - 4. Field Performance Evaluation
 - 5. Written Reprimand.
 - 6. Loss of Leave or Suspension.
 - 7. Demotion.

8. Dismissal: permanent employees may be dismissed only for just cause; probationary employees may be dismissed at any time during the probationary period without cause.
- D. Documentation: Supervisory Note, Field Performance Evaluation Form, counseling /training, Corrective Action Report; all forms of discipline.
- E. The Department recognizes employee rights as afforded by the constitution, applicable state law, and pertinent case law. Policy Review Committee members will solicit case law and related statutory revisions on an annual basis in an effort to update this directive.

Ronald J. Tischer
Chief of Police



13.2 ANNEX

- A: CITIZEN COMPLAINT FORM**
- B: SUMMARY - COMPLAINT AGAINST
MEMBER**
- C: EMPLOYEE RIGHTS/WAIVER FORM**
- D: INVESTIGATIVE REPORT FORMAT**
- E: CORRECTIVE ACTION REPORT**

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIII	ORDER NUMBER 13.3
TITLE SUPERVISORY & COMMAND STAFF		WORD CODE SUPERVISORY	TOTAL PAGES 1
	HISTORY: Updated 3/03 , 7/07 WILEAG STANDARD, 3RD EDITION 4.2.2		

I. PURPOSE AND POLICY.

This order specifies the role of supervisory and command staff in the disciplinary process and their authority in each level of disciplinary action. The principles of unity of command as it relates to discipline will be adhered to.

II. PROCEDURES.

A. Authority to Discipline and Progressive Scale.

1. Oral Reprimand - issued by any supervisor.
2. Counseling and/or training - use of training alternatives or additions are highly encouraged; issued by any supervisor.
3. Written Reprimand - issued by any supervisor after obtaining chain of command signatures and with the Chief's approval.
4. Loss of Leave and/or Suspension - issued by the Chief and Police and Fire Commission; however, a supervisor may temporarily suspend a subordinate with pay if such member's misconduct may impede or damage the member or the Department in their performance, such action will be brought to the IMMEDIATE attention of the Chief, Assistant Chief and relevant Bureau Director.
5. Demotion - issued by the Chief and Police and Fire Commission.
6. Dismissal - issued by the Chief and Police and Fire Commission.

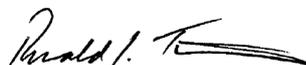
B. Progressive discipline will be used for repeat, similar violations. Nothing in this order prevents a supervisor from initiating a higher level of disciplinary recommendation if the penalty fits the violation. General order 13.2 adds other criteria.

C. ALL levels and methods of discipline are subject to the review of the Chief. Discipline alternatives or other recommendations may be made through the chain of command.

D. Documentation.

1. Field Performance Evaluation Form (see 13.2).
 - a. The Chief's original will be routed by the issuing supervisor up through the chain of command to the Bureau Captain and to the Chief.
 - b. The Director will ensure that the form is properly used based on personnel records, past use for similar violations, consistency and fairness.
 - c. The Director and Chief may recommend, modify, or rescind evaluations.
 - d. Field Forms for counseling shall be issued in private from supervisor to member, not in front of any personnel of the same rank of the member, unless so requested by the member and then only with an association representative. ALL supervisors shall not discuss such matters with any other subordinates.
2. Corrective Action Report (see 13.2).
 - a. Prior to issuing this report, supervisors will adhere to directions on the form regarding required signatures.
 - b. The chain of command review ensures unity of command when the discipline is finally issued to the member.
 - c. Such reports shall be issued in private from supervisor to member, not in front of any personnel of the same rank of the member, unless so requested by the member and then only with an association representative. ALL supervisors shall not discuss such matters with any other subordinates.
3. Any written input from supervisors during their review through the chain of command shall have a copy routed back to the offender.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIII	ORDER NUMBER 13.4
TITLE PUNITIVE ACTION		WORD CODE PUNITIVE	TOTAL PAGES 1
	WILEAG STANDARDS, 3RD EDITION 4.2.3		

I. PURPOSE AND POLICY.

This order requires all personnel to be familiar with the following information particularly when that person's misconduct results in punitive action.

- A. Reason for the action.
- B. Effective date(s) of the action.
- C. Appeal and hearing rights.

For the purposes of this order, punitive action is defined as any disciplinary action from written reprimand to dismissal.

II. PROCEDURE.

A. Reason for Action.

The Corrective Action Report (GO 13.2, Annex A) lists the reason for disciplinary action in the following:

- 1. Order/Directive Violated,
- 2. Description of Violation; and/or
- 3. Additional Comments and/or Recommendations. Supervisory annexes, addendum, recommendations, investigative reports, and conclusions may serve as references and/or attachments to the report.

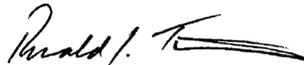
B. Effective Date.

The "Action" section of the report notes effective dates where applicable. If none are present, the effective date is the date of the supervisor's signature.

C. Appeal.

If the member decides to appeal such action, s/he may informally seek a remedy through the report's indicated chain of command or do so by formally following WI ss. 62.13(5) and/or pertinent sections of relative labor agreements.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIII	ORDER NUMBER 13.5
TITLE MAINTENANCE OF RECORDS	AUTHOR RJB/RMA	WORD CODE REC MAINT	TOTAL PAGES 1
	HISTORY: NEW 3/12/98; UPDATED 7/24/03 WILEAG STANDARDS, 3RD EDITION 4.2.4		

I. PURPOSE AND POLICY.

This order specifies the procedures for maintenance of records for disciplinary actions requiring documentation, filing, and general preservation of disciplinary history.

II. PROCEDURE.

A. Where Records are Filed.

1. Administration: the City of La Crosse Human Resources Department maintains personnel files. ORIGINAL documents will be maintained in such files.
2. Shift/Division: each shift, division or section of the Department will maintain a yearly evaluation folder for all assigned personnel. All permanent records shall be forwarded to the Human Resources department following the annual evaluation.
 - a. This folder is transferred to the commander of whatever shift/division the member is transferred to.

B. How Long Records are Maintained.

Unless specified specifically by contract/agreement, ALL disciplinary actions noted above will be maintained for the duration of the member's Departmental employment.

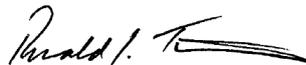
C. Purging.

Purging of disciplinary action is NOT allowed without the written authorization of the Chief. Upon member termination or resignation, ALL personnel files for such person will be purged by sending the contents thereof to the City Personnel office.

D. **Personnel files are CONFIDENTIAL** in nature and are viewable only by the pertinent member and his/her supervisors in the chain of command unless viewing is expressly granted in writing by the Chief.

E. Items placed in personnel files should be brought to the attention or have a copy routed to the person whose file is being affected.

Ronald J. Tischer
Chief of Police



<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 09.27.2012</p>	<p align="center">CHAPTER XIII</p>	<p align="center">ORDER NUMBER 13.6</p>
<p>TITLE</p> <p>SEXUAL HARASSMENT</p>	<p>WORD CODE HARASSMENT</p>	<p align="center">TOTAL PAGES 1</p> <p>ANNEXES ATTACHED: DILHR PUBLICATION LA CROSSE SEXUAL HARASSMENT POLICY WILEAG STANDARDS, 3RD EDITION 1.2.4</p>	

I. PURPOSE AND POLICY.

This order prohibits sexual harassment in the work place and provides a means by which sexual harassment can be reported.

II. DISCUSSION.

The Department takes a stand against sexual harassment through policies and directives that prohibit such conduct; providing thorough investigation of any sexual harassment complaint; issuing appropriate disciplinary action where allegations can be substantiated; and making members aware of the issues involved.

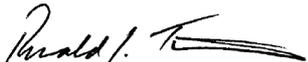
III. DEFINITION.

Sexual harassment is defined by EEOC language in Annex A by DILHR and detailed by WI ss. 111.32(13) and 111.36(b) contained in Annex A from the City's Sexual Harassment Policy. DILHR sets findings and requirements for cities, the Personnel Office establishes policy for City Departments. The attached documents provide procedures to pursue sexual harassment complaints; however, the Department's primary process for such complaints is provided herein.

IV. PROCEDURE.

- A. Employee's who believe they have been the subject of sexual harassment will report the incident immediately to their supervisor, unless the complaint involves the supervisor, then the employee will report the incident to the next supervisor in the chain of command. If this is not possible they may report to the Chief or City Personnel Director.
- B. The employee should leave an Intra Department Memo on the incident as soon as possible. The complaint will be promptly investigated by the supervisor or his/her designee and a conclusion reached in a timely fashion.
- C. Dependent upon the findings, members found to having engaged in sexual harassment shall face disciplinary action NOT to include oral or field evaluation forms. In general, members committing sexual harassment will be referred to the Employee Assistance Program in addition to discipline.
- D. Supervisory Responsibility. It is his/her responsibility to ensure that members feel free to report sexual harassment. Supervisors will take the complaint, ensure it is investigated, complete reports, and forward information to the Chief. Supervisors will NOT discourage complaints nor shall they informally handle such incidents outside of this order.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIV	ORDER NUMBER 14.0
	TITLE RECRUITMENT AND SELECTION	WORD CODE RECRUIT	TOTAL PAGES 3
Addendum A- Background release. History: New 3/98; Updated 2/03, 10/04 WILEAG STANDARDS, 3RD EDITION 3.1.1, 3.1.2, 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.2.5, 3.2.6			

I. PURPOSE

The purpose of this order is to establish guidelines for the recruitment and selection of candidates to fill sworn employment vacancies in the Department.

II. POLICY

It is our policy to recruit and select the best candidates. We strive to accomplish this by dedicating resources to attract, assess and select candidates that possess those values/skills that are consistent with our mission, goals and objectives. The Department has an open application process that will continuously accept apps and complete (at a minimum) annual testing to maintain a list of the best possible candidates. The Department complies with equal opportunity plans and any relevant affirmative action stipulations administered by the City Human Resources office. With the Police and Fire Commission, the Chief retains the authority to select and promote the best-qualified applicants.

III. PROCEDURES

A. SELECTION PROCESS FOR APPLICANTS AND JOB RELATEDNESS

1. Officer Recruitment Guidelines.
 - a. The Assistant Chief and Bureau Captains are responsible for making recommendations to the Chief regarding existing staffing levels, anticipated attrition and staffing needs.
 - b. The Chief or his/her designee will coordinate with the Police and Fire Commission and Human Resources to coordinate recruiting activities.
 - c. The Assistant Chief is responsible for allocating resources relative to recruitment. The Asst. Chief ensures that personnel in the process are trained in equal opportunity, affirmative action, and the selection process.
 - d. The Assistant Chief may, at his/her discretion, appoint a recruitment team to develop a comprehensive recruitment process. This team will be responsible for participating in recruitment at job fairs, developing departmental brochures designed to recruit, work with Human Resources to development recruitment ads, create advertisement boards, post recruitments on websites and other duties as assigned by the Asst. Chief.
 - e. Minority personnel aware of the cultural environment may be included in recruitment activities.
 - f. The Department internally posts employment openings. Employees are encouraged to participate in seeking qualified applicants.
2. Job Announcements. City Human Resources along with the appointed Department Recruitment team is responsible for distributing media release and advertisement. Such notices will contain data regarding:
 - a. The City being an equal opportunity employer.
 - b. The application filing deadline.
 - c. General description of duties and responsibilities of the job as well as requisite skills, educational levels and physical requirements.
 - d. Ongoing application process via the department internet web sites and newspaper/trade bulletin advertisement will encourage a continuous list of possible candidates for the annual testing process.
3. Selection Process for Applicants. Administrative Practices.

The Chief has responsibility for hiring decisions. The budget establishes staffing levels. The Assistant Chief monitors vacancies in accordance with budget authorizations. Records maintenance is the responsibility of the City Human Resources office and the Administrative Services Lieutenant.
4. Application Form Screening: applications are screened by Human Resources for minimum requirements.
5. Written Test: Purpose: Technical knowledge of the candidate. City Human Resources will arrange for the administering of the applicable test, which will take place at least biannually in

- the month of March. Human Resources will inform candidates of testing date(s) and location. Test scores are routed to the Chief for review.
- a. Applicants who pass review will receive notice from City Human Resources.
 - b. Applications not meeting the grade are kept by Human Resources for notification by that office.
6. Physical Fitness Evaluation: Purpose: Ensure fitness for duty. Within 60 days of the department receiving test scores the department will administer the physical fitness evaluation to those who successfully pass the written test.
 - a. A physical fitness evaluation will test strength, flexibility, endurance and coordination.
 - b. Applicants who pass will receive notice from City Human Resources.
 - c. Applications not passing will be returned to Human Resources for notification by that office.
 7. Police and Fire Commission Interview: Purpose: Communication Skills. Within 90 days of the physical fitness evaluation the Commission will interview successful applicants and forward a written letter to the Chief and Human Resources specifying which applicants are acceptable for employment. The Police and Fire Commission will determine the number of applicants to interview based upon actual and anticipated vacancies within the department.
 - a. Applicants who pass will receive notice of being placed on the eligibility list from City Human Resources.
 - b. Applications not passing will be returned to Human Resources for notification by that office.
 8. A score based on the written test, physical assessment, and Police & Fire Commission interview is compiled and a list is made giving rank order of the candidates.
 - a. The newest eligibility list will rescind all previous eligibility lists. Candidates will remain on the eligibility list until a new list is certified by the Police & Fire Commission. Until a new eligibility list is certified the Chief may hire from the existing list, if necessary, to facilitate filling vacancies within the department.
 9. Preliminary Background Information: Purpose: Ensure eligibility. Applicants in this list are screened by the Administrative Services Lieutenant using the following criteria.
 - a. Associates's degree or 60 college credits required with a Bachelor's degree preferred.
 - b. Law enforcement certifiable.
 - c. Law enforcement experience.
 - d. Affiliation with our Department (civilian service employee, reserve, explorer).
 - e. Check of the applicant's driving record, warrants, CIB/NCIC/DOT
 - f. A list of candidates who meet the above are provided on a list to the Chief.
 10. Structured Oral Interview: Purpose: Communication/person skills, Job Knowledge. This interview involves rating an applicant's verbal response to standard questions to evaluate knowledge, skills and abilities. This interview will be conducted by an interview board. The board will consist of the Chief of Police and/or Assistant Chief, designated captain(s), and/or the Administrative/designee Lieutenant, and at the Chief's discretion, a non-supervisory officer of the department. All members are trained so they are capable of evaluating applicants.
 - a. Applicants who pass will receive notice from City Human Resources.
 - b. Applications not passing will be returned to Human Resources for notification by that office.
 11. Background Investigation.
 12. Conditional Hiring Decision: as vacancies occur, the Chief will select from those applicants on the eligibility list, the applicant to be conditionally hired based upon their successful completion of the following steps.
 13. Psychological, Medical, and Drug Screen Examinations: Purpose: Ensure emotional/psychological stability, detect illicit drug use. The Chief will send a letter to the applicant who passes advising them of their final interview date and time with the Chief. Applicants who do not meet the exam qualifications will be notified by Human Resources.
 14. Final: when a decision is made to hire a candidate and all phases of the background have been completed, the announcement is made by the Chief.
 15. Qualified applicants not appointed will remain on the eligibility list. Upon completion of the newest eligibility list the previous year's eligibility list will be nullified. Applicants who do not make the list will be referred back to Human Resources.
 16. Other Department Vacancies
Administrative Services and City Human Resources will work together to administer the hiring process for all other non-sworn positions. Applicants will be selected in accordance with the policies established by the Department and Human Resources.

IV. RECORDS MAINTENANCE AND STORAGE

Availability of all records associated with the selection process will be limited to those persons directly involved in the process. Any candidate's file not being utilized will be secured within a locked container/file cabinet. No files will be left unattended. Files of candidates who are not successful will be routed to Human Resources.

A. BACKGROUND INVESTIGATION

The final report of findings will be maintained in administrative personnel files when hired or turned over to Human Resources if denied, for notification.

1. VERIFICATION OF QUALIFYING CREDENTIALS

Under the supervision of the Investigative Captain, a background investigation of each applicant at this stage will be initiated. Personnel trained in Background Investigations will be assigned to such investigation and will document the background data.

2. REVIEW OF CRIMINAL RECORD

The background will include: criminal/traffic records, financial, references, education, verification of meeting minimum qualifications, etc. Background Investigators will ensure that a current background verification release form (addendum A) is completed.

3. VERIFICATION OF AT LEAST THREE PERSONAL REFERENCES.

The department will verify at least 3 personal references and should if possible involve a home visit with the candidate, family, and neighbors.

B. POLY GRAPH examinations are not used by our Department.

C. MEDICAL EXAM

Physical Fitness Evaluation: Purpose: Ensure fitness for duty. Within 30 days of the department receiving test scores the department will administer the physical fitness evaluation to those who successfully pass the written test; prior to fitness testing, applicants MUST receive a preliminary physical exam to ensure that they are physically able to take such tests. The Administrative Lieutenant will be responsible for coordinating exams.

1. The exams will verify that the candidate does not have problems, which would inhibit work performance or contribute to work related disabilities. Licensed professionals using valid non-discriminatory procedures will conduct them.

2. The results will be maintained by the examiner and by Human Resources after Department review.

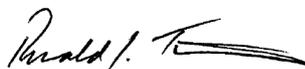
D. PSYCHOLOGICAL EXAM

All applicants proceeding to this stage are required to submit to a psychological exam. The Administrative Lieutenant will be responsible for coordinating exams.

1. The exams will verify that the candidate does not have problems, which would inhibit work performance or contribute to work related disabilities. Licensed professionals using valid non-discriminatory procedures will conduct them.

2. The results will be maintained by the examiner and by Human Resources after Department review.

Ronald J. Tischer
Chief of Police



<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 09.27.2012</p>	<p align="center">CHAPTER XV</p>	<p align="center">ORDER NUMBER 15.2</p>
<p>TITLE REMEDIAL TRAINING</p>	<p>WORD CODE REMEDIAL</p> <p>WILEAG STANDARDS, 3RD EDITION 12.2.9</p>		<p>TOTAL PAGES 1</p>

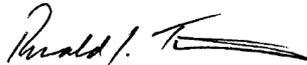
I. PURPOSE AND POLICY.

This order establishes policy concerning remedial training to recognize the circumstances and criteria used to determine need, time tables for training, and consequences of non-participation.

II. PROCEDURE.

- A. If a supervisor believes a member is in need of remedial training, s/he will submit a memo to the respective Bureau Director and Training with any supporting data.
 - 1. The Director and Training will review requests and make a determination if training is necessary.
 - 2. If it is determined that training is needed, it will be scheduled as soon as possible.
- B. Personnel in need of remedial training may request such on their own through their supervisor to Training. Personnel determined to need such training will be notified in writing and shall be informed of the reason for the need, the date, time and location where the training will take place. Failure to participate or respond to such training may result in disciplinary action.
- C. The Training Section is responsible for scheduling remedial training for employees who:
 - 1. Consistently demonstrate a lack of skill, knowledge, or ability, in the performance of job tasks based upon evaluations or observations.
 - 2. Have been counseled or disciplined for conduct, which can be corrected through remedial training.
- D. Upon completion of remedial training, test scores, certifications, or other pertinent documents will be forwarded to Training for evaluation and inclusion in the affected member's training folder with a memo regarding the training to be placed in the shift/division personnel folder.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	09.27.2012	XV	15.3
	AUTHOR RJB/RMA	WORD CODE TRAINING REC	TOTAL PGS 3
TITLE	HISTORY: New 3/12/98; Updated 7/24/03 WILEAG STANDARDS, 3RD EDITION 12.2.1, 12.2.2, 12.2.3, 12.2.4		
TRAINING RECORDS			

I. PURPOSE AND POLICY.

This order provides for updated records of employees following their participation in training programs through reviews, attendance, records, and confidentiality.

II. PROCEDURES.

A. GENERAL

1. Annually the Training Lieutenant will review, evaluate, update and revise training programs as needed. A report detailing findings will be forwarded to the Chief.
2. The evaluation and updating process will review:
 - a. New laws and case law, Department directives, and past training programs.
 - b. Physical facilities, materials, and scheduling.
3. Training will give advance notice of training to affected personnel. Except for in-service type training, training orders and requests will be made through the chain of command.
4. The training order/request will specify whether the training is mandatory or optional.
5. If mandatory, the training order will specify those members or employees scheduled to attend.

Exceptions:

 - a. Members on vacation will not be required to attend.
 - b. Exceptions may be granted by supervisors for good cause such as court case, illness, or emergency.

B. RECORDS FOR ALL CLASSES

Training will maintain a record, which records agency attendees, dates, type of training received, attendance, performance of attendees, and test scores if applicable of personnel at training sessions. Copies of diplomas and the course curriculum will be routed to Training for inclusion in training folders. Training records are confidential, exceptions: court subpoena, State law or the Freedom of Information Act, and career changes that require training documentation.

1. COURSE CONTENT/LESSON PLANS.

The Training Division will maintain records of course content of each training class it conducts which could include lesson plans of the instructors.

2. NAMES OF ATTENDEES

The Training Division will update records of employees following their participation in training programs.

3. PERFORMANCE/TESTING

Officers are required to pass performance testing or be referred to Training for follow-up.

C. RECRUIT TRAINING

1. This order requires all new officers to complete the training for State certification prior to assignment in which the officer carries a firearm, makes an arrest, or operates a police squad in enforcement activities, except as part of field training.
2. New officers will be State certified prior to solo assignment. Exception being those certified at the time of hire.
3. Those certified in another state are required to complete a State program.
4. Officers will obey rules at training. The Training Lieutenant will assist training providers if problems arise. Evaluations from trainers are forwarded to the Training Lieutenant for retention.

D. GENERAL FIELD TRAINING PROCEDURES.

The Field Training Officers (FTO) Program Objectives:

1. A hiring extension, a minimum of 4 weeks but usually 12 weeks. Can be extended at the Training Lieutenants/Supervisors/FTO's discretion. Aids in decisions to retain/dismiss.
2. Develop attitudes, which allow effective operations.
3. Standardized process so all have the same opportunities.
4. Produce officers capable of working professionally.
5. Document recruit performance and non performance.

Field Training Officer:

1. Carry out regular patrol area assignments.

2. Be exemplary in quality and quantity of work.
3. Demonstrate knowledge of law, orders and directives.
4. Instruct recruits in the street environment.
5. Ensure minimal requirements are taught and met.
6. Talk with other FTOs and supervisors about the recruit.
7. Provide daily feedback to the recruit about progress.
8. Submit daily observation reports regarding the recruit.
9. Attend meetings with Training for program improvements.
10. Make recommendations for retention/termination.

Qualifications:

1. Assigned to patrol.
2. Good performance evaluations.
3. Excellent communication skills.
4. Able to get along with others.
5. High level of initiative.
6. Good personal appearance.
7. Positive attitude.
8. Commitment to law enforcement and the Department.

E. DURATION OF FIELD TRAINING

The FTO program is a length determined by Training and the Chief but not less than 4 weeks, and is adjusted to fit individual needs in content and duration. A probationary officer may be recycled for retraining during any phase of the program.

F. SELECTION PROCESS FOR FTO

1. FTO vacancy announcement will be made by the Chief.
2. An officer may submit a memo to the Chief.
3. A supervisor may submit a recommendation of a candidate.
4. The Chief and Training review submissions; the Chief selects FTO officer(s).
5. An officer will remain an FTO until:
 - a. The officer wants to be relieved of such duties.
 - b. The Chief determines that the officer is not fulfilling the duties appropriately. The Chief may determine that the FTO needs retraining to maintain being active.

G. SUPERVISOR OF FTO

1. Responsible for the training and evaluation of recruits assigned to shift; keep others informed as to progress.
2. Ensure that the training and evaluations are completed.
3. Review the FTO training to ensure it is kept up to date.
4. Submit evaluations to Training as needed on recruits.
5. First line supervision of FTO's, reports concerns to Training Lieutenant.

H. ACADEMY LIAISON is maintained by the Training Division Lieutenant.

I. TRAINING OF FTO

1. All FTO's will attend an initial training course as prescribed by the Training Division and attend periodic training/conference sessions and FTO meetings as directed to keep them current on their assigned responsibility.
2. Responsible for the overall supervision of the FTO program; monitor recruits and FTO's.
3. Coordinate evaluations; recommend to retain/dismiss. All affected FTOs and supervisors have input.
4. Liaison with the academy staff, if applicable
5. Plan and evaluate training and any changes for recruits.
6. Evaluation and finalization of FTO qualifications.

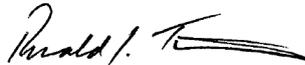
J. RECRUIT ASSIGNMENT ROTATION

1. Each recruit will be placed in the FTO program.
2. Recruits are assigned to a shift unless otherwise ordered by the Chief. Recruits will typically rotate between shifts after approximately four weeks to provide for a variety of calls and experiences.
3. On shift, the recruit is assigned to a FTO; if none are available, s/he will be assigned to a supervisor. If conditions exist for a lengthy time where an FTO is not available, supervisors will notify Training so that another interim arrangement can be made.
4. Recruits are credited for FTO workdays ONLY if a daily observation evaluation is completed.

K. EVALUATION & REPORTING BY FTO

1. FTOs shall complete a FTO Daily Activity Report by the end of each shift when assigned a recruit. The FTO will also note any pertinent comments concerning the recruit's performance during the shift, then date and sign the report. The recruit will be required to read the report and sign it. The FTO will forward the completed report to the Field Training Coordinator.
2. The Field Training Coordinator will review each report and complete a checklist for each tasks the recruit was given/instructed/demonstrated.
3. Upon completion of the recruit's FTO training or on termination, their evaluations will be filed as follows:
 - a. Final evaluation/termination papers will be filed in the administrative personnel file in the City Human Resources Office.
 - b. Other FTO records will be filed in Training folders.
 - c. Training information is confidential and may be reviewed only by those approved by the chief or related orders.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XV	ORDER NUMBER 15.4
TITLE CAREER DEVELOPMENT		WORD CODE CAREER	TOTAL PAGES 1
	WILEAG STANDARD, 3RD EDITION 12.2.6.2		

I. PURPOSE AND POLICY.

This order provides skill development to all members at promotion or assignment to specialized positions to ensure that they receive training necessary for that position.

II. PROCEDURES.

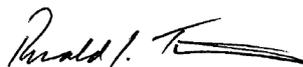
A. Advanced Training.

1. Advanced training is designed to expand the management skills and professional competence of personnel who have demonstrated leadership capabilities.
2. The Chief may select personnel for advanced training to meet the needs of the Department and to assist with individual career development. Upon successful completion of advanced training, the Chief may determine the appropriate assignment of personnel in accordance with labor agreements and other standards.
3. Examples of training programs are the FBI Academy and the Northwestern University Traffic Institute. Such training may be applied towards State mandated training.
4. Training opportunities shall be posted as prescribed by labor/contract agreement and/or Chief's order.

B. Specialized Training.

1. Specialized training consists of instruction for newly promoted members or personnel assigned to new or specialized positions. This includes training, which is designed to maintain/upgrade skills.
2. The Training Lieutenant will ensure that such training commences within thirty days of appointment unless circumstances exist which prevents this from occurring.
Specialized training includes:
 - a. Skills and abilities unique to the position.
 - b. Management, administration, supervision, policies and support services related to the position.
 - c. Performance standards.
 - d. On the job training to complement class instruction.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XV	ORDER NUMBER 15.4.01
TITLE TRAINING POSTINGS / REQUESTS		WORD CODE POSTREQ	TOTAL PAGES 1

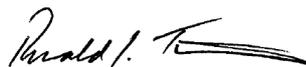
I. PURPOSE AND POLICY.

This order establishes procedures to be used for posting and requesting training.

II. PROCEDURES.

- A. Posting Training. The Training Lieutenant will post training opportunities dependent upon availability and funds, by routing a copy to all bureau directors and shifts. Such as posting lists course specifics, dates, times, location and the method of member pay according to contracts and related orders or memos. The posting will also have a closing date.
- B. Member's requesting training will:
 - 1. Submit a typed memo to their supervisor with a copy to the Training Division.
 - 2. Information on the memo will include a copy of the posting or related information about:
 - a. School/course name/location.
 - b. Brief overview of training.
 - c. Dates/times.
 - d. Justification or reason for attendance.
 - e. Anticipated costs including manpower costs.
- C. The Member's Supervisor will:
 - 1. Route a typed memo to Training regarding recommendations
 - 2. Express an opinion as to whether the request should be approved/disapproved based on training relevance, manpower, and cost.
- D. The Training Lieutenant will review all submissions/requests for training. S/he will check funding sources to include checking with the Assistant Chief and Administrative Lieutenant for financial impact and fund availability, manpower allocation, and review it with the member's supervisor.
 - 1. Approvals will be double-checked with Administrative Services regarding budgetary matters.
 - 2. All training requires the approval of the Chief.
 - 3. Coordination with the Training Section, Administrative Services and the member attending the training will provide for travel requests, funding, and course completion documentation and related paperwork.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XV	ORDER NUMBER 15.5
TITLE ANNUAL TRAINING		WORD CODE ANNUAL TRAINING	TOTAL PAGES 1
	History: Update 4/04 WILEAG STANDARDS, 3rd EDITION 12.2.5		

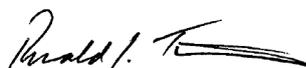
I. PURPOSE AND POLICY.

All SWORN personnel shall complete at least 24 hours of annual training, and 4 hours of EVOC training biannually. This order ensures that all sworn members complete such training as required by the State. It is the policy of this department to ensure that personnel attend training that motivates experienced officers and furthers the professionalism of this department.

II. PROCEDURES.

- A. The intent of annual training is to meet State mandates as well as augment previous training and skills. Annual training may include, but is not limited to:
1. New laws / ordinances (legal update)
 2. Technological Improvements
 3. Revisions in agency policy, procedures, rules and regulations with emphasis on changes
 4. Ethics and Integrity
 5. Cultural Influences / diversity
 6. Policy Compliance, doing what is correct.
 7. Statutory case law with emphasis on changes
 8. Functions of agencies within the local criminal justice systems
 9. Exercise of discretion in the decision to invoke the criminal justice process
 10. Interrogation and Interviewing techniques
 11. Department Policy on Use of Force
 12. Emergency Medical Services
 13. Performance evaluation system
 14. Emergency Fire Suppression techniques
 15. New or innovative investigative or technological techniques or methods
 16. Hazardous material incidents
 17. Crime prevention
 18. Collection and preservation of evidence
 19. Report writing
 20. Records System procedures and requirements
 21. Victim/Witness rights, policies and procedures.
 22. Community Policing / Problem Solving
 23. Firearms
 24. Survival
 25. EVOC (biannual)
- B. Supervisory, management, or specialized training will be provided to supervisory personnel. Retraining may be used to supplement promotional training, training prior to assignment in a specialized component or executive development training for higher-ranking officers.
- C. Supervisors will evaluate and determine areas of training needed. Such information shall be routed to Training for possible implementation.
- D. ALL sworn officers will attend and successfully complete required annual training to meet State mandates. Exceptions may only be granted by the Chief to those receiving other training that meets or exceeds State mandates or for other extenuating circumstances acceptable to the Chief and the State.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XV	ORDER NUMBER 15.6
TITLE EMPLOYEE ORIENTATION		WORD CODE ORIENTATION	TOTAL PAGES 1
	WILEAG STANDARDS, 3RD EDITION 12.2.8		

I. PURPOSE AND POLICY.

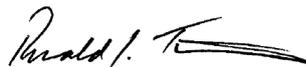
This order requires all newly appointed CIVILIAN personnel to receive information regarding:

- A. Department's role, purpose, goals, policies and procedures.
- B. Working conditions and regulations.
- C. Responsibilities and rights of employees.

II. PROCEDURES.

- A. The Administrative Services Bureau and supervisors in charge of civilian employees shall ensure they receive:
 - 1. Orientation to the Department's role, purpose, goals, policies, and procedures, as applicable to their position with the Department.
 - 2. Working conditions, regulations, and job responsibilities, as may be applicable to their position.
 - 3. Responsibilities and rights of employees.
- B. Source documents to achieve the above include:
 - 1. Labor agreements.
 - 2. City ethics, work rules, and working conditions.
 - 3. Department written directives, code of conduct, job descriptions, etc.
- C. Employees assigned to the following civilian positions will receive training in addition to orientation, to ensure a complete understanding of job responsibilities:
 - 1. Civilian Service Employees.
 - 2. School Crossing Guards.
 - 3. Secretarial/Clerical employees.
- D. Supervisors in charge of civilian personnel will be responsible for training as may be deemed appropriate. Training needs may be determined through observation, evaluation, job analysis or work performance. Annual training should be designed to update skills and to increase knowledge of job responsibilities.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	09.27.2012	XV	15.7
TITLE ERT & TACTICAL TRAINING		WORD CODE TACTICAL	TOTAL PAGES 2
	History: New 3/03; Updated 8/06 WILEAG STANDARDS, 3RD EDITION 12.2.7		

I. PURPOSE

The purpose of this Order is to establish the organization, responsibilities and other criteria for the ERT (Emergency Response Team). ERT is maintained for the purpose of assuring that the Department has officers who receive special training in weapons, equipment and techniques, and who are dedicated to a “team” concept of working in high-risk situations, and in natural/man-made disasters. The primary goal of ERT in any situation in which it is deployed is the safety of citizens and officers alike. See also General Order 21.10-Special and Tactical Operations.

II. POLICY

It is our policy to view ERT as a critical contingency resource. A significant commitment of time and resources will be made in the form of training, practical experience and equipment, to ensure that ERT is able to perform their function when called upon.

III. DEFINITIONS

High-Risk Incident: An incident where circumstances provide evidence of anticipated armed resistance, explosive devices, large-scale civil disturbances or similar life-threatening situations.

ERT Team Leader: An ERT member selected by the OIC and appointed/approve by the Chief and charged with the oversight of members in a tactical situation. The Chief may designate one or more alternate ERT team leaders.

ERT Team Commander (OIC): A command rank officer designated by the chief who has overall responsibility for ERT training, staffing and coordination with the Hostage Negotiators and the Command Post.

ERT Team Assistant Commander (Assistant OIC): A command rank officer or Team Leader with at least 5 years continuous service with the ERT Team. Selected by the OIC and appointed/approved by the Chief. Job responsibilities would include assisting in OIC duties and assuming OIC position when OIC is not present.

IV. ORGANIZATION AND ADMINISTRATION

1. The ERT consists of officers specified by the Chief whose membership is an additional duty not related to their regular assignments. The ERT Team Commander shall have general responsibility for the supervision, training, administration and discipline of the team. The team will consist of both a tactical unit and a negotiations unit.
2. Due to the sensitivity and potential danger to officers/citizens involved in a high-risk incident, it is imperative that ERT officers maintain peak physical and emotional stability.
3. The ERT Team Commander will have responsibility for coordinating ERT training with Command Post training and Hostage Negotiator training.
4. The responsibilities of the ERT team leaders may include, but are not limited to: scheduling, planning and conducting training; maintaining/recording training records to be forwarded to the training officer; assuring members are properly uniformed/equipped with specialized equipment provided by the Department; maintaining the ERT vehicle(s) and equipment; maintaining accurate records of individual and team equipment/ammunition; resolving field problems when the team is used; and, keeping the ERT Team Commander informed of items concerning training, equipment, and personnel matters.
5. Duties and responsibilities of ERT members are assigned and modified by the Team Leader consistent with current methods learned through experience of tactical problems. It is expected of each member to adapt to whatever function s/he is assigned and function consistent within the team theory.

V. TACTICAL TRAINING

1. There shall be a minimum of six (6) tactical and six (6) negotiation team training exercises held each year. These exercises shall be developed/conducted under the supervision of the OIC with the assistance from the Team Leader and/or Training Division. Team training should include simulations, live fire, gas

deployments and training with specialized weapons on a regular basis to maintain proficiency of perishable skills. The tactical team shall train with the negotiations team at least three times each year.

2. All training will be documented in accordance with General Order 15.3.

VI. SELECTION OF ERT TEAM MEMBERS

1. Assignment to ERT is voluntary; vacancies are posted; officers will apply to become members in writing.
2. Initial screening of ERT applicants shall be accomplished by the OIC's, Team Leaders and ERT Board members. Selection recommendations are forwarded in writing to the Chief who will make the final decision on appointments to the team. See also General Order 21.10
3. Selection of team members is based on, but not limited to:
 - a. Supervisory evaluations of the officer's prior field assignments.
 - b. Officer's ability to solve problems, adapt to change, and quickly follow instructions while involved in stressful situations.
 - c. Ability to work well with other members of the team.
 - d. Demonstrated level of fitness, agility and firearms skills.
 - e. Ability to remain calm and exercise good judgment under stress.
 - f. Maturity level and his/her ability to endure stress and long periods of waiting without reacting negatively.
 - g. Removal from ERT is at the sole discretion of the Chief, who relies on recommendations of the Team Leaders and Team Commander.

VII. DUTIES AND RESPONSIBILITIES OF ERT TEAM MEMBERS

1. It is required that officers assigned to ERT respond to the designated location when they are notified of a call up. Members of ERT are assigned pagers to simplify rapid deployment of the team on a group call.
2. Strict adherence to the Team Leader's commands and orders is required while the team is operational.
3. Calmness, professionalism and adherence to the team concept must be maintained during ERT deployments and training sessions.
4. All team members must participate in team training. Requests to be excused from scheduled ERT training sessions must be approved by the Team Commander.
5. All team members must maintain issued specialized equipment in a serviceable condition and report any damage/loss to the OIC as soon as it becomes known. Personnel in high-risk situations are required to wear protective vests during the event.
6. All specialized ERT equipment issued to a member must be promptly returned to the OIC upon separation from the team.

VIII. ERT TEAM DEPLOYMENT

1. ERT should be deployed when the following circumstances exist or there is a reasonable basis to believe it will soon be encountered:
 - a. Any "high-risk" incident, i.e. circumstances where it can be reasonably anticipated that police officers will encounter armed resistance, barricaded subjects, explosives, vicious animals or similar hazards.
 - b. Any hostage situation.
 - c. Execution of a search/arrest warrant where there is indication that high-risk circumstances could exist.
 - d. Any other situations where a specially trained team of officers would be beneficial (i.e. road blocks, area searches, special security, etc.).

IX. REPORT REQUIRED

After every ERT deployment, the Team Leader will prepare a special report detailing: circumstances giving rise to the deployment; the nature of the deployment with names/assignments of responding members; initial actions taken and general strategy employed. This report also gives the final disposition of the deployment and include observations/recommendations, which would benefit future deployments. This reporting is in addition to any other reports, which may be filed in the incident. Copies of this report are submitted to the Team Commander and the Training Division.

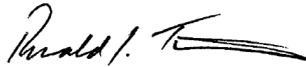
X. SPECIAL GUIDELINES

1. The deployment of ERT should be done in such a way as to provide for containment of the problem with a minimum amount of force and maximum protection for the public and police personnel.
2. Use of force, including deadly force, by ERT is permitted under the same circumstances as for any other police officer. However, the incidents in which ERT is deployed often requires the evaluation of complex

circumstances which may require the strategic use of force to resolve the problem and prevent further injury/death. This evaluation and ultimate decision is the responsibility of the Chief. Therefore, the use of force by ERT is limited to clearly defensive actions unless otherwise authorized by the Chief or designee. In the absence of the Chief, this responsibility falls to the succession of command.

3. All ERT deployments should be conducted consistent with established policy/procedure in regard to the establishment and operation of command post and hostage negotiation practices.
4. Unless specific instructions have been given by higher competent authority, the ERT OIC shall make all deployment decisions including assignment, equipment and tactical planning.

Ronald J. Tischer
Chief of Police

A handwritten signature in black ink, appearing to read "Ronald J. Tischer", with a stylized flourish at the end.

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XVI	ORDER NUMBER 16.0
	TITLE PROMOTIONS	WORD CODE PROMOTIONS	TOTAL PAGES 1
WILEAG STANDARDS, 3RD EDITION 2.6.1, 2.6.2, 2.6.3			

I. PURPOSE AND POLICY.

This order establishes procedures for the Department's promotional process in compliance with Police and Fire Commission regulations, as well as state and federal law.

II. PROCEDURES.

A. Written Announcement.

1. ALL promotion announcements will be in writing containing the identification and description of the position or job classification which is intended to be filled through promotion.
2. As can be determined at the time of the posting, a schedule will be attached to the announcement giving specific, or estimations thereof, dates, times and locations for all elements of the promotional process.
3. The announcement will contain the Police and Fire Commission's rules and regulations governing promotions as they pertain to the specification of the requirements for participation in the promotional process.
4. It will also include an overall description of the process to be used for the testing, evaluation, and selection of personnel within the promotional process.

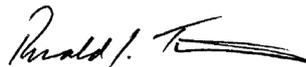
B. Administration.

The responsibility and authority for administering the promotional process for the agency is vested in the Police and Fire Commission; the specific identified position is that of the Commission Secretary who is also an employee in the City Personnel office. The Secretary is in charge with delegated authority to administer or cause to be administered the promotional testing process to employees.

C. Promotion Procedures.

The procedures used for promotion within the Department are job-related and nondiscriminatory, such as using State validated written tests, to ensure that professional practices are followed. See the Police and Fire Commission Rules and Regulations manual governing promotions and appointments available through Administrative Services.

Ronald J. Tischer
Chief of Police



GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 01.22.2015	CHAPTER 17	ORDER NUMBER 17.0
TITLE PERFORMANCE EVALUATIONS		WORD CODE EVAL	TOTAL PAGES 4 with Annex A
	History: Updated 03/03, 07/07, 09/12, 01/15 WILEAG Standard – 4th Edition 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.5.4.1, 2.5.4.2, 2.5.5, 2.5.6, 2.5.7		

1. PURPOSE AND SCOPE

This order establishes guidelines for employee evaluations. Work performance of ALL personnel will be evaluated and the criteria used will be specific to the employee's position. Tasks set forth in job descriptions are the basis for performance. Criteria used in evaluations will be reasonable, descriptive, objective and measurable where possible. All raters will receive instruction in rating procedures and responsibilities as a precondition of such involvement.

2. PROCEDURES

A. Instruction for Performance Evaluations (Annual or Probationary)

Supervisors will receive proper training before they evaluate subordinates:

1. It is REQUIRED that every rater involved with the personnel performance evaluation system receives instruction in rating procedures and rater responsibilities as a precondition of such involvement.
 - a. Such training may be accomplished through Specialized Supervisory Training or by the Training Lieutenant (or designee) on an as need basis.
 - b. Annex A and the Job Description Manual contain guidelines/tools used in the evaluation process.
2. Supervisors may utilize various forms of documentation received during the member's evaluation period, to include but not limited to: Notes, Emails, Letters, Cards, Supervisor Notebook Entries, Field Evaluations or other levels of disciplinary actions or commendations.
3. All performance evaluations shall be completed (written and delivered up the chain of command) on or shortly after the anniversary date with every effort to conduct the Performance Evaluation Review with the member within 30 days of the evaluation date.
4. All Performance Evaluations are completed by the member's immediate supervisor and are reviewed up the chain of command BEFORE it is reviewed with the member being evaluated.
5. Two supervisors are recommended when conducting the review with the member whenever possible or desirable.
6. Upon completion of the LCPD Performance Evaluation form (signed and dated by the evaluator - often a Sgt. and Lt.) the Original including any support documents and the contents of the Members Evaluation Folder are placed in an Inter-Office Envelope and routed to the members Captain.
7. The Captain reviews and routes to the Assistant Chief who reviews and routes it to the Chief.
8. The Chief makes a final review and returns the entire packet back to the members Captain to determine if any changes are needed.
9. The Captain discusses the review with the reviewing supervisor for correction if needed before the Performance Evaluation Review with the member.
10. The evaluator conducts the review with the member (with another supervisor present as needed) and the supervisor(s) and the member complete/document the Mutually Established Goals for the Next Evaluation Period and the Evaluated Member Comments sections on the evaluation.
11. The supervisor retains a copy of the completed LCPD Performance Evaluation form placing it in the members evaluation folder and keeps a digital copy on file.
12. The original completed/signed LCPD Performance Evaluation form and all support documents are then returned to the Captain for review, who forwards to the Chief who routes the packet to Human Resources for filing.
13. A copy of the LCPD Performance Evaluation will be provided to the employee upon request.
14. While measures of performance should be objective and quantifiable, some areas are subjective in nature and require supervisors to be unbiased.
15. When a Self-Evaluation is completed by a member, it is included in the Evaluation Packet and is used during the Evaluation Review as needed.

B. Annual Performance Evaluations (Regular / Non-Probationary Members)

Evaluation of an employee's performance covers a specific period and such evaluation is based only on performance during that specific period. All employees are accurately and fairly evaluated.

1. All non-probationary sworn and civilian personnel are evaluated annually based on their hire date, using the LCPD Performance Evaluation form and job description manual for evaluating performance based on duties, responsibilities and qualifications.

2. The evaluation period documents the events of the previous year (365 days) only, and uses a format using the member's anniversary date as a guide. Example Evaluation Period: 01/09/2014 to 01/09/2015.
3. On each regular members anniversary date, their direct supervisor will require them to conduct a Self-Evaluation utilizing the LCPD Performance Evaluation form (digital format) checking the appropriate box. This Self-Evaluation is for Annual Performance Evaluations but may be utilized for a probationary member if deemed helpful in their development.

C. Probationary Performance Evaluations

1. Probationary Officer's (18 Month Probation)

With the incorporation of "Phase 5" reporting as part of the department's Field Training Program, there is regular and consistent documentation of a probationary officer's work progression.

There shall be a written performance evaluation on ALL probationary officers using the LCPD Performance Evaluation form at months 9 and 15 from the officers hire date using the procedure as described in 2.A – Instruction for Performance Evaluations (Annual and Probationary).

- a. The department's Field Training Program will document the probationary employee's performance progress on specified field training forms at shorter intervals.
- b. The term/period of performance review will be set forth by the department's Field Training Program.
- c. At 17 months from the date of hire (1 month before the 18 month probationary period is completed) the probationary officer's immediate supervisor will complete a Department Memorandum documenting the officer's progress, identifying strengths/weakness based on all reviews from the Field Training Program and the 9 month and 15 month evaluations. They will consult with the Director of Training and include recommendations for retention as a regular employee.

2. Probationary Civilian's (24 Month At Will Employee)

- a. All probationary civilian employees are evaluated as follows based on their hire date.
- b. Probationary Civilians will receive 5 evaluations before their probationary period is complete, a 3 month, a 6 month, a 12 month, an 18 month and a 23 month evaluation (1 month before the 24 month probationary period is complete) using the procedure as described in 2.A – Instruction for Performance Evaluations (Annual and Probationary).
- c. The probationary civilian's immediate supervisor will complete the 23 month evaluation and a Department Memorandum documenting the member's progress, identifying strengths/weakness and include recommendations for retention as a regular employee.
- d. If a person was hired on 01/09/2014 their 3 month evaluation would be on or about 04/09/2014, their 6 month evaluation would be on or about 06/09/2014 and so on.

D. Performance Evaluation Counseling

All personnel receive counseling regarding performance expectations and the evaluation process utilizing proper personnel methods in the evaluation process.

1. Each employee will be counseled at the conclusion of the rating period, by the supervisor responsible for rating such employee.
2. Results of the performance evaluation just completed and substantiating materials will be discussed.
3. Performance expectations and Mutually Established Goals for the Next Evaluation Period will be discussed and documented.
4. The supervisor will also give information on career counseling relative to such topics as advancement, specialization, or training appropriate for the employee's position.

E. Performance Evaluation Responsibilities

1. The Chief is evaluated by the Mayor and selected Common Council members.
2. The Assistant Chief is evaluated by the Chief.
3. Captains are evaluated by the Assistant Chief.
4. Lieutenants are evaluated by their Captain.
5. Sergeants are evaluated by either their Lieutenant or their Captain dependent upon who their immediate supervisor is.
6. Investigators are evaluated by their Sergeant, Lieutenant, or Captain, dependent upon who their immediate supervisor is.
7. Officers are evaluated by their Sergeant, Lieutenant, or Captain, dependent upon who their immediate supervisor is.
8. Civilian Service Employees are evaluated by their Sergeant, Lieutenant or Captain dependent upon whom their immediate supervisor is.
9. Civilian Employees are evaluated by their Sergeant, Lieutenant, Captain or the Chief dependent upon whom their immediate supervisor is.

F. Signature on Performance Evaluations

After the Performance Evaluation Review, the employee is directed to sign and date the completed Performance Evaluation report (Acknowledgements section) to indicate the employee has read it (it has been reviewed by the member).

The employee being evaluated shall sign the completed performance evaluation report to indicate only that the employee has read/reviewed it. The employee has no grounds for not signing the report once it has been read.

G. Contested Performance Evaluations

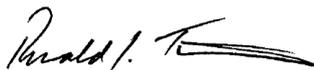
This section outlines a procedure as to how evaluation reports may be contested and the review process required for such contested evaluation reports. If an employee would like to contest a Performance Evaluation report, s/he shall do so by doing the following:

1. Sign the Acknowledgements section of the report. This indicates only that it was read/reviewed.
2. Check the box "I wish to appeal this evaluation via attached memorandum" and sign and date that section.
3. Attach a memorandum regarding the basis of appeal and areas of contention addressed to the members immediate supervisor (the evaluator), with a copy to their Bureau Director (if the Bureau Director is the evaluator, then copy it to the Assistant Chief).
4. The members Bureau Director will go review the evaluation and memorandum and may sit down with the evaluator and/or evaluated member for further information. The Bureau Director will render their decision on the evaluation process and areas of contention via memorandum to both parties involved.
5. Any further contention beyond this point may be addressed through other means such as pertinent contract procedures.

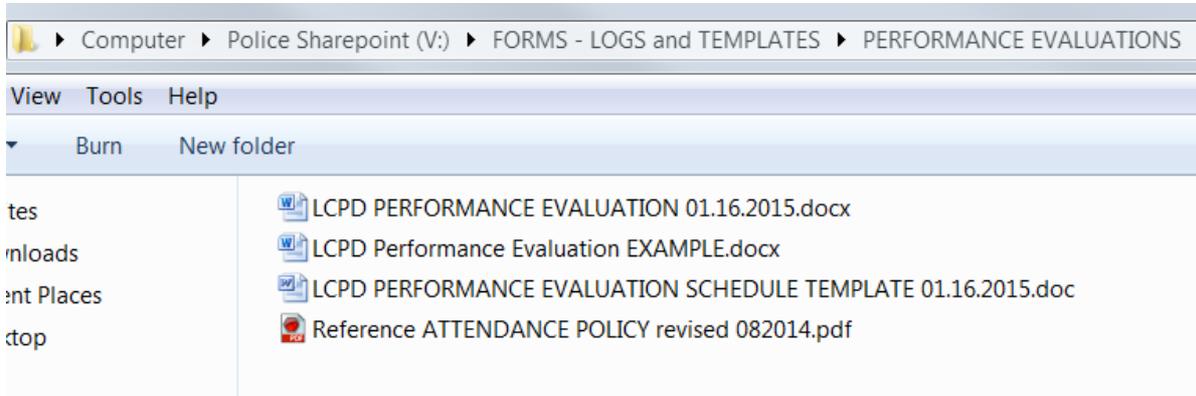
H. Retention Period

In compliance with applicable ordinances and statutes, this section establishes the retention period for performance evaluation reports. Performance evaluations will be maintained for the duration of the employee's employment and beyond by Human Resources.

Ronald J. Tischer
Chief of Police



The following reports, forms or reference material are referenced in this General Order and can be found on the departments Sharepoint Drive:



<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 09.27.2012</p>	<p align="center">CHAPTER XVIII</p>	<p align="center">ORDER NUMBER 18.1</p>
<p>TITLE 24 HOUR COVERAGE</p>	<p>WORD CODE 24HR</p> <p>WILEAG STANDARD, 3RD EDITION 6.1.1</p>		<p>TOTAL PAGES 1</p>

I. PURPOSE AND POLICY.

This order establishes twenty-four hour coverage of police services with sufficient overlaps and roll call sessions to provide for continuous police coverage at all times for the immediate assignment of officers to emergencies.

II. PROCEDURES.

A. Coverage.

By administrative policy and labor agreements, the Department will provide twenty-four hour police services to the City by utilizing the number of prescribed and allocated shifts and personnel to staff beats and related assignments.

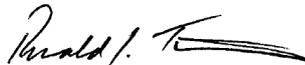
B. Overlaps.

Shifts will ensure continuous coverage at all times which may include early and late officers or staggered start times or assignments per administrative policy/labor agreements.

C. Roll Call.

To ensure that on coming officers are informed of assignments and receive updated information since their last duty time, shifts will use oncoming roll call sessions to provide pertinent information.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XVIII	ORDERNUMBER 18.2
TITLE SPECIAL PURPOSE VEHICLES OR ANIMALS		WORD CODE VEHICLES	TOTAL PAGES 3
	History: Updated 3/03, 6/07, 8/09 WILEAG STANDARDS, 3RD EDITION 6.1.2		

I. PURPOSE.

This order establishes guidelines for the responsibility and use of special purpose vehicles and animals.

II. POLICY.

The Department uses/owns vehicles/animals equipped or trained for special situations; vehicles include: Motorcycles, ATV's, unmarked vehicles, ERT truck, bicycles, DARE vehicles, CSE vehicles, lease vehicles, Mounted Patrol, and special purpose animals (such as K9).

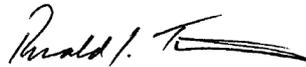
III. PROCEDURES.

- A. Unmarked/MEG Vehicles: equipped for Investigative use; without police markings/emergency lighting, they may NOT be used as a regular patrol unit, for pursuit or high risk car stops.
 - 1. Other than Investigative Services, use of such vehicles must be authorized by the Investigative Captain or designee.
 - 2. Such units may be used for intelligence operations. Uniformed members should not operate unmarked vehicles unless authorized by a supervisor.
 - 3. If any pursuits or high risk stops are necessary, the unmarked unit user will call for a marked unit.
 - 4. Keys will be maintained in Investigative Services; units available for shift use will have a duplicate key available in the shift commander's office.
 - 5. Inventory, Maintenance, Control. The Investigative Captain has overall control of these units; it is the user's responsibility to ensure the operational readiness of the units.
- B. Police Bicycles: provide coverage in areas inaccessible to other vehicles and to increase positive contacts; willing members will operate bicycles.
 - 1. Use of bikes must receive shift supervisor permission.
 - 2. Bicycles may be used to patrol.
 - 3. Bicycles will be operated in accordance with the law. If any pursuits or felony stops are necessary, the bike user will call for a marked unit.
 - 4. The following equipment will be worn during bike use:
 - a. Uniform shirt, outer garment if necessary.
 - b. Uniform pants or similar shorts.
 - c. Equipment belt and related gear.
 - d. Body armor
 - e. Helmet.
 - f. Gloves (optional).
 - g. Portable police radio.
 - h. Headlight /reflectors as specified by WI law.
 - i. Gear bags/carriers with related items.
 - 5. Plainclothes use is authorized with shift supervisor permission.
 - 6. Shift commanders have overall control of bikes; it is the responsibility of the 1st shift Lieutenant to ensure bike operational readiness. Bike users are responsible for their care.
- C. Civilian Service Vehicles: provides civilian patrol coverage; operated solo where dual steering exist.
 - 1. Use by other than CSEs must be authorized by the shift commander.
 - 2. Such vehicles may also be used for:
 - a. Moving oversize articles.
 - b. Traffic direction and control.
 - c. Other uses as authorized by the shift commander.
 - 3. Vehicles will be operated in accordance with the law. If pursuits/stops are necessary, the user will call a marked unit.
 - 4. The Admin Lieutenant has overall control of such units and to ensure operational readiness. Users are responsible for their care.
- D. Motorcycles: Provide patrol coverage and special duty assignments; operated only by trained and authorized personnel.
 - 1. Cycles use must by authorized by the shift commander.
 - 2. Cycles will be operated in accordance with the law. If pursuits/high risk stops are necessary, the cycle user will call for a marked unit.
 - 3. The following equipment will be worn for cycle use:
 - a. Uniform (white shirt is authorized)

- b. Equipment belt and related gear.
 - c. Body Armor.
 - d. Helmet and eye protection.
 - e. Portable police radio.
 - f. Gloves (optional)
 - g. Dependent upon inclement weather, the shift commander may authorize alternative items.
4. The assigned shift supervisor has overall control of these units and will ensure their operational readiness. Motorcycle operators are responsible for their care.
- E. All Terrain Vehicles (ATV's): Provide an alternative transportation option for special duty assignments; operated only by trained and authorized personnel.
- 1. ATV use must be authorized by the shift commander.
 - 2. ATV's will be operated in accordance with the law.
 - 3. Pre-Ride Inspections:
 - a. Check gas / oil levels
 - b. Ensure throttle automatically closes without assistance
 - c. Check tire pressure / tire tread
 - d. Make sure hand and foot brake are working properly
 - e. Make sure engine Kill switch is working properly
 - f. Make sure steering is smooth and free of any obstructions
 - g. Fill gas tank after each use to ensure machine is ready for next use
 - h. Check all lighting to make sure it is properly working: headlight, taillights and brake lights
 - i. Notify shift commander of any damage or mechanical problems
 - j. Do not operate machine if any problems exist
 - 4. The following equipment will be worn for ATV use:
 - a. Patrol, ERT or other alternative appropriate attire authorized by the Shift Commander.
 - b. Equipment belt and related gear.
 - c. Body Armor.
 - d. Helmet and eye protection
 - e. Portable police radio.
 - f. Gloves (optional)
5. The assigned shift supervisor has overall control of these units and will ensure their operational readiness. ATV operators are responsible for reporting any maintenance or repair needs as well as any new damage.
- E. ERT Trucks: for response to tactical emergencies, mobile command post, or for people/equipment transport; not for general patrol.
- 1. Other than ERT, use of these vehicles requires authorization from the Field Services Captain or designee.
 - 2. Police personnel should staff this vehicle when not at a Department or repair facility.
 - 3. Keys for the unit will be maintained in the Shift Commander's office.
 - 4. The Field Services Captain has overall control of this unit; it is the responsibility of the ERT Commander to ensure the unit's operational readiness.
- F. DARE Vehicles: provides DARE/GREAT services and to increase contact; operated by assigned personnel.
- 1. Assigned personnel are required to use DARE vehicles for commuting when applicable.
 - 2. Deviation from designated use must be authorized by the Community Services Captain. DARE vehicles will not be used for personal use or conducting any activity that is not DARE/GREAT related.
 - 3. Such vehicles are marked police vehicles; they will be operated in accordance with the law. If any pursuits are necessary, the user may proceed until a marked unit can take over.
 - 4. The Community Services Captain has overall control of these units; it is the responsibility of assigned officers to ensure unit operational readiness.
- G. Rental/lease Vehicles: specialized equipment/vehicles may be rented/leased; their use will be as prescribed by the corresponding Bureau Captain/designee and authorized by the Chief.
- 1. Personnel assigned to such units are required to use all safety devices.

2. Deviation from designated use must be authorized by the Bureau Captain. Vehicles are not for personal use or any activity not related to assigned duties.
 3. They will be operated in accordance with the law. If any pursuits or high risk stops are necessary, the user will call a marked unit.
 4. The Bureau Captain has overall control of these units; it is the responsibility of the assigned officers' supervisor to ensure unit operational readiness. Users are responsible for their care when assigned.
- H. Police Horses/Mounted Patrol: use of horses shall be accomplished with the approval of the Chief or Mounted Patrol supervisor.
1. Equipped for providing patrol coverage inaccessible to other units and where increased visibility is desired.
 2. See order 18.2.04, Mounted Police Unit, for procedures, qualifications, and equipment.
- I. Police K-9 Units: use of canines for police use shall be in accordance with General Order 18.2.06.
- J. Special purpose trained animals: use of specially trained animals shall be accomplished with the approval of the Chief.

Ronald J. Tischer
Chief of Police

A handwritten signature in black ink, appearing to read "Ronald J. Tischer", with a stylized flourish at the end.

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.11.2014	CHAPTER 18	ORDER NUMBER 18.2.01
TITLE DEPARTMENT VEHICLE INSPECTIONS		WORD CODE INSPECTIONS	TOTAL PAGES 3 with Annex A
	History: Updated 3/03, 6/07, 11/09, 9/12		

1. PURPOSE AND SCOPE

This order establishes procedures and responsibilities for the regular inspection of Department vehicles.

2. DEFINITIONS

- A. **Fleet Manager:** Individual designated by the Chief or Assistant Chief to coordinate and manage the department's vehicle fleet.
- B. **Vehicle File:** A file maintained by the fleet manager containing vehicle information including but not limited to vehicle damage, department memos and equipment information.
- C. **Squad Ready:**
 - 1. Rifle – Bolt closed on an empty chamber, dust cover closed, weapon on safe with a fully loaded magazine seated in the magazine well.
 - 2. Shotgun – Bolt closed on an empty chamber, magazine tube empty (green follower visible), weapon on safe and 5 less lethal rounds seated in the side saddle carrier.

3. PROCEDURE

A. Patrol Squads

1. Daily Squad Checks

- a. When a squad is placed in-service, the assigned member shall complete the designated Squad Inspection Form and inspect the vehicle for:
 - 1. Interior and exterior damage and debris.
 - 2. Required equipment/supplies contained within the squad.
 - 3. Satisfactory operation/condition of the vehicle and special equipment functions.
 - 4. Amount of fuel (vehicles should not be returned with less than half tank of fuel).
 - 5. The need for an oil change or routine maintenance.
 - 6. Serviceability and status of the squad assigned weapons (see weapon check procedure).
- b. Prior to going out of service, the member will inspect the vehicle following the same protocol in 3.A.1 again documenting the time of inspection.
- c. If the member accepts the vehicle as being in good condition, s/he is held responsible for damage, debris or missing supplies found subsequent to such acceptance.
- d. Malfunctioning equipment and/or other irregularities are reported to the Shift Commander at once. Such documentation may require a work order and/or memo in addition to verbal notification. Only Shift Commanders/Fleet Manager may make the determination to place the squad out of service.
- e. Upon notification of undocumented missing equipment or damage, the Shift Commander shall initiate an investigation to determine responsibility.

2. Vehicle File

- a. Will be maintained by the Department Fleet Manager.
- b. When damage or missing equipment is reported to the Fleet Manager, the Fleet Manager will place memos and other documentation in the vehicle file.
- c. The vehicle file will be housed in a location readily accessible to all personnel so it can be reviewed to avoid duplicate reports of damage or missing equipment.

3. Monthly Vehicle Inspections/Inventory

- a. The Fleet Manager or his/her designee is responsible for ensuring that patrol squads are inspected and inventoried monthly for damage and missing equipment or improperly assigned equipment. The completion of an inspection log will serve as monthly documentation.
- b. A copy of the log showing acceptable conditions as well as deficiencies will be routed to the Fleet Manager.
- c. The person conducting such inspections will bring unsafe conditions/deficiencies to the immediate attention of the Fleet Manager or Shift Commander (in absence of the Fleet Manager) for prompt correction or removing the squad from service.

- d. The Fleet Manager will coordinate for the necessary repairs/corrections.
 1. If the damage or missing equipment is undocumented the Fleet Manager will attempt to identify the responsible member and notify the Field Service Captain.
 2. The Fleet Manager will notify Shift Command of new damage or missing equipment.
 3. Newly discovered damage will also be recorded in the vehicle file.

B. Other Department Vehicles

1. Vehicles assigned to specific Bureaus are the responsibility of that Bureau and MUST comply with the same standards as noted above such as: users are responsible for inspection and condition, and the Bureau Captains/designees are responsible for monthly inspections and vehicle files on each unit.

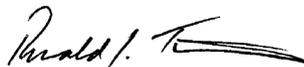
C. Washing Vehicles

1. Vehicles will be washed at locations specified by memo from the Administrative Lieutenant.
2. Documentation of cleaning is made at the place of business; however, any receipts/bills/invoices received by the member will be routed to the Administrative Lieutenant.

D. Weapon Status Check (beginning tour of duty)

1. All weapons assigned to police vehicles shall be removed from their mount and inspected for:
 - a. Proper Squad Ready Status.
 - b. Fit, finish and function.
 - c. Proper (duty) ammunition is assigned to each weapon.
 1. Rifle: Has 30 rounds as seen in the viewing window, and the top round is on the right side of the magazine.
 2. Shotgun: Has 5 SuperSock Less Lethal (White) Rounds on the External Carrier.
 - d. The required extra ammunition for each weapon is present in the vehicle.
 - e. Lighting system & sling for the weapons are functional (if present).
 - f. Proper functioning of the weapons mounting (retention) system.

Ronald J. Tischer
Chief of Police



The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Sharepoint Drive:

-  Squad Damage Form (Jeep) 09.15.2014.docx
-  Squad Damage Form (SUV) 09.15.2014.docx
-  Squad Inspection Form 09.16.2014.xls

<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 09.27.2012</p>	<p align="center">CHAPTER XVIII</p>	<p align="center">ORDER NUMBER 18. 2. 02</p>
<p>TITLE DEPARTMENT CELLULAR PHONES</p>		<p align="center">WORD CODE CELLULAR</p>	<p align="center">TOTAL PAGES 1</p>

I. PURPOSE AND POLICY

This order establishes procedures for the use of cellular phones in Department vehicles. Such phones enhance the communication capabilities of the member using equipped vehicles for conducting Department business; however, they are not for personal use. Other phones should be used where secure communications are needed.

II. PROCEDURES.

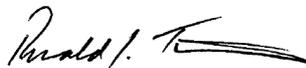
A. Call Documentation.

1. The cellular service provider records the phone number of the receiving cellular unit as well as the date and time used and the duration of the call. It also records the phone number called from a cellular unit.
2. Both incoming and outgoing calls are billable.

B. Restrictions.

1. NO PERSONAL CALLS are allowed to be made OR received on cellular phones.
 2. Whenever possible, other methods of communication should be used.
 3. Care should be given especially to the antenna when servicing or washing the vehicle.
- C. Personnel will bring problems to the immediate attention of their supervisor who may require a work order. The supervisor will ensure that the problem is referred to the proper maintenance provider.
- D. The Administrative Lieutenant is responsible for providing a list of unit cell phone numbers to Bureau Directors and to the Shift Commander's office.

Ronald J. Tischer
Chief of Police



GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 02.26.2013	CHAPTER 18	ORDER NUMBER 18.2.03
TITLE AUTOMATED LICENSE PLATE READER (ALPR)		WORD CODE ALPR	TOTAL PAGES 3 with Annex A
	History: WILEAG Standard – 4th Edition 10.2.1		

1. PURPOSE AND SCOPE

This order establishes the La Crosse Police Department’s deployment of Automated License Plate Readers (ALPR) to enhance the productivity, effectiveness and safety of the patrol officers. It is essential that officers using the ALPR equipment, or accessing the database for investigative purposes, receive the proper training and are knowledgeable in the laws that govern such systems. This procedure outlines what training officers shall receive before operating the ALPR systems, and the procedures for using the data that is collected. Currently, our agency stores ALPR data on a shared server with the Greenfield Police Department.

2. DEFINITIONS

- A. Automated License Plate Reader (ALPR) – A combination of physical equipment (cameras) and software that captures images of vehicles and their registration.
- B. Hot List – A list of license plate numbers which include, but is not limited to stolen cars, vehicles owned by persons of interest, and vehicles associated with AMBER alerts. These lists are regularly added and updated. Information for hot lists can come from a variety of sources, including NCIC, CIB, other law enforcement agencies or from our own agency.
- C. eTime Hot List – The available CIB database extracts for ALPR systems that include NCIC hot files, CIB hot files and Wisconsin DOT vehicle registration data. Greenfield PD personnel will update this list on a daily basis.
- D. PAGIS – The in-squad software that operates the ALPR equipment.
- E. BOSS – The software used to generate license plate inquiries and reports from the ALPR captures by investigators.
- F. Set Disposition – An available computer tab with a drop down menu allowing the user to select the status of any alert by the PAGIS software.

3. PROCEDURE

A. Administrative

- 1. The La Crosse Police Department is responsible for the training of department personnel in the use of the ALPR systems.
 - a. No personnel may use the PAGIS or BOSS software unless they have received formal department training.
- 2. Equipment or software issues shall, as soon as practical, be reported to the Records Sergeant.
- 3. ALPR data shall only be used for official and legitimate law enforcement business.
- 4. Data collected by the ALPR’s shall be kept for a period of 1 year.
 - a. Data that has been used as evidence for a municipal or state offense shall be archived for the statute of limitations for that particular offense.
- 5. Open records requests for ALPR data shall be forwarded to Police Records.
 - a. Open records requests for ALPR data that was not made with La Crosse ALPR equipment will not be fulfilled by this agency. The requester shall be directed to the agency that owns the data.
 - b. Open records requests or sharing of information by Law Enforcement Agencies conducting an investigation may be filled by this agency. It is not necessary to forward these requests to the agency that owns the data.

B. Patrol

- 1. Department personnel may not use the ALPR system unless trained in its use and protocols.
- 2. Officers using an ALPR equipped vehicle shall ensure that they log in to PAGIS and operate the equipment as trained.
 - a. The ALPR equipment shall be operational during the officer’s shift.

3. When the ALPR system indicates that a license plate is on a hot list, prior to taking any enforcement action, the officer shall make all reasonable efforts to:
 - a. Verify that the captured plate image matches the plate number of the vehicle.
 - b. Confirm that the hot list indicator is accurate by verifying it through dispatch or MDT by the officer.
 - c. Dispatch or the officer will then run the plate through DOT records to verify its status.
4. If any action is taken by an officer due to an alert by the PAGIS software, they shall complete and save the "Set Disposition" data.

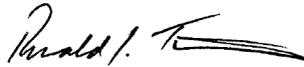
C. Investigative

1. Access to the stored ALPR data and the BOSS software shall be limited to:
 - a. Searches (BOSS) of the ALPR data is limited to law enforcement investigations.
 - b. Investigations which use information obtained through the ALPR database shall document the fact that ALPR data was used.

D. Hot Lists

1. The eTime hot list is currently being updated by the City of Greenfield.
2. The department shall maintain a "La Crosse" hot list on the ALPR database.
3. The hot list will include vehicles that are of interest due to local investigations.
4. Only supervisors may authorize a vehicle to be added to or removed from the "La Crosse" hot list.
 - a. The officer/investigator wishing to add a vehicle to the hot list shall complete the ALPR Hot List Request/Removal form (Sample Attached – Annex A) and forward it to their supervisor.
 - b. The supervisor shall review the request and either approve or deny it. If approved, it shall be forwarded to the Records Sergeant to be entered onto the list.
 - c. The supervisor requesting that a vehicle be removed from the "La Crosse" hot list shall complete the "removal" section of the ALPR Hot List Request/Removal form, and forward it to the Records Sergeant who will then, as soon as reasonably possible, remove it from the hot list.
 - d. All approved hot list requests shall be kept in a binder maintained by the Records Sergeant.

Ronald J. Tischer
Chief of Police





ALPR La Crosse Police Hot List Request

**Complete this form, print, and forward to the Records Sgt.*

Plate: _____ Incident #: _____

Make: _____ Model: _____

Color: _____ Reason: _____

Details: _____

Requesting Member: _____

Supervisor Authorizing: _____
(Print name & signature) (Date)

**Keep a copy for your records. Please submit a copy of the original with all removal requests.*

Hot List Removal Request

Date Removed: _____

Plate: _____

Report Written: YES NO

Incident #: _____

Requesting Member: _____

Reason For Removal: _____

Supervisor Authorizing: _____
(Print name & signature) (Date)

**Complete this section to remove the above listed vehicle from the Hot List, print, and forward to the Records Sgt.*

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XVIII	ORDER NUMBER 18. 2. 04
TITLE MOUNTED POLICE UNIT		WORD CODE MOUNTED	TOTAL PAGES 2

I. PURPOSE AND POLICY.

The mounted unit is established to provide assistance to patrol officers at special events/fests, demonstrations and to assist in areas that are hard to reach by car or on foot. This order establishes procedures for the use of the mounted police unit.

II. GENERAL PROCEDURES.

- A. The Chief will appoint a member as the Mounted Police Coordinator, later referred to as the Coordinator.
 - 1. The Coordinator may designate various other duties and responsibilities to unit members that are consistent with Department orders and goals.
 - 2. The Coordinator is directly responsible to the Field Services Bureau Captain for chain of command purposes
- B. The Coordinator is responsible for the following:
 - 1. Officer applications.
 - 2. Qualifications/training.
 - 3. Assignments to events.
 - 4. Horse qualifications, health and safety.
 - 5. Maintaining working relationships with other shifts, divisions and other agencies as well.

III. EXPENSES, INSURANCE AND LEASE AGREEMENTS.

- A. LEASE: horses are leased; the Administrative Lieutenant maintains such agreements.
- B. EXPENSES: lease determines payments; for patrol assignments, the first and last hours are used for prep/transport of the horses to/from the duty location; for special duties, an additional hour before/after is allowed for such.
- C. INSURANCE: for horses is by lease agreement; horses and equipment are covered for theft during duty times.

IV. RIDER QUALIFICATIONS AND TRAINING.

- A. Each mounted officer has unlimited reasonable access to suitable horse(s). Knowledge/understanding of horses is expected. Officers must have completed FTO/probation.
- B. Training Requirements.
 - 1. Minimum of five lessons with approved instructor.
 - 2. Forty hours in-service training with mounted officers.
 - 3. Demonstrate skills annually with horses regarding various maneuvers as specified by the Coordinator.
 - 4. Ride with experienced officers for five assignments; be evaluated by Coordinator; receive additional training or be able to work solitary assignments.
 - 5. Participate in monthly and annual training. Training reports are routed to the Training Division for filing.

V. HORSE QUALIFICATIONS.

- A. Horses must meet qualifications set by the Coordinator.
- B. Final approval is at the Coordinator's discretion.
- C. The Coordinator may remove a horse/rider from the field.
- D. Conduct.
 - 1. Horses not allowed to move faster than required on pavement or hard surface unless in emergencies.
 - 2. Not ridden by unauthorized persons; exception being for promotional activities approved by the Coordinator in the presence of a mounted officer.
 - 3. Not ridden double unless in emergency, then walk only.
 - 4. Not left tied/unattended unless necessary; secure in safe area and frequently checked; secured as taught or approved by the Coordinator.
 - 5. Tack maintained in clean/polished/in good condition.
 - 6. Horses must wear approved reflective gear.
 - 7. Generally manure on the street, parking lots and on grassy areas can be left for Street/Park Department or natural decomposition, manure in high foot traffic areas should be removed if possible. Rider responsibility.
 - 8. Horses are not punished in anger; riders must ascertain the reason for bad behavior, make correction if needed.

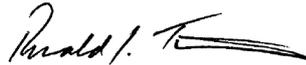
E. Horse Health and Safety.

1. Must be sound/healthy while used as police mounts.
2. Riders are expected to know their horses and terminate a ride upon indications of poor condition. Notify the Coordinator and veterinarian as needed.
3. Not to work in extreme cold/wind/icy/hot/or storms.
4. Use caution in grazing due to herbicide/pesticide use.
5. Horses are cooled-out after assignment.
6. Establish rest for horse if needed.
7. Use safe loading/unloading/trailing procedures as well as proper shipping boots or wraps.
9. Immunizations are REQUIRED. All vet records are open to the Department at the discretion of the Chief.

VI. EQUIPMENT.

- A. Tack/etc. Western saddles; washable black fleece type pads or equivalent padding; other padding must be black or hidden under top blanket. Black wool blanket with green/yellow reflective tape trim with the police patch on both sides to the rear of the outside blanket over which the saddle is placed; matching uniform breast collar; black halter bridles either nylon/leather; bit for control without causing undue stress/pain/agitation, split reins will NOT be used.
- B. Horse Equipment. Navy/black protective boots on at least the forelegs while working; reflective gear--green/yellow brow-bands/legbands; only black cante/saddle; shod with a shoe that assures adequate traction, or easy-boots or a similar rubber shoe product while on duty, bare-footed horses may be allowed to train/work limited assignments with Coordinator's approval.
- C. Rider Equipment. Wear helmet on duty; white ascots, braids, gloves may be added; knee high black dress riding boots with breeches tucked inside; English type strap-on nub spurs.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XVIII	ORDER NUMBER 18. 2. 05
TITLE SCAT SPEED TRAILER / Sentry Speed Sign		WORD CODE SPEED TRAIL	TOTAL PAGES 2

I. PURPOSE AND POLICY.

The SCAT speed trailer and Speed Sign units are used to provide assistance to patrol and highway users in maintaining safe, legal speeds through targeted hazardous areas of the City. This order establishes procedures for the use of the unit.

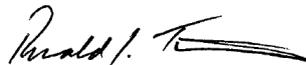
II. GENERAL PROCEDURES.

- A. SCAT Speed Trailer Unit Responsibility. The First Shift Lieutenant is responsible for maintaining unit operational readiness, assigning usage with input from citizens and Department personnel, and general storage.
- B. Speed Sign. Administrative Lieutenant and Sergeant are responsible for the maintenance and operational readiness status of the unit and general storage. The sign will be placed at their direction by a second shift CSE.
- C. Operational Readiness.
 - 1. The trailer/sign will operate for up to five continuous days on fully charged batteries that are self contained.
 - a. To charge the batteries, plug the unit into any standard outlet using the provided extension cord.
 - b. Batteries will charge automatically; do NOT change any of the settings on the charger.
 - 2. **General Storage.**
 - a. Speed Trailer: Due to unit size, it will be stored in either the enclosed detached garage or in the attached garage particularly in the winter months.
 - b. Speed Sign: The signs when not in use will be stored behind the administrative Sergeants desk.
 - 3. Radar errors/problems will follow maintenance repair guidelines that other Department radar units are subject to. The radar unit will NOT be removed from the trailer/Speed Sign without documented reason and approval of the First Shift Lieutenant, Administrative Lieutenant or their designee.
- D. Unit Usage.
 - 1. Usage will generally be prescheduled for one month periods at three day per week intervals. The scheduling calendar will be printed and disseminated by First Shift for the trailer and Administrative Services for the speed sign to all Bureaus. Community Services will further disseminate such calendar to the media as needed.
 - 2. The usage intervals allow for battery charging and for spontaneous assignment as the need arises.
 - 3. **General Instructions.**
 - a. **Speed Trailer:**
 - 1. Park on a level surface; not to obstruct traffic, closest to the lane of traffic to be monitored.
 - 2. LOCK wheel hubs prior to removing trailer from vehicle to avoid rolling; hub locks are in the side door compartment. Place black rod through the rim and LOCK to axle with provided locks.
 - 3. Lower jack stands if needed; LOCK modified trailer ball into tongue. Raise speed sign and LOCK; place appropriate speed limit on the sign.
 - 4. Plug in radar unit and attach cables; test radar unit and display with tuning fork and monitor traffic to determine accuracy.
 - 5. If leaving trailer unattended, LOCK all doors.
 - 6. If parking the unit on a boulevard is preferred, the placing member will consult with the abutting property owner about the placement of the trailer.

b. **Speed Sign:**

1. Sign will be placed at the direction of the Administrative Lieutenant or Sergeant.
2. Mounting the unit is done by placing the four large wing nuts inside the unit. With the display facing traffic, hoist the unit onto the mounting plate. While holding the unit in place, open the front and place a washer and wing nut on each screw inside the unit and tighten to secure. **DO NOT** mount the unit with the battery installed. Taking the unit off the bracket is done in the reverse order as placing it onto the mount.
3. The program settings for the sign will be determined by the Administrative Lieutenant or Sergeant.

Ronald J. Tischer
Chief of Police

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GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE ISSUED 09.27.2012	CHAPTER XVIII	ORDER NUMBER 18.2.06
TITLE CANINE UNIT	REVIEW DATE	WORD CODE CANINE	TOTAL PAGES 8
	History: New 4/08		

I. Purpose

The purpose of the Canine Unit is to provide assistance to law enforcement personnel while reducing or preventing injury to officers and the public and/or to provide expertise in areas not normally available to law enforcement personnel.

II. Policy

It is the policy of the La Crosse Police Department to provide and maintain a Canine Unit in order to provide canine related services to the community. The department will utilize a Canine Unit in the following situations **only if the canine team has been specifically trained for such situations/duties:**

- 1) tracking and apprehending persons who have escaped or who are in the process of escaping from crime scenes, arrests, correctional or mental health institutions
- 2) tracking missing persons
- 3) searching for criminals, criminal evidence and controlled substances
- 4) to provide a strong psychological deterrent to certain types of criminal misconduct
- 5) provide demonstrations to further public relations
- 6) provide assistance to other law enforcement agencies.

III. Definitions

Police Canine Team -- One certified canine handler and his / her assigned police canine
Patrol Trained Canine -- Canine trained to search, detect, engage and hold a person.
Tracking Trained Canine -- Canine trained to follow a foot trail and / or air scent to locate a person
EOD Trained Canine -- Canine trained to detect explosives and / or gunpowder
Drug Trained Canine -- Canine trained to detect narcotics
Dual Purpose Canine -- Canine trained in two specific disciplines, example Patrol / Narcotics trained canine

IV. Procedure -Selection, Ownership and Use of Canines:

- A. The criteria used to determine the selection of approved canines includes but is not limited to:
 1. A high retrieve/prey drive
 2. A sociable demeanor
 3. Successful completion of a series of tests to determine law enforcement suitability
 4. Excellent health and conditioning
 5. Successful completion of a veterinarian check for parasites, heartworms and hip dysplasia.
- B. All canines accepted for training and use by the La Crosse Police Department are the sole property of the La Crosse Police Department. The canines are to be considered by the handlers as a valuable tool issued to them by the department. Proper care and maintenance of the canine is the responsibility of the handler. This responsibility is assumed by the officer at the time he/she requests to be and is assigned to the Canine Unit.
- C. Police canines will not be used for any purpose, other than official duties. Prohibited uses include:
 1. Use for personal gain
 2. Entry in any dog show or exhibition, or registration with any society or organization without authority.
 3. Handlers will not use or permit the use of the department canine for breeding purposes without written authorization of the Chief of Police.

1. Selection of Canine Handlers

- A. Services as a Canine Handler will be voluntary with officers submitting their interest and qualifications for consideration upon department notification of openings.

- B. Prospective Canine Handlers should:
- a. Have a strong desire to work with canines as they relate to law enforcement, a willingness to care for and train the animal and a willingness to operate as the department's canine officer for at least three years.
 - b. Realize that canine handlers must devote more than merely assigned on-duty time.
 - c. Realize that, due to the time and expense involved in the training of the handler and dog, changes in duty assignments will not routinely be made and that off duty call out may occur quite often.
 - d. Be in such physical condition as to enable them to perform the more strenuous assignments given to the Canine Unit.
 - e. Have a minimum of 18 months of experience as a sworn La Crosse police officer (This requirement may be waived based upon prior experience of the applicant) with satisfactory work performance, disciplinary and medical leave records.
 - f. Have a willingness to care for and house the canine at the officer's residence or in a secure outdoor area for the canine that conforms with Departmental requirements.
 - g. Realize that they are responsible for the care of the canine, which consists of but is not limited to seeking medical attention when necessary, proper feeding and watering, grooming, exercising, maintaining and keeping the kennel area clean and ensuring protection from the elements.
 - h. Be aware that they may be issued a department take home vehicle based upon availability and approval of the Chief of Police.

2. Canine Unit Supervisor:

A supervisor shall be assigned to provide administrative support for unit training needs; procurement of equipment, food, and supplies; to ensure maintenance of activity records; review of all biting incidents; inspection of personnel, canines, vehicles, and kennel facilities; to ensure maintenance of canines medical records, training records, training aid logs, and to participate in the selection of handlers and canines.

3. Training

- A. Initial training of the handler and dog will be conducted under the supervision of a trainer who is selected by the La Crosse Police Department based upon qualifications and available canine training facilities.
- B. In no case will the Canine Unit be used until such time as they have been certified by a law enforcement oriented canine trainer and/or a law enforcement canine training facility.
- C. All canine teams must be trained and certified by an authorized and accredited training source. The individual handler/canine supervisor will ensure that all training records are filed with the Training Director.
- D. The canine handler(s)/supervisor(s) is responsible to ensure that required daily/weekly/monthly training occurs and is documented.
- E. The canine teams shall complete at least one annual specialized training course by a certified trainer to maintain his/her certification and the proficiency of the canine. In order to avoid any perceived conflict of interest between the evaluator and the canine team, the evaluator:
 - a) Cannot have a monetary interest in training of the canine team being evaluated (vendor);
 - b) Cannot be the dog's handler;
- F. It will be the responsibility of the canine handler/supervisor to ensure that proper training is completed in order to keep the dog in a certified status.

4. Canine Handler Responsibilities

- A. Must successfully complete the initial training and certification.
- B. Must attend and complete in-service refresher course assignments and requirements.
- C. Must practice techniques and strengthen weak areas.
- D. Must document each training exercise completed in a training summary report which shall include:
 1. Specific training
 2. Performance of dog
 3. Time spent training
- E. Must provide the canine unit supervisor the Training Director, as soon as possible after the end of the month, with a Monthly Canine Activity Report. The Monthly Canine Activity Report shall reflect all canine activities for the month previous including tracks, apprehensions, searches, recoveries, presentations and total training.
- F. Personally responsible for the daily care of the canine, which consists of, but is not limited to seeking medical attention when necessary, proper feeding and watering, grooming, exercising, maintaining and keeping the kennel area clean and ensuring protection from the elements.
- G. Where the handler is unable to perform these and other related duties due to illness, injury or leave, another canine handler may be assigned temporarily to care for the dog; or the dog may be housed in a Department approved kennel when the handler is unavailable.
- H. Teasing, agitating or rough-housing with a police canine is strictly prohibited unless performed as part of a

training exercise.

- I. Handlers shall not permit anyone to pet or hug their canine without their prior permission and immediate supervision. Should a civilian express a desire to do so, he should be informed that police canines are serious working dogs and that they can be dangerous if improperly approached.
- J. Dogs are not to be fed by anyone except the dog handler or a designee.
- K. It is the canine handler's responsibility to see that adequate amounts of food and equipment are kept on hand.
- L. Canine handlers will be held directly responsible for the control of their dogs.
- M. Canine handlers will see that their canine is clean and well groomed at all times and that the kennels at home are clean and a credit to the department. All equipment will be kept in good working order and the canine vehicle is to be clean at all times. Periodic checks will be completed by the canine supervisor.

6. Requests for Canine

A. **Requests by businesses** and private citizens for the services of the La Crosse Police Department Canine Unit will be directed to the respective Bureau Commander for approval.

B. **Outside law enforcement requests** need to go through the respective Bureau Commander if it is a pre-planned event. Mutual-Aid requests will go through the on-duty Shift Commander.

- a. Response to outside requests will be at the discretion of the Shift Commander.
- b. The proper functioning of this department shall not be jeopardized in order to provide assistance to an outside request.

D. Off-Duty Call Out

- a. Must be approved by the respective Bureau Commander or Shift Commander.
- b. Handler may respond directly to the scene from home, if properly equipped.

E. Requests For School Searches

1. Requests by local school districts for the purpose of searching and seizing controlled substances will be authorized after the following criteria have been met.

- a. The request to utilize the La Crosse Police Department Canine Unit shall be made to the Chief of Police by the School Administrator and/or Principal. Assigned SRO officers/supervisors may assist with such requests.

b. The request, whether permitted or denied, will be processed expeditiously.

2. Canine Unit - School Search Procedures.

- a. No body searches will be performed (student/faculty).
- b. The canine handler shall mark or note the lockers or areas where the dog hits (indication of drug presence) for the purpose of entering and seizing illegal drugs by school officials.
- c. Officers, at the discretion of school officials, may be called upon to assist with searches and the seizure of controlled substances due to their professional expertise in these areas.
- d. Any items or contraband seized may be used to pursue administrative sanctions and/or criminal prosecution.

F. Crowd Control Use

1. The canine unit shall be used for crowd control only if trained for such work and will not be used for crowd control at peaceful demonstrations.

2. Must be approved by the Chief of Police or the Asst. Chief prior to use. (If conditions do not permit the time required for such approval, the Shift Commander may authorize such use. This should only be considered as a final resort to protect the safety of officers, the public or property during a riot or other major unauthorized gathering that cannot be controlled by other means.)

3. If the Canine Unit is authorized by the Shift Commander, every effort will be made to notify the Chief of Police or the Asst. Chief as soon as possible to advise them of the situation and the order for the use of the Canine Unit.

4. In a crowd control situation the canine shall:

- a. Be on a leash no longer than fifteen (15) feet at all times unless no other means are available to protect an individual from serious injury
- b. Not initiate any offensive action, unless to guard against imminent loss of life or serious bodily injury.

5. No departmental canine will be used for Riot Control without the knowledge and authorization of the Chief of Police or the Asst. Chief.

6. Responsibility in Riot Control

- a. The Handler will have the responsibility of ensuring that his dog remains a reasonable distance from the nearest person in the crowd being dispersed.
- b. The Handler will be constantly alert for stragglers.
- c. The Handler has the responsibility of keeping his dog under control at all times.

- d. If at all possible, a police photographer will be present when police dogs are utilized in riot control.
 - e. Police dogs will not be allowed to bite except in major disturbances while, dispersing an actively violent crowd, and only as a last resort when it has been determined that a riot condition exists.
7. Handlers are trained to, during a crowd control event, use their canine on those subjects advancing on the line of officers.

G. Public Relations Demonstrations of Canine Operations.

- 1. Must be approved by the Bureau Commander under which the canine is assigned or designee.
- 2. Will not be permitted if publicized for the purpose of selling admission to the event.
- 3. Public relations demonstrations will be documented, advising the name of the sponsor group, and placed in the monthly report.

V. Technical Procedures

A. The Canine Unit has been trained to detect and seize drugs, track persons, control and subdue offenders on command and may have additionally been trained to find explosives or control crowds. The canine handler shall review the specific circumstances of each situation and make the final determination whether the Canine Unit should be utilized.

B. Building Search -- The primary use of Departmental canines is for locating suspects in buildings or related structures where search by an officer would create an unnecessary risk.

- 1. The building's perimeter should be secured by patrol personnel and no one should be allowed to enter.
- 2. When a canine building search is anticipated, a preliminary search by officers should not be conducted as this will interfere with the canine's ability to discriminate scents.
- 3. Personnel should make every effort to remain clear of the suspected point of entry while awaiting the Canine Unit.
- 4. Attempts should be made to contact a key holder or building owner to ascertain the buildings layout, to determine the possibility of someone lawfully occupying the premises and to determine if there are any special conditions the canine handler should be advised of, such as chemicals, poisons, etc.
- 5. If possible tenants, workers or other innocent parties should be evacuated from the facility and air conditioning, heating or other air-blowing systems should be shut off so as not to interfere with the canine's scent.
- 6. A back-up officer will be assigned as needed.
- 7. The canine should not be used to search facilities that contain substances potentially harmful to the animal unless overriding risk to human life is present.
- 8. The canine should be unleashed during a building search unless there is an imminent risk of injury to innocent persons within the facility.
- 9. Prior to the search of any structure or enclosure, the canine handler shall make a loud verbal advisement announcing that there are police officers on the premises, that a trained police canine will be released if the individual(s) do not surrender and that the canine will bite when they are found. This advisement shall be repeated three times prior to release of the canine and shall be repeated on each level of all multilevel structures.
- 10. A reasonable amount of time shall be allowed for the suspect(s) to respond.

C. Tracking

- 1. Police canines are available with supervisory approval to track missing persons or suspects, or to locate evidence believed to have been abandoned or hidden in a specified open area. Such searches are subject to the following conditions and limitations:
 - a. When officers are pursuing suspects and contact with the suspect is lost, the officer, prior to summoning a canine team, shall:
 - b. Stop and pinpoint the location where the suspect was last seen
 - c. As soon as possible provide the handler with information pertaining to the type of crime, suspect description, weapon information, time lapse, perimeter information, and contamination of a search area
 - d. To the extent possible, given manpower availability, set up and maintain a perimeter around any area to be searched and prohibit any entry to the search area so as to prevent the contamination of air and/or ground scent unless precluded by the need for medical assistance, immediate arrest, or other essential factors.
- 2. When the canine team begins a search for a suspect, a back-up officer will be assigned to follow at a distance of approximately 15 feet to the rear of the team and off the track, in order to keep the team in view, watch for suspects and provide assistance as needed.
 - a. The back-up officer shall follow the instructions of the handler.

3. Assigned units may be moved according to the progress of the canine team and as directed by the on -duty supervisor or canine handler.
4. Canines used for tracking persons should remain on a leash of sufficient length to provide a reasonable measure of safety to the subject of the search without compromising the canine's tracking abilities.
5. Canines should not be used to locate small children unless there is a reasonable suspicion of foul play or a belief that serious bodily harm or death will occur if the child is not located immediately. Where the use of a canine is deemed necessary, the risks of injury to the subject shall be explained to the parents or next of kin and their approval obtained to use the dog.
6. Canines should not be used to apprehend anyone suspected to be under the influence of drugs or alcohol if no other crime is involved, or the mentally disturbed if no crime is involved.

D. Drug Detection

1. The canine handler shall maintain records that document the use and the proficiency of his/her canine in drug detection and made available to others who may need it when seeking warrants or other information.
2. Some canines are specially trained to detect the presence of illegal drugs. These canines may be deployed to check any structure, vehicle, boat, and aircraft within applicable legal requirements. The handler will be cautious to prevent the accidental direct physical contact with any loose or open containers of illegal substance.
3. The use of a narcotics detecting canine to search a person for narcotics is prohibited.
4. All sniffs by canines will be in compliance with all applicable case law.

E. Chases/Apprehensions

1. In a chase situation, the canine may be released to prevent the escape of a suspect whom the officer has probable cause to arrest for a felony offense. Prior to releasing the canine and throughout the chase, the handler will ensure that:
 - a. There are no other persons that will be endangered by the canine.
 - b. The canine has in the handler's opinion, actually seen the suspect and knows that the suspect is the one to be apprehended.
2. A warning will be given in the following manner prior to releasing the canine: "Police; stop or I will release the dog!" The suspect shall be given the opportunity to surrender.
3. The handler will maintain visual contact with the canine throughout the chase and recall the canine if contact is lost.
4. Recall the canine if the suspect gives up.
5. Recall the canine when the handler or another officer gains control of the suspect.
6. The handler will determine whether the canine should be used if the suspect is known to be armed.

VI. TRAINING AID (CONTROLLED SUBSTANCE) PROCUREMENT PROCEDURES

- A. The controlled substances used for the training of the drug detection dogs will be obtained from adjudicated cases that have been analyzed and are awaiting destruction by the Property/Evidence Section.
- B. Prior to obtaining controlled substances from the Property/Evidence Section, the canine handler shall submit a departmental memorandum, to the canine supervisor requesting conversion of the controlled substance for training purposes. If approved by the canine supervisor s/he will forward the memorandum to the Assistant for his/her approval. Once approval has been obtained the handler AND canine supervisor will both meet with the property/evidence personnel to transfer the controlled substance(s).
 1. When the canine handler receives a controlled substance from the Property/Evidence Section, s/he will enter the following information into a Controlled Substances Log:
 - a. The original incident report number of the adjudicated controlled substance.
 - b. The type of controlled substance.
 - c. The total weight in grams of the controlled substance and its packaging when received from the Property/Evidence Section.
 - d. Date and time of transfer
 - e. Property Clerks name transferring the substances
 - f. Signatures of the handler, supervisor, and property clerk.
 2. The Controlled Substances Log detailing the information for each new controlled substance received will be secured in a locker. Only the handler, canine supervisor and Administrative Lieutenant will have access to the locker.

VII. TRAINING AID STORAGE

- A. Each type of controlled substance will be stored in a separate airtight container.
- B. When not in use, training aids will be stored in a locked locker within the property section.
- C. Only the canine handler, canine supervisor, and Assistant Chief will possess the lock key and/or combination.
- D. When a training aid is used for a training exercise, its removal and return to the locker will be recorded by the handler in the Controlled Substance Log that will note:
 - 1. The date and time the training aid was removed and returned.
 - 2. The training aid's weight will be recorded monthly.
 - 3. The name and signature of the handler removing and returning the training aid.
- E. Only the canine handler and/or the canine supervisor are authorized to remove or return training aids to the secured locker.
- F. The canine handler will notify the canine supervisor whenever a training aid is no longer usable due to contamination, staleness, or other reason.
 - 1. Before disposal, the training aid will be inspected and weighed by the handler in the presence of a supervisor. Minor weight fluctuations are normal to changes in humidity level and the drying and aging of substances.
 - 2. The results of the inspection and the disposal will be recorded in the Controlled Substance Log.
- G. Disposal of training aids
 - 1. The handler will forward the training aid, along with a departmental memorandum to the Property/Evidence Section for destruction. The Property/Evidence Section Technician receiving the training aid that is to be destroyed will weigh the training aid and acknowledge receipt of the training aid by signing the departmental memorandum and return the memorandum which will be retained by the handler for inclusion in the training aid file.
- H. In the event a training aid is lost or damaged, the canine handler will immediately contact the canine supervisor or an on-duty shift commander if the canine supervisor is unavailable. The handler will submit a Departmental memorandum to the canine supervisor detailing the circumstances of the loss or damage.
 - 1. The canine supervisor will investigate the circumstances relating to the loss or damage and disposition. A copy of the disposition by the canine supervisor will be placed in the file for that training aid along with a copy to the Chief of Police and Asst. Chief.
 - 2. The loss or damage will be recorded in the Controlled Substance Log.
 - 3. When a training aid is damaged, it will no longer be used for training and will be submitted for destruction pursuant to section above.

VIII. TRAINING AID SECURITY PROCEDURES

- A. Training aids will be stored in airtight containers when not in use.
- B. The Controlled Substance Log will be maintained in a ledger that will be stored in the locker.
- C. At least annually, the Chief of Police will arrange for unannounced inspections of the training aids to ensure security. The inspection will be conducted by an officer at the rank of lieutenant or higher and will ensure that all procedures as documented above are followed. The person conducting the audit will submit a report to the Chief of Police on their findings.
- D. The canine handler and canine supervisor will conduct semiannual inspections of the training aids in January and July of each year. A report on the semiannual inspection will be submitted to the Chief of Police. The semiannual report will include the weight and condition of each training aid.

VI. CANINE UNIT BITE

A. Bite Procedure

- 1. Whenever a canine bites an individual, whether or not in the line-of-duty, the handler shall:
 - a. Summon a supervisory officer to the scene.
 - b. Examine the affected area to determine the seriousness of the bite or injury.
 - c. Obtain medical treatment for the person. Medical personnel should examine the affected area irrespective of the perceived seriousness of the bite or injury.
 - d. Take color photographs of the affected area if possible prior to and following medical treatment.
 - e. If a canine is used to affect an arrest, a use of force report and a General Offense and/or supplemental report will be completed whenever a canine has bitten or otherwise injured an individual.
 - f. The report must detail the circumstances surrounding the incident, the identity of the individual involved and any witnesses, the extent of injuries if known, and measures taken in response to the incident.
 - g. The report shall be filed as follows:

- (1). Original to Records
- (2). Copies to the Assistant Chief, Responsible Bureau Commander, Canine Supervisor
- h. Make no statements as to liability or fault in the matter.
- i. When a handler or another person is bitten by a canine the handler will complete a Police Report on an Animal Bite report form.
- j. If an employee is bitten and injured a supervisor will complete a Safety Investigation Report form and all necessary Workers Compensation forms.
- k. Observation/Quarantine of the canine by the following a bite will be in accordance with the applicable laws.

VII. VETERINARY SERVICE / KENNELING / SICK LEAVE / VACATION

A. Veterinary Service

- 1. All medical veterinary arrangements are to be made by the handler and the department veterinarian, with notification to assigned canine supervisor.

B. Kenneling

- 1. Dogs will be kept only in departmentally approved kennels.
- 2. The handler will submit all requests for kenneling to the canine supervisor for approval.

C. Sick Leave, Handler or Dog

- 1. If the handler is ill and neither the handler nor his/her family can care for the dog, it will be kenneled at a departmentally approved kennel.
- 2. If the dog is ill, the handler will determine if the dog should work.

- D. **Prolonged or unusual illness** will require the canine to be examined by the department veterinarian to determine if the dog is capable of working. The canine supervisor should be notified anytime the dog cannot be used due to illness. The handler will report for duty.

E. Vacation

The dog will not be required to accompany the handler on vacation or any other out of the city non-duty activities. If the handler chooses to take the dog on vacation or out of the city for non-duty activities prior approval will be obtained from the canine supervisor. If the handler is on vacation or going out of town for a period exceeding one week, and no approved individual is available to properly care for the dog, the department approved kennel will be used.

VIII. EQUIPMENT / CARE

- A. Each canine officer will be supplied with the necessary equipment required for handling/training and caring for the canine.
- B. Handlers are responsible for the cleanliness and care of equipment at all times and must report when an item becomes unserviceable for any reason. The unserviceable article is submitted with a report for replacement through the department canine supervisor.

IX. COMPENSATION / WORK HOURS

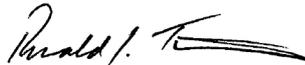
- A. The compensation and work hours of the handler will be in accordance with agreed upon contractual language.

X. CANINE RETIREMENT

- A. A police canine shall be retired when he/she no longer is suitable for duty, or the handler is transferred or promoted to a position that is not consistent with canine work, or retires from the department and the department decides not to retrain the canine for another handler. The final decision on the canine retirement is made by the Chief of Police or his/her designee.
- B. If the handler is willing to accept all responsibilities associated with the ownership of the retiring department canine, then a resolution to the La Crosse City Council seeking approval for the donation of the police canine to the handler can be submitted.
- C. On transfer of ownership to the handler, the La Crosse Police Department will no longer be responsible for any costs, liability, responsibility, care, maintenance, or any other duties associated with the retired canine. No warranty or performance expectations concerning the canine are expressed or implied, and the canine is transferred to the new owner "as is."
- D. The department reserves the right to stipulate that the department canine be spayed or neutered, not be used for any financial gains to the handler and will not be sold or has ownership transferred to another for the life of canine.

- E. The city's legal department shall prepare legal forms that shall be signed by the handler and the Chief of Police at the time of the transfer of ownership.
- F. If the handler is not willing to accept the responsibilities associated with the ownership of the department canine, then the department shall make arrangements for adoption or euthanasia. The veterinarian who performs the euthanasia will dispose of the canine unless, and only with the approval of the Chief of Police, a third party makes it known to the department that they want to finance the euthanasia and pay the burial fees.

Ronald J. Tischer
Chief of Police

A handwritten signature in black ink, appearing to read "Ronald J. Tischer", with a stylized flourish at the end.

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER VXIII	ORDER NUMBER 18.3
	TITLE RESPONSE TO ROUTINE AND EMERGENCY CALLS	WORD CODE RESPONSE WILEAG STANDARDS, 3RD EDITION 6.1.3	TOTAL PAGES 2

I. PURPOSE.

This order establishes procedures for responding to calls and includes guidelines for the use of emergency equipment.

II. POLICY.

It is Department policy that vehicles will be operated in a safe manner. Members will comply with related laws and orders.

III. DEFINITIONS.

- A. **Authorized emergency vehicles-equipment:** units with activated red or red/blue lights AND a siren; authorized emergency equipment does NOT include yellow/hazard lights, though they may be used with emergency lighting.
- B. **Emergency driving:** operation of a police unit in response to a life threatening or serious incident/crime; in pursuit of an actual/suspected violator; when going to alarms.
- C. **Roadway:** portion of highway improved, designed or ordinarily used for vehicular travel, exclusive of the shoulder.

IV. PROCEDURES.

A. Use of Emergency Equipment.

- 1. Patrol units have authorized emergency equipment.
- 2. Supervisors may allow unit use if not equipped with emergency devices for non-emergency assignments.
- 3. Officers will use red, or red and blue, emergency lights AND sirens whenever engaged in emergency or pursuit driving except as authorized by law.
- 4. Emergency lights may be used for a traffic stop; the siren is used if the vehicle fails to pull over.
- 5. Wig-wags, warning/yellow lights may be used with but NOT in lieu of authorized emergency lighting/equipment.
- 6. Lights will not be used to obstruct non involved motorists' vision.
- 7. P.A. systems may be used for enhanced communications.

B. Exemptions.

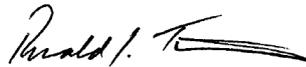
- 1. WI ss. 346.03 permits emergency vehicles to disregard certain traffic laws when responding to an emergency call or when in pursuit of a suspected violator or when responding to a fire alarm, subject to the conditions and guidelines listed below.
 - a. Police vehicles may be stopped/parked regardless of law if their emergency lights are operating. Use of yellow/hazard lights alone exempts such vehicles from non-hazardous parking laws.
 - b. Officer's may proceed past a red or stop signal/sign AFTER slowing down as may be necessary for safe operation, exceed the speed limit and disregard laws governing direction of movement or turning if their emergency lights AND siren are in operation.
- 2. Officers may exceed speed limits without using lights and siren when obtaining evidence of a speed violation or to respond to a call which the officer reasonably believes involves a felony in progress and the officer also reasonably believes knowledge of the officer's presence may cause one of the following:
 - a. Endanger the safety of a victim or other person.
 - b. Allow the suspect to evade apprehension.
 - c. Allow the suspect to destroy evidence of a felony or may result in the loss of such evidence.
 - d. Allow the suspect to cease the commission of a felony before the officer obtains evidence to establish grounds for arrest.
- 3. The exemptions granted by statute do NOT relieve members from the duty to park and drive with due regard under the circumstances for the safety of all persons.
- 4. Do NOT pass in a no passing, double yellow zone.

C. Emergency Driving Guidelines.

- 1. Officers will consider factors in emergency driving: road, weather, visibility, population density, pedestrian/vehicular traffic, and incident/offense severity.
- 2. Officers shall exercise caution and operate in a manner consistent with factors herein. Due regard for safety of people is a primary consideration in emergencies.

3. Emergency operation of a police unit is used in response to a life threatening or serious incident/crime, in pursuit of an actual/suspected violator, and when going to certain alarms.
- D. Vehicle Escorts, Emergency and Non-Emergency.
1. Escorts of emergency vehicles is discouraged. Members may use traffic control to assist passage of such units.
 2. Escorts of such vehicles is restricted to disabled units when their emergency equipment is not working properly or if the operator needs direction. There is danger in emergency units traveling together; therefore, any other incident should have supervisor approval for escort.
 3. Civilian unit escorts with emergency equipment on is prohibited unless approved by a supervisor.
 - a. Members encountering incidents where medical aid is needed will give first aid and summon medical aid if needed. If the person refuses to wait for medical aid and prompt treatment is needed, the officer may lead the vehicle to a hospital NOT using emergency equipment and obeying all laws.
 - b. Members will NOT convey seriously injured/ill people to a hospital in police units unless no ambulances are available. Members cannot force people to obtain treatment/transport, except in limited instances; members may encourage persons to accept services and will provide necessary assistance until emergency medical services arrive at the scene.
 4. Escort of Non emergency Vehicles.
 - a. Escort requests are routed to shift commanders.
 - b. If approved, shift commander will provide the escort services by assigning adequate personnel.
 - c. Escort approval is based on: security, traffic or pedestrian safety, size, route, time of day, use of other escort services and related factors.
 - d. Escort documentation will be on an Incident Report with copies sent to Administrative Services to bill.
- E. Routine Calls. Vehicles will be operated in a safe manner, complying with applicable laws and orders. Police vehicles are under the continual observation by the general public and operators of such units should operate vehicles in a courteous manner even though prompt response is required for routine calls.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XVIII	ORDER NUMBER 18. 3. 01
TITLE SQUAD PUSH BUMPERS		WORD CODE BUMPERS	TOTAL PAGES 1
	History: New 3/03; Updated 8/06		

I. PURPOSE AND POLICY.

This order establishes procedures for using push bumper equipped squads to push stalled or disabled vehicles. Use will restore normal traffic flow, reduce the threat of injury and accidents, and allows officers to respond to other calls.

II. PROCEDURES.

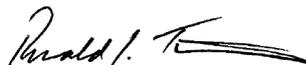
A. Use of Push Bumpers.

1. Vehicle Inspection.
 - a. Inspect the vehicle to be pushed for prior damages and insure that the rear bumper is properly affixed.
 - b. Show any damage to the vehicle owner prior to pushing; do not push the vehicle if it is felt that any damage will result to either vehicle. Officers may use the in-car video camera to zoom in on and document existing damage prior to making contact with the push bumper.
2. Discuss the Pushing Procedure with the other Driver.
 - a. Make sure the driver understands your plans.
 - b. Make him/her aware that disabled vehicles do not have power steering or power brakes, giving the driver minimum control. The driver must put the transmission in neutral.
 - c. If you feel the vehicle operator is not capable of completing the maneuver or s/he does not understand the instructions, do not push the vehicle.
3. Other Actions prior to Pushing.
 - a. Line up the push bumper and the vehicle's bumper, if they do not line up, do not push the vehicle.
 - b. Insure that the vehicle to push has its ignition on to release locked steering and that it is in neutral
4. **Pushing Procedure - Emergency Red/Blue Lights Activated.**
 - a. Slowly pull up behind the vehicle to make contact with its bumper; make certain that the push bars align with the bumper of the vehicle to be pushed.
 - b. Accelerate slowly enough to allow the vehicle to move to the designated legal parking area.
 - c. Do not keep contact with a vehicle being pushed when negotiating a corner or going up/down/over a driveway approach. Reduce squad speed so that vehicles separate prior to such maneuvers.

B. Miscellaneous Information.

1. Be aware of the extension to the squad's front when parking or approaching another vehicle.
2. Do not use push bumpers for:
 - a. Pushing vehicles beyond a close safe parking area.
 - b. To push-start other vehicles.
 - c. Pushing large, heavy or damaged vehicles that may damage either vehicle.
3. If damage incurred to either vehicle as a result of pushing, note such in a non-reportable or MV4000 with a copy routed to the Administrative and Field Services Bureaus.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XVIII	ORDER NUMBER 18. 3. 02
TITLE ACCESS TO GOVERNMENT HOUSING		WORD CODE HOUSING	TOTAL PAGES 1

I. POLICY AND PURPOSE.

This order establishes a methodology for gaining access to the following locations for police purposes:

Becker Plaza	415 S. 7th Street
Forest Park	1230 Badger Street
Ping Manor	1311 Badger Street
Sauber Manor	1025 Liberty Street
Solberg Heights	215 S. 6th Street
Stoeffel Court	333 S. 7th Street
Stokke Tower	421 S. 6th Street
Wedgewood Commons	1935 Miller Street

II. PROCEDURE.

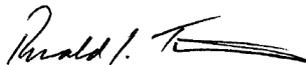
A. General Access.

In most instances, members shall continue to gain access to buildings through buzzing the room/apartment and requesting access from the victim/complainant.

B. Sub-Master Keys.

1. Located near the entry of the building is a small lock box which houses a key to gain access to the front inside door.
2. The key for such lock boxes has been placed on each of the master sets of keys for all marked squads.
 - a. Duplication of this key is prohibited without the authorization of the Chief, Assistant Chief or the Field Services Captain.
 - b. Care shall be taken with such keys to prevent loss.
3. Department members are authorized to use such keys in emergency situations or when a complaint is responded to wherein the member cannot gain access through II-A.
4. Use of such keys will be noted in reports with a copy routed to the Field Service Captain for review. Such copies are destroyed if the key was properly used or kept in personnel files if counseling or discipline is needed.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XVIII	ORDER NUMBER 18.3.03
TITLE RIVER MISHAPS		WORD CODE RIVER	TOTAL PAGES 1

I. PURPOSE AND POLICY.

This order establishes procedures for investigating water-related incidents, which may result in injury or death. It is Department policy to assist in investigating river mishaps with others such as the Fire Department/Department-Natural Resources.

II. PROCEDURES.

A. Initial Notification.

1. In addition to a patrol unit, a supervisor will respond to the area when available.
2. In incidents involving serious injury or death, the station commander or designee will notify:
 - a. Chief.
 - b. Assistant Chief.
 - c. Investigative Captain.
 - d. Field Services Captain.
 - e. District Attorney's Office or on-call attorney.

B. Preliminary On-Scene Directions.

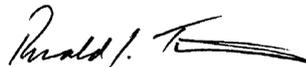
1. Care for victims on contact; get medial aid if needed.
2. Assess the need for specialized rescue or response. Items for consideration:
 - a. Victim(s) afloat or submerged.
 - b. Victim distance from shoreline.
 - c. Current/flow direction/obstructions/temperature.
 - d. Variables/hazards which may inhibit rescue.
3. Summon needed and available services, which may include:
 - a. Fire Department boats.
 - b. Sheriff's River Patrol from La Crosse/Houston County
 - c. Department of Natural Resources (DNR).
 - d. Dive/Rescue/Recovery Team.
 - e. Investigative Services Bureau investigators.
4. Secure the scene; request personnel for the perimeter.
5. Gather evidence: if evidence recovery requires a boat, an officer will accompany recovery for accountability and the chain of custody; written statements are preferred over oral.

C. Rescue and/or Recovery.

1. If appropriate, after rescue, victim statements may be necessary.
2. Recovery of deceased person(s) requires notification of the medical examiner.
3. Tests for alcohol/drugs should be conducted.
4. The supervisor will arrange next of kin notifications if appropriate.

D. The Department will assist the DNR, at their request, in the investigation of boating accidents.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XVIII	ORDER NUMBER 18. 3. 04
TITLE EMERGENCY DETENTION, DETOX & CRISIS INTERVENTION, & MEDICAL SOCIAL WORKERS		WORD CODE CHAPTER5155	TOTAL PAGES 2
	History: Updated 6/07		

I. PURPOSE AND POLICY.

This order establishes intervention procedures in the event members encounter someone who needs emergency detention, detoxification, crisis intervention, and/or a medical social worker.

II. SERVICE CONTRACTS.

- A. Mental Health Services: Franciscan Healthcare Medical Center or Gundersen-Lutheran.
- B. Detoxification: Franciscan Healthcare Medical Center or Gundersen-Lutheran.
- C. If a person has a hospital preference; officers shall try to accommodate such requests.
- D. When a person is intoxicated and requires detention, s/he will first go in for detoxification.

III. EMERGENCY DETENTION, WI ss 51.15, chapter 55.

- A. Authority. Officers may take a person into custody if s/he has cause to believe such person is mentally ill, drug dependent, or is developmentally disabled, and the individual exhibits conduct which constitutes a substantial risk of harm to the individual or others.
- B. Definitions.
 - 1. **Mental illness**: substantial disorder of thought, mood, perception, orientation, or memory, which grossly impairs judgment, behavior, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include alcoholism.
 - 2. **Drug dependent**: person who uses one or more drugs to the extent that the person's health is substantially impaired or his/her social or economic functioning is substantially impaired.
 - 3. **Developmental disability**: a disability attributable to mental retardation, cerebral palsy, epilepsy, autism or another neurological condition closely related to mental retardation, which has continued or can be expected to continue indefinitely and constitutes a substantial handicap to the afflicted person; not including senility
- C. General Procedures.
 - 1. NOT required to note whether the subject is mentally ill developmentally disabled or drug dependent, but state that the officer has cause to believe that the person evidences one or more of these conditions.
 - 2. The officer's belief is based on specific and recent acts, attempts or threats to act made by the subject; the person evidences a substantial probability of:
 - a. physical harm to him/herself.
 - b. physical harm to other persons.
 - c. physical impairment or injury to themselves due to impaired judgment.
 - 3. Officers will file a report for emergency detention, forms are available at the treatment facility.
 - a. Reports include: witnesses, dangerous acts, attempts and/or threats made by the subject.
 - b. Miranda may be needed if the investigation so warrants. The person must get a copy of the detention report.
 - 4. **Liability**: any officer acting in accordance with state law and this order is NOT liable for actions taken in good faith. If an officer acts in good faith but at a later time the data s/he was given proves to be false, no penalty will be incurred. **Penalty**: an officer who signs a statement knowing the data is false may be fined or imprisoned and is subject to internal discipline.

IV. DETOXIFICATION / CRISIS INTERVENTION (WI ss. 51.45).

- A. Definitions.
 - 1. **Intoxicated**: a person whose mental or physical functioning is substantially impaired as a result of the use of alcohol. This refers to persons who have had too much to drink, but do NOT appear to need medical attention and have not threatened or committed physical harm to themselves, to others or to property.

2. **Incapacitated:** a person who, as a result of alcohol, is unconscious or has his/her judgment otherwise so impaired that s/he is incapable of realizing and making a rational decision with respect to his/her need for treatment, as evidenced objectively by extreme physical debilitation, physical harm or threats of harm to him/ herself or to any other person or property.

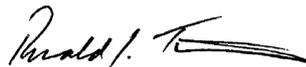
B. General Procedures.

1. The following may not apply if the person is involved in a criminal matter or serious traffic offense.
 - a. Intoxicated person: may be transport home / voluntarily treatment if requested by subject.
 - b. Incapacitated person: **SHALL** be taken into protective custody and transported to treatment facility.
2. Treatment Facility Procedures.
 - a. Transported to emergency ward.
 - b. Have dispatch notify the hospital while enroute.
 - c. Once the person is turned over to hospital personnel they are the hospital's responsibility; the officer will stand by to explain circumstances and if it is evident that the person may become violent.

V. MEDICAL SOCIAL WORKERS.

Services are for situations that may require social work assessment or intervention; on call at Gundersen-Lutheran or Franciscan Skemp 24hrs. day; if appropriate, call and have the operator locate one from crisis intervention.

Ronald J. Tischer
Chief of Police



<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p>DATE STAMPED 09.27.2012</p>	<p>CHAPTER XVIII</p>	<p>ORDER NUMBER 18. 3. 05</p>
<p>TITLE OPERATION TEDDY BEAR</p>		<p>WORD CODE TEDDY BEAR</p>	<p>TOTAL PAGES 1</p>

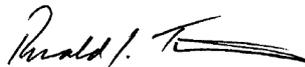
I. PURPOSE AND POLICY.

This order establishes the BEARS (Bears Enabling Adolescents to Recover from Stress) program. It is the policy of this Department to help children deal with traumatic events as much as possible; sometimes this can be done by simply presenting the child with a teddy bear.

II. PROCEDURES.

- A. Members may present a child under ten with a teddy bear if they are involved in any type of incident where the child appears to be under stress.
 - 1. To help the child through the investigative process.
 - 2. To build confidence/friendship between child/police.
 - 3. Consider child's maturity level and trauma extent.
 - 4. Consider incident severity, number of children involved.
- B. Accountability.
 - 1. A bear with a control-card is in each squad; on giving the bear away, complete the card and route it to Community Services; additional bears may be taken from available squads.
 - 2. Community Services will replace bears/cards, monitor use
 - 3. Squad checks will include noting bear presence.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XVIII	ORDER NUMBER 18. 3. 09
TITLE LABOR DISPUTES		WORD CODE DISPUTES	TOTAL PAGES 1
	History: Updated 3/03, 7/07		

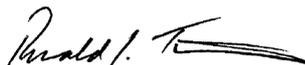
I. PURPOSE AND POLICY.

This order establishes procedures for documenting labor disputes and related incidents.

II. NOTIFICATION PROCEDURES.

- A. The shift commander will be the central repository for labor disputes, information and documentation. S/he will:
1. Assign an incident number to the event and initiate a Strike Book to include a memo with the following data:
 - a. Business name, contact persons, address, work & home contact phone numbers.
 - b. Labor affiliation name, contact persons, address, work/home contact phone numbers.
 - c. Number of persons affected; if the business will continue operations (days & hours open).
 - d. Type/numbers of anticipated public displays regarding picket lines, assemblies, etc.
 - e. A memo with data from a-d with the opening incident number will have copies routed to the Chief, Assistant Chief and Bureau Captains.
 2. Notify contact persons that relevant provisions of state and city laws/ordinances will be enforced.
 3. Assign shift personnel to make at least two picket counts per shift with such information as date/time of count, numbers involved, location and officer's name, recorded in the Strike Book. Strike/picket counts do NOT require an incident number.
 4. Standard report procedures are followed for other incidents occurring at such disputes. Incident numbers are assigned to calls for service to the strike area as usual; however, a copy of all related calls and self-initiated activity is placed in the Strike Book.
- B. At the conclusion of the strike, the Strike Book will be forwarded to Field Services for retention or disposition.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XVIII	ORDER NUMBER 18. 3. 10
TITLE ANIMAL COMPLAINTS		WORD CODE ANIMALS	TOTAL PAGES 1
	History: Updated 3/03, 7/07, 08/09		

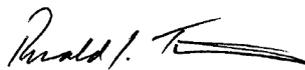
I. PURPOSE AND POLICY.

This order establishes procedures for the investigation of animal complaints and liaison with the County Health Department and Humane Society. WI ss. 95,170,172-174,948 and City Ord. 20.22.

II. PROCEDURES.

- A. Licensing: dogs/cats over 5mos old must be licensed/vaccinated. Other permits are available through Clerk, Health Department and/or the Humane Society. Note: If an owner cannot show proof of vaccination and/or licensing then it is referred to as NOT being licensed/vaccinated.
- B. Animal Bites.
 - 1. ALL bites/marks that penetrate the skin are investigated by our Department with copies routed to the Health Department and Humane Society.
 - 2. The Animal Report shall be as complete as possible; questions regarding confinement are referred to the Humane Society prior to clearing; the owner will sign relevant confinement orders, if known; if the owner is unknown and the animal is located, the Humane Society will be called to confine the animal.
- C. Annoyances.
Animals at large are referred to the Humane Society; other complaints such as barking may require police response, possible warning/citation dependent upon repeat offenses, time of day, provocation, etc.
- D. Injured/Deceased Animals.
Motorists are required to report accidents with animals to the owner or police; animals may be removed by the owner or Humane Society. DNR notifications may be necessary for endangered or wild species.
- E. Cruelty: Such complaints are referred to the Humane Society for investigation who may request police assistance. This does not prohibit our agency from conducting a cruelty investigation or making appropriate charges as a result of an investigation.
- F. Use of deadly force will follow related orders and if possible, be left to the Humane Society.

Ronald J. Tischer
Chief of Police



GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 04.21.2014	CHAPTER 18	ORDER NUMBER 18.3.11
TITLE VIDEO / RECORDING DEVICES		WORD CODE VIDEO	TOTAL PAGES 3
	History: Updated 8/05, 7/07, 9/12 WILEAG Standard – 4th Edition: N/A		

1. PURPOSE AND SCOPE

This order establishes procedures and guidelines for the proper use, care and maintenance of the Departments video recording systems. It also provides for a uniform method of recording and storing of video recordings.

2. DEFINITIONS

- A. Official Police Contact: Any citizen contact where law enforcement assistance is requested, taken or enforced. Examples of contact: Traffic enforcement or assistance, any arrests or detentions, or any service requested, whether dispatched to or approached by a citizen.
- B. Mobile Video: Refers to squad mounted digital camera systems.
- C. Interview Room: Interview Rooms and Intoximeter Room using the Panasonic Arbitrator 360 video system.
- D. Wearable Video Camera: Refers to any digital camera system generally worn on the person.
- E. Video Recorders: Any other camera system (generally a hand held electronic device) that is used to record any activity or event such as special assignments.
- F. Back End Client: Login and operations of the Arbitrator System from the La Crosse PD.
- G. Front End Client: Login and operations of the Arbitrator System from a Squad Car.

3. PROCEDURES

A. Authorized Department Video Equipment

- 1. Only authorized Department video equipment will be used to record incidents related to law enforcement by trained personnel.
- 2. Emergency/Exigent Circumstances: In rare cases a supervisor may authorize a member to use personal audio or video equipment. A supervisor may grant permission to an officer to use personal equipment if the supervisor ensures the captured evidence is properly documented and placed into evidence. All other provisions of this policy will still be applied.

B. Installation of Mobile Video and Interview Room Digital Recorders

- 1. Mobile Video equipment will:
 - a. Be installed so as to minimize any potential safety hazard and vision impairment to the vehicle driver.
 - b. Be securely mounted/placed so that objects in the squad do not restrict the camera.
 - c. Automatically activate when emergency warning devices are in operation.
- 2. Interview Room equipment will:
 - a. Be mounted as to minimize officer safety issues.
 - b. Be mounted as to allow for easy activation from outside the interview room.
 - c. Be installed on report room computers (software) to allow for officer login.
- 3. Computer software will be installed on the Command Room Computers for supervisor login.

C. Employee Mobile Video Operating Responsibilities

- 1. Video equipment installed in a Department vehicle is the responsibility of the employee assigned to that vehicle, and will be operated according to the manufacturer specs and related training.
- 2. Prior to the start of a shift, employees who have been trained in mobile video operation shall inspect the system and determine if the video equipment is working properly and shall bring problems to their immediate supervisor as soon as possible. Any operating problems or maintenance needs will be documented on an LCPD Equipment Repair form.
Proper inspection includes:
 - a. Mobile video unit SHALL be powered on, ready to record.
 - b. Wireless microphone is powered on and is functioning properly.
 - c. Members are logged in to the Front End Client using their squad car laptops.
 - d. Video camera is positioned to properly record events.
 - e. Front End Client is displaying correct date and time.

- f. All components are functioning properly.
 - g. Digital storage should not be less than 20 GB. If less than 20 GB and uploading is not taking place, complete an LCPD Equipment Repair form.
 - h. If uploading is taking place while on the “back ramp”, you may need to leave the squad car and mobile video system running to complete the process.
3. Members will ensure that their Video equipment is operating in order to record any incidents that occur. In so doing they will ensure that:
 - a. Once the Video recording begins, an incident will be recorded until the incident has concluded. A concluded incident is defined as complete separation between the member and the individual (example: Traffic stop – Officer has driven away, personal contact has ended and the individual has left the scene.
 - b. Employees are not required to discontinue recording for anyone except at a supervisor’s direction.
 - c. The wireless microphone is activated in order to provide narration with the video recording.
 4. Employees may use their video equipment to record:
 - a. Circumstances at crime/accident scenes.
 - b. Events such as taking evidence/contraband.
 - c. Actions of suspects while in the back seat of the squad.
 5. Employees shall not erase or alter USB flash memory sticks, flashcards or hard drives unless authorized herein.
 6. Employees will document in reports, ordinance/traffic citations, warnings or any other required documentation that video recordings were made or not made, and which squad car was used.
 7. The viewing of unauthorized or personal video recordings is strictly prohibited.
 8. Only the program manager or designee may access the programming menu.
 9. Evidence storage: For evidence storage of digital video recordings, refer to the LCPD Evidence and Property Packaging Manual found in the Property Room and Command Room.

D. Special Operating Procedures

1. While engaged in Official Police Contacts officers, whenever possible, shall utilize their mobile video and microphone when in contact with the suspect/violator/complainant or other member of the public. Video/microphone use shall also be in accordance with General Order 18.8.
2. All video recordings (mobile, interview and Intoximeter rooms) shall be classified, listing at a minimum, the members last name and the incident case number. If contact does not generate a case number the member must list their last name. Classification notes must be placed in the Classify Note Box.
3. Employees in vehicular pursuit **shall** utilize their Mobile Video whenever possible. The primary employee involved in a pursuit shall secure the video recording as evidence following outlined labeling procedures. Secondary officers involved within a pursuit, who have determined that they have subsequent evidence, shall also secure their video recording as evidence.
4. Employees will not record meetings with personnel when such talks involve strategy, tactics, supervisor’s directive or topics of a confidential nature.
5. Recordings involving juvenile contacts: It is the responsibility of the Department to maintain the confidentiality of juveniles recorded during video contacts. In order to secure recordings containing juveniles:
 - a. If an employee is aware that a juvenile has been recorded during a video contact, s/he will determine if the juvenile is identifiable on the recording; either by video or audio. If identifiable, the employee will type the squad number, mobile video on and JUVENILE on the top of their report (ex. Squad 28 M/V on – Juvenile).
 - b. Exemption: Juveniles 16yrs of age or older, operating a vehicle and in a traffic enforcement situation, and those juveniles 17yrs of age or older alleged to have violated a criminal law or any municipal ordinance, are exempt from 3.D.5.a.
6. Employees cannot audio/video record citizens that are secured in a Department vehicle when the citizen is left alone in the vehicle unless the vehicle is placarded with a notice. Employees can video record citizens in order to document conduct of citizens.
7. **Employees shall not use video equipment to record conversations of an administrative nature e.g. disciplinary actions, supervisor’s directives, or talks between employees without the knowledge of ALL parties involved that the events are being recorded.**

E. Wearable Video Cameras

1. For assignments such as Boat Patrol, Bike Patrol, ERT or any other assignment that the member or supervisor deem appropriate.
2. All standards of use apply.

3. Members are responsible to download video in accordance with training and procedures.

F. Field Supervisory Responsibilities

Supervisors shall ensure that:

1. All employees follow procedures for the operation of the Mobile Video equipment, handling of recordings, and documenting use of the Mobile Video.
2. On receiving a complaint concerning employee conduct, the receiving supervisor will determine if the incident has been recorded. If recorded, the supervisor will request the Property Section to mark the recording as "case" within the mobile video system to ensure it does not get erased after 120 days.
3. Repairs/replacement needs of Mobile Video equipment is reported to the Program Manager and Special Operations Officer.

G. Program Management

The Chief will designate the Mobile Video Program Manager. Responsibilities include:

1. Liaison with the video equipment vendors.
2. Assist with maintenance/repair of video hardware/software.
3. Assist with installation/replacement of video hardware.
4. Assist Records in locating recordings subject to open record request.

H. Video Control and Management

This section applies to ALL video recordings produced by the department as part of daily patrols, investigations, or special events/enforcement actions.

1. Saving Video Requirements:
 - a. Members shall save Video for all OMVWI cases, along with all criminal arrests and serious offenses that have taken place in which the video could be useful.
 - b. Complete an Evidence Tag to include the squad number, interview room number or Intoximeter room designation and the recording start time.
 - c. Drop the completed Evidence Tag into the evidence in-box on the CSE Desk or e-mail the specified information to the Property CSE.
 - d. The Property Section will collect the evidence tags and save the incident in the system.

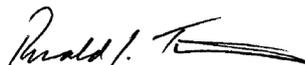
I. Training Division Responsibilities

1. Schedule training for employees who utilize Mobile Video and maintain such training records.
2. Video recordings may be shown for training and evaluation purposes provided that prior approval is obtained from the Chief or his/her designee. Prior approval is only needed when the Mobile Video Recording is shown to persons other than Department employees.

J. Procedures for Duplication and Administrative Hold of Video Recordings

1. The original Mobile Video Recording remains in the Departments custody at all times unless used for evidentiary purposes.
2. Anytime a member of the prosecution or judiciary requires a copy of a video, it shall be provided at no cost.
3. Videos may be duplicated for another criminal justice agency when required for trial, or otherwise authorized by the Chief or designee. The duplicate video will be released to the authorized agency, but the Department maintains the original.
4. Videos are subject to existing State of Wisconsin open records laws. The La Crosse Police Department will establish a reproduction fee schedule for the duplication of videos. This fee will include the cost of materials, and the actual necessary and direct costs of the reproduction effort.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XVIII	ORDER NUMBER 18. 4
TITLE VEHICLE PURSUITS	WORD CODE PURSUITS		TOTAL PAGES 4
HISTORY: Updated 3/03, 6/07 WILEAG STANDARD, 3RD EDITION 1.3.2, 6.1.4, 6.2.11			

I. PURPOSE.

This order governs the pursuit of motor vehicles.

II. POLICY.

It is our policy that vehicles are operated in a safe manner. Members will comply with WI ss 346.031(6) and related orders. Also see GO 1.3. Officers are trained in roadblock techniques.

III. DEFINITIONS. Also see GO 18.3.

- A. **Fixed roadblock:** full/partial roadblock at a fixed point.
- B. **Moving roadblock:** moving unit use to block the road or stop vehicle movement in the same direction.
- C. **Pursuit driving:** attempt by an officer in a unit to apprehend occupant(s) of a fleeing vehicle where the driver is aware of the officer's attempt to stop his/her vehicle and is knowingly fleeing apprehension.
- D. **Roadblock:** obstruction of a roadway for the purpose of stopping vehicles to inspect, interview or apprehend contents, drivers, or occupants of the vehicle.
- E. **Pursuit Immobilization Techniques:** trained technique used to immobilize a fleeing vehicle. Used at speeds lower than or close to 35mph. This technique should not be utilized on motorcycles or vehicles with high centers of gravity unless deadly force is justified.

IV. PROCEDURES.

A. EVALUATION OF CIRCUMSTANCES.

To initiate, continue and/or to terminate pursuit consider: road, weather, visibility, time, population density, pedestrian/vehicular traffic, offense severity, necessity if the suspect is known/can be, apprehended later, and if pursuit poses a significant threat of death to the public. Pursuits WILL be discontinued if the officer or monitoring supervisor feels the risk outweighs the suspect's apprehension. WI ss. 346.03, 346.04.

Emergency lights AND siren will be used by pursuit units. Special vehicles in GO 18-2 may pursue with extreme caution until a marked vehicle takes over such pursuit or if supervisor authorized. Members in such units may attempt to maintain view or assist. Clean top patrol vehicles used by field services for daily patrols are authorized to pursue.

B. INITIATING OFFICER'S RESPONSIBILITIES.

- 1. A pursuit is NOT made if a non-sworn member or citizen is in the police vehicle.
- 2. All emergency signaling devices, audible/visual are in operation; seat belt is worn.
- 3. Dispatch MUST be notified of:
 - a. Reason for pursuit; severity of crime.
 - b. Necessity of conducting pursuit.
 - c. Location/direction of pursuit.
 - d. Road conditions.
 - e. Density of population.
 - f. Description of the vehicle, number of occupants and the license number of the vehicle.
 - g. Changes in direction, situation, and speeds.
 - h. If the officer doesn't give the above information to the dispatcher, the dispatcher will request it. The supervisor will ensure that such data is obtained.
- 4. A safe distance is maintained between the squad and the suspect vehicle, unless deadly force is necessary.
- 5. Dispatch is advised of the location of suspect and vehicle if his/her vehicle is abandoned; ignition keys of the squad and suspect vehicle should be removed before pursuing on foot.
- 6. On notification by a supervisor to terminate pursuit, the pursuit is ended immediately. The pursuing units may continue to follow at reduced legal speeds without emergency lights and siren engaged.
- 7. Officers may terminate a pursuit if: vehicle or operator can be identified, when the operator is not going to yield, or at the officer's discretion.

C. DESIGNATING SECONDARY UNIT'S RESPONSIBILITIES. SPECIFYING ROLES AND RESTRICTIONS PERTINENT TO MARKED, UNMARKED OR OTHER TYPES OF POLICE VEHICLES INVOLVED IN THE PURSUIT.

No more than two units will directly pursue the suspect at any time unless authorized by a supervisor. Others may parallel, assist or observe. Assisting/Secondary Unit Actions. Monitor escape routes, observe

for additional descriptions, or establish supervisory approved and planning for roadblocks. Deploy tire deflation devices.

D. ASSIGNING DISPATCHER'S RESPONSIBILITIES.

1. Advise units of the pursuit and restrict radio traffic.
2. Notify on duty supervisors to monitor the pursuit.
3. Keep units updated and assist in unit directions.
4. Coordinate others if it goes outside the City.

E. DESCRIBING SUPERVISOR'S RESPONSIBILITIES.

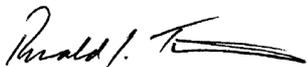
On duty supervisors will monitor pursuits, direct units, evaluate progress, authorize/terminate roadblocks or terminate the pursuit if necessary.

F. USING FORCIBLE STOPPING/ROADBLOCKS.

1. Last resort to stop a fleeing vehicle, when all other reasonable means have failed and ONLY due to one or more of the following:
 - a. Suspect(s) are reasonably believed to have committed a felony involving use or threats of deadly force.
 - b. Continued manner of operation by the suspect is creating a substantial risk of death to the public.
 - c. Suspect(s) pose a significant threat of death to the public for reasons unrelated to the pursuit if not immediately apprehended.
2. Prior to roadblocks/ramming, make every effort to get supervisory approval.
3. Fixed Roadblocks.
 - a. Consider a location which affords the greatest degree of safety taking into account vehicular and pedestrian traffic, weather, visibility, time of day and other roadway physical aspects.
 - b. Area should be as well lighted as possible; additional lighting should be used to ensure that the roadblock can be readily seen.
 - c. Vehicles will not completely block the roadway or force collision; sufficient room will be left as an escape route for the violator.
 - d. Provide approaching vehicles adequate time and distance to stop and avoid collision.
 - e. Private vehicles/property will NOT be used without supervisor approval and only as a last resort.
 - f. Remove all persons from the area; members will be away from their parked units in case of collision.
 - g. Notify LEDC of the roadblock's location and when removed. Roadblocks will be for a minimal time and are removed as soon as possible; remove prior to use if it is too much of a hazard.
4. Moving Roadblocks.
 - a. Extremely hazardous, only for extreme conditions better suited for lower speeds; consider:
 - b. Presence of vehicular/pedestrian traffic, weather, visibility, time of day, physical aspects of the roadway for the greatest degree of safety.
 - c. Emergency lights/siren are operational; officers will attempt gradual initiation to avoid collision giving the suspect opportunity to stop without hitting a police unit. Unintentional contact is not considered ramming.
 - d. Use for a minimum time and discontinue as soon as possible; terminate if it becomes apparent that the roadblock is creating an unreasonable hazard.
5. Circle Technique
 - a. Another form of Moving Road Block wherein multiple police vehicles surround suspects vehicle in an attempt to "box-in" the suspect vehicle; officers will initiate gradual deceleration giving the suspect opportunity to stop without hitting a police unit. Unintentional contact is not considered ramming.
 - b. Same considerations should be given as outlined in 4-a through d.
6. Ramming.
 - a. Extremely hazardous and generally prohibited except under the most serious circumstances.
 - b. Officers should not attempt to ram a fleeing vehicle except at lower speeds in situations involving the most serious of circumstances.
 - c. Prior to ramming, officers will make every effort to obtain supervisory approval.
 - d. If approved, the officer will attempt to choose a location having the least possibility that pedestrians, other vehicles or fixed objects may be struck if the officer's or suspects' vehicle should lose control as a result. The intent of ramming is to stop/disable the fleeing vehicle, not to cause significant damage or injury.
 - e. Ramming should be considered DEADLY FORCE, see General Order 1.3.
7. Pursuit Immobilization Techniques.
 - a. Utilized by trained officers designed to immobilize a fleeing vehicle.
 - b. Utilized at speeds close to 35mph or less. Speeds greater than 35 should be considered deadly force.
 - c. Presence of vehicular/pedestrian traffic, weather, visibility, time of day, physical aspects of the roadway for the greatest degree of safety.

- d. Utilized in accordance with department/officer training.
8. Tire Deflation Devices
Deployed by trained officers.
- a. Deploying officers shall notify LEDC of intention to deploy tire deflation devices and allow pursuing officers time to disengage to avoid deflation of police vehicle tires.
 - b. Deployment location should avoid deflation of non-involved vehicles.
 - c. Officer Safety is of the utmost importance when deploying deflation devices. Officers shall choose a location which provides them with the most safety.
 - d. Deflation devices should be monitored and removed as soon as possible following deployment.
 - e. Following deployment authorized officers will service the deployment device to ensure that the device is operational for further deployments. Service needs should be brought to the attention of the 1st shift commander.
 - f. Deflation devices should not be utilized on Motorcycles unless DEADLY FORCE is authorized.
 - g. Devices are kept in squad trunks, if any.
 - h. Deployments shall be in accordance with department/officer training.
- G. ENGAGING IN INTER/INTRA JURISDICTIONAL PURSUITS.
- 1. Department Pursuits outside of the City.
 - a. Officers may continue pursuits initiated within the City into another jurisdiction unless restricted by law or Department order such as pursuing out of state. Out of state pursuits MUST have the prior permission of a supervisor whenever possible.
 - b. Officers will comply with all laws and orders.
 - c. LEDC personnel and a supervisor will coordinate the actions of the pursuing officer with members of other agencies who join in the pursuit.
 - 2. Other Agency Pursuits into the City.
 - a. Officers may assist agencies pursuing into the City at the discretion of the Shift Commander. Pursuit orders apply while assisting other jurisdictions.
 - b. On duty supervisors will monitor and coordinate activities of members while assisting other jurisdictions..
 - c. If a pursuit enters and then departs the City, Department personnel will terminate the pursuit unless assistance is requested by the pursuing agency or when directed to do so by the on duty supervisor.
- H. CRITIQUE OF PURSUITS.
- 1. ALL pursuits will be reviewed by the Assistant Chief or his/her designee.
 - 2. For review purposes, it is still a pursuit even if the violator is not apprehended or if pursuit is low speed.
 - 3. Supervisors will ensure that the primary pursuing officer/ designee shall complete a State Mandatory Pursuit Report (see addendum). The original will be sent to the Administrative Traffic Investigator for collection and yearly reporting. Copies of the State form will be attached to the General Report.
 - 4. The monitoring supervisor will forward all reports and related intra department memos to the Assistant Chief.

Ronald J. Tischer
Chief of Police



EVOC INTERVENTION OPTIONS

<u>MODE</u>	<u>TACTICS</u>	<u>PURPOSE</u>
Presence	Authorized emergency Vehicle	To present a visible display of authority
Dialog	Emergency Lights Siren Communication with Dispatch Approach Contact	To persuade
Control	Multiple units Tire Deflation Barricades Channeling Non-Approach Contact	To overcome passive or active Resistance; to create dysfunction
Intermediate	Pursuit Immobilization Technique (PIT) Boxing-in Roadblocks (with escape route) High-Risk contact	To impede a fleeing or actively resisting subject
Deadly Force	Ramming Roadblock (no escape route) Shooting from a moving vehicle High-Risk contact with shots fired	To stop an immediate threat

Source – Emergency Vehicle Operation Training Guide
Wisconsin Department of Justice Law Enforcement Standards Board
April 2002

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XVIII	ORDER NUMBER 18.5
TITLE MISSING PERSONS INVESTIGATIONS		WORD CODE MISSING	TOTAL PAGES 2
	History: Updated 3/03, 8/06, 6/07, 12/09, 2/11 WILEAG STANDARDS, 3 rd EDITION 6.1.5, 6.6.5		

I. PURPOSE AND POLICY.

This order provides guidelines for handling missing persons and procedures for AMBER alert. It is the departments policy to investigate all missing persons regardless of age and with no time limit or waiting period to report/investigate the missing person.

II. PROCEDURES.

A. Initial Description and Information Gathered.

ALL missing persons/runaways will be recorded on the Adult Persons Report for adults or Juvenile Persons Report for juveniles and include details such as: descriptive data, possible destination, reason for missing, persons last seen with, attitude, and/or medications. Record data regarding parent/guardian, consent and photos.

B. Dissemination of Collected Information.

1. Members will provide LEDC with data regarding the missing person and may request additional units dependent upon the circumstances surrounding the missing report.
2. The pink copy is to be placed in the Shift line up book. On review of the report, a supervisor may assign units for follow up dependent upon the circumstances.
3. A copy of the report will be routed to LEDC to:
 - a. Give pertinent missing person data to field units.
 - b. Dispatch unit(s) to possible destinations.
 - c. LEDC may consult with a supervisor if they feel additional actions are warranted.

C. Entry/Removal into/from criminal justice information system.

1. It is the responsibility of the station supervisor to ensure that LEDC receives copies of missing reports.
2. LEDC will maintain an active file and enter such information into national files if the report so notes.
3. Upon clearance, a supervisor/designee will pull the pink copy, stamp canceled and fill in the blanks with needed information, route to Records, and send copy to LEDC or notify LEDC in person via phone.
4. LEDC will route TTY confirmations to Records.
5. Records will review/purge data from the files as directed by the criminal justice information systems.

D. Follow up Contact, Investigations, and Search.

1. It is the supervisor's judgment that determines to what extent a search encompasses.
2. Member's detailed reports are the basis for follow up by Investigative Services who assigns personnel to contact complainants for report status and additional data. Assignments are dependent upon the circumstances.

E. Juveniles.

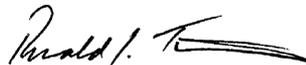
1. Status offenses are dealt with according to the law.
2. Guardians/group homes are authorized to complete such reports and to notify our Department for pick up.
3. Apprehension of a runaway may need notification of an intake worker and should result in the completion of a referral for runaway.
4. **Children 12 years of age** and under who are missing will activate the following procedure unless extenuating circumstances exist.
 - a. The Responding officer will ensure that the Shift Commander is immediately notified of the missing child.
 - b. The Shift Commander will assign additional resources or call in additional officers to ensure a thorough search is completed and will coordinate all search efforts.
 - c. Shift Commander will request the aid of investigative services if the child is missing for more than 2 hours or sooner at the discretion of the shift commander.

F. AMBER ALERT

All of the following criteria must be met to implement a 7 Rivers AMBER Alert.

1. The missing child must be under the age of 18, and there must be reason to believe the child has been abducted. **Abducted is defined as; A child under the age of 18** unwillingly removed from his/her environment without permission from the legal parent or legal guardian.
 - o Note: The Amber Alert Plan is not to be used for runaways or family abductions, unless the child's life is determined to be in immediate danger.
2. There must be reason to believe the missing child is in imminent danger of serious bodily harm or death, OR with a proven medical, mental or physical disability.
3. There must be enough descriptive information about the child or a suspect to believe an immediate broadcast will help locate the child.
4. Once it is determined that ALL of the criteria has been met the officer will notify the shift commander who will immediately contact the Investigative Bureau Captain followed by the Chief, Assistant Chief, Field Services and Community Services Captains for assistance in activating the AMBER Alert. **THE 7 RIVERS AMBER ALERT PLAN BOOK SHALL BE REFERENCED FOR ACTIVATION. A copy can be located on the Police computer network.**
5. The Investigative Bureaus Sensitive Crimes Detective/designee will coordinate activation/cancellation of the AMBER alert following the guidelines set forth in the 7 Rivers AMBER Alert plan book.
6. The Community Services Bureau will be the PIO for the department and will staff the designated "call center" for the first 24 hours which will be located in Community Services Office (608)789-7259 unless determined otherwise. After the first 24 hours the Command Staff will review staffing needs and make adjustments as necessary.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XVIII	ORDER NUMBER 18. 5.01
TITLE WALKAWAYS		WORD CODE WALKAWAYS	TOTAL PAGES 1

I. PURPOSE AND POLICY.

This order establishes procedures for dealing with persons who are reported as walk-aways from hospitals and institutions.

II. INSTITUTION PROCEDURES.

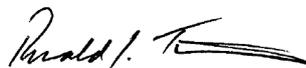
Upon receiving a complaint of a walk-away, the call recipient will ensure that the institution has performed the following:

- A. Search the complex, adjoining units and grounds.
- B. Receive institution administrator approval to call police.
- C. Give the Department data on patient status (voluntary or involuntary), medication needs, physical/mental condition, hazards/dangers, descriptive data, possible direction of travel/destination, relatives/friends in area, etc.
- D. Notify the Department immediately if the patient is found.

III. GENERAL PROCEDURES.

- A. LEDC will assign patrol unit and give related data to field units. Weather, patient condition, and manpower availability dictate assignment of units.
- B. If the patient is a neighboring jurisdiction original resident, LEDC will notify such agency for their information.
- C. If a unit finds the patient:
 - 1. Attempt to get voluntary return to institution.
 - a. If voluntary hold status and wishes to return, either return the person or standby until the institution responds.
 - b. If voluntary hold status and does not wish to return notify institution and supervisor for guidance dependent upon patient condition and related factors.
 - c. The officer may evaluate the person for a Ch. 51 or Ch. 55 involuntary hold.
 - d. If legal hold status, return to institution or jail if extenuating circumstances exist.
 - 2. Caution: in most instances, such patients are in on a voluntary status and may have the legal right to leave if they so desire. Use discretion when necessary.
- D. If unable to locate walk-away patient, a missing persons report may be filed per the complainant's desires; see related orders for completion.

Ronald J. Tischer
Chief of Police



<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 09.27.2012</p>	<p align="center">CHAPTER XVIII</p>	<p align="center">ORDER NUMBER 18. 6</p>
<p>TITLE SEAT BELT USAGE</p>		<p align="center">WORD CODE SEAT BELT</p>	<p align="center">TOTAL PAGES 1</p>
	<p>HISTORY: Updated 7/07 WILEAG STANDARD, 3RD EDITION 6.1.6</p>		

I. PURPOSE AND POLICY.

This order **requires that all members use seat belts (safety restraining devices)**, while in any City or Department vehicle so equipped with such devices, unless in extenuating circumstances.

II. WI SS. 347.48(2m).

- (b) If a motor vehicle is required to be equipped with safety belts in this state, no person may operate that motor vehicle unless the person is properly restrained in a safety belt.
- (dm) Paragraph (b)...does not apply to the operation of an authorized emergency vehicle by a law enforcement officer or other authorized operator under circumstances in which compliance could endanger the safety of the operator or another
- (dr) Paragraph (b) does not apply to the operator of a vehicle while on a route which requires the operator to make more than 10 stops per mile involving an exit from the vehicle in the scope of his or her employment...

II. PROCEDURES.

- A. The use of seat belts can have a significant effect in reducing the number of deaths and the severity of injuries resulting from traffic crashes and assist members in maintaining control of their vehicles during pursuit or emergency high speed operations.
- B. The driver and all occupants/passengers in a City or Department vehicle so equipped with such safety restraining devices shall be required to use them unless in extenuating circumstances such as combative prisoner transports.
- C. If the appropriate seat belt is inoperable, personnel will inform their supervisor of the condition and request a replacement vehicle.
- D. WI ss. 347.48(2m) applies to law enforcement officers as well as to the general public.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XVIII	ORDER NUMBER 18.7
TITLE BODY ARMOR		WORD CODE BODY ARMOR	TOTAL PAGES 2
	History: Updated 4/06, 7/07 WILEAG STANDARDS 3rd EDITION 6.1.7, 6.1.8		

I. PURPOSE AND POLICY.

This order specifies incidents when wearing body armor is mandatory. In cases where it is not mandatory, it is optional to be worn.

II. DEFINITIONS.

- A. **Body Armor:** a vest whose material affords ballistic protection and which may or may not accommodate inserts.
- B. **Immediately available:** wearing body armor or having it close/accessible so as to be able to put it on at a moments notice. Accessible is defined as in assigned work vehicle, or if assigned inside the building, in the officers locker or work area.

III. PROCEDURES.

- A. Issuance.
 - 1. Administrative Services will disseminate body armor to ALL sworn personnel.
 - a. Body armor must conform to NIJ standards and have a minimum 5 year warranty.
 - b. Body armor is provided at no cost to sworn personnel and shall be tailored to each person at issuance.
 - 2. Officers assigned to Patrol and SRO duties shall wear body armor concealed under the uniform shirt with the carrier being White, Navy Blue, or Black. Supervisors, Investigators and Members not assigned to Patrol or SRO duties may wear an exterior body armor carrier (Dress Vest or overt carrier system). The color of the carrier may be White, Navy Blue, or Black.
 - 3. Subsequent sizing, additions, or modifications made to the armor or carrier more than 30 days after the date of issuance will be at the member's expense other than the Department providing new armor as indicated by the manufacturer's warranty expiration.
- B. Wearing of Body Armor.
 - 1. ALL sworn personnel uniformed and plain-clothed involved in incidents listed below shall wear body armor:
 - a. Where officers believe that an individual may use a firearm.
 - b. Search warrants where officers believe a felony suspect may be present.
 - c. Felony arrest warrants where the suspect is not in custody.
 - d. Any tactical/ERT operation.
 - e. Any training exercise involving the discharge of firearms.
 - f. A supervisor may require an officer to wear a vest in situations not addressed in a-e.
 - 2. ALL uniformed sworn personnel assigned to the field whose primary duty/function is to answer calls for service and/or act as the primary responding unit for emergency calls; or who is responsible for an immediate response from the station in an emergency will wear their body armor. This pertains to sworn personnel regardless of rank, title, or position when they are assigned to the field.
 - 3. An officer not meeting the above criteria will have their body armor immediately available while on duty (however all officers are encouraged to wear issued body armor while on duty). This is to include an officer assigned inside duties.

C. Exemptions

1. When a physical condition prevents the comfortable wearing of the vest. It may be required that a doctor's excuse be provided at the officer's Bureau Directors discretion.
2. When the officer is involved in undercover or plain clothes work that his/her supervisor determines could be compromised by wearing body armor.
3. When the employees Bureau Director/supervisor determines that circumstances make it inappropriate to mandate wearing body armor.
4. With supervisory approval, an officer may be excused from wearing body armor vest when in a non-enforcement role, such as traffic control, or when heat conditions are a detriment to performance.
5. Any deviations from required wearing of a bullet-resistant vest, other than those listed, must have the approval of the Chief of Police or his designee.

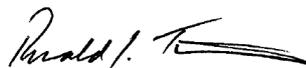
D. Inspections of Body Armor

1. Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by this policy through routine observation and/or inspections.

E. Care, Maintenance and Replacement of Body Armor

1. Officers shall routinely inspect their personal body armor for signs of damage and for general cleanliness.
2. As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.
3. Officers are responsible for the proper storage, maintenance and care of body armor in accordance with manufacturer's instructions.
4. Officers are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor which will be routed to the Administrative Lt. for repair or replacement. Duty related damage/wear will be replaced by the department at no cost to the officer. Damage caused by abuse will be at the officer's expense.
5. Officers who have assigned vehicles and store body armor in the vehicle will ensure that it is stored in a fashion designed to protect the armor from deterioration from the elements. Failure to do so is considered abuse.
6. The Department will replace body armor following the manufactures warranty expiration date at no cost to sworn personnel and in accordance with contractual agreements.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIII	ORDER NUMBER 18.8
TITLE RACIAL PROFILING		WORD CODE PROFILING	TOTAL PAGES 2
	WILEAG STANDARDS, 3rd EDITION 1.7.8		

I. PURPOSE

The purpose of this policy is to prevent occurrences of racial and ethnic profiling. It is the department's position that profiling based on race, ethnicity, skin color, gender, sexual orientation, physical/mental handicap, or religion, is unacceptable and will be prohibited in any form by this department. It is this department's goal to provide equal protection under the law to all individuals.

II. POLICY

It is the policy of this department that all people will be treated with dignity and respect and at the same time, we will work to deter actual and potential lawbreakers. This department will patrol in a proactive manner, to aggressively investigate suspicious persons and circumstances, and actively enforce the law. However, we will insist that citizens only be stopped or detained when there exists reasonable suspicion.

III. DEFINITIONS

Racial Profiling: Any enforcement action, detention, or disparate treatment that relies upon a person's race, ethnicity, national origin, or other characteristics, rather than their behavior. Officers MAY NOT use racial or ethnic stereotypes as factors in selecting who to stop or whom to search. Officers MAY use race, ethnicity, or other specific characteristics to determine whether a person matches a specific description of a particular suspect.

Reasonable Suspicion (Articulable Suspicion): Suspicion that is based on a set of facts and/or circumstances that can be articulated, and that would warrant a reasonable person to believe that a violation of the law has occurred, is about to occur, or is occurring and that the person under suspicion is responsible for this suspicion. Reasonable Suspicion can be developed by the observations of an officer combined with their training and experience or through reliable information received from credible sources.

Traffic Stop or Motor Vehicle Stop means any contact by an officer with a motor vehicle operator on a public street or highway, initiated by the officer, resulting in the detention of a motor vehicle.

IV. PROCEDURE

A. TRAINING

1. Officers will receive initial and ongoing training in proactive enforcement tactics, including officer safety, courtesy, cultural diversity, search and seizure, and interpersonal communication skills.
2. Training programs will emphasize the need to respect the rights of all citizens to be free from unreasonable government intrusion or police action.

B. ENFORCEMENT PROCEDURES

1. Law enforcement decisions (to stop, detain, further investigate, search, warn or arrest made by department personnel will be made solely on the basis of reasonable suspicion and probable cause irrespective of the race, gender, ethnicity, national origin, or sexual orientation of the people involved.
2. Each time a citizen is detained, the officer should radio to dispatch the location of the stop, the description of the person or vehicle being stopped and other relevant information.

C. CITIZEN CONTACTS

1. All law enforcement actions should be recorded with dispatch, logging location, vehicle registration, and the identification of the driver, passenger, or pedestrian involved.
2. If the department vehicle is equipped with a mobile video camera, the video and sound shall be activated prior to the contact, and shall remain activated while in direct contact with the person.

3. When making any contact with a person, officers should identify themselves, their department and state the reason for the contact. During traffic stops, officers should use the following procedure:
 - a. Greeting
 - b. ID Self and Department
 - c. Reason for Stop
 - d. Ask for justification for the violation
 - e. Request Drivers License
 - f. Obtain other needed documentation – Registration, Proof of Insurance...
 - g. Make enforcement Decision – Complete paperwork
 - h. Closing
4. The department recognizes that extenuating circumstances may dictate other contact approaches when necessary.
5. No citizen, once cited or warned shall be detained beyond the point where there exists no reasonable suspicion for further criminal activity and no searches executed in the absence of a warrant, legally recognized warrant exception, or the persons voluntary consent exists. In cases of voluntary consent it is advised to complete the proper department form for consent searches.
6. Enforcement actions will be accompanied by consistent, ongoing supervisory oversight to ensure that officers do not go beyond the parameters of reasonableness in conducting such activities.

V. DATA COLLECTION

- A. All enforcement activity, to include traffic and ordinance citations, warnings and arrest reports, shall contain the person's race and gender. This information, along with the enforcing officer's identification, shall be entered into the department's RMS system. The RMS system will then be able to generate a report showing the enforcement action, a person's race and gender as well as the officer involved.

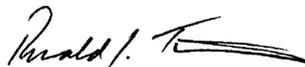
VI. COMPLAINTS

- A. Any person may file a complaint with the department or police and fire commission, if they feel they have been stopped, searched, or otherwise detained based on racial, ethnic, or gender based profiling. No person shall be discouraged, coerced, or intimidated, from filing such a complaint, nor shall they be discriminated against because they have filed such a complaint.
- B. Any officer contacted by a person wishing to file a complaint shall immediately advise a supervisor or, should a supervisor not be available, provide them with the phone number to the department. If a supervisor is not available, the officer will ask for the person's name, address and phone number (if they are willing to give it) and report the contact to a supervisor as soon as practical.
- C. Complaints will follow the appropriate chain of command process. Supervisors shall take appropriate action whenever it appears that this policy is being violated, they shall be particularly alert to any pattern or practice of possible discriminatory treatment by individual officers.

VII. GENERAL PROVISIONS

- 1) Treat all persons contacted with respect and dignity
- 2) Take enforcement action based on reasonable suspicion and probable cause.
- 3) Do not make derogatory comments

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XVIII	ORDER NUMBER 18.9.01
TITLE MOBILE DATA COMPUTERS		WORD CODE MDC	TOTAL PAGES 3
	ANNEX A EMERGENCY CONTACT LIST – NOT ONLINE HISTORY: UPDATED 6/14/05 , 2/1/06, 6/07		

I. PURPOSE:

The purpose of this policy is to establish procedures for the use/maintenance of Mobile Data Computers.

II. POLICY:

It is the Department policy to provide employees with access to information sources that increase their safety, efficiency, and provide timely access to information. The use of Department MDC's shall be in conformance with all State Department of Justice and TIME Centers rules and regulations.

III. DEFINITIONS:

MDC: **M**obile **D**ata **C**omputer
TIME: **T**ransaction **I**nformation for **M**anagement of **E**nforcement
CIB: **C**rime **I**nformation **B**ureau
CHRI: **C**riminal **H**istory **R**ecord **I**nformation

IV. PROCEDURE

A. Training

1. Before operating an MDC, users shall receive training required by CIB/TIME. Only State authorized instructors shall provide such training. Trained operators will be certified as an MDC Operator. Operators are required to re-certify bi-annually or as required by CIB. The Training Division coordinates training.
2. Operators will abide by requirements addressed in Information Resources policy 29.1.01.

B. Security

1. Messages transmitted/received on the MDC's are intended for law enforcement purposes. Users shall guard against unintentional/improper dissemination of information/messages received on the MDC's. Federal & state law, and Department Orders prohibit the release of certain information obtained from the MDC's to the general public.
2. While information transmitted/received on the MDC is often confidential, messages and other communications could fall under open record laws and may be available to the public under applicable state law.

C. Use of the Mobile Data Computer – Non-Emergency Use

1. Vehicle operators shall use extreme caution if operating the MDC while the vehicle is in motion. Operating an MDC while the vehicle is moving does not relieve the employee of his/her duty to operate the vehicle in a safe manner.
2. Users have no expectation of privacy in use of the MDC's. The Department may review messages to ensure professional use of the system.
3. MDC's should be used to query various records through the TIME system. All operators must:
 - a. Follow all TIME system rules regarding the use the TIME system.
 - b. Query the TIME system only for valid law enforcement purposes.
 - c. Not use the TIME system for personal/commercial gain or any other unauthorized manner.
4. Personnel shall log onto the mobile data computer system as soon as possible upon starting their tour of duty and log off the system upon ending their tour of duty. Logging on/off the system does not relieve the employee from the responsibility of calling in/out-of-service via the radio. Upon logging off the MDC at the end of tour of duty, personnel shall ensure that the computer and MDC radio are shut down to avoid draining the vehicle battery.
5. In conjunction with radio dispatch, officers will receive relevant dispatch information via the MDC. Personnel **shall** respond/reply promptly to dispatches received by utilizing the MDC by means of the "enroute", "on scene" and "remove" buttons. Officers will refer to the "narrative" sections of dispatched calls to review pertinent details of the call. Officers **shall** advise dispatchers when they are away from their squad to allow for voice dispatching.
6. Officers clearing from an assignment shall announce their change in status via the radio by voice and will provide all pertinent clearance codes via the MDC, when applicable. It is not necessary to provide disposition codes verbally when using the MDC.
7. Personnel **shall** conduct routine driver's license, vehicle registration, wants/ warrants and other TIME

queries via the MDC, unless they are away from the vehicle or if officer safety requires them to request information via the radio or MDC equipment is malfunctioning.

8. When utilizing an MDC, officers **will** add relevant narrative to calls prior to clearing.
9. Officers should utilize the MDC system to query local name searches unless extenuating circumstances prevents this.
10. Officers should utilize the MDC system to obtain incident numbers and relevant call times unless extenuating circumstances prevents this.
11. Supervisory officers will ensure compliance with the section.

D. Use of Mobile Data Computer – Emergency Calls

1. During emergency calls/situations it may be necessary for officers to rely on voice communications and dispatcher's assistance in updating the officer's status, narrative, and other MDC functions until which time that the emergency stabilizes and normal MDC activities can resume as outlined in IV-C-1 through 6.

E. BOLO FUNCTION (BE ON LOOK OUT)

The MDC system has the capability to BOLO vehicles and persons. This feature allows MDC users or dispatchers the capability to enter persons/vehicles into the MDC system who are wanted for further questioning, investigations, hit & run vehicles, non-arrest charges. Officers/personnel entering such BOLO information should be as specific as possible. The narrative section should provide the department case number as well as details on who to notify for verifying that the BOLO information is still valid. Personnel should set an auto purge date for the BOLO or remove it when the BOLO is no longer valid.

F. MESSAGING

The MDC System has the capability for emailing, instant messaging and announcements between units. When utilizing these features users should ensure:

1. Use of obscene, profane, discriminatory, demeaning or degrading language is strictly prohibited.
2. Confidential information is discouraged, as it may be available under open record laws.
3. Efficient response without unnecessary delay to announcements from LEDC and/or the Department.

G. AVL (Automatic Vehicle Locating)

AVL devices are a part of the MDC system which allows dispatchers, other officers, and anyone viewing the MDC mapping function to view real time tracking of the patrol unit. The AVL device will not be tampered with, unplugged, blocked or defeated for any reason, unless approved by a supervisor. AVL tracking logs are available for supervisory review. GPS (Global Positioning Satellite) is intended for use in officer safety related incidents. The intent of GPS is not for discipline or monitoring an officers' whereabouts or activities unless it involves a criminal or other serious investigation regarding an officer.

H. LEDC ASSISTANCE

Whenever an operator receives information of a warrant/want on a subject/item in custody s/he shall notify LEDC of the warrant/want so that LEDC can confirm it through established TIME procedures.

1. Operators should contact LEDC whenever encountering a revoked, suspended, repeat offense OMVWI, or any other time when assistance is needed in interpreting the response.
2. Officers shall contact LEDC with the name of subjects criminally charged. LEDC will make all full CHRI queries and provide hard copy.
3. MDCs do not replace voice communication. Officer safety requires that officers continue to announce, via the radio, general information such as the initiation and location of: traffic stops and field contacts, as well as providing status updates, requests for needed back-up, and observation/involvement in any potentially dangerous situations.

I. DISPATCHING GUIDELINES (LEDC)

Dispatchers will utilize the MDC system in accordance with LEDC standard operating procedures.

1. When dispatching a NON-EMERGENCY Call For Service the dispatcher will notify the unit of the call providing the call type and call location. (Example - **"2XX, Theft, 400 La Crosse Street,**)
2. The officer will acknowledge receiving the call either by voice. (**Example – "10-4") or by MDC utilizing the "enroute" buttons.**
3. The MDC operator/officer will gain further details by viewing the call narrative section on the dispatch screen.
4. When dispatching EMERGENCY calls for service the dispatcher will provide ALL pertinent information including narrative details to ensure that the responding officer(s) are prepared for the call.
5. ALARMS/NOISE COMPLAINTS- Calls should be dispatched utilizing "silent or coded" MDC dispatching whenever possible.

6. Officers will indicate their status changes by utilizing the dispatching screen. Officers working emergency calls shall utilize the radio to indicate the status of "on scene". Refer to IV-C-5.

J. CARE, INSTALLATION AND MAINTENCE

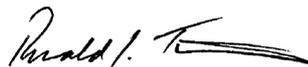
Users shall observe the following maintenance and care guidelines:

1. Users shall avoid external contaminants such as liquids and food in the proximity of the laptop.
2. Use care when moving laptops to/from the vehicle. Avoid shock to the unit, do not place unit in the trunk.
3. Users will **NOT** personalize the internal settings or perform any type of maintenance on the MDC.
4. Screen cleaning rags or other cleaning/maintenance devices shall be kept with the assigned squad.
5. Devices such as pens/pencils, metal objects, etc. shall not be used on the touchscreen of the MDC. Only approved touchscreen styluses or fingers can be used on the touchscreen to avoid scratches/damage.
6. Malfunctioning/damaged MDCs shall be reported on an equipment repair request and forwarded to the Mobile Data Program Manager.
7. Field Services patrol vehicles shall be equipped with a MDC mounted in a manner, which does not interfere with airbag deployment on brackets, which **SHALL** not be moved/adjusted in any manner inconsistent with setup as determined by the squad equipment team and municipal service center.
8. The assigned MDC program manager will establish a maintenance schedule in cooperation with the city/county IT support to ensure that each MDC is updated with critical patches, software updates, scanned for viruses, and physically inspected for damage/wear. Each MDC will be updated and inspected on quarterly basis. The program manager will develop a maintenance log for each MDC to ensure the maintenance schedule is followed.

K. PROGRAM MANAGEMENT AND EMERGENCY CONTACT

1. The MDC Program Manager, as designated by the Chief, is the Department's liaison for MDC operations, repairs, installations, budgeting recommendations, and coordination with training.
2. In cases when the **ENTIRE** MDC system is non-functional due to system failures, the Shift Commander shall follow the Annex A emergency contact list for assistance. NOTE: Routine TIME maintenance occurs periodically; emergency contacts should not be contacted in these situations. Verify with LEDC for TIME system maintenance shutdowns.

Ronald J. Tischer
Chief of Police



MOBILE DATA SYSTEM EMERGENCY CONTACT LIST

Emergency Contacts should be called in the following order:

- | | |
|--|-----------------------------|
| 1. LEDC | 785-5950 |
| 2. La Crosse County IT (Normal Business hours) | 785-5508
792-9516 |
| 3. Police Department MDC Program Manager | |
| 4. City of La Crosse Information Services Department | 789-8226
386-6941 – Cell |

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIX	ORDER NUMBER 19.1
TITLE MAINTENANCE OF INVESTIGATIVE COVERAGE		WORD CODE COVERAVGE	TOTAL PAGES 1
	WILEAG STANDARDS, 3RD EDITION 6.3.1		

I. PURPOSE AND POLICY.

This order establishes a system of providing twenty-four hour investigative coverage through on-duty manpower allocation or on call status schedules.

II. PROCEDURES.

A. Manpower Allocation.

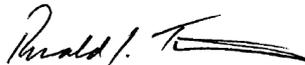
Investigative Services is staffed 16 hours every business day, Monday - Friday, from 7 A.M. thru 11 P.M. with investigators and/or detective sergeants.

B. On-call Status.

During weekends or times of no on duty staffing, the Investigative Captain shall have prepared and disseminated an on-call roster to Field Services supervisors of on-call investigators for each day, week or month.

1. Such roster will include a listing by priority, home phone number, and pager or cell phone number of on call personnel.
2. If personnel are listed for different types of calls their specialty shall also be listed.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIX	ORDER NUMBER 19.2
	AUTHOR RMA	WORD CODE MANAGEMENT	TOTAL PAGES 2
	HISTORY: NEW 3/12/98; UPDATED 7/24/03, 4/04, 12/09, 7/10 WILEAG STANDARDS, 3rd EDITION 6.3.2		
TITLE CASE FILE MANAGEMENT			

I. PURPOSE AND POLICY.

This order establishes a system of case file management for the criminal investigation function to include:

- A. Case status control system; types of maintained records.
- B. Administrative designators for each case.
- C. Accessibility to the files.
- D. Procedures for purging files.

This order establishes guidelines for the administration and control of the investigation of cases in which investigative activities are on going.

II. PROCEDURES.

A. Case Status Control System: Types of Maintained Records.

- 1. Routing of shift/field unit reports will have copies disseminated to Investigative Services from Records.
- 2. At the beginning of every normal business day, Monday - Friday, the Investigative Captain or designee reviews reports from the day(s) before and assigns those for further investigation to Bureau personnel or to the original field officer.
- 3. Reports assigned to investigative personnel are stamped with the assigned investigators name and due date for completion.
- 4. A scanned copy of the assigned case is forwarded to the Records Division for entry into the Case Management System which allows for tracking of assignments.
- 5. Investigative copies are forwarded to the assigned investigative personnel as a working copy.
- 6. The Department's Records Management System maintains Case Management files, which include:
 - a. Assignment by Incident Number.
 - b. Assignment by Member Assigned: lists by member assigned;
 - c. Assignment by Date Assigned/Case Type: categorized by offense type and listed by the date the case was assigned.
 - d. Due date for completion of case.
 - e. Status of the investigation (Pending, Cleared, Suspended)
- 7. Members will maintain assigned cases with results of their investigations prior to written/taped disposition.

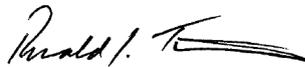
B. Administrative Designators for Each Case.

- 1. A unique incident number is assigned to each case when originally reported.
- 2. Designators for UCR offense types are entered by Records
- 3. For disposition, a clearance code is used when the original case is concluded and a UCR dispo is attached by Records or as noted by Investigative Services. Disposition codes will follow UCR guidelines which include:
 - Cleared by Arrest – Arrested, charges filed or turned over to court.
 - Unfounded – Complaint is false or baseless.
 - Suspended – All investigative leads exhausted, suspended pending new information
 - Exceptional – Identity of offender established, some reason outside law enforcement control that precludes arrest, charging or prosecuting.
 - Re-Classified – Initial crime reported is not proper and case is re-classified to represent the actual crime.

C. Accessibility to the Files.

1. Generally, on-going investigative reports are exempt from public view; therefore, reports housed within the Records Division are to be accessed only by Department personnel. Reports deemed sensitive by the Investigative Bureau Director are maintained in a secure location within the Bureau Directors office and are accessible to investigative personnel or others approved by the Investigative Director.
2. Access to the Records Division is in Chapter 29.
3. Purging of these files are done at the completion of the investigation or can be extended by the Investigative Bureau Director's discretion. When these investigative files are to be purged the original/supplemental files shall be forwarded to the Records Division at the direction of the Investigative Bureau Director.

Ronald J. Tischer
Chief of Police

A handwritten signature in black ink, appearing to read "Ronald J. Tischer", with a stylized flourish at the end.

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIX	ORDER NUMBER 19.3
TITLE PRELIMINARY INVESTIGATIONS		WORD CODE INVESTIGATION	TOTAL PAGES 2
	WILEAG STANDARDS, 3RD EDITION 6.3.4		

I. PURPOSE AND POLICY.

This order establishes guidelines for a preliminary investigation sufficient to bring to a satisfactory conclusion. This is not intended to preclude the member from conducting the preliminary investigation from continuing the investigation to its conclusion when time permits. This order establishes steps to be followed in conducting preliminary investigations

- A. Observing all conditions, events and remarks.
- B. Locating and identifying witnesses.
- C. Maintaining and protecting the crime scene and arranging for the collection of evidence.
- D. Interviewing the complainant, witnesses, and suspects.

II. PROCEDURES.

A. Observations.

- 1. Response to calls shall be as quickly and safely as possible dependent upon the call type and other conditions.
 - a. Dispatchers will notify units and a supervisor on all in-progress calls or calls of a serious nature.
 - b. Dispatched duties take priority over self initiated calls unless such are of a more serious nature.
 - c. Members will convey a sense of concern/interest to victims/complainants. Members will ensure that the victim/complainant understands the service provided and to what extent the service can be provided.
- 2. Upon arrival at the scene, personnel will:
 - a. Aid any injured and summon medical help, if needed.
 - b. Apprehend offender(s) if s/he is in the immediate area; provide offender data to LEDC for dissemination if a description is available.
 - c. Observe the scene for evidence.
 - d. Note any immediate remarks by involved persons.
- 3. The preliminary member will determine if a crime has been or is being attempted or committed.

B. Witnesses.

- 1. The member will locate/identify witnesses.
- 2. When possible, written statements should be obtained.

C. Crime Scene Evidence.

- 1. The responding member will maintain and protect the crime scene and arrange for the collection of evidence.
 - a. Appropriate evidence gathering containers shall be used with safe handling procedures followed.
 - b. Evidence will be documented in related reports.
- 2. S/he may notify the on duty supervisor for notification of Investigative personnel in cases where immediate follow-up or processing of evidence is appropriate.

D. Interviewing.

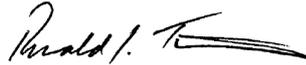
- 1. The preliminary member shall interview the complainant, victim, witnesses and suspects if available.
- 2. Written statements are always preferred; however, oral and/or taped statements are also permissible.

E. Miscellaneous.

- 1. Upon notification and arrival at the scene of an Investigator, that person, regardless of rank, shall be in charge of the scene until relieved by an Investigative supervisor, the Assistant Chief or Chief.
- 2. In most instances, the successful disposition of a case is highly dependent upon the preliminary work done at the scene or immediate to the offense. Information or evidence lost or not collected in the preliminary stages may be gone or unavailable for later follow up efforts.
- 3. Investigations will be completed efficiently. Members will conduct and record thorough and accurate preliminary investigations and are responsible for completing reports unless otherwise instructed by a supervisor.
- 4. In handling civil incidents, the member will exhaust police capabilities before referring the complainant to another agency.

5. The member will notify LEDC upon completion of an investigation. The member will provide the dispo code and immediately return to in-service status. When available the incident number will be given to the victim and/or complainant.
6. If it is necessary to leave the scene for the investigation, the member will advise LEDC of such with the destination location when possible and remain in radio contact. LEDC will note changes in location on the Incident Report.
7. The investigation efforts may end when all facts concerning the incident have been recorded and a time lapse between the preliminary and follow up investigations will not adversely affect overall investigation and possible prosecution, or when the preliminary member is relieved by other personnel such as Investigative Services.

Ronald J. Tischer
Chief of Police

A handwritten signature in black ink, appearing to read "Ronald J. Tischer", with a stylized flourish at the end.

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIX	ORDER NUMBER 19. 3. 01
TITLE SENSITIVE CRIME INVESTIGATION		WORD CODE SENSITIVE	TOTAL PAGES 1

I. PURPOSE.

This order establishes a guide for investigating sensitive crime

II. POLICY.

Recognizing the pressures on the victims of sensitive crimes, it is Department policy to approach such offenses with sensitivity and professionalism.

III. DEFINITIONS. Sensitive crime: offenses relating to sexual assault. See General Order 19.3.2 for Child

Sexual assault, Child Neglect or Abuse.

IV. PROCEDURE.

A. Responding Officers' Responsibilities.

1. Assess medical needs and determine if a sensitive crime occurred.
2. Conduct/coordinate a canvas for suspects/witnesses.
3. Request Investigative assistance if necessary and contact Child Protection if the victim is a juvenile.
4. Refrain from lengthy interviews to save victims from repeating details in subsequent interviews; limit interviews to jurisdiction, suspect data, and efforts to comfort/reassure him/her.

B. Investigative Team.

1. Specially trained personnel are available to respond.
2. The team may consist of personnel who have skill in dealing with victims and collecting evidence.

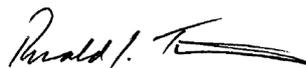
C. Investigative Responsibilities.

1. Obtain data from responding officers.
2. Conduct victim, witness, and suspect interviews.
3. Oversee/perform evidence collection.
4. Arrange victim transportation to the hospital if needed.
5. Assist hospital personnel with evidence collection.
6. Provide the victim with pertinent assistance, such as:
 - a. Victim compensation or support programs.
 - b. Reasons for exams.
 - c. Clothing, if original clothes are held as evidence.
7. Report completion will include:
 - a. Sexual assault kit pack and forms.
 - b. Related hospital documents.
 - c. Medical release, property/evidence forms, related investigative reports.
8. If the responding officer handles the complete investigation s/he will perform the above steps.

D. Evidence.

1. Evidence will be labeled, placed in containers with related warnings, secured in evidence areas or routed to the Property Section.
2. Assault kits have instructions that MUST be followed. The officer/investigator is responsible for securing and mailing if necessary.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIX	ORDER NUMBER 19. 3. 02
	TITLE JUVENILE SENSITIVE CRIME INVESTIGATIONS	WORD CODE JUV SENSITIVE	
WILEAG STANDARD 3rd EDITION 6.6.7			

I. PURPOSE

This order establishes procedures for investigating sensitive crimes against juveniles.

II. POLICY

Recognizing the pressures on the juvenile victims of sensitive crimes, it is Department policy to approach such offenses with sensitivity and professionalism.

III. DEFINITION

Juvenile Sensitive crime: offenses relating to child physical abuse, child neglect and child sexual assault.

IV. PROCEDURE

A. Responding Officers' Responsibilities.

1. Assess medical needs and determine if a sensitive crime occurred. If a sexual assault occurred within 96hrs of being reported, arrange for a medical exam/SANE exam. Determine if case is an Emergency vs. Non-emergency as outlined in IV-B.
2. Conduct/coordinate a canvas for suspects/witnesses.
3. Request Investigative assistance if necessary, contact Child Protective Services In emergency/caregiver Only.
4. Refrain from lengthy interviews to save victims from repeating details in subsequent Interviews, limit interviews to jurisdiction, suspect data, and efforts to comfort/reassure.

B. Child Abuse Emergency vs. Non Emergency Determinations for Investigative Notification.

1. In emergencies, Investigative Services and Child Protective Services (CPS) will be notified for assistance. Emergencies are:
 - a. Child will be exposed to the perpetrator/suspect in the course of their daily life if the child is left/sent home or if the investigation is not done immediately. (e.g. The suspect is a caregiver such as a parent, stepparent, guardian, parent's boyfriend/girlfriend who lives with victim, daycare provider, babysitter.)
2. Non-Emergency situations are those that do not fit the above criteria. A General Report will be completed prior to end of tour-of-duty.

C. Case Types:

1. Physical Abuse

- a. If an Emergency as noted in B-1, notify Investigative Services and CPS.
- b. In cases of physical abuse, interview the child if the child is comfortable doing so. If the child appears traumatized, avoid a full interview. In severe physical abuse cases, contact Investigative Services.
- c. If the child/victim is not available, gather enough information to complete a general report and complete the report before ending tour-of-duty.
- d. This section is not intended to override cases where the officer determines that only lawful parental discipline occurred.

2. Sexual Abuse

- a. If an Emergency as noted in B-1, notify Investigative Services and CPS.
- b. Officers should NOT make an effort to interview victims (beyond jurisdiction/suspect info) of child sexual abuse in order to minimize the number of times the victim has to recount the event. The officer may conduct an interview of the alleged child victim in non-emergency cases and when the child is older. Officers should document any statements made by the victim and report any observations/pertinent information.
Officers should determine if the sexual assault occurred within 96hrs of the report, if so, contact Child Protective Services and have them arrange a medical exam/SANE exam as soon as possible for treatment and evidence collection.
- c. Officers must complete reports prior to ending tour-of-duty.
- d. If necessary, Investigative Services will arrange with Social Services for an Investigative Team to conduct a parallel investigation.

3. Neglect

- a. WI statutes 948.21. If the criteria are met, an officer may make a investigation and arrest for neglect without assistance from Investigative Services.

D. Investigative Team.

1. Specially trained investigative personnel who are available to respond.
2. The team may consist of personnel who have skills in dealing with victims and collecting evidence.

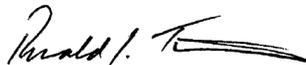
E. Investigative Responsibilities.

1. Obtain data from responding officers.
2. Conduct victim, witness, and suspect interviews.
3. Oversee/perform evidence collection.
4. Arrange victim transportation to the hospital if needed.
5. Assist hospital personnel with evidence collection, if necessary.
6. Provide the victim with pertinent assistance, such as:
 - a. Victim compensation or support programs.
 - b. Reasons for exams.
 - c. Clothing, if original clothes are held as evidence.
7. Report completion will include:
 - a. Sexual assault kit pack and forms.
 - b. Related hospital documents.
 - c. Medical release, property/evidence forms, related investigative reports.
8. If the responding officer handles the complete investigation s/he will perform the above steps.

F. Evidence.

1. Evidence will be labeled, placed in containers with related warnings, secured in evidence areas as prescribed by the Property Section.
2. Assault kits have instructions that MUST be followed. The officer/investigator is responsible for securing and mailing if necessary.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LACROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIX	ORDER NUMBER 19.3.03
TITLE DEATH INVESTIGATIONS		WORD CODE DEATH	TOTAL PAGES 1+ Annex A
History: Updated 8/11 WILEAG STANDARDS, 3 RD EDITION 6.1.9			

I. PURPOSE.

This order establishes guidelines for death situation investigations and the completion of subsequent reports.

II. POLICY.

It is Department policy to thoroughly investigate each death that is brought to member's attention and to document details in a report which follows guidelines in this order.

III. DISCUSSION.

While most death calls are the result of natural causes, the possibility of foul play or an accident must be considered. This order identifies key issues that should be explored at death scenes and documented in reports.

IV. PROCEDURES.

A. General Investigation.

1. An officer and supervisor **SHALL** be assigned to investigate **ALL** non-hospice deaths that they are notified of.
2. Supervisors will determine if the case requires major case investigation per related orders, such as:
 - a. Homicide.
 - b. Suicide.
 - c. Infant death under 2yrs old.
 - d. Poisoning.
 - e. Traffic accident fatality (General Order 25.6 IV).
 - f. Unexplained, unusual or suspicious deaths.
 - g. Death resulting from a crime or member actions.
3. Deaths occurring as described below do NOT require Investigative personnel.
 - a. Physician verification: death due to natural causes.
 - b. Deceased in hospice dies from diagnosed illness.
 - c. Deceased is a nursing home/medical facility resident and death is diagnosed due to natural causes.

B. Medical Examiner (ME) Notification.

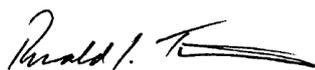
1. The ME **SHALL** be notified in all deaths.
2. Responding supervisors will have LEDC notify the ME.

C. Anatomical Gifts: Make a reasonable search of the individual for a record of gift or a record of refusal or other information identifying the individual as donor or as individual who has refused to make an anatomical gift.

1. If any such record is located and the person is being sent to the hospital, the officer shall send the record or gift or record of refusal to the hospital.

D. Investigative guidelines contained in Annex A SHALL be part of death investigations conducted by this Department.

Ronald J. Tischer
Chief of Police



**DEATH INVESTIGATION GUIDE
LACROSSE POLICE DEPARTMENT**

*In every death investigation, the following observations **SHALL** be documented in required report narratives.*

CATEGORIES/TOPICS TO COVER IN REPORTS/INFORMATION TO OBTAIN	DONE
IDENTIFICATION OF DECEASED: how identified or how identification will be made.	()
EVIDENCE OF CRIME.	()
LOCATION OF BODY: geographic location, area description.	()
PHOTOGRAPH THE SCENE: scale photos of the scene	()
POSITION OF BODY.	()
CONDITION OF BODY: preserved, decomposed, rigor mortise, color.	()
CLOTHING DESCRIPTION: type, color, condition, fully/partially.	()
WOUNDS: location and type.	()
WEAPONS PRESENT: description.	()
MEDICATIONS PRESENT: type, prescription, medical history.	()
EVIDENCE OF DRUG/ALCOHOL ABUSE: type, amount, paraphernalia.	()
EVIDENCE OF UNUSUAL SEXUAL PRACTICES.	()
PROPERTY: evidence, turned over to medical examiner, kin.	()
CONDITION OF SURROUNDINGS: orderly/untidy, odors, lighting, entry, communications devices present ie cell phones, computers.	()
DATED MATERIAL: mail, newspapers, deliveries, collections.	()
EVIDENCE OF LAST FOOD PREPARATION: where, type, uneaten.	()
WEATHER/TEMPERATURE: excessive, in/outside, general conditions.	()
PERSON LOCATING DECEASED: name, address, phone, interview circumstances	()
LAST CONTACT WITH DECEASED: people at time of death, unusual comments, behavior, fears, threats, who, when, where, anyone leave.	()
NEXT OF KIN: interviews, name, address, phone, notification.	()
AMBULANCE/RESCUE PERSONNEL: who, what service, their observations.	()
MEDICAL EXAMINER NOTIFICATION: when, by who, arrival time.	()
DISPOSITION OF BODY: medical examiner, morgue, funeral home.	()
OTHER: unusual, odd, unexplainable or out of the ordinary.	()
SUMMARY: of the investigation, officer's narrative.	()

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIX	ORDER NUMBER 19.3.04
TITLE MAJOR CRIME INVESTIGATIONS	AUTHOR RJB/RMA	WORD CODE MAJORCRIME	TOTAL PAGES 2+ annex A and B
	HISTORY: NEW 3/12/98; UPDATED 7/24/03, 02/28/11		

I. PURPOSE.

This order establishes guidelines for handling major crime scenes and to ensure accountability of personnel.

II. POLICY.

It is Department policy to ensure that criminal offenses are thoroughly investigated and crime scenes are protected and processed to facilitate the arrest/prosecution of the offender.

III. DEFINITION.

Major Crime Scene: a scene that requires urgent and thorough investigation due to the seriousness/complexity of the offense. Examples - homicide, attempted homicide, river drowning, unnatural/unexplained deaths, bank robbery, aggravated assaults, shootings, armed robbery/attempted armed robbery or other incidents where death may occur, etc.

IV. PROCEDURES.

A. General Officer Response.

1. While en route officers will be aware of persons/vehicles leaving the area, noting descriptions when possible.
2. On arrival, concern is for safety of persons in the vicinity of the scene. Officers should not enter the scene until they can do so safely and then proceed cautiously.
3. If injured are present, medical aid should be delivered when the scene is safe for responding personnel. Medical personnel will be kept to a minimum; every effort must be made to protect the integrity of evidence.
4. Officers should be aware of conditions, events, evidence, people and remarks made at the scene.
5. Vehicles parked in the area should be noted and have plate numbers recorded whenever possible.

B. General Supervisor Response.

1. A supervisor will be sent to all major crime scenes.
2. Such supervisor will deploy personnel to apprehend suspect(s) and protect the scene. S/he may initiate a canvass of the area for identifying witnesses, suspects and information or evidence.
3. S/he is in charge until relieved by Investigative Services personnel responsible for follow-up, if any.

C. Scene Control.

1. An assigned officer is responsible for recording names of persons present at the scene prior to arrival of the primary investigator, including police, fire, and EMS.
2. Evidence will be preserved to the greatest extent possible. To preserve such, a perimeter will be established at the earliest possible time. Once established, access will be denied to all but the essential personnel; those entering will be noted in relevant reports.
3. The DAs office/courts will be notified if a search warrant or other legal assistance is needed.

D. Witness/Complainant Identification and Interview.

1. Anyone present at the time officers arrived will be identified and detained if they have knowledge of the crime.
2. Persons will be moved out of the scene in order to avoid contamination.
3. The supervisor will ensure that witnesses and complainants are thoroughly interviewed.

E. Physical Evidence Collection.

1. The supervisor will determine if an investigator/detective is needed to process the scene or provide other support. If such is needed, the responding officer will refrain from processing the scene absent exigent circumstances.

F. Notifications.

1. Any major crime scene as defined in III. shall require notification of the Investigative Services Bureau for determination of needed resources. Investigative Services will make the necessary notifications to call to duty specific Investigative Personnel as needed.
2. The supervisor on scene or their designee are responsible for medical examiner notification where applicable.
3. The Investigative Services supervisor will notify the proper investigative personnel, per a call list provided by Investigative Services. When the investigator/detective arrives, control of the scene is relinquished to him/her. Officers may assist in scene processing at the direction of investigative personnel.
4. In the event of any serious incident, significant injury of any department member or Major Crime Scene as defined in III. the following persons will be notified by the station supervisor or designee in the following order. See Notifications Checklist Annex B:
 - a. Investigative Bureau Head
 - b. Field Services Bureau Head
 - c. Community Services Bureau (PIO)
 - d. Assistant Chief
 - e. Chief
 - f. District Attorney
5. The Police Administrators listed above may direct the Shift Supervisor or designee on who should or should not be notified depending upon the severity of the incident.

G. Identification/Detention/Arrest of Suspect(s).

1. Officers will detain/identify all suspects at/near the scene.
2. Suspects will be transported to the Department for interview/interrogation.
3. After the elements of a crime are met, an arrest will be made.

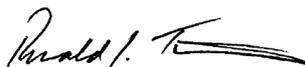
H. Reporting.

1. Officers will report/describe the scene/circumstances as found on arrival. Responding officers will report observations and their involvement.
2. The responding supervisor will ensure that scene security and area canvassing and results thereof is reported.

I. Review.

1. After submission of reports, the Investigative Captain/designee will make his/her review and is responsible for critiquing the quality of the investigation and reporting.
2. The critique may include group evaluation with participants, informal document review, or as otherwise determined by the Investigative Captain/designee.

Ronald J. Tischer
Chief of Police



MAJOR CASE RESPONSE CHECKLIST
LA CROSSE POLICE DEPARTMENT

The following shall serve as a guide to assist in performing functions at a major crime scene.

<u>ASSIGNED OFFICERS</u>	<u>SUPERVISORS</u>
1. () Note persons/vehicles in the area while responding to crime.	1. () Assign personnel to check area nearby streets/open areas.
2. () Render aid to injured and note all conditions, events, remarks.	2. () Deploy personnel to protect the scene including entry exits and evidence.
3. () Detain/identify suspicious persons.	3. () Establish command post other than on scene, if needed.
4. () Locate/detain/interview witnesses/complainants.	4. () Request Investigative persons and medical examiner, if needed.
5. () Gather evidence or assist investigative personnel.	5. () Relinquish scene to investigative personnel.
6. () Record names of all personnel at the scene in order of appearance.	6. () Initiate preliminary canvass of the area to locate data, evidence, witnesses, suspects.
7. () Transport suspect(s) to the department for interviewing	7. () Limit access to scene to essential personnel only.
8. () Report circumstances of the scene as found and any self investigative results.	8. () Report scene security, canvassing and other assigned responsibilities.
9. () Assist with case review and aid in coordination of future follow up or administrative investigations	9. () Assist with case review and aid in coordination of future follow up or administrative investigations.

**NOTIFICATIONS CHECKLIST
LA CROSSE POLICE DEPARTMENT**

INCIDENT NUMBER:

() Use Related Checklists or Guides

19.3.03 Death Investigation Guide

19.3.04 Major Case Response Checklist

NOTIFICATIONS

DATE/TIME OF NOTIFICATION	WHO WAS NOTIFIED	NOTIFIED BY WHOM
	INVESTIGATIVE SERVICES CAPTAIN	
	FIELD SERVICES CAPTAIN	
	COMMUNITY SERVICES CAPTAIN (PIO)	
	ASSISTANT CHIEF	
	CHIEF	

ADDITIONAL NOTIFICATIONS, IF APPROPRIATE

DATE/TIME OF NOTIFICATION	WHO WAS NOTIFIED	NOTIFIED BY WHOM
	TECHNICAL ACC. INVESTIGATORS	
	DISTRICT ATTORNEY	
	MEDICAL EXAMINER	
	POLICE CHAPLAINS	
	P.O.S.T (Police Officer Support Team)	
	STREET DEPT: SIGNAGE/CLOSURE	
	CITY ATTORNEY	
	TTY DOT: 10-50-FATAL REPORT	

COMMENTS AND NOTES:

SHIFT COMMANDER/SUPERVISOR SIGNATURE

After Completion, this form is added to the reports submitted to records.

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIX	ORDER NUMBER 19. 3. 05
TITLE WITNESS IDENTIFICATION PROCEDURES		WORD CODE WITNESS	TOTAL PAGES 3
History: New 3/98; Updated 3/08, 5/08			

I. PURPOSE AND POLICY.

This order establishes guidelines for the identification of suspects addressing limitations, ID types, procedures, and reports. Identifications are conducted uniformly to ensure admissibility and to protect everyone's rights.

II. DEFINITIONS:

Show-up: The presentation of one suspect to an eyewitness in a short time frame following the commission of a crime (confrontation).

Photo Lineup: The showing of multiple photographs (array) to an eyewitness for the purpose of obtaining an identification.

Live Lineup: The presentation of a number of individuals, including a suspect, sequentially before an eyewitness.

III. PROCEDURE

A. General Identification Procedures:

1. Eyewitness identifications are among the most important methods employed to apprehend and convict criminals, subsequently Officers must remember that they must be both fair and reliable to be valid.
2. Avoid multiple witnesses viewing the suspect(s) at the same time/place; if multiple suspects are shown, have the witness confirm/deny the identification of each; witnesses should not talk to other witnesses regarding the identification; do not allow comments that may influence the witness; report reactions/comments.
3. A suspect or likeness (photograph, composite drawing or sketch) of a suspect shall not be deliberately displayed to more than one witness at a time.
4. Any witness who has taken part in the identification procedure shall not be permitted to state conclusions within earshot of another person who is about to be, or has been, a viewer.
5. Action which suggests the guilt of suspects to victims or any eyewitness are to be avoided. The witness' recollection unaided by outside influence must govern the identification.
 - a. Officers shall not by word, gesture, or other means suggest opinions to any witness that the suspect committed the crime.
 - b. Officers shall not take any action or cause any action to be taken that would unduly assist a witness in making a positive identification.
 - c. Witnesses making an inquiry about an Officer's opinion shall be informed of this restriction.
 - d. During any presentation, it is acceptable for an Officer to inform a witness to keep in mind that things such as hair styles/colors, beards, mustaches can change and that complexion may look slightly different in photographs.
6. Ensure that the witness does not write on or mark any materials that will be used in other identification procedures. Investigators shall also ensure that no materials indicating previous identification results are available to the witness (Excludes initialed/dated photos when positive identification is made).
7. A complete record of each identification procedure will be made. Additionally, Officers shall note in their Incident or Supplemental Report:
 - a. The time, location, and identity of those present (including persons viewed other than suspects).

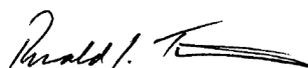
- b. Statements made by a witness viewing suspects.
- c. Any pertinent remarks made by an Officer, attorney, or the suspect.
- 8. Whenever possible, photographic presentations or live line-ups shall be conducted by an Officer/Investigator who does not know the actual identity of the suspect.
- B. Unnecessary Identifications
 - 1. Witnesses will be used to confirm suspect identity; those with knowledge of the suspects identity e.g. relative, friend, co-worker, may not go through the process.
- C. Show Up/ Confrontation Identification.
 - 1. Suspects found shortly after occurrence may be used for this; it involves presenting suspects to a witness shortly after the incident occurs.
 - a. A method for such occurs when the witness is taken away from the scene to the detained suspect.
 - b. Another method is when officers bring the suspect to the scene. This is when officers are unable to move the witness and there is similarity between the suspect and the description of the suspect.
 - c. This may occur in transporting witnesses in an attempt to locate suspects.
 - d. The suspect is not entitled to representation.
- D. Informal Identification Procedures.
 - 1. This occurs when a witness is taken to the suspect's location, who is free to go and unaware of the process.
 - 2. Officers should select an area where persons of similar appearance may be, if practical. The suspect is not entitled to legal representation.
 - 3. Officers should consult with the D.A. prior to its use.
- E. Photograph, Sketch and Composite Drawing Identifications.

Photo lineups shall be constructed as follows:

 - 1. Persons depicted in the photo display must be of substantially similar general appearance. Select fillers (non-suspects) who generally fit the description of the suspect. Fillers should resemble the witness's description of the subject in significant features (face, profile, height, weight, age, sex, race, hair, etc.) When there is a limited or inadequate description of the perpetrator provided by the witness, or when the description provided differs significantly from the appearance of the suspect, fillers should resemble the suspect in significant features.
 - 2. Photo arrays should consist of at least five photos. In cases of multiple suspects, the number of photos should be increased to a minimum of seven. Investigators may also prepare separate photo arrays for each suspect.
 - 3. Begin the photo array with filler. The suspect shall not be positioned as the first photo in the line-up.
 - 4. When presenting the line-up to more than one witness, the placement of the suspect(s) should be changed.
 - 5. If possible, avoid reusing the same fillers in lineups shown to the same witness when showing a new suspect.
 - 6. Ensure that no writings or information concerning previous arrest will be visible to the witness.
 - 7. Photographs used in the line-up shall be of a similar nature and composition, e.g., color, size, mug shot, snapshot. Do not mix mug shots with other styles of photographs.
 - 8. View the array when completed to ensure that the suspect does not unduly stand out.
 - 9. Preserve/record the order of the line-up for each presentation made.
- F. Presentation of Photo/Sketch and Composite Line-up and Instructions:
 - 1. Whenever possible, photographic presentations shall be conducted by an Officer/Investigator who does not know the actual identity of the suspect.
 - 2. Photographic line-ups shall be presented to witnesses *sequentially*, that is showing one photo at a time to each viewer rather than simultaneously.

3. Witnesses shall be provided with instructions prior to viewing a photo array. The witness should be instructed prior to viewing the photographs, that the suspect may or may not be among those in the photo array and that they should not feel compelled to make an identification. Additional instructions should include:
 - a. Photos are to be viewed one at a time.
 - b. The photos are in random order.
 - c. Take as much time as needed in making a decision about each photo before moving to the next one.
 - d. Investigation will continue even if an identification is not made.
 - e. All photos will be viewed, even if an identification is made prior to viewing all photographs.
 - f. Investigators shall ensure that witnesses are provided with the same instructions concerning the identification procedure.
 4. Confirm that the witness understands the procedure and begin to present the photographs to the witness one at a time.
 5. Avoid any actions or statements that may influence the witness's selection in any way.
 6. If an identification is made, avoid saying anything to the witness concerning their selection until they have completed a written statement. The witness should describe in their own words how certain they feel about the individual they have identified as the suspect. Have the witness initial, date, and time the suspect photo.
 7. If the array will be presented to additional witnesses, replace the marked photograph.
 8. If after viewing the photo array, a witness may view the photos a second time. If an identification is made, the supplemental report will reflect that identification was made during the second viewing.
 9. Instruct the witness not to discuss the identification procedure or its results with other witnesses involved in the case and discourage contacts with the media.
- G. Recording Identification Results:
When conducting an identification procedure, the officer shall preserve the outcome of the procedure by documenting any identification or non-identification results obtained from witnesses. This will include:
1. Recording both identification and non-identification results in writing in the form of a report including the witness' own words regarding how sure he/she is of the identification made.
 2. Identification and sources of all photos used.
 3. Names of all persons present at the photo line-up.
 4. Date and time of the presentation.
 5. Ensure a signed and dated statement is obtained from the witness.
 6. This is in addition to any video, sound, and photographic recordings made of the procedure.
 7. Preserve the line-up consistent with evidentiary requirements.
- H. Lineups.
1. Officers wishing to conduct formal in-person lineups shall contact the D.A. for guidance. Suspects ARE entitled to an attorney during a formal lineup.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIX	ORDER NUMBER 19. 3. 06
TITLE NOISE COMPLAINTS		WORD CODE NOISE	TOTAL PAGES 1

I. PURPOSE AND POLICY.

This order establishes procedures for patrol investigation of noise complaints as well as the follow-up of such complaints to include Investigator in administration overview of repeat offenses.

II. PROCEDURES.

A. Initial Response.

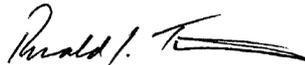
1. Location information will be confirmed with LEDC for determining property ownership, to be included on the Incident report by LEDC.
2. Resident/respondent data is ran through LEDC for prior contacts and wants. If the person initially contacted is not the resident/owner, officers will attempt to locate an on-scene resident/owner. Information given to LEDC will be recorded on the Incident report by LEDC.
3. Dispo codes: A,B,C,J,L,P,Q. **"P": used when there is some noise but such noise is not loud enough to issue a citation; the officer will insure that the Incident report contains type of noise and how the call was resolved. In any report note: number of people, type of noise, volume, and how peace was restored. To track alcohol related noise complaints the clearance code Q will be added to the disposition when alcohol was a factor in the noise.**

B. At scene investigations will determine if a noise violation has occurred; if so, enforcement will be made. Enforcing violations at the scene is dependent upon manpower, number of offenders, etc.

C. If LEDC or the officer has information that this may be a reoccurring problem, the officer will route a copy of his/her report to Investigator in administration or their Sergeant.

D. The Records Division will monitor noise complaints and comply with ordinances regarding landlords, additional enforcement, and repeat offenders.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIX	ORDER NUMBER 19. 3. 07
TITLE CHECKS		WORD CODE CHECKS	TOTAL PAGES 1

I. PURPOSE AND POLICY.

This order establishes procedures for processing complaints regarding forged checks and checking account funds.

II. PROCEDURES.

A. Forgery (WI ss. 943.38).

1. ALL incidents of forged checks are documented through a general report by a sworn officer.
2. **The forged check itself is prima facia evidence** and MUST be treated as such. Handle with due care preserving fingerprints and place it in an envelope, tagging/documenting, and turning over to the Property Section in person or via evidence lockers, etc.
3. The **ORIGINAL** forged check *MUST* be taken and processed as evidence; a copy may be run for attachment to the report. If the original is not available, the officer should determine who has it and note data in the report if unable to get check at the time of the report.

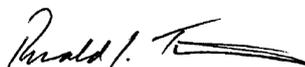
B. Worthless Checks, Closed Accounts, Non or Insufficient Fund Accounts (WI ss. 943.24).

1. **Worthless Check:** whoever issues any single check for the payment of \$2,500 or more OR whoever, within a 15 day period, issues more than one check amounting/totaling to \$2,500 or more which the person intends not to pay.
 - a. ALL cases of \$2,500 or more are reported on a General Report and processed through the Department.
 - b. ALL cases under \$2,500 are referred to the District Attorney, no report is necessary.
2. If the DA determines that a check referred to them fits B-1, they may refer it back to the Department.

C. Federal Government Checks.

Forged federal government checks shall be investigated by the Department, or if necessary, the investigative bureau may refer to the appropriate Federal Agency for investigation.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIX	ORDER NUMBER 19. 3. 08
TITLE FRAUD ON HOTEL OR RESTAURANT KEEPER		WORD CODE FRAUD	TOTAL PAGES 1

I. PURPOSE AND POLICY.

This order establishes procedures for the investigation of incidents involving fraud as specified in WI ss. 943.21 and City ordinances 7.04(J).

II. PROCEDURES.

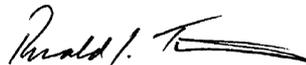
A. Elements of the Offense.

1. Obtained food, lodging or other service.
2. Intent, one of the following:
 - a. Refusal of payment.
 - b. Return unpaid any bank check or order for payment.
 - c. Failure to pay on written demand.
 - d. Giving false data for obtaining lodging or credit.
 - e. Drawing/endorsing/issuing/delivering any check/draft or order *knowing at the time* that there is NOT sufficient credit for payment in full.
3. Abscond without payment or defraud in any transaction arising out of the relationship as a guest.

B. Samples of Intent.

1. Patron refuses to pay.
2. Patron sneaks out/leaves without paying.
3. Patron receives written bill and refuses to pay.
4. Where the guest does not have cash to pay when there is *posted notices* indicating that checks and/or credit cards are not accepted. Guests could be charged even if willing to pay by check or credit card, use discretion.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIX	ORDER NUMBER 19. 3. 10
	TITLE MALICIOUS/ANNOYING PHONE CALLS	WORD CODE PHONE	TOTAL PAGES 1

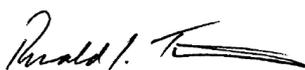
I. PURPOSE AND POLICY.

This order establishes procedures for handling complaints regarding malicious/annoying phone calls with an unknown caller.

II. PROCEDURES.

- A. Members may suggest any of the following as possible solutions to problem landline calls if the caller is unknown:
 - 1. Use of star features on landline telephones if available through phone provider (*57).
 - 2. Change of phone number.
 - 3. Changing to an unpublished/unlisted number.
 - 4. Subpoena complainants phone records.
 - 5. Placement of a telephone trap with selected phone company and would be in place for a minimum of 30 Days. The subscriber will be notified by the phone company when the trap is in place and how it works
- B. Members may suggest any of the following as possible solutions to problem cell phone calls if the caller is unknown:
 - 1. Contact with cell phone provider for possible star features associated with their phone service provider.
 - 2. Change phone number.
 - 3. Subpoena phone records from last call back to a predetermined date.
- C. The member taking the complaint shall compile related reports and route to Records.
 - 1. If A-1/B-1 or A-5/B-3 is chosen, the phone subscriber must complete a statement. Initial officer would complete a General Report and obtain the following information: phone company name, phone number, date and time of call(s), written statement from the complainant

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIX	ORDER NUMBER 19. 3. 11
TITLE TAMPERED FOOD FOOD POISONING	WORD CODE TAMPERED		TOTAL PAGES 1

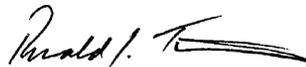
I. PURPOSE AND POLICY.

This order establishes procedures for documenting food/meal related complaints.

II. PROCEDURES.

- A. LEDC will dispatch an officer and street supervisor when available to complaints regarding food/drugs/meals that have been tampered with or cases of food poisoning that may be intentional or that may affect others such as in a commercial/business setting.
- B. Responding personnel will follow the below:
 - 1. If the incident is non-life threatening and/or an isolated case: refer the complainant to the County Health Department with a copy of any related reports sent to them.
 - 2. Other serious incidents such as: illness/injury/death, affecting numbers of people, targeted products or businesses.
 - a. The station supervisor/designee will notify the Chief, Assistant Chief, Investigative on-call investigator, and the Health Department.
 - b. If hazardous materials are encountered, notify the Fire Department.
 - 3. Follow other related orders concerning protecting the scene, evidence gathering, witness/victim statements, etc.
- C. The Records Sergeant is the liaison with the Health Department in ensuring that they receive pertinent report copies.

Ronald J. Tischer
 Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIX	ORDER NUMBER 19.3.12
TITLE Computer Forensic Investigation	REVIEW DATE	WORD CODE COMP FORENSIC	TOTAL PAGES 4

I. Purpose and Policy.

The purpose of this policy is to provide guidelines for performing investigative analysis of all computers.

The La Crosse Police Department will utilize computer forensics to enhance the investigative analysis of all computers and related media allowing for a more detailed investigative base through computer forensics and to preserve the integrity of seized computer evidence.

II. Procedure

- A. Investigative analysis of computers and peripheral equipment includes, but is not limited to:
 - 1. The use of computers to facilitate a crime such as embezzlement, forgery, fraud, extortion, or grand larceny.
 - 2. The use of computers to commit a crime such as illegal duplication, or video and sound recording duplication.
 - 3. Crimes committed utilizing the internet, on-line service or e-mail such as harassment, schemes to defraud, credit card theft, identity theft, crimes against children, stalking, or distribution of child pornography.
 - 4. Any crime such as computer intrusion, computer tampering, theft of intellectual property, online sexual solicitation or dissemination of pornography to minor for the purpose of luring minors.
 - 5. Crimes involving the use of wireless communication devices such as cell phones and other devices capable of wireless communication.

- B. The Computer Forensics Lab will perform investigative analysis of all computers in any case where evidence or information pertinent to an investigation may be stored on a computer or other electronic media.
- C. The Computer Forensics Lab will provide technical assistance and guidance for members of the La Crosse Police Department in the proper safeguarding and collection of evidence stored in electronic form.
- D. The computer Forensics Lab will assist outside agencies in Investigating Computer Crime with the approval from the Captain or Lieutenant of the Investigative Services Bureau. The outside agency will be responsible for providing materials required for the exam such as hard drives, disks for archiving, signed consent forms, and/or search warrant copies.

III. Physical Security and Inventory Control in Computer Forensics Lab

- A. The Computer Forensics Lab will be housed in a locked room separated from the rest of the Investigative Services Bureau. This room shall be designated "Computer Forensics." This room is inside a secured Police Department building that has restricted access.

- B. The Computer Forensics Lab will process digital evidence. To secure against unauthorized access, the room **shall** be secured at all times and only the Forensic Examiners **shall** have unescorted access to the lab. Any other personnel entering the Computer Forensics Lab must be accompanied by the Computer Forensics Unit personnel.
- C. All computer forensic equipment that are assigned to the Computer Forensics Unit shall be stored inside the digital evidence processing facility at all times when not being used for off-site analysis.

IV. Electronic Security in the Computer Forensics Lab

- A. Any computer system that is used to store evidence (defined as recovered files and/or "images" obtained from digital evidence sources that are relevant to any criminal case) shall not have an active Internet connection or connection to the City of La Crosse's Intranet while the system contains evidence files.
 - 1. While the system contains evidence files, any modem connection will be physically disconnected by physically removing the telephone line and/or network cable from the systems CPU.
 - 2. The systems connections may be reconnected only after the evidence files have been copied to archival media (CD-R/DVD-R) and properly deleted and all free space on the storage system wiped using a properly configured hard drive wiping utility program or have been stored in such a way that the files can be verified after the system/software updates have been completed (Encase EO files, etc.). This is due to the understanding that large amounts of data being located on machines require server size storage on systems that require routine software updates but can still protect the integrity of the files contained in them due to the operating software being updated and the actual evidence files not being altered.
 - 3. Evidence file archive copies shall be kept physically separated from any computer system while not in use. Archive copies may not be kept inside any CD tray on any system. They may not be copied to any other computer system unless needed to restore an evidence image or case file.
 - 4. When a case investigation has been completed, the archive copies of evidence files shall be placed in the property division.

V. Digital Evidence Integrity

- A. It is the responsibility of the case Investigator to ensure that digital evidence submitted was properly seized. The Computer Forensics Unit will not process digital evidence seized outside the scope of the policy and procedures developed and utilized for criminal investigation.
 - 1. When requested, the Computer Forensics Unit will assist any case agent with the proper drafting and execution of search warrants or consensual searches for digital evidence to ensure that the evidence is properly seized.
 - 2. The Physical seizure of evidence from any crime scene can be conducted by any peace officer following the current guidelines for seizing electronic evidence. The Computer Forensics Unit will conduct training in the proper seizure procedures as requested as necessary. All standard procedures regarding evidence handling apply.
 - 3. Any digital evidence and/or computers seized shall be transported to the Computer Forensics Lab as soon as practical.
 - 4. La Crosse Police Department officers assigned to the Computer Forensics Unit shall follow all proper procedures regarding the processing of digital evidence as taught by the National White Collar Crime Center courses, IACIS and/or vendor specific software training, including but not limited to:

- a. Proper MD5 or other accepted hashing of digital evidence to ensure image integrity as compared to its original form. The MD5 hash value shall be included in any final written report on the examination.
 - b. Storing all images of the suspect media on a partition or system that, prior to acquiring any images has been properly wiped using a media wiping utility.
 - c. Writing a final report that identifies the case number, identifies the media imaged, includes the MD5 hash values, and includes references to the files that were found to contain information of evidentiary value.
 - d. When requested, the digital evidence-processing officer will provide copies of any files of evidentiary value to the case Investigator on removable media for off-site analysis. The case Investigator is responsible for the proper handling of any copies so provided.
 - e. The Computer Forensics Unit will not normally conduct an "investigation" of the digital media submitted for processing, unless a request has been approved by the Investigative Services Bureau Captain or Lieutenant. All data recovered shall be submitted to the case Investigator for analysis.
 - f. The computer forensics examiner shall make all efforts to accomplish the following during the examination of the seized system and media:
 1. Ensure the original media and data are maintained in their original, unaltered state.
 2. Ensure no unauthorized writes are made to the media by viruses, the operating system, write-back applications, or by other inadvertent means.
 3. Recover and access deleted files, hidden data, password-protected files and encrypted files.
 4. Examine unallocated and slack space for relevant data.
 5. Provide a report of findings to the case Investigator.
 6. Maintain the integrity of the evidence files by following proper electronic evidence recovery and storage procedures.
5. It shall be the policy of the Computer Forensics Unit that it will not make hard copies of any pornography, unless specifically requested to do so by the Prosecuting Attorney's Office. All such evidentiary files shall be turned over to the case agent on electronic media, such as CD-R. The case agent shall then be responsible for ensuring that proper disposition of said evidence. All such media and reports will be marked as OBSCENE MATERIAL to avoid exposing anyone to the images who is not aware of the contents of the investigation.
 6. The Computer Forensics Unit's resources and personnel may be requested to assist with administrative investigations and shall assist the Chief of Police and the City of La Crosse's Information Technology Department as necessary. It should be noted that any computer owned by the city of La Crosse may be seized without a search warrant and examined freely, as users have no reasonable expectation of privacy. Participation in any such investigation will be kept confidential by the forensic examiner and handled with the same amount of professionalism expected in any non-administrative case.

VI. Personnel Availability

- A. The Computer Forensics Unit is available for 24 hour call out to respond to felony crime scenes and seize and/or process digital evidence when requested by a field or other Investigative Supervisor.
 - 1. A Field Services Supervisor will contact the Investigative Bureau Captain or Lieutenant, who will determine the necessity of sending out a Computer Forensics Examiner trained in computer forensics.
 - 2. If adequate direction can be given over the phone, the field personnel may be directed to seize the equipment and turn it in as evidence to the property division.
 - 3. The Computer Forensics Unit will pick up the evidence for processing when applicable.

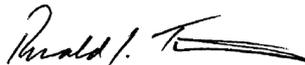
VII. Training

- A. Training is defined as successfully completing the National White Collar Crime Center's Basic Data Recovery and Analysis school and/or the Guidance Software Basic Encase Examiner School. Training can also include other nationally accredited computer forensics training programs, such as IACIS or the various computer crime courses available through the Federal Government.
- B. The Computer Forensics Unit will develop and deliver training for the department in emerging areas of high technology crime.

VIII. Inspections

- A. Random and unannounced inspections are conducted at the discretion of the Chief of Police, Assistant Chief of Police, or the Investigative Captain. Inspections are to ensure the integrity of property, procedures, cleanliness, and inventory of the Computer Forensics Lab and equipment.

Ronald J. Tischer
Chief of Police



<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 09.27.2012</p>	<p align="center">CHAPTER XIX</p>	<p align="center">ORDER NUMBER 19. 4</p>
<p>TITLE</p> <p>CONDUCTING CRIMINAL INVESTIGATIONS</p>		<p>WORD CODE INVESTIGATE</p>	<p>TOTAL PAGES 2</p>
	<p>History: Updated 4/04, 5/08 WILEAG STANDARDS, 3RD EDITION 6.6.2</p>		

I. PURPOSE AND POLICY.

This order establishes procedures to be used in criminal investigations that include:

- A. Information development.
- B. Interviews and interrogation.
- C. Collection, preservation, and use of physical evidence.
- D. Execution of background investigations.
- E. Surveillance.

II. DEFINITIONS:

- A. Custodial Interrogations: an interrogation/interview by an officer(s) of a person suspected of committing a crime from the time the suspect is or should be informed of his/her rights to counsel and to remain silent until the questioning ends, during which the officer asks a question(s) that is reasonably likely to elicit an incriminating response and during which a reasonable person in the suspect's position would believe that he/she is in custody.

II. PROCEDURES.

This order takes into account that the procedures outlined in GO 19.3 were adhered to in the preliminary investigation stage.

A. Information Development.

Acceptable practices and methods.

- 1. Obtaining Statements.
 - a. Preliminary statements at the scene may be later verified by taped/written statements that support or reject initial statements or information.
 - b. It may be necessary to obtain supplemental statements to further clarify, modify or add to previously gained information.
 - c. Further search for witnesses may be necessary to obtain additional credible information.
 - d. Miranda will be used in appropriate instances when confronting, interviewing or interrogating a suspect or arrestee.
- 2. Processing.
 - a. Timely processing of tapes, pictures or other media may add data previously not known or overlooked. Film, etc. shall be turned over to Records if further processing is needed and for retention.
 - b. Timely processing of evidence may add data pertinent to the incident. Evidence will be turned over to the Property Section in person or via storage units.
- 3. Other Sources.
 - a. Media at the scene may be a source for photos, film, or statements by witnesses or involved persons.
 - b. Citizen documentation of the event through audio and or visual recordings may be a source of information.
- 4. Crimestoppers. The Crimestoppers program may provide confidential anonymous information regarding a crime or it may highlight a crime that is otherwise suspended.

B. Interviews and Interrogations.

1. Field Interviews.

Justification: officers may stop individuals for the purpose of conducting a field interview only where reasonable suspicion is present; s/he must be able to point to specific facts which, when taken together with rational inferences, reasonably warrant the stop. Such facts include but are not limited to:

- a. Appearance or demeanor.
- b. Actions.

- c. Hour of day/night.
- d. Presence in neighborhood/other location.
- e. Carrying a suspicious object.
- f. Clothing bulges in a manner that suggests a weapon.
- g. In proximate time and place to an alleged crime.
- h. Known prior criminal record/involvement.

Initiating a Field Interview: the officer shall:

- a. Identify him/herself as an officer by announcing their identity and showing identification if needed.
 - b. Be courteous but maintain caution and vigilance for furtive movements or other suspicious actions.
 - c. Before approaching multiple persons, determine whether it warrants backup assistance and whether the contact should be delayed until they arrive.
 - d. Confine questions to identity, address, and other inquiries to resolve suspicions; do not detain a person longer than necessary.
 - e. Not required to give Miranda in order to conduct field interviews unless/until information is available to establish probable cause for an arrest.
 - f. People are NOT required, nor are compelled to answer questions during such interviews; failure to respond is NOT, by itself, grounds to make an arrest although it may provide sufficient information for additional observation and investigation.
2. Interviews and interrogations shall be in a professional manner without threats, promises or coercion being made.
- a. Miranda rights – Used as outlined in General Orders 1.10 and 20.3
 - b. See also General Order 20.4 for interrogation of juveniles.

C. Recording of Interrogations/Interviews

1. Consistent with Wisconsin State Statute 968.073(2) **ALL** custodial interrogations/ interviews of **ANY** person suspected of committing a felony **SHALL** be audio recorded with a preference for both video and audio recording. Officers may use the department's interview room(s) that are equipped to capture video as well as audio or may use squad mobile video equipment or handheld recording devices in order to record the interview.
 - a. The recording of the custodial questioning should begin at the start of the contact and continue without interruption until the questioning end.
 - b. Officers are not required to inform the subject of the interrogation/interview that they are being recorded.
2. The following conditions may apply as reasons for not recording an interrogation/interview of a suspect under this section. Officers will detail in their written reports why a recording was not made when required.
 - a. The person refused to respond or cooperate in the interrogation if an audio or audio/video recording was made of the interrogation. If so, the officer shall make a contemporaneous audio or audio/visual recording or written record/statement of the subject's refusal.
 - b. The statement was made in response to a question asked as part of the routine processing of the person.
 - c. The officer in good faith failed to make a recording because the recording equipment did not function or the officer inadvertently failed to operate the equipment properly or without the officer's knowledge the equipment malfunctioned or stopped.
 - d. The statement was made spontaneously and not in response to a question by an officer.
 - e. Exigent public safety circumstances prevented the recording or rendered the making of a recording infeasible.
 - f. The officer reasonably believed the offense for which the person was taken into custody or for which the person was being investigated, was not a felony.
3. Audio and video recordings will be secured as evidence and processed in accordance General Order Chapters 30 and 31.

D. Evidence.

All evidence will be handled as noted in GO Chapters 30 & 31.

E. Background Investigations.

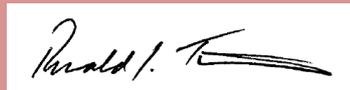
Investigations may involve backgrounds of persons, especially as they relate to intelligence, white-collar crime, organized crime, and drug/vice. The licensing of some businesses requires background of persons. Such investigations should be discreet with special precautions. Personnel will take into account the

purpose of the background, sources, use of information, data control, records developed, retention and purging, prior to initiation.

F. Surveillance.

Police surveillance must fall lawfully on person's rights to privacy taking into account regulations regarding monitoring communications and recording observations. Criminal surveillance requests should be processed through a supervisor or Investigative Services to ensure its validity. When in doubt, contact the District Attorney's office.

Ronald J. Tischer
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A rectangular box containing a handwritten signature in black ink. The signature is written in a cursive style and appears to read "Ronald J. Tischer".

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIX	ORDER NUMBER 19. 4. 01
TITLE PROCESSING PERSONS UNDER DEPARMTENT CONTROL		WORD CODE PROCESSING	TOTAL PAGES 2
	History: New 3/03; Updated 8/06		

I. PURPOSE AND POLICY.

This order establishes procedures for the processing of arrested adult offenders. It is Department policy to enforce laws without regard to sex, race, national origin, religion or economic status. Arrests are done without unreasonable delay so as not to delay the booking process.

II. PROCEDURES.

A. General Duties.

Arresting officers will: ensure that the charge is valid; make warrant checks for arrestees and criminal history checks for intake court arrestees; transporting arrestees is performed with the safety of the officer and arrestee being of primary importance; when placing a persons under physical arrest for transport, they SHALL be properly handcuffed.

Shift commanders will: review reports, authorize prisoner release and ensure that processing is done without undo delay; ultimately responsible for arrestee processing.

Records will review reports for needed data entry input.

Front Desk personnel will take/explain bonds after hours.

B. Field Adult Arrests.

1. The arresting officer will explain any bonding options to the arrestee. A Persons Report is completed for persons taken into physical custody.
2. Those bonding will be directed to the proper authority.
3. Persons to be jailed will be escorted there; officers will provide jailers with needed data.
4. Members will clear as soon as possible.
5. In transporting the opposite sex of the officer, give LEDC starting and ending transport vehicle mileage.
6. Non-English speaking arrestees must receive care in ensuring that they understand the charge/option/rights. It may require an interpreter with supervisory approval.

C. Traffic Violators. Other than a traffic arrest, such forfeitures do not need a Persons Report when released/bonding.

D. If there is injury or s/he is under the influence, officers should be wary of whether or not s/he can make an informed judgment. Such persons may be checked at a hospital and/or released to a responsible party rather than being jailed. Inform hospital/ambulance crew as to the injury, illness, and condition of the arrestee.

E. Bonding Process.

1. Personnel receiving bond will: route the person to the proper authority; accept after business hour bonds; complete paperwork; deposit bonds in lockbox-municipal, other in Court mailslot.
2. The Court Officer will: have access to bonds; maintain a key, with one issued to Administrative Services.
3. Municipal Court Bonds.

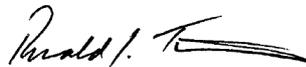
Personnel will make every reasonable effort to collect bond on municipal warrants prior to incarceration.

 - a. Cash preferred, receipt and ticket copy in bond envelope deposited in the lock box.
 - b. Credit cards must be verified prior to taking. Officers should follow the bonding guidelines for the online credit card payment process as outlined in the bond book located at the front desk.
 - c. Bond cards should be read prior to taking as bond.
 - d. Personal checks are the least preferred.
 - e. Wisconsin D.L.
 - f. Signature bonds for ordinance violations not adopting Statute; put in the Court mailslot.
4. Conditions of Bond: apply from initial release through the conclusion of the case; may be modified by the court Bonds on file with LEDC are treated as valid. Once verified with LEDC, bond violation is bailjumping (946.49).

F. Court Processing.

1. Members will appear in court as required and not discuss cases with the defense without prosecuting attorney or Chief's approval.
 - a. When a case is recommended for review by the prosecuting attorney or when a warrant is requested, the officer will note such on the report in bold letters
 - b. When immediate action is needed, a supervisor may get the report to the prosecuting attorney directly. Note this in the report so the Court Officer does not duplicate efforts.
 - c. Records will route such requests to the Court Officer for disposition to the proper authority.
2. Warrant requests include full name, last known address, physical description, date of birth, and charge with support data. The first line of the report will be "Arrest Warrant Request". Case clearance is exceptional.
3. Warrant arrests will indicate on the report what charges the warrant was for.
 - a. When an arrest is made on a warrant for another agency, obtain the date, number, court name, offense stat/ord#, penalty, judge and bond if any.
 - b. If out of state felony and they will extradite, a certified copy must be requested and sent with the complaint to the D.A.s office; the name, address and phone of their prosecuting attorney is needed.
 - c. If the arrestee is jailed and the warrant is intrastate, s/he may be released to such authorities.
4. The Court Officer will forward reports to the proper authority, provide member with court appearances and changes, and monitor jailed arrestees for processing.
 - a. Court notices are directed to supervisors for issuance to personnel unless it is for immediate use. Paperwork for issuance to citizens for City purposes is given to the shifts for beat assignment issue.

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<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 09.27.2012</p>	<p align="center">CHAPTER XIX</p>	<p align="center">ORDER NUMBER 19. 4. 02</p>
<p>TITLE DISCLOSURE OF ADDRESS CHANGE</p>		<p align="center">WORD CODE ADDRESS</p>	<p align="center">TOTAL PAGES 1</p>

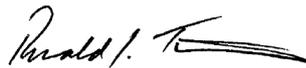
I. PURPOSE AND POLICY.

This order establishes procedures in compliance with postal regulations regarding obtaining changes of address/post office box data from the US Postal Service.

II. PROCEDURES.

- A. Request for postal information must be made upon appropriate postal forms.
- B. Requesting members must certify that ALL other sources have been exhausted and that data requested is for police purpose
- C. Such requests must have supervisory approval by the supervisor initialing where the requesting member also signed the form.
- D. The form is then turned over to the US Postal Service for processing.

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GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIX	ORDER NUMBER 19. 5
	TITLE INFORMANTS	WORD CODE INFORMANTS	TOTAL PAGES 2
Historyz: New 3/98; Updated 3/03, 4/04 WILEAG STANDARDS, 3RD EDITION 6.3.5			

I. PURPOSE.

This order provides regulations for the control and use of confidential police informants (CPI).

II. POLICY.

In some instances, a successful investigation cannot be conducted without the use of CPIs. While their use is an effective tool, it can be undermined by any misconduct. Therefore, it is Department policy that necessary precautions will be taken by following sound informant control procedures.

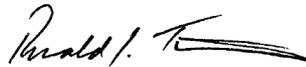
III. DEFINITION. Confidential Informant File (CIF): maintained to document all data that pertains to CPIs.

IV. PROCEDURES.

- A. INCLUSION OF INFORMANTS IN MASTER FILE. This is the responsibility of the Investigative Captain or designee.
- B. CONTENT OF THE INFORMANT FILE. Files will be maintained on each CPI; files are coded with an assigned CPI number and will contain:
 - 1. Biographical/background information.
 - 2. Criminal history record.
 - 3. CPIs name.
 - 4. Officer's name initiating first use of CPI.
 - 5. Photograph, fingerprints and criminal history.
 - 6. Summary of data provided by the CPI and its reliability, if known.
 - 7. Signed CPI agreement, if needed.
 - 8. Update on active/inactive status of CPI.
 - 9. The files are used in order to:
 - a. Provide a source of background data about the CPI.
 - b. Provide a history of data received from the CPI.
 - c. Enable review/evaluation by users of such CPIs.
 - d. Minimize questions regarding CPI reliability or officer integrity.
 - e. CPI numbering system will be used to protect the identity of informants.
- C. MAINTENANCE / SECURITY / PROTECTING INFORMANT IDENTITY.
 - 1. CPI files will be maintained in a secure Investigative area.
 - 2. CPI file access is restricted to the Investigative Captain and his/her designees.
 - 3. Officers may review CPI files with the approval of the Investigative Captain. Requesting officers will submit a written request explaining the need for review. A copy of the request will be maintained in the CPI's file.
- D. USE OF INFORMANTS.
 - 1. Before using a person as a CPI, an officer MUST attempt to receive approval from his/her supervisor.
 - 2. The officer will compile data through background investigations in order to determine reliability/credibility of the person.
 - 3. After receiving approval to use the person as a CPI, an informant file will be started.
 - 4. Officers wishing to use a CPI that has not been proven reliable must receive approval from the Investigative Captain or designee.
 - 5. ALL CPI must sign and abide by the provisions of an informant agreement. Officers using CPIs will discuss each provision of the agreement with the CPI with emphasis on:
 - a. CPIs are NOT officers; they have NO arrest powers, are not permitted to conduct searches and seizures and are not allowed to carry a weapon.
 - b. Informants WILL be arrested if found engaging in any illegal activity. They will receive no special legal considerations.

- c. Informants are NOT to engage in any actions that may be considered entrapment. Entrapment occurs where the informant encourages, persuades or otherwise motivates a person to engage in criminal activity which such person would not be predisposed to commit
- 6. No member will maintain a social relationship with a known CPI while off duty or otherwise become personally involved with CPIs. Members will not solicit, accept gratuities or engage in any private business with a CPI.
- 7. When possible an officer will be accompanied by another member when meeting with a CPI.
- 8. Payment of informants will be determined on a case by case basis as approved by the Investigative Services Captain/designee, or as arranged by the District Attorney's office. All payments will be documented by receipts for accounting purposes.
- E. JUVENILES will only be used as CPIs as approved by the Investigative Services Captain/designee after conferring with the District/City Attorneys. Approval from the juveniles parent/legal guardian must be obtained. Necessary precautions should be taken to ensure the safety of the juvenile. The juvenile must be willing to act as a CPI prior to use.

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GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIX	ORDER NUMBER 19.6
	TITLE VICE, DRUGS, AND ORGANIZED CRIME	WORD CODE VICE	TOTAL PAGES 2
		WILEAG STANDARDS, 3RD EDITION 6.5.1	

I. PURPOSE AND POLICY.

This order specifies policies for receiving, processing, and investigating vice, drug, and organized crime and established guidelines for conducting preliminary and follow-up investigations of such complaints.

II. DEFINITIONS.

- A. **Decoy:** when an officer assumes the role of a potential victim; may also be an informant or citizen, or an object.
- B. **Deepcover:** operation where a member has false identity to gain the confidence of offenders or gather intelligence.
- C. **Organized crime:** activities by organized groups engaged in offenses for profit; may include supply of goods or service.
- D. **Undercover:** member assumes role of offender to gain target's confidence for gathering evidence of criminal activity.
- E. **Vice:** activities including prostitution, illegal gambling, pornography, illegal use/sale of narcotics or alcohol.

III. PROCEDURE.

A. Receiving and Processing Complaints.

- 1. Initial complaints may be received in a number of ways:
 - a. To LEDC or Shift Commander.
 - b. To Investigative Personnel.
 - c. To Crimestoppers or other personnel.
- 2. Processing complaints by LEDC/Shift Commander. Assigned to shift officers for preliminary investigation. May be referred to Investigative Personnel via an Information Report.
- 3. Processing complaints by Investigative Personnel. Assigned to Investigative Personnel by the Captain or designee, may be referred to shift officers for more detailed preliminary investigation.
- 4. Processing complaints by Crimestoppers or other sources.
 - a. Crimestopper tips are documented and referred to Investigative Services for personnel assignment.
 - b. Other sources are encouraged to contact either on duty Investigative personnel or Shift Commanders.
- 5. Preliminary reports are referred, by copy, to Investigative Services where they are assigned by the Captain or Lieutenant, in his/her absence, to an investigator/sergeant for follow-up.
- 6. Officers assigned to Investigative Services; Bureau Captain is responsible for their operation/investigations and personnel allocation, equipment and funds.
- 7. The Captain assigns investigations to pertinent members.
- 8. Assigned Personnel.
 - a. Prepare reports.
 - b. Investigate illegal activities; responsible for assigned investigations.
 - c. Undercover, decoy and surveillance operations.
 - d. Develop skills in use of specialized equipment.
 - e. Use investigative funds efficiently.
 - f. Use effective tactics and techniques.
 - g. Adhere to constitutional/legal requirements.

B. Maintaining Records of Received Complaints.

- 1. See Records general orders regarding maintenance of reports.
- 2. The Captain oversees intelligence gathering, data storage and dissemination, and liaison with others.
- 3. Assigned Personnel.
 - a. Keep intelligence files.
 - b. Develop sources.
- 4. Suspending Cases. Cases are brought to a conclusion with dispo noted; cases are retained in secure files in accordance with Department orders.
- 5. The Captain provides regular status reports of significant vice, organized crime and narcotics activities to the Chief and/or his/her designee.

C. Maintaining Records of Information Received/Released to/from Outside Agencies.

The Investigative Captain oversees sensitive data shared with others and shall record information exchanges in relevant files and logs.

IV. GENERAL OPERATIONS.

A. Narcotics Investigations.

1. Enforce laws governing prohibited substances; responsible for long term narcotics investigations.
2. Participate in the area Multi-jurisdictional Enforcement Group (MEG). Personnel in MEG will comply with Department directives; if a conflict exists, adhere to the most restrictive.

B. Undercover Operations. Conducted by Investigative Services; other units may conduct short term operations with their commander's approval. Planning undercover operations will include:

1. Officer safety.
2. Objectives.
3. Issuing identification.
4. Funding for expenses.
5. Establishing danger codes.
6. Contact methods.
7. Pertinent supplies.
8. Briefing personnel.
9. Staying within police authority ensuring civil rights protection.
10. Undercover members will not reveal identity/assignment to anyone not associated with the task; they will notify their supervisor if their cover has been compromised.
11. Members will not engage in illegal acts. They will not use narcotics unless under imminent threat of death or bodily harm. Such members are subject to drug screen testing.
12. The Investigative Captain is responsible for giving assignments, designating backup and the officer in charge.

C. Decoy Operations. Conducted by Investigative Services; other units may do so with their commander's approval. Planning decoy operations will include:

1. Officer safety.
2. Objectives.
3. Analyses/ID suspect/MO.
4. Funding for expenses.
5. Establishing danger codes.
6. Contact methods.
7. Pertinent supplies.
8. Briefing personnel.
9. Staying within police authority ensuring civil rights protection.
10. Decoys will not reveal their identity/assignment to anyone not associated with the task; they will notify their supervisor if they feel their cover has been revealed.

D. Surveillance Operations. Conducted by Investigative Services or by units with the approval of their commander. Planning surveillance operations will include:

1. Officer safety.
2. Objectives.
3. Victim/crime evaluation
4. Funding for expenses.
5. ID suspects, habits, associates, vehicles, MO, etc.
6. Familiarization with the immediate area.
7. Establishing danger codes.
8. Pertinent supplies.
9. Briefing personnel.
10. Staying within police authority ensuring civil rights protection.
11. Surveillance members will not reveal their identity/assignment to any one not associated with the task; they will notify their supervisor if they feel their cover has been revealed.
12. Personnel assignment to provide relief.
13. Operations are not directed toward legal groups absent evidence of illegal activity.

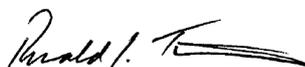
F. Raid Operations. Such operations may be conducted by Investigative Services with ERT.

1. An Investigative supervisor will be in charge of the operation appointed by the Bureau Captain as they are knowledgeable of the incident and components.
2. Raid operations will include:
 - a. Officer safety.
 - b. Objectives.
 - c. Need for ERT support.
 - d. Tactics for target plan.
 - e. Equipment selection
 - f. Communications.
 - g. Organizing search/seizure teams for evidence,
 - h. Briefing personnel as necessary.
 - i. Staying within police authority ensuring civil rights protection.
 - j. Arrest procedures.
 - k. Medical/fire support.
 - l. Ensuring of proper documentation.

G. Investigative Assignment Criteria.

1. Criminal reports.
2. Complaints of vice, organized crime, or narcotics.
3. On view, self-initiated observations or oral data.
4. Allegations/intelligence from informants/other sources.

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GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIX	ORDER NUMBER 19.7
TITLE CRIME VICTIM'S RIGHTS		WORD CODE VICTIM	TOTAL PAGES 1
History: Updated 3/03, 5/08 WILEAG STANDARDS, 3RD EDITION 14.1.1, 14.1.2			

I. PURPOSE.

This order establishes the Victims of Crime Informational Report and ensures that the Department complies with Statutes concerning Crime Victim's Rights.

II. LEGISLATION.

WI Act 181 of 1998, Crime Victim's Rights enabling legislation, requires that a reasonable attempt to provide victims of crime with written information concerning their rights as a crime victim no later than 24 hours after a law enforcement agency has initial contact with a victim. WI ss. 950.04(1v) provides that law enforcement "...shall make a reasonable attempt to provide to the victim written information..." regarding their rights.

III. PROCEDURE.

A. Reporting Officers/Personnel.

1. On response to an incident wherein a person and/or business may be the victim of a crime which may at some time result in prosecution through an Intake Court, the reporting person SHALL forward a completed Victims of Crime Informational Report with the assigned case number to ALL potential victims of such crime.
2. Reports taken over the phone by a CSE or other personnel or those taken wherein the victim(s) are not present when the report is taken, the reporting person is responsible for mailing the Informational Report to all victims. See the Field Reporting Manual for report completion requirements.

B. Reviewing Supervisors.

A supervisor reviewing reports will ensure that notation is made where necessary in regards to the informational report being given out. Any failure will be brought to the immediate attention of the reporting officer and/or his/her supervisor for correction.

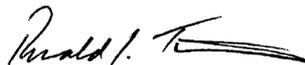
C. Records Division Supervisor.

The Supervisor will ensure that an adequate supply of forms is available at all times. Citizen Report mailings will contain such informational report also.

D. Field Services Bureau Captain.

The Captain or designee will act as liaison with the District Attorney's office and the Intake Court system to ensure compliance with related statutes and to monitor the need for any updates or modifications that may become necessary.

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GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIX	ORDER NUMBER 19. 8
DOMESTIC ABUSE INTERVENTION		WORD CODE DOMESTIC	TOTAL PAGES 3
	History: Updated 5/06, 7/07 WILEAG STANDARDS, 3 rd EDITION 6.3.9		

I. PURPOSE.

This order establishes guidelines concerning investigation, documentation, and interagency cooperation regarding domestic related situations.

II. POLICY.

It is our policy to comply with all mandates in WI ss. 968.075 and judicial orders relative to domestic situations.

III. APPLICATION.

This directive applies to all sworn personnel. An officer is immune from civil/criminal liability arising out of a decision by the officer to arrest or not arrest an alleged offender, if the decision is made in a good faith effort to comply with WI ss. 939.621 and 968.075.

IV. DEFINITIONS.

A. **Domestic Relationship:** Adult perpetrator (17 or older) -vs-

1. Spouse
2. Former Spouse
3. Adult with whom the perpetrator resides
4. Adult with whom the perpetrator formerly resided
5. Adult with whom the perpetrator has created a child in common
6. Adult boyfriend/girlfriend
7. Adult former boyfriend/girlfriend

B. **Domestic Abuse:** any of the following engaged in by persons in a domestic relationship.

1. Intentional infliction of physical pain, physical injury or illness.
2. Intentional impairment of physical condition.
3. A violation of s. 940.225 (1), (2), or (3) Sexual Assault
4. A physical act which may cause the person reasonably to fear imminent engagement in 1, 2, or 3.

C. **Probable Cause:** the quantum of evidence, which would lead a reasonable police officer to believe that the defendant probably committed a crime. It is not necessary that the evidence be sufficient to prove guilt beyond a reasonable doubt, nor must it be sufficient to prove that guilt is more probable than not. It is only necessary that the information lead a reasonable police officer to believe that guilt is more than a possibility. This belief may be predicated in part upon hearsay information.

D. **Predominant aggressor** is defined as the most significant but, not necessarily the first, aggressor in a domestic abuse incident. The legislative intent of this law is *to protect victims from arrest*.

Mandatory investigative strategies to be used in determining the predominant aggressor are:

1. History of domestic abuse between parties, if it can be reasonably ascertained by the officer and any information provided by *witnesses* regarding that history.
2. Statements made by witnesses.
3. The relative degree of injury inflicted on the parties.
4. The extent to which each person present appears to fear any party.
5. Whether any party is threatening or has threatened future harm against another party or another family member or "member of household". "Member of family" means a spouse, parent, child, sibling, or any other person who is related by blood or adoption to another. "Member of household" means a person who regularly resides in the household of another **or** who within the previous 6 months regularly resided in the household of another.
6. Whether either party acted in **self-defense** or in defense of any other person. In determining the predominant aggressor the officer shall investigate the actions of the parties involved. Officers will determine if the injuries sustained are defensive wounds where one party was acting in self-defense. If it is determined that a person acted in self-defense then that person has not committed a crime.

V. PROCEDURE.

A. **Mandatory Arrest:** If probable cause exists to believe that

1. A person has committed or is committing domestic abuse and/or the person's actions constitute the commission of a crime.
2. And/or any of the following circumstances are present:
 - a. The officer has a reasonable basis for believing that continued violence against the alleged victim is likely to occur.
 - b. and/or there is evidence of physical injury to the alleged victim
 - c. and/or, a person has violated one of the following:
 1. a domestic abuse restraining order/injunction
 2. a child abuse restraining order/injunction
 3. a harassment restraining order/injunction
 4. a foreign protection order, meaning any protection order from another state or US territory
3. The officer **SHALL** arrest and take the person into custody if any of the sections in V-A-1 through 2 are met.
4. The officer's decision as to whether or not to arrest under this section may not be based on the consent of the victim to any subsequent prosecution or on the relationship of the persons involved in the incident.
5. An officer's decision not to arrest under this section may NOT be based SOLELY upon the absence of visible indications of injury or impairment.
6. If a report of domestic abuse (as stated under section V-A-1 through 2) indicates the alleged act occurred within **28 days** of the reported incident, and probable cause exists, the "predominant aggressor" shall be arrested under mandatory arrest.
7. If a report of domestic abuse (as stated under section V-A-1 through 2) indicates the alleged act occurred **29 days** or more after the date of the reported incident, an investigation will be completed and if probable cause exists that a crime has been committed the "predominant aggressor" should be arrested. In these cases mandatory arrest is not in effect and the perpetrator can be released on a signature bond with a no contact provision in place for the victim.

B. **RESPONDING OFFICERS & CONFLICTING INTERESTS**

1. Incidents involving persons in a domestic relationship shall be documented in a general report and identified as a Domestic. Upon arrival, officers should check for injuries and provide or summon first aid when appropriate and separate involved persons. Officers shall attempt to determine if probable cause exists that a crime is being or has been committed. An Officer in reaching a probable cause determination should consider:
2. If a conflict of interest is present for the officer or department, immediately contact a supervisor for further direction.
3. Bodily harm or pain to the victim. A decision not to arrest may not be based solely upon the absence of visible indications of injury or impairment.
4. Assess for "Domestic Abuse" criminal activity.
5. Statements of victim, including non-consent to the offense. (This interview should be conducted outside the presence of the suspect.)
6. Statements of family members (children), friends, neighbors or other witnesses. (This interview should be conducted outside the presence of the suspect.)
7. Statements of the suspect.
8. Officers observations of the scene.
9. History of domestic abuse between the parties. Previous threats/offenses against the victim by the suspect. Officers should check for the existence of an active restraining order/injunction, condition of bond.
10. Reliable hearsay information.
11. Officers should be alert to any evidence of child abuse and should obtain the names and D.O.B's of all children. Should it become necessary to place children in protective custody, the report shall contain the name of the case worker.
12. Officers should attempt to obtain a secondary location/phone number where a victim might be able to be contacted for safety purposes and continued follow-up investigation.
13. All relevant evidence to the crime will be collected and preserved, including but not limited to photos of the victim's injuries and the crime scene. It may be advisable to have the victim report to the station 24 hours after the incident for photos, as the injuries may be more visible and obvious at that time.
14. Questions regarding strangulation should be asked during the investigation. If strangulation is noted, medical attention should be offered to the victim. If medical attention is refused officers

should inform the victim of the risk if experiencing breathing difficulties within the next 36-48 hours and advise them to seek medical help immediately if problems develop.

C. ARRESTING A POSSIBLE OFFENDER

1. If **probable cause** exists to believe that a **domestic abuse** crime has been committed, the suspect shall be arrested and taken into custody under mandatory arrest, even if the victim declines to prosecute.
 - a. The victim is not required to sign a complaint or request that a case proceed toward prosecution.
 - b. All mandatory arrest charges go into Circuit Court. Ordinance citations **shall** not be used in domestics.
 - c. Signature bonds will not be used during the mandatory arrest 28 day period of time.
22. The officer shall arrest the person that is the "PREDOMINANT AGGRESSOR."
 3. If the person arrested cannot post a cash bail, they shall be incarcerated at the County Jail. The officer shall contact New Horizons, prior to clearing from the call, and advise them of the arrest and provide any other data requested related to the identity and location of the victim. This contact allows New Horizons to provide timely victim advocate services and notify the victim of the arrest prior to the perpetrator being released from jail after posting bail.
 4. Cash bail is required for persons arrested for domestic abuse charges. If a suspect posts cash bail in lieu of being jailed, the suspect shall be advised that any contact with the victim prior to an initial court appearance is prohibited. This no contact must be noted on the CR 5 bond sheet. .

D. INFORMING THE VICTIM OF OFFENDER RELEASE

The Arresting Officer will inform the victim of offender release if known to him/her, by contacting New Horizons. In situations where the suspect does not immediately post bond it is the responsibility of the County Jail to inform the victim of offender release by contacting New Horizons.

E. NON ARREST REPORT

In cases where the officer has probable cause to make an arrest and the suspect is not at the scene, the investigating officers shall make a reasonable attempt to locate the suspect. All efforts to locate the suspect shall be documented in a general report. If the suspect cannot be located, all information including probable cause information shall be documented and identified as a "NON ARREST" on the first narrative line of the General Report. The NON ARREST General Report will be completed **before the end of duty**. This report will be forwarded to the next patrol shifts via the line-up book, Investigative Bureau, and the District Attorneys office for further follow-up and coordination between agencies for arrests/warrants.

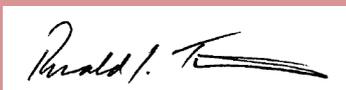
VI. Child Custody Disputes

- A. In accordance with WI ss 48.935 in **NON-MARITAL** situations where a court ordered placement schedule **has not** been issued the **NON-MARITAL** mother has sole legal custody of the child.
 1. If the mother indicates that she does not want the father to see the child she has the legal right to make that decision.
 2. If the mother wants the child returned to her, the child must be returned. The father must go to family court and get a placement schedule to also have custodial rights.
 3. When officers are called to a custody dispute and there is a disagreement as to whether or not a court ordered placement has been instituted, it is the fathers responsibility to produce the paperwork indicating that the court made its ruling.
 4. Child custody disputes will be documented in a General Report.

VII. Interagency Cooperation

- A. The information generated in police reports relative to this order shall be shared in a timely fashion with a representative of the Domestic Violence Intervention Project (DVIP) at Community Service's daily news briefing for the following:
 1. To identify victims of domestic violence to ensure local related services are made available to such victims as part of a coordinated community response.
 2. To ensure this Departments compliance with State Statute and policy relative to Domestic Violence. (Reports that are not public record are not subject to this section and may not be shared with DVIP.)
- B. The Chief or his designee will serve as a representative for this department on the Domestic Abuse Task Force.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XIX	ORDER NUMBER 19. 8. 01
TITLE DOMESTIC INJUNCTIONS SUSPENSION OF NO CONTACT		WORD CODE INJUNCTIONS	TOTAL PAGES 1

I. PURPOSE AND POLICY.

This order establishes procedures in dealing with domestic injunctions and no contact orders.

II. PROCEDURES.

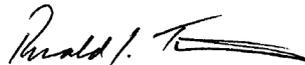
A. Charging Petitioner of Domestic Injunction.

In the above circumstance, investigating officers should complete a report to be referred to the District Attorney's office for review of possible charges.

B. Temporary Suspension of No Contact Order by Court.

1. The Court may suspend a no-contact order for the offender to return to the residence to comply with the temporary suspension usually to retrieve personal items.
2. The offender **MUST** contact the Department to make arrangements to use the temporary suspension. The court document **MUST** be given to the Department for retention of at least a copy for attachment to an Incident Report.
3. The Shift Commander reserves the authority to dictate when the temporary suspension may be carried out dependent upon manpower and other safety factors. Preferably a street supervisor and a patrol officer will respond to the designated location; however, two patrol officers may respond without a supervisor if none are available.
 - a. The offender may be given alternate date/time to comply with the temporary suspension, or
 - b. The offender may be referred to the Field Services Captain if a mutual date/time cannot be arrived at.
4. Responding officers will exercise due care for all present at the location for such stand by requests; if concerned about safety, officers may pat down relevant persons for weapons. If conditions at the scene are such safety is at high risk the officers may cancel/end the stand by request preferably with supervisor approval.
5. Responding officers will document the stand by request on a General Report with court order attached.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XX	ORDER NUMBER 20.1
TITLE JUVENILE OPERATIONS		WORD CODE JUVIE OPS	TOTAL PAGES 1
	Last Reviewed: MAR 2011 WILEAG STANDARDS, 3 ND EDITION 6.6.1, 6.6.6		

I. PURPOSE AND POLICY.

This order ensures responsibility for juvenile operations, that juveniles are dealt with fairly and are not taken advantage of.

II. PROCEDURES.

A. All members are responsible for general juvenile operations.

1. In School Investigations.

a. Members with police business in schools will notify the principal/other responsible official; the school official may be at student questioning if approved by the officer and if the student doesn't object and it won't hinder the case.

b. In a search, officers will ensure that juveniles are afforded rights guaranteed by law.

c. In-school apprehensions are used in exigent circumstances or as a last resort.

2. Search of apprehended juveniles will be as with adults.

3. Juveniles will be handcuffed when appropriate.

4. Juveniles in Need of Protective Intervention. eg.: neglected children, physical/emotional abuse, sexual abuse/assault. Officers will initiate an investigation and may take a child into custody if s/he believes that s/he is in immediate danger from his/her surroundings and removal is necessary. If possible, Protective Services will be advised prior to taking custody.

5. If an officer responds to a situation under where a parent of a new born (72 hours old and younger) is relinquishing their infant to any **law enforcement agency**, EMT, hospital staff member, fire department they may do so **without** question, or concerns regarding prosecution. No officer may induce or coerce or attempt to induce or coerce a parent or person assisting a parent who wishes to remain anonymous into revealing his or her identity, unless the person/ officer has reasonable cause to suspect that the child has been the victim of abuse, neglect or child abduction. . Officers will take an incident number and document the circumstances of the incident and the condition of the child being relinquished. Reference Wisconsin State Statute 48.195 (2001 WI Act 2 "Safe Haven")

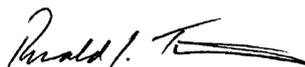
B. Investigative Services Sensitive Crimes.

Juvenile cases are directed by the Investigative Captain. The Sensitive Crimes Detective makes assignments based on specialized training, caseload and experience. Preliminary reports by officers are routed to Sensitive Crimes regarding referrals/offenses

C. The Sensitive Crimes Detective is the Department liaison with other juvenile justice agencies.

D. Confidentiality of Juvenile Records. Records pertaining to persons under 18 are subject to inspection by court order or provisions in WI ss. 48/938; Photos/prints are part of a juvenile record and subject to confidentiality.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	09.27.2012	XX	20. 2
TITLE JUVENILE OFFENDERS		WORD CODE JUVENILE	TOTAL PAGES 2
	History: New 3/03; Updated 8/06 WILEAG STANDARD, 3rd EDITION 6.2.2		

I. PURPOSE AND POLICY.

This order requires that members dealing with juvenile offenders use the least coercive reasonable alternatives consistent with preserving public safety, order and individual liberty.

II. DEFINITIONS.

- A. **Adult:** for purposes of prosecuting a person who is alleged to have violated any state or federal criminal law or any civil law or municipal ordinance, adult means a person who has attained 17 years of age.
- B. **Delinquent:** a juvenile who is 10 years of age or older who has violated any state or federal criminal law or who has committed a contempt of court violation.
- C. **Juvenile:** a person who is less than 18 years of age, except as stated in II-A above.

III. PROCEDURES.

- A. Enforcement Alternatives: Officers may use enforcement when possible and in the best interest of the juvenile and the community. The following will be considered:
 - 1. Nature of the offense.
 - 2. Police record.
 - 3. Informal Disposition.
 - 4. Outright Release with No Further Action: Where parental input may best address the case, the officer may use a warning and advise the parents; reports will be routed to Juvenile for any needed follow up.
 - 5. Age and circumstances of the offender.
 - 6. Recommendations by complainants or victims.
- B. Juveniles under WI ss. ch 51 or 55.
Any voluntary or involuntary admissions, placements or commitments of a juvenile made in or to an inpatient facility shall be governed by ch 51 or 55, see emergency detention orders.
- C. Traffic, Boating, Snowmobile, All Terrain Vehicle Charges.
 - 1. Intake and municipal courts have jurisdiction against juveniles 16 or older for these violations other than:
 - a. 342.06(2) False Application for Vehicle Title.
 - b. 344.48(1) Forge Proof of Financial Responsibility.
 - c. 30.67(1) Duty to Render Aid at Boating Accidents.
 - d. 346.67 Duty upon Striking Person or Attended or Occupied Vehicle, where death or injury occurs.
 - 2. Juveniles charged with related violations will be treated as an adult before the trial EXCEPT that the juvenile may be held in secure custody ONLY in a secure detention facility. Juveniles 16 or 17 years of age shall be treated as adults when receiving traffic citations.
 - a. Juveniles 12 to 15 years of age who commit a traffic offense in Section I of the Traffic Schedule, may be issued an ordinance citation issued under 9.01.
 - b. Juveniles 10-12 who violate Section I, or those 5 or under who commit a Section II traffic crime, will be referred on a Juvenile Report.
- D. Civil Law and Ordinance Violations.
Municipal courts have jurisdiction in proceedings against juveniles aged 12 or older for violations of municipal ordinances. When a juvenile is alleged to have violated an ordinance, the juvenile may be:
 - 1. Issued a citation directing the juvenile to appear in municipal court. This should generally be the case.
 - 2. Referred to intake for a determination of state or federal law violations.
 - 3. If a citation is issued to a juvenile, Records will notify the juvenile's parent, guardian or legal custodian within 7 days.
 - 4. Citations issued to a juvenile who is 12 to 15 years of age for the violations of ordinances adopting the following statutes, will result in Records sending a copy to Intake for informational purposes:
 - a. 125.07(4)(a) or (b) Underage alcohol.
 - b. 125.09(2) Possession of Alcohol on School.
 - c. 125.085(3)(b) Proof of Age: alcohol.
 - d. 961.573(2), 961.574(2), 961.575(2) drugs
 - 5. A juvenile meeting the above conditions may be issued a municipal summons or citation rather than being taken into custody.

6. A juvenile must be at least 12 in order to be issued a citation/summons.
7. A juvenile must be at least 15 to be released on his/her recognizance. If s/he is 14 or younger, s/he can only be released as specified within this order. Release will not occur if the officer feels that s/he may pose a danger to him/herself or others.
8. Juveniles receiving ordinance citations will be assessed forfeitures according to pertinent bond schedules.
9. The name of the juvenile's parent/guardian, and their phone number, will be noted on the front of the ticket.
10. Records will notify the parent/guardian within 7 days of a juvenile's receipt of a citation/summons by mail.

E. Safety at Sporting Events Violations.

Intake and municipal courts have EXCLUSIVE jurisdiction (ie, violations are not to be referred to Intake Workers) in proceedings against juveniles violating WI ss. 167.32 referring to body and object passing, and alcohol violations *at events*

F. Juvenile Drinking Violations.

1. Officers coming into contact with juveniles who have illegally consumed or are in possession of intoxicants will take enforcement action.
2. Violations may result in the issuance of a citation. Such offenses have a mandatory court appearance.
3. An officer may make a referral if s/he feels a ticket is not appropriate or an alcohol/drug assessment is needed.

G. Release of Juveniles that have been drinking.

1. Juveniles determined to have consumed alcohol shall be released using the following guidelines.
 - a. 0.05% B.A.C or greater or visually impaired, release of a juvenile shall occur in the following order:
 1. Parent or legal guardian
 2. Adult relative
 3. Responsible adult
 4. Child Protective Services contacted for release/detainment
 - b. 0.04% B.A.C or less and not visually impaired.
 1. Contact responsible party as outlined in G-1-a.
 2. Officers shall suggest the responsible party take physical custody of the juvenile.
 3. As a last resort the responsible party may give authorization for release without supervision.
2. Officers reports shall reflect the final disposition of the release including the name, address, phone number and relationship of the responsible party if not the parent.

H. Absolute Sobriety.

- a. WI ss. 346.63 (2m): if a person is not at least 21, the person may not operate a motor vehicle with blood alcohol concentration of more than 0.0%.
- b. Officers who encounter persons under 21 who are operating a motor vehicle and who appear to have been drinking, but are not intoxicated, shall ask the person to submit to a breath/blood/urine test prior to issuing a citation for 346.63 (2m) if the officer determines to pursue such charge.
- c. A person who submits and tests in excess of 0.0%, but is less than the restricted P.A.C. (prohibited alcohol concentration) under 346.63(1)(b) shall be issued a citation for 346.63(2m). The person will not be allowed to operate a vehicle. A person refusing to submit to a test, but admitting to drinking, shall be cited. When a person refuses the test, does not admit to drinking, and the officer wishes to support the charge with this evidence, the officer may take the person to a hospital for a blood test per WI ss. 343.305(6)(a). If the test is in excess of 0.0%, but less than the restricted P.A.C. under 346.63(1)(b) the officer will issue a citation for 346.63(2m). These require a mandatory court appearance. 346.63(1)(a) is not precluded from being charged if supported by probable cause.
- d. A juvenile who has a P.A..C at or above the limits as specified under 346.63(1)(b) will be processed according to OMVWI orders and this policy.

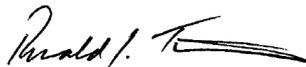
I. Release from Custody.

Every effort will be made to release the juvenile to his/her parent/guardian/custodian, except if the juvenile:

1. Has a parent/guardian/custodian who is unwilling or unable to provide supervision, the juvenile may be released to a responsible adult.
2. Is 15 or older, s/he may be released without immediate adult supervision.
3. Violated terms of aftercare supervision, s/he may be released to whomever had aftercare supervision.
4. Was a runaway, they may be released to an authorized home.
5. Is absent from school, s/he may be released to the school administrator.

6. Notification procedures noted above apply for juvenile release.
7. Is not released, the officer will notify Intake and provide pertinent reports.
8. WI ss. chapters 51 and 55 shall govern release or lack thereof as conditions relate to physical/mental condition or drug/alcohol impairment.
9. Juveniles not to be held in physical custody will be released. If the juvenile does not present a danger to him/herself or others, they are 15 or older, and it is a minor contact, the officer may release them without immediate adult supervision. Where the violation was significant or the juvenile is under 15, they may be released to a parent/guardian or responsible adult.

Ronald J. Tischer
Chief of Police

A handwritten signature in black ink, appearing to read "Ronald J. Tischer", with a stylized flourish at the end.

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XX	ORDER NUMBER 20. 2. 01
TITLE SHOCAP		WORD CODE SHOCAP	TOTAL PAGES 1
	History: New 3/1/03; Updated 7/07		

I. PURPOSE.

This order provides procedures for the handling of serious habitual juvenile offenders under the **Serious Habitual Offender Comprehensive Action Program (SHOCAP)**.

II. POLICY.

SHOCAP is designed to identify the most serious habitual offenders and hold them accountable for their actions. Through a broad based committee the records of juvenile offenders from the County are reviewed to arrive at a workable number of individuals that are candidates for the program.

III. PROCEDURE.

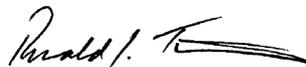
A. SHOCAP List.

1. Community Services Bureau will provide SHOCAP lists to all bureaus, divisions and shifts on a timely basis.
2. Such lists are subject to updating and shall include the date of revision to ensure that accurate lists are used.

B. General Operations.

1. Contact with a SHOCAP juvenile that has committed a violation will require immediate custody of the juvenile.
 - a. SHOCAP juveniles will be charged with all relevant offenses and will be referred for them.
 - b. Unless there is not a corresponding statute, such juvenile will NOT be issued an ordinance ticket but WILL be charged on a juvenile referral.
 - c. Violations of supervision will also be a part of the referral, if known, which will be used for making decisions on holding the party in custody.
2. Intake will be contacted, informed that the party is on the SHOCAP list, and be requested to hold such juvenile in detention.
3. SHOCAP juveniles are not to receive warnings or breaks when a violation has occurred.
4. Operational questions or comments shall be addressed to the Community Services Captain.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XX	ORDER NUMBER 20.3
TITLE JUVENILES IN CUSTODY		WORD CODE JUV CUSTODY	TOTAL PAGES 2
	WILEAG STANDARDS, 3rd EDITION 6.3.4		

I. PURPOSE.

This order gives procedures for taking juveniles into custody.

II. POLICY.

It is Department policy to protect citizens from juvenile crime; hold each juvenile offender directly accountable; provide due process to juveniles to assure that their rights are upheld; and to ensure that victims/witnesses are afforded rights, and are treated with dignity, respect, courtesy and sensitivity.

III. PROCEDURES.

A. Juveniles Engaged in Non-Criminal Misbehavior/Status Offense

Taking a Juvenile into Custody for a status offense; officer believes on reasonable grounds that any of the following exists:

1. Runaway from parents/guardian/custodian.
 - a. When taking a runaway report, complete a Juvenile Report, route a copy to dispatch (LEDC) for (TIME/CIB/NCIC) data entry, and put a copy with photos in the shift binder.
 - b. Runaways may be taken into custody.
 - c. Unless additional charges/extenuating circumstances exist, the officer will return him/her to parent or guardian.
 - d. If circumstances prevent the juvenile from going home; the officer will contact Intake.
 - e. Apprehending officers will route a report to (LEDC) dispatch for (TIME/CIB/NCIC) data clearance.
2. Absent from school without an excuse.
3. Other status offenses such as curfew and underage drinking shall be addressed with an ordinance citation when appropriate or as directed by the on-duty shift commander.

B. Juvenile Alleging to Have Been Harmed or In Danger of Harm.

1. Taking a Juvenile into Custody; officer believes on reasonable grounds that the juvenile is suffering from illness/injury or is in immediate danger from his/her surroundings and removal is necessary.
2. Any incident of alleged abuse or neglect will be brought to the immediate attention of juvenile protective services if it is valid or the juvenile has been harmed or is in danger of being harmed. The on-duty shift supervisor shall be notified of the need for protective services and will assist in assessing the situation.
3. Reports regarding abuse/neglect of children must be stamped confidential.

C. Protecting Juvenile Constitutional Rights.

Juveniles are afforded all rights guaranteed to them by the Constitution of the United States. Refer to General Order 1.10 for Miranda Rights. Search of apprehended juveniles will be as with adults. Juveniles will be handcuffed when appropriate.

D. Referral to Juvenile Intake Workers and the Juvenile Detention Center (JDC) without delay.

Intake Workers:

1. Provide services 24 hrs/day, 7 days/week, for screening juveniles taken into custody and not released.
NOTE: Intake is to be notified when the arresting officer is REQUESTING detention.
2. Referrals to Juvenile Intake.
When juvenile release isn't appropriate, the officer will notify Intake and complete/provide required forms. Parent/guardian/custodian notifications will be in reports. Referral for formal proceedings is restricted to serious criminal conduct/repeated violations. Juveniles may be referred to Intake in the county where the juvenile resides through our Intake.
 - a. In-custody referrals must be done by end of duty.
 - b. Restitution requests should be noted in the report.
3. Intake determines where the juvenile is to be held.
4. Intake must authorize the secure holding of juveniles;
NO juvenile may be placed in secure detention unless:
 - a. Interviewed in person by an intake worker; or,
 - b. Intake consults with the apprehending officer.
5. Reports used: Juvenile Report (1701), Continuation Report for narrative, and required Intake reports.

E. Parent/Guardian Notification of Custody.

The apprehending officer will attempt to notify the parent/guardian/custodian immediately. The attempt will continue until notified or the juvenile is delivered to Intake.

F. Release from Custody.

Efforts are made to release the juvenile to his/her parent/guardian/custodian, except if the juvenile:

1. Has a parent/guardian/custodian who is unwilling/unable to provide supervision; s/he may be released to a responsible adult.
2. Is 15 or older, s/he may be released without immediate adult supervision.
3. Violated terms of aftercare supervision, s/he may be released to whomever had aftercare supervision.
4. Runaways may be released to an authorized home.
5. Is absent from school, s/he may be released to the school administrator.
6. Notification procedures above apply for juvenile release
7. Is not released, the officer will notify Intake.
8. WI ss. 51/55 govern release relating to physical/mental condition or drug/alcohol impairment.
9. Juveniles not held in physical custody will be released. If s/he does not present a danger to him/herself/others, they are 15 or older, and it is a minor act, the officer may release them without immediate adult supervision. In incidents where the violation was significant or the juvenile is under 15, they will be released to a parent/guardian/responsible adult. When an officer cannot find a parent, etc, the officer will contact Intake. On taking a juvenile into custody, officer will without undue delay, deliver the juvenile to the individual/agency having authority for child custody under the circumstances, eg. intake, parent, etc.

G. Courts of Criminal Jurisdiction.

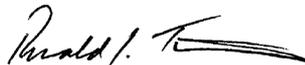
Criminal courts have EXCLUSIVE jurisdiction over ALL of the following:

1. 940.20(1) Battery by Prisoners.
2. 946.43 Assaults by Prisoners, in a secured facility,
3. 940.20(2m) Battery to Probation/Parole Agents.
4. 940.01 First Degree Intentional Homicide.
5. 940.02 First Degree Reckless Homicide.
6. 940.05 Second Degree Intentional Homicide.
7. A juvenile charged with violating criminal law if s/he was convicted of a previous violation following waiver into adult court or if the charge is still pending.
8. A juvenile charged with violating criminal law if s/he was convicted of a previous violation in adult court or if such previous violation is pending in adult court.

H. In addition to previously noted incidents, taking a Juvenile into Custody; officer believes on reasonable grounds that any of the following exists:

1. Capias/warrant issued in this state; s/he is a fugitive.
2. Capias/warrant has been issued by another state.
3. Committing/committed a state/federal crime.
4. Violated terms of court ordered/aftercare supervision.
5. Violated an Intake order for temporary physical custody.
6. Violated a civil law/local ordinance punishable by forfeiture, EXCEPT that s/he will be released as soon as reasonably possible.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XX	ORDER NUMBER 20. 4
TITLE CUSTODIAL INTERROGATION - JUVENILES		WORD CODE JUV INTER	TOTAL PAGES 2
	History: Updated 9/16/05, 8/06 WILEAG STANDARDS, 3rd EDITION 6.6.4		

I. PURPOSE.

This order establishes procedures for the custodial interrogation of juveniles as well as to provide guidelines for all personnel on the custodial interrogation of juveniles under the age of 17 and the requirement of electronic recording. The Wisconsin Supreme Court has directed that all custodial interrogations of juveniles under the age of 17 must be electronically recorded where feasible and without exception when questioning occurs at a place of detention.

II. POLICY.

It is Department policy to protect citizens from juvenile crime and in the same time ensure that personnel provide due process to juveniles to assure that constitutional and other rights are recognized and protected.

III. DEFINITIONS

- A. **CUSTODIAL INTERROGATION:** Custodial interrogation has two distinct elements, custody and interrogation. Both must be present to establish custodial interrogation.
- B. **CUSTODY:** The test for whether a person is in custody for the purpose of this order is whether a reasonable person in the defendant's position would consider himself / herself to be in custody given the degree of restraint under the circumstances. The test is an objective one. The officer or the defendant's subjective belief is immaterial to the analysis. The totality of circumstances will determine whether a reasonable person in the suspect's position would believe that he or she is in custody. For purposes of interrogations in a school environment it should be believed that the juvenile is not free to leave.
- C. **INTERROGATION:** Police initiated questioning designed to elicit an incriminating response.

IV. PROCEDURES.

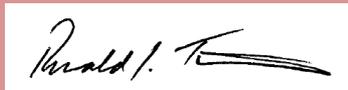
- A. Conferring with Parents or Guardians.
Interrogating members may confer with parents or guardians before or during juvenile interrogations. When possible, interrogating members will confer with parents/guardians after the juvenile interrogation. Note: Bringing a juvenile into physical custody requires parent notification.
- B. Interrogation Duration and Officers Involved.
Members will limit the duration of interrogation and the number of members engaged in the interrogation to that which is reasonable considering time of day, juvenile's age, and other physical and/or emotional needs.
- C. Department and Juvenile Justice System Procedures.
The officer will explain the Department's and juvenile justice system procedures that are applicable to juveniles being interrogated.
- D. **RECORDING INTERROGATIONS**
 1. All custodial interrogations of juveniles under the age of 17 will be electronically recorded whenever possible. All custodial interrogations of juveniles under the age of 17 at a place of detention will be electronically recorded without exception.
 2. Officers MAY advise the suspect, before the interrogation, that the interrogation is being electronically recorded.
 3. Electronic recording shall start at the initiation of the interrogation, not at the start of a formal statement. All portions of the custodial interrogations shall be recorded.
 4. When possible the officer should announce at the start of the electronic recording the location, time and persons involved in the interrogation, including the suspect.
 5. Audio taping of a suspect in the field or away from the police department will be conducted with the officer's assigned personal recorder or squad mobile video camera. Officers may use personal recorders/ department recorders for audio taping at the police department.
 6. The cassette tape shall be placed in evidence under the related incident number.

7. The incident report will indicate that the interrogation occurred, location of the interrogation and that the cassette tape was entered into evidence.
8. Generally, transcriptions of the cassette tapes/digital recordings will not be necessary. Officers can summarize the relative portions of the statement in the incident report. Should a transcription be necessary for investigative or prosecutorial reasons, the property officer will make the necessary arrangements to have the evidentiary tape re-produced and turned over to a records clerk for transcription. The original should be kept in evidence.
9. Properly trained officers may use digital recorders for custodial interrogations.
10. The digital recording shall be downloaded to the specified folder on the city network drives to ensure that it is safely stored.
11. Generally interrogations that are digitally recorded will not need to be immediately converted to a compact disc as it will be stored indefinitely on the city's networked hard drives. Should a recording be necessary for investigative or prosecutorial reasons it can be burned to a compact disc and stored in evidence. Should an officer/investigator or supervisor feel an immediate copy of the interrogation should be burned to compact disc due to the nature of the incident they should burn a copy onto compact disc and follow normal evidentiary procedures. If the officer/investigator does not have the proper computer hardware to burn a compact disc a report will be routed to the property clerk requesting that case be burned to compact disc and placed into evidence.

E. SPECIAL PROCEDURES FOR DIGITALLY EQUIPPED INTERVIEW ROOMS

1. Interview/interrogation rooms located within the police department that are equipped with digital audio/video recording equipment can be utilized for juvenile custodial interrogations.
2. Digitally equipped interview rooms have equipment that is independent of the city's networked computer system. Therefore, it will be necessary to burn the interview/interrogation to a compact disc to ensure that it is saved for future investigative or prosecutorial reasons.
3. Following the interview/interrogation in a digitally equipped room, the assigned officer will ensure that a compact disc is burned of the entire interview/interrogation and that the compact disc is stored in evidence following normal evidence procedures as outlined in general order 30.0. If the officer is unfamiliar with how to transfer the recording to compact disc they should consult with trained personnel to ensure proper transfer. The interview/interrogation will be stored on the digital video/audio recorder for a minimum of 7 days to allow for transfer to compact disc at a later date.

Ronald J. Tischer
Chief of Police

A handwritten signature in black ink, appearing to read "Ronald J. Tischer", is written over a white rectangular background.

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXI	ORDER NUMBER 21. 1
	WORD CODE DISTURBANCE		TOTAL PAGES 3
TITLE NATURAL/MANMADE DISASTERS & CIVIL DISTURBANCES			
WILEAG STANDARDS, 3rd EDITION 13.1.1			

I. PURPOSE AND POLICY.

This order is a plan for responding to natural/manmade disaster and civil disturbances. It is our policy to ensure that the rights of all people engaging in lawful demonstrations are protected. The Department will monitor such acts, take legal steps to discourage unlawful acts which may transform into a civil disturbance and address illegal activity. This order is a plan for responding to civil disturbances.

II. DEFINITION.

Disaster: any natural/manmade event, hostile attack, or other hazardous occurrence of unusual/severe effect, threatening/causing extensive damage to life/property and requiring extreme measures to protect lives, meet human needs and achieve recovery. It may constitute a state of emergency.

III. PROCEDURES FOR NATURAL/MANMADE DISASTERS.

A. Scene Assessment.

1. A supervisor is assigned to investigate disasters. S/he will assess the scene for:
 - a. Size/area of the disaster.
 - b. Special precautions or hazards.
 - c. Injured and/or casualties.
 - d. Activity of victims, witnesses or gathered people.
 - e. The potential impact/risk to adjacent locations.
 - f. Resources required to address the incident.
2. Property damage only disasters may require police monitoring to ensure peaceful resolution.
3. The supervisor will advise the station commander as to the above and may request needed personnel.

B. Communications.

1. Mobilization of off-duty manpower will follow steps contained herein.
2. Dependent upon severity, LEDC may devote a person to a specific radio channel for the event.
 - a. Emergency power is for equipment failure.
 - b. Complete failure: use cellular phones.
 - c. Radios may be obtained from other sources.
3. The Department station supervisor will:
 - a. Monitor LEDC activities relative to the event.
 - b. Initiate the mobilization process if needed.
 - c. Provide for Department notifications to include:
 - 1) Chief.
 - 2) Assistant Chief.
 - 3) Bureau Captains.
 - d. Obtain walk units from other sources, if needed, e.g. other city departments, military, etc.
4. A command post is the central point for on-scene communications.

C. Situation maps.

1. Maps, location of such, and their responsibility:
 - a. 2 maps; at central station; by the station commander.
 - b. 2 maps; at north station; by the station commander.
 - c. 2 maps; in the patrol command squad; by the station commander.
 - d. 2 maps; in ERT vehicles; by the ERT commander.
 - e. 2 maps; at LEDC; by the LEDC administrator.
2. Supervisors may use maps for planning, manpower allocation, etc.

D. Field Command Posts - Chain of Command.

1. The ranking supervisor on-duty will assume responsibility for the disaster unless relieved via command protocol. S/he will:
 - a. Assign duties depending upon the size and nature of the disaster.
 - b. Be a liaison with responding agencies.
 - c. Establish a command post near the scene.
 - d. Provide for the security of the scene.
2. Officer Response.
 - a. A staging area will serve as a report-in point for personnel responding to the disaster.
 - b. Personnel will respond in uniform unless told otherwise and will have equipment as told by the supervisor.

3. Duty Assignments.

Immediate concern is for safety, care for injured, order maintenance, and prevention of crime. Roles, functions and who would most likely be assigned:

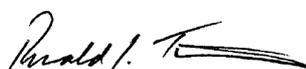
 - a. Commander: responsible for overall incident control; filled initially by the responding supervisor, later by the Field Services Captain or ranking designee.
 - b. Crowd control: limit pedestrian movement; assigned to trained members and ERT .
 - c. Traffic control: direct vehicular/pedestrian movement; assigned to uniformed members.
 - d. Security: provide security to persons/facilities; assigned to uniformed officers.
 - e. Transportation: transport personnel and prisoners; assigned to uniformed members.
 - f. Arrest teams: effect physical arrests; assigned to ERT teams or other uniformed officers.
 4. Personnel will inform the command post of any data or needs they may have. Some to communicate include:
 - a. Casualty information.
 - b. Equipment or personnel needs.
 - c. Significant changes in events.
 - d. Information that facilitates rumor control.
 5. Equipment Concerns. A supervisor will ensure that all needed equipment is obtained. Equipment not available may be obtained by from other agencies or by renting/purchasing such items.
- E. Staffing Considerations.
1. The disaster's size/nature determines the response.
 2. For resolution:
 - a. Dispatch personnel as needed/available.
 - b. Mobilize ERT if needed.
 - c. Holdover/call in shift personnel.
 - d. Invoke the mobilization plan.
 3. Other agency support. Consideration may be given to using other disaster plans available in the CO room or from emergency government.
 - a. Invoke mutual aid with neighboring jurisdictions.
 - b. Request aid from the state patrol/military.
 4. Requests for E-3 require the authorization of the Chief, Assistant Chief or designee. Military support is based on a joint decision involving police administration, the Mayor's office, the State, and the military.
- F. Community relations/public-media information. Media liaison: responsible for releasing data to the media and controlling rumors regarding events; filled by the Community Services Captain or designee. Community Services will conduct media briefings if necessary, during and after the handling of disasters to include general information as well as casualties.
- G. De-escalation, Post-occurrence duties, and Reporting.
1. As the event de-escalates, an adequate number of personnel are retained in case a resurgence occurs.
 2. Care is given to secure the scene, if dangers may remain, by blocking off the area with barricades, line tape and lighting/warning devices. Public property clean-up by City agencies will be done when possible prior to opening up area streets/facilities for access or use.
 3. The disaster is reported under one incident number. Involved personnel will compile reports.
- H. Incident Review and Debriefing. The Chief will review the event or may designate members to do such review. If applicable, debriefing sessions for involved personnel may be ordered by the Chief.

IV. CIVIL DISTURBANCES

- A. Communications. To staff civil disturbances:
1. Dispatch personnel as needed or available.
 2. Mobilize ERT if needed.
 3. Utilize on-duty officers from other Bureaus.
 4. Hold over/call in shift personnel.
 5. Invoke the Department's mobilization plan.
 6. LEDC: dependent upon the event, devote a person to a specific radio channel for the event; emergency radios may be obtained from other sources.
 7. The Department station supervisor will:
 - a. Monitor LEDC relative to the event.
 - b. Initiate the personnel mobilization if needed.
 - c. Provide for Department notifications to include:
 - 1) Chief.
 - 2) Assistant Chief.
 - 3) Bureau Captains.
 8. A command post is the center for on scene communication.
- B. Situation maps. See III-C above.
- C. Chain of command (to include other agencies).
1. The ranking/senior supervisor on-duty will assume responsibility unless relieved according to command protocol. S/he will:
 - a. Assign duties depending on size/nature.
 - b. Be liaison with other responding agencies.
 - c. Establish a command post near the scene.
 - d. Provide for the security of the scene.
 2. A supervisor is assigned to investigate disturbances. S/he will assess the scene for:

- a. Size/area of the disturbance.
 - b. Special precautions or hazards.
 - c. Injured and/or casualties.
 - d. Activity of victims, witnesses or gathered people.
 - e. The potential risk to adjacent locations.
 - f. Resources required to address the incident.
3. Lawful assemblies may only require monitoring by police.
4. The supervisor will advise the station commander and may request personnel as needed.
5. Officer Response. A staging area will serve as a reporting point for responding personnel.
6. Duty Assignments.
The concern of personnel is for safety, care for injured maintenance of order, and prevention of crime.
Roles, functions and who would most likely be assigned:
- a. Commander: responsible for overall incident control; filled initially by the responding supervisor, later by the Field Services Captain or ranking designee.
 - b. Crowd control: limit pedestrian movement; assigned to trained members later to crowd control teams.
 - c. Arrest teams: effect physical arrests; assigned to ERT or other uniformed officers.
7. Personnel will give the command post data/needs they have such as for personnel/changes in events.
An issue that should be given is casualty information.
8. Equipment Concerns. The event supervisor will ensure that all needed equipment is obtained.
Equipment not available may be obtained via other agencies or by renting/purchasing such items.
- D. Staffing Considerations. The disturbance size/nature determines the response. As the event de-escalates, an adequate number of personnel shall be retained in case a resurgence occurs.
- E. Community relations/public information.
Media liaison: responsible for release to the media and controlling rumors; filled by the Community Services Captain or designee. Community Services will conduct media briefings, if necessary, both during and after police handling of disasters to include information on any casualties.
- F. Other agency support. See III-E-3,4.
- G. Public facility security: Responsible for security to persons/facilities representing targets of disturbances.
- H. Traffic control: Responsible for the pedestrian/vehicular movement in the area.
- I. Equipment requirements. Respond in uniform unless advised otherwise and have equipment as told by a supervisor. Personnel will advise the command post any needs they may have for equipment or supplies.
- J. De-escalation procedures.
- 1. Conflict Resolution: the following may be applied in an effort to resolve/deescalate the disturbance:
 - a. Divert the crowd's attention, eg use of PA.
 - b. Remove/isolate persons precipitating the event.
 - c. Remove/neutralize leaders .
 - d. Fragment the crowd into small, isolated groups.
 - e. Make limited arrests as needed.
 - f. Mass arrests are a last resort.
 - 2. Arrest Guidelines. A Supervisor will attempt to negotiate with leaders for cooperation. Only the force necessary to effect an arrest will be used; use of passive resistance will be removed with minimum force.
 - 3. Mass Arrest.
 - a. Sufficient personnel must be available prior to initiating the arrest process.
 - b. A standby ambulance may be needed.
 - c. Unlawful assembly arrests require members to give at least THREE verbal warnings and time for dispersal. Before arrests are made, each person should be personally warned a 4th time.
 - d. Arrests should be made by two-person teams; no member should make arrests alone or enter crowds alone.
 - e. Photos and video from the event will be processed.
 - f. Arrests by each officer may be limited to ensure that s/he is able to recall specifics for reports.
 - g. A sufficient number of personnel will remain with prisoners until their release or confinement for security purposes.
 - h. Inquiries relating to mass arrests will be deferred to Community Services, when appropriate.
 - 4. As the event de-escalates, a number of personnel shall be retained in case of resurgence.
- K. Post-occurrence duties. Care will be given to secure the scene if dangers remain by blocking the area with barricades, tape, lighting/warning devices. Public property clean up by other agencies will be made when possible prior to opening involved streets/facilities for use.
- L. After-action reports. The incident will be reported under one incident number. Members compile related reports. The Chief or designees will review the event. Debriefing sessions may be ordered by the Chief.
- M. Transportation.
Personnel assigned to transportation are responsible for transporting personnel and prisoners.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXI	ORDER NUMBER 21.2
TITLE PANDEMIC PREPAREDNESS		WORD CODE PANDEMIC	TOTAL PAGES 3

I. PURPOSE

To provide guidelines for the operation of the La Crosse Police Department during a pandemic event.

The La Crosse County Health Officer/designee is responsible to promptly take all necessary measures to prevent, suppress and control communicable disease. Although state and local health officials tend to follow the guidance of national authorities, there may be variances among the local health officers in their specific plans and implementation.

The Assistant Chief will serve as the coordination and communication authority within this policy.

II. POLICY

It is the policy of the La Crosse Police Department to have in place a structure guiding the response of the department to a sustained pandemic, so that the effects from a novel infectious disease and the number of deaths and illnesses in the community, served by the department, is minimized while protecting police department employees, cooperating with the regional health care system, community leadership and addressing the needs of the community for police response.

III. DISCUSSION

Assumptions:

1. Influenza pandemic is inevitable.
2. To some extent, everyone will be affected by the influenza pandemic.
3. The first wave of the influenza pandemic may last from 1-3 months, while the entire pandemic may last 2-3 years.
4. Widespread illness in the community may also increase the likelihood of sudden and significant shortages of finite resources such as space, personnel and supplies.
5. Effective preventative and therapeutic measures including respiratory support, vaccines, and antiviral agents, will likely be in short supply.
6. Health care workers and first responders will likely be at higher risk of exposure to influenza than the general population, further impeding the care of patients.

IV. PROCEDURES

This policy is organized in three sections, which outline the key roles and responsibilities of the department in each of the three pandemic phases:

- A. Pre-Pandemic Phase
- B. Pandemic Phase
- C. Post-Pandemic Phase

A. PRE-PANDEMIC PHASE

1. Public Health authorities will be primarily responsible for the surveillance system for monitoring illness in contacts of patients, who have been diagnosed with a respiratory illness from a novel virus strain.
2. The department shall have a protocol that all police department members are to report all illnesses to their supervisor if such absence interferes with their work schedule. This process establishes a routine practice for the employee and assists the department in establishing a baseline for absenteeism and monitoring the work environment for possible transmission related situations.
3. Every employee is encouraged to obtain an influenza vaccination every season to help prevent influenza occurrences.
4. The police department is to cooperate with the health department in the Emergency Operation Center (EOC) by having a trained person(s) on staff, who can serve as the EOC police department liaison.
5. All police department members should have a personal plan if school is suspended and alternative childcare is needed.
6. Vaccine for the novel virus will likely not be immediately available when the pandemic occurs. When the vaccine is available, it will be released through the Department of Public Health.

B. PANDEMIC PHASE

1. The Assistant Chief will be responsible for monitoring the pandemic situation and calling for the implementation of the Pandemic Phase of this policy. As part of this phase the Assistant Chief will ensure Field Services staffing is maintained to meet emergency calls for service and community needs.
2. Once notification is received from the County Health Officer that a pandemic has been identified, the Assistant Chief will determine the departments need to institute universal respiratory precautions when making contact with anyone showing influenza like symptoms.
3. The Field Services Captain shall serve in the role of department coordinator with other community responders to manage the pandemic response.
Examples: Vaccine site security, quarantine enforcement, and hospital security.
4. The Community Services Captain will review all communication for the department relating to the flu pandemic and will coordinate all media and information through the assigned incident Public Information Officer (PIO).
5. The department may implement changes in bureau assignments and alternative scheduling based on employee attendance and the ability to respond to community needs. Alternative scheduling options are at the discretion of the administration to

include, but not limited to early call in/holdover of personnel, or in the most extreme case a twelve (12) hour shift rotation, and/or cancelling of days off.

6. Employees must monitor their medical condition and immediately notify their supervisor of any influenza like signs or symptoms.
7. Due to the highly contagious nature of the novel virus, the department may institute a protocol suspending police officer response to medical calls (first responder duties).
8. Bureau and Shift Commanders shall monitor pandemic issues and the department may suspend non-emergency duties to reduce the impact on emergency services, reduce potential employee exposure or influenza transmission.
9. Each Bureau Captain shall monitor employee attendance patterns and make necessary assignments based on available personnel.
10. As a result of the potential number of fatalities, the department may implement Critical Incident Stress Debriefing sessions for all employees as necessary.
11. The impact of the first pandemic wave on the police department is to be evaluated by the Administrative Staff and considered during the preparation for the next possible wave.

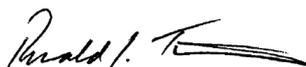
C. POST-PANDEMIC PHASE

1. Members of the Administrative Staff will conduct a formal assessment of the pandemic influenza plan and identify lessons learned. This plan is to be revised based on the assessment and lessons learned.
2. Follow-up on all safety and health issues is to be completed by the Assistant Chief who will provide a report of lessons learned and recommendations for implementing changes in the plan or training to address all identified safety and health issues.
3. Unresolved Human Resource issues are to be addressed, including refusal to work, resignation, work related illness and staff losses.

V. SICK LEAVE REPORTING

Sick leave reporting is accomplished by contacting your bureau supervisor via phone conversation before the absence and upon return to work by use of the La Crosse Police Department Sick Leave Memo.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXI	ORDER NUMBER 21. 4
TITLE EMERGENCY MOBILIZATION PLAN		WORD CODE MOBILIZE	TOTAL PAGES 2
	History: New 3/03; Updated 8/06, 2/11 WILEAG STANDARD, 3rd EDITION 13.2.1		

I. PURPOSE.

The order establishes an emergency mobilization plan.

II. POLICY.

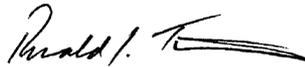
It is Department policy to be prepared to mobilize manpower and related resources. The Assistant Chief is the liaison with Emergency Government.

III PROCEDURES.

- A. Communications. When the on-duty shift commander feels mobilization is required, the following will be notified:
1. Chief, Assistant Chief, Bureau Captains.
 2. Brief explanations regarding the incident will be made, their input will determine the mobilization.
 3. Notifications will spread as indicated; ranking members will inform their subordinates of any call-ins.
 - a. **Field Services**: on-duty shift commander notifies the Field Captain, the Captain notifies the shift lieutenants, lieutenants notify their shift sergeants, sergeants notify their assigned officers and police reserves if applicable.
 - b. **Investigative Services**: on-duty shift commander notifies the Investigative Captain, the Captain notifies the Bureau Detective Lt. , the Detective Lt. notifies all Detectives//investigators,
 - c. **Administrative Services**: on-duty shift commander notifies the Assistant Chief, the Assistant Chief notifies the Bureau Lieutenant, the Lieutenant notifies the Training Lieutenant and the Records Sergeant, the Sergeant notifies the Court/Traffic Officer and clerical staff (if needed), and the Officer notifies the civilian service employees.
 - d. **Community Services**: on-duty shift commander notifies the Community Captain, the Captain notifies the Bureau Lieutenant, the Lieutenant notifies the Sergeant and DARE officers, the Sergeant notifies the SRO's and other community services officers.
 4. ERT team notifications will follow their specific call out procedures; this may result in duplication.
 5. The shift commander and LEDC supervisor will designate the radio channel to be used by mobilized personnel.
 6. Phone calls will contain the following:
 - a. Nature of the emergency.
 - b. Location and time to report.
 - c. Uniform to be worn and equipment to report with.
 7. If a person in the chain is unable to contact the next person, that person is responsible for contacting the following person(s), eg. "A" cannot contact "B" so "A" is then responsible for contacting "C".
 8. During an ALERT FIVE, the shift commander will have LEDC issue a media wide broadcast "*La Crosse Immediate Response*" message. The broadcast will alert ALL personnel to report in immediately. This will be broadcast on the police Main channel and all pagers.
 9. Phone # **789-7238** is the employee information line during emergencies. The shift commander will assign a member to staff the line.
 10. Callers will attempt two contacts with people on their call list to reach members.
 11. After calling members, callers will contact the Bureau Captain and report the available members. Captains will call "9" above to report available members and who was NOT contacted; those not contacted will be attempted by desk personnel as time permits.
 12. An optional department wide mobilization notification can be accomplished with the Departments Community Messaging System. See General Order 24.4.01.
- B. Alert stages. The on-duty shift commander has the authority to activate a partial or complete mobilization. Stages:
1. **ALERT ONE**. Mobilize all on-duty personnel.
 2. **ALERT TWO**. Partial mobilizing Field Services personnel accomplished by holdover or calling of a shift.
 3. **ALERT THREE**. Mobilizing ALL Field Services personnel.
 4. **ALERT FOUR**. Mobilizing B-3 and partial mobilization of another Bureau's personnel.

5. **ALERT FIVE.** Mobilization of ALL DEPARTMENT PERSONNEL.
- C. Primary and alternate assembly areas. **ASSEMBLY "A"**-Central Station; **ASSEMBLY "B"**- Northside Station; **ASSEMBLY "C"**-Other predetermined location.
- D. Equipment distribution. Issuance is at an assembly area by an assigned supervisor. Check out/in lists used to document issuance/return. For ALERT FIVE, Administrative personnel are primarily responsible for these tasks.
- E. Special task force activation. The shift commander may activate special operations through contact of key personnel.
- F. Key personnel designations. Special unit mobilization requests will be as designated in related orders to include:
1. ERT - ERT commander or team leaders.
 2. Investigative Teams - Investigative Services Captain.
 3. Accident Reconstruction - specific officer.
 4. MEG Drug Unit - Investigative Services Captain.
- G. Transportation assignments. Personnel used for general transportation may be civilian service employees or police reserves. Van/bus services may be used as deemed necessary.
- H. Management control measures. The shift commander is in charge of mobilization; however, initial administrative notification may modify mobilization plans. The reporting in of the highest ranking officer will assume command as dictated by command protocol.
- I. Rehearsals. The Assistant Chief will conduct a partial mobilization drill annually. A report detailing the time consumed in the call back and the percent of successful contacts will be routed to the Chief. Drills will be unannounced and at random hours to measure the effectiveness of the system. Drills are telephonic only and do not require personnel to actually report in for duty.
- J. Coordination with emergency management personnel. The Department will participate in related Emergency Government drills. In the event of any emergency, the Department will coordinate efforts with related emergency response agencies.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXI	ORDER NUMBER 21.5
TITLE HOSTAGE AND BARRICADED PERSONS		WORD CODE HOSTAGE	TOTAL PAGES 2
	History: Update 7/07, 4/08 WILEAG STANDARDS, 3 rd EDITION 13.1.1.4		

I. PURPOSE.

This order is a plan for hostage/barricaded person situations.

II. POLICY.

It is Department policy to consider life of utmost importance; to enhance prospects of peaceful resolution by communication; to develop/maintain alternatives for resolution; and to make reasonable efforts for the safe release of the hostages.

III. DEFINITIONS.

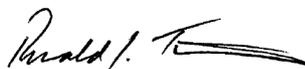
- A. **Barricaded Subject:** person reasonably believed to be a threat to commit serious bodily injury/death to hostages, him / herself officers or others and who is in a stronghold position.
- B. **Hostage:** any person held by another against his/her will by force or threat of force, expressed or implied.

IV. PROCEDURES.

- A. Notification of tactical and hostage negotiation personnel.
 - 1. Responding Officer(s) will not initiate tactical actions other than to protect life/safety of themselves/others.
 - a. Identify the high risk situation.
 - b. Notify LEDC and request a supervisor.
 - c. Contain/isolate the scene, establish an inner perimeter, maintain contact with the incident scene.
 - d. Gather intelligence, eg: suspect, hostage, etc.
 - 2. Responding Shift Supervisor: if ERT is needed, notify LEDC/station supervisor of such.
 - a. Establish command post; record personnel assignments and develop a record of events.
 - b. Ensure that perimeters are staffed and secure.
 - c. Ensure that the Chief, Assistant Chief, Bureau Captains, and the ERT OIC are notified.
- B. Interaction between tactical and hostage negotiation personnel and responsibilities of each.
 - 1. The call-out team will include an ERT OIC, negotiators, entry personnel and sniper/observers, when possible. The ERT OIC is in charge at the command post. The initial purpose of ERT is containment/isolation of the problem; identify, specifically locate and resolve the problem. Responses are determined through gathered data and are pre-planned/carried out only with OIC approval.
 - 2. Negotiator's responsibility is to establish a rapport and voice identification with the suspect and attempt to reach a peaceful remedy. Negotiators will keep the OIC and tactical personnel informed as to their progress.
 - 3. The OIC will coordinate with tactical personnel any offensive that may be required to conclude the incident.
- C. Notification of appropriate persons within and outside the agency, such as command officers, dog handlers, or pilots.
Notifications shall follow guidelines herein and in orders such as the Mobilization order.
- D. Communications with other agencies. Personnel may request aid from other agencies; requests for aid will be made from the ERT OIC or initial supervisor prior to ERT arrival.
- E. Establishment of inner and outer perimeters.
 - 1. Initial officers: establish an inner perimeter, direct others to establish control to/from the area, exclude all but emergency traffic from the area; only uniformed officers in the inner perimeter unless okayed by OIC.
 - 2. The responding supervisor will ensure that an inner perimeter is staffed/secure; staff an outer perimeter to control pedestrian/vehicular traffic.
- F. Evacuation of bystanders and injured persons.
When possible members will evacuate people beyond the perimeter. Only police will be in the inner perimeter.
- G. Establishment of central command post; chain of command.
 - 1. The responding supervisor will establish a command post in a position of safety with access to phone lines.

2. PERSONNEL reporting to the area will report to the command post or staging area for assignment.
 3. The ERT OIC is in charge on arrival at the command post. S/he will make decisions after consulting with the Chief/designee when possible as to manpower, negotiations, personnel duties, policy, and use of tactics.
- H. Request for ambulance/rescue/fire/surveillance equipment.
1. The responding supervisor will ensure that emergency medical services are available at/near the scene.
 2. Requests for special services will be made through the command post by the ERT OIC. Specialized surveillance equipment will be maintained in ERT vehicles. Additional equipment may be requested through other sources eg. MEG unit, State Patrol, Region SWAT or Fort McCoy.
- I. Authorization for news media access and news media policy.
1. The notification process includes notifying Community Services who for extended events, will answer media concerns/issue statements. If the event is under investigation, releases will be minimal and only given by a supervisor or Community Services.
 2. Media access is generally denied at the scene however the ERT OIC may authorize such if safety is not breached.
 3. The ERT OIC and/or the Community Services PIO will designate a media location to facilitate news briefings and other information needed by the media. When possible the ERT OIC and the Community Services PIO will consult to determine the best media briefing location.
- J. Authorization for use of force and chemical agents.
1. The ERT OIC has authority for granting the use of force and chemical agents. S/he will make decisions after consulting with the Chief or designee whenever possible.
 2. Deadly force should be employed only in compliance with use of force orders and then with the permission of the ERT OIC when possible. This does NOT restrict personnel from using force in the immediate protection of themselves/others under this/other orders.
- K. Use of trained negotiation and support staff.
ERT negotiation and support staff are volunteers trained in their specialties who maintain a peak level of performance through repetition training on a regular basis.
- L. Pursuit/surveillance vehicles and control of travel routes.
See pursuit and emergency call orders for these situations.
- M. After-action report.
1. Responding officers will complete a General Report.
 2. Members directly involved will complete supplements.
 3. INCIDENTS involving ERT may be reviewed by:
 - a. Assistant Chief (committee chairperson).
 - b. Field Services Captain.
 - c. ERT members: OIC, Assistant OIC, and one other .
 - d. Field supervisor on the scene.
 - e. To address policy compliance, tactical response, success and problems encountered, commendations and discipline. Report findings to the Chief. The committee will work with other assigned investigators.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXI	ORDER NUMBER 21. 5. 01
TITLE NON- HOSTAGE/BARRICADED ERT CALL OUTS		WORD CODE BARRICADED	TOTAL PAGES 1

I. PURPOSE.

This order outlines the use of ERT personnel for situations such as executing warrants, searches, drug related entries.

II. POLICY.

Investigative Services, MEG Units and related criminal justice agencies require additional manpower to safely conduct or execute searches, warrants, raids, etc.; however, it is not reasonable to impact on-duty shift members with such a task when trained ERT members are available.

III. PROCEDURES.

A. Preliminary Investigator/Requester Information Base.

The requesting investigator/detective/agency will:

1. Notify the Investigative Services Captain/designee of:
 - a. Need for warrant, search, raid.
 - b. Need for additional manpower through ERT.
2. Notify the Chief or Assistant Chief if directed to do so by the Captain.
3. Obtain expressed approval from the Captain/designee.
4. Obtain pertinent warrants in a timely basis.
5. Obtain/prepare location/scene floor plans and related layouts for tentative entry purposes.
6. Gather intelligence on targeted items and/or persons, as well as their possible arrival or presence.
7. Obtain expressed approval from the Captain or designee for call out of ERT without negotiators.

B. Notification of ERT personnel.

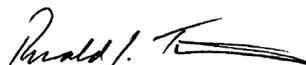
1. Requesting investigator will contact OIC of ERT and the on-duty station supervisor for **ERT call out without negotiators** and indicate that the above authority has been obtained.
**NOTE* THE INVESTIGATOR/DETECTIVE IS RESPONSIBLE FOR HAVING ALL REQUIRED DATA/INTELLIGENCE GATHERED PRIOR TO ERT CALL-OUT TO NEGATE DELAYS.*
2. The on-duty station supervisor will page the ERT team without negotiators. To minimize shift impact, on-duty ERT members will be activated after the arrival of the ERT OIC/Team Leader.

B. Interaction: investigator/detective and ERT OIC/Team Leader.

1. The call-out team will include an ERT OIC and entry personnel. The ERT OIC is in charge after the investigator/detective has provided all related information and s/he will remain in charge until the scene/location is secure and safe for searching, etc.
2. The sequence for OIC responsibility is:
 - a. Investigator/Detective, obtaining warrant and related information.
 - b. ERT OIC/Team Leader, entry planning-entry-scene security.
 - c. Investigator/Detective, processing/gathering evidence, etc. (ERT MAY BE RELIEVED AT THIS TIME)
 - d. ERT OIC/Team Leader, scene disposition and securing the scene on departure/clearance.

C. All other applicable areas in Order 21.5 will be adhered to.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXI	ORDER NUMBER 21. 6
	TITLE BOMB THREAT	WORD CODE BOMB	TOTAL PAGES 2
WILEAG STANDARDS, 3rd EDITION 13.1.1.3			

I. PURPOSE.

This order is a plan for handling a bomb threat or emergency.

II. POLICY.

It is Department policy to ensure the safety of members and the public during actual or potential use/presence of explosives.

III. DEFINITIONS.

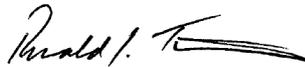
- A. **Bomb Threat:** message warning of/claims presence of bomb(s).
- B. **Explosive Device:** device capable of producing damage, injury or death to property/persons when detonated or ignited; may be classified as incendiary or explosive.

IV. PROCEDURES.

- A. Ascertaining details from the bomb threat caller.
 - 1. LEDC will obtain as much data as possible from persons reporting explosives in reference to type, time, place, and regarding the caller such as male/female, age, etc.
 - 2. LEDC will trace the call for caller location and will respond accordingly.
- B. Notification of appropriate command personnel.
 - 1. LEDC will dispatch the following units:
 - a. Two fire engines, fire squad, Assistant fire chief.
 - b. Police beat officer, street supervisor.
 - 2. LEDC will:
 - a. Notify the on-duty shift commander. The shift commander/designee will notify:
 - 1) Chief and Assistant Chief.
 - 2) Bureau Captains: the Investigative Captain may assign personnel as needed; the Field Services Captain will assist with manpower allocation.
 - 3) Mobilization plan when needed. See order 21.4.
 - b. Dispatch units as requested.
 - c. Determine who the building owner/manager is and provide such data to responding units; attempt to notify the building owner/manager if it is closed.
 - 3. Responding personnel:
 - a. Report to the command post/staging area for duties.
 - b. Cease use of radios within 1000' of the scene.
 - c. Not clear without authorization.
- C. Formation of a security perimeter.
 - 1. Responding members will secure an inner perimeter.
 - 2. CSEs/reserves may be used for traffic control.
 - 3. The supervisor may use barricades to control access.
- D. Communication procedures. **NO Radio communications within 1000' of the building are allowed.** Use of phones/cell phones is on an as need basis.
- E. Organization of search teams. The Fire Department will advise the building executive that it is his/her decision whether to evacuate/search. S/he will be told that a knowledgeable employee **MUST** be with the Fire Department if a search is made. NO members may search a building for such a device unless a knowledgeable employee assists the search.
- F. News media access. Access to the inner perimeter is denied to non-authorized persons for their safety. The on-scene supervisor will give the media their limitations and advise them to contact Community Services or the station.
- G. Notification procedures for bomb disposal personnel. LEDC notifies: **Dane County Sheriff's Office** will be contacted for further support.
- H. Evacuation policy. It is the building executive's decision to evacuate the building. Once evacuated, the Fire Department will advise that person when evacuated persons may go back in. If searched without evacuation and a suspected explosive is located, the building will be evacuated.
- I. Coordination with investigators or evidence specialists.

1. The Fire Department is the primary responding unit.
 - a. The Asst. Fire Chief is OIC until an explosive is located.
 - b. A command post will be established a minimum of 1000' from the building or suspected location.
 - c. Fire personnel will meet with building executives regarding bomb threat procedures.
 - d. If a suspicious device is located, it will be left where located, the area cleared of persons, a phone in a separate area should be used to notify the command post, and an evacuation will occur.
 - e. When a device is located and the evacuation is done the incident is turned over to LCPD.
 2. Bomb Disposal Team.
 - a. Notification will be made via authorization of the Chief, Assistant Chief, Field Services or Investigative Services Captain.
 - b. Personnel will cooperate; the supervisor will request all components, drawings and related data upon the conclusion of the incident.
- J. Reviewed annually. This order is reviewed annually/jointly with Police and Fire personnel.

Ronald J. Tischer
Chief of Police



<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p>DATE STAMPED 09.27.2012</p>	<p>CHAPTER XXI</p>	<p>ORDER NUMBER 21.7</p>
<p>TITLE EQUIPMENT INSPECTION</p>	<p>WORD CODE INSPECTIONS WILEAG STANDARDS, 3rd EDITION 13.2.3</p>		<p>TOTAL PAGES 1</p>

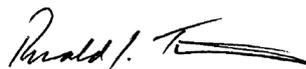
I. PURPOSE AND POLICY.

This order establishes monthly inspection, for operational readiness purposes, of specialized Department equipment designated for use in orders contained within this chapter and/or used for special operations.

II. PROCEDURES.

- A. ALL specialized equipment, supplies and vehicles used for special operations/ERT, identified within this chapter, SHALL be inspected for operational readiness, on a monthly basis, by the ERT OIC's designee. The ERT OIC has overall control of such equipment.
 - 1. This includes:
 - a. Mobile Command Post.
 - b. ERT vehicles.
 - c. Special weapons and ammunition.
 - d. ERT shields and protective equipment.
 - e. Forms and supplies.
 - f. Items designated for storage in any specialized vehicle.
 - 2. The inspection shall ensure:
 - a. That vehicles are in good running order with fully operational vehicular equipment.
 - b. That vehicles are supplied with required equipment, forms and related supplies.
 - c. That all specialized weapons are functional and in a state of readiness where required. That the ammunition is readily available and operational.
 - d. That all other equipment is in good condition.
- B. The designee will prepare checklists for each related vehicle or major equipment to better facilitate the inspection process. ERT designees will train a substitute in how to perform such duties in their absence. Designees and substitutes will be with the approval of the ERT OIC.

Ronald J. Tischer
Chief of Police



<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 09.27.2012</p>	<p align="center">CHAPTER XXI</p>	<p align="center">ORDER NUMBER 21.8</p>
<p>TITLE EMERGENCY OPERATIONS MANUAL</p>		<p align="center">WORD CODE MANUAL</p>	<p align="center">TOTAL PAGES 1</p>
	<p>WILEAG STANDARDS, 3rd EDITION 13.2.2.3</p>		

I. PURPOSE AND POLICY

This order establishes an emergency operations manual for use by command officers and its annual review and updating.

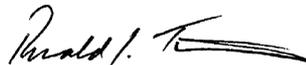
II. PROCEDURE.

As designated by this order, the Department's Emergency Operations Manual is actually an accumulation of this chapter and related manuals from various other public agencies and private businesses.

The manuals are maintained in the Shift Commander's office and are available for use or reference 24 hours a day **BUT MUST REMAIN IN THE SHIFT COMMANDER'S OFFICE.**

All related materials will be reviewed on a bi-annual basis by the Policy Review Committee with necessary modifications and updates made in accordance with that review.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXI	ORDER NUMBER 21. 9
	TITLE MUTUAL AID AGREEMENTS	WORD CODE MUTUAL	TOTAL PAGES 2
WILEAG Standards, 3RD Edition 1.6.2			

I. PURPOSE.

This order is a plan for providing aid to other jurisdictions in unusual situations and special operations pursuant to mutual aid agreements.

II. POLICY.

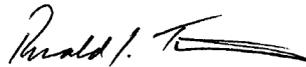
It is Department policy to respond to requests for mutual aid from other law enforcement agencies see WI ss. 59.28(2), as well as request mutual aid. WI ss. 66.305 and 66.0313 provides that upon the request of a law enforcement agency, personnel may assist the requesting agency within the requesting agency's jurisdiction.

III. PROCEDURES.

- A. Formal Written Agreements.
Pursuant to pertinent state statutes, the Department shall establish formal written agreements amongst other law enforcement agencies. Examples are as provided in General Orders 2.1.01 with UW-La Crosse and 2.1.02 with the La Crosse Municipal Airport as well as other written documentation not contained in the General Orders but mutually agreed upon and reduced to writing.
- B. Non-Emergency Requests for Mutual Aid.
 - 1. Non-emergency requests will be directed to the Chief or designee during business hours or to the on-duty shift commander at other times. S/he is responsible for evaluating requests and deciding what resources to assign.
 - 2. If manpower/resources are provided, s/he is responsible for notifying the Chief, pertinent Bureau Captains, and for the assignment of manpower and equipment.
- C. Responding to Emergency Requests for Mutual Aid.
 - 1. Requests for providing IMMEDIATE mutual aid during an emergency where there is an imminent threat to life or property is routed to the on-duty shift commander.
 - 2. If LEDC receives a request, immediately notify the shift commander with as much data as possible to include requesting agency, emergency type, personnel/equipment needed, and the location.
 - 3. The shift commander is responsible for evaluating request and assigning personnel/equipment. The shift commander may consider NOT rendering aid if the request means that we are the primary responding officers or it impairs police service in the City of La Crosse.
 - 4. The shift commander is responsible for:
 - a. Coordinating resources for deployment.
 - b. Determining equipment needed.
 - c. Identifying the staging area and safest route.
 - d. Selecting transportation to the area.
 - e. Determining the uniform to be worn.
 - f. Identify the radio frequency to be used.
 - g. If possible a supervisor will respond with personnel.
- D. General Responsibilities.
 - 1. Officers responding will report to the staging area and contact the incident commander.
 - 2. When taking action, personnel will obey directives using weapons/tactics that they are qualified with.
 - 3. Members will inform LEDC of the event status.
 - 4. Personnel will terminate assistance when:
 - a. Relieved by the incident commander.
 - b. Relieved by another authorized person.
 - c. When recalled to the City of La Crosse.
 - d. Inform the commander prior to leaving.
- E. Providing Emergency Assistance for County Buildings.
 - 1. The shift commander is responsible for coordinating response to County buildings within the City.
 - 2. The Sheriff is responsible for providing primary security for such buildings within the City.
 - 3. In the event of fire at the jail, personnel respond for traffic/crowd control or to assist with security.
 - 4. The joint ERT team responds to incidents that occur in County buildings. Additional personnel are responsible for perimeter security.
 - 5. If the Sheriff requests additional aid, a supervisor shall direct manpower to the problem.
- F. Requesting Mutual Aid in the Event of an Emergency.
 - 1. If there is imminent threat to life/property and resources immediately available, either on-duty or through mobilization, are inadequate/not timely, the shift commander may estimate need and direct LEDC to contact specific law enforcement agencies for assistance.
 - 2. The commander will notify the Chief, Asst Chief and Field Services Captain of mutual aid requests.

3. The following is given to requested agencies via LEDC:
 - a. Incident description.
 - b. Manpower needed.
 - c. Equipment/resources needed.
 - d. Urgency.
 - e. Location of staging area and safest route.
 - f. Tasks to be accomplished.
 - g. Radio frequency to be used.
 4. If possible, assisting personnel are used in positions like processing arrestees, prisoner transports, or at detention facilities.
- G. Request for Federal and State Law Enforcement Assistance.
1. Some events may require state/federal assistance. If possible, the shift commander will consult with the Chief, Asst Chief or Bureau Captain. Otherwise, the on-duty shift commander is responsible for approving requests for emergency mutual aid.
 2. Federal/state resources include FBI, DEA, ATF, and DCI.
 3. The Chief or Asst Chief may contact the Mayor or Emergency Government Director to request National Guard services. Approval from the Governor or designee is needed for final authorization.
- H. TASK FORCES
1. This order requires that any task force or other interagency involvement of the Department is effected and governed by a written agreement, which addresses operational objectives and control, participation levels, participant qualifications, and personnel policies. Participating personnel must understand the agreement between agencies as they relate to task force operations.
 2. All agreements shall be in writing, signed by the agency heads of all participating agencies and on file with the Chief, Asst Chief and all Bureau Directors.
 3. If the task force is of a confidential or sensitive nature, it shall be filed only with those personnel that it directly affects. Agreements will NOT be annexes to this order.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXI	ORDER NUMBER 21. 10
TITLE SPECIAL AND TACTICAL OPERATIONS		WORD CODE OPERATIONS	TOTAL PAGES 3
	WILEAG STANDARDS, 3 RD EDITION 13.1.1.1, 13.1.1.7, 13.1.3, 13.1.4, 13.1.5, 13.2.2.1		

I. PURPOSE.

This order establishes procedures for the following operation activities:

- A. ERT Team.
- B. ERT Deployment.
- C. ERT Coordination and Cooperation.
- D. ERT Criteria for Selection.
- E. Specialized Equipment.

II. POLICY.

It is Department policy to have a part-time tactical team to supplement other components through coordination and cooperation Officers are carefully selected. Special equipment is provided to give protection and to reach a successful resolution.

III. PROCEDURES.

A. General-Notification of tactical/negotiation personnel.

Responding Shift Supervisor. **See Order 21.5.** Determine if ERT is needed; notify LEDC and the shift commander of the need; and ensure that the Chief, Asst. Chief, Captains, and the ERT OIC are notified.

B. ERT Deployment. The team consists of an OIC, negotiators, entry personnel and sniper/observers. Call out is made by using the call chart in the shift commander's office.

C. ERT Coordination and Cooperation. Officers establish an inner perimeter; the responding supervisor will: ensure perimeter security, staff an outer perimeter, and establish a command post. Personnel report to the post or staging area for duties. Community Services addresses media concerns. The ERT OIC is in charge at the post and consults with the Chief/designee, when possible.

D. ERT and Hostage Negotiator Selection.

Selection is jointly established by the Training Lieutenant and the ERT OIC as approved by the Chief. See Annex A.

E. Specialized Equipment. See Annex B and Order 1.5.

F. Search & Rescue Teams. ERT members may perform search and rescue at the direction of the administration or ERT OIC.

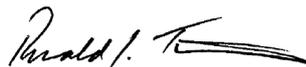
Other agencies and teams are used when needed, such as:

- 1. Trained Canine Services.
- 2. La Crosse Dive and Rescue Teams.
- 3. La Crosse Police Reserve Unit.
- 4. Outside agency search teams from other Departments.
- 5. Fire Department boats.
- 6. Sheriff's Department boat.

G. Command and Control. Unless otherwise noted, the ERT OIC is in charge over all police resources at an unusual occurrence and specialized operations within the City.

H. See General Order 15.7 for further on ERT.

Ronald J. Tischer
Chief of Police



**EMERGENCY RESPONSE TEAM (ERT) SELECTION PROCESS
LA CROSSE POLICE DEPARTMENT**

ERT TACTICAL TEAM MEMBERSHIP

- I. VACANCY ON ERT.
 - A. POSTING OF ERT VACANCY ANNOUNCEMENT.
 - B. CANDIDATES SUBMIT LETTER REQUESTING CONSIDERATION.
- II. PHYSICAL TEST.
80% MINIMUM QUALIFICATION SCORE.
- III. DAAT TACTICAL TEST.
DAAT SKILL BASIC COMPETENCY.
- IV. HANDGUN QUALIFICATION.
280 MINIMUM QUALIFICATION SCORE.
- V. ORAL INTERVIEW BY ERT BOARD.
 - A. PASS AND SELECTED.
 - B. PASS AND NOT SELECTED AT THIS TIME.
 - C. FAIL.
- VI. SIGN ERT LETTER OF UNDERSTANDING.
- VII. ERT OIC AND CHIEF REVIEW AND APPROVAL PROCESS.
- VIII. PASS PHYSICAL EXAMINATION BY PHYSICIAN.
- IX. COMPLETION OF BASIC SWAT TRAINING.

NEGOTIATOR QUALIFICATIONS

- I. VACANCY FOR HOSTAGE NEGOTIATOR.
 - A. POSTING OF ERT VACANCY ANNOUNCEMENT.
 - B. CANDIDATES SUBMIT LETTER REQUESTING CONSIDERATION.
- II. ORAL INTERVIEW BY ERT BOARD.
 - A. PASS AND SELECTED.
 - B. PASS AND NOT SELECTED AT THIS TIME.
 - C. FAIL.
- III. ERT OIC AND CHIEF REVIEW AND APPROVAL PROCESS.
- IV. COMPLETION OF HOSTAGE NEGOTIATOR TRAINING.

**SPECIALIZED EQUIPMENT FOR ERT OPERATIONS
LA CROSSE POLICE DEPARTMENT**

UNIFORMS/SUITS

TACTICAL: BLACK AND CAMO
GILLY SUITS
HAZARDOUS WASTE SUITS

ARMOR/SHIELDS

PERSONALIZED/TAILORED TACTICAL BODY ARMOR FOR ENTRY TEAMS
NATO 2 BULLET RESISTANT SHIELD
BODY BUNKER BULLET RESISTANT SHIELD
RIOT SHIELDS
KEVLAR TACTICAL HELMETS
RIOT HELMETS
GAS MASKS

COMMUNICATIONS

HEADPHONE WITH THUMB ACTIVATED RADIO
THROW PHONE SETS

LIGHTING/SIGHT AIDS

SPOT LIGHTS
SPOTTING SCOPES

MEDICAL

STRETCHER
TRAUMA KIT

VEHICLES/TRANSPORT

DODGE ERT VEHICLE
MOBILE COMMAND MOTORHOME

MISCELLANEOUS/TOOLS

DETAILED BLOWN UP CITY MAPS
TOOL KIT
HOOLIGAN TOOL
DOOR RAM
SLEDGE HAMMER

NOTE: DOES NOT INCLUDE FIREARMS AND MUNITIONS, SEE GO 1.5

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 04.16.2014	CHAPTER 21	ORDER NUMBER 21.11
TITLE BOAT PATROL (Water Safety Patrol Unit)		WORD CODE BOAT	TOTAL PAGES 5 with Annex A
	History: 4/14 WILEAG Standard – 4th Edition: 6.1.2		

1. PURPOSE AND SCOPE

This order establishes a procedure relative to the use of the Department’s Patrol Boat as a supplemental patrol vehicle and the personnel, equipment and responsibilities as directed by the Field Services Bureau.

2. DEFINITIONS AND AUTHORITY

- A. **Deputy Conservation Wardens - WI SS. 29.941:** All law enforcement officers are deputy conservation wardens, and shall assist the department and its wardens in the enforcement of this chapter whenever notice of a violation is given to them by the department or its wardens.
- B. **Enforcement Powers - 30.79 (3):** Officers patrolling the waters as part of a water safety patrol unit may stop and board any boat for the purpose of enforcing ss. 30.50 to 30.80 or any rules promulgated or ordinances enacted under ss. 30.50 to 30.80 and for conducting search and rescue operations, if the officers have reasonable cause to believe there is a violation of the sections, rules or ordinances or the stopping and boarding of any boat is essential to conduct a search and rescue operation.
- C. **Jurisdiction - 30.80 (4):** Officers patrolling the waters as part of the water safety patrol unit shall have the powers of sheriff in enforcing ss. 30.50 to 30.80, or rules promulgated or ordinances enacted under ss. 30.50 to 30.80 and in conducting search and rescue operations, on any of the waters so defined, whether or not the waters are within the jurisdiction of the local governmental unit for other purposes.

3. AUTHORIZATION

- A. Use of the Department Patrol Boat is limited to the confines of the City of La Crosse. Requests for using the boat outside of the confines of the City of La Crosse shall require the prior approval of the Chief or Asst. Chief. This section does not preclude officers from assisting with immediate requests for mutual-aid from other agencies, which can be approved by the shift commander or when dispatched by LEDC in accordance with the Joint Powers agreement.
- B. The Special Operations Officer shall be designated as the Boat Operations Coordinator.
 - 1. Such assignment shall be in addition to other duties as assigned.
 - 2. The Boat Operations Coordinator shall ensure that the boat, trailer, boat slip and boat lift is properly maintained and shall inspect the related equipment on a monthly basis to ensure operational readiness. Documentation of monthly inspections shall be forwarded to the attention of the Boat Operations Supervisor. Monthly inspections may be suspended when the boat is in storage during the off-season.
 - 3. The Boat Operations Coordinator shall obtain all necessary equipment and supplies required for operations per standard operating procedure.
 - 4. The Boat Operations Coordinator in conjunction with the Director of Training shall ensure that all operators receive appropriate training and/or orientation in Boat Operations.
 - 5. Assist the Boat Operations Supervisor in scheduling routine use and operations.
 - 6. Complete monthly and annual reporting requirements for the WI DNR, and as directed.
- C. The Boat Operations Supervisor will be a supervisor appointed by the Chief of Police. The duties of the Boat Operations Supervisor will include, but not limited to:
 - 1. Oversight and supervision of all boating operations for the Department.
 - 2. Ensuring that all boat operators meet all proper training requirements.
 - 3. Making recommendations for equipment procurement and supplies.
 - 4. Ensure all DNR annual and monthly reporting requirements are completed.
 - 5. Work with shift and bureau supervisors to ensure adequate boat patrol coverage.
 - 6. Attend monthly harbor commission meetings, as necessary.
 - 7. Attend boating enforcement meetings around the State, as necessary.

4. AUTHORIZED PERSONNEL AND TRAINING

- A. **Boat Operators** – Personnel authorized to operate the Department's Patrol Boat will be trained and designated as a "Boat Operator". Boat Operators will receive at a minimum the following training:
 - 1. Basic Boaters Safety Certificate.
 - 2. Wisconsin Boating Laws Training.
 - 3. Minimum Two (2) hours of Department Boat Field Training/Orientation.
 - 4. Additional specialized training as determined by the Department.
- B. **Boat Assistants** – Department Authorized Personnel to assist with boat operations but not authorized to drive the patrol boat on a solo assignment will be trained as a "Boat Assistant". Boat Assistants need not be sworn officers; however non-sworn personnel hours are not reimbursed by the DNR. Boat Assistants will receive at a minimum the following training:
 - 1. Basic Boaters Safety Certificate.
 - 2. Familiarization with boat operations, equipment and laws.

5. EQUIPMENT

- A. The Department boat shall be equipped with the appropriate emergency equipment including siren, emergency lighting, basic first aid supplies, fire extinguisher and all required boating safety equipment for legal operation.
 - 1. The boat shall be equipped with Coast Guard approved type II/III personal flotation devices for the maximum allowed person capacity.
 - 2. Personal flotation devices shall be worn.
- B. Boats shall be equipped with the appropriate running lights.

6. MAINTENANCE AND INSPECTIONS

- A. All Boat Operators shall inspect the boat and trailer (if applicable) prior to the start and end of their tour of duty. Inspections shall include:
 - 1. Trailer equipment including:
 - a. Turn signals, brake lights, and running lights.
 - b. Trailer tires including any apparent defect or signs of wear.
 - c. Proper attachment of all boat restraint devices to trailer.
 - d. Hitch and safety chains.
 - 2. Boat equipment including:
 - a. Emergency lights and siren.
 - b. Radio(s).
 - c. Assigned Weapons.
 - d. Oil and gas levels.
 - e. Drain plug.
 - f. Flotation devices.
 - g. Anchors and line.
 - h. Motor and Propeller.
 - i. Running Lights.
 - j. GPS/Depth Finder.
 - k. Computer Equipment.
 - l. Water Rescue Equipment.
- B. Mechanical problems, damage or defects shall be reported to the Supervisor and Coordinator according to standard operating procedure. In the event that a mechanical problem arises that would compromise operator safety, the boat shall not be placed in service. If the patrol boat is damaged during operation, immediately notify the shift commander and complete a department memorandum detailing the incident along with repair request.

7. OPERATION

- A. Any use of the boat requires the prior approval of the Boat Operations Supervisor or other proper supervisory authority. Supervisors may authorize use in emergency response situations.
- B. Boat Operators shall operate the boat with due regard for the safety of the community and the operator/passengers at all times. The river system contains many underwater hazards and has the ability to constantly change. Familiarity with wing dams, rock piles, logs and stumps are necessary for safe operation. When entering unknown and non-charted/marked waters precautions should be taken for the safety of the operators and department equipment.
- C. Boat Operators shall be visible and prompt to respond to observed boating violations and complaints.
- D. Boat Operators shall monitor the Police Main Channel and Emergency Marine Radio Channels to assist boaters with requests for service.
- E. Boat Operators shall activate all emergency equipment as appropriate.

- F. Boat Operators shall comply with all regulations as prescribed in Wisconsin Statute Chapter 30 relative to boat operations.
- G. Use of the boat is contingent upon prevailing weather conditions.
- H. Uniforms for boat patrol assignment shall be consistent with General Order 10.5. Officers may also be assigned as “plain clothes” or “undercover” but will maintain professional appearance.
- I. In the event that a custodial arrest is made on the water, officers shall ensure that the prisoner is transported wearing a personal flotation device. Officers shall also ensure that the prisoner is appropriately restrained.
- J. Standard communications procedure shall apply to all boat operations including reporting in and out of service and the reporting of all enforcement contacts.
- K. Assigned Patrols will complete the required Daily Logs (see Annex A).

8. PERSONAL FLOATATION DEVICES (PFD's)

- A. The La Crosse Police Department's general requirement is that PFD's be worn at all times while on duty on the water.
- B. PFD's shall be zipped up and any safety straps are fastened.
- C. PFD's are REQUIRED to be worn in the following circumstances:
 - 1. When operating in or on any Police Boat on the water.
 - 2. When working on a moored/anchored boat.
 - 3. When possible, on any emergency run in a watercraft.
 - 4. While engaged in rescue and / or line tending operations.
 - 5. By any prisoner who is being transported in a Police Patrol Boat.
 - 6. Whenever directed by a supervisor.
- D. PFD's are recommended to be worn in the following circumstances:
 - 1. When working near the water from shore or a pier.
 - 2. When working on boats secured to piers.
 - 3. When working in an undercover/plainclothes capacity.
- E. When a PFD is not required to be worn, it shall be kept on the boat and will be readily accessible.
- F. Care and Maintenance:
 - 1. When not in use, PFD's shall be properly stored in the compartments in the patrol boat.
 - 2. If wet, a PFD shall be hung on a hanger to dry.
 - 3. Any defects in zippers or straps, or any tears or damage to a PFD will be reported to the Boat Operations Coordinator and the PFD will be taken out of service.
 - 4. If dirty, PFD's should only be hand washed with a mild soap and then hung on a hanger to dry.
 - 5. If deployed, the CO2 fired PFD will be taken out of service and turned over to the Boat Operations Coordinate to be re-armed. CO2 fired PFD's, once fired, do not count as legal PFD's until such time as they can be inspected and re-armed.
 - 6. All PFD's shall be inspected by the Boat Operations Coordinator on an annual basis.

9. ENFORCEMENT

- A. Boat Operators will be responsible for public safety on the waterways and the enforcement of state and local boating laws/ordinances, as well as all other law and ordinances. Officers should be familiar with WI State Statute Chapter 30, which covers all boating laws, as well as La Crosse Ordinances specific to boating and public waters.
- B. Stopping a boat – Boat Operators should ensure that care is taken when stopping a suspected boat violation. Regard should be taken for both boats. The Boat Operator should ensure that protective fenders are deployed upon approach and should request that the boat being stopped to cease operation and allow the patrol boat to make the approach/contact to avoid unwanted contact between the vessels.
- C. Primary levels of enforcement shall include:
 - 1. Operating a boat while intoxicated.
 - 2. Negligent and unsafe boat operations.
 - 3. Alcohol and drug violations.
 - 4. Personal Floatation Device (PFD) Violations.
 - 5. No-Wake Violations.
 - 6. Improper lighting equipment.
- D. Deputy Conservation Warden Authority – In accordance with Chapter 29 of the Wisconsin State Statute, law enforcement officers hold the power of Deputy Conservation Wardens. Officers will assist WI DNR Conservation Wardens when available and upon their request.

- E. Boating Crashes - Officers responding to serious boating crashes involving death, injuries, or commercial vessels will request the assistance and expertise of the WI DNR for guidance and instruction.
- F. Operating while intoxicated processing:
 1. Subjects suspected of operating a boat while intoxicated will be processed in accordance with the officer's training and experience.
 2. For suspected OWI boating violations, legal blood will be the Department's primary test.
 3. The arresting officer may turn over the suspect to another officer for transportation to a medical facility for the blood draw and release to a responsible party. The arresting officer will be responsible for reporting, citations, and other paperwork.
 4. If two officers are in the patrol boat, one officer may process the suspect intoxicated operator, while the other officer resumes boat patrol duties.

10. TRANSPORTING PERSONS

- A. Citizens who are being transported on a Patrol Boat shall be required to wear a PFD. They shall also remain seated while underway.
- B. Prisoners being transported onboard shall be required to wear a PFD and will remain seated.
- C. Prisoners shall be searched for weapons and contraband and handcuffed in front for their safety while onboard the boat.

11. REPORTING REQUIREMENTS (See Annex A)

- A. An INTENT TO PATROL Form (DNR form 8700-059) must be filed with the DNR for boating aid on or before March 1 of each patrol year. The Boat Operations Supervisor will ensure this is completed.
- B. An ENFORCEMENT PATROL DAILY LOG (DNR form 8700-089) is completed for each day of boat patrol and/or boat training. The Enforcement Patrol Daily Logs are submitted to the Boat Operations Supervisor after each event. The Boat Operations Supervisor will review for activity and accuracy and forward to the Boat Operations Coordinator for the monthly reports.
- C. An ENFORCEMENT PATROL MONTHLY REPORT (DNR form 8700-090) is prepared and filed with the DNR on or before the 10th day of the following month by the Boat Operations Coordinator using the information from the daily log reports. The Boat Operations Supervisor will approve the monthly reports. Claims for the month will be denied if the report is late. The monthly report includes the salaries of the officers assigned to patrol.
- D. Claim forms for boating aid must be filed by January 31 of the year following the claim period. The Boat Operations Coordinator will complete the forms which will be reviewed and approved by the Boat Operations Supervisor.

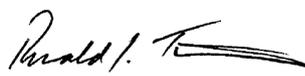
12. UNUSUAL OCCURRENCES

- A. Towing of Boats - The Boat Patrol may be requested/required to tow disabled/prisoners boats to safety. A tow should only be made from the water to shore, not from a secure point on shore to another point on shore. It is often better to tow a disabled boat to a public boat landing and arrange for transportation for the operator to be taken to their car and trailer, than to take the Patrol Boat out of service for a lengthy tow. All boat tows will be included on the Enforcement Patrol Daily Log Form 8700-089, but not included in patrol time.
- B. All tows are to be done via the 3-point system. One end of the line to a rear cleat on the Patrol Boat, the line threaded through the bow eye of the towed boat, and connected to the other rear cleat of the Patrol Boat. This system places minimal strain on the Patrol Boat cleats, as well as allows the towed boat to track behind the Patrol Boat.
- C. Prisoners should be asked to identify any valuables they wish to secure before leaving the prisoners boat in a secure location.
- D. Drowning Investigations: Refer to General Order 18.3.03 River Mishaps for details.

13. FUELING THE PATROL BOAT

- A. In cases when the patrol boat is trailered, Department personnel will utilize the City Fueling Pumps to fill the Patrol Boat.
- B. The Boat Operations Coordinator will ensure that the Patrol Boat is fueled and ready for service at times when the Patrol Boat is stored on the water at the Department's boat slip.
- C. The Police Department has accounts for fueling on the water with selected vendors and should be utilized only when necessary.

Ronald J. Tischer
Chief of Police



The following reports, forms or reference material are referenced in this General Order and can be found on the departments Sharepoint Drive:

-  2013 Annual Program Report Charts.pptx
-  2013 Boat Annual Report.pdf
-  2014 Boat Patrol Manual.pdf
-  2014 Boating Snowmobile ATV_UTV Bond Book.pdf
-  4100-020_Boat Operator Incident Report.pdf
-  4100-142_Boat Officer Incident Investigation.pdf
-  8700-059_Notice of Intent to Patrol.pdf
-  8700-060B_State Aid Application.pdf
-  8700-061_Salary Schedule.pdf
-  8700-062_Travel Materials and Supplies Schedule.pdf
-  8700-063_Depreciation Schedule.pdf
-  8700-064_Record of Violations.pdf
-  8700-089_Enforcement Patrol Daily Log.pdf
-  8700-090_Enforcement Patrol Monthly Report.pdf
-  8700-330_USCG Annual Report Form.pdf
-  8700-330_USCG Annual Report Instructions.pdf
-  NR 5 Scope Statement Final.pdf
-  Registration Decals.pdf
-  WI Boat Regulations Handbook.pdf

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXII	ORDER NUMBER 22. 0
TITLE CRIMINAL INTELLIGENCE		WORD CODE CRIM INTEL	TOTAL PAGES 1
	WILEAG STANDARD, 3RD EDITION 6.4.1, 6.4.2		

I. PURPOSE AND POLICY.

This order establishes the Investigative Services criminal intelligence function and procedures to ensure the legality and integrity of it's operations.

II. STATUTORY GUIDELINES.

While establishing criminal intelligence files, Investigative Services will reference WI ss. 19.35, Access to Records, and 905.09 which states in part "...has a privilege to refuse to disclose investigatory files, reports and returns for law enforcement purposes to the extent available by law..."

III. PROCEDURES.

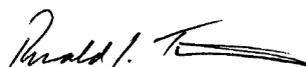
A. Administration.

1. *Information collected is limited to criminal conduct and relates to activities that present a threat to the community.*
 - a. Personnel obtaining, through any means, information that is of an intelligence nature shall complete an Information Report and forward it to Investigative Services.
 - b. The Investigative Captain/designee will review information and disseminate, as s/he deems needed using care to comply with relevant law and Department directives.
2. *Descriptions/examples of the types or quality of information that is included as criminal intelligence:*
 - a. Illegal drug manufacture, sale, use, transport.
 - b. Gang activity.
 - c. Crimes to be committed in the future.
 - d. Crimes with suspect information committed in the past.
 - e. Crimes currently under investigation.
 - f. Illegal gambling activities.
 - g. Prostitution.
 - h. Any other information related to criminal conduct.
 - i. The quality of the gathered data is based on its source and other substantiating information or evidence.
3. *Method of Purging Out-of-Date/Incorrect Information.* Any gathered data found to be out-of-date or incorrect will be purged from intelligence files by the Bureau Captain/designee.
4. *Utilizing Intelligence Personnel and Techniques.*
 - a. During the course of investigative or routine assignment personnel may be assigned for the purpose of gathering intelligence data. Such data is confidential and may NOT be placed in the regular reporting system. Such data will be routed to the Investigative Captain.
 - b. Techniques for gathering such information shall be in accordance with law, written directives, and right to privacy acts and related constitutional rights.

B. Safeguards.

1. *Intelligence information is distributed only on a need-to-know basis and in conformity to applicable open records laws.*
2. Such data will be maintained in manual and/or computerized files by Investigative Services. Access to such files must receive prior permission from the Investigative Captain or designee in his/her absence. Computerized files are restricted by personal access codes for personnel approved by the Captain.

Ronald J. Tischer
Chief of Police



GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 01.28.2014	CHAPTER 23	ORDER NUMBER 23.0
TITLE COMPLAINTS AGAINST MEMBERS / DEPARTMENT & INTERNAL AFFAIRS		WORD CODE INTERNAL	TOTAL PAGES 8 with Annex A
	History: Updated 3/03, 5/08, 1/14 WILEAG Standard – 4th Edition 1.9.1, 1.9.2, 1.9.3, 1.9.4, 1.9.5, 1.9.6		

1. PURPOSE AND SCOPE

This policy establishes the professional standards function of the La Crosse Police Department and creates a system of internal review for all complaints made against department practices and personnel. It is the policy of the La Crosse Police Department that the integrity of the department and its employees be maintained through an internal system of investigation and review founded on objectivity, fairness, and justice. This process shall be invoked for all complaints against the department or its employees.

The Department encourages citizens to bring forward legitimate grievances regarding the conduct of employees. It will respect the citizen's right to make these complaints with anonymity, to the extent allowed by law. The Department also recognizes that deliberately false accusations are occasionally made against the agency or its employees. Nevertheless, each accusation will be considered for investigative purposes to protect the integrity of the agency and its employees and to install public confidence in the agency. *The Department will also advise complainants of the WI State Statute 946.22 which prohibits persons from making false complaints regarding the conduct of a law enforcement officer.*

2. DEFINITIONS

- A. Personnel Complaint: A complaint regarding the practices or personnel of the La Crosse Police Department. Personnel complaints will generally be categorized as procedural, minor, or serious complaints.
- B. Procedural Complaint: A complaint based on actions, (rather than the conduct, behavior, or demeanor of an employee) that, if performed properly, are acceptable according to legal guidelines and/or department policy; e.g., complaints over towing vehicles, parking enforcement, traffic enforcement, etc.
- C. Minor Complaint: An infraction/complaint based primarily on the conduct of the officer identified in the complaint and alleging a deliberate or neglectful, though minor, violation of a department policy, rule or regulation. Examples of minor misconduct include rudeness, verbal indiscretion, minor traffic infractions, failure to follow standard operating procedures, failure to properly document police activity, attendance problems, etc. Another determinant of minor misconduct is that the alleged action, if sustained, would most likely result in disciplinary action ranging from verbal counseling to a suspension.
- D. Serious Complaint: An Infraction/complaint based primarily on the conduct of the officer(s) identified in the complaint and alleging a deliberate or neglectful, serious misconduct or violation of a department policy, procedure, rule or regulation, or public law. Examples of serious misconduct include, but are not limited to the following:
 - 1. Dereliction of duty.
 - 2. Inappropriate or excessive force.
 - 3. Breach of civil rights.
 - 4. Exhibition of bias or harassment.
 - 5. Untruthfulness under oath, during an investigation, in a police report or about official matters.
 - 6. Insubordination.
 - 7. Abuse of position, authority, or access to confidential information.
 - 8. Unbecoming conduct.
 - 9. Repeated acts of minor misconduct.
 - 10. Commission of a felony or misdemeanor.
 - 11. Corruption.
 - 12. Solicitation of gifts or gratuities.
 - 13. Failure to report others who commit serious misconduct.

Another determinant of serious complaint is that the alleged action, if sustained, could result in disciplinary action to include suspension, dismissal, and/or criminal charges.

- E. Preliminary Investigation: A fact-finding process designed to assist the receiving supervisor in determining whether a complaint should be categorized as procedural, minor, or serious misconduct.
- F. Supervisor Informal Inquiry (SII): A meeting between first line supervisory personnel and an employee who has become the subject of a complaint for the purpose of mediating the complaint and/or discussing the facts and determine the truth regarding the complaint in addition to determining whether a formal investigation should be initiated. Informal inquiries do not require the reading of Administrative Rights, nor the Notice to Employee of Internal Investigation and Appearance for Interview.
- G. Internal Investigation: A formal investigation of an employee who has become the subject of a serious misconduct complaint.
- H. Criminal Investigation: The process of investigation into alleged acts of misconduct that, if sustained, may be the basis for filing criminal charges.

3. PROCEDURE

A. Professional Standards Function

- 1. The professional standards function of the La Crosse Police Department is designed to ensure the integrity of the organization through an internal system of investigation and review of complaints regarding department practices or personnel.
- 2. The professional standards function shall emanate from the Office of the Chief and shall be administered by the Assistant Chief of Police.
- 3. The Assistant Chief shall coordinate/assign the internal investigation of serious misconduct by department employees, review supervisory inquiries into procedural and minor misconduct complaints, and maintain records of all complaints against the department and its employees.

B. Authority and Responsibility Regarding Professional Standards

- 1. Individual Responsibility
 - a. Each employee shall fully cooperate with any person (authorized by the Chief or their designee) conducting an inquiry or investigation regarding the practices or personnel of the department.
 - b. No employee may, in any way, interfere with the official investigation of any personnel complaint.
 - c. Any employee who becomes aware of behavior constituting a procedural infraction, minor misconduct, or serious misconduct shall immediately report the matter to a supervisor. Supervisory personnel shall proceed as directed under Section 2, below.
 - d. Any employee who has, or is believed to have knowledge of circumstances surrounding a procedural, minor misconduct, or serious misconduct complaint shall submit a written report on the matter upon request by any person conducting an authorized inquiry or investigation.
- 2. Supervisor Responsibility
 - a. When a supervisor becomes aware of behavior constituting a complaint, he or she shall immediately conduct a preliminary investigation into the matter.
 - b. In some cases, a complaint is based on a misunderstanding of accepted law enforcement practices or the duties of the officer. When possible, supervisors are authorized to informally resolve these complaints at the time the report is made. If the complainant is not satisfied with such a resolution, the supervisors shall proceed with the complaint process. The process of informally resolving and documenting complaints on a Summary Complaint Control Form requires the careful exercise of discretion by supervisors.
 - c. Upon completion of a preliminary investigation, the initiating supervisor should categorize the complaint as procedural, minor, or serious.
 - d. Procedural and minor complaints will be addressed using the Chain-of-Command. These types of complaints may be addressed through either Supervisor Informal Inquiry or Internal Investigation. The Internal Investigation option shall be pursued if it appears that the allegations, if sustained, could result in discipline greater than a letter of reprimand.

- e. Serious Complaints require immediate notification of the Assistant Chief prior to initiating any further action. The Assistant Chief will brief the Chief of Police. Upon reviewing the complaint, the Assistant Chief shall assign the internal investigation to a supervisor. The Assistant Chief shall oversee completion of the investigation.
 - f. Supervisors shall complete thorough investigations whenever required to do so as part of a Supervisor Informal Inquiry or Internal Investigation.
 - g. Supervisors shall maintain the confidentiality and security of all records generated while carrying out the professional standards function of the department.
3. Assistant Chief
- a. The Assistant Chief shall register every complaint regarding department practices and personnel. The register will be kept by the Assistant Chief and numbered sequentially starting with the year then the complaint number (e.g. 2014-1).
 - b. The Assistant Chief shall coordinate the internal investigation of serious complaints by department employees, review and evaluate the Supervisor Informal Inquiry into procedural and minor misconduct complaints, and maintain records of all complaints against the department and its employees.
 - c. The Assistant Chief shall apprise the Chief of Police of the existence, progress, and final outcome of each supervisor inquiry and internal investigation conducted within the department.
4. Chief of Police
- a. The Chief of Police shall review completed internal investigations and recommendations for disciplinary action and determine the final disposition of the investigation.
 - b. Nothing in this policy diminishes the authority of the Chief of Police to order suspensions, terminate temporary or probationary employees, or to file charges with the Police and Fire Commission, regardless of recommendations made by subordinates.

C. Personnel Complaint Process

1. Personnel complaints may originate from any source, including citizens, other public officials, or department personnel.
2. All personnel complaints will be courteously received. Persons wishing to file complaints in writing will be provided with the Complaint Against Member (Department) form (Annex A). Supervisors receiving complaints will document such on a Summary Complaint Control Form (Annex A). This shall include complaints received anonymously, as well as those reported by persons not directly associated with the matter from which the complaint arose. See 3-B-2-b for informally resolved complaints.
3. A personnel complaint may be accepted by any employee. Non-supervisory personnel shall forward the information to an on-duty supervisor as soon as possible.
4. The supervisor receiving the complaint shall first try to determine the supervisor assigned to the employee of whom the complaint is lodged against. If the employee works a different shift an attempt to refer the complainant to the appropriate supervisor should be made to ensure the most efficient handling of the complaint. Please also refer to 3-B-2-b. If the complainant still wishes to file the complaint immediately, the supervisor will take the initial complaint, and provide the complainant with a copy of the Complaint Against Member (Department) form.
5. Upon receipt of the citizen complaint, a supervisor shall initiate a preliminary investigation into the matter and prepare a Summary Complaint Control Form documenting his or her findings. If the complaint is directed at an employee outside the receiving supervisor's chain of command, the Summary Complaint Control Form will be forwarded to the Assistant Chief, who will assign the complaint to the involved employee's immediate supervisor to conduct the preliminary investigation. The preliminary investigation may include such steps as:
 - a. Interviewing the complainant, reporting person, or witnesses
 - b. Collecting written statements
 - c. Reviewing documents or audio/visual tapes
 - d. Observing injuries or physical evidence supporting the allegation
 - e. Take any action that may be immediately required.
6. Upon completion of the preliminary investigation, the supervisor will try to determine if the complaint is procedural, minor, or serious. The supervisor shall also reference the complaint to the appropriate rule, regulation, policy, procedure, or public law alleged to have been violated. The Assistant Chief will review preliminary investigations to ensure complaints are accurately categorized.
 - a. If the preliminary investigation determines that the matter involves a procedural or minor complaint, the receiving supervisor shall document the details of the preliminary investigation and may initiate a supervisor inquiry. Procedural and minor complaints will be addressed

using the chain-of-command. These types of complaints may be addressed through either Supervisor Informal Inquiry or internal investigation. The internal investigation option shall be pursued if it appears that the allegations, if sustained, could result in discipline greater than a letter of reprimand.

- b. If the matter involves serious misconduct, the receiving supervisor shall immediately notify the Assistant Chief, who may initiate/assign an internal/criminal investigation.
 - c. If a personnel complaint is classified as "serious" the investigating supervisor should request a sworn attestation and notarization from the citizen lodging the complaint against a member. Procedural and minor complaints do not require the form to be completed. This process can be completed at any point in the investigation. See Annex A – Complaint Against Member (Formal – Notary) Form.
7. Complaints made against the Assistant Chief will be referred directly to the Chief of Police. Complaints against the Chief of Police will be referred to the Mayor or Police and Fire Commission.
 8. In cases where complaints are filed against arresting officers, the investigation may be suspended, at the direction of the Chief, until after the court proceedings are completed.
 9. When allegations of insubordination or disrespectful behavior towards a supervisor, the Assistant Chief may designate someone other than the directly involved supervisor. In other instances when there appears to be an interpersonal conflict, the Assistant Chief may designate a non-involved supervisor to conduct the investigation. The intent of this is to reinforce the atmosphere of fairness and objectivity.

D. Supervisor Informal Inquiry

1. The Supervisor Informal Inquiry (SII) shall be used to examine procedural or allegations of minor complaints. The purpose behind the SII is to identify the facts and determine the truth regarding the complaint.
2. The facts obtained in an SII may either exonerate the employee or provide an opportunity to correct performance deficiencies. The outcome could form the basis for disciplinary action.
3. The SII process may involve mediation of the complaint with the citizen or reporting party, but will always involve an interview with the identified employee. When conducting an SII, the employee is not compelled to answer questions, no administrative rights are necessary and no Notice to Employee of Internal Investigation and Appearance for Interview is needed.
4. Prior to interviewing an employee regarding his or her involvement in a procedural or minor complaint, the inquiring supervisor shall advise the employee of the nature of the allegation and that it is his or her intent to resolve the matter through an SII. The employee shall be permitted to have representation if he or she desires. If the employee is not willing to informally discuss the incident, the supervisor may order the employee to provide an intra-department memorandum on the incident.
5. If, at any point during an SII, it appears as though the allegation being investigated might rise to the level of serious misconduct, the inquiry shall be suspended and the Assistant Chief shall be contacted to discuss the initiation of an internal investigation.
6. An SII into a personnel complaint should generally be concluded within 30 days of its receipt. In the event the process will take more than 30 days, the assigned supervisor shall provide the Assistant Chief with a status report, and will continue to do so at 15-day intervals, thereafter.
7. Upon conclusion of an SII, the investigating supervisor shall take the following action:
 - a. In consultation with the Assistant Chief, make a determination regarding the final disposition of the complaint.
 - b. Notify the employee of the final disposition of the complaint.
 - c. Notify the complainant of the final disposition.
 - d. Take any appropriate corrective action.
 - e. Forward all completed reports to the Assistant Chief of Police documenting 7-a through d.

E. Internal Investigation

1. The internal investigation process shall be used to investigate allegations of serious complaints / misconduct.
2. It is only during an Internal Investigation that the Notice to Employee of Internal Investigation and Appearance for Interview form is used. A 48 hour notice is suggested unless there are extenuating circumstances.
3. The facts obtained in an internal investigation may exonerate the employee, provide an opportunity to correct performance deficiencies, or form the basis for disciplinary action.
4. Upon determining through preliminary investigation that a personnel complaint involves an allegation of serious misconduct, the initiating supervisor shall immediately notify the Assistant Chief of Police. This notification shall occur as soon as practical.

5. Upon notification of a personnel complaint alleging serious misconduct, the Assistant Chief shall register the complaint, initiate an internal investigation, or assign a supervisor as an investigator and notify the Chief of Police that an internal investigation has been initiated. The Assistant Chief will keep the Chief apprised at the below listed intervals or sooner.
6. Once assigned, the investigating supervisor shall conduct a thorough investigation, documenting the investigative activity on an Internal Investigative Report (Annex A), and provide status updates to the Assistant Chief every ten business days until completion. Every effort shall be made to complete the investigation within 30 days. The Assistant Chief may grant extensions to the 30-day requirement.
7. In the event an internal investigation will take more than 30 days to complete, the assigned supervisor shall provide the complainant with a status report, and will continue to do so at 15-day intervals, thereafter.
8. During the course of the internal investigation, the investigating supervisor shall ensure that the confidentiality and security of all information and records generated is maintained.
9. Upon conclusion of an internal investigation, the investigating supervisor shall forward the Internal Investigative Report and a completed Internal Investigation Disposition Report (Annex A) for review to the Assistant Chief. When the Assistant Chief deems the investigation complete, he or she will submit the investigation to the Chief.
10. The final disposition of the investigation shall be determined by the Chief. Following a decision by the Chief, the Assistant Chief shall ensure the complainant and employee are advised in writing of the final outcome of the internal investigation.

F. Criminal Investigations

1. During the review of a preliminary investigation, the Assistant Chief shall consider the need for a criminal investigation. In the event a criminal investigation is deemed appropriate, the Chief will determine whether the matter will be investigated by the Assistant Chief/designee or an outside investigative agency.
2. During the course of a criminal investigation the Assistant Chief shall provide regular status reports to the Chief.
3. The Assistant Chief shall ensure that liaison is maintained with the district attorney's office in investigations involving alleged criminal conduct on the part of an employee.
4. If a criminal investigation is initiated at any point following a review of a preliminary investigation alleging serious misconduct or the initiation of an internal investigation, all matters related to the internal investigation may, at the discretion of the Chief/Asst. Chief, be suspended pending the outcome of the criminal investigation.
5. In the event that the employee misconduct is thought to be criminal in nature and it is determined that a concurrent internal investigation will be conducted the Assistant Chief will ensure that separate internal and criminal investigations are conducted by separate investigators. Information obtained by the internal investigators will not be shared with the criminal investigators.

G. Rights and Responsibilities of an Employee under Internal Investigation

1. When an employee is notified that he or she is the subject of an internal investigation, the employee shall be provided a written notice of the allegations and his or her rights and responsibilities relative to the investigation utilizing the Notice of Investigation and Appearance for Interview form. (Annex A)
2. No Miranda rights are required for Administrative Investigations.
3. The employee has no Sixth Amendment right to counsel, as the process is administrative rather than criminal in nature. The employee may request a union representative or a representative of their choice be present during the interview.
4. All answers/information given by the employee under investigation will be considered voluntary unless they are formally ordered to truthfully and completely answer questions. See 3-G-5 & 6.
5. During an internal investigation, an employee may be compelled to answer questions directly related to his or her official duties. All questions asked of the employee under investigation that are specifically related to employment must be fully and truthfully answered. Answers received in such a manner may not be used in a criminal proceeding involving the employee. Refusal to answer may result in disciplinary action.
6. Prior to any compelled questioning, the employee shall be read or provided the opportunity to read the "Internal Investigation Administrative Rights/Warning" (Annex A).
7. At the request of an employee under investigation, he or she may have a representative of his or her choice present during any interview.

8. In a situation where an internal investigation has been suspended in lieu of a criminal investigation, the employee shall be afforded rights consistent with a standard criminal investigation.
 - a. The investigating supervisor shall advise the employee of his or her Miranda rights when appropriate.
 - b. The investigating supervisor shall advise the employee that if he or she asserts his or her rights not to answer questions, no adverse administrative action will be taken based upon the refusal.
 - c. If the employee decides to answer questions after being advised of his or her Miranda rights, the responses may be used in both criminal and administrative proceedings.

H. Investigative Tools and Resources

1. Polygraph Procedures

- a. All personnel shall be required to submit to a polygraph examination when ordered to do so by the Chief of Police and when the examination is specifically directed and narrowly related to a particular internal investigation being conducted by the department in accordance with § 111.37 (5)(a), Wis. Stats.
- b. When a personnel complaint being investigated originates with a citizen, employees shall not be required to submit to a polygraph unless the complainant first participates in a like examination.
- c. No employee shall be compelled to submit to a polygraph examination if, at any time, the investigator determines the investigation is likely to result in criminal charges being brought against the employee under investigation.

2. Medical and Laboratory Examination

- a. In accordance with all contractual agreements, a supervisor may, based on his/her reasonable suspicion, require a department employee to submit to a test for alcohol or drug use while on duty.
- b. When ordered by the Chief of Police, employees shall be required to submit to any additional medical and laboratory examinations that are specifically directed and narrowly related to an internal investigation of the employee's performance or fitness for duty.
- c. Whenever an employee is ordered by the Chief of Police to undergo a medical or laboratory examination as a condition of his or her employment, the examination will be provided at no cost to the employee.
- d. If, at any time, it is determined that the investigation is likely to result in criminal charges being brought against the employee under investigation, the assigned supervisor shall confer with the Assistant Chief who may confer with the District Attorney and/or the Chief's legal counsel before proceeding under this section.

3. Photograph and Lineup Identification Procedures

- a. When ordered by the Chief of Police, an employee shall submit to being photographed for the purpose of creating a photo array when one is needed to identify an employee accused of misconduct.
- b. When ordered by the Chief of Police, an employee shall be required to participate in a line-up for the purpose of identifying an employee accused of misconduct.
- c. If, at any time, it is determined that the investigation is likely to result in criminal charges being brought against the employee under investigation, the supervisor shall confer with the Assistant Chief who may confer with the District Attorney and/or the Chief's legal counsel before proceeding under this section.

4. Financial Disclosure Statements

- a. When ordered by the Chief of Police, an employee shall be required to make financial disclosure statements when such statements are directly and narrowly related to an internal investigation.
- b. If, at any time, it is determined that the investigation is likely to result in criminal charges being brought against the employee under investigation, the supervisor shall confer with the Assistant Chief who may confer with the District Attorney and/or the Chief's legal counsel before proceeding under this section.

I. Duty Status of Employee under Investigation

1. Release from duty

- a. If the alleged misconduct is of a serious nature, or the employee does not appear fit to continue performing official duties, the supervisor shall immediately confer with the Assistant Chief about placing the employee on administrative leave with pay and provide the employee

with instructions for reporting to the department. The Assistant Chief will confer with the Chief of Police. The Chief of Police may assign the employee under investigation to administrative duties pending the conclusion of the internal investigation.

- b. When placed on administrative leave, the supervisor shall:
 1. Provide the employee with a copy of "Rules While on Administrative Leave". (Annex A)
 2. Take possession of the employee's department issued equipment.
2. Administrative leave with pay may continue pending the outcome of an investigation.

J. Personnel Complaint Adjudication (Dispositions)

1. Completed inquiries and internal investigations shall be classified using the following guidelines:
 - a. Unfounded: Investigation indicates that the allegations are false.
 - b. Not Sustained: Insufficient evidence to either prove or disprove the allegations.
 - c. Sustained: The allegations are supported by sufficient evidence to conclude they are true.
 - d. Exonerated: Investigation indicates that the incident occurred, but was justified, lawful, and proper under the circumstances.
 - e. Policy Failure: The investigation reveals that the allegations are true; however, the employee was acting in accordance with established department policy.
2. A conclusion of fact shall support the final complaint classification.
3. No records of complaints that resulted in the findings of Unfounded, Exonerated, Not Sustained or Policy Failure will be maintained in an employee's personal file. Such complaints will be maintained in a Department archived file and maintained by the Assistant Chief.

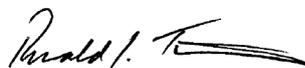
K. Appeal Procedures

1. Employees wishing to appeal the outcome of any supervisor inquiry or internal investigation shall do so according to the grievance procedure established in the City of La Crosse Handbook, unless the employee is a member of a collective bargaining unit that has agreed with the City on an alternate grievance procedure and/or via statutory procedures as specified in ss. 62.13.
2. Citizens who wish to appeal the finding of an internal investigation may file the complaint directly with the Police and Fire Commission by contacting the secretary of the Police and Fire Commission through the City of La Crosse Human Resources Department.

L. Professional Standards Records / Release of Information

1. Each personnel complaint will be registered with a unique Complaint Registry Number (CRN) provided by the Assistant Chief and documented on the proper forms/reports which will be filed and maintained by the Assistant Chief of Police. See 3-B-3-a.
2. Personnel complaints that result in an internal investigation will be assigned an additional unique identifier having an "I" following the assigned CRN (e.g. 2014-1I) to permit separate tracking and filing of all information related to the internal investigation.
3. During the course of a supervisor inquiry or internal investigation the department or its members will not identify any employee under investigation. Upon conclusion of a supervisor inquiry or internal investigation, the department will not release the identity of an employee named in a personnel complaint without cause.
4. The Assistant Chief shall ensure confidentiality by maintaining a secure file of all personnel complaints.

Ronald J. Tischer
Chief of Police



The following reports, forms or reference material are referenced in this General Order and can be found on the departments Sharepoint Drive:

-  1 SUPERVISOR - COMPLAINTS FLOW CHART 01.28.2014.docx
-  COMPLAINT AGAINST MEMBER (DEPT) FORM 01.28.2014.doc
-  COMPLAINT AGAINST MEMBER (FORMAL - NOTARY) FORM 01.28.2014.doc
-  INTERNAL INVESTIGATION ADMINISTRATIVE RIGHTS - WARNING 01.28.2014.doc
-  INTERNAL INVESTIGATION DISPOSITION REPORT 01.28.2014.doc
-  INTERNAL INVESTIGATIVE REPORT 01.28.2014.doc
-  NOTICE OF INVESTIGATION AND APPEARANCE FOR INTERVIEW 01.28.2014.docx
-  RULES WHILE ON ADMIN LEAVE 01.28.2014.docx
-  SUMMARY COMPLAINT CONTROL FORM 01.28.2014.doc

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXIV	ORDER NUMBER 24. 0
	TITLE PUBLIC INFORMATION AND COMMUNITY RELATIONS		WORD CODE MEDIA History: Updated 3/03, 8/07 WILEAG STANDARDS, 3rd EDITION 8.1.1, 8.1.2

I. PURPOSE

This order specifies the Community Services Bureau as being responsible for public information AND community relations.

II. POLICY

It is Department policy that consideration is given to the possible effects that may result when untimely data is released that may put a person in jeopardy or compromise the case. The authority/accountability for developing/coordinating such function is assigned to the Community Services Captain.

III. PROCEDURES

A. Assisting news personnel in covering news stories at the scene of incidents

1. Incidents. In the absence of the department Public Information Officer (PIO), the ranking supervisor or designee is responsible for media release; in their absence, the assigned officer may release facts giving regard to on-going investigations, next of kin notification, and right to privacy laws.
2. Access of media representatives, including photographers:
 - a. Scenes of fires/disasters/catastrophic events. Safety guidelines often require the establishment of perimeter lines, NOT to be crossed by ANYONE unless directly approved by the scene commander.
 - b. Perimeters of crime scenes access require scene commander approval.

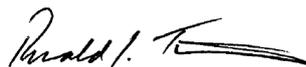
B. Being available for on-call responses to assist with the news media will be a responsibility of the Community Services Bureau.

C. Preparing and distributing agency news releases.

1. Press Releases and Daily Briefings.
 - a. Generally, the Community Services Captain will assign the Public Information Officer for daily news reviews. This will normally be the Bureau Lieutenant or his/her designee. They will review original reports from prior shifts and make them available for inspection by the media between 8:30am-9:00am Tuesday through Friday, and 8:30am-9:30am on Mondays and days following holidays. If a member of the media wishes to review a particular report from that morning's briefing, s/he can do so by contacting the Community Services Bureau after 1pm. Note that this option ONLY pertains to the media. Media Briefings are generally not held on City recognized holidays.
 - b. No report shall be photocopied for the media without prior approval of the Administrative Services Lieutenant, Records Sergeant or his/her designee. Copies of reports are to be obtained by completing an Open Records Request. If approved, the report copy will be available on the next business day.
 - c. On weekends/holidays/after hours, the media may come to the front desk. Shift Commanders may only release Traffic Incidents and arrests not requiring further investigation.
Requests after hours are subject to supervisory approval; other releases may be made via Bureau personnel or shift commander.
 - d. Subject matter. Reviews during staffed times are subject to Bureau approval for review within legal guidelines; release by members is limited to fact, with privacy rights strictly adhered to. Members should refer requests to Community Services, Records, or a shift CO.
 - e. Media inquiries & recipients. Community Services will act as a liaison with the media for questions, releases and statements.
 - f. Any press release given by any Bureau or shift should be forwarded to the Community Services Bureau to ensure consistent dissemination of information. Shifts Commanders shall ensure that the in-coming shift commander is made aware of any information released to ensure consistency.
2. When Community Services is not available, a shift commander may release giving regard to right to privacy and state laws.

- D. Arranging for and assisting at news conferences will be the responsibility of the Community Services Bureau.
- E. Coordinating with the Records Division and authorizing the release of information about victims witnesses and suspects in accordance with Federal and State Laws.
 - 1. Agency files. Records is responsible for release during work hours; after hours, a supervisor may release giving regard to right to privacy laws. Information regarding arrests, hospitalizations, victims, witnesses, juveniles, should be protected in accordance with state laws.
 - 2. In order to prevent the release of unauthorized or protected information every effort should be made to ensure that compliance with state laws regarding confidentiality of certain records are met. Personnel should consult with trained employees to avoid inadvertent release of information to ensure compliance with State Laws.
 - 3. Personnel should refrain from release of information regarding the prior criminal record, character, reputation, existence of confessions, admission of guilt, credibility of witnesses, opinion of agency personnel, merit of the case, quality of evidence, personal information identifying victims or juveniles and the release of information from other law enforcement agencies without their concurrence in releasing that information.
- F. Assisting in crisis situations within the agency is the responsibility of the Community Services Bureau.
- G. Coordinating and authorizing the release of information concerning confidential agency investigations and operations.
 - 1. Ongoing criminal investigation. Authorization for the release may be from Investigative Services or with the Bureau Captains or designees approval. All information released will be routed through the Community Services Bureau to facilitate follow ups with media requests.
 - 2. Information released to the media regarding an ongoing criminal investigation is restricted to factual information as designated in reports deemed releasable by the Investigative Services Captain or as stated in B-3 above. Consideration will be given to possible detrimental effects that could result when improper/untimely data is released that may put a person in jeopardy or compromise the case in court.
- H. The procedure for releasing information when other public service agencies are involved in a mutual effort shall remain fluid and at the discretion of the Chief or his/her designee. The agency having primary jurisdiction is responsible for releasing, or coordinating the release of, information.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXIV	ORDER NUMBER 24.0.01
TITLE COMMUNITY MESSAGING SYSTEM		WORD CODE CMS	TOTAL PAGES 1

I. PURPOSE.

This order establishes procedures for using the Community Messaging System both within the Department as well as by other City or Criminal Justice agencies.

II. POLICY.

It is the Department's policy to provide immediate information to the community within a timely fashion as long as such release is within State and Federal guidelines and does not infringe on the right to privacy of our citizens.

III. PROCEDURES.

A. Software Security.

The system software allows for limiting access to designated users. Designated users are only the System Administrators and their designees. Designees may be non-Department members such as the City Watch employees.

B. Operational Guidelines.

1. Specific guidelines are in user guides maintained in the following locations:

- a. Community Services Bureau.
- b. Records Division.
- c. Shift Commander's office.
- d. Investigative Services Bureau

2. System Administrators for the Community Messaging System are:

- a. Community Services Bureau Lieutenant.
- b. Community Services Bureau Sgt
- c. Community Services Bureau Officer

3. Users: Bureau Commanders or designee will have access to the phone number for sending messages.

- a. In an emergency the appropriate Command Personnel can access City Watch and initiate a mass notification via telephone 1-800-323-3639.
- b. Select Option #1: A City Watch technician can access the account and initiate the notification process.

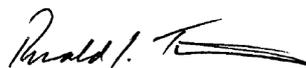
4. ALL messages to be sent to the general community or special citizen groupings should be proofread and reviewed to ensure that the points wishing to be made are easily understood. Special addendum's faxes or other attachments or information that is available should be double-checked to ensure their availability and accessibility.

5. ALL messages sent out, other than testing messages sent by an Administrator, shall have a hardcopy made and sent to the Community Services Bureau and maintained by the Community Services Bureau Lieutenant for later review. If a case numbered report is relevant to the sent information that it should be noted in the remarks of the hardcopy.

C. Other Uses.

- 1. Use by other agencies must receive permission of a Systems Administrator.
- 2. The Community Messaging System has many more uses than that as specified above; however, such uses are limited to mutual agreement of the System Administrators.
- 3. The system is NOT to be used for any personal or political purpose.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXIV	ORDER NUMBER 24.0.02
TITLE BANK ALERT SYSTEM	AUTHOR RMA/DG	WORD CODE BANK	TOTAL PAGES 1
	History: New 10/2004; Updated 10/2010		

I. Purpose/Policy

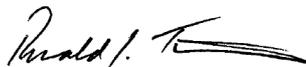
This order establishes an efficient manner by which Financial Institutions can be notified and/or share information in cases involving Robberies, Scams and other related suspicious circumstances. It is the policy of this department to provide timely information to Financial Institutions to help in the prevention of crimes/scams.

II. Procedures

- A. The La Crosse Police Department Community Services Bureau will use a fax / email notification system to alert banks of potential criminal violations to include robbery or fraud. The primary method used for this purpose is the City of La Crosse Police Notifier system allowing faxes and emails to be sent to a bank or banks on a distribution list.
 1. The fax and email distribution lists within the system will be maintained and updated by the Community Services Bureau.

- B. The La Crosse Police Department will initiate and issue a bank alert in the following instances:
 1. A Bank Robbery or attempted Bank Robbery that has occurred within our jurisdiction and information regarding the description of suspect(s), MO, Vehicle Description etc., is releasable.
 2. A report of a Pigeon Drop, Bank Examiner Scheme or any other similar type of fraud report that has been received.
 3. A teletype is received from adjacent counties warning of the above activities.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXV	ORDER NUMBER 25. 1
TITLE TRAFFIC LAW ENFORCEMENT		WORD CODE TRAFFIC ENF	TOTAL PAGES 2
	WILEAG STANDARDS, 3rd EDITION 6.2.1		

I. PURPOSE.

This order establishes procedures to ensure uniform traffic law enforcement. The goal is to provide uniformity that assists members and satisfies uniform enforcement expectations.

II. POLICY.

It is Department policy that officers enforce laws in a manner to achieve voluntary compliance. Traffic enforcement is ALL sworn uniformed members' responsibility. Enforcement will be in accordance with traffic laws/regulations and take into account the degree/severity of the violation. Personnel will conduct themselves in a courteous manner. Field Services will develop a traffic enforcement program based on accident analysis.

III. PROCEDURES.

A. Traffic Enforcement Activities.

1. Officers will take enforcement action when they have probable cause that a law/regulation has been violated. Officers should initiate traffic activities; high visibility is the greatest deterrent to traffic violations.
2. Violations may be handled with a written warning, traffic citation or custodial arrest. Enforcement is primarily left to officer discretion. Verbal warnings **shall** only be used in rare incidents or when the TraCS program is not available.
3. Officers may determine action in accordance with:
 - a. Weather, roadway condition, traffic and pedestrians.
 - b. Inadvertent or intentional.
 - c. Seriousness of offense; resulting in an accident.
 - d. Extent of damage or injury.
 - e. To protect other involved persons' interests.
 - f. Past record or violation history.
 - g. Action sufficient to deter future repetition.
4. Guidelines for Determining Enforcement Action.
 - a. Verbal Warning: least restrictive, for cases involving minor/inadvertent law/equipment violations; officer satisfied that corrections will be made. This option **shall** only be used in rare incidents or when the TraCS program is not available.
 - b. Written Warning: for cases of inadvertent or not serious violations; warning may deter future acts.
 - c. Citations: for more serious infractions, intentional violations, violations resulting in accidents; used for minor infractions when the person's history or demeanor indicates that a warning would not work.
 - d. Custodial Arrests: For OWI or a Section II offenses as outlined in the Uniform State Traffic Deposit Schedule or as dictated by La Crosse County judicial notices. See General Order 1.11 for arrest procedures.

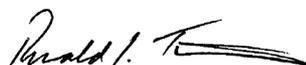
B. Mandatory Traffic Stop Data Collection.

1. The La Crosse Police Department will collect data on all traffic stops in accordance with the Office of Justice Assistance requirements. A traffic stop means any contact by an administrator, detective, or officer with a motor vehicle operator on a public street or highway, initiated by the officer which resulted in the detention of a motor vehicle. Every traffic stop which was initiated by the officer must be reported regardless of the outcome by completing the Wisconsin Traffic Stop Data Collection Form. See General Order 18.8 reference racial profiling for additional guidance.

C. General and Selective Traffic Enforcement Programs.

General enforcement is with Field Services personnel. The Bureau performs traffic analysis to include location, day, time, and causation. The providing of selective enforcement is directed by the Bureau Director and shift commanders. Officers are deployed with traffic matters considered. Programs are enhanced by public information coordinated by Community Services.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXV	ORDER NUMBER 25.2
TITLE SPECIAL GROUP VIOLATORS		WORD CODE VIOLATORS	TOTAL PAGES 1
	History: Updated 7/07 WILEAG STANDARDS, 3RD EDITION 6.2.2		

I. PURPOSE AND POLICY.

This order establishes procedures for handling traffic law violators committed by:

- | | |
|--------------------|-------------------------------|
| Non-residents | Juveniles |
| Legislators | Foreign diplomats/consulates |
| Military personnel | Emergency/Government vehicles |

II. PROCEDURES.

A. Non-Residents.

1. Persons receiving citations for forfeiture violations in circuit court, who are not state residents and do not possess a WI DL, will post a bond as approved by a supervisor if the person has no other ties to the City such as working therein. Order may be superseded by Judicial Order.
2. Reasonable opportunity is given the offender to contact someone to post bond if they are unable to. If a person is unable to post bond, s/he may be taken to Jail until bond is posted or appearance before a judge; prior to jailing, a supervisor MUST approve.
3. Supervisors may waive bonds on traffic forfeitures if s/he feels that the person will appear in court or post later; they may waive bonds if circumstances indicate incarcerations would be inappropriate.
4. Posting of Municipal bonds will be in compliance with the Municipal Judges Orders.

B. Juvenile Offenders, see General Order Chapter 20.

C. Legislators will NOT receive special treatment; however to avoid conflicts, cases may be referred to a prosecutor.

D. Foreign diplomats and consulate officers.

Officers encountering such persons will immediately notify a supervisor. Refrain from restraint unless safety is an issue. The supervisor, after prosecutor consultation, will determine what action will be taken. Incidents will be documented with circumstances of the contact. The supervisor will contact the embassy if told to do so by the prosecutor.

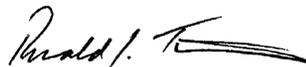
E. Military Personnel.

For this order, military personnel are ACTIVE duty members of the armed forces or the reserves or national guard while on active duty orders. Active duty military personnel are considered residents for the purposes of not requiring bond for forfeiture citations.

F. Emergency and Government Vehicles.

The officer MAY refer the incident to the Administrative Traffic Officer or the City Attorney. This is NOT an option for violations, which require immediate enforcement or jail.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXV	ORDER NUMBER 25.3
	TITLE TRAFFIC STOPS & INFORMATION PROVIDED TO VIOLATOR		WORD CODE TRAFFICSTOP TOTAL PAGES 2
		History: Updated 3/03, 7/07 WILEAG STANDARDS, 3RD EDITION 6.2.5	

I. PURPOSE.

This order establishes procedures for making motor vehicle stops and, at the time a motorist is charged with a violation, providing information relative to the specific charge(s), including:

- A. Court appearance.
- B. Whether court appearance is mandatory.
- C. Whether the motorist may enter a plea and/or pay the fine by mail or otherwise.
- D. Other information that must be provided to the motorist prior to release.

This will ensure that personnel provide violators with necessary information needed to process the citation issued to them.

II. POLICY.

It is Department policy that motor vehicle stops be performed professionally and courteously, and with a view towards educating the public about proper driving procedures while consistently recognizing and taking steps to minimize dangers involved in such activity for the officer, motorist and other roadway users.

III. PROCEDURES.

A. Stopping and Approaching Traffic Violators.

It is recognized that varying conditions may require officers to adjust the following steps to particular conditions.

- 1. Officers will stop vehicles only when they have articulable reason to do so.
- 2. Once the decision to stop is made, the officer will select an area that provides reasonable safety.
- 3. When a location is selected, the officer will notify LEDC of its nature; providing at a minimum, location, vehicle description and/or plate number.
- 4. The officer should signal the operator to stop via activating the emergency lights and siren as necessary.
- 5. Once stopped, the officer should position the squad about one-half to one car length behind the violator and at an angle, approx. 2' to the traffic side of the violator's vehicle. The spotlight at night should be used to illuminate the suspect vehicle's interior.
- 6. On approach, the officer should be alert to suspicious movements/actions of the vehicle's occupants and position him/herself effectively to communicate with the driver.
 - a. In two man squads, the passenger officer is responsible for communications, acting as an observer, and for cover for the other officer.
- 7. Non-uniformed officers in unmarked units will not normally make vehicle stops. In situations where failure to act could create unreasonable risks, officers may contact LEDC to request a marked unit or attempt the stop themselves with lights and siren. If the unmarked unit is NOT equipped with lights and siren, such unit shall not make stops unless there is imminent danger of loss of life should they fail to act.
- 8. If stopping commercial vehicles, never climb onto the vehicle to contact the operator; maintain a position to the rear of the driver's door and ask him/her to exit the vehicle, if and when necessary.
- 9. Ensure that mobile video camera use is in compliance with Mobile Video Policy.

B. Issuing Citations.

- 1. At no time shall the officer or others stand in front of, between or behind the stopped vehicles.
- 2. During the stop, the violator should remain in his/her vehicle while the officer writes the citation; violators should not sit in squads while police business is being conducted.
- 3. When preparing citations, the officer should maintain observation of the vehicle's occupants.

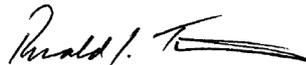
C. Making High-Risk Vehicle Stops.

- 1. Notify LEDC, perform A-3 above and request appropriate assistance to make the stop. An officer should not initiate such stops unless backup units will not be available in time or the urgency requires immediate action.
- 2. After performing A-4, the squad should be positioned approx. 30' behind the suspect in a manner to maximize cover while illuminating the vehicle to the suspect's disadvantage. Once the vehicle is stopped, officers should exit their vehicles and assume cover positions.
- 3. The officer in charge shall identify him/herself and then notify the occupants of the arrest and that all

occupants are to follow all instructions without hesitation or suspicious movements. The officer should issue verbal commands to occupants through the PA system if available. Only one officer will issue commands.

4. The operator should be ordered in separate commands to:
 - a. Lower his/her window.
 - b. Remove the ignition keys with his/her left hand.
 - c. Drop them on the ground.
 - d. Open the door from the outside.
 - e. Step out of the vehicle.
 - f. Turn completely around.
 - g. Face away from the officers.
 - h. Walk backward until commanded to stop.
 - i. Lie face down on the ground with hands stretched far to the sides.
 5. Subsequent occupants should be similarly commanded.
 6. With appropriate cover, officers should then approach the suspect vehicle to inspect all compartments and to handcuff and control occupants as needed.
- D. Officers will provide motorists with the following information if a citation or custodial arrest is made.
1. Court appearance location, date and time.
 2. Whether their appearance in court is mandatory or not.
 3. If the violator may pay the fine/bond so as not to appear in court and where/how to do that.
 4. Information regarding entering a plea.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXV	ORDER NUMBER 25. 4
	TITLE UNIFORM ENFORCEMENT	WORD CODE ENFORCEMENT	TOTAL PAGES 2
History: Updated 6/07 WILEAG STANDARDS, 3RD EDITION 6.2.4			

I. PURPOSE.

This order lists procedures regarding the following offenses:

- A. Hazardous violations.
- B. Off-road vehicle violations.
- C. Equipment violations.
- D. Public carrier/commercial vehicle violations.
- E. Other non-hazardous violations.
- F. Multiple violations.
- G. Newly enacted laws and/or regulations.
- H. Violations resulting in traffic accidents.
- I. Pedestrian violations.

II. POLICY.

This policy refers to the type of action to be taken on listed violations. This policy provides discretion for deviation under specific circumstances. The officer on scene will make a decision on what action to take.

Consideration will be given to changing driving behavior as being a purpose of law enforcement.

III. PROCEDURES.

A. Officer Safety During Traffic Stops.

- 1. Primary consideration in any enforcement action is officer safety.
- 2. Initial Stop.
 - a. Choose a location to avoid endangering the officer and person stopped, by other traffic.
 - b. Be aware of the location and surroundings if it is necessary to seek cover.
 - c. The vehicle plate number or a description of the vehicle without plates WILL be given to LEDC prior to or during traffic stops.
 - d. Position the squad so as to protect the officer from other traffic.
- 3. Contact with the Motorist.
 - a. Use headlights and take down lights at night; observe the occupants prior to and during approach; position yourself behind the driver's door; continue observation of the vehicle's occupants.
 - b. DL status and warrant checks of the operator and any passengers which the officer has concerns about will be made when possible; maintain frequent visual contact with vehicle's occupants.
 - c. When possible other adjoining beat cars hearing of a traffic stop may drive by such for increased safety.
 - d. Issuing the warning/ticket should be as in the initial approach; let the stopped vehicle re-enter traffic prior to squad departure.

B. Hazardous Violations: include, not limited to, offenses involving excess speed, traffic control signs/signals, alcohol offenses via use of a vehicle, reckless and eluding. Officers should vigorously enforce such traffic laws.

C. Off Road Vehicle Violations: involving mini bikes, snowmobiles and all terrain vehicles; primary enforcement when possible may be referred to the DNR; Departmental emphasis may include:

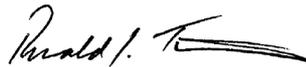
- 1. Public education.
- 2. Enforcement of regulations within the City.
- 3. Operation on public/private property.

D. Equipment Violations: law/regulation equipment violations may be addressed with a warning ticket or citation. Persons receiving two or more warnings for the same or similar offense in a three-month period may be sent a citation by the Administrative traffic officer.

E. Public Carrier/Commercial Vehicle Violations: enforcement of traffic laws applies equally to such vehicles though guidance may be requested from the State Patrol; officers will make a reasonable effort to ensure that perishable cargo or passengers are protected if it is necessary to detain the operator or vehicle.

- F. Non Hazardous Violations: include, not limited to, equipment violations, parking, licensing and registration; officers should vigorously enforce such to address violations and to create an impression of active enforcement activity to encourage voluntary compliance.
- G. Multiple Violations: discretion of the officer whether to issue multiple violations from the same incident.
 - 1. Officers should generally issue citations for more serious offenses and use written warnings for lesser offenses arising from the same incident.
 - 2. Cases with multiple violations that constitute an all-inclusive charge such as reckless driving, generally should not result in individual charges but be included in the greater charge.
 - 3. License/registration offenses may be charged in addition to other violations.
- H. Newly Enacted Laws/Ordinances: use discretion when enforcing newly enacted or amended regulations. A 30-day grace period after enactment or major amendment may have officers using warnings if the public appears unfamiliar with new laws. This doesn't prevent officers from using more stringent actions if s/he is satisfied that the offender knew of the law or it was deliberately violated, it is of a hazardous nature or if stronger action is needed to address the violation.
- I. Violations Resulting in Traffic Accidents: there are few exceptions when a citation would NOT be issued for a causation violation when an accident occurs regardless of the extent of damage or injury; all accidents are subject to review not only by the shift supervisor but also by the Administrative traffic officer, the legal department, and numerous others.
- J. Pedestrian Violations: violations not involving an accident or personal injury may result in a warning; violations resulting in an accident/injury should result in a citation.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXV	ORDER NUMBER 25. 4. 01
TITLE DRIVING UNDER THE INFLUENCE OF ALCOHOL/DRUGS		WORD CODE INFLUENCE	TOTAL PAGES 3
	HISTORY: New 3/98; Updates 2/03, 9/03, 4/04, 7/07, 4/08, 2/11		

I. PURPOSE.

This order establishes procedures for the detection, testing, arrest and processing of impaired drivers due to intoxicants, controlled substances or any other drug.

II. POLICY.

Impaired drivers are a serious threat to public safety. It is Department policy that officers will actively apprehend persons operating vehicles while under the influence of intoxicants, controlled substances or any other drug in accordance with WI ss. 346.63 and all related sub sections as well as 346.71 (2) and 343.305 and all related sub sections.

III. DEFINITIONS

- A. DRUG EVALUATION & CLASSIFICATION (DEC): A systematic, standardized method of examining a suspect to determine whether the person is under the influence of one or more categories of drugs.
- B. DRUG RECOGNITION EXPERT (DRE): A law enforcement officer who has successfully completed the National Highway Traffic Safety Administration (NHTSA) approved curriculum for the Drug Evaluation and Classification Process (DECP), and is certified by NHTSA and the International Association of Chiefs of Police (IACP) as a Drug Recognition Expert.

IV. PROCEDURES

A. Detection.

- 1. Members will be alert for impaired behavior. When observing such behavior, officers will gather evidence to stop the vehicle; officers will not permit unsafe driving that endangers others.
- 2. On contact, officers will watch for signs of intoxication and may request a back up unit.
- 3. Officers will note the demeanor, actions of the suspect such as speech, balance, attitude, and odors.

B. Tests and Screening.

- 1. Officers will attempt field sobriety tests on drivers suspected of being OWI; tests should be conducted at the scene unless other factors necessitate moving. Tests should be on a flat, lighted area out of traffic and conducted in a consistent manner from case to case.
- 2. Unless the driver is uncooperative or physically unable to perform, tests will be given as follows:
 - a. Standardized Field Sobriety Tests (SFST): horizontal gaze nystagmus (HGN), walk/turn (heel to toe), and one leg stand.
 - b. Optional Tests: alphabet recital, finger to nose and Romberg balance.
 - c. Officers not trained in HGN should perform a & b; all tests will be documented.
 - d. Officers may use a Preliminary Breath Test (PBT).

C. Arrest.

- 1. The officer will decide if there is probable cause to arrest based on SFST, other tests and his/her observation. If arrested, the driver will be handcuffed and searched, including a search of the vehicle (For evidence supporting the OWI charge, alcohol and/or open containers) while the driver is at the scene, and will remain handcuffed for transport unless extenuating circumstances are present.
- 2. If the officer suspects that the person maybe under the influence of a controlled substance or other drug, the officer will place the person under arrest and will attempt to arrange for a Drug Evaluation and Classification.
- 3. Accidents with serious injury/death and where OWI is suspected require notification of the Investigative Services Bureau Captain, technical accident investigator and District Attorney.

D. Arrestee's Vehicle.

- 1. The officer will attempt to secure the person's vehicle and its contents prior to leaving the scene:
 - a. If there is no sober, valid passenger in the vehicle with the owner/drivers permission, it may be left legally parked; if it is illegally parked the police may move it with owner/driver permission to a legal parking area; the vehicle will be towed if neither condition is met.
 - b. If there is a sober, valid passenger in the vehicle it may be turned over to such person if the driver/owner consents.

2. This does NOT mandate release if the officer wants the vehicle for evidence nor is the officer required to remain at the scene to attempt to locate another driver.
3. If there are other occupants in the vehicle and it is being secured or towed, the officer will attempt to make reasonable arrangements for other occupants but the officer is NOT expected to transport such persons.

E. DRUG EVALUATION AND CLASSIFICATION (DEC).

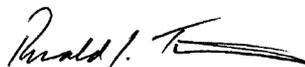
1. Drug Evaluation and Classification (DEC) is a highly technical function performed by the Drug Recognition Expert (DRE). Persons performing the evaluation and classification must possess a Department of Transportation authorized certification and credentials.
2. When an officer is investigating an OWI offense where the suspected alcohol level/content is not consistent with the level of impairment observed, the officer will contact the on duty supervisor to inform him/her of their observations.
3. When an officer is investigating a traffic stop where the driver is believed to be under the influence of a restricted drug (Reference Act 97), they should determine if probable cause exists for an arrest, then contact a supervisor and a DRE for an evaluation.
4. The suspect to be evaluated by the DRE will be transported to the La Crosse PD or Law Enforcement County Jail. The DRE will begin recording report related information beginning with the time he/she is requested to perform an evaluation.
5. The arresting officer will provide the DRE with a description of the results of the SFST tasks performed, including the reading of the PBT if administered, and any other observations and/or evidence collected which would indicate impairment.
6. Persons arrested will be read the Miranda Warning before a DEC procedure is implemented. If the individual invokes his/her rights this does not preclude a DRE from completing his/her DEC.
7. Drug evaluations will be conducted by a minimum of two officers if possible, at least one of whom will be a certified DRE. The DRE will be in charge of the evaluation and may direct an officer to record information on the Drug Influence Evaluation form.
8. When no DRE is on duty for our department, an officer may make a request, with supervisor approval, to surrounding mutual aid agencies for the use of a DRE. If there is no on duty DRE, an officer may request, with supervisor approval, to have one called in on overtime. A department DRE officer would be the first choice and if not available a mutual aid request maybe made.
9. Outside agency request s for DRE's will be honored pending supervisor approval based on available manpower.
10. Our department will be reimbursed for the use of certified off duty DRE's. Copies of any overtime slip for DRE call-in should be forwarded to the administrative Lieutenant for re-imbusement. The administrative Lieutenant will coordinate with the DOT/BOTS division to submission of re-imbusement claims.
 - a. Fax the following information on department letterhead to: Alcohol (DRE) Coordinator
WI DOT / BOTS
608-267-0441
 - b. Reason for the overtime reimbursement request, (ex. La Crosse Sheriffs department requested DRE services, request made by Deputy John Doe).
 - c. List the date and time that the DRE was requested and include the time the DRE ended his/her assistance, (ex. 04-02-04, 4:00p.m. to 5:30p.m.). Also include explanation that any call in is mandatory 3 hours overtime.
 - d. List the DRE's name that was utilized. Also include the supervisor's name that is faxing the request.
 - e. A photocopy of the overtime slip maybe forwarded as well.
 - f. This request applies for DRE use by our agency and outside agencies as long as the DRE was called in off duty.

F. Chemical Tests.

1. The Department designates the breath test as the primary chemical test of intoxication for 1st offense. Blood is the Primary test for all OMVWI related crimes. Blood will be the department's primary test when it is believed that the driver is under the influence of drugs, other than alcohol. The officer may modify the primary test if other conditions or circumstances exist, with supervisor approval.
2. Prior to requesting a person to submit to such test, the officer will issue a citation for OWI and inform the driver of such; if the driver is charged with an offense where a citation is not used such as a felony, the driver will be informed of the charge.
3. The Officer will read the driver the Informing the Accused form and should avoid further explanation or interpretation of the form. If consent is given, an appropriate test is administered.

4. An officer may REQUIRE a blood sample withdrawal from a person who is unconscious or otherwise not capable of giving consent if there is probable cause to believe the person violated WI ss. 346.63(1),(1)(am), (2), (2m) or 940.25, 940.09 or an ordinance that adopts such laws.
 5. If charged with a crime and the person refuses a test, blood may be ordered and taken as evidence to the crime.
 6. If the results show a prohibited alcohol concentration or concentration of some form of drug, the officer will write a citation for such charge or refer the data to the D.A. if the driver was charged with a felony.
 7. Operators of vehicles involved in alcohol related fatal crashes that are killed are required to be tested under WI ss. 346.71(2). Surviving drivers involved in fatal crashes shall be processed in accordance with this policy. If no probable cause exists to require chemical testing of a surviving driver, the officer should encourage the driver to voluntarily submit to testing.
- G. Post Test/Refusal Processing.
1. Alcohol Influence Report - completed by officer, if Miranda is waived, questions may be asked of the driver.
 2. Notice of Intent to revoke - completed by officer, read to the driver refusing a test and issued a copy.
 3. Notice of Intent to Suspend - completed by officer, read to the driver, and issued a copy, if the PAC test shows a prohibited alcohol concentration. If the results are delayed, Records will mail the form. Officers should not complete the "notice date" if the form is mailed. "Notice Date" will be completed by Records personnel.
 4. If the driver has his/her license, the officer will obtain such.
- H. Release of Driver after Processing.
1. Drivers may be released after processing under the following conditions:
 - a. If the driver has a valid WI D.L. or is employed or attending school in the City; OR
 - b. An appropriate, supervisor approved bond is posted; -AND-
 - c. A responsible, sober adult will come to the Department and take responsibility for the driver. Persons accepting responsibility must read and sign a Driver Release form. If the person refuses to sign the form, the driver will not be released.
 2. Persons held in jail are subject to jail procedures.
- I. Reports. In addition to the above reports, a narrative completed by the arresting officer and any assisting members will be completed and attached as is appropriate. This is to include a Persons Report.

Ronald J. Tischer
Chief of Police



<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 09.27.2012</p>	<p align="center">CHAPTER XXV</p>	<p align="center">ORDER NUMBER 25. 4. 02</p>
<p>TITLE SPEED VIOLATIONS</p>		<p align="center">WORD CODE VIOLATIONS</p>	<p align="center">TOTAL PAGES 1</p>

I. PURPOSE AND POLICY.

This order establishes procedures for the enforcement of speed violations.

II. PROCEDURES.

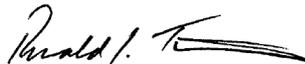
A. Radar / Laser Enforcement.

1. ONLY radar/laser units that meet National Highway Traffic Administration (NHTSA) standards will be used for traffic speed enforcement.
2. General Operations.
 - a. Units that are kept in the marked squads will be externally checked, at a minimum, by oncoming members for any obvious damage.
 - b. Units that are kept in the station will be checked out.
 - c. Users should choose locations having a high incidence of speed related accidents, speed violations, or other related conditions where the officer will be able to visually observe vehicles to confirm unit readings.
 - d. Prior to unit use, officers will perform tests:
 - 1) Visual inspection for external damage.
 - 2) Calibrations and tests in accordance with manufacturer's guidelines.
 - 3) Damage or test failures will be documented on work order forms and routed to the first shift commander for repairs.
 - 4) Proper test results will be recorded on any subsequent citations wherein the unit was used; unit tests will be preformed before and after using the unit for enforcement purposes.

B. Enforcement Guidelines.

1. Speed violations are enforced by either radar or pacing.
 - a. Officers using radar/laser are state certified.
 - b. Pacing should be for at least 1/10th mile; if a citation is issued the officer will run the squad through radar after such to verify speed accuracy.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXV	ORDER NUMBER 25. 4. 03
TITLE BICYCLE VIOLATIONS		WORD CODE BICYCLE	TOTAL PAGES 1

I. PURPOSE AND POLICY.

This order establishes a method of enforcing bicycle laws for various age groups. All officers shall enforce laws governing the operation and maintenance of bicycles.

II. PROCEDURES.

A. Enforcement Options.

17 years of age and older.

Verbal warning; Bike Citation as a written warning--enter 'warning' in the section for scheduled appearance; or Traffic Citation.

14-16 years of age.

Same as II-A plus the Bike Citation may be used for safety class appearance using the dates/times established by Community Services.

12-13 years of age.

Same as above; however, rather than issuing a traffic citation, an ordinance citation shall be used.

Under 12 years of age.

Same as the above excluding traffic or ordinance citations.

B. Community Services Bureau Responsibilities.

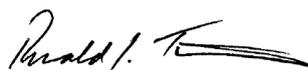
1. Bike Citations.

- a. Personnel will review citations.
- b. Two or more such citations in a calendar year will result in a traffic or ordinance citation being issued/mailed where applicable.

2. Bike Safety Class.

- a. Conducted by Bureau personnel at intervals determined by number of violators.
- b. Dates/times will be given to all bureaus/divisions.
- c. Classes will be composed of laws and safety tips.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXV	ORDER NUMBER 25. 4. 04
TITLE PARKING VIOLATIONS		WORD CODE PARKING	TOTAL PAGES 1
	History: Updated 6/07		

I. PURPOSE AND POLICY.

This order establishes procedures for the enforcement of parking regulations. Civilian Service Employees (CSE) are the primary enforcement personnel; parking enforcement is a responsibility of all uniformed personnel.

II. PROCEDURES.

A. Level of Enforcement.

1. Enforcement of ordinances is primarily through a ticket.
2. Traffic citations may be used for hazardous violations.
3. Warnings may be used where the operator is moving or it is for a new zone/regulation.

B. Handicap Parking Violations. Such parking must be properly signed, a pavement symbol is NOT enough. When possible, the officer/CSE may photograph the violation or sketch the scene on the ticket.

C. Parking on UW-L Campus Property. Parking on the public street areas of the campus area are enforceable; however, campus roads/lots are NOT subject to City parking tickets.

D. Voiding or Dismissing Parking Tickets.

1. To **void** a ticket the issuer will write VOID across the face of all copies with his/her initials, date and a reason. Voiding is done by the issuing CSE/officer.
2. To **dismiss** a ticket write/stamp DOC across the face of available copies with his/her initials, date and reason. Dismissing a ticket is limited to supervisors, It is NOT allowable for the recipient of a ticket to dismiss his/her own ticket.
3. It is not advisable to DOC handicap parking or trespass parking tickets unless obvious mistakes were made.

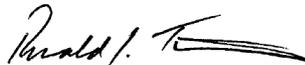
E. Enforcement on Private Property.

1. Proactive enforcement is restricted to Handicap Parking.
2. Trespass parking enforcement requires adequate signs as to the parking restrictions as per WI ss. 346.55(4). Responding officers/CSEs have discretion in issuing tickets; property managers are responsible for towing.

F. Residential Parking Permits. Residents may receive permits through the Parking Utility for parking in a time zone that abuts their residence in lieu of the time restrictions in accordance with Public Works guidelines.

G. State Parking Ticket/Registration Suspension Program. The Parking Utility participates in this program to suspend vehicle registration of non-paying offenders in accordance with State standards.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXV	ORDER NUMBER 25.4.05
TITLE AUTOMETER / 4TH & JAY RAMP		WORD CODE AUTOMETER	TOTAL PAGES 2

I. PURPOSE.

This order establishes procedures for enforcing automated meter (overtime) parking spaces in the Market Square Ramp. It also provides for accountability and audit data.

II. PROCEDURES /GENERAL OPERATIONS.

A. Ramp Configuration.

1. Two Hour Zones. The ramp continues to have time zones that require personnel to chalk vehicles. These spaces are in stalls numbered up to 175.
2. Reserved Parking. Such spaces are posted with a orange sign situated directly in front of the parking stall. They reserve the spot 24hrs a day, 7 days a week unless otherwise noted on the sign.
3. Automated-Meter 12 Hour Zones. The newest stalls in the ramp are subject to topic of this order. They are all individually numbered in the series: 176-399, 400-499, and 500-630. NOTE: Some reserved spaces are contained in these number sequences.

B. Functions of Automated Meters.

1. There are advisory signs posted in the ramp as to the operation of the automated meter spaces. When parking, the driver is responsible for observing the sign that lists the parking space number.
2. When leaving the vehicle, with the parking space number in mind, the driver is to go to one of three automated tellers (meters) located throughout the ramp to pay for parking.
3. The driver must put in money (currently one quarter per hour/accepts bills also) and then punch in the space number where s/he is parked. If they forgot the space number, they must go back to where their vehicle is and get it again.
4. The automated teller will issue a receipt that lists the time paid and the time that their space use will expire.

III. ENFORCEMENT PROCEDURES.

A. Ramp and Control Room Access.

The enforcement CSE assigned to the ramp will be issued access keys. On those days when s/he is to be off for whatever reason, the key set will be turned into the Administrative Traffic Officer for re-issuance.

1. The plastic card allows the CSE to access the ramp's lowest level via the garage overhead doors off of the alley to the east of the ramp.
2. The key allows access to the control room, the automated teller computer and printer. NOTE: There is not a phone located in the control room, therefore, any problems with the computer/printer can be best facilitated by contacting Public Works on radio frequency "City 3".

B. Printing a Log for Enforcement Purposes.

1. To access the computer, use the key that is in the manual in the print out room and follow the directions on the sheet located on the desk.
2. There are three groups that must be printed separately: 176-399, 400-499, and 500-630. You must wait to print each one until after the previous set has been completely printed. Print outs show the date and ending time of all the automated stalls in the ramp. Each time someone pays, it prints out on the printer downstairs, separate from the log. Make sure that you leave these payment sheets in the room when removing the log sheets for enforcement purposes.
3. Once all print-outs are done:
 - a. Press the 'pause' key.
 - b. Press LLF/FF to advance the paper in the printer to allow tear-off.
 - c. Tear the log off of the printer.
 - d. Press the 'pause' key again.
 - e. Log off of the computer per the directions in the room.
 - f. ONLY stalls that are subject to this type of enforcement will print out; reserved spaces will not be displayed on the log.
4. The CSE is expected to refill or add paper when low. If there are any problems beyond that, contact Public Works on "City 3".

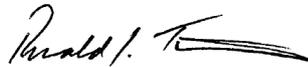
C. Preparing for Enforcement.

The CSE should review the log and highlight the spaces that have expired and/or are subject to being issued a ticket prior to leaving the office.

D. Enforcement.

1. With the highlighted logs in hand, the CSE shall locate the spaces where a vehicle may be in violation. If a vehicle is parked in such spaces, then a parking ticket for "overtime" will be issued.
2. If the CSE can see that a person is exiting the vehicle, the CSE will give the driver the benefit of the doubt and not issue a ticket.
3. There is a possibility that a person may receive a ticket when they are in the transition of parking and walking to an automated teller to pay for their space after the log was already printed. These will be handled on a case by case basis with cases of this nature being referred to a police supervisor for review and possible dismissal. If complaints become too frequent regarding this type of error, then the CSE will be required to run a second log after enforcement, to monitor if anyone received a ticket in that transition phase.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXV	ORDER NUMBER 25.4.06
TITLE STOLEN VEHICLES PARKING UTILITY HOT LIST		WORD CODE HOTLIST	TOTAL PAGES 1

I. PURPOSE

This order establishes procedures for adding/deleting stolen/recovered vehicles into/from the Clancy Parking Software.

II. POLICY

It is the policy of this Department to enhance the probability of locating stolen vehicles in a timely manner; therefore, the addition of such vehicle information to parking software will enable enforcement CSE's to detect such vehicles through existing technology.

III. PROCEDURE

A. Shift Station Supervisor.

The Shift Supervisor or designee shall ensure that a copy of reported stolen motor vehicles and any recovery of such, are routed to the Parking Utility by putting copies in the Records Division mail slot.

B. Parking Utility.

Upon receipt of a report of a stolen vehicle or recovery thereof, personnel of the Parking Utility shall:

1. Add stolen vehicles to the hot list of the Clancy software as trained by a Division supervisor.
2. Remove stolen vehicles from the hot list of the Clancy software when appropriate and as trained by a Division supervisor.

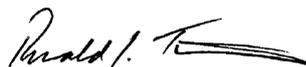
C. The software will load the handheld units automatically at the prescribed load/unload time(s).

D. Civilian Service Employees (CSE's).

1. When a CSE receives a prompt on his/her handheld unit that the vehicle is stolen (S), s/he will verify such via contact with LEDC prior to taking any action.
 - a. If the stolen status is INVALID, s/he will notify the Parking Utility personnel as soon as is reasonable to remove the information from the system.
 - b. If the stolen status is VALID, s/he will give further information to LEDC to include location, condition of the vehicle, and if anyone may be in the area associated with the vehicle. An officer will be dispatched to the vehicle's location to take charge of the investigation.
2. Invalid status vehicles will have a ticket issued whereas active stolen vehicles will not be ticketed.

E. Any problems with the system as outlined above shall be brought to the immediate attention of the Records Division supervisor or the Administrative Lieutenant.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXV	ORDER NUMBER 25. 5
TITLE EMERGENCY EQUIPMENT		WORD CODE EQUIPMENT	TOTAL PAGES 1
	WILEAG STANDARDS, 3rd EDITION 6.1.3		

I. PURPOSE.

This order establishes guidelines for the use of emergency vehicular warning devices.

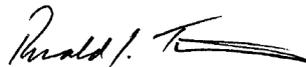
II. POLICY.

It is Department policy to ensure that members adhere to statutory restrictions on the use of emergency warning devices and that such devices are used in ways that will minimize risk of accidents or injuries.

III. PROCEDURES.

- A. Field supervisors are responsible for monitoring responses to calls and shall have the authority to up/down grade response modes.
- B. Use of Emergency Warning Devices. During emergency response:
 - 1. Emergency lights/siren activated, WI ss. 346.03.
 - 2. The headlights/wig-wags activated to augment visibility.
 - 3. Four way flashers will NOT be used when in motion, as they interfere with brake lights and turn signals.
 - 4. Emergency devices may be deactivated at a distance from the scene determined by the officer, so as not to alert suspects to law enforcement proximity. When deactivated the officer will comply with all traffic laws and proceed in a manner consistent with normal traffic flow.
 - 5. The spotlight is primarily used in building and stationary security and shall not be directed at the windshield or vision of oncoming traffic.
- C. Audible and/or visible warning devices will be used to make adequate notice of intent to stop a vehicle and provide a safe environment for everyone in the area.
- D. Discretionary Use of Emergency Warning Devices.
 - 1. Officers may activate emergency warning devices when handling any perceived emergency. The officer will advise LEDC of the nature to the emergency.
 - 2. In other emergency situations, when expediency is required to effectively eliminate a potential hazard to the public or fellow officers, officers may activate emergency warning devices to allow orderly and safe movement through heavily congested roadways. Examples:
 - a. Lighting at accident scenes or disabled motorists.
 - b. Lighting as a protective warning.
 - 3. Officers shall deactivate emergency warning devices as soon as possible.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXV	ORDER NUMBER 25. 6
TITLE REPORTING / INVESTIGATING ACCIDENTS		WORD CODE CRASHES	TOTAL PAGES 4 + Annex A
	History: Updated 3/03, 4/04 WILEAG STANDARDS, 3rd EDITION 6.2.7, 6.2.8, 6.2.9		

I. PURPOSE.

This order establishes procedures for investigating traffic accidents.

II. POLICY.

It is Department policy that members responding to the scene will secure it, provide aid, investigate it, and clear as soon as practical. Technical accident (TA) officers will investigate death/serious injury cases. Supervisors review reports.

III. DEFINITIONS.

Public Property – All public streets, alleyways, **publicly owned** ramps, landings, parking lots, and traffic ways.
Private Property – Areas under private domain such as private driveways, private business parking lots, hospital lots etc

III.REPORTING AND INVESTIGATING ACCIDENTS.

- A. Death or Injury: All death and/or injury motor vehicle accidents occurring on private or public property are State reportable accidents and will result in completion of a State Accident Police Report.
- B. Property Damage:
 - 1. **Public Property – State Accident Police Reporting**
 - a. All property damage accidents which occurred on public property, where the department is dispatched to the accident scene, will result in the completion of a State Accident Police Report when the total damage to one persons property meets or exceeds the State threshold dollar amount. All property damage to government owned property/vehicles which, meets or exceeds the State threshold dollar amounts is State reportable and will result in completion of a State Accident Police Report.
 - 2. **Public Property – Department Non-Reportable Accident Report**
 - a. All property damage accidents, where the department is dispatched to the accident scene, and where the accident originated or terminated on public property and does not meet or exceed State threshold dollar amounts will be reported on a Department Non-Reportable Accident Report. **State Citizen Accident Reports are NOT distributed in these cases.**
 - 3. **Public Property – State Citizen Accidents Reports**
 - a. Accidents reported with a substantial delay after the incident may result in the involved persons given a State Citizens Accident Report to complete and send in. At the supervisors/officers discretion the officer may complete a State Accident Report or Department Non-Reportable Accident Report if they feel it is appropriate. NOTE: HIT & RUN CRASHES WILL BE INVESTIGATED AND COMPLETED ON A STATE ACCIDENT REPORT or NON-REPORTABLE ACCIDENT FORM DEPENDING ON WHAT CRITERIA IS MET. CITIZEN ACCIDENT REPORTS **WILL NOT** BE GIVEN OUT FOR HIT & RUN CRASHES.
 - b. Accidents reported on days wherein road conditions or other factors have caused the **shift supervisor** to alter reporting methods by having minor accident involved persons come into the station without police response, may result in the involved persons given a State citizens accident report to complete and send in. When providing a State Citizen Accident Report officers will ensure the following:
 - 1. The La Crosse Police Department mailing label is affixed to the form
 - 2. The La Crosse Police Department case number is written on the form
 - 3. The vehicle plate numbers and drivers names and dates of birth are attached to the incident report.
 - 4. **Private Property – State Accident Reporting**
 - a. See III A
 - b. All property damage accidents involving Government –owned property meeting or exceeding State threshold dollar amounts.

5. **Private Property – Department Non-Reportable Accident Report**
 - a. Accidents involving Government Property/Vehicles resulting in property damage less than State threshold dollar amounts will be reported on a Department Non-Reportable Accident Report.
 - b. Accidents which occur on private property when a citation is issued as a result of the accident.
 - c. Hit & Run accidents where evidence of the striking vehicle is obtained.
6. **Private Property – State Citizen Accident Reports**
 - a. Accidents which occurred on private property and do not meet III B 4 or III B 5 and do not have a citation issued can be completed by providing a Citizen Accident Report to the involved parties. At the supervisors/officers discretion the officer may complete a State Accident Report or Department Non-Reportable Accident Report if they feel it is appropriate. When issuing a Citizens Accident Report the officer will ensure the following:
 1. The La Crosse Police Department mailing label is affixed to the form
 2. The La Crosse Police Department case number is written on the form
7. Accidents reported on the Department Non-Reportable Accident form, which are later found to be over the State threshold dollar amount will be returned back to the original reporting officer for completion on the State Accident Police Report.
- C. **Hit and Run:** a hit and run accident must meet the same above criteria for determining whether or not it is State reportable and which report to utilize. State Citizen Accident reports are **never** used for Hit & Run.
 1. Members investigating hit/runs will take photos and gather evidence when pertinent. The traffic officer conducts follow-up investigations.
 2. The traffic investigator or assigned officer will investigate both reportable and non-reportable H & R crashes in an attempt to locate suspected vehicles and drivers. Appropriate charges/citations will be issued at the discretion of the officer/supervisor.
- D. **Impairment Due to Alcohol or Drugs:** any allegation, suspicion, or evidence leading an officer to suspect alcohol or drug use by a person involved in an accident will cause such officer to further investigate for such use.
 1. Standard Field Sobriety Tests or similar tests may be used to determine impairment.
 2. Preliminary Breath Test equipment may also assist the officer in making on-scene decisions, but should not solely be used to form probable cause.
 3. Enforcement of impairment or illegal consumption will be strictly enforced following related directives.
 4. Crash Reporting/investigation will follow the guidelines as set forth in this order.
 5. See General Order 25.4.01 for further information on OMVWI enforcement.
- E. **Hazardous Materials:** in any accident that MAY involve release or exposure to hazardous materials, the fire department will be requested as they are the designated hazardous materials handlers for the City.
 1. Officers noticing possible spillage, etc. of hazardous materials will inform dispatch of such and the need for special equipment and related agencies support.
 2. A street supervisor will also be dispatched to monitor needs for supplies and manpower.

IV. OFFICER RESPONSE.

The following crashes in IV-A through H require a response to the scene by an officer. In general, ensure that civil tort interests of the parties involved in collisions and criminal/civil laws are protected. Consideration will be given to officer/state reporting requirements, the need for supervisory presence or action, preventing possible destruction of evidence, the importance of recording witness statements in a timely manner, and the public's evaluation of employees congregating at accident scenes if their assistance is not needed.

A. Death or Injury.

1. A member assigned to an accident will:
 - a. Respond according to how the call is dispatched, if dispatched as a death/injury accident, the appropriate response would be as an emergency call with red/blue lights AND siren engaged.
 - b. Position the squad to protect the scene.
 - c. Determine injuries and summon medical assistance.
 - d. Determine need for other services: fire, wrecker.
 - e. Establish a safe traffic route around the scene.
 - f. Identify involved persons/witnesses, record data and begin removal of evidence and vehicles if the extent of the investigation dictates such.
 - g. Determine the need for a Technical Accident Officer.

Technical Accident (TA) Officers.

2. The at scene member with approval of an on-duty supervisor WILL request the dispatching of a TA officer for: fatal accidents, life threatening injury accidents, extensive property damage accidents, and serious damage or injury accidents involving City vehicles.
3. The TA officer may request other resources such as vehicle inspectors, mechanics or other TA officers.
4. Such officer is responsible for technical investigations including: measurements/diagrams/photographs, notifications for fatalities to the State, assist the medical examiner if needed, and other related functions.

B. Hit and Run.

1. Officers responding to a hit and run will take note of vehicles leaving the area as to a possible match with the offending/striking vehicle.
2. Adequate information will be requested from Dispatch in order to facilitate such observations; after arrival at the scene the investigating officer will record witness statements in a timely manner and give Dispatch as much detailed striking vehicle information as possible for release to other field units.
3. Evidence and the chain thereof is of primary concern in hit and run accidents. When possible photography and/or videography will be used to document the scene. If necessary, TA officers or investigators may be summoned to assist in gathering evidence.
4. Hit and Run's reported after a substantial delay may not require a response to the scene. Especially if the person comes to the department to report the crash.

C. Impairment of an Operator Due to Alcohol or Drugs.

1. Prompt officer response will ensure apprehension of an impaired operator. Protecting the scene, obtaining witness statements, documenting and collecting evidence, and if available, photography/videography are criteria needed for gathering essential information.
2. Standard Field Sobriety Tests or similar tests may be used to determine impairment. Preliminary Breath Test equipment may also assist the officer in making on-scene decisions. Violations of impairment or illegal consumption will be strictly enforced following related directives.

D. Damage to Public Vehicles or Property.

1. *Members in accidents using a Department vehicle* must notify dispatch (LEDC) who notifies a supervisor and another officer to investigate, if it is within the City. The street supervisor will respond to the scene whenever possible. If it is not in the City, the member must notify an on-duty supervisor immediately.
2. Members will complete a Department Memo; supervisors will complete a Department Accident form; non-involved investigators will complete reports including a State form if required; photos will be taken of such accidents
3. Report copies are routed to Field Services, Assistant Chief, Chief, and the City Attorney. Commendations for charges may be made through a prosecutor if the offense does not require physical custody or involves OWI or criminal violations. Prosecutors review the case and make determinations regarding enforcement action if any.
4. *Accidents Involving City Vehicles or Property.* Accidents involving a City vehicle/property will be investigated and recorded on a State form if required. The relevant Department Head will be notified and photos taken.
5. Damage to any other government property will have such agency immediately notified by dispatch, this is especially important if highway property is damaged.

E. Disturbance Between Principles: it is important to realize that tempers may erupt at accident scenes, officers are urged to use discretion whenever possible, but must primarily be concerned with the welfare and safety of all involved.

F. Major Traffic Congestion as a Result of the Accident: additional personnel such as Civilian Service Employees, may be necessary to assist in scene safety by directing traffic if congestion occurs or is likely as a result of the accident, officers may request assistance through dispatch, and if no Civilian Service Employees are available, additional sworn units may be used. To ensure safety, personnel providing traffic direction shall use safety related devices such as orange reflective ANSI 107 or 207 rated Class 2 high visibility apparel at a minimum. vests and flashlights.

G. Damage to Vehicles to the Extent Towing is Required: on roadway accidents involving vehicles that require towing will require an immediate response and timely requests to the operators, if possible, or preferred wrecker services within reason; if none are specified, dispatch will be informed to call the wrecker under contract at the time of the request. If the wrecker under contract can not respond within the specified contract times another wrecker service can be summoned. Contract failures should be reported to the Captain of Field Services.

1. Vehicles towed are the responsibility of the owner and they have their reasonable choice of wreckers.
2. If impounded for evidence, it will be taken to cold storage impound when possible or to the station.
3. See the Towing Order for further details.

- H. Hazardous Materials: response to reported hazardous material spills will be immediate but guarded so as not to endanger the responding officer; protective supplies/equipment will be utilized where appropriate and personnel trained in the handling and disposal of such hazards will be summoned.

V. ACCIDENT SCENE PROCEDURES.

A. Determining Who is in Charge.

Unless directed by a supervisor, the assigned officer is in charge; if a TA is activated, they will be in charge. If a commercial motor vehicle is involved as defined in 340.01 and any of the following criteria are met, a Wisconsin State Patrol Motor Carrier Inspector should be notified:

1. Fatality
2. Serious injury requiring medical transport
3. Major property damage, requiring one or more vehicles to be towed from the scene.

B. Identifying and Dealing with Injured Persons.

One of the immediate measures to be taken upon arriving at a scene is identifying and care for injured persons; it is important to note that many times care may simply mean calling for appropriately trained personnel and keeping the victim still.

C. Identifying and Dealing with Fire Hazards and/or Hazardous Materials.

As the Fire Department performs first responder duties and primary hazardous materials duties, they should be requested or dispatched at the first suspicion of any related hazard. Until their arrival, officers may be required to keep people away from the suspected hazard.

D. Collecting Information.

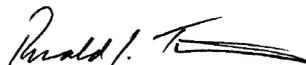
The person in charge will:

1. Get statements from those involved and witnesses.
2. Identify/record damage/marks to vehicles/roadway.
3. Take measurements/photos as needed.
4. Collect/preserve evidence.
5. Protect personal property by: returning it to the owner/operator, securing it in the vehicle preferably with the owner's consent, or take custody of it.
6. Ensure all forms are completed.
7. Officers will take enforcement consistent with orders. Accidents are subject to review and may result in a citation issued at a later time.

E. Protecting the Accident Scene.

A member assigned to an accident will position the squad to protect the scene, summon other personnel when needed to assist, and consult with a supervisor for incidents requiring additional manpower or equipment.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXV	ORDER NUMBER 25. 9
TITLE TRAFFIC DIRECTION AND CONTROL FUNCTION		WORD CODE TRAFFIC	TOTAL PAGES 1
	History: Updated 3/03, 6/07, 5/10 WILEAG STANDARDS, 3rd EDITION 2.4.10, 6.2.9		

I. PURPOSE AND POLICY.

This order governs the traffic direction and control functions to ensure that manual control of traffic is performed uniformly.

II. PROCEDURES.

A. Manual Traffic Control.

1. Personnel are required to wear high visibility clothing when performing traffic direction and control, the member doing traffic control will wear a high visibility vest or orange side out raincoat and a whistle. Shall wear ANSI 107 or 207 rated Class 2 high visibility apparel when directing traffic, investigation crashes, handling lane closure, obstructed roadways and disasters at a MIMIMUM.
2. To Stop Traffic.
 - a. One sharp whistle blast.
 - b. Facing traffic to stop.
 - c. Hand out raised to shoulder height with palm up facing traffic to stop.
 - d. At darkness or adverse weather, a flashlight preferably with a orange cone attachment, should be used in the hand stopping traffic.
 - e. If functioning as a crossing guard, the hand used to stop traffic should hold a handheld STOP sign.
3. To Start Traffic.
 - a. Halt cross traffic as designated above.
 - b. Turn head to face traffic to start and give two sharp whistle blasts.
 - c. Hand out raised to shoulder height with palm up facing traffic is brought across chest in a sweeping motion to signal traffic to go.
 - d. See 2-d, use flashlight in hand starting traffic.
 - e. See 2-3, lower STOP sign; wave to go with free hand.

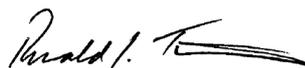
B. Traffic Control Devices Options at a signalized intersection:

1. Access the control box to control traffic with the remote control.
2. Access the control box to switch the function from normal to flash if B-1 is unavailable. If lights must be left on flash for whatever reason, notification must be made or left to the City Traffic Engineer.
3. Access the control box to shut down the signals if they are not operating properly.
4. Return the signals to normal operation at the conclusion of manual traffic control.

C. Other Resources.

When available, marked units may be used to illuminate the area as well as to warn approaching motorists by activating the emergency lights. Additional resources may also be used such as barricades and lighted reflectors with the approval of an on duty supervisor.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	09.27.2012	XXV	25. 11
TITLE ESCORT SERVICES		WORD CODE ESCORTS	TOTAL PAGES 1
	WILEAG STANDARDS, 3rd EDITION 6.2.10		

I. PURPOSE.

This order governs the performance of escort services.

II. POLICY.

This order sets guidelines for performing law enforcement escort services and escorting civilian vehicles in medical emergencies.

III. PROCEDURES.

A. General Escorts.

1. Requests for escorting vehicles are required to meet State and local regulations. Such requests shall be routed to the City in a timely fashion and reviewed by the Traffic Engineer if required by the State.
2. The Traffic Engineer forwards requests to the shift commander to determine manpower needs; if there is a conflict, the request will be routed to the Traffic Engineer with the problems and recommendations.
3. Escorts shall have an Incident Report completed listing the person/company escorted, their billing address, and data regarding the units assigned and time spent. A copy will be routed to Administrative Services by the on-duty shift commander.

B. City - Bank Escorts.

1. Money escorts from the City Treasurer or other City Department will be performed during manpower available times.
2. The shift commander will assign one officer to perform such.

C. Funerals: Funeral homes provide their own escorts; special requests for large processions will be routed to the pertinent shift commander. Funeral processions are conducted in accordance with State law.

D. Emergency Vehicles: a police unit may escort an emergency vehicle such as that vehicle's emergency devices are inoperative; such cases are dealt with approval of the on-duty shift commander.

E. Parades, Runs, Special Events: permits, etc. are handled by Administrative Services.

F. Escorting Civilian Vehicles / Medical Emergencies

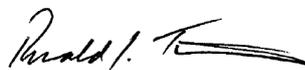
Escorting civilian vehicles is a dangerous practice. Officers:

1. Offer to contact an ambulance service for emergency transportation.
2. Allow the civilian vehicle to follow the patrol vehicle, obeying all traffic laws. The officer should not use emergency lights or siren.
3. Allow the civilian vehicle to proceed without escort, cautioning to obey all traffic laws. This section does not preclude an officer from taking enforcement action on traffic violations.

G. Other Escort Requests.

All other escort requests are routed to Field Services for review and processing with affected agencies.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXV	ORDER NUMBER 25. 12
TITLE ASSISTANCE TO HIGHWAY USERS		WORD CODE ASSISTMOTOR	TOTAL PAGES 1
	WILEAG STANDARDS, 3rd EDITION 6.2.12		

I. PURPOSE AND POLICY.

This order establishes procedures for providing assistance and protection to highway users in need of emergency assistance.

II. PROCEDURES.

A. Unattended Vehicle in Traffic.

1. Members locating vehicles stopped/stalled in traffic that pose a hazard to themselves or other traffic will protect the scene by engaging emergency lighting and positioning their marked unit for greatest visibility.
2. A 10-28 is made for the vehicle owner data. The officer may have LEDC call the owner's home/work place (from the City directory) in an attempt to locate him/her. The area service stations may also be contacted.
3. If not moved within a reasonable time or the owner cannot be located, a parking citation is issued and the vehicle towed in accordance with the towing order.
4. Personnel may request additional resources as needed, such as the fire department for leaking fluids, the street department for other debris, or CSEs for relief.

B. Attended Vehicle in Traffic.

1. Members locating vehicles disabled/stalled in traffic that are attended will protect the scene as in A-1.
2. Members will determine a reason for being stopped and attempt to arrive at a timely solution.
3. If unable to be moved the vehicle may be towed with the occupant's approval/choice of wrecker within reason.
4. In excessive weather conditions, personnel should attempt to relocate the occupants into more acceptable facilities such as a nearby store or the squad. Transportation for them may be arranged also.

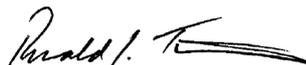
C. Restrictions.

1. It is not allowable to jump start another vehicle using City vehicles nor shall a member attempt mechanical repairs of another vehicle.
2. It is not permissible for a member to push a vehicle by either physical strength or with a City vehicle unless equipped with push bumpers or as a last resort to save life or prevent injury.
3. Members may not transport persons outside of the City without supervisory approval. Vehicles for one-person use are not used to transport passengers.

D. Use of Lockout Tools.

Use of such tools is limited to emergency or other incidents with supervisor approval. Members will inform motorists of "not being liable for any damage" if the member attempts entry or offer use of the tool to the victim for their use. If the vehicle user does not concur and it is not an emergency, they may be referred to a locksmith or wrecker for assistance.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXV	ORDER NUMBER 25. 13
TITLE HAZARDOUS HIGHWAY CONDITIONS		WORD CODE HIGHWAY	TOTAL PAGES 1
	HISTORY: Updated 3/03, 7/07 WILEAG STANDARDS, 3rd EDITION 6.2.14		

I. PURPOSE AND POLICY.

This order establishes guidelines for correcting hazardous highway conditions. Street hazards are recognized by the Department as being potential safety problems for the public.

II. PROCEDURES.

Public Works disseminates a Call List of relevant personnel for the Street, Wastewater, Water Departments and Public Works itself which is posted in the Command Office for reference.

A. Immediate Correction. The following circumstances require immediate attention and remedy:

1. Downed regulatory signs (e.g. yield and stop signs).
 - a. Contact the on-duty or on-call street department worker for repair or replacement.
 - b. Have a member standby or place temporary barricades with attached regulatory signs at the location.
2. Downed or dangerously malfunctioning traffic signals, to include railroad signals.
 - a. Same as above; may require manual traffic direction.
3. Hazardous obstructions in the street.
 - a. Same as above or larger objects may require the use of wrecker services.
4. Excessive damage to the street.
 - a. Same as above to regulating department which may not be the street department.
 - b. Place barricades around the damage if available and if their placement will be acceptable rather than using manpower.
5. Other situation evaluated by on-scene personnel as needing immediate attention.

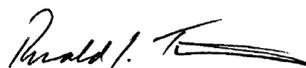
B. Later Notification.

1. Minor view obstructions; e.g. partially obscured signs, minor vandalism/damage, etc.
2. One street light burnt out with others functional.
3. Other situations evaluated by on-scene personnel as not needing immediate attention but later notification.

C. Documentation and Notification.

1. ALL hazards will be recorded on a CAD Incident Report with the measures used to correct such problems.
2. Notifications to be made will be listed on the report with a copy to the First Shift commander so that s/he can get such copy to the required agency as soon as possible in the morning during normal business hours.
3. Other immediate notifications will be made by the on duty shift commander or his/her designee.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXV	ORDER NUMBER 25.14
TITLE TOWING & ABANDONED VEHICLES		WORD CODE ABANDONED	TOTAL PAGES 3
	History: Updated 3/03, 6/07, 8/09, 12/09 Annex A Attached WILEAG STANDARDS, 3 ND EDITION 6.2.14		

I. PURPOSE AND POLICY

This order establishes guidelines for handling abandoned and/or towing vehicles.

II. DEFINITIONS

- A. Abandoned Vehicle:** remains on highway/public property for 48 hours after being placarded and sent notice. If vehicle is unregistered for more than 30 days, it is considered abandoned and can be towed *with supervisory approval* in accordance with ss 341.65, see III-A-2 below.
- B. Emergency Situation:** no park, stop or standing, blocking traffic driveways, snow emergencies with posting and other hazardous offenses, which creates unsafe conditions or hinders traffic.
- C. Non-Emergency Situations:** abandoned vehicles and any violation not meeting "B".

III. PROCEDURES

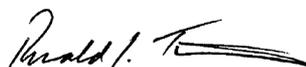
A. ABANDONED VEHICLES.

Notices and Hearings for Non-Emergency Situations.

1. ***If the vehicle has plates:***
 - a. Chalk vehicle tires.
 - b. After 48 hours, check vehicle for movement.
 - 1) If on street parking, vehicle must be moved off of the block face (e.g. if parked on the north side of the 1000 block of State Street the vehicle cannot be left on the north side of the street but may be moved to the south side of the street or out of the general area).
 - 2) If not moved according to "A-1-b-1)" above, the vehicle shall be placarded with the sticker filled out by the investigating CSE/Officer.
 - c. The investigating CSE/Officer will send a pre-tow notice.
 - d. After a minimum of 48 hours from the mailing of the notice (e.g. City mail goes out at 3:00 pm on a normal business day; therefore, the "mailing" may be a later date/time than completing the notice and placing it in the Records Division to-be-mailed box) the vehicle may be towed.
 - e. A mailer copy will be placed in the "to-tow" book.
 - f. A CSE assigned by the Records Division Supervisor or Administrative Lieutenant is responsible for checking on vehicles to be towed.
 - g. If the vehicle is abandoned, after the waiting period as noted in "d" above, the assigned CSE will ticket the vehicle for "abandonment" and have the contracted wrecker service tow it.
 - h. The assigned CSE will complete a vehicle report, listing the ticket number on the form. A copy of such report shall be forwarded to the Parking Utility for tracking the ticket and a copy will be forwarded to the Administrative Investigator for further enforcement.
 - i. The Parking Utility will note such towing involvement in their records to track payment or non-payment. Non-payment may result in suspension of registration of any plate of the owners.
 - j. The Administrative Investigator may issue an ordinance citation for abandonment to the last registered owner of the vehicle and attempt to serve it or have it mailed. The Courts will attempt to assess fines to recover the towing fee.
2. ***If no plates and/or ownership is unknown:***
 - a. The vehicle shall be chalked and placarded. Such placarding shall be immediate to chalking. The CSE/Officer shall attempt to locate an owner by contacting nearby residents/businesses.
 - b. If ownership is determined, follow "A-1" above.
 - c. After 48 hours, with a supervisor's approval, the vehicle may be towed. NO pre-tow notice can be sent.
3. ***If obviously abandoned:***
 - a. Obviously abandoned means that the vehicle in such condition as to indicate that it has not been moved or is abandoned. Indicators may include but are not limited to: vehicle missing motor or other parts necessary for movement, flat tire(s), snow covered for days, build up of excessive road dust/dirt/grime or other materials, etc.
 - b. Follow "2" above.
4. All questions are routed to the City Attorney, if they cannot be resolved in the Department. The owner may be informed that s/he can contest the ticket(s) and/or towing in Municipal Court.

5. Vehicle Release. Vehicles stored at wrecker lots will have owners referred to those businesses.
- B. **REMOVAL & TOWING OF VEHICLES FROM PUBLIC & PRIVATE PROPERTY.**
1. **Emergency Situations:** Responding personnel will determine ownership through DOT records. Attempt should be made to contact owner. If unsuccessful, personnel will:
 - a. Get supervisory approval for tow
 - b. Issue citation or parking ticket
 - c. Tow to available wrecker lot
 - d. Complete necessary reports.
 2. Private property removal and/or towing requests will be referred to wrecker/towing businesses. The Department's involvement is limited to issuing appropriate parking tickets and giving the wrecker or towing business vehicle owner information.
- C. **RECORD MAINTENANCE.**
1. If a vehicle is towed by our authority, a Vehicle Report will be completed; the pink copy will be kept in the tow binder at the front desk until released or for no longer than twelve months; the original shall be routed through normal reporting procedures.
 2. If the wrecker company provides a towing receipt, a photocopy of it shall be attached to the report with the original bill forwarded to the administrative lieutenant.
- D. **SPECIAL PROCEDURES.**
1. **Vehicles as Evidence:**
 - a. Prior to tow, approval should be obtained from a supervisor.
 - b. Tow vehicle to Cold Storage inside storage, Police Garage, Outside Impound or other designated location, place processing tags on vehicle.
 - c. Police Department is responsible for tow fee on vehicles taken as evidence.
 2. **Arrests:**
 - a. Felony and/or drug arrests where an arrestee's vehicle may be forfeited can be towed to Cold Storage, Police Garage, Outside Impound or other designated location.
 - b. If approval to operate the vehicle is obtained from owner, vehicle may be driven.
 - c. If drug arrest, DEA form 12F (Annex B) should be completed at the time of arrest by arresting officer and forwarded to Investigative Services for further processing even if vehicle is not immediately seized.
 - d. Care shall be taken in determining proper storage to avoid damage/ theft.
 - e. Vehicles from other arrests can be legally parked or turned over to a responsible party with owner's consent. If vehicle is a hazard, it will be towed to a wrecker's lot.
 - f. Vehicles towed, as possible forfeiture shall receive supervisory approval.
 - g. Police Department is responsible for tow fee on vehicles seized for possible forfeiture as a result of felony and/or drug arrests. Vehicles owner is responsible for tow fee from other arrests where vehicle is a hazard.
 3. **Recovered Stolen Vehicles:**
 - a. If not held as evidence, the vehicle will be receipted back to owner.
 - b. If unable to locate owner and not needed for evidence the vehicle will be towed to wrecker lot. Vehicle owner is responsible for tow fee.
 4. **Accidents/Disabled:** The operator may select the wrecker within reason otherwise the wrecker on call will tow. Vehicle owner is responsible for tow fee.
 5. **Private Parking:** Property owners may tow after a ticket is issued. The ticket violation is trespass parking. Issuing personnel shall list the complainant's name on the ticket for later referral if necessary such as court testimony or questions. Property and/or vehicle owner is responsible for tow fee. No vehicle report is needed.
 6. **Police Vehicles:**
 - a. Prior to towing police vehicles, all other alternatives will be exhausted such as notifying the City Garage if possible. Supervisors' approval is needed prior to towing police units. Police department is responsible for tow fee.
 - b. If the vehicle is outside the city limits but within the county, the county wrecker contract in force at the time prevails. If none is available the city contract will be followed.
 - c. If the vehicle is out of the county, the member SHALL contact the on-duty shift commander if possible, for towing instructions that should be determined by distance out-of -town, extent of damage and/or repairs needed.
 7. **Inventory of Vehicles:** Vehicles towed by the department are subject to inventory by the towing officer or their designee. If there appears to be property of substantial value the officer will complete a full inventory unless special circumstances exist. See G.O. 1.12
 8. The Property Clerk is responsible for maintaining records of all vehicles.

Ronald J. Tischler
Chief of Police



DEA FORM 12F

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER 25	ORDER NUMBER 25.14.01
TITLE TOWING IN CITY PARKING RAMPS / LOTS		WORD CODE CITY RAMPS	TOTAL PAGES 2
AMENDS 25.14-15 & 25.4.04 II-E			

I. PURPOSE AND POLICY.

This order establishes guidelines for handling the ticketing, tagging and towing of vehicles parked in violation of relevant regulations in City parking ramps and lots.

II. DEFINITIONS.

- A. **Other Hazardous/Emergency Violations.** Any parking violation, other than those noted in this section, which impedes or otherwise inhibits the safe and orderly flow of traffic within, entering or exiting a City ramp or lot.
- B. **Other Non-Hazardous/Non-Emergency Violations.** Any parking violation, other than those noted in this section, which does not impede or inhibit the safe and orderly flow of traffic within, entering or exiting a City ramp or lot.
- C. **Overtime Parking.** For purposes of this order, any parking which exceeds a posted time limit, such as a 1-hour, 2-hour or 12-hour zone. This is a violation that meets II-B above.
- D. **Trespass Parking.** For purposes of this order, the parking of a vehicle in an area or space that the City has leased to an individual, business or other entity, of which the vehicle does not have the permission to park from the leasee. This is considered a hazardous violation in that it impedes and inhibits the leasee from parking in their designated area or space in compliance with WI ss. 346.55(4).

III. PROCEDURES.

A. Trespass Parking.

- 1. The Board of Public Works policy treats trespass parking on public property similar to those on private property.
- 2. Calls to City ramps/lots by a complainant for enforcement must meet the following criteria.
 - a. The complainant must be the leasee or representative thereof.
 - b. The complainant must specify the space and description of the vehicle parked in violation.
 - c. The complainant will be allowed a day exemption from overtime parking if they are forced to park in an overtime space in lieu of parking in their leased space.
 - d. As with trespass parking, the complainant may wish to have the vehicle immediately towed, see requirements in III-A-3.
 - e. If the complainant does not wish to have the vehicle immediately towed, see requirements in III-A-4.
 - f. A trespass ticket will be issued to a vehicle in violation of illegally parking in a leased space.
- 3. Immediate Tow Request.
 - a. Complainants wishing to have a vehicle immediately towed must meet the responding officer/CSE at the leased space in question when the trespass ticket is being issued.
 - b. Ticket issuers will ensure that the complainant's name is listed on the ticket for possible court testimony if the ticket/tow is contested.
 - c. Responding personnel will determine ownership of the vehicle parked in violation through DOT records. A reasonable effort will be made to locate the owner and have the vehicle removed.
 - d. If unsuccessful in locating the owner, the responding officer/CSE will get supervisory approval for tow. This is the key difference in private v. public property tows; on City ramps/lots, the Parking Utility takes responsibility for towing and potential costs if not paid by the vehicle owner. The Police Department NOT the leasee is responsible for calling the wrecker.
 - e. Responding personnel will issue the parking ticket, have the dispatcher call the wrecker on-call, have the vehicle towed to the wrecker lot, and complete a relevant Vehicle Report.
 - f. The Board of Public Works and/or Police Department reserves the right to cease or otherwise restrict immediate tows, if the leasee has demonstrated any inaccurate, unsubstantiated, or improper complaints that have resulted in erroneous/irregular towing.

4. Delayed Towing.
 - a. If the complainant does not request an immediate tow, the officer or CSE shall ticket the vehicle in violation and make note to re-check the vehicle in violation on the next day. If the responding officer or CSE cannot re-check the vehicle, s/he will make arrangements for another employee to re-check the vehicle.
 - b. In re-checking the vehicle, if it is still located in the leased space, it shall be chalked and tagged for tow with a second ticket being issued.
 - c. Additional abandoned vehicle procedures shall be complied with per GO 25.14-15.
5. Payment for Wrecker Services for Trespass Parking in ramps/lots.

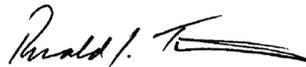
The Board of Public Works has policy that states that towing of vehicles related to trespass parking in City ramps/lots will be paid by the Parking Utility.

 - A. Other Hazardous/Emergency Violations.

Such violations regarding City ramps/lots shall meet with the same enforcement and towing as outlined in GO 25.14-15 III-A.
 - B. Overtime Parking.
 - C. Enforcement personnel shall be observant of repeat violations over successive days which may indicate abandonment.
 - D. Such personnel shall immediately comply with GO 25.14-15 regarding ticketing, chalking, tagging, warning letter, towing, and reporting.
 - E. Other Non-Hazardous/Non-Emergency Violations.

Such violations regarding City ramps/lots shall meet with the same enforcement and towing as outlined in GO 25.14-15 II-C. Unauthorized vehicles that are not deemed abandoned within City lots, such as City Hall, Public Libraries, etc. shall be issued "unauthorized" parking citations.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXVI	ORDER NUMBER 26.0
TITLE PRISONER TRANSPORTATION		WORD CODE PRISONER	TOTAL PAGES 3
	WILEAG STANDARDS, 3RD EDITION 7.1.1, 7.1.2, 7.1.3, 7.1.4, 7.1.5, 7.1.6, 7.1.7, 7.1.8.1, 7.1.8.2, 7.1.9, 7.1.10		

I. PURPOSE.

This order creates guidelines for transporting prisoners.

II. POLICY.

When transporting prisoners, officer and prisoner safety is paramount. Prisoners should, except under specified circumstances, be handcuffed and searched prior to transport. The prisoner will be transported in a marked unit whenever possible.

III. SEARCH OF PRISONERS.

The transporting officer is legally responsible for the safety and custody of the prisoner being transported. The transporting officer will search the prisoner before being transported.

- A. When an officer makes a custodial arrest, prior to placing the offender in a police vehicle/facility, the officer SHALL search the subject, remove evidence, contraband or anything that may cause harm to anyone.
- B. Searches will be in accordance with the following:
 - 1. Officers may search pockets, purse, bags or any outer garments of offenders.
 - 2. Offenders may be thoroughly searched by an officer of the opposite sex when the officer believes the offender is carrying a weapon or in accordance with the above when a same sex member is not available.
 - 3. When available and needed, an officer/CSE of the same sex as the prisoner should be searching, however if none are available, the transporting officer will perform the search.
- C. When prisoners are received from another officer/department/jail the receiving officer WILL search the prisoner. It should always be assumed that the prisoner had an opportunity to obtain contraband or a weapon.
- D. Guidelines for strip searched/body cavity search should be referred to General Order 26.0.1

IV. SEARCH OF TRANSPORTATION VEHICLE.

Examination of prisoner transport vehicles, marked squads, shall be done at the beginning of each shift by the assigned officer and such vehicles shall also be searched prior to and after transporting prisoners.

- A. An exam before each shift by the assigned officer will ensure that the squad has not been tampered with since last used, is free of weapons and contraband, is mechanically safe, is free of damage or defect, and is properly equipped for use.
- B. Each time a prisoner is transported, the squad will be examined to ensure that no weapons or contraband are present. Latitude is allowed wherein the officer has been in constant control of the squad; however, most squads are not under such control.
- C. Once a prisoner has been removed, a search is conducted before the vehicle is reused to ensure that s/he has left nothing behind and that if items are located they may be linked to the person in a timely manner.

V. LOCATION OF OFFICERS IN VEHICLE.

Transporting officers will be seated in the front of the vehicle unless multiple officers are needed to control an offender, then a secondary officer may seat immediately to the rear of the driver. For safety reasons, the prisoner should be under observation at all times and secured with fastened seatbelt unless extenuating circumstances exist.

VI. COMMUNICATION BY PRISONERS.

Circumstances under which the prisoner may communicate with others while being transported.

- A. When authorized by the transporting officer to do so.
- B. To give voluntary information regarding the incident.
- C. To inform the officer or other occupants of a hazard or physical problem.
- D. The prisoner's right to communicate with counsel and others will not normally be exercised during the period that the prisoner is being transported.

VII. ACTIONS AT DESTINATION OF TRANSPORT.

Though our Department does NOT transport prisoners from one facility to another, the following procedures apply when taking an offender/prisoner to County Jail.

- A. Securing Firearms for Safekeeping.
Prior to entering the Jail holding facility, officers will place their firearm in the provided lockable lockers at the entrance and keep the key until they leave the facility.
- B. Removing Restraining Devices prior to placing the Prisoner in the Cell. At the Jail the jailer taking custody of the offender is in charge as to when the restraining devices/handcuffs are to be removed from the offender.
- C. Delivering Documentation to the Receiving Officer. Documentation required by the Jail is primarily the Jail receiving card that officers complete at/or prior to going to the Jail.
- D. Obtaining the Signature of the Receiving Officer. The jailer enters the information from the card into their Records and files the cards according to their procedures. The jailer uses his/her initials/signature to sign-off on their jail card that the entry was completed.
- E. Officers should advise the jail staff/receiving officers of any potential medical or security hazards by completing the back of the jail-receiving card.

VIII. PRISONER ESCAPE.

- A. Persons to be notified.
 1. Upon escape, the officer shall immediately notify LEDC with detailed information to be given to field units to assist in bringing the escapee back into custody, to include:
 - a. Name, height, weight, age, hair/eye color, clothing type/color, and other characteristics.
 - b. Direction and method of travel.
 2. LEDC will notify field units and send units into the area. LEDC will notify the street supervisor and surrounding jurisdictions if the escapee has the ability to leave the City.
- B. Reports to be Prepared.
 1. Dependent upon escapee age, a Juvenile/Persons Report is completed regarding charges including additional charges if apprehended AND a request for a warrant if not apprehended.
 2. A continuation report will detail the incident and the escape.
- C. Further Actions to be Taken.
 1. All incidents are subject to review by the shift commander and other members such as the Training Lieutenant to see if tactics or training may be an issue.
 2. If the escapee flees into another jurisdiction under fresh pursuit, the officer may pursue and inform dispatch of such information. A supervisor shall be dispatched into the area whenever possible to insure compliance with mutual aid, if needed, and pursuit orders.

IX. UNUSUAL RISK.

Officers will give advance notice if a prisoner being transported is posing a unusual risk/threat, to allow receiving personnel time to prepare restraining devices or arrange for additional help.

X. RESTRAINING DEVICES DURING TRANSPORT.

In general, prisoners are to be restrained with handcuffs utilizing proper DAAT techniques during transport, with the following exceptions:

- A. For medical/physical reasons, restraint cannot be accomplished safely.
- B. The offender is 12 or younger, or is advanced in age and they are not perceived to be a threat and a search has not revealed any weapons or contraband.
- C. Permission for not restraining a person has been given by a supervisor.
- D. In circumstances where the officer can detail satisfactorily why s/he did not restrain the person.
- E. Multiple offenders may be cuffed together if there is not enough handcuffs at the scene.
- F. Discretion may be used for sick/injured offenders.
- G. Violent offenders may require additional restraints.
- H. May NOT handcuff to any part of the vehicle. This section refers to restraint as being handcuffed. It does not infer that offenders should not be seat belted in the vehicle when such devices are available. All offenders should be seatbelted unless they are too combative to safely accomplish the maneuver or other physical reasons are evident.
- I. Officers should ensure that prisoners are transported in a manner that does not contribute to "positional asphyxia" such as being placed on their stomach. At no time should prisoners be placed in a "hog-tied" position.

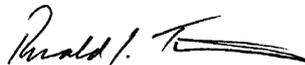
XI. SPECIAL TRANSPORT SITUATIONS.

- A. Sick, Injured or Disabled Prisoners.
 1. Transport of prisoners requiring medical attention will be deferred to a treatment facility. If the duration of holding at such facility is longer than an hour, the officer will notify his/her supervisor

for stand-by directions. Seriously sick/injured persons may be transported by ambulance with an officer following the ambulance.

2. It may be unsafe to transport handicapped offenders in a squad; an ambulance may be used for transport.
 3. A unit with a prisoner will not stop for law enforcement calls unless the risk to a person is grave and the risk to the prisoner is minimal.
 4. Transport of prisoners listed above shall require enhanced precautions to prevent airborne or bloodborne pathogens to contaminate the vehicle/officer. This may include wearing plastic/rubber gloves and/or mask.
 5. Due regard shall be given prisoners that allege sickness, injury or disability. Such shall be told to any other contact person and to the receiving facility/jail. The allegation will also be noted in the officer's reports.
- B. Prisoners in Need of Transport to Medical Care Facilities or Hospitals.
1. Prisoners transported by members will be taken to a treatment facility when appropriate, with notification to a supervisor.
 1. If the prisoner is delivered to the Jail and then/later alleges a need for treatment, the Jail is responsible for making an assessment, transport, and supervision of the prisoner.
 2. Prisoners transported to hospitals will remain under supervision of the officer to prevent escape, suicide or assault.
 3. Prisoners will remain in restraints unless the removal of the restraints is necessary for treatment. Supervisors/Officers have the authority in determining if/when the restraints are removed.
 4. Prisoners hospitalized prior to incarceration at the jail may require 24-hr coverage depending on the circumstances/severity of the crime committed. If the prisoner can not be released by using other methods such as signature bonding etc., the officer shall contact a supervisor to determine a schedule for providing observation of the prisoner, if needed.
 5. Officers assigned to monitor a prisoner at a hospital should avoid complacency. Officers should not fraternize with the prisoner. Officers will call for relief when needed.
 6. Officers will deliver medical orders/prescriptions/medications to receiving jail personnel upon releasing the prisoner to the jail.
 7. Officers transporting prisoners to/from hospital facilities shall follow searching/restraining directives within this order.
- C. Opposite Sex Prisoners.
1. Searches of opposite sex prisoners should have a same-sex member doing the search when possible; however, this does not prevent an officer of the opposite sex from conducting a search prior to transport giving due regard for the persons rights.
 2. Opposite sex prisoner transports will cause the transporting officer to relay the starting and ending mileage of the transport to the dispatcher for recording on the timed tape.
- D. Unusual Transports
- Prisoners allowed to attend funerals, critically ill persons, reading of wills, etc. provide for extraordinary opportunities to a prisoner for unauthorized personal contact, escape, or inflicting injury on themselves or others. Jail personnel responsible for the prisoner will handle these transporting situations. Our Department will only assist as requested.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXVI	ORDER NUMBER 26.2
TITLE STRIP/ BODY CAVITY SEARCHES		WORD CODE STRIP SEARCH	TOTAL PAGES 2
	WILEAG STANDARDS, 3rd EDITION 1.7.3, 1.7.7		

I. PURPOSE AND POLICY.

This order establishes procedures for conducting strip searches. See WI ss. 968.255 governing such searches.

II. DEFINITIONS.

A. **Detained:** arrested for a felony or the following misdemeanors:

- 167.30 Use of Firearms near Park
- 940.19 Battery
- 940.20(1) Endangering Safety-Dangerous Weapon
- 941.23 Carrying Concealed Weapon
- 941.24 Possession of a Switchblade
- 948.60 Poss. of Dangerous Weapon by Child
- 948.605(2)(1) " of Firearm in a School Zone
- 948.61 Dangerous Weapon in a School Zone

or, under Juvenile code any violation if committed by an adult would be in the above list; arrested for a violation and IF there is probable cause to believe the person is concealing a weapon or anything that may be evidence of the offenses such person is detained for.

B. **Strip Search:** a search in which a detained person's genitals pubic area, buttocks/anus, or a female's breasts are uncovered AND exposed to view or touched by a person conducting a search.

C. **Body Cavity Search:** a search in which a detained person's vagina and/or anus are probed.

III. PROCEDURES.

A. Restrictions.

1. Searching persons must be of the same sex as the offender unless they are a physician, nurse or assistant. The detained person is not exposed to a person not doing the search unless they are a physician, nurse, or assistant. The search is not reproduced through video or audio.
2. ONLY a physician, nurse or assistant may conduct a body cavity search. No Department members are allowed to conduct body cavity searches; however, a member of the same sex as the suspect may stand by while medical staff perform the search.

B. Permission must be obtained in writing from the Chief of Police, Assistant Chief, or a Bureau Captain prior to conducting a strip/body search except when there is probable cause to believe that the detainee is concealing a weapon. All strip/body searches conducted as a result of a police investigation shall be documented via a general report and reviewed by his/her supervisor.

C. Factors to consider prior to authorizing a strip/body cavity search:

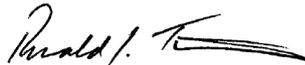
1. Reasons for search.
2. Nature and seriousness of the offense.
3. Does the person have a criminal record?
4. Reasonable suspicion to believe person has contraband, drugs or weapons.
5. Length of time person may stay in custody.
6. Is the person being held alone or with others?
7. Did the person resist arrest or was s/he violent?
8. Does the person have a history of violence, contraband or drugs?
9. Is the person a danger to him/herself or others?
10. If applicable, prior to authorizing a strip/body cavity search a Search Warrant should be considered.

D. Physically Disabled Persons.

The removal of an assistive device requires the aid of a person who has had training in handling physically disabled persons; this type of search requires extreme care and strict conformance with Department orders.

- E. An opinion of the Attorney General advises that the mouth, ear and nose are not body cavities envisioned by the statutes, but extreme care should be exercised in searching these areas.
- F. Failure to strictly conform with the statutory requirements and Department orders carries the same penalty and liability as an unlawful strip search.

Ronald J. Tischer
Chief of Police

A handwritten signature in black ink, appearing to read "Ronald J. Tischer", with a stylized flourish at the end.

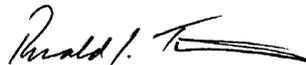
GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXVII	ORDER NUMBER 27. 1
TITLE CUSTODIAL CARE STANDARDS		WORD CODE CUSTODIAL	TOTAL PAGES 1
	WILEAG STANDARDS, 3RD EDITION (EXEMPT) 7.2.1, 7.2.2, 7.2.3, 7.2.4, 7.2.5, 7.2.6, 7.2.7, 7.2.8, 7.2.8.2, 7.2.8.3, 7.2.9, 7.2.10, 7.2.11, 7.2.12, 7.2.13, 7.2.14, 7.2.15, 7.2.16, 7.2.17, 7.2.18, 7.2.19, 7.2.20, 7.2.21, 7.2.22, 7.3.1, 7.3.2, 7.3.3, 7.3.4, 7.3.5, 7.3.6, 7.3.7		

I. PURPOSE AND POLICY

This order defaults to the La Crosse County Sheriffs Office the responsibility for establishing written standards regarding jail facility operation and custodial care.

The Sheriff's office will forward operational guidelines to our Department and Departmental personnel will adhere to such procedures.

Ronald J. Tischer
 Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXVII	ORDER NUMBER 27.2
TITLE INTERVIEW ROOMS & HOLDING PROCEDURES	REVIEW DATE	WORD CODE INTERVIEW ROOMS	TOTAL PAGES 2
	History: New 5/2005 WILEAG STANDARDS, 3rd EDITION 7.3.1, 7.3.2, 7.3.3, 7.3.4, 7.3.5, 7.3.6, 7.3.7		

I. PURPOSE

This order identifies procedures for supervision and accountability for persons being detained by our department as well as providing authorization for temporary holding areas for individuals, restraining and separation of individuals. It also provides conditions for access to water and restrooms, length of time persons can be held, evacuations, security and training of personnel responsible for an individual while under our control.

II. POLICY

The La Crosse Police Department often needs to interview or detain persons before they are arrested, booked or released in other manners as prescribed by law. Daily police operations are often unpredictable, and it may be necessary to use a room, space or area to separate persons under arrest, maintain control, wait for bonding or responsible persons or prepare proper paperwork and reports. It is the policy of this department to provide adequate facilities to accommodate persons under our control and provide a safe environment for detainees and officers.

III. PROCEDURES

1. Holding Area Procedures

- A. Supervision and Accountability - The officer bringing the person into the department is responsible/accountable for the person unless relieved by another officer or department employee. This does not relieve supervisory accountability for persons under our custody or care.
- B. Authorized Holding Areas - Authorized areas designed to hold persons under our control consist of the interview rooms located on the main floor of the police department and the interview rooms located on the 2nd floor in the Investigative Bureau. The report/lunch room, front desk area, command room or old jail facility are not authorized areas to hold persons under department control.
- C. Securing to Fixed/Immovable Objects - The police department does not have authorized fixed objects to which a person under our control can be secured to. No improvised objects shall be utilized to secure a person to and/or no person shall be secured to any objects such as chairs or tables. Uncooperative individuals should be immediately taken to the jail facility.
- D. Separation of males, females and juveniles - Male and female subjects under our control should be kept in separate holding areas. Juveniles should not be held with adults unless the adult is a parent, guardian, or relative. Holding more than one person per room should be avoided if possible. Consideration should be given as to the relationship of the individuals being temporarily held to avoid subjects harming each other, collaborating to create a disruption, or allowing possible suspects to create an alibi.

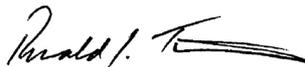
2. Room Conditions

- A. At the beginning of each shift, the on-duty shift commander is responsible to ensure that the authorized holding areas / interview rooms located on the main floor are inspected for weapons or contraband. Inspection of the 2nd floor authorized holding areas / interview rooms is the responsibility of the Investigative Bureau Captain or his/her designee.
- B. All authorized temporary holding areas / interview rooms shall be visually inspected by the officer/employee prior to placing an individual in an area authorized to hold persons. The officer/employee shall ensure that no objects or materials of any kind are present in the room

which could be utilized as a weapon or destructive device. Employees should ensure that no contraband is present in the area.

- C. Persons being held in authorized holding areas will be allowed access to the restroom facilities, access to water and other needs. Officers/employees will escort persons being held to such facilities. Requests to use these facilities will be honored in a timely manner. If the officer/employee has safety concerns or feels the person may be trying to discard contraband the officer may delay such facility use until a more appropriate time.
3. Length of Temporary Detention / Holding - Persons under the department control should be held no longer than 4 hours in an authorized holding area / interview room. If the amount of time is to exceed 4 hours the person should be transported to the La Crosse County Jail. Persons being temporarily held at the police department will be monitored by a department employee at least every 30 minutes.
4. Evacuation Plan
 - A. Officers/employees shall ensure that persons held in an authorized holding room do not have in their possession flammable objects such as matches, lighters, or other objects capable of producing flames.
 - B. In the event of a fire alarm the officer/employee having control of the person is responsible to ensure that the person is evacuated from the building. This does not relieve supervisory responsibility to ensure the safety of all persons under department control.
 - C. Fire suppression for any authorized temporary holding area / interview rooms will be accomplished through building fire extinguishers and utilization of the La Crosse Fire Department.
5. Security Concerns
 - A. Weapons Control - Officers should ensure that no weapons or make shift weapons are accessible to subjects held in our custody.
 - B. Alarms - In the event of a panic, duress or other building alarm which requires evacuation, the officer who is responsible for the custody of the person being held is also responsible for the safe evacuation of that person. This does not relieve supervisory responsibility to ensure the same.
 - C. Access to Authorized Area and Detainees - Access by other non-department employees is at the discretion of the responsible officer and/or supervisor.
 - D. Escape Prevention - It is the responsibility of the officer/employee to ensure that individuals held in the department are prevented from escaping. Officers should be in contact with the individual or ensure that they are being monitored or are secured with handcuff restraints and/or the use of door locks to prevent escape.
 - E. Search of Detainee - It is the responsibility of the detaining officer to ensure that individuals being held in the department are searched to prevent contraband, weapons, hazardous materials, fire producing devices from being accessible in the building.
 - F. Security Inspection - See Section III-2-A & B for inspections of authorized holding areas.
 - G. Visual Observation of Detainee - The officer/employee responsible for the bringing of an individual under department control is responsible to ensure that the individual is monitored at least every 30 minutes to ensure the safety of the individual.
6. Training - Officers will receive training in weapons control, building evacuation plans, and searching of prisoners to ensure compliance with this order.

Ronald J. Tischer
Chief of Police



<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 09.27.2012</p>	<p align="center">CHAPTER XXVIII</p>	<p align="center">ORDER NUMBER 28. 1</p>
<p>TITLE</p> <p>AGREEMENTS FOR AUTHORIZING DOCUMENTS / FCC REQUIREMENTS</p>		<p align="center">WORD CODE AGREEMENT</p>	<p align="center">TOTAL PAGES 1</p>
	<p>WILEAG STANDARDS, 3RD EDITION 9.1.1, 9.1.2</p>		

I. PURPOSE AND POLICY.

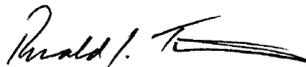
This order defaults to written agreements/authorizing documents governing the authority and responsibility of both the Department and the La Crosse Emergency Dispatch Center (LEDC), that includes, provisions for complying with standards.

The communications function is delegated to the La Crosse Emergency Dispatch Center. Both the Department and LEDC are accountable to each other for complaint taking, dispatching and response to calls for service and related functions to persons within the City.

The Department and LEDC radio operations shall be conducted in accordance with the Federal Communications Commission (FCC) procedures and requirements to ensure regulation and standard compliance.

A copy of all/any agreements, regulations and standards are maintained by the Administrative Services Bureau Director.

Ronald J. Tischer
Chief of Police



<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p>DATE STAMPED 09.27.2012</p>	<p>CHAPTER XXVIII</p>	<p>ORDER NUMBER 28. 3</p>
<p>TITLE TELEPHONIC EMERGENCY CALLS FOR SERVICE / CONTINUOUS COMMUNICATIONS</p>	<p>WORD CODE TELEPHONIC</p> <p>WILEAG STANDARDS, 3RD EDITION 9.1.3, 9.1.4</p>	<p>TOTAL PAGES 1</p>	

I. PURPOSE AND POLICY.

This order establishes a 24-hour telephone access for emergency calls for service and other related police numbers; the 24-hour two-way radio capability will be maintained providing continuous communication between LEDC and personnel on duty.

II. PROCEDURES.

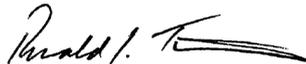
A. Telephone Access.

1. Published, telephone directory phone numbers are listed in the telephone directories as well as the City Hall published directory of in-house numbers and extensions.
2. In-house phone numbers are published periodically and distributed to all Bureaus, Divisions and the Shift Commander's office.
3. The 911 system is staffed 24 hours a day with total coverage by LEDC personnel.

B. Continuous Communications.

1. Radio communications shall be maintained continuously for two-way radio use between LEDC and on duty personnel by means of a portable walk unit when away from vehicle units equipped with communications.
2. LEDC is responsible for back-up, auxiliary procedures in the event of equipment failure.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXVIII	ORDER NUMBER 28. 5
TITLE OBTAINING AND RECORDING INFORMATION		WORD CODE RECORDING	TOTAL PAGES 1
	WILEAG STANDARDS, 3RD EDITION 9.1.5		

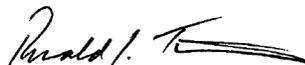
I. PURPOSE AND POLICY.

This order establishes procedures for obtaining and recording relevant information of each call for service or self-initiated activity. In most situations, this will be the responsibility of the LEDC complaint takers; however, field units must know what types of information are required for Incident Reports as well as those complaints that are taken by phone or in person at the station.

II. PROCEDURES.

- A. Incident number: for each call for service and police/citizen related calls for service, LEDC or the complaint taker will complete an Incident Report and have a unique incident number attached to it beginning with the last two digits of the year, a hyphen, and ending with a sequential number such as 99-12345.
- B. Date and time of call: the Incident Report will list both the date and time of the receipt of the call as generated by the computer or complaint taker.
- C. Complainant's name and address, if possible: personnel completing the report will attempt to get this data and enter it on the Incident Report; if none are given, enter ANON.
- D. Type of incident reported: the incident type will be recorded on the Incident Report/CAD screen as a computer coded entry and will appear as a phrase on the hardcopy report; NOTE the type of incident reported may differ from that which the officer clears with. Both shall be noted on the report.
- E. Location of incident reported: the location of where the incident occurred and also where the officer is to meet with the complainant/victim will be noted on the Incident Report.
- F. Identification of officer as primary and backup: the squad or unit number of the responding units as well as the badge numbers and names of the responding officers will be noted on the Incident Report.
- G. Time of dispatch, arrival, and return to service: relevant times will be recorded on the Incident Report as generated by the computer or dispatcher/call taker.
- H. Disposition or status of reported incident: this information will be recorded as a computer coded abbreviation which prints out as a short phrase disposition; the narrative of the report may hold additional dispo/status information.

Ronald J. Tischer
Chief of Police



GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 02.25.2013	CHAPTER 28	ORDER NUMBER 28.6
TITLE RADIO COMMUNICATIONS 10-CODES AND PLAIN LANGUAGE		WORD CODE RADIO COMM	TOTAL PAGES 2 with Annex A
	History: Updated 3/2003, 02/2013 WILEAG Standard – 4 th Edition 9.1.6		

1. PURPOSE AND SCOPE

This order establishes procedures for radio communications stressing the use of plain language whenever practical. This policy enhances our communication during events or crisis requiring multi-jurisdiction/multi-agency response. It also promotes efficient communications ensuring compliance with the National Incident Management System (NIMS) and meets federal grant requirements. Operations are more efficient and officer safety is enhanced when all members are familiar with proper radio protocols, authorized 10-Codes, unit locations, call types and situational awareness of active cases requiring police response.

2. AUTHORIZED 10-CODES

All law enforcements agencies in La Crosse County have committed to the use of plain language and have agreed on the following exceptions. It is understood that there are certain officer safety situations where the use of plain language may hinder safe and effective operations and there is a need to utilize means other than plain language.

The following 10-Codes are authorized and shall be trained and utilized when appropriate:

- | | |
|---------------------------------|--|
| 10-0 Use Caution | 10-78 Officer Needs Assistance |
| 10-4 Acknowledgement | 10-90 Alarm |
| 10-32 Subject with a Gun | 10-96 Emotionally Disturbed Subject |
| 10-33 Emergency | 10-99 Wanted or Stolen |
| 10-61 Personnel in Area | 10-100 Deceased Subject |

3. CIRCUMSTANCES REQUIRING RADIO COMMUNICATIONS BY PERSONNEL

- A. Beginning tour of duty (give LEDC: Unit ID number, squad number, walk unit number, and assignment description and Ending tour of duty).
- B. Going In-Service. Going Out-of-Service give LEDC the location and reason for status change.
- C. Call acknowledgement, arrival at destination, location change or call clearance.
 - 1. When LEDC calls a unit, respond with unit number.
- D. For self initiated activity, advise LEDC of the activity and the location and any changes to location or call clearance.

4. METHODS OF IDENTIFYING MEMBERS DURING RADIO TRANSMISSIONS

- A. Identify yourself and others by Unit ID Number whenever possible.
- B. Members will use their full identifying number or designation/it will not be abbreviated.
 - 1. Sworn members use a 3 digit Unit Identifier between 200 – 299 (example “264”).
 - 2. CSE’s will use the CSE designation and their number (example: “CSE 8”)
 - 3. Police Reserves will use the PR designation and their number (example “PR 23”)
- C. When the Unit ID Number is not known the last name many be used (example “CSE Jones”)

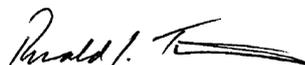
5. CRITERIA FOR ASSIGNING CALLS FOR SERVICE

- A. Incidents that require a Directed Patrol Response will not require dispatching of a unit.
- B. Incidents that do not require a sworn officer/police powers may be handled by a CSE.
- C. Incidents requiring more than one officer include crimes in progress, trouble/fights in progress, any incident where a suspect is on scene, domestics, Chapter 51/55, alarms, suspicious persons, deaths or injuries, injury traffic accidents or any case that presents a known threat or danger, or when LEDC makes an informed decision that more units are needed, when an officer requests more units or a supervisor directs more units to be assigned.

6. COMMUNICATION WITH INTERACTING AGENCIES

Radios allow Intra-City talk via CITY channels; fire channel is monitor only; to talk to other agencies, LEDC may create links.

Ronald J. Tischer
Chief of Police



LA CROSSE COUNTY AUTHORIZED 10-CODES
(WITH SUGGESTED ALTERNATIVES)

ANNEX A

The following 10-Codes are authorized and shall be trained and utilized when appropriate:

10-0 Use Caution	10-78 Officer Needs Assistance
10-4 Acknowledgement	10-90 Alarm
10-32 Subject with a Gun	10-96 Emotionally Disturbed Subject
10-33 Emergency	10-99 Wanted or Stolen
10-61 Personnel in Area	10-100 Deceased Subject

Suggested Alternatives to Using a Code

*10-0 Use Caution	10-51 "Wrecker needed" "Wrecker of the Week"
10-1 "Unable to copy that Radio"	10-52 "Ambulance needed" "Send EMS"
10-2 "Signal is good"	10-53 "Road blocked"
10-3 "Stop transmitting"	10-54 "Livestock on highway"
*10-4 Acknowledgement (OK)	*10-55 "OWI" "OMVWI" "Intoxicated driver"
10-5 "Relay information"	*10-56 "Intoxicated Person"
*10-6 "Busy" unless urgent	*10-57 "Hit & Run (PD, PI, F)"
*10-7 "Out of service" of "I'll be out at ____"	10-58 "Direct traffic" "Traffic Control"
*10-8 "In service" or I'm available"	*10-59 "Convoy" or "Escort"
*10-9 "Repeat"	*10-60 "I'm Location" "Squad is Location"
*10-10 "Fight" of "Fight at ____"	*10-61 Personnel in Area
10-11 "Animal Complaint"	10-62 "Reply to message" "Please Reply"
10-12 "Stand by"	10-63 "Prepare to make written copy"
10-13 "Weather/road report"	10-64 "Message delivery"
10-14 "Prowler" "Suspicious Person"	10-65 "Get message assignment"
10-15 "Civil disturbance"	10-66 "Message cancellation"
*10-16 "Domestic" "Family Dispute"	10-67 "Clear for next message"
10-17 "Meet complainant" "Meet party"	10-68 "Dispatch information"
10-18 "Quickly" "Step it up!"	10-69 "Message received"
10-19 "Return to"	10-70 "Fire alarm"
*10-20 "Location" "Your location"	10-71 "Advise nature of fire" "Fire Status"
*10-21 "Call" "Call by phone"	10-72 "Report progress on fire" "Fire Status"
*10-22 "Disregard"	10-73 "Smoke report" "Smoke coming from ____"
*10-23 "On Scene" "Arrived at scene"	*10-74 "Negative"
10-24 "Assignment completed"	10-75 "In contact with"
*10-25 "Report" "Report in person (meet)"	*10-76 "En route"
10-26 "Detaining subject"	10-77 "ETA" (estimated time of arrival)
*10-27 "DL information"	*10-78 Officer Needs Assistance
*10-28 "Vehicle registration"	10-79 "Notify/Contact/Request Medical Examiner"
*10-29 "Check for wants" "Check Paper On"	*10-80 "Pursuit" "Pursuit in Progress"
10-30 "Unnecessary use of radio"	*10-81 "Intoximeter Operator" or "Report"
10-31 "Crime in progress"	10-82 "Reserve lodging"
*10-32 Subject with a Gun	10-83 "Work school crossing"
*10-33 Emergency	10-84 "If meeting ____, advise ETA"
10-34 "Riot"	10-85 "Delayed due to ____."
10-35 "Major crime alert"	10-86 "Officer/operator on duty"
*10-36 "Correct time"	10-87 "Pick up/distribute checks"
10-37 "Investigate susp. veh."	10-88 "Pick up paperwork"
*10-38 "Traffic Stop" "Stopping Vehicle"	10-89 "Bomb threat"
*10-39 "Urgent" "Respond 10-33" (use light and siren)	*10-90 Alarm
*10-40 "Silent run" "Not 10-33" (no light or siren)	10-91 "Pick up prisoner/suspect"
*10-41 "Beginning tour of duty" "Beginning Tour"	10-92 "Improperly parked veh."
*10-42 "Ending tour of duty" "Ending Tour"	10-93 "Blockade"
*10-43 "Information"	10-94 "Drag racing" "Racing"
10-44 "Permission to leave patrol"	*10-95 "In Custody" "Subject under arrest"
10-45 "Animal carcass at ____" "Animal Pickup"	*10-96 Emotionally Disturbed Subject
*10-46 "Assist motorist" "Out with Motorist"	10-97 "Warning count"
10-47 "Emergency road repair needed"	10-98 "Prison/jail break" "Escape from ____"
10-48 "Traffic signal Out" or "Needs repair"	*10-99 Wanted or Stolen
10-49 "Traffic light Out" or "Needs repair"	*10-100 Deceased Subject
*10-50 "Accident (PD,PI,F)"	*10-101 "PPE Call" "Wear Gloves" "Wear Mask"
	"Health Risk" "Pathogen Risk"

*Denotes Codes that had been Commonly Used by La Crosse County LE Agencies Prior to 01.29.2013

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXVIII	ORDER NUMBER 28.7
TITLE ACCESS TO INFORMATION BY COMMUNICATIONS PERSONNEL		WORD CODE ACCESS	TOTAL PAGES 1
	WILEAG STANDARDS, 3RD EDITION 9.1.7		

I. PURPOSE AND POLICY

This order establishes procedures for communications personnel to have immediate access to specific operational information.

II. PROCEDURES.

A. Officer in charge/Duty roster of all personnel.

1. Each shift shall supply LEDC with duty rosters for an upcoming month at least five days in advance of such month. Such rosters will show personnel on-duty for each day of the month and what their assignments, unit numbers and squads are.
2. Prior to the beginning of each shift, the on-duty shift commander or designee will contact LEDC with any duty or manpower changes.
3. In general, a shift supervisor will staff the station's command room and be available for phone calls while monitoring radio transmissions and checking the CAD system for unit status. If in extenuating circumstances, all shift supervisor's are on the street they shall maintain radio contact at all times with LEDC.

B. Residential telephone number of every member.

Department personnel rosters with name, badge number, address, phone number and other information will be provided to LEDC and all Department bureaus, divisions, shifts on an updated basis by the Chief's secretary.

C. Maps detailing the City.

LEDC will ensure that they have updated maps detailing the City at their immediate disposal by obtaining such through the Engineering Department.

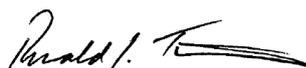
D. Officer status indicators.

The CAD system is equipped with pre-determined status checking intervals that cause LEDC and the station supervisor monitoring the system to view blinking/highlighted unit numbers if a designated time has elapsed since the units last contact or updating. This and related courtesy safety checks will be made by LEDC personnel to units that are on calls and have not made radio or other contact.

E. Procuring emergency and necessary external services; tactical dispatching plans.

Department orders and directives regarding procuring equipment and services will be available to LEDC personnel; if any additional information is needed LEDC may contact the on-duty shift commander.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXVIII	ORDER NUMBER 28. 8
TITLE IMMEDIATE PLAYBACK CAPABILITY		WORD CODE PLAYBACK	TOTAL PAGES 1
WILEAG STANDARDS, 3RD EDITION 9.1.8			

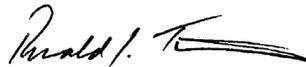
I. PURPOSE AND POLICY

This order establishes a method to access the capability of immediate playback of recorded telephone and radio conversations while it maintains a continuous recording of radio transmissions and emergency telephone conversations within LEDC.

II. PROCEDURES.

- A. Recordings to be retained for a minimum period of 30 days.
- B. Secure handling and storage for recordings will be provided by LEDC.
- C. Criteria for reviewing recorded conversations.
 - 1. Requests to review such tapes shall be routed through the Field Services Captain who will present all such requests after his/her approval to the LEDC Administrator.
 - 2. Supervisors may request that a tape be held for review at any time to a LEDC supervisor. Supervisors may request immediate tape review without going through C-1 if such information on the tape is timely and is needed promptly for a police purpose.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXVIII	ORDER NUMBER 28. 9
TITLE CRIMINAL JUSTICE INFORMATION SYSTEM		WORD CODE CRIMINAL	TOTAL PAGES 1
	WILEAG STANDARDS, 3RD EDITION 9.1.9, 9.1.10		

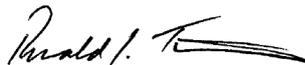
I. PURPOSE AND POLICY

This order establishes Department participation and access to local, state, and federal criminal justice information systems. The Department has access to equipment needed to access information from other agencies through LEDC.

II. PROCEDURES.

- A. La Crosse Emergency Dispatch Center (LEDC).
 - 1. Local information systems include the computerized countywide computerized law enforcement records system which is accessible by LEDC for any type of requests being made by field units including local warrants and related police information.
 - 2. With the teletype terminals at LEDC, personnel may access a number of agencies and files on request which include:
 - a. Department of Transportation (DOT) for vehicle and operator records.
 - b. Criminal Information Bureau (CIB) for criminal histories.
 - c. Statewide network for communications with other law enforcement and criminal justice agencies.
 - 3. Such teletype terminals may also communicate with various federal record systems such as the National Crime Information Center (NCIC).
 - 4. Data entry and retrieval requirements are the responsibility of LEDC and its personnel.
- B. Central Station.
 - 1. The station is equipped with radio communications for monitoring and use with the LEDC system. Various forms of radio links may be arranged by LEDC to allow communications with other agencies and departments.
 - 2. Fax machines assist in document dissemination.
- C. The Department has sufficient equipment to access all communication and information systems. The responsibility for ensuring compatibility is with the Administrative Services Bureau.

Ronald J. Tischer
 Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXVIII	ORDER NUMBER 28.9.01
TITLE ACCESS TO TIME & CRIMINAL HISTORY CHECKS	AUTHOR RJB/RMA	WORD CODE CRIM HIST	TOTAL PAGES 2
	New 9/16/04		

I. PURPOSE.

This order establishes procedures to comply with the Crime Information Bureau (CIB) and Criminal History Record Information (CHRI) in regards to running criminal history checks and required documentation/rules. It also complies with regulations as required by CIB in relation to accessing the Transaction Information for the Management of Enforcement system (TIME).

II. CHRI REQUIREMENTS.

Criminal history information is only to be obtained for specific purposes noted in this order. Any dissemination to another criminal justice agency such as, but not limited to, the District Attorney or City Attorney will require a secondary dissemination log to be maintained for one year.

III. PROCEDURES

A. Access to TIME / eTIME system

1. No person may use the TIME / eTIME system without having first received department authorization and required training / biennial re-certifications. Personnel who have received MDC training and/or have completed the eTIME training are authorized to access the TIME systems via the MDC or eTIME.
2. No person may access the TIME system unless he/she has been subject to a fingerprint-supported criminal background check. The department will conduct background checks of all employees prior to allowing access to the TIME system. All sworn officers are subjected to this CIB regulation prior to being hired.
3. Computers with access to TIME will be secured via logon and password controls. Employees will not disclose TIME access passwords and will take appropriate precautions to protect the visibility of TIME system information from unauthorized persons. Personnel will only utilize department owned computers to access eTIME.
4. Employees will comply with all federal, state, and local laws relating to the collection, storage or dissemination of criminal justice information and CHRI. Questions regarding dissemination of information received via the TIME system should be directed to the Records Division Supervisor.

B. Criminal History Checks.

1. Allowable Criminal History Purposes.
 - C: Criminal Investigations.
 - D: Domestic Violence (court use only).
 - E: Local background checks (Records Division use only; billable to the Department).
 - F: Return of Firearms to lawful owners (property section use only).
 - H: Public Housing (not used by our Department).
 - J: Police Employment Background Checks (used in the hiring process).
2. Members doing criminal history checks MUST insure that they meet one of the above authorized purposes. Note that there is a monetary charge for Purpose Code "E".
3. When making a criminal history check for Purpose Code "C", the requesting member MUST specify the officer name and the related case number either to the dispatcher or in the "Attention" space provided on the electronic request form such as through eTIME. The providing of BOTH the member's name and case number insures ease of tracing the information for audit purposes. **NOTE:** Only sworn officers are allowed to authorize any criminal history checks. Non-sworn personnel may receive authorization to conduct criminal history checks from their immediate supervisor; however the supervisor's last name and the employee's last name must be in the "Attention" line along with the case number (example Last name / Last name 04-0000).
4. The use of eTIME for criminal history checks is restricted by this policy for Purpose Code "C" and "J" use only.
5. Criminal History checks for local licenses reviews such as bartender, taxi cab driver, etc. as processed under Purpose code "E" will be run through the Records Division supervisor who has access to an internet based criminal history check through the Dept. of Justice CIB. These searches are billed to the department. If the

Records Division supervisor is not able to complete these checks LEDC can run these however, they MUST be informed to use Purpose Code "E" along with the name of the requestor and "license check" in the comments.

C. Disposition of Criminal History Checks.

Checks obtained under Purpose Code "C" will be either disposed of by the requesting member through use of Department shredders or attached to the case report.

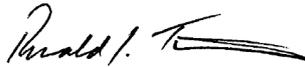
1. Records Division.

- a. Criminal history information that is to be transferred to the District Attorney for possible prosecution shall be noted on the Court Liaison's Arrest Log by checking that it is being routed to their office.
- b. Criminal history information attached to reports for municipal citations or other related purposes shall be disposed of by use of Department shredders.

D. Court Liaison.

1. When routing reports to the District Attorney, the Court Liaison/ designee will check to see if there is a criminal history check attached. If so, the Court Liaison will insure that the proper column on the Arrest Log is marked so as to designate that such criminal history is being disseminated to the District Attorney. The Court Liaison is responsible for maintaining, storing and disposing of the log in compliance with all CIB standards
2. If there is not a criminal history check attached to the report being routed to the District Attorney and the Court Liaison feels that one is needed s/he or their designee will run a criminal history check according to the above guidelines and attach/note it as indicated in D-1.
3. If there is not a criminal history check attached to the report being routed to the District Attorney and the Court Liaison does not feel that one is needed s/he will insure that no marks are made in the criminal history dissemination column.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXVIII	ORDER NUMBER 28. 11
	TITLE MISDIRECTED EMERGENCY CALLS	WORD CODE MISDIRECT911	TOTAL PAGES 1
		WILEAG STANDARDS, 3RD EDITION 9.1.11	

I. PURPOSE AND POLICY

This order establishes procedures for the handling and routing of misdirected emergency calls to ensure the proper services are rendered in an expeditious fashion.

II. PROCEDURES.

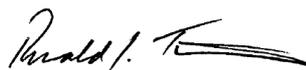
A. Receipt by LEDC.

Calls received by LEDC that are not for agencies within their service areas are referred to other proper agencies as dictated by LEDC guidelines.

B. Receipt by Department Personnel.

1. Calls that require dispatching a field unit will be:
 - a. Phone transferred to LEDC.
 - b. Input into CAD to-be-dispatched screen for LEDC.
 - c. Call taker will take pertinent data and call LEDC with the info: call type, complainant name, etc.
2. Calls of an EMERGENCY nature that do not impact our City but an area within LEDC's service area may be:
 - a. Transferred to LEDC dispatchers/call takers.
 - b. In extenuating circumstances, the Department call taker may document related data and call LEDC.
3. Calls of an EMERGENCY nature that do not impact our City and are NOT within LEDC's service area may be:
 - a. Referred to the proper jurisdiction.
 - b. In extenuating circumstances, the Department call taker may document related data and have LEDC send a teletype/radio message to the proper agency.
4. Calls of a NON-EMERGENCY nature will be referred to the proper agency giving phone numbers for such when known.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXVIII	ORDER NUMBER 28. 12
TITLE PRIVATE SECURITY ALARMS		WORD CODE PRIV ALARM	TOTAL PAGES 1
	WILEAG STANDARDS, 3RD EDITION 9.1.12		

I. PURPOSE AND POLICY

This order establishes procedures for monitoring/responding to private security alarms.

II. PROCEDURES.

A. Intra-Department Monitoring.

The radio room of the Department maintains an alarm board for City Hall offices that are alarmed.

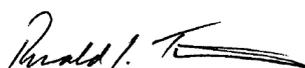
B. LEDC Monitoring.

Alarms monitored by LEDC are subject to their directives.

C. Response to Private Security Alarms.

1. LEDC shall dispatch two marked units when available to respond to private security alarms.
 - a. One unit shall be designated as the primary response unit and will keep other units apprised as to locations to be positioned, etc.
 - b. If a second marked unit is not available, unmarked units may be used; communication between responding units regarding location, etc. is essential.
2. Response will be in the most expeditious manner complying with statutory guidelines while using whatever measures are available to arrive on scene undetected.
 - a. The primary response unit will go to a previously agreed upon location such as is the case for bank alarms or one which gives optimum view of the buildings front exterior.
 - b. Secondary units will take positions to give maximum vantage points of other entry/escape routes while attempting to eliminate any crossfire possibilities.
3. If possible, LEDC will attempt to contact the business and talk with a designated security person or employee regarding the alarm status. Arrangements will be made for the employee to give any predetermined codes and/or to meet the primary officer outside the building, if it is alleged to be false.
 - a. Any information gained through this process will be given to the response units.
 - b. Valid alarms will be brought to the immediate attention of all concerned as well as notification of a street supervisor.
4. Additional response and tactics will be determined by each incident; other related orders regarding ERT use, command posts and perimeters will be adhered to.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXVIII	ORDER NUMBER 28.12.01
TITLE ALARMS		WORD CODE ALARMS	TOTAL PAGES 1

I. PURPOSE AND POLICY.

This order establishes procedures for investigating and reporting alarms.

II. PROCEDURES.

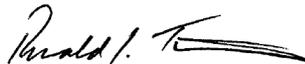
A. Responding members will:

1. Not pull directly in front of the alarmed location's main entry door but will not park further away than is necessary.
2. Maintain radio contact and advise LEDC/field units of any unusual observations; the primary unit responding is in charge unless otherwise relieved.
3. Not approach the location on foot unless the business is closed or circumstances dictate.
4. If valid, intercept anyone leaving the bank when possible.
5. Allow suspects to exit the building if open and other citizens are present; watch for potential escape units.
6. Attempt to keep others away, if possible.
7. Respond to all alarms as if they are valid.
8. Notify LEDC if an employee is needed to respond, if the alarm appears valid or false, any suspicious circumstances.
9. Give LEDC disposition information regarding the alarm.

B. LEDC will:

1. Contact the business/bank by phone, asks key questions; treating mistakes as valid alarms.
- C. Reviewing supervisors will check the invalid alarm reports for completion and highlight the words alarm with a yellow marker to bring it to the attention of Records personnel.
- D. The Records Sergeant/designee will review alarm reports and issue related permits while assessing any penalties.
- E. Community Services will compile and disseminate location diagrams for financial institutions and any other locations of particular interest.

Ronald J. Tischer
Chief of Police



<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 09.27.2012</p>	<p align="center">CHAPTER XXVIII</p>	<p align="center">ORDER NUMBER 28.13</p>
<p>TITLE COMMUNICATIONS CENTER SECURITY</p>		<p align="center">WORD CODE LEDC</p>	<p align="center">TOTAL PAGES 1</p>
	<p>WILEAG STANDARDS, 3RD EDITION 9.1.14, 9.1.15</p>		

I. PURPOSE AND POLICY

This order establishes security measures for communications to protect personnel and equipment.

II. PROCEDURES

A. Limited Access to LEDC - Authorized Personnel Only.

Authorized personnel are;

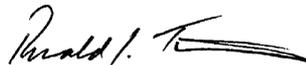
1. Chief
2. Asst. Chief
3. Bureau Captains
4. Admin sworn personnel
5. On-duty shift supervisors
6. On-duty desk personnel
7. Personnel dispatched/assigned to such facility.

B. Equipment Protection-Backup Resources-Security.

LEDC enforces security measures in these areas and will route a copy of related documents to our Department for maintenance in the Shift CO Room. Personnel will comply with LEDC access criteria.

C. An alternate source of power is provided by LEDC. Inspections/tests of the alternate source are completed in conformance with manufacturer specs to ensure continuous communications through the alternate source.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXVIII	ORDER NUMBER 28.14.01
TITLE CITY HALL ALARMS		WORD CODE CITY ALARMS	TOTAL PAGES 1
	New 8/06		

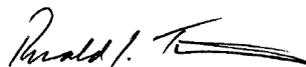
I. PURPOSE AND POLICY.

This order establishes procedures for responding to alarms that are generated within City Hall or any other City of La Crosse buildings that are connected to the City's computer network alarm system.

II. PROCEDURES.

- A. All City of La Crosse buildings/offices connected to the City computerized network have the ability to generate an alarm over the computer network. These alarms can be triggered by employees or through a computerized alarm notification system. Officers will respond to alarms generated on this system. The Police Shift Command Office will be the primary alarm monitoring point as well as the Police Front desk. There are two levels of alert on this system.
 - 1. Emergency Alarm – This is an **emergency** alarm which indicates an emergency panic alarm or intrusion alarm.
 - 2. Assistance Requested – This is a **non-emergency** alert requesting Police presence/assistance.
- B. When an alarm is triggered on the system all monitoring points will receive a computer generated message on their computer monitor as well as an audio alert. In the event of an alarm; shift commanders will ensure that officers are dispatched to respond. Shift commanders will:
 - 1. Determine the nature of the alarm (Emergency or Assistance requested)
 - 2. Acknowledge the alarm by responding appropriately on the computer network. **Note** – once a monitoring point acknowledges the alarm it is automatically deleted from all other monitoring points. The person acknowledging the alarm is responsible to ensure that this directive is followed.
 - 3. Ensure that appropriate personnel are assigned to respond as directed in General Order
 - 4. LEDC is notified and an incident number is assigned.
 - 5. Take all other necessary actions to ensure that the alarm event is normalized.
- C. False Alarms
 - 1. The Police Department will work with the Information & Technology department to minimize false alarms through employee training and or hardware/software configuration.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	EFFECTIVE DATE 09.27.2012	CHAPTER XXVIII	ORDER NUMBER 28.14.02
TITLE ASSISTING LIMITED ENGLISH PROFICIENCY (LEP)/Hearing Impaired PERSONS		WORD CODE LEP	TOTAL PAGES 3
	History: New 12/08; Updated 08/10		

I. PURPOSE

The La Crosse Police Department recognizes the importance of effective and accurate communication between its personnel and the community that they serve. Language barriers can impede effective and accurate communication in a variety of ways. Language barriers can sometimes inhibit or even prohibit individuals with Limited English Proficiency (LEP)/Hearing Impairment from accessing and/or understanding important rights, obligations and services, or from communicating accurately and effectively in difficult situations.

The purpose of this General Order is to establish effective guidelines, consistent with Title VI of the Civil Rights Act of 1964 and the Omnibus Crime Control and Safe Streets Act of 1968, for departmental personnel to follow when providing services to, or interacting with, individuals who are LEP.

II. POLICY

It is the policy of the La Crosse Police Department that all employees will assist in providing language assistance services to LEP/Hearing Impaired individuals whom they encounter or whenever an LEP individual requests language assistance services. La Crosse Police personnel will inform members of the public that language assistance services are available free of charge to LEP/Hearing Impaired persons and that La Crosse Police personnel will assist in making these services available to them.

III. DEFINITIONS

A. Primary Language: An individual's native tongue or the language in which an individual most effectively communicates.

B. Limited English Proficiency(LEP): Designates individuals whose primary language is not English and who have a limited ability to read, write, speak or understand English. LEP individuals may be competent in certain types of communication (e.g. speaking or understanding), but still be LEP for other purposes (e.g. reading or writing). Similarly, LEP designations are context-specific: an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.

C. Hearing Impaired: Persons who are deficient in hearing or are deaf and communicate by the use of sign language.

D. Interpretation: The act of listening to a communication in one language (source language) and Orally/Signing to convert it to another language (target language) while retaining the same meaning.

E. Translation: The replacement of written text from one language (source language) into an equivalent written text in another language (target language).

F. Bilingual: The ability to use two languages proficiently.

G. Sign Language: Is a language that uses a system of manual, facial, and other body movements as the means of communication, especially among deaf people.

H. LCPD Authorized Interpreter: A bilingual person who has been authorized to interpret for the La Crosse Police Department in certain situations.

I. LCPD Authorized Interpreter List: A delineation of other persons who are bilingual and are authorized to act as interpreters.

VI. PROCEDURES

- A. Emergency Calls to 9-1-1: The La Crosse County Emergency Dispatch Center has contracted with a multi-language telephonic translation service to assist with LEP/Hearing Impaired emergency calls to the 911 Dispatch Center. When dispatching officers to an emergency call where translation is determined to be necessary, LEDC should inform the responding officer that an interpreter may be needed at the scene. If an LCPD authorized interpreter who speaks the required language is on duty, that employee should also be dispatched. Non-sworn personnel dispatched to a potentially violent scene should wait to enter the area until the responding officer/supervisor directs them to enter the scene once it is safe.
- B. Procedures for Requesting Interpretation Services for LEP/Hearing Impaired Persons
1. Responding Officers/Personnel Responsibilities: Personnel in need of interpretation services will attempt to identify the LEP/Hearing Impaired individual's primary language through the use of language ID cards or other information available to them to help determine the primary language.
 - a. Once the LEP/Hearing Impaired individual's primary language has been determined, personnel should utilize the most immediately available LCPD authorized interpreter from the authorized Interpreter list.
 - b. If no interpreter is available for the language translation/interpretation, department personnel should utilize the La Crosse Police Department's contracted telephonic language translation service provider to provide interpretation. This can be accomplished by using 3-way-calling, speaker phone on a landline or cellular telephone or by passing a phone back and forth.
 2. Exigent Circumstances: All personnel are expected to follow the general procedures outlined in this police; however exigent circumstances may require some deviations. In such situations, personnel are to use the most reliable, temporary interpreter available.
 - a. Family, Friends and Bystanders: personnel should only use family, friends, or bystanders for interpreting in very informal, non-confrontational situations, and only to obtain basic information at the request of the LEP/Hearing Impaired individual. Using family, friends, or bystanders to interpret could result in a breach of confidentiality, a conflict of interest, or an inadequate interpretation.
- C. Conflict of Interest/Bias of Interpreter: If the officer believes that there is any conflict of interest with the assigned interpreter, bias, or any other reason why the interpreter should be refused, the officer shall consult with their supervisor. The supervisor will decide if another interpreter is warranted.
- D. Maintenance of LCPD Authorized Interpreter List: The Community Services Bureau Lieutenant will create and maintain the LCPD Authorized Interpreter List and forward it to department personnel and to the LEDC. This list will be updated in January of each year to ensure accuracy. The list should be organized by languages spoken as well as in order by which interpreters should be called. The list shall also contain the updated phone numbers and procedures for using the contracted telephonic language interpretation service.
- E. Translated Documents: The Records Sergeant will be responsible for annually reviewing all documents issued by the Department to assess whether they should be translated and determining into what languages vital documents should be translated.

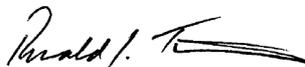
VII. INTERROGATION, INTERVIEWS, AND COMPLAINTS

- A. Criminal Interrogations and Crime Witness Interviews: These scenarios potentially involve statements with evidentiary value upon which a witness may be impeached in court. As such, accuracy is a priority. Moreover, a failure to protect the rights of LEP/Hearing Impaired individuals during arrests and interrogations presents risks to the integrity of the process. Officers must recognize that miscommunication during the interrogations or crime witness interviews may have a substantial impact on the evidence presented in any related criminal prosecution. An interpreter shall be used for any interrogation or taking of a formal statement where the suspect's or witness' legal rights could be adversely impacted.
- B. It is the interviewing officer's responsibility to develop and ask all applicable questions. Under no circumstances will an interpreter independently question a LEP /Hearing Impaired individual. The interpreter's role is to serve as a neutral third party, taking care not to insert his or her perspective into the communication between the parties.
- C. Miranda warnings, and all other vital written materials, will be available to the suspect or witness in his or her primary language. In the case of a language in which forms have not been translated and in the case of illiteracy, forms will be read to the suspect or witness in his or her primary language using a LCPD authorized interpreter or if none is available the contracted telephonic interpretation service.
- D. Complaint Procedures for LEP/Hearing Impaired Persons: Any LEP/Hearing Impaired individual who wishes to file a complaint with the La Crosse Police Department regarding language access, or any complaint against the Department and/or an employee, shall be offered the services of an authorized La Crosse Police interpreter. If none is available the Department will make the contracted telephonic Telecommunications Device for the Deaf (TDD) interpretation service available for the LEP/Hearing Impaired person filing the complaint.

VIII. PUBLIC NOTIFICATION OF LEP SERVICES

- A. Hmong Line: The La Crosse Police Department has identified the Hmong language as a predominantly spoken language in the community. A non-emergency phone line for LEP Hmong speaking individuals is available that rings at the front desk of the police department. When available, authorized LCPD Hmong interpreters will monitor the Hmong line for incoming calls. The Hmong line will be checked frequently by LCPD Hmong interpreters for messages to ensure a timely response to calls. A log book will be established to document calls taken on the Hmong line. The Hmong Line will be published in local phone directories.
- B. Signs shall be posted in the lobby of the Police Department in the most commonly spoken languages stating that interpreters are available free of charge to LEP/Hearing Impaired individuals.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXIX	ORDER NUMBER 29.0
OPEN RECORDS AND SECURITY	AUTHOR RJB	WORD CODE RECORDS	TOTAL PAGES 4
	History: New 3/98; Updates 3/02, 1/04 Annex A attached – Open Records Request Form WILEAG Standard, 3rd Edition 10.1.1, 10.1.3, 10.2.1		

I. PURPOSE.

- A. Provide guidelines for information release complying with Open Records laws including WI ss. Chapter 19, 48 and 938.
- B. Provide accessibility to operations personnel at all times. Records personnel are available either in-person or by phone.
- C. Provides for the security of Department Records.

II. POLICY.

In general, it is our policy for personnel to treat police records as confidential respective to all open records laws. As police data may be of interest and concern to the public, we will provide timely and accurate data within legal guidelines.

III. DEFINITIONS / CLARIFICATIONS.

- A. **Incident Reports:** kept in the shift/division/bureau office (CO room) after completion and supervisor review prior to routing to the Records Division each morning. Personnel will defer to the Records Division, information release concerns. As a matter of public information, supervisors will verify that information for release appears to be correct and that any release will not adversely affect an on-going investigation or cause harm to the persons involved.
- B. **Investigations that are Confidential:** cases that involve juveniles, sexual assault, organized crime, vice, internal affairs or that are on-going in nature.
- C. **Department Records:** WI ss. 19.32(2). Material on which data is stored, regardless of form or media, created/kept by the Department.
- D. **Juvenile Records:** records of juveniles are kept electronically separate via computer software, access rights, and similar programming.
- E. **Media Review:** news briefings conducted by Community Services personnel in the basement classroom or other non-invasive location.
- F. **Non-Invasive Location:** a location wherein the following conditions are not present: where reports are being completed or processed, investigations or interviews are being conducted, evidence is exposed and/or being processed, personnel are discussing police incidents, and/or prisoners, suspects, victims or other incident participants are present.
- G. **Records Custodian:** the Chief is the overall custodian of Records. For purposes of this order, the designated Records Custodian for personnel related files is the City Human Resources Director and the designated Records Custodian for police case reports is the Records Division Sergeant. Such personnel may designate subordinates to perform Records related functions within the scope of their employment.
- H. **Records Inspection:** release/inspection shall be in accordance with applicable laws. Requesters may inspect releasable records without purchasing them. At no time is it permissible for a non-criminal justice person to review an original police record without immediate supervision of a Department employee. This applies whether the review is at the shift level, at a media release time, or through the Records Division or any other location of official police original records.
- I. **Requester:** any person, identified/anonymous, who requests record inspection/copies.

IV. GENERAL PROCEDURES.

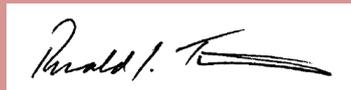
- A. Juvenile vs. Adult Records: computerized records separate data by access rights and other software programming. Access is only granted to criminal justice personnel.
 - 1. Juvenile records are handled according to WI ss. Chapters 48 and 938.
 - 2. Juvenile record dissemination is prohibited unless approved by the Chief or Records Sergeant or provided for in related statutes.
 - 3. Juvenile Records are not open to release except for:
 - a. News media representatives as long as all other release criteria are met.
 - b. Criminal Justice agencies including victim/witness and fire investigator.
 - c. Victims of juvenile acts resulting in injury/loss/damage.

- d. Victim's insurers ONLY when court restitution was ordered, it has not been paid, and after one year of the date of the incident.
 - e. Parent, legal guardian or legal custodian with proof thereof.
 - f. The juvenile him/herself if they are 14 or older.
 - g. To a holder of a notarized permission statement from the parent, legal guardian or legal custodian.
 - h. School administrator of the school the child attends when:
 - 1) Records relate to alcohol, drugs, weapons, or –
 - 2) Records relating to an act s/he was adjudicated delinquent, or –
 - 3) Records relating to a juvenile apprehended: WI ss 938.34(4h)(a)
4. Information can be released as authorized except in cases where there is more than one juvenile involved. Parents, legal custodians, and guardians may only receive reports pertaining to their child. Identifying information on other juveniles will be redacted.
- B. Photographs / Prints.
- 1. Controlled by detention facilities, e.g. the County Jail and Juvenile Detention Center.
 - 2. Personnel may take photos of juveniles, routing them to the Juvenile Division if pertinent. Juvenile photos regarding missings are attached to roll call hooks.
 - 3. Evidentiary photos and prints are routed to the Property Section. GO 30.0
- C. Physical Security.
- 1. Reporting Personnel.
 - a. Prior to submission, personnel are responsible for the security and storage of their field notes and other data needed for compiling reports.
 - b. Reports may be handwritten, typed, (recorded by Investigative Services), or entered in to computerized authorized formats on approved workstations. Such reports shall not be stored on any hard drive workstation for more than thirty days other than the computerized records management system software. Such storage beyond 30 days is subject to deletion by the Records Division Sergeant. Personnel are encouraged to use other types of storage such as floppy discs (not stored off-site as they may contain confidential or otherwise restricted information).
 - c. Authorized reporting areas are restricted to the person's designated work space/office, lunch/report room, interview/interrogation room, assigned vehicle, or other area as authorized by his/her supervisor. *Once a person compiling reports occupies an area, NO non-criminal justice personnel are allowed in to such area, so as to eliminate the possibility of unauthorized persons accessing police information. Therefore, the media and general citizenry is restricted from occupied report writing areas.*
 - 2. Supervisory / Report Reviewing Personnel.
 - a. Once the report is routed to the reviewing supervisor, such supervisor is responsible for report security and the information contained therein.
 - b. See III-A. Release of information after normal Records Division business hours is restricted to log information available through LEDC and information noted in Section "E" below. Inquiries by phone should be declined or limited to specific releasable information as outlined in WI ss. Chapter 19. Victim and witness information is extremely sensitive and very rarely should be released unless to persons such as next of kin. In addition, labeling persons as suspects should be avoided in informational releases.
 - c. The restrictions applicable in C-1-c above also apply to these areas.
 - d. The CO Room is the central temporary storage area for completed reports until they are turned over to the Records Division. (The Investigative Services Bureau Director is responsible for reports turned in to his/her office by subordinate personnel.)
 - 3. Records Division.
 - a. Supervisory personnel route completed reports to the Records Division on a regular basis. For patrol operations, this occurs by 7:00 a.m. of every business day.
 - b. Reports routed to the Records Division are considered confidential and are processed according to orders regarding their potential release.
 - c. Records are maintained with the Records Division area as cabinets permit. Additional aged files are kept in the designated basement secured storage area. Locked and/or coded doors as well as metal-gated customer service windows control the primary Records area. Access is monitored 24 hours a day by Records Division or patrol personnel.

- d. Access is available via workstations or directly from Records personnel during business hours. After hours access is restricted to supervisory personnel or their designees.
 - e. Originals are NOT to be removed from the Records Division, CO Room, and lunchroom/report room unless authorized by the Chief or Records Division Sergeant. Returned reports are to be given to Records personnel or put in to Division re-file trays. If Records personnel are needed after hours, the requesting supervisor shall contact the Records Sergeant or designee, if s/he is unavailable.
 - 4. Community Services Bureau – Briefing Personnel.
 - a. Briefings by Bureau personnel will be conducted in a non-invasive location such as the basement classroom (as this is one of the areas where original police records may be taken).
 - b. A call log will be made available to attending media representatives.
 - c. Briefing personnel to determine compliance with Section “E” below must review requests for further information.
 - d. At no time will any non Criminal Justice Agency personnel be allowed to view/inspect original Police documents with any type of device, equipment, supplies other than a pencil and notepad.
 - e. Briefing personnel are not allowed to leave the review area unless either the original reports are taken/removed with them or non Criminal Justice Agency personnel are absent from the locked room.
 - 5. Investigative Services Bureau – Reviewing/Assigning Personnel.
Pertinent report copies of cases are made available to Investigative personnel for review and possible follow-up assignment. Such copies remain Department property and are to be properly returned to Records or destroyed after their use.
- D. Records Inspection / Records Custodian.
 - 1. Authorization for inspection of records shall be processed through the Records Division under the supervision and review of the Division Sergeant who is ultimately responsible for accommodating records requests.
 - 2. Records open to inspection are those identified by applicable federal, state, local and case law including WI ss. Chap. 19. Records may be released/inspected via written request. If records contain non-releasable data, the records to be released will be redacted where necessary prior to release. Actions to approve or deny release will be noted on the Open Records Request form with a copy being given to the requestor and a copy maintained within the Records Division along with a report copy duplicate of what the requestor was given.
 - 3. Notice for the Public: The lobby displays a notice containing a description of the police organization and the times and places at which the legal custodian from whom and the methods whereby, the public may obtain information and access to records, make requests for records, or obtain copies of records, and the costs.
 - 4. Requests for records will be made to the Records Division Sergeant or designee. Such requests will be submitted in person, by fax, US mail or email and will use the required Open Records request form. When inspecting records, the person doing such may only have a pencil and paper in the area of the inspection and is subject to regulations as prescribed by the Records Division Sergeant.
 - 5. Responses to written requests will be made as soon as possible but within ten business days. A letter will be sent within ten days if the request cannot be completed within such time frame. Written request denials will inform the requestor of the denial reason and that the denial is subject to review, on application to the DA’s office or to the WI Attorney General, WI ss. 19.37(4)(b). See “2” above.
- E. General Release of Information.
 - 1. The media has no more rights to information than does the general public other than which is granted specifically by law such as the right to see juvenile information BUT the media is not to otherwise use/release the juvenile’s identity.
 - 2. Release of information is restricted to:
 - a. WI ss. 19.35 limitations on release. Some records MUST remain confidential if they may harm the public interest, hinder/compromise police goals/activities, contain personally identifiable data that, if disclosed, could endanger a person, identify a confidential informant, endanger population/staff at a secure facility, compromise rehabilitation, or infringe on victim/suspect rights.
 - 1) Information on confidential or anonymous complainants.

- 2) Open Investigations that may lead to: enforcement action, administrative/arbitration/court proceedings, evidence in pending cases, expunged records, medical/psychological records, Chapter 51 records, or trade secrets.
 - 3) Employment Information.
 - 4) Computer programs, security information, search warrants in pending cases, informants, investigative training or techniques.
 - 5) Any record specifically restricted by state, federal or case law.
 - 6) DOT, CIB, NCIC, TIME related information.
- b. Information that can be released includes traffic citation and accident crash reports, with the following exceptions:
- 1) NOT if it is a fatality until the next of kin are notified.
 - 2) NOT statements or other documents if there are pending charges.
 - 3) NOT if someone under 17 is charged with a crime or alcohol offense, unless redacted.
 - 4) NOT if someone under 16 is charged or issued a citation or other enforcement action.
 - 5) Such exceptions do not apply if the subject of the 'exception' provides a signed release of records authorizing the Department to release any and all records pertaining to the person signing the form.
- c. Information can be partially released if:
- 1) Non-releasable parts are redacted before copying.
 - 2) Records acquired via subpoena or court action need not be redacted.
 - 3) A record is not available at the time of the request but may be available at a later date, the requestor may receive portions that are releasable and complete, and be notified that it is up to the requestor to make a later, subsequent request.
3. Requests by Criminal Justice Agencies. Pursuant to a written request the following records may be released to a criminal justice agency such as law enforcement, probation and parole, corrections, health and human services, juvenile resources, city/district attorneys or the corporation counsel:
- a. Incident reports, including pending reports.
 - b. Arrest records, reports and photos.
 - c. Inmate records, reports, photos, fingerprint cards.
 - d. Medical records may be withheld.
4. Inmates have NO rights to records unless the request is specifically about them or children with whom they are the legal guardians.
- F. Release of Original Records.
1. Original records will be released only in response to a subpoena and/or under the direction of the Chief or Records Sergeant. The released record will have a Department representative, designated by the Chief or Records Sergeant, accompany such document to court or other destination unless otherwise authorized by the Chief or Records Sergeant.
 2. Temporary release of original reports to media representatives should be avoided whenever possible in favor of producing a call log and/or copies of requested reports.

Ronald J. Tischer
Chief of Police



OPEN RECORDS

REQUEST FOR INFORMATION

LA CROSSE POLICE DEPARTMENT

608-789-7227phone

608-789-7250fax

REQUESTOR'S NAME *

REQUESTOR'S PHONE NUMBER *

REQUESTOR'S ADDRESS *

DATE OF REQUEST

/ /

OPEN RECORDS REQUEST MAY TAKE UP TO **TEN (10)** BUSINESS DAYS DUE TO VOLUME OF REQUESTS OR THE EXTENT OF INFORMATION REQUESTED. IF YOU ARE **NOT** IN NEED OF THE INFORMATION WITHIN TEN DAYS, ENTER THE DATE YOU WISH TO HAVE THE INFORMATION BY:

/ /

*This information need not be provided on this request *unless* required in accordance with specific provisions of the Open Records Act. Refer to WI ss. 19.31
If this concerns you, you may review a copy of such law at your local library.

**Please be specific with your Open Records request.
Give name(s), address(es), birth date(s), date(s) of the incident(s),
call/crime type(s), and/or case number, etc. when possible to narrow our search.**

GENERAL COPY & RELATED COSTS:

Traffic Accident Report copies: \$2 + .25 page.

Releasable Reports: .25 page.

Photographs: \$2 standard size photo.

Computer Special Searches: \$50 plus .25 page.

Faxing Reports:

\$1 plus .25 page.

Mailing Reports:

\$1 plus .25 page.

Printing Microfilmed Reports:

approx. \$50.

Cassettes/Videos:

case by case basis.

NOTICE: To the extent your request has been denied, this determination is subject to review by mandamus under § 19.37(1), Wis. Stat., or upon application to the Attorney General or District Attorney.

****FOR OFFICE USE ONLY****

Request Approved by _____
on / /

See attached copies; assess
pertinent fees.

Request Denied in Part by _____
on / /

See below/back for reasons;
assess pertinent fees.

Request Denied in Whole by _____
on / /

See below/back for reasons.

REASONS FOR DENIAL:

Personal identifiers are not released per privacy exemptions to Open Records.

Juvenile data is not released per federal and/or state law.

Medical data is not released per federal and/or state law.

The report is an open investigation, which contains information that may compromise the investigation if released.

Other:

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXIX	ORDER NUMBER 29.1.01
TITLE POLICY FOR INFORMATION SERVICES		WORD CODE MISPOLICY	TOTAL PAGES 1+ annex A
	City Policy for Information Resources on file with all Bureau Directors and Shift Commanders.		

I. PURPOSE.

This order establishes/adopts the City Policy for Information Services for Departmental application.

II. POLICY.

It is the policy of our Department to insure that governmental owned computers and related equipment are used for business purposes and not for personal use.

III. PROCEDURE.

A. All personnel should become familiar with the City policy on computer usage, as they will be held accountable for any infractions made against the policy. Each member is responsible for compliance with the City policy.

B. Copies of the City policy are maintained as noted in 'Instructions/Comments' above.

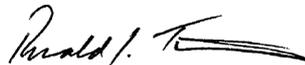
C. Temporary Exemption:

To section 4.1: The second paragraph of such section prohibits use of software to access personal email services as well as Internet services. The use of such software IS allowable for legitimate purpose, until the City's network is accessible Department wide. When the network is up and running, there will be email accessibility, as well as Internet access, for those who are authorized (see section 5.1).

D. General Exemption:

All hardware and software affiliated with the Crimestopper Program are exempt from any/all policies by the MIS or other governmental department or agency.

Ronald J. Tischer
Chief of Police



CITY OF LA CROSSE

INFORMATION SERVICES RESOURCE POLICY
Effective February 22, 2012



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1. GENERAL POLICY

1.1 Background and Content.

The City of La Crosse provides employees with access and use to a variety of information technology resources. These resources are provided to employees to allow them to be more efficient, productive and provide them with the information and tools that they need to perform their responsibilities as City employees. This document describes the policies that govern the use of technology in the City of La Crosse and describes ways to prevent and respond to a variety of threats including unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of City information. This policy replaces and supersedes prior Information Services policies.

1.2 Objectives.

The City of La Crosse's business is conducted with computers dedicated to a single user's activity. Protection of these servers, computers and other devices and information handled by these systems is an essential part of doing business at City of La Crosse. This policy applies to all computers or other devices regardless if they are stand-alone or connected to the network.

2. Definitions

2.1 Employee

All regular full time, regular part time, limited term employees, seasonal employees, temporary employees, interns, employees from other agencies working within the City government, volunteers, and appointed and elected officials granted access and use to the City of La Crosse's Information Resources are considered, under this policy, employees of the City of La Crosse.

2.2 Contractors.

All persons contracted with the City of La Crosse to work on systems, equipment or machinery that requires access to the network or connects to the City's network or that uses a computer or any type of technology and that may also need to access those systems remotely to maintain them.

2.3 Information Technology Resources

For the purpose of this policy, the City of La Crosse will define Information Technology Resources as any equipment, hardware, or software that is assigned and available for employees to use in the course of their employment. These resources included, but are not limited to, fax machines, printers, software applications, Internet access, voice mail, e-mail, office computers, scanners, multimedia equipment, computer terminals, telephones, radios, PDA's and Smartphones and various networks.

2.4 IS&T.

The Information Systems and Technology Department formerly referred to as the Information Services Department, IS Department, IT Department and other similar variations thereof.

3. Scope

3.1 Involved Persons.

This policy statement applies to all employees, contractors, consultants, temporaries, and other workers at City of La Crosse, including those workers affiliated with third parties that access City of La Crosse's computer networks. Throughout this policy, the words "worker" or "user" will be used to collectively refer to all such individuals. By his/her use of, or access to the City's personal computers, information and data systems, and computer networks, the individual expressly agrees to abide by this policy and to be subject to these provisions.

3.2 Involved Systems.

This policy statement applies to all computer and data communication systems owned by and/or administered by the City of La Crosse.

4. Violations

4.1 Non-Compliance.

City of La Crosse workers who violate this policy will be subject to disciplinary action up to and including termination.

4.2 Mandatory Reporting.

All suspected policy violations, system intrusions, virus infestations, and other conditions that might jeopardize City of La Crosse information or City of La Crosse information systems must be immediately reported to IS&T.

5. Privacy and Personal Use

Unless contractual agreements dictate otherwise, all information stored on or transmitted by City of La Crosse computer and communications systems (including, but not limited to, e-mail systems, Internet/Intranet access) are City of La Crosse property.

To properly protect and manage this property, City of La Crosse management reserves the right to examine all information stored in or transmitted by these systems. Workers have no expectation of privacy associated with the information they store in or send through these systems. Such information is subject to applicable open records laws and records retention policies, and can be accessed during court proceedings, investigations or public records requests. Because this information is City of La Crosse property, users must not put it to uses that have not been explicitly approved by their Department Head or designee and consistent with this policy.

6. Hardware and Software

6.1 Software Use

Only work related software will be used on City computers. No personal software, even if bought by an individual specifically for their office computer, may be installed and used without prior authorization (in writing,) from the Department Head and the IS&T Department. This includes and is not limited to games, screen savers, utilities, and communications software. The IS Department should be consulted if there are any questions or issues relating to this matter.

The use of software to access personal email services and Internet access services is prohibited. This applies to personal services such as but not limited to Hotmail, MSN, Gmail, and Internet Service Providers.

Determination of misuse will be made by the Department Head and/or Human Resources. Department Head and/or Human Resources may request computer surveillance from the IS&T Department in compliance with the Computer Surveillance Policy without user's consent to determine if misuse has occurred.

6.2 Copying & Software Duplication

The copying of software for any reason is expressly prohibited. Any software in use on any City Computer must be a legally licensed copy. The terms and conditions that are found in most commercial software packages prohibit copying their product. The operating license of each commercial software package will establish the final guidelines as to the legality of the copying activity in the event a question arises.

Anyone who knowingly or unknowingly duplicates copyrighted software material is subjecting the City of La Crosse and themselves to substantial penalties under the law.

6.3 Backup

The IS&T Department will backup server's data on a daily basis. Users should store all their data in the appropriate folders that are on the city servers. NO data should be stored locally on any computer, laptop or any other electronic device that is not stored on the server. The IS&T Department may not be able to assist users who might lose data as a result of such data not being stored on the City Servers.

6.4 Hardware Purchases

IS&T will determine, in cooperation with affected Departments when appropriate, the most cost-efficient and compatible equipment to purchase. The purchase order will be done as needed or in bulk, to be taken care of by the IS&T Department. IS&T will setup the computers and make them network ready and install them on site for final use. All purchases of technology will be done by the IS&T Department.

6.5. Software Purchases

All software purchases without exception should be approved by the IS&T Department. This will ensure compatibility and consistency with the City Information System.

All original copies of software and manuals shall be given to the IS&T Department for safe keeping. If additional licenses or copies need to be installed the IS&T Department will be in charge of doing this in coordination with the interested department.

6.6 Hardware Installation

The IS&T Department will install all relevant network hardware and hardware resources including desktop hardware. The use of persons or services not authorized by the IS&T Department to assist, consult, and or install hardware or software or any peripherals to any computer equipment that belongs to the City shall not be permitted. The IS&T Department will make determinations on any work

to be done by external persons/agencies and hence ensure that the work done will not negate the current direction of the City's Information System.

6.7 Connecting Personal/Non-City Owned Hardware to City Information System

Personal/Non-City Owned hardware* shall not be permitted to connect to the City Information System (including the network and City Computers) without prior written authorization from the IS&T Director. Examples of such hardware include, but are not limited to: laptop computers, private personal computers, associated peripherals, personal wireless communications devices, Personal Digital Assistants, joysticks, mouse, monitors, desktops, network devices, including any other peripherals that may be used to interface to a City computer or the City Information System.

* Personal/Non-City owned hardware: Computer and Communications hardware of any kind not belonging to the City.

6.8 Connecting Modems to City phone lines

Connecting a modem/router to a City phone line is prohibited.

6.9 Public Records Information

The IS&T Department keeps a record of all computer activity. Except as otherwise provided by law, all records are public and subject to disclosure upon request. Notwithstanding, all such records of activity and information remain the records of the department that typically creates and maintains said record within the normal course of its business. The mere fact that the IS&T Department facilitates the storage of such records on behalf of another department does not elevate the IS&T Director to be the legal custodian of said records. Rather, the custodian for such records shall be the department head of the corresponding department.

7. Internet and E-mail

7.1 Internet

Employees shall only use the Internet and the resources found therein for research and information gathering for official City business.

The network hardware and software possessed by the City has the capability to monitor computer and Internet activity by user. The network is configured to prevent employees from visiting sites that are primarily for personal use and unlikely to be helpful in conducting City business (see list below).

Under no circumstances shall an employee, unless directly related to their work, or unless requested by their manager or Department Head, visit any Internet site that is of a questionable nature. These sites include and are not limited to:

- a. Pornographic Sites
- b. Sites with Nudity
- c. Sites pertaining to Child Pornography
- d. Sites that deal with illegal activity
- e. Gaming
- f. Personal Banking
- g. Shopping
- h. Streaming Media

- i. Blogs
- j. Chats

Social Media sites are addressed in the Social Media Policy.

7.2 Accessing Blocked Sites

Access must be authorized and requested by the manager or Department head to Human Resources submitted as a written request for employees to access a particular site blocked by the system which is needed in order to perform the employee's duties. IS&T will provide access at the direction of the Human Resources Director, the Department head or manager being responsible for that access.

7.3 E-mail

The Email system is the property of the City of La Crosse and is provided to employees to assist them in conducting City business. Electronic Mail should not be used for personal business.

All messages composed, sent or received on the Email system are and remain the property of the City of La Crosse. Employees do not have a personal privacy right in any matter created, stored in or sent from the City's Email system. Email is NOT secure.

The guidelines below will apply to all e-mail records (incoming and outgoing) in order to comply with current state statutes and public record laws.

- a. E-mail is NOT secure! If the content of the mail is sensitive, consider using other forms of delivery.
- b. The Director of IS&T is considered the custodian of all records maintained on the Information Systems, except as otherwise provided in § 6.9.
- c. All e-mail you send/receive is automatically retained and archived for at least 7 years before being destroyed.

7.4 Prohibited Activities – E-mail

Employees are prohibited from sending e-mail or otherwise using the email system in connection with any (but not limited to) of the following activities:

- a. Engaging in personal business or entertainment.
- b. Engaging in illegal, fraudulent, or malicious activities.
- c. Engaging in the unlawful use of the e-mail system as set forth in Wisconsin Statutes.
- d. Sending or storing offensive, discriminatory, disruptive, obscene, or defamatory material.
- e. Annoying or harassing other individuals.
- f. Using another individual's account or identity without explicit authorization.
- g. Attempting to test, circumvent, or defeat security or auditing systems without prior written authorization of the Director of IS&T.
- h. Accessing, retrieving or reading e-mail messages sent to other individuals without that individual's prior written authorization.
- i. Permitting any unauthorized individuals to access the City's e-mail system.
- j. Sending out mass Email with the intent of disrupting the Email system (SPAM).
- K. Sending non work related attachments (like pictures, graphics, music, video, chain letters, etc)

7.5 Files and Attachments

Attachments are documents and programs that are "attached" to an Email message that is being sent to a recipient. The IS&T Department keeps software installed on our servers that monitor for viruses on incoming and outgoing email.

7.6 Web Filtering and Monitoring

In the event of a failure of the City's Web filter, the Director of the IS&T Department and Director of Human Resources reserve the right to monitor web usage of all users on a daily basis until said Web Filter is brought back in to service.

8. Resource Usage

8.1 Personal Use

Information Resources are the property of the City of La Crosse and are provided to employees to conduct their day-to-day operations. The use of such resources for personal use of any kind is not permitted. In no event can any equipment, software, hardware or related peripherals be removed from the City premises without prior authorization from the Department Head and the IS&T Director and signing the VPN Policy.

8.2 Unacceptable Use

Each employee is provided with access to and use of a variety of information resources. These resources are to assist you in the course of your employment and for no other reason. Examples of unacceptable uses include (but not limited to):

- a. Unauthorized use.
- b. Illegal purposes.
- c. Transmittal of threatening, abusive, obscene, lewd, profane, or harassing material or material which suggests any lewd or lascivious act.
- d. Intentionally preventing or attempting to prevent the disclosure of your identity with the intent to frighten, intimidate, threaten, abuse or harass any other person.
- e. Transmittal or distribution of material that is confidential to the City.
- f. Disruption of network services, such as distributing computer viruses.
- g. Interception or alteration of network traffic.
- h. Use of someone else's identity and password for access to information resources without proper authorization.
- i. Attempts to evade, disable, or "crack" passwords or other security provisions of systems on the network.
- j. Reproduction and/or distribution of copyrighted materials without appropriate authorization.
- K. Electronic media and service shall not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

9. City Network System

The IS&T Department offers a network with a variety of services available, including but not limited to the following: file storage, print services, Internet, VPN (Virtual Private Network) access to the City's network, e-mail and other applications. These services will be available to all authorized users of the city information system.

9.1 Network Access

A user name and standard password shall control network access. User names/email addresses are required to be the same as the user's legal name.

The end user shall choose a password that is alphanumeric in nature. The password shall be changed in a period not exceeding 60 days to protect the integrity of the information systems. The network will remind users when their passwords need to be changed. The criteria have been selected to protect the integrity of the City Information Systems.

9.2 VPN Access

Employees who wish to either take their work home or have a need to work from home may access their stored resources by accessing them via the Internet through a VPN (Virtual Private Network) Connection. Full Internet access is available via this mode; however keep in mind that all policies of network usage, monitoring and privacy apply to the VPN connection. To obtain remote access to the City's network a VPN and a Remote Access request/acknowledgement forms must be submitted to IS&T.

9.3 Passwords & Encryption

The use of individual passwords or encryption with the exception of the password to log on to the network is prohibited. Such passwords include:

- a. Windows Logon Passwords
- b. Screensaver Passwords
- c. Hardware Passwords
- d. Document Passwords & Encryption
- e. Hard Drive Encryption

Users will be required to have a password to access the Citywide Network. To protect the City network, all users shall log out of the network when they are away from their terminal for any significant length of time and when they leave for the day. Turning off a computer automatically logs the user off. The User will be held accountable for any other person using their computer under the users name and password.

9.4 Security

For all users who on the City Network (on a network, Internet, etc.), the following security guidelines have been set to abide by:

- a. Users may not seek to gain unauthorized access to information resources to which they have not been given access.
- b. Users are responsible for properly safeguarding any administrative data such as logins and passwords, and are held accountable for any activity that occurs under their login name

- and password. Any unauthorized activity on an account must be reported to the Department Head and IS&T Director immediately.
- c. Users may not obtain copies of files, or modify files of other users of the City of La Crosse.
 - d. Users may not seek information on other data or passwords belonging to other users, or misrepresent other users of the City of La Crosse.
 - e. Users must respect the confidentiality of other individuals' electronic communications. Employees are prohibited from engaging in, or attempting to engage in:
 - 1. Monitoring or intercepting the files or electronic communications of other employees or third parties.
 - 2. Obtaining access to systems or accounts they are not authorized to use.
 - 3. Using another person's login and password information without their explicit permission. (Keep in mind that the person's for which user name and password is being used will be held accountable for all activity being done)
 - 4. Breaching, testing, or monitoring computer or network security measures.
 - f. Anyone obtaining electronic access to other organizations', businesses, companies', municipalities', or individuals' materials must respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted material except those that are permitted by the copyrighted owner.
 - g. All logins and activity, including system administration, may be logged electronically.

9.4.1 Unauthorized use

Accessing computer resources on machines used by other persons without their expressed permission is considered a hacking/cracking. This form of activity is prohibited on the City Information Systems. Hacking/cracking is considered a violation of the law and is a punishable offense under the law (a felony offense).

9.5 Confidential Information

The IS&T Department will take all steps to maintain the confidentiality and the security of the Data stored in the Network Servers. The steps include physical security, Network password access, file, and folder security. All other departments shall collaborate with the IS&T department to ensure data integrity and security.

10. Administrative Issues

10.1 Intellectual Property

- a. Any and all documents, applications, programs, software, systems, hardware or designs conceptualized, designed, created or applied during any period an employee receives remuneration from the City and/or created during work hours or at home for the purpose of use at and for the City of La Crosse becomes the property of the City of La Crosse.
- b. Any and all documents, applications, programs, software, systems, hardware or designs conceptualized, designed, created or applied during a period in which an employee was hired as an independent consultant or contractor to perform such duties shall be the property of the City of La Crosse.

10.1.1 Web Publishing Requests from External Organizations

The City's web site (www.cityoflacrosse.org) shall be limited to the publishing of activity and information originating from/pertaining to the organization of the City of La Crosse.

The City of La Crosse is not responsible for the content, nature, viewpoints, opinions and timeliness of any external web pages and/or links connected to or otherwise published on the City web site.

It is allowed under this policy for the City of La Crosse to have links from its website to other governmental sites, sister cities, and other local community organizations closely related with the City of La Crosse. These requests may be forwarded to the City Attorney to ascertain the appropriateness of the requested link(s).

10.2 Record Retention

Current Local Ordinances, State and Federal Statutes pertaining to the retention of public records shall prevail with respect to record retention.

10.3 Audit

Any audits to determine compliance with this policy will be conducted in accordance with the Computer Surveillance Policy.

10.4 Temporary Employees

Department Heads will need to inform the IS&T Department when their unpaid interns and other temporary employees who need access to the City Information System are no longer with the City.

10.5 Support

The IST Department will only provide physical support and troubleshooting for Information Technology Resources at City owned buildings.

11. Errors & Omissions

This policy is designed to enable employees to maximize their use of resources available to them. The City firmly believes that knowing the bounds of activity protects both the individual employee and the City from potential disciplinary and liability issues.

While this policy is not all encompassing, the City believes that each user would apply their own standards of professional, moral and ethical conduct when using the IS&T resources. This does not mean that any item/event/activity NOT mentioned in this document is a condoned act. Any items not mentioned in this policy that relates to inappropriate behavior, actions with respect to the IS system will be addressed on a case-by-case basis. It should be kept in mind that prevailing City policies are still in effect and applicable to potential Information Services issues.

12. Violations & Disciplinary Action

Violations of this policy have the potential of exposing the City to substantial risks including legal liability, and may result in disciplinary action up to and including discharge.

The Department head together with the Director of Human Resources, the Director of IS&T and the City Attorney will investigate reported violations to determine if any action is justified.

Except as otherwise provided by law, the IT Committee is responsible for initiating disciplinary action concerning any Council Member's noncompliance with this policy.

<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 09.27.2012</p>	<p align="center">CHAPTER XXIX</p>	<p align="center">ORDER NUMBER 29. 2</p>
<p>TITLE</p> <p>ACCESSIBILITY OF RECORDS TO PERSONNEL</p>		<p align="center">WORD CODE RECORDS</p>	<p align="center">TOTAL PAGES 1</p>
	<p>WILEAG STANDARD, 3RD EDITION 10.1.3</p>		

I. PURPOSE AND POLICY

This order requires that central records information is accessible to operations personnel at all times and that records personnel are always available, either in-person or by phone.

II. PROCEDURES.

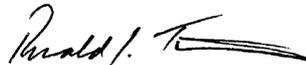
A. Accessibility.

1. See order 29.1 for further information.
2. Operations personnel may obtain records during normal business hours through available data entry clerks within the Records Division.
3. After hour access shall be controlled by the on-duty shift commander/supervisor.
4. Bureau Directors and designees may access Records at any hour but should follow the above procedures whenever possible.

B. Records Availability.

1. The Records Division will be available via staffed personnel for intra department use from 7am-5pm on normal business days.
2. After hour needs will be communicated through the on-duty shift supervisor who may contact the Records Division supervisor after hours for special needs. If such person is unavailable, the Administrative Lieutenant or clerical staff will be contacted in that order.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXIX	ORDER NUMBER 29. 3
	TITLE FIELD REPORTING SYSTEM	WORD CODE REPORTING WILEAG STANDARDS, 3RD EDITION 10.1.3	TOTAL PAGES 1

I. PURPOSE AND POLICY

This order establishes a field-reporting manual which includes:

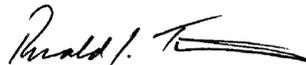
- A. Guidelines to indicate when reports must be written.
- B. Forms to be used in field reporting.
- C. Information required in field reports.
- D. Procedures to be followed in completing field reports.
- E. Procedure for submitting and processing field reports.

The manual is on file in the offices of the Training Library, Field & Investigative Services and the shift commanders office describing the necessary data to be included on report forms.

II. PROCEDURES.

- A. Manuals are to be periodically but at least annually reviewed by a Forms Committee appointed by the Chief to ensure that such documents are up to date.
- B. Proposals for new or revised reports/forms must be submitted to such committee for review and recommendation to the Chief whose decision on use shall be final.
- C. Completing Field Reports.
 - 1. Reports will be completed on a timely basis with respect to supervisory approval, if granted, for overtime.
 - 2. Reports will be true/accurate reflections of the incident based on facts and evidence.
 - 3. Reports will contain data as indicated in the Manual.
- D. Submitting and Processing Field Reports.
 - 1. Upon completion, reports will be turned into the members supervisor or on-duty station shift supervisor.
 - 2. Non-sufficient reports will be routed back to members for satisfactory completion; approved reports will be routed to Records for data entry and processing.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXIX	ORDER NUMBER 29. 4
TITLE INCIDENT REPORTING		WORD CODE INCIDENT	TOTAL PAGES 1
	WILEAG STANDARDS, 3RD EDITION 10.1.4		

I. PURPOSE AND POLICY

This order requires reporting of incidents in any of the following categories: citizen reports of crimes, citizen complaints, incidents resulting in a member being dispatched or assigned, cases initiated by employees, and incidents involving arrests, citations, or summonses.

II. PROCEDURES.

A. Citizen reports of crimes.

1. Dispatch (LEDC) will record citizen reports on the data entry (CAD) screen which will cause such reports to be entered in various programs such as generating an Incident Report and recording on the Calls for Service Log.
2. The call type and severity determine the police response and method of reporting/investigating. Some call types may result in the citizen receiving a mailed-out report format, others are reported as directed by the Field Reporting Manual.

B. Citizen complaints:

1. If civil, referred to other source agencies.
2. If for a police issue, documented on reports directed by the Field Reporting Manual.
3. If against a Department member, documented as stated in relevant internal affairs directives in Chapter 23.

C. Incidents resulting in a member being dispatched/assigned:

1. The call type and severity determine the police response and method of reporting/investigating; the member is responsible for prompt response, notification to dispatch regarding call acknowledgment, arrival and clearance as well as a dispo on the call.
2. Some dispositions require reports directed by the Field Reporting Manual.

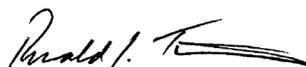
D. Cases initiated by Department employees.

1. Self initiated activity in the field or on patrol will be brought to the attention of dispatch for safety purposes so that dispatch knows where units are and what their last contact was.
2. Such radio transmissions are recorded for retrieval purposes if needed. Police incident related transmissions also are recorded on Incident Reports and the police log
3. Members are responsible for giving status if requested and clearance/dispo when completed. Some dispo may require reports directed by the Field Reporting Manual.

E. Incidents involving arrests, citations, or summonses.

1. Law enforcement requires recording on proper Department and/or State forms. Officers shall follow completion guides as are available in the Field Reporting Manual or in State user manuals.
2. If enforcement activity is immediate to the report of the incident, it is recorded by dispatch as part of the case disposition; if the activity occurs later (after the officer's shift, the enforcement is reported along with a supplemental report as indicated in the Field Reporting Manual.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXIX	ORDER NUMBER 29.5
TITLE CASE-NUMBERING SYSTEM		WORD CODE SYSTEM	TOTAL PAGES 1
	WILEAG STANDARDS, 3RD EDITION 10.1.5		

I. PURPOSE AND POLICY

This order establishes an incident numbering system, with provisions for the assignment of a unique number to every case, to ensure that all cases have a number, no numbers are omitted, and no numbers are duplicated.

II. PROCEDURES.

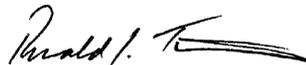
A. Incident Numbering System.

1. The computer aided dispatching system is capable of generating a unique incident number to every case/incident input within it by either LEDC or desk personnel.
2. The format for the unique number is:
 - a. The last two digits of the calendar year.
 - b. A hyphen
 - c. A seven digit sequential number.
 - d. Example for the 253rd incident of the 1997 calendar year is recorded as 97-0000253.

B. Errors.

1. In the event of a computer shutdown, error, or other failure, LEDC personnel shall solely generate incident numbers for all cases/incidents.
2. Any detected errors regarding omissions or duplication will generally be detected by LEDC personnel, reviewing shift supervisors, or Records Division personnel.
 - a. Omitted numbers shall be reissued or have a blank Incident Report placed in file indicating the error.
 - b. Duplicated numbers will have a new number issued to the newest report.
3. Any other types of problems will be remedied between the finder of the error and LEDC.

Ronald J. Tischer
Chief of Police



<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p>DATE STAMPED 09.27.2012</p>	<p>CHAPTER XXIX</p>	<p>ORDER NUMBER 29. 6</p>
<p>TITLE SUPERVISORY REVIEW OF REPORTS</p>		<p>WORD CODE REPORTS</p>	<p>TOTAL PAGES 1</p>
	<p>WILEAG STANDARDS, 3RD EDITION 10.1.6</p>		

I. PURPOSE AND POLICY

This order requires supervisory review of reports to ensure reporting procedures are being followed, as outlined in the field-reporting manual, to ensure that assignments are satisfactorily completed and reported consistent with pertinent orders.

II. PROCEDURES.

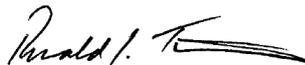
A. Compliance with Other Orders.

Supervisory review of reports will be in compliance with all other orders and directives. Such review will ensure that submitted reports themselves comply with such orders.

B. Supervisory Review.

1. ALL originally taken reports shall receive an incident number.
2. Incidents requiring additional reports required by other orders shall have such reports submitted to the on-duty shift supervisor assigned to station duty.
 - a. The only exception to this is when a member of the Investigative Services Bureau files an original report, that report may be submitted to the Investigative Captain or Lieutenant for review and then routed to the Records Division.
 - b. Follow-up investigations follow the same route as noted in B-1 and 2 above.
3. The usual report routing scheme is as follows:
 - a. LEDC/Desk Personnel complete the Incident Report.
 - b. Assigned members complete necessary reports.
 - c. Reports are submitted to the on-duty shift supervisor for review; denied reports are returned to the submitting member for revision, approved reports are signed and placed in the completed section of the Command office.
 - d. Records data entry clerks receive all approved reports in the morning of each business day.
 - e. Data entry measures are performed and reports are disseminated and filed.

Ronald J. Tischer
Chief of Police



<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 09.27.2012</p>	<p align="center">CHAPTER XXIX</p>	<p align="center">ORDER NUMBER 29. 7</p>
<p>TITLE ALPHABETICAL MASTER NAME INDEX</p>		<p align="center">WORD CODE NAME</p>	<p align="center">TOTAL PAGES 1</p>
<p align="center">WILEAG STANDARDS, 3RD EDITION 10.1.7</p>			

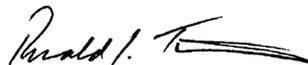
I. PURPOSE AND POLICY

This order establishes an alphabetical master name index within the computerized records system and includes the names of people identified in field reports.

II. PROCEDURES.

Within the computerized records system, a master name index exists which includes the names of all persons noted in documented field reports. Such index may be restricted for viewing by software parameters to persons not qualified to view designated records. Exceptions to listings in the master index file include those confidential informants whose identity is maintained by Investigative Services.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXIX	ORDER NUMBER 29. 8
TITLE TRAFFIC CITATION RECORDS MAINTENANCE		WORD CODE CITATION	TOTAL PAGES 1
	History: Updated 6/07 WILEAG STANDARDS, 3RD EDITION 10.1.8		

I. PURPOSE & POLICY.

This order establishes procedures for maintaining records of traffic citations to include:

- A. Issuing Citation Forms to Officers.
- B. Accounting for Citations.
- C. Storing Citations in a Secure Area.

The issuing/accounting for such citations is rigidly controlled.

II. PROCEDURES.

A. Issuing Citation Forms to Officers.

- 1. The checking out of traffic citations is accomplished by the officer using the citation log book located in the traffic citation cabinet near the Property Section.
- 2. Officers are responsible for signing out for book(s) of citations on an as need basis, listing the date checked out, beginning citation number and the initials of the officer at a minimum.
- 3. The log book is available for supervisor review and will be periodically monitored by the Records Sergeant.

B. Accounting for Citations.

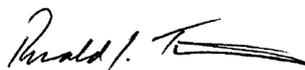
- 1. The Records Sergeant has control over the accounting for citations from ordering to final filing after completion to include having a designee restock the shelving area and monitor the log book.
- 2. The Records data entry clerk responsible for traffic citation data entry may check the log for missing citations, etc.

C. Storing Citations in a Secure Area.

At least one case of traffic citations shall be stored in the traffic citation cabinet near the Intoximeter room whenever possible. Additional form sets will be stored in the forms room. The Records Sergeant/designee will insure that adequate supplies are maintained at all times.

The areas noted above are restricted to use by Department members only and are not accessible to the public.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE ISSUED 09.27.2012	CHAPTER XIX	ORDER NUMBER 29.8.01
TITLE TraCS Traffic & Criminal Software		WORD CODE TraCS	TOTAL PAGES 3
	New 3/08		

I. Purpose:

The purpose of this policy is to outline the proper use of the TraCS System by Officers of the La Crosse Police Department.

II. Policy:

It is the policy of the La Crosse Police Department, in cooperation with the State of Wisconsin Department of Transportation, to use the TraCS Accident Reporting and Citation Issuing Software for the electronic generation and filing of the Accident Reports, Uniform Traffic Citations, Warnings and Municipal Citations generated by Officers of the La Crosse Police Department.

III. Definitions:

- A. TraCS System:** An acronym for "Traffic and Criminal Software". This is a computer program provided by the State of Wisconsin that allows for the electronic generation of Uniform Traffic Citations, Municipal Citations, Warning Citations, MV4000 Accident Reports, Amended Crash Reports, Deer Crash, Driver Condition Reports and Fatal Supplement Reports. The software also allows for the electronic transfer of this data to LCPD Supervision, Municipal Court, Circuit Court, and Wisconsin Department of Transportation.
- B. PC:** An acronym for a desktop computer.
- C. MDC:** An acronym for a mobile data computer. This is a laptop computer, which is located squad car.
- D. Work Station:** A PC that has been loaded with TraCS Administrative Software that will allow the user to perform the supervisory and/or administrative functions of the System
- E. Field Station:** An MDC or PC in the Police Officer's report room, PC at the front desk of the Police Department or the PC in Station #2 that will allow the user to create Electronic Traffic Citations, Municipal Citations, Warning Citations, MV4000s & Deer Crash reports. **NOTE: The only PC at the Police Station loaded with ECLI (Uniform Traffic Citation) numbers is the one located at the front desk.**
- F. ELCI:** The electronic uniform traffic citation issued through the TraCS.
- G. Crash Report:** MV4000's form in the TraCS system.
- H. Warning:** Traffic Warning in the TraCS system.
- I. MUNI:** This is the Municipal Citation in the TraCS system.
- J. Printer:** A paper printer that prints out the Traffic Citations, Warnings and Municipal Citations, generated on the MDC by the TraCS System.
- K. Scanner:** An optical scanning device attached to the MDC, which enables the TraCS System to scan Driver's License and Registration information into the MDC.
- L. Thermal Printer Paper:** The paper used by the in-squad printer to print out the ELCI's, Warnings and Municipal Citations.
- M. Field Station Operator:** An Officer who is authorized and has been trained to use the TraCS System.
- N. Supervisor:** A Supervisor who is authorized to review and forward reports, and has been trained to do so on the TraCS System.
- O. Administrator:** Personnel responsible to forward Crash reports, ELCI's and Municipal Citations to the appropriate locations: Municipal Court, Intake Court or the Department of Transportation.
- P. System Administrator:** Personnel who have been trained to perform TraCS System administrative functions and has been assigned this position by the Chief or his designee.

IV. Procedures:

A. Training

1. Only Officers trained on the TraCS System will be authorized to use the TraCS System to generate ELCI's, Municipal Citations, Warnings, Crash Reports, Deer Crash Reports, Amended Crash Reports or Driver Condition Reports. This training will be on a need and case-by-case basis.
2. Officers whose responsibility it is to issue ELCI's, Municipal Citations, Warning's and generate Crash Reports, Deer Crash Reports, Amended Crash Reports and Driver Condition Reports will be trained as Field Station Operators.

3. Supervisors and Administrators whose responsibility it is to review ELCI's, Municipal Citations, Warning's, Crash Reports, Deer Crash Reports, Amended Crash Reports and Driver Condition Reports and forward these reports to the Courts will be trained as Supervisors of the TraCS System.
4. The Chief's Designee of TraCS System Administrator will be trained to be a System Administrator of the TraCS System.

B. Equipment

1. All squads designated to be equipped with the TraCS System will be equipped with a MDC pre-loaded with TraCS Software, a portable printer and will be designated as a Field Station of the TraCS System.
2. **Designated PCs within the Police Department will be pre-loaded with the TraCS software and will also be pre-loaded with ELCI's that can be used to issue traffic citations (ELCI's) inside the police department.**
3. The PC's in the Police Officer's report room and Police Station #2 will be pre-loaded with the TraCS Software with the ability to use all forms, **except ELCI citations**. ELCI numbers have not been loaded onto these computers and thus cannot be used to issue ELCI's.
4. The PC's for all three Shift Commanders, the 3-PC's for Data Entry personnel, the PC for the Administrative Lieutenant, and any other PC as designated by the Chief or his designee, will be loaded with the TraCS Software for Work Stations and have the ability to operate as a field Station as well.
5. At least one PC in the Police Department will be loaded with the TraCS System Administrator Profile capability.
6. The Sergeant of the Records Division shall keep a supply of printer paper for the in-squad printers, and have it available to Patrol Operations as needed.

C. Operations:

1. Field Station Operations

- a. At the beginning of each shift, the Officer shall boot-up his MDC, log on the TraCS System program, and use the "Start Shift" function to download his/her user preferences and enable the program for the shift. He/She will also make sure there is paper in the printer, and verify that all hardware is operating normally.
- b. While on patrol, officers **SHALL** use the TraCS System for ELCI's, Traffic Warnings and Crash Reports both reportable and non-reportable. Officers **MAY** use the TraCS System for Municipal Citations/Municipal Warnings and other State Reports in the TraCS System. Exceptions for not using TraCS for ELCI's, Traffic Warnings and Crash Reports will be for system failure, MDC failure, Officer safety which can be articulated to their supervisor and officers assigned to non patrol assignments.
- c. Users will not alter any software, nor use any of the hardware in a manner other than prescribed by training, If he/she has any problems with the TraCS System, he/she shall, as soon as possible, notify his/her Supervisor.
- d. At one hour prior to the end of his/her shift and periodically during shift, the Officer will perform the "End Shift" function of the TraCS System, which downloads all forms generated during the shift into the TraCS server. The Officer will also notify the on-duty Supervisor of any in-custody reports/citations within the one hour prior to the end of shift.
- e. If an MDC goes down during a Tour of Duty, the Officer will re-boot his MDC, and re-start the TraCS System. If he/she has trouble, the Officer will immediately contact the on-duty Supervisor for assistance.
- f. A field station has been set up at the police department on the computer terminal located at the front desk. This computer is loaded with TraCS field station, the same as in a MDC and should be used to complete BAC citations and other after incident citations for mailing. This station may also be used to complete amended Crash Reports. This station will not substitute for a squad MDC and citations shall continue to be issued during the incident when possible. **This is the only PC in the station that may be used to issue ELCI's, as it is the only one loaded with ELCI numbers.**
- g. If an Officer has a citation that will be mailed by the records department, they shall notify the on-duty Supervisor of the issued party's name, so it can be reviewed and routed by the Supervisor to the proper location.
- h. If while operating the TraCS System a "**LOW CITATION**" warning is received, the user will need to notify his/her supervisor immediately and the supervisor must notify the TraCS administrator in a timely manner, so more citation numbers can be loaded. ELCI's cannot be issued without appropriate state issued citation numbers at the top left of the form.

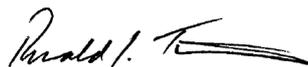
2. Supervisory Responsibilities

- a. The Supervisor will be responsible for reviewing, logging, and forwarding all forms currently in the server that have not been reviewed. This will require that at the beginning of each shift, the on-duty Supervisor will electronically download all forms from Officer's assigned to that shift, review them, mark them reviewed and mark it in the log. All forms have a validation process in which all state of Wisconsin DOT required fields must be filled in before the officer can print the forms. The supervisor will review the forms and narrative written by the officers.
- b. For ELCI's Municipal Citations, and Warnings this means to review and when approved mark them as **Approved** in the TraCS System. Because ELCI's and Municipal Citations issued by the TraCS system are not amendable, any errors found in the TraCS citations will result in the supervisor voiding the citation and forward it back to the issuing Officer for re-issue with corrected information.
- c. For Crash reports and Deer Crash reports, the supervisor will review the reports and approve them when completed. Supervisors will approve these reports by marking them as **Accepted**. Crash reports with errors can be sent back to the Officer by the Start Shift method, for amending and re-submitted to the supervisor. Through the Start Shift method, the supervisor can and shall leave a note on what changes need to be made.
- d. The on-duty Supervisor will be responsible for assisting the officers in trouble shooting any problems that may occur in the daily operations of the TraCS System. The on-duty Supervisor will also be responsible for notifying the TraCS Administrator(s) of any system malfunctions in a timely manner. This would include any error messages received during End Shift procedures, duplicate number issues or TraCS forms that is not downloaded into TraCS.
- e. The on-duty supervisor can authorize Officers to issue hand written traffic citations, municipal citations, warnings and MV4000's when there is a system problem, either locally or across the board, but should only be done in exceptional circumstances, when all attempts to restore the TraCS system have failed. Even if a squad's MDC is down the Officer should be able to do their Crash reports on the PC's in the station.
- f. When there is an in-custody arrest or a report needs to be reviewed and forwarded immediately, the Officer shall notify the on-duty Supervisor of that shift or the oncoming shift supervisor whom shall download the necessary forms, review them and notify and/or forward them to the designated locations.

3. Court Officer/ Records Responsibilities

- a. The Court Officer will be responsible for making sure that all ELCI's and Municipal Citations generated by the TraCS System are forward to the Circuit Court and Municipal Court as appropriate. Once capable and Interfaces in place this will be done electronically.
- b. As earlier stated, ELCI's and Municipal Citations Issued by the TraCS System are not amendable. Any error found by the Court Officer/ Records Bureau will require the ELCI & Municipal Citation to be voided, and returned to the Supervisor of the Officer who issued the ELCI for re-issuing. Court Date errors may be resolved by the Court Officer/ Records sending a Department letter addressing the date change.
- c. The Court Officer and/or Records will also advise the TraCS Administrator of any problems occurring in the TraCS System as to the Court Officers duties, as well as any concerns that Circuit Court, Municipal Court or records may discover during their daily duties.
- d. Once Crash Reports are approved by a supervisor the records department will add a printed copy to the file and then electronically file the Crash Report with the Wisconsin Department of Transportation.

Ronald J. Tischer
Chief of Police



<p align="center">GENERAL ORDERS LA CROSSE POLICE DEPARTMENT</p>	<p>DATE STAMPED 09.27.2012</p>	<p>CHAPTER XXIX</p>	<p>ORDER NUMBER 29. 9</p>
<p>TITLE</p> <p>IDENTIFICATION NUMBERS, CRIMINAL HISTORY FILES, AND RECORDING ARREST INFORMATION</p>		<p>WORD CODE NUMBERS</p>	<p>TOTAL PAGES 1</p>
	<p>WILEAG STANDARDS, 3RD EDITION 10.1.9, 10.1.10</p>		

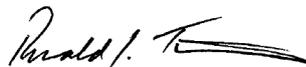
I. PURPOSE & POLICY.

This order establishes procedures for assigning an identification number and maintaining a criminal history file for each person custodially arrested which ensures that such numbers are not duplicated or skipped. In compiling such information, this order also sets criteria for recording arrest information to include: preparing reports, fingerprinting and photographing.

II. PROCEDURES.

- A. Identification Numbers. Such numbers are assigned by the La Crosse Sheriff's Office in the County Jail where persons are custodially arrested.
- B. Criminal History Files.
 - 1. The La Crosse Sheriff's Office maintains criminal history files for persons that are custodially arrested.
 - 2. Our Records system also maintains in-depth criminal history files for all charges/arrests/apprehensions that Department personnel cite or arrest.
- C. Recording Arrest Information.
 - 1. Arresting/transporting personnel are responsible for completing any/all forms/cards that the jail may require for their records system.
 - 2. Preparing reports. All members associated with an arrest having applicable information shall document such data in relevant reports adhering to all orders regarding report forms, incident numbering, and routing.
 - 3. Though the Department maintains a mug shot file on an informal basis, the La Crosse Sheriff's Office County Jail is the designated repository for both fingerprinting and photographing persons custodially arrested.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXIX	ORDER NUMBER 29. 11
TITLE WARRANT AND WANTED PERSON FILES		WORD CODE WANTED	TOTAL PAGES 2
	WILEAG STANDARDS, 3RD EDITION 10.1.11		

I. PURPOSE & POLICY.

This order establishes procedures for maintaining a warrant and wanted persons file including: criteria for entering data in relevant information systems, criteria for receiving data from other jurisdictions, recording data in Department files, verifying data, canceling data, and access to warrant data.

II. PROCEDURES.

A. Criteria for Entering Notices in Informational Systems.

1. Want/Warrant data may emanate from a number of sources including, but not limited to:
 - a. Warrants from the court systems.
 - b. Probation/parole holds from Probation and Parole.
 - c. Apprehension requests from Intake Workers, etc.
 - d. Missing person/ATLs from the Department.
2. Any information coming to the attention of a Department member that fits into 'want/warrant data' will be routed to the on-duty shift commander for transference to LEDC.
3. **LEDC IS THE CENTRAL REPOSITORY FOR ALL WANT/WARRANT DATA**
4. Information emanating from Department reports shall be verified for validity prior to routing to LEDC for entry into pertinent files such as CIB and/or NCIC.
 - a. The transfer to LEDC for entry will be noted on the police report.
 - b. Any documents from LEDC showing such entry will be attached to the original police report.
5. For CIB/NCIC purposes, the Records Sergeant is the validation person for the Department.

B. Criteria for Receiving Information from other Jurisdictions.

1. In most instances, data from other agencies will be directly referred to LEDC via TTY or telephone; however, information received within the Department by fax, in person or by phone must be processed.
 - a. In most instances, information received at the Department is duplication of that already received at LEDC; however, to insure that it is, the on-duty shift supervisor will call LEDC to check.
 - b. If it is a duplicate, the Department maintains a binder of most recent missing/ATL, probation/parole holds, and juvenile apprehension requests where such duplicates can be maintained. NOTE: this is NOT the official repository for such data, pick ups for such documents MUST be verified through LEDC
 - c. If it is an original, the Department will forward the original to LEDC and make a copy if it fits into B-1-b above.
2. Possible 'hits' from other jurisdictions must follow the criteria for validity established by CIB, NCIC and LEDC procedures.

C. Recording Data in Agency Files.

1. Respective data regarding wants/warrants will be entered into Department files as prescribed by the Records Sergeant by either data entry clerks or by the agency from which the paperwork emanated from.
2. As in A-5 above the Records Sergeant is the validation officer; however, he may designate a data entry clerk to assist in Department file validation.

D. Verifying Information. See A-3&5, B-1-b and B-2 above.

1. Prior to arresting/apprehending on a want/warrant, the officer MUST verify validity with LEDC. Any conflict with the face value of the information will error on the side of LEDC records as stated in A-5.
2. LEDC verifies out-of-county data by preset standards in CIB and NCIC procedures.

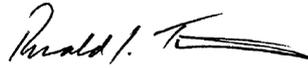
E. Canceling Information. See A-3&5 and C-2 above.

LEDC will cancel data as arrests/clearances are made on notification of field units or police supervisors orally or by transference of a written report. As stated in "C", the Records Sergeant may have a data entry clerk, the courts or him/herself responsible for other deletion or cancellation with such practices also sent to LEDC for insurance that it has been deleted from CIB and/or NCIC files.

F. Access to the Wants/Warrants.

Since LEDC is the central repository for all such data, access is available 24 hours a day by either computer files or hard copy. Such round-the-clock access is required by this order to insure that these documents are immediately accessible to all Department personnel.

Ronald J. Tischer
Chief of Police

A handwritten signature in black ink, appearing to read "Ronald J. Tischer", with a stylized flourish at the end.

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	09.27.2012	XXX	30. 0
TITLE COLLECTION AND PRESERVATION OF EVIDENCE		WORD CODE EVIDENCE	TOTAL PAGES
			3
History: New 3/98; Updates 3/03, 4/04, 6/09 WILEAG STANDARDS, 3rd EDITION 11.1.1, 11.1.2, 11.1.3, 11.1.4, 11.1.7, 11.1.8			

I. PURPOSE AND POLICY.

This order establishes guidelines for the collection and preservation of evidence. It is the policy of the department to provide basic training for all personnel involved in the collection of evidence and specialized training to investigators/supervisors for collecting evidence such as fingerprints, photographs and video.

II. PROCEDURES.

A. 24 Hour Availability.

The Department will provide officers to collect and preserve evidence on a 24/7 basis. If a higher degree of expertise is required for collection of evidence such as for cases covered under 19.3.04 Major Case Investigations or other serious crimes; Investigative Services may be called in as well as a Property Section employee, if needed.

B. Collecting Evidence.

1. Secure/protect the scene. The officer on scene is responsible for the *collecting, processing and preserving physical evidence*, prompt and accurate inventory and documentation of evidence. If more skill/equipment is needed for serious/major cases such as those covered in 19.3.04, request Investigative staff. Investigative personnel that have received specialized training in collecting evidence should be utilized in serious/major cases. Officers should refrain from disturbing evidence in major/serious cases unless directed to do so by Investigative personnel/supervisors. In major/serious cases officers should protect the scene until further directed.
2. Additional responsibilities of assigned officers/investigators may include:
 - a. Search the scene.
 - b. Diagram/sketch the scene; sketches supplement notes.
 - c. Collect/package/label evidence with the case number, recovery date and gathering member's name.
 - d. It may be necessary to get items from known sources for evidence comparisons.
 - e. Ensure that the squad has evidence containers.
3. Evidence shall be processed in accordance with the Criminal Investigative and Physical Evidence Handbook published by the State of Wisconsin Crime Laboratory.
4. Recovered Stolen Vehicles.
 - a. The officer is responsible for maintaining a chain of custody. An investigator may be contacted to process the vehicle used in a crime.
 - b. Vehicles may be photographed to document condition.
 - c. Impounded recovered stolen vehicles will be inventoried for property of considerable value.
 - d. With permission of a supervisor, recovered vehicles are to be released to the owner as soon as possible using a property receipts.
 - e. If owner contact cannot be made, the vehicle should be towed and further contacts should be made by the shift commander and succeeding shifts.
 - f. Vehicles reported stolen outside of the City but recovered in the City will result in the home jurisdiction being notified for possible processing.
5. Computer Evidence.
 - a. Photograph the computer area prior to and after collection of evidence.
 - b. Disconnect/ disable the modem if there is one from the wall.
 - c. Unplug computer from the back of the CPU (DO NOT use the on/off power switch)
 - d. Disconnect power to the printer and other peripherals.
 - e. Mark/label all cables both input/output at the connections. Photograph all marked connections prior to disassembly of the system.
 - f. Photograph and record the serial numbers of the system components if they are available.
 - g. Complete a search of the area for floppy diskettes, manuals, and notation which might include passwords for locked files, etc.

C. Photographs.

Take scene photos; *use photography/videography* for documentation. For minor cases officers should utilize their assigned squad digital camera. For serious cases or those covered under Major Case Investigation 19.3.04, Investigative staff possessing more technical equipment and having received specialized training in the collection of photographic or video evidence should be contacted for collection.

1. Prior to taking evidentiary photographs of another incident on the same digital camera and before ending the officers tour of duty the officer shall download the pictures to the designated (secure) location on the Police Department SharePoint Server.
2. In MAJOR Case Investigations the SD Card (secure digital memory card) may be removed from the camera and placed into evidence through normal evidence procedures.
3. The Officer will download the pictures onto Secure Sharepoint location through the designated computer at the front desk of the station or their assigned squad car, which is connected to the city network. The officer will log in their Badge Number, Case Number, Camera # and Case Description.
4. The Pictures will be automatically Date and Time stamped when taken by the officer.
5. All officer digital photos will be stored on the Police Department Sharepoint server and will be monitored by the Records Bureau Sergeant and the Property Division.
6. Through Sharepoint all photos will be monitored and an audit trail will exist with any actions taken with each photo.
7. Videotapes will go through regular recovered property methods.

D. Processing Fingerprints. The handling of fingerprints taken from know individuals, as well as the processing to latent fingerprints shall be consistent with evidence manuals maintained by the Department and performed primarily by Investigative Services. All methods used shall be consistent with statutory and case law.

1. In serious cases or those that fit under Major Case 19.3.04, Investigative services should be contacted for processing fingerprint evidence. Trained personnel should collect fingerprint evidence.
2. In less serious cases and when evidence can be collected without disturbing the possible fingerprints, officers should collect the item for further processing at a later time by personnel trained in fingerprint evidence collection.

E. Documentation of Transfer of Custody.

1. Evidence will be secured in an evidence locker or other authorized location as soon as practical.
 - a. Oversized items are secured in restricted storage areas.
 - b. Evidence may be given directly to Property Clerk.
 - c. Hazardous items are labeled/stored at a safe secure location. When off-site storage facilities are needed, the Fire Dept./DNR may be used. Biohazard items are stored in marked containers.
 - d. Put perishables in a secured refrigerator.
 - e. Legal blood in OWI cases will be properly sealed and placed in a US Mailbox with the proper postage attached.
2. All data pertaining to transferred evidence will be documented by evidence collectors in their reports and by the property clerk on property logs.
3. After a judicial dispo is reached, property will be returned/disposed of by property by court order or prosecuting attorney. To return property, a receipt will be used.
4. Property is responsible for management, control and dispo of evidence seized, recovered or accepted by Department members.
5. Storage keys are restricted to the Property Clerk(s), the Admin Lieutenant and his designee.

F. Transmittal of Evidence to the Lab.

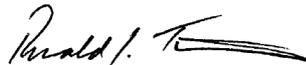
1. Person Responsible for Submitting the Evidence.

The Property Clerk is the *person responsible for submitting evidence* to a laboratory. The Property Section will keep files on evidence routed to a lab. Perishable evidence required to be sent promptly to a state-approved lab, e.g. OWI cases, will be sent expeditiously after authorization by the on-duty shift supervisor.
2. Packaging and Transmitting Evidence.

Methods will be those as demonstrated through recognized evidence handling manuals available in Investigative Services, Shift Commander's office and the Property Section.

3. Documentation to Accompany Evidence.
When evidence is sent to a lab, a detailed property report copy and related records will be documented for the chain of custody to include: name of person last having custody, date/time evidence was sent, and date the lab received it as indicated by the certified mail receipt.
4. Receipts to Ensure Maintenance of the Chain of Evidence.
 - a. In cases where evidence is sent to a lab, the Property Clerk will use certified mail, the sender section of the receipt will be maintained by Property and noted in Property records. The receipt will have a unique number written on it for tracking purposes with the crime lab.
 - b. Upon receipt by the lab and signing for such receipt, a portion of the receipt is routed to Property. The unique number on that portion of the receipt is matched with the original mailing receipt and noted in Property records.
 - c. All receipt copies are forwarded to the Records Division, in-person by the Property Clerk and attached to the original file on the incident.
5. Lab Results Submitted in Writing.
ALL laboratory results shall be requested and submitted in writing. Receipt of return information from the lab will have copies forwarded to the property clerk. If pertinent, copies of lab findings will be given to the prosecuting attorney.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXX	ORDER NUMBER 30.0.01
	TITLE DRY SAFE – EVIDENCE DRYING CABINET	WORD CODE DRYSAFE	TOTAL PAGES 2

I. PURPOSE.

This order establishes procedures for the use of the Dry Safe for evidence preservation purposes.

II. POLICY.

It is the policy of this Department that the Dry Safe will be used according to strict property standards as well as with the procedures outlined in this and related General Orders.

III. PROCEDURES.

A. TRAINING.

1. Initial training will be conducted by Investigative Services personnel along with the Property Clerk as the usage pertains to shift and investigative personnel.
2. Continuing training will be by a video tape or similar media prepared by the same trainers. Such tape will have a copy stored in the Command Office, available to potential users. Additional copies will be housed by the Training Division and Investigative Services.

B. DRY SAFE – KEYS.

1. Three keys are maintained by the Department; they are distributed as follows:
 - a. Assistant Chief.
 - b. Property Clerk.
 - c. Shift Command Office.
2. In case of loss or other mishandling of keys, such incidents will be immediately reported to the Assistant Chief.

C. GENERAL USAGE.

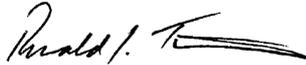
1. The Property Section is composed of two primary drying areas:
 - a. The Dry Safe.
 - b. The Drying Room (located near the locked property storage section).
2. The Dry Safe is to be used primarily for drying blood stained items. It may be used for such articles that are a result of a stabbing, shooting, beating, accident fatality or similar severe event.
3. The Drying Room is to be used as a secondary facility for drying blood stained items if the Dry Safe is already in use. Such room is the primary area for drying items stained by other fluids, particularly, body fluids other than blood. To use the Drying Room, personnel shall:
 - a. Place brown sheet paper on the floor of the drying room to collect any trace evidence that may fall from the item.
 - b. Put the items to be dried above the brown sheet paper on available hangers located in the drying room, or place the items directly on the sheet paper.
 - c. Lock the door upon their leaving the room.
 - d. Place evidence tape from the doorframe and onto the door.
 - e. Put a copy of the property report in the form holder on the exterior of the room door.
 - f. Put a copy of the property report in a sealed envelope in locker 9C.

D. DRY SAFE USAGE.

1. Use of the dry safe must have approval by the on-duty shift commander who controls access to the Dry Safe key.
2. Personnel using the Dry Safe shall:
 - a. Put the items to be dried on available hangers or storage shelves in the dry safe. If the items out-number what can be readily stored in the dry safe, they shall use the drying room for such overflow.
 - b. Close and lock the safe door.
 - c. Set the timer for 12 hours and turn it on.

- d. Put a copy of the property report in the form holder on the exterior wall of the dry safe.
 - e. Put the key with a property tag, along with a copy of the property report in a sealed envelope, in locker 9C.
 - f. Comply with all usage standards for property storage and documentation as well as those standards established in the training tape. Personnel should review the brief training tape prior to using the Dry Safe to refresh their knowledge.
- E. PROCESSING, AFTER-DRY STORAGE, DRY SAFE CLEANING.
- 1. If the incident is assigned to a member of Investigative Services, such personnel will be responsible for contacting and assisting the Property Clerk in:
 - a. Insuring that the items are dry.
 - b. Packaging the items for processing and/or after-dry storage.
 - c. Packaging the appropriate filter(s) and floor papers for potential evidence.
 - d. Cleaning the Dry Safe after every use.
 - e. Complying with all standards, procedures, and policies for property storage, processing and documentation.
 - 2. If the incident is NOT assigned to Investigative Services, the Property Clerk is responsible for the steps outlined above. S/he may request assistance from Investigative Services.

Ronald J. Tischer
Chief of Police



GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXXI	ORDER NUMBER 31.0
TITLE PROPERTY AND EVIDENCE COLLECTION		WORD CODE PROPERTY	TOTAL PAGES 4
	HISTORY: NEW 3/20/98; UPDATED 3/1/03, 7/24/03, 5/09 WILEAG STANDARDS, 3 rd EDITION 11.2.1, 11.2.1.1, 11.2.1.2, 11.2.1.3, 11.2.1.4, 11.2.1.5, 11.2.1.6, 11.2.1.7, 11.2.2, 11.2.3, 11.2.4, 11.2.5, 11.2.6, 11.2.6.1, 11.2.6.2, 11.2.6.3, 11.2.6.4		

I. PURPOSE AND POLICY.

This order establishes procedures for property and evidence collection.

II. RECEIPT OF PROPERTY.

Procedures for receiving in-custody/evidentiary property coming into Department control. The Department has a duty to protect, control and secure all property taken into its custody.

- A. ALL property will be logged in to the Department as soon as possible.
 - 1. Receiving/reporting members will record property on the General Report and/or Property Reports as the severity of the incident and amount of property mandates.
 - 2. Property will be properly tagged/labeled and packaged by direction of the Property Section.
 - 3. Upon the Property Clerk receiving the property, it will be recorded into property records.
- B. ALL property will be under the control of the Property Section before the member ends his/her tour of duty.
 - 1. Property will be turned over to the Property Clerk during their operational hours; or,
 - 2. Property will be placed in a secure temporary storage locker, room or facility when unable to personally turn it over to a Property Clerk. The location of the storage area shall be noted on the property tag/label and in the General/Property Report.
- C. A written report detailing the circumstances by which the property came into the member's possession will be completed, describing each item of property obtained. The reports used will follow the guidelines in the Field Reporting Manual for use of the General Report and related Property Reports.
- D. Guidelines for Packaging and Labeling Property - Prior to Storage. A manual regarding packaging and labeling from the Attorney General's Office is maintained in the Shift Commander's office for reference purposes. In general, property shall be contained within a protective package usually either plastic or paper with a property tag prominently attached to the outside listing, at a minimum, the case number, description of the contents, and recovering member's name. Examples of tagging/packaging are located in the exterior Property area.
- E. Security Measures for Handling Exceptional, Valuable or Sensitive Items of Property. See manual as noted above.
 - 1. Security is taken in handling exceptional, valuable or sensitive items; if unsure request an investigator.
 - 2. **Drugs** in members' possession are weighed, or counted if in the form of dosages, prior to tagging/placing into a storage unit; they are tagged and packaged separately. The Property Clerk stores drugs separately from other property.
 - 3. **Cash** in members possession other than bonds, etc., is counted, preferably by two members to verify totals prior to placing in a storage unit. The Property Clerk stores cash separately from other property.
 - 4. **Dangerous weapons** in members possession are fully described with serial numbers prior to tagging/placing in storage; if it cannot be made safe, ask a supervisor for disposition; explosive handling will comply with pertinent orders; such items are tagged and packaged separately. Weapons and explosives may require immediate, special storage other than normal procedures. The Property Clerk stores weapons separately from other property.
- F. Members reporting such collection are responsible for attempting to identify/notify the owner/custodian of property in Department custody. If the owner/custodian is notified, such information will be noted in the report and on the property tag. If the items are to be released, they shall be released by the officer or referred to the Property Section. If unable to locate the owner note such in the report.

- G. Procedures for the temporary and final release of property items from the control of the Property Section.
 - 1. Items may be temporarily released using the property log/receipt to indicate the reason for release, who it was released to, the date of the release and the date of its return, if appropriate.
 - 2. Final release is dependent upon the courts and the prosecuting attorney's office. The Property Clerk will periodically attempt to learn about case dispositions for release purposes. Inquiries regarding item release or dispositions are routed to the Property Section.
 - 3. Release is subject to law and upon the advice of city/intake counsel. Any type of final release shall be documented by use of a property receipt filled out according to the Field Reporting Manual, noting the dispo on the property logs. The original receipt will be routed to Records for filing/entry, if appropriate.

III. EVIDENCE AND PROPERTY CONTROLS.

We have as duty to protect/control/secure all in-custody or evidentiary property taken into the Department's custody.

- A. Temporary secure areas provide storage of in-custody or evidentiary property during periods when the Property room is closed. Such facilities include:
 - 1. Storage lockers: 1st first floor hallway.
 - 2. The locked caged area at the Police Impound Building.
 - 3. Evidence Garage (Garage #1) on lower level of back ramp.
 - a. When needed for Evidence Security or Processing, this garage shall be used to secure vehicles and large objects. Items shall be placed in garage and then secured by closing door with secure code, then lock and secure panel by closing lock box and locking with padlock from property log book in command room. Key to padlock shall then be tagged and placed in locker 9C. Items held in this garage should be moved within 96 hours to Police Impound Building.
 - 4. A **locked** interview room (2nd floor room #3) sealed with tape and so noted as being used for property purpose. When used, the key which is located in the 2nd floor Lab, SHALL be secured in an evidence locker to ensure chain of evidence. Evidence held in this room will be transferred into the property section as soon as possible.
 - 5. Explosive Lock box: located in Evidence Garage (garage #1) in lower parking ramp.
 - 6. Any other facility, adequately sealed denying entry (locked/controlled by the Property Division).
- B. Only authorized personnel, the Property Clerk and the Admin Lieutenant or designee, have access to areas used by the Department for final storage of in-custody or evidentiary property. Members initially storing items have access until the locker or facility is locked/sealed.
- C. Records reflect the status of all property held. The Property Section logs the status of all property held by the Department. This is also verified by the report regarding the property, filed in the Records Division.

IV. RECORDS OF PROPERTY.

Personnel of the police department will handle all property in accordance with written and established procedures, after which it we be the responsibility of the Property Clerk. Upon receipt of the property, evidence or contraband, the Property Clerk will:

- A. Ensure to the extent possible, that all property listed on the General Report or Property Report is in fact present. Containers that are sealed and the contents cannot be viewed, shall be assumed to contain the item(s) listed.
- B. Assign the item(s) to a storage location.
- C. Make appropriate entries into the evidence records management system to indicate receipt of the item(s), and their location.
- D. Attach barcode to all items before storing in permanent location.
- E. The Property Clerk shall maintain a record of all changes in custody or location of item(s) by making the appropriate entries in the records management system.

V. DISPOSITON OF PROPERTY.

All property, including that which is evidence, found, abandoned or seized in conjunction with any legal process, shall be disposed of according to applicable laws and ordinances, primarily Wisconsin Statute 66.0139 and La Crosse City ordinance 22.26.

- A. Evidence
 - 1. When an investigation is ongoing and an arrest has not been made, Evidence should be held for 3 years in misdemeanor investigations and 6 years in felony cases from the time of the crime. After these times are up, the evidence may be disposed of. Some examples of exceptions to this rule are sexual assault cases when the victim is a juvenile and cases when suspect DNA profiles have been established. In these special circumstances, the Property

Division may work with the DA's office or Investigator to determine when the evidence may be disposed of.

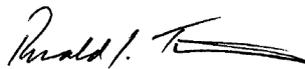
2. Evidence may be disposed of 18 months following the closure of the court case resulting in a misdemeanor conviction. In a case where a defendant was convicted of Felony charges, the property division will wait 18 months following closure of the court case and then inquire with the DA's assigned to the case to see if the evidence may now be disposed of. Approval from the DA's office should be received prior to releasing evidence, if disposal is requested before the above noted time frames.
 3. The Property Division may dispose of case evidence earlier if the property office is informed that the case has been closed or dismissed.
 4. When the time comes to make the final dispositions of evidence, an attempt shall be made to return evidence to the lawful owner, if known, when the property is not deemed to be contraband. Abandoned property will be sold at auction or disposed of according to department procedures.
- B. Found Property shall be returned to the owner as soon as possible. Officer's/CSE's shall make reasonable attempts to determine the owner of the property, and notify the owner that their property is in the possession of the Police Department. If contact is made, they will also inform the owner that they have 30 days to make arrangements with the Property Division to claim the property, otherwise it will be disposed of. If the Officer/CSE is not able to make contact with the owner, the Property Division will attempt to notify the owner in person, by phone or by mail advising them that they have 30 days to claim the property.
1. If the value of the money or goods is \$25.00 or more but less than \$100.00, then the Department shall post a notice of the found money or goods in two public places.
 2. If the value of the money or goods is \$100.00 or more and found by the general public, not a public official, then the Department shall cause a "class 2" notice as required by chapter 985 of WI statutes. The Department shall post the notice in two public places and in the local papers.
 3. If the property goes unclaimed or the owner of the property cannot be determined or located, the item may be disposed of or sold at City Auction after 90 days.
- C. Firearms shall be disposed of in accordance with Wisconsin Statutes 66.0139, 165.81 and/or 968.20(3)(b)
- D. Controlled Substances
1. Both a Property Clerk and the Administrative Lt. or supervisory designee shall observe the destruction process.
 2. Prior to, and during the destruction process, the Administrative Lt. or Supervisory designee SHALL sample 10 percent of the items to be destroyed for quantitative measures and randomly test for qualitative testing.
 3. Burnable items will be incinerated at a controlled facility. Any non-burnable items should be crushed and buried at local landfill site.
 4. Following the completion of the destruction process for controlled substances, the Property Clerk and Administrative Lt. or designee will complete and submit a Contraband Destruction Report. At a minimum this report should include date, time, and location of the destruction operation; an inventory of items destroyed; a list of those present at the destruction; and the results of any random tests before and during destruction. The destruction of items should also be noted in the property RMS system. A Case # should also be taken for destruction process.

VI. INSPECTIONS.

- A. An inspection of property is conducted semi-annually by the Administrative Lieutenant or his/her supervisory designee. This inspection **shall** include an audit of 10 cash entries, 25 drug entries, and 10 weapon entries into evidence. In addition this inspection should address the cleanliness of the facility, proper handling procedures, random sampling of any evidence being held, temporary locker use and any other facility under control of the property clerk.

- B. Property inventory shall occur when assigned property personnel is assigned to and/or transferred from the position and is conducted jointly by the newly designated personnel and the Administrative Lieutenant or his/her supervisory designee to ensure that records are correct and properly annotated.
- C. An annual audit of property held by the Department is conducted by the Professional Standards/Community Services Bureau. The Annual audit shall consist of 10 drug items, 10 guns, 10 cash and 10 other items as randomly selected by the Lieutenant. The audit shall also address the cleanliness of the facilities and note any improper handling procedures.
- D. Unannounced inspections of property are conducted as directed by the Chief. These inspections shall follow the same guidelines as the annual audits or can be modified as directed by Chief. The Chief can appoint any supervisor to conduct an unannounced inspection. Unannounced inspections shall be documented on an intra-department memorandum to the Chief.

Ronald J. Tischer
Chief of Police

A handwritten signature in black ink, appearing to read "Ronald J. Tischer", with a stylized flourish at the end.

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.27.2012	CHAPTER XXXI	ORDER NUMBER 31.0.01
TITLE PROPERTY PACKAGING AND CORRECTIONS (PPAC)		WORD CODE PPAC	TOTAL PAGES 2
	Annex A is the PPAC Notice.		

I. PURPOSE.

To establish procedure for the correction of mistakes/errors regarding items turned over to the Property Section while maintaining security and adequate tracking.

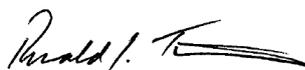
II. POLICY.

This Department recognizes the importance of maintaining security and adequate tracking of property under Department control. It also recognizes the need to make corrections wherein a mistake or problem is evident on such property. It is the policy of this Department to maintain property security while at the same time providing a method to correct mistakes or other property related problems.

III. PROCEDURES.

- A. Property Section. To insure the integrity of the Property Section, provide for the proper chain of custody, and attempt to have properly packaged and documented items, personnel assigned to this section shall:
1. Routinely accept property both in-person and from authorized temporary storage locations.
 2. Review and inspect packaging and labels for accurate information.
 3. Comply with all other orders and procedures for the storage of properly packaged and labeled items.
 4. Prepare a "PPAC NOTICE" for items not properly packaged, labeled, or otherwise exhibiting some type of error or mistake.
 - a. Hall Temporary Storage Locker #16 shall be EXCLUSIVELY used for such items. Such locker will be labeled "PPACE NOTICE ITEMS ONLY" and will not be used for any other purpose.
 - b. The item in error will be locked in Locker #16. The individual key for that locker will be placed in a sealed envelope by a Property Clerk and routed to the supervisor of the employee who labeled the item along with a PPAC Notice that lists the error or mistake.
- B. Supervisory Officer. To maintain the chain of custody, the envelope shall be routed to the employee's Supervisor who will review the PPAC Notice with the employee and insure that the requested corrections are made.
1. The Supervisor will retrieve the item from Locker #16 and go over the issues with the employee in question.
 2. Corrections will be made by the employee and reviewed by the Supervisor.
 3. Corrected items will be placed back in Locker #16 and the locker locked.
 4. The Supervisor will seal the key in an envelope and place it in Locker 9C.
 - a. It is important that the chain of custody follows the above standards. Any problems or conflicts shall be brought to the immediate attention of the Property Clerk and the Assistant Chief.

Ronald J. Tischer
Chief of Police



ANNEX A.
PPAC NOTICE
PROPERTY PACKAGING AND CORRECTIONS

PPAC NOTICE LA CROSSE POLICE DEPARTMENT		CASE#
ITEM STORAGE DATE	CSE/INV/OFC NAME	SUPERVISOR
<i>The noted problems require immediate correction. Corresponding property is in Locker #16 to which the attached key will unlock. Refer to the corresponding General Order for additional information. The Chain of Custody must be maintained.</i>		
<input type="checkbox"/> Packaged <u>money</u> & other items in the same pack. Money is stored separate; money must be packaged separately. <input type="checkbox"/> Packaged <u>drugs</u> & other items in the same pack. Drugs are stored separate; drugs must be packaged separately. <input type="checkbox"/> You MUST indicate the weight or amount, whichever is pertinent, of the drugs or pills, etc. <input type="checkbox"/> The item is NOT properly packaged and/or tagged: <input type="checkbox"/> Property sticker in wrong area on package, re-align new sticker on new package. <input type="checkbox"/> Wrong property sticker placed on package, use correct sticker. <input type="checkbox"/> No Case Number listed on item; record case number in designated area. <input type="checkbox"/> No date and/or time listed; record proper date/time in designated area. <input type="checkbox"/> Item(s) description must be more specific or descriptive; add details. <input type="checkbox"/> _____		
PERSON MAKING CORRECTIONS: <i>After making corrections, place item(s) back in Locker #16 and lock/secure such locker.</i> SUPERVISOR: <i>After reviewing/approving the corrections, seal the key in an envelope and place such in Locker #9C.</i>		
SIGNATURE OF CORRECTING MEMBER	BADGE/RANK	APPROVING SUPERVISOR

Three part form:

white	routed to shift supervisor and back to property section
yellow	routed to shift supervisor and kept/destroyed by them
pink	maintained by property section until white copy returns