



## OFFICE OF THE MAYOR

Sherry L. Capello, Mayor

July 9, 2020

Dear Constituents:

Recently, there has been much discussion and interest in the current policies for police departments across the nation. The City of Lebanon works diligently to provide transparency whenever possible. The PA Right to Know Law (RTKL) governs disclosure of records in the possession of the police department and sets forth the criteria for which records can and cannot be disclosed by the police department. The Pennsylvania Office of Open Records, the agency that administers Pennsylvania's RTKL has established with respect to disclosure of police department policies that "administrative" policies may be disclosed but "tactical" policies may not be disclosed. Tactical police department policies cannot be disclosed because they fall under the public safety exemptions of the RTKL. Public safety considerations associated with tactical police policies encompass police officer safety, suspect safety, and safety of the general public.

A review of the Lebanon Police Manual was completed and after consultation with legal counsel it was determined which policies, or parts of policies, are "administrative" and which policies, or parts of policies, are "tactical" as defined by the RTKL. Following is a copy of the policy manual with the redaction of tactical policies, or parts of policies.

In response to a request to fully release the policy manual in its entirety, I will continue to work with my staff and legal counsel to determine if more information can be released without jeopardizing police officer safety, suspect safety, and safety of the general public.

Very truly yours,

Sherry L. Capello, Mayor



# **LEBANON POLICE MANUAL**

**Lebanon Police Department  
Lebanon, Pennsylvania**



## **LAW ENFORCEMENT CODE OF ETHICS**

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

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

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

I recognize the badge of my office as a symbol of public faith and I accept it as a public trust to be held so long as I am true to the ethics of Police service. I will constantly strive to achieve these goals and ideals, dedicating myself before God to my chosen profession, law enforcement.

## BILL OF RIGHTS

### AMENDMENT I

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 the Government for the redress of grievances.

### AMENDMENT II

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

### AMENDMENT III

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 IV

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 V

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 VI

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 in his favor, and to have the Assistance of Counsel for his defense.



## AMENDMENT VII

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 VIII

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

## AMENDMENT IX

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

## AMENDMENT X

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.

## AMENDMENT XIV

Section 1. All persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States and of the State wherein they reside. No State shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws...

## **RULES AND REGULATIONS**

The purpose for establishing Rules and Regulations for the Lebanon Bureau of Police is to direct the members of the Bureau in the performance of their duties and establish standards of conduct.

All Rules and Regulations contained herein apply to all members of the Bureau regardless of rank or Unit assignment unless otherwise indicated.

Adherence to these standards is mandatory, and designed to promote the Bureau's professionalism and ethical standards.

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## **Chapter 1 - Professional Conduct & Responsibilities**

### **1.1 Manual Maintenance**

Each member issued a manual is responsible for its maintenance and will make appropriate changes or inserts as they arise.

### **1.2 Knowledge of Laws and Regulations**

Every member is required to establish and maintain a working knowledge of laws and ordinances in force in the City, the rules and policies of the Department, and the orders of the Department and Divisions thereof. In the event of improper action or breach of discipline, it will be presumed that the member was familiar with the law, rule or policy in question.

### **1.3 Law Enforcement Code of Ethics**

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

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

I will never permit personal feelings, prejudices, animosities, or friendships to influence my decisions. I will enforce the law courteously and appropriately without fear of favor, malice, or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith and I accept it as a public trust to be held so long as I am true to the ethics of Police service. I will constantly strive to achieve these goals and ideals, dedicating myself to my chosen profession, law enforcement.

### **1.4 Definitions**

A.W.O.L. (Absent Without Leave) – An unauthorized absence from duty and responsibilities. An employee who is absent from his/her duties and responsibilities without prior approval of his/her supervisor. An employee who fails to resume duties and responsibilities at the time expiration of any type of authorized leave or gain approval from his/her supervisor for an extension of said leave will be considered AWOL.

BUREAU – The Lebanon Bureau of Police, the primary unit of organization for police service.

CHIEF – The Chief of Police of the Department.

CITY – The City of Lebanon, Pennsylvania

COMMANDING OFFICER – That officer in command of a division or other unit of organization.

COMMISSIONED OFFICER – Sworn officer holding the rank of Lieutenant or higher.

DEPARTMENT – The City of Lebanon (Pennsylvania) Police Department.

DEPARTMENT POLICY – A general plan of action that is intended to guide members of the department in the conduct of its operation.

DEPARTMENT PROCEDURE – Indicates the method in which a departmental policy is carried out. A detailed standing plan of operation intended to be followed by all members of the department when performing specific tasks.

DESK OPERATOR – Civilian employee responsible for telephony and walk up customers during business hours.

PLATOON – The primary functional unit of the Bureau.

EMPLOYEE – Any person on the payroll of the Bureau, sworn or unsworn, full or part-time.

EQUIPMENT – Any vehicle, clothing, furnishings, hardware, firearms, instruments of measurement, or other material which is under the control of or issued by the Bureau.

INCOMPETENCE – Incapable of satisfactory performance of police duties, as described within their job description.

INSUBORDINATION – Failure or deliberate refusal of any employee to obey a lawful order given by a superior officer. Ridiculing a superior officer on his/her orders, whether



in or out of his/her presence is also insubordination. Disrespectful, mutinous, insolent, or abusive language toward a superior officer is insubordination.

**JUNIOR OFFICER** – A sworn officer who is lower in rank or has less seniority where rank is equal.

**LEAVE OF ABSENCE** – The period of time in which an officer is excused from active duty and during which time he/she receives no pay.

**MANUAL** – Manual of Rules and Regulations, General Orders, and Operating Procedures.

**MEMBER** – Duly sworn officers, civilian employees, and those persons designated to perform assigned police functions.

**MILITARY LEAVE** – The period of time during which an officer is excused from duty by reason of serving in the Armed Forces of the United States in an active capacity as provided by law.

**NEGLECT OF DUTY** – Failure to give suitable attention to the performance of duty. Examples include but are not limited to: Failure to take appropriate action on the occasion of a crime, disorder, or other act or condition deserving police attention; absence without leave, unnecessary absence from the assigned area during a tour of duty; failure to report for duty at the time and place designated, failure to perform duties prescribed in the Operations Manual, and failure to conform to Bureau procedures where any deviation is unjustifiable.

**NONCOMMISSIONED** – A sworn officer holding the rank of sergeant or below.

**ORDERS** – Commands or instructions, oral or written, given by one member, with authority, to another.

**OFF DUTY** – The state of an employee during the period he is free from the performance of specified duties. Also may be known as relief days, vacation, etc.

**OFFICER** – Any sworn member of the Bureau of Police.

**ON DUTY** – The state of an employee during the period engaged in the performance of his duties. Technically, a police officer is subject to call at all times.

**POLICE INCIDENT** – An occurrence or event requiring police response or an overt action initiated by police.

**PLATOON OIC** – Ranking officer in charge of a platoon.

POLICE VEHICLE – Motorized unit of the Bureau including marked or unmarked cars, carts, motorcycles, and vans. Also, non-motorized units to include police bicycles.

PROBATIONARY PERIOD – The period of two years which officers are required to serve prior to permanent appointments to the Bureau.

RULE – A directive designed to cover situations in which no deviation or exception is allowed other than that stated within the rule itself.

SENIORITY – Seniority of each police officer shall be established by using their date of employment as a basis. For those officers having the same date of employment their seniority shall be based on their employment date and their score on the pre-employment written examination. The officer with the higher test score shall be placed higher on the seniority list. The City of Lebanon shall provide the police department with a seniority list and this list will be used in the assignment of days off, and choice of vacations.

SENIOR OFFICER – A member in any given rank with the longer service in that rank.

SHIFT – That period of the calendar day during which a specified number of employed officers is on duty, usually an eight-hour period or tour of duty

SHIFT SUPERVISOR – Any officer acting in capacity above the rank of patrolman.

STAFF OFFICER – A sworn officer who hold the position of Captain or Chief.

STATION – Headquarters at 400 South Eighth Street, Lebanon.

TOUR OF DUTY – The shift during which an individual officer is on duty.

ZONES - Specific geographic subdivisions of the City to be used for designation of incident location for reporting purposes, and patrol purposes.

## **Chapter 2 - Fitness For Duty**

### **2.1 Physical and Emotional Fitness For Duty**

2.1.1 The nature of law enforcement work requires members to maintain a high level of physical fitness to meet the physical demands of their profession. A goal of the Department is to assist members in preserving a healthy and prosperous life by facilitating and providing guidance in the area of physical fitness.

2.1.2 The Lebanon Bureau of Police does not have a mandatory physical fitness program or requirement; however, members are encouraged to maintain a level of fitness which enables members to effectively perform their duties.

2.1.3 Wellness is a state of optimum health and well being achieved through the active pursuit of good health and the removal of barriers to healthy living.

2.1.4 Members have a personal responsibility for their health. There is widespread agreement, for example, about the dangers of smoking and substance abuse, the importance of physical and emotional fitness, and the effectiveness of good nutrition. The Department commends members who adopt behaviors that will improve their health.

### **2.2 Intoxication**

No employee of the Bureau shall use alcohol to excess thereby causing embarrassment to or bringing criticism of disgrace to the Bureau on or off duty.

### **2.3 Consumption of Intoxicants**

2.3.1 Members shall not consume intoxicants while off duty to the extent that evidence of such consumption is apparent when reporting for duty, or to the extent that ability to perform duty is impaired.

2.3.2 Members shall not consume intoxicants while on duty unless necessary in the performance of a police task and then only with the specific permission of a commanding officer, and never in uniform.

2.3.3 No employee shall appear for or be on duty under the influence of alcohol or illegal drugs or narcotics, or be unfit for duty because of their excessive use, or report to duty with the odor of alcohol on their breath. A supervisor may demand and the employee must submit to appropriate test(s) where a breach of this rule is suspected.

2.3.4 No employee of the Bureau shall visit a saloon or taproom while in uniform, except in the line of duty. No employee shall indulge in alcoholic beverages while in uniform. Further, no

employee assigned to duty in plain clothes shall drink alcoholic beverages on duty except as absolutely necessary in collecting information. In no case shall an employee on duty drink enough to come under the influence. All situations which require drinking on duty shall be reported, by the employee, to their supervisor.

## **2.4 Use of Drugs**

2.4.1 No employee of the Bureau shall use or become involved with illegal, non-prescription drugs or narcotics, on duty or off except in the line of duty.

2.4.2 When controlled substances or narcotics are prescribed and the member has reason to believe it will functionally impair their duty performance, the member shall notify his/her supervisor.

## **2.5 Sickness**

Any member when off duty due to illness or other reason shall report the fact immediately to the on duty supervisor. A member who intends to check off sick must notify the Bureau as soon as it is known they will be unable to work the shift. No member shall feign sickness or injury or deceive a representative of the Department as to his/her actual condition.

## **2.6 Absence Without Leave**

2.6.1 Members shall not absent themselves from duty without proper leave nor shall they be absent from duty without permission, except when unable to report for duty at the prescribed time because of sickness or injury to themselves or immediate family.

2.6.2 Unauthorized absence by any employee of the Bureau shall be grounds for forfeiture of pay for the time absent and may be the subject of disciplinary action.

2.6.3 An unauthorized absence of any employee of the Bureau of three (3) days or more may be deemed a resignation.

## **2.7 Addresses and Telephone Numbers**

2.7.1 Every employee is required to maintain a useable telephone in their place of residence so they can be contacted in the event of an emergency requiring them to report for duty or other assignment including judicial proceedings.

2.7.2 It is the duty of the employee to report any change in address and/or telephone number within 24 hours. He/she shall report in writing to his immediate superior, and to the Administrative Assistant to the Chief of Police, who maintains personnel files.

**2.7a Release of Telephone Numbers**

No member or employee of the Bureau will release to the public or any public agency the telephone number of any other member or employee of the Bureau without authorization from a superior officer of the rank of Lieutenant or higher or the officer owning the telephone number.

## **Chapter 3 - General Responsibilities**

### **3.1 General Responsibilities**

Within the City, members shall at all times take appropriate action to:

- \* Protect life and property
- \* Preserve the peace
- \* Prevent crime
- \* Detect and arrest violators of the law
- \* Enforce all federal, State and Local Laws and Ordinances coming within the Department's jurisdiction.

### **3.2 Performance of Duty**

All members shall perform their duties as required or directed by law, department rule, policy or order, or by order of a superior officer. All lawful duties required by competent authority shall be performed promptly as directed.

### **3.3 Obedience to Laws and Regulations**

3.3.1 Members shall review, observe and obey all laws and ordinances, all rules and regulations of the Bureau and all official written directives of the Bureau or Division thereof.

3.3.2 All employees of the Bureau shall keep their assigned copy of the Operations Manual up to date and shall surrender it for periodic inspection as called for by the OIC.

### **3.4 Reporting Violations of Laws, Ordinances, Rules or Orders**

Members knowing of other members violating laws, ordinances, rules of the Bureau, or disobeying orders, shall report in writing to the Chief of Police via official channels. If the member believes the information is of such gravity that it must be brought to the immediate personal attention of the Chief of Police, official channels may be bypassed.

### **3.5 Conduct toward Superior and Subordinate Officers and Associates**

3.5.1 Members shall treat superior officers, subordinates and associates with respect. They shall be courteous and civil at all times in their relationship with one another. When on duty and particularly in the presence of other members, or the public, officers should be referred to by rank.

All employees shall, on duty or off, in uniform or not:

3.5.2 Never speak derogatorily of the color, gender, nationality, ethnicity, sexual orientation or religion of any person.

3.5.3 Avoid any political or religious discussions with the public or other officers that are likely to arouse strong emotional reactions or cause dissention.

3.5.4 Not interfere with the activities or business of citizens contacted any more than is necessary to perform their duty.

3.5.5 Avoid completely the use of profane or insulting language or menacing gestures towards other employees or the public.

3.5.6 Strive to create a loyal working environment, avoiding statements, which could lower morale or diminish public respect.

### **3.6 Impartial Attitude**

All members, while charged with consistent and practical enforcement of the law, must remain completely impartial toward all persons coming to the attention of the Bureau. Violations of the law are against the people of the Commonwealth and not against the individual officer. All citizens are guaranteed equal protection under the law. Exhibiting partiality for or against a person because of race, creed or influence is unprofessional conduct. Similarly, unwarranted interference in the private business of others, when not in the interests of justice, is unprofessional conduct.

### **3.7 Loyalty**

Loyalty to the Bureau and to associates is an important factor in the Bureau's morale and efficiency. Members shall maintain a loyalty to the Bureau and their associates as is consistent with the law and personal ethics.

### **3.8 Cooperation**

Cooperation between the ranks and units of the Bureau is essential to effective law enforcement. Therefore, all members are strictly charged with establishing and maintaining a high spirit of cooperation within the Bureau.

### **3.9 Assistance**

3.9.1 All members are required to take appropriate police action toward aiding fellow officers exposed to danger or in a situation where danger might be impending.

3.9.2 Employees of the Bureau shall cooperate with and assist members of other police agencies wherever necessary according to Bureau policy and procedure.

### **3.10 Truthfulness**

Members are required to be truthful at all times whether under oath or not. This shall include, but not be limited to, instances when members are being questioned, interviewed, or are submitting reports.

## **CHAPTER 4 - GENERAL DUTIES**

### **4.1 Duty Responsibilities**

Members of the Bureau are always subject to duty although periodically relieved of its routine performance. They shall at all times respond to the lawful orders of superior officers and other proper authorities, as well as calls for police assistance from citizens. Proper police action must be taken whenever required. The administrative delegation of the enforcement of certain laws and ordinances to particular units of the Bureau does not relieve members of other units from the responsibility of taking prompt, effective police action within the scope of those laws and ordinances when the occasion so requires. Members assigned to special duties are not relieved from taking proper action outside the scope of their specialized assignment when necessary.

### **4.2 Responding to Calls**

Members of the Bureau shall respond without delay to all calls for police assistance from citizens or other members. Emergency calls take precedence. However, all calls shall be answered as soon as possible, consistent with normal safety precautions and traffic laws. Failure to answer a call for police assistance promptly, without justification, is misconduct. Except under the most extraordinary circumstances, or when otherwise directed by competent authority, no member shall fail to answer any telephone or radio call directed to him. The dispatcher and/or OIC will be informed when leaving the air.

### **4.3 Availability When On Duty**

Members on duty shall not conceal themselves except when necessary to perform an assigned duty. They shall be immediately and readily available to the public during duty hours.

### **4.4 Questions Regarding Assignment**

Members in doubt as to the nature or details of their assignment shall seek such information from their supervisors by going through the chain of command.

### **4.5 Reporting Accidents**

4.5.1 All accidents involving Bureau equipment shall be reported immediately to the operator's supervisor, regardless of location, duty status, or amount of damage or injury.

4.5.2 All accidents in which a Bureau employee is involved while on duty shall be reported to the operator's supervisor as soon as possible, regardless of location, vehicle used, or amount of damage or injury.

4.5.3 Where an employee of the Bureau is involved in a reportable accident, the employee shall report the accident to the responsible police agency.



4.5.4 All accidents involving Bureau of Police employees within Bureau jurisdiction, shall be investigated by a Bureau officer of at least one rank higher than the employee/operator involved.

4.5.5 Where a member of the Bureau employee's household is involved in a reportable accident within Bureau jurisdiction, the investigating officer shall be at least one rank higher than the employee indirectly involved.

4.5.6 If, upon investigation, it is determined that the accident or damaged was caused by careless or reckless driving, the operator may be held responsible.

#### **4.6 Identification as a Police Officer**

Except when impractical or not feasible, or where the identity is obvious, officers shall identify themselves by displaying the official badge before taking police action. Officers shall provide their name and/or rank and/or badge number whenever requested.

#### **4.7 Transporting Citizens**

Citizens will be transported in Bureau vehicles only when necessary to accomplish a police purpose. Such transportation will be done in conformance with Bureau policy or at the direction of a commanding officer or immediate supervisor.

#### **4.8 Use of Tobacco**

No employee while on duty, shall smoke or chew tobacco while conducting interviews or under like conditions where smoking or chewing may be detrimental to good conduct, appearance or decorum.

#### **4.9 National Colors and Anthem**

4.9.1 When duty permits, and officer in uniform shall salute our National Flag as it passes in a parade when it is accompanied by a color guard. The salute should be given when the Flag is about six paces away and held until the Flag is about three paces past.

4.9.2 When the National Anthem is played, officers in uniform shall stand at attention, face the Flag, or if no Flag is present, the band, and salute, holding the salute until the final note is played. Members in civilian attire shall render proper civilian honors to the National Colors and Anthem at appropriate times.

4.9.3 The only exception to these rules shall be when traffic control or other urgent law enforcement duties require attention. Respect for the Flag is symbolic of the oath to uphold the constitution.

4.9.4 All employees of the Bureau shall at all times, display proper respect to the National Flag and National Anthem.

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## **Chapter 5 - General Conduct/Prohibited Activity**

### **5.1 Prohibited Activity**

Members are prohibited from engaging in the following activities while on duty, except as noted:

- Sleeping, loafing or idling. Employees of the Bureau shall not sleep on duty
- They shall not place their feet on a desk or lean against vehicles when conducting law enforcement business
- Conducting private business while on duty
- Drinking intoxicating beverages (except as noted in Section 2.3 of this manual)
- Gambling (unless to further a police purpose)

### **5.2 Unbecoming Conduct**

Members shall conduct themselves at all times, both on and off duty, in such a manner so as to reflect most favorably on the Bureau. Conduct unbecoming a member shall include that which tends to bring the Bureau into disrepute or reflects discredit upon the member as a member of the Bureau. Employees of the Bureau, on or off duty, shall set an example of conduct to other people. They shall not act offensively nor conduct themselves in an unbecoming manner.

### **5.3 Insubordination**

Failure or deliberate refusal of any member to obey a lawful order given by a superior officer is insubordination. Ridiculing a superior officer or his/her orders, whether in or out of his/her presence, is also insubordination.

### **5.4 Cowardice**

Officers shall not display cowardice or fail to support their fellow officers in the performance of their duty.

### **5.5 Loitering**

Members on duty in uniform shall not enter taverns, theaters or other public places except to perform a police task. Loitering and unnecessary conversation in such places is forbidden. Members off duty and not on official standby shall not loiter in Bureau areas.

## **Chapter 6 - Orders**

### **6.1 Manner of Issuing Orders**

Orders from superior to subordinate shall be in clear and understandable language, civil in tone and issued in pursuit of Bureau business.

### **6.2 Obedience**

6.2.1 Members shall obey and execute any lawful order emanating from any ranking officers who are their seniors. Lawful order shall be construed as any order in keeping with the performing of any duty prescribed by law or by these rules, or for the preservation of good order, efficiency and proper discipline, which is not in conflict with these rules.

6.2.2 All employees shall obey promptly any lawful order emanating from any ranking officer or supervisor who is their senior.

6.2.3 All employees shall show proper respect to ranking officers and /or supervisors. Proper respect shall be defined as a positive image projected by word, deed, and attitude of a subordinate towards a ranking officer or supervisor who is their senior.

### **6.3 Unlawful Orders**

No command or supervisory officer shall knowingly issue an order which is in violation of any law, ordinance or Bureau rule.

### **6.4 Obedience to Unlawful Orders**

Obedience to an unlawful order is never a defense to an unlawful action. Therefore, no member is required to obey any order which is contrary to Federal or State law or local ordinance. Responsibility for refusal to obey rests with the member. Members shall be strictly required to justify their actions.

### **6.5 Conflicting Orders**

Upon receipt of an order conflicting with any previous order or instruction, the member affected will advise the person issuing the second order of this fact. Responsibility for countermanding the original instruction then rests with the individual issuing the second order. If so directed, the latter command shall be obeyed first. Orders will be countermanded, or conflicting orders will be issued only when reasonably necessary for the good of the Department.

## **6.6 Obedience to Unjust or Improper Orders**

Members who are given orders they feel to be unjust or contrary to rules and regulations must first obey the order to the best of their ability and then may proceed to appeal as provided below.

## **6.7 Report and Appeals - Unlawful, Unjust and Improper Orders**

A member receiving an unlawful, unjust or improper order shall, at first opportunity, report in writing to the Chief of Police through official channels. This report shall contain the facts of the incident and the action taken. Appeals for relief from such orders may be made at the same time. Extra-departmental action regarding such an appeal shall be conducted through the office of the Chief of Police.

## **6.8 Derogatory Remarks Directed Against Orders**

6.8.1 Members shall not critically or derogatorily make remarks directed against orders to other members or to any person outside of the Bureau regarding the orders or instructions issued by any superior. However, in any case where there is sound reason to believe that such orders or instructions are inconsistent or unjust, it is the right of any member receiving same to respectfully call it to the attention of the superior issuing the order, and the member has the ability to discuss orders he believes to be unjust with his union representation.

6.8.2 Without proper authority, no employee of the Bureau shall mark, alter, mar, or deface any printed or written notice, memorandum, general order, or directive relating to police business; nor any notice posted on any bulletin board or blackboard maintained by the Bureau.

## **Chapter 7 – Gifts/Gratuities/Bribes**

### **7.1 Seeking or Soliciting Gifts or Gratuities/Bribes**

7.1.1 Employee shall not accept any gratuity, loan, reward, or gift from any person liable to arrest or to complaint, or in custody, or after discharge, or from any friend of such persons.

7.1.2 Members shall not receive, seek, ask for, or share in any fee, reward or other reimbursement or gratuity for the performance of their official duties or for the failure to perform their official duties, except as directed by the Chief of Police. Members shall immediately report any offer or attempt to offer any gift or gratuity which may be an effort to affect their official conduct.

7.1.3 No employee shall accept any gift of money or other consideration of value which may tend to influence the employee in the performance or non-performance of duty.

### **7.2 Disposition of Unauthorized Gifts, Gratuities, etc.**

Any unauthorized gift, gratuity, loan, fee, reward or other thing falling into any of these categories coming into the possession of any member shall be forwarded to the office of the Chief of Police together with a written report explaining the circumstances connected therewith.

### **7.3 Other Transactions**

Every member is prohibited from buying or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner or other person involved in any case which has come to their attention, or which arose out of their Bureau employment, except as may be specifically authorized by the Chief of Police.

### **7.4 Personal Preferment**

No member may seek the influence or intervention of any person outside the Bureau for the purpose of personal preferment, advantage, transfer or advancement.

## **Chapter 8 - Department Discipline**

### **8.1 Who is Subject to Disciplinary Action**

Any member violating his/her oath and trust by committing an offense punishable under the laws or statutes of the United States, the Commonwealth of Pennsylvania, or local ordinances, or who violates any provision of the Rules and Regulations of the Bureau, or who disobeys any lawful order, or who is incompetent to perform his/her duties is subject to appropriate disciplinary action.

### **8.2 Department Authority to Discipline**

8.2.1 Final Department disciplinary authority and responsibility rests with the Chief of Police.

8.2.2 For disciplinary purposes, the Chief of Police has the authority to reprimand, suspend up to ten (10) days, demote the employee, or dismiss the employee from the Bureau, subject to review by the Mayor.

8.2.3 If the member involved feels aggrieved, he/she may apply to the Mayor for a hearing within twenty four (24) hours after receipt of written notice of the penalty.

8.2.4 Other supervisory personnel may take the following disciplinary measures:

- \* Verbal Counseling
- \* Written Reprimand (subject to approval by the Chief of Police)
- \* Written recommendations for other penalties

8.2.5 Any appeal of the decision of the Mayor must be made in accordance with existing Civil Service rules and regulations.

### **8.3 Reports of Disciplinary Action Taken or Recommended**

Whenever disciplinary action is taken or recommended (except for Verbal Counseling), a written report must be submitted immediately to the Chief of Police containing the following information:

- \* The name, rank or badge number, and present assignment of the person being disciplined.
- \* The date(s) and time(s) of the misconduct and the location
- \* The section number(s) of this manual violated or common name of the infraction
- \* A complete statement of the facts of the misconduct
- \* The punishment imposed or recommended
- \* The written signature, rank or badge number of the preparing officer and his/her position in relation to the person being disciplined

### **8.4 Administrative Leave**

8.4.1 The following personnel have the authority to impose administrative leave, when the Chief of Police is not present, until the next business day, against a member when it appears that such action is in the best interests of the Bureau:

- \* Any Command Officer as defined herein
- \* Any Supervisory Officer

### **8.5 Follow-up Action on Administrative Leave**

8.5.1 A member receiving administrative leave shall be required to report to the Chief of Police on the next business day at 0900 unless otherwise directed by competent authority to appear at a later time or date.

8.5.2 The command or supervisory officer imposing or recommending the suspension shall also report to the Chief of Police at the same time.

8.5.3 The Chief of Police shall sustain or rescind the leave action.

### **8.6 Emergency Interdivisional Disciplinary Action**

8.6.1 When the improper conduct of the member of one unit is of such a nature that immediate or emergency disciplinary action is required of a command or supervisory officer of another unit, such action may be taken at once within the following limitations:

- \* Verbal Counseling
- \* Administrative Leave until the next business day

8.6.2 Written notification to the employee's supervisor of such action shall be made as soon as practical.

### **8.7 Interdivisional Verbal Counseling**

When the command or supervisory officer of one unit verbally counsels a member of another unit, he/she shall notify the supervisor of the individual so disciplined as soon as possible. He/she shall also submit a written report of this action and the reasons therefore to the commanding officer of the member.

### **8.8 Distribution of Reports of Disciplinary Action**

The report shall be distributed as follows by the officer imposing or recommending disciplinary action:

- \* Original to the Chief of Police via the complete chain of command
- \* Copy to the member being disciplined
- \* Copy to Human Resources Manager for placement in employee's personnel file

### **8.9 Penalties**

The following penalties may be assessed against any member of the Department as disciplinary action:

- \* Verbal Counseling
- \* Written Reprimand
- \* Suspension
- \* Reduction in Rank
- \* Dismissal from the service

### **8.10 Citizen Complaints Against Police Personnel**

Complaints by citizens against members of the Bureau shall be processed as provided in current Bureau directives.

### **8.11 Department Investigations - Testifying**

Members are required to answer questions by, or render material and relevant statements to a competent authority in a Bureau personnel investigation when so directed.



## **Chapter 9 – Uniforms/Equipment/Property**

### **9.1 Uniforms and Equipment**

All articles of uniform and equipment shall conform to Bureau uniform regulations.

### **9.2 Firearms and ID Card**

An officer may carry or have in his/her immediate presence at all times while in the City of Lebanon a handgun as prescribed by Bureau orders, and his/her identification card and badge.

### **9.3 Firearms - Display and Discharge**

Members shall never display firearms unnecessarily or draw them in any public place except for inspection or official use. Members are required to report any deliberate or accidental discharge of firearms (except routine target practice). This report is to be made according to routine Bureau procedures.

### **9.4 Department Property and Equipment**

9.4.1 Members are responsible for the proper care of Bureau property and equipment assigned to them. Employees shall, as often as necessary, examine and clean their equipment, and keep same always in good, serviceable, and clean condition.

9.4.2 Damaged or lost property may subject the responsible individual to reimbursement charges and appropriate disciplinary action.

9.4.3 Members shall not use Bureau equipment or property except as assigned by a superior officer.

9.4.4 Improper use/handling, willful damage to, or lost Bureau equipment shall not be tolerated.

9.4.5 Any employee who willfully or negligently destroys or damages Bureau equipment of any kind maybe required to pay all costs of repair or replacement and be subject to disciplinary action.

### **9.5 Telephone - Use of**

Bureau telephone equipment shall be used in accordance with current Bureau procedures.

### **9.6 Damaged/Inoperative Property or Equipment**

Members shall immediately report to their commanding officer on designated forms any loss of or damage to Bureau property assigned to or used by them. The immediate superior will

be notified of any defects or hazardous conditions existing to any Bureau equipment or property.

### **9.7 Radio - Use of**

9.7.1 Bureau radio equipment is not to be used for the transmission of private messages. Federal, State, Local and Bureau regulations will be adhered to whenever the radio is used.

9.7.2 All messages transmitted by an employee of the Bureau shall be directed and concise and shall conform with Bureau policies and procedures and rules and regulations of the Federal Communications Commission.

9.7.3 Employees of the Bureau shall be the only persons authorized to transmit on the frequency assigned to the Bureau, unless approved by the Chief of Police.

9.7.4 No employee shall disobey or refuse to take heed of any communication transmitted by a dispatcher unless directed to do so by a superior officer.

9.7.5 An assigned radio call for service, dispatched to an officer shall be considered as a direct order from the Chief of Police

## **Chapter 10 – Investigations/Arrests/Reporting**

### **10.1 Arrest, Custody and Transportation of Prisoners**

Arrest, custody and transportation of prisoners shall be done in accordance with Bureau policy.

### **10.2 Arrests**

When making arrests, members will strictly observe the laws of arrest and the following provisions:

- \* Only necessary restraint to assure safe custody and the safety of the officer shall be employed.
- \* The arresting officer is responsible for the safety and protection of the arrested person while in his/her custody. The officer shall notify the transportation officers of any injury apparent illness or other condition which indicates the arrested person may need special care.
- \* The arresting officer is responsible for the security of the personal property in the possession of the arrested person or under his/her control at the time of arrest. Except for vehicles, this responsibility transfers to the transportation officers when they accept custody of the arrested person.

### **10.3 Custody of Prisoners**

Members charged with the custody of prisoners shall observe all laws and Bureau and divisional orders regarding this activity. Prisoners shall be kept securely, treated firmly and humanely, and shall not be subject to unnecessary restraint.

### **10.4 Recommending Attorneys and Bail Bond Brokers Prohibited**

10.4.1 No employee shall suggest, recommend, advise, or otherwise counsel the retention of any attorney, bail bond broker, wrecker company or funeral home to any person coming to their attention as a result of police business, nor shall they advise such tradesmen that their services may be needed.

10.4.2 This does not apply when a relative of a member seeks such advice.

10.4.3 No employee shall put up bail in any amount for any person arrested by the Bureau except for immediate family.

10.4.4 Nothing herein stated shall be construed to restrict the rights of the officer in the handling of private affairs.

## **10.5 Assisting Criminals**

Members shall not communicate in any manner, directly or indirectly, any information which might assist persons guilty of criminal or quasi-criminal acts to escape arrest or punishment, which may enable them to dispose of or secrete evidence of unlawful activity, or money, merchandise or other property unlawfully obtained.

## **10.6 Court Appearances**

10.6.1 Attendance at a court or quasi-judicial hearing as required by subpoena is an official duty assignment. Permission to omit this duty must be obtained from the prosecuting attorney handling the case, or other competent official. Employees of the Bureau shall be responsible for awareness of court cases scheduled and any changes in schedule.

10.6.2 Employees who have been subpoenaed for court or notified of a hearing before a member of the minor judiciary, and who fail to appear or are late for said proceedings, shall be subject to disciplinary action.

10.6.3 Employees of the Bureau who have cases in court shall appear upon notification and shall report to the OIC immediately upon arrival and prior to leaving the courthouse. Employees subpoenaed to appear for Juvenile Court hearings shall report with the OIC before entering Court.

10.6.4 Prosecuting officers must appear in court upon notice from the OIC that his/her case has been called for trial. The OIC will also notify the police personnel who are witnesses to appear in Court. Police Personnel are required to report to on duty OIC after required appearance in court.

10.6.5 Employees of the Bureau who have cases in court are responsible for proper preparation of the case.

10.6.6 Any officer of the Bureau who has returned from a hearing or court shall give a written note on the disposition to the OIC according to Bureau reporting procedures.

10.6.7 No employee of the Bureau shall request dismissal of charges, reduction of charges, or nol-pros of a case without the permission of his Division OIC who is responsible for notifying the Chief of Police of the circumstances.

10.6.8 No employee of the Bureau shall testify for the defense in a criminal matter without discussing the situation with their OIC.

## **10.7 Civil Action Interviews or Depositions**

10.7.1 Civil action interviews or depositions involving members which arise out of Bureau employment shall be conducted according to current Bureau directives.

10.7.2 No employee of the Bureau shall testify in any civil case as a witness or testify as an employee of the Bureau in court unless legally summoned or with the approval of the Chief of Police.

10.7.3 All actions under this section shall require notification of the Mayor and coordination with the City Solicitor.

### **10.8 Reports and Bookings**

No member shall knowingly falsify an official report or enter, or cause to be entered any inaccurate, false or improper information on the books, records or registers of the Bureau.

### **10.9 Withholding Evidence**

10.9.1 No employee of the Bureau shall fabricate, withhold, or alter any evidence of any kind. Articles to be used as evidence at a hearing or in Court shall not be destroyed without a Court order. Evidence not ordered destroyed which belongs to the defendant shall be returned to the defendant at the completion of our case.

10.9.2 Articles found or confiscated by any officer shall be turned into the station before going off duty. No officer shall keep such articles in his possession.

10.9.3 No officer shall in any way use or dispose of any item taken into any type of custody, except as provided by Bureau policy.

10.9.4 Money or other valuables of a deceased subject shall be held and released only to the Coroner for disposition; not to a relative.

### **10.10 Handling of Monies and Property**

Any monies or any property coming into the possession of any member which, is not his/her own, shall be delivered to the proper custodian and a report made of the transaction.

### **10.11 Informants**

Members shall not betray the trust of any person who confides pertinent information to them in their official capacities and shall not reveal such information or its source except to, or under the direction of the Chief of Police.

### **10.12 Security of Department Business**

Members shall not reveal police information outside the Bureau except as provided elsewhere in this Manual or as required by law or competent authority (including press

releases). Specifically, information ordinarily accessible only to members, names of informants, complainants, witnesses or other persons known to the police are considered confidential. Silence shall be employed to safeguard confidential information. Violation of the security of this type of information reflects gross misconduct.

### **10.13 Department Records/Reports/Citations**

10.13.1 Stealing, altering, forging or tampering with any kind of police record, report or citation is prohibited. To this end, the removal of any record, card, report, letter, document, or other official file from the Bureau, except by process of law or as directed by the Chief of Police or a superior, is prohibited. Additionally, the obtaining/duplication of any information from the Bureau's files, sources or reports other than that to which one's duties/assignments is prohibited.

10.13.2 Employees of the Bureau shall not make false official reports or knowingly enter or cause to be entered in any Bureau book, record or report, inaccurate, false, or improper law enforcement information or material matter.

## **Chapter 11 – Communications/Correspondence**

### **11.1 Restrictions**

Members shall comply with Bureau policies on communications both within and without the Bureau.

### **11.2 Forwarding Communications to Higher Command**

Any member receiving a written communication for transmission to a higher command shall, in every case, forward such communication. A member receiving a communication from a subordinate directed to a higher command shall endorse it indicating approval, disapproval or acknowledgement and forward it without unnecessary delay.

### **11.3 Department Address - Private Use Of**

Members shall not use the Bureau as a mailing address for private purposes. The Bureau address shall not be used on any motor vehicle registration or operator's license.

## **Chapter 12 – Public Activities**

### **12.1 Public Appearance Requests**

All requests for public speeches, demonstrations, etc., will be routed to the Chief of Police, or his/her designee, for approval and processing. Members directly approached for this purpose shall suggest that the party submit their request to the Chief of Police.

### **12.2 Solicitation/Contributions**

12.2.1 No employee shall solicit for any funds or other donations from the public using the name of the City of the Bureau of Police; actual or implied, without the written consent of the Chief of Police.

12.2.2 No employee shall give permission to any person or group to so solicit without expressed consent of the Chief of Police.



# STANDARD OPERATIONAL PROCEDURES

- 001 Executive Order
- 002 Written/Electronic Directive System

## Chapter 1

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## **Chapter 5**

### **Appendixes**

|   |                                                        |
|---|--------------------------------------------------------|
| A | Current Contract                                       |
| B | City of Lebanon Seat Belt Policy                       |
| C | Bomb Threat SOP Lebanon City/County Municipal Building |

|                                                                                                                                                              |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>001</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Executive Order</b>                                                             |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

The efficiency of the Lebanon City Bureau of Police for enforcing the criminal law depends largely on the administrative principles of conduct and discipline.

Each employee will be furnished a complete copy of this Operation Manual. Each employee is directed to keep his/her copy in good condition and to make such additions as issued to him/her.

Each member of the Bureau is responsible to become thoroughly familiar with the contents of this manual and knowledgeable of the information contained herein. Violation of these writings may result in disciplinary action.

Changes or additions may be made from time to time and shall become effective as part of this Manual after being published and distributed.

It must be kept in mind that no arbitrary rules can be established which will embrace all situations in the general discharge of police duties, thus some things must necessarily be left to the judgement and discretion of the individual officer. Nevertheless, discretion must not be used without good reason.

All other existing Manuals, Orders and other regulations which are in conflict with the contents of the Department Manual are hereby revoked.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**002**

**Subject**

**Written/Electronic Directive System**

**Date of Revision**

**12/10/2018**

**Distribution**

1. General Order Manuals
2. Reading Verification to all Personnel

1. **PURPOSE:** To establish and define a system of formal written/electronic directives to be utilized by the Lebanon Bureau of Police.
  
2. **Authority and responsibility to issue, modify, or approve written directives.**
  - A. The Chief Executive Officer of the department shall have the sole authority and responsibility to issue, modify, or approve the following written directives:
    - a. General Orders
    - b. Special Orders
    - c. Personnel Orders
    - d. Plans
  - B. Authority to issue additional appropriate written directives when deemed necessary.
    1. The Chief Executive Officer, at his discretion, may designate by Special Order other members of the department to issue written directives such as:
      - a. Memorandums
      - b. Letters
      - c. Other official documents of the department
  - C. Procedures for purging, updating, and revising agency directives

1. Purging

- a. Written directives that are no longer applicable through expiration or following revision releases shall be removed from manuals; except for a historical copy originally signed by the Chief Executive Officer of the Department.

2. Updating

- a. Written directives shall be periodically updated as required based upon their periodic review.

3. Revising agency directives

- a. Written directives shall be revised following periodic review of their content relevancy or upon notification of contents that are no longer applicable.

- D. Methods for the review of proposed policies, procedures, and rules and regulations prior to their issuance.

1. Written directives containing department policies, procedures, and rules and regulations shall be reviewed by department members at the direction of the Chief Executive Officer prior to their issuance.
2. This review can be to specific members, or groups of members, that the written directive will apply to upon issuance.
3. Exceptions may be made to this requirement by the Chief Executive Officer where an immediate need exists to place a written directive into timely practice within the department due to legal requirements, judicial mandates, emergency or exigent events, etc.

3. **Release and Storage of Agency Written Directives**

- A. Methods for the dissemination of directives to affected personnel

1. Department personnel who will be responsible to implement or abide by the contents of a written directive shall be listed in the dissemination portion of the general heading of any directive.
2. Department personnel shall be provided copies of all disseminated written directives either through a hard copy or via electronic

means, for review and acknowledgement as provided for in Section C below.

B. Procedures for reasonable access to the directives.

1. Department personnel shall have access to the written directives issued through one or more of the following methods:

a. Issuance of a CD copy of the manual

b. Issuance of a hard-copy manual

c. Access on a departmental computer or mobile field computer

C. Process to acknowledge receipt and review of directives distributed to affected personnel.

1. When a written directive is received for review, department members shall acknowledge that receipt, review, and understanding through their signature on a form provided by the agency, unless the receipt and acknowledgement is provided for through electronic dissemination.

|                                                                                                                                                              |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>101</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Organization and Function of the Bureau</b>                                     |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

The Bureau of Police of the City of Lebanon is divided into four Divisions and their respective Sections and Units. All are responsible to the Chief of Police.

The Patrol Division is responsible for regular patrol of the City. The duties of this Division are prevention of crime, suppression of disturbances, arrest of offenders, and the provision of aid, relief, and information to all citizens as circumstances require.

The activities of the Patrol Division are patrol and observation of public gatherings, response to calls from citizens and other agencies, investigation, collection, and preservation of evidence, apprehension of offenders, preparation of reports, presentation of court testimony, and provision of miscellaneous field services.

The Support Services Unit is responsible for delivery of support services to the entire Bureau of Police. The Units primary mission is to promote traffic safety, reduce traffic injury, death, and property damage. The auxiliary support functions are secondary to traffic safety.

The Support Services Unit responsibilities include: the School Crossing Guards, Traffic Enforcement, Vehicle Maintenance, Communications and IT, Records and Secretaries, Quartermaster and Warrants.

The Detective Division is primarily charged with the follow-up investigation and prosecution of crime. It is responsible for the identification, apprehension, and prosecutions of criminals who have eluded capture at or near the crime scene, the recovery of lost or stolen property, and the coordination of efforts regarding fugitives from other jurisdictions.

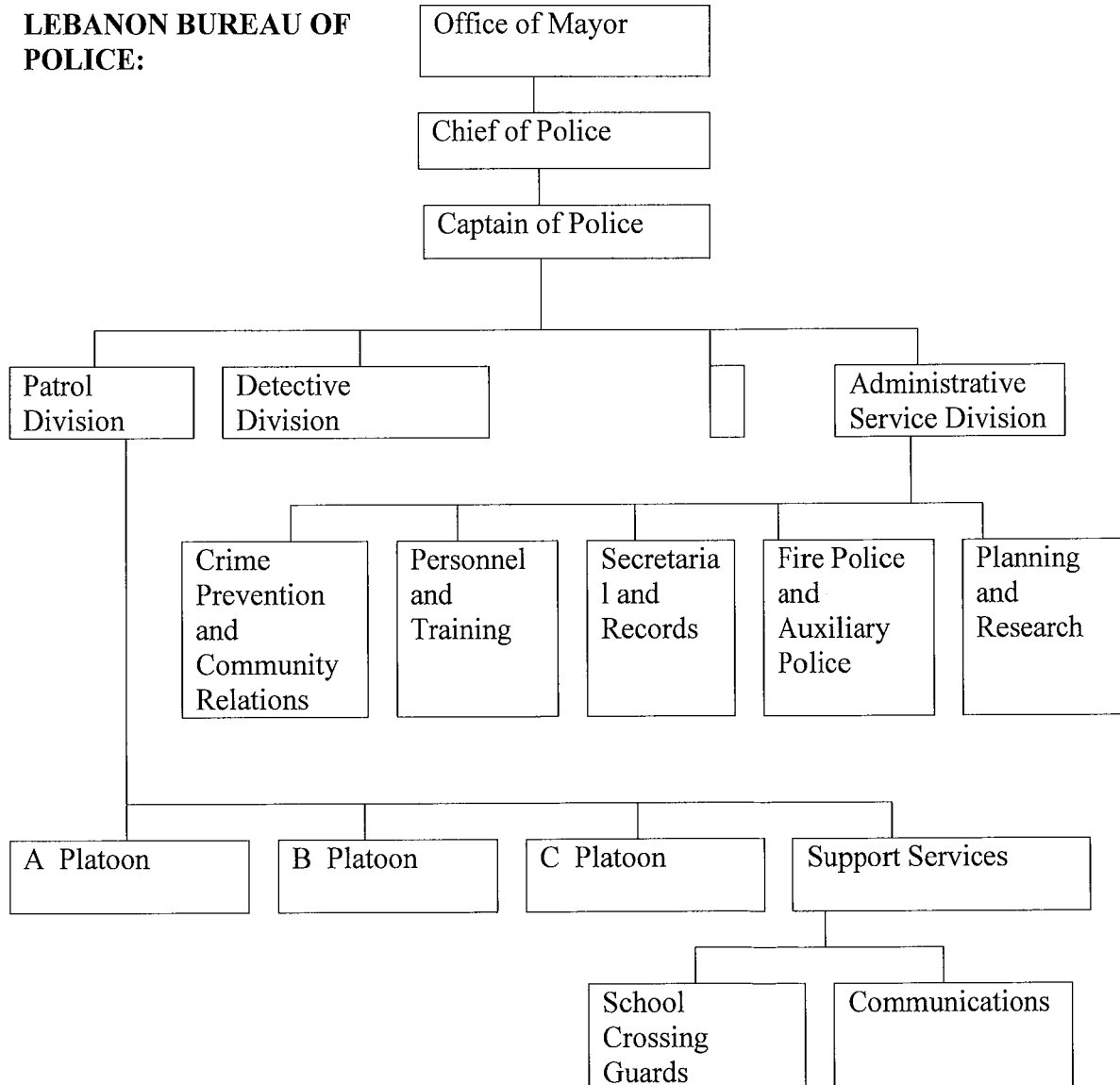
- A. All Detectives in the division will be assigned juvenile cases. When handling these cases their duties will include assisting in forming and implementing policy for dealing with juveniles, following-up on complaints, promoting liaison with other community agencies dealing with children, processing youths who are a danger to themselves or to community and providing for prevention and repression of delinquent behavior by youths, and petitioning juveniles into Court.



Administrative Services Division is responsible for the delivery of supportive services to the entire Bureau of Police. These services assist in developing the Bureau's capabilities to fulfill its purpose of mission in the most efficient and effective manner possible.

The Administrative Services Division includes:

1. Records and Communications
2. Personnel and Training
3. Planning and Research
4. Crime Prevention
5. Community Relations



|                                                                                                                                                              |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>102</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Police Vehicles</b>                                                             |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

The employee assigned as driver, shall be responsible for the vehicle.

The employee responsible for the vehicle shall report any damage to or malfunction of the assigned unit which occurs while in his care to his supervisor before going off duty.

The employee responsible for the vehicle shall inspect the assigned unit for damage before taking the vehicle out on tour and report damage not previously reported to his supervisor immediately. The inspection will include the vehicle itself and any equipment contained in the vehicle ie; radio head, mobile data terminal and in-car camera systems. The only exception shall be in the case of emergency dispatch at the start of the tour. The inspection shall then be performed as soon as possible and the appropriate report made as directed in this section.

Failure to report damage as mandated by rules may be reason for disciplinary action and shall make the employee who failed to report damage liable for same.

Employees responsible for vehicle shall see that the interior is clean before going off duty.

No employee riding in police vehicles shall carry steel backed notebooks in their back pocket or any other item, which could cause damage to the seats of the vehicle.

No employee shall downshift manually at high speeds in order to slow the vehicle.

Police vehicles shall be locked whenever employees leave them except when absolutely impossible due to situations requiring swift response.

No employee of the Bureau shall transport any person in city-owned vehicles unless on official business.

All employees shall set an example for obedience to the law and courtesy when operating Bureau vehicles.

Any employee taking police vehicle equipment of any size or type for their own or another's personal, non-Bureau use will be subject to dismissal.

All police vehicles shall be fueled at the City Garage on a 24 hour basis.

No Bureau vehicles shall be returned to the Station at the end of a trip or tour with less than a quarter tank of gas.

Vehicles discovered to be reasonably below the quarter mark by the officer taking the vehicle out shall be reported to the officer's OIC.

At the start of every shift, the operator shall see that the battery, water level, power steering pump, engine oil, transmission oil, and tire condition are inspected for proper levels and wear.

Flat tires shall be changed by the cruiser operator when a city garage employee is not available. Whenever a tire is changed in this way, a note shall be left for the Support Services OIC with date, location, unit #, and which tire was changed.

All officers will adhere to the City of Lebanon Seat Belt Policy dated September 16, 2002 reissued on December 01, 2017. (Appendix B)

All paragraphs under all other sections entitled police vehicles shall apply to bicycle units when applicable.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**103**

**Subject**

**Vehicular Pursuits and Emergency Response**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

**Policy**

It is the policy of Lebanon City Police Department that its vehicles shall, at all times, be operated in such a manner as to prevent accidents, injuries, and/or property damage. Further, it is the policy of this department that a motor vehicle pursuit is justified only when the necessity of immediate apprehension outweighs the level of danger created by the pursuit.

**Purpose**

The purpose of this policy is to provide officers with guidelines to follow when engaged in a motor vehicle pursuit or responding to an emergency situation. It is designed to reduce the exposure of citizens, suspects, and officers to the potentially serious consequences of these unavoidably dangerous police procedures.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

ORDER NUMBER

104

**Subject**

**Bicycle Patrols**

Date of Revision

12/10/2018

**Distribution**

1. General Order Manuals
2. Reading Verification to all Personnel

The purpose of this policy is to establish guidelines governing the use of bicycles in policing operations.

The goal is to provide the City of Lebanon with a tool for the purpose of increasing community relations, patrolling parks, schools, neighborhoods and business districts, saving fuel costs, vehicle maintenance, air pollution and providing crime prevention.

Police bicycles can be used for patrol activities, traffic enforcement, and designated special events; both on and off-road.

Personnel authorized to operate a police bicycle shall be certified officers who have passed IPMBA (International Police Mountain Bike Association), LEBA (Law Enforcement Bicycle Association) certification as police bicyclists; or other course approved by the Chief of Police. Police bicycle officers shall wear the authorized bicycle uniform and operate the authorized police bicycle.

Bicycles to have the following equipment as a minimum:

- Head light
- Tail light
- Audible warning device (consider a whistle)
- Equipment bag
- Water bottle

Personal protective equipment (PPE) to be worn by the officer:

- Bike helmet
- Protective glasses
- Bike gloves (may be optional)

\*\*The PPE must be purchased by the individual officer before being assigned to the unit.

Equipment to be carried by the officer:

- Officers assigned to bicycle patrol are required to carry the same equipment as if assigned to a marked patrol vehicle

#### Bicycle inspection/maintenance:

- Frame – the bike frame should be inspected daily for cracks, chips, or bending of the frame. Bending or cracks in the frame demand immediate attention and repair, as these may be signs of structural failure. Wash off dirt and mud upon completion of each tour.
- Tires – the tires should be inspected daily for embedded debris, nicks, cuts or bubbles. Tires should be checked daily for inflation pressure. Tire pressure will depend on the type of surface the bike officer will be riding. Soft grass, gravel and other soft surface may dictate a decrease in air pressure for better traction. If hard surface riding (asphalt, cement) is anticipated, tires can be inflated to the maximum air pressure allowed for the best traction and greater riding capability.
- Spokes – the spokes should be inspected daily for tightness. Check by squeezing them together with your fingers. If they are loose, the bike should be adjusted by the authorized service mechanic to avoid rim damage.
- Cables – cables should be inspected on a daily basis for any that are loose, frayed or worn. Over a period of time, cables may need tightening. If replacement is required, have it done by the authorized service mechanic.
- Brake Pads – Brake pads should be inspected daily for dirt, oil, road grime and wear. They can be removed, inspected and cleaned as needed.
- Chain Maintenance – the chain should be kept free of dirt and dust and lubricated for the highest performance level. Lubricant can be sprayed or dripped on the chain as the officer pedals backwards. This should be done until you can see the metal face of each link.
- Other Equipment – Seat, Pedals, Toe Clips, Water bottle and cage, Floor pump, Lights/battery charger, Other misc. (rear rack, equipment bag, etc.).

#### **Use of force**

- Bike patrol officers should be aware that a bike can be used as a defensive weapon. The bike may be used to apprehend suspects and control unruly persons. Arrests and takedowns during bike operations could inflict serious and even deadly force on a suspect. Before affecting an arrest from a bike in operation, officers should keep in mind that their actions must be justified under the department's use of force policy.

While riding, officers will obey state and local traffic laws applicable to the operation of bicycles. No bike officer will pursue a motor vehicle while riding a bike. No officer will disregard red traffic signals while on the bike. When bikes are unattended, they are to be secured against theft. When the patrol is over, the bike will be cleaned and properly maintained for the next usage.

Bike racks are available to be installed on two marked patrol vehicles for officers to utilize for special events or bicycle patrols.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

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| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>105</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|

|                                                                                             |                                              |
|---------------------------------------------------------------------------------------------|----------------------------------------------|
| <b>Subject</b><br><b>Accident Investigations</b>                                            |                                              |
|                                                                                             | <b>Date of Revision</b><br><b>12/10/2018</b> |
| <b>Distribution</b><br>1. General Order Manuals<br>2. Reading Verification to all Personnel |                                              |

**State Reportable Accidents**

State Reportable Accidents will include all accidents which are required to be reported to the state. These are defined as accidents due to which:

1. A person is injured
2. A vehicle must be towed from the scene, regardless of the extent of damage.

The investigating officer will submit an accident report to PennDOT within fifteen days utilizing the online accident reporting system.

When circumstances permit, the investigating officer will provide a copy of a Lebanon City Police Department Accident Information Exchange form to the operator of all vehicles involved in the accident, at the scene of the accident.

**Non-Reportable Accident**

Non-Reportable Accidents will include all incidents defined as a motor vehicle accident by PennDOT, but do not reach the level of a reportable accident ie; no injuries and towing not required.

1. The investigating officer will document the investigation on a Lebanon City Police Department Accident Information Exchange form.
2. When circumstances permit, the investigating officer will provide a copy of a Lebanon City Police Department Accident Information Exchange form at the scene of the accident, to the operator of all vehicles involved in the accident.

**Prosecution**

Officers will prosecute for any determinable violation of the Vehicle Code when investigating Reportable and Non-Reportable accidents.

## **Copies of Accident Reports**

Copies of completed and approved accident reports can only be obtained through the Records Bureau of the Lebanon Police Department. A fee of \$15 must be paid prior to anyone obtaining a copy of a completed accident report.



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| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>106</b> |

|                                                                                    |                                              |
|------------------------------------------------------------------------------------|----------------------------------------------|
| <b>Subject</b>                                                                     |                                              |
| <b>Towing of Vehicles</b>                                                          |                                              |
|                                                                                    | <b>Date of Revision</b><br><b>12/10/2016</b> |
| <b>Distribution</b>                                                                |                                              |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                                              |

There are many situations wherein members of the Lebanon Bureau of Police will utilize the towing of vehicles during the course of their duties.

A list of approved operators will be maintained in each police vehicle and officers will call them for service on a rotating basis.

Procedure for acquiring a tow operator:

Towing should only be used as a last resort and the request must be approved by a supervisor.

- Before towing a stolen vehicle, all efforts to contact the owner or reporting agency should be exhausted
- In most cases, a stolen vehicle will be towed to the operator's secured facilities, however, situations may arise where it becomes necessary to have the vehicle towed to the police station for evidentiary purposes
- When the vehicle is towed to the tow operators impound area, it is the responsibility of the operator to collect his fees from the owner of the vehicle or his representatives.
- When a vehicle is towed to the police station or vehicle impound area, it is the responsibility of the officer releasing the vehicle to assure that towing costs have been satisfied prior to release of the vehicle.
- Vehicles may be towed for parking violations if the vehicle poses a traffic hazard and is illegally parked on a public street
- Vehicles parked on private property will only be towed at the direction of the property owner.
- When a vehicle is towed and the Bureau is the customer, ie; damaged or disabled police vehicles or vehicles seized that have been used in crimes, the OIC shall only utilize the tow service as approved by the Chief of Police.

- Any vehicles towed or seized as evidence must be documented as per our Evidence Policy.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**108**

**Subject**

**Alarms and Response**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

Officers shall proceed to the scene of an alarm in a manner which will not create accident hazards for themselves or the other users of the streets.

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| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><div style="text-align: center; border: 1px solid black; padding: 2px;"><b>109</b></div> |

|                                                                                    |                                              |
|------------------------------------------------------------------------------------|----------------------------------------------|
| <b>Subject</b>                                                                     |                                              |
| <b>Firearms and Ammunition</b>                                                     |                                              |
|                                                                                    | <b>Date of Revision</b><br><b>12/10/2018</b> |
| <b>Distribution</b>                                                                |                                              |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                                              |

Officers on duty shall carry Bureau issued firearms and Bureau approved and issued ammunition. Any secondary weapon carried must be Bureau approved and officers must demonstrate proficiency with the weapon in the presence of a firearms instructor.

Officers on duty in civilian clothes shall not wear or carry their firearm in such a manner as to be conspicuously exposed to the public. If the firearm is exposed, the officer's shield and/or department ID must be visible.

Officers carrying a firearm off duty shall not display the firearm in a public place unless necessary for lawful use.

No Bureau ammunition shall be sold or used by any person except Bureau officers, without the permission of the Chief of Police.

All employees of the Bureau who possess a firearm defined by Section 6102 of the Uniform Firearms Act, when selling to anyone, shall have the transaction processed by an authorized dealer, licensed to sell and trade firearms under the Uniform Firearms Acts.

All firearms shall be kept clean and in good condition. Each officer shall be held solely responsible for the care of his issued firearm.

Any officer losing his issued firearm may be required to replace it at his own expense.

Any Bureau issued firearm, which becomes damaged due to carelessness on the part of the handler or from lack of proper cleaning, may be replaced at the expense of the officer responsible for the firearm.

Lieutenants or Sergeant's shall make regular inspections of the issued firearms.

### **Firearms Qualification**

All officers will qualify with their issued duty weapon, shotgun and rifle as per MPOETC and department standards. All qualifications will be administered and documented by trained range instructors.

Only officers who have successfully qualified with the shotgun and patrol rifle will be permitted to deploy them.

No officer shall be excused from qualification without the approval of the Chief of Police.

### **Range Safety**

Officers will follow common sense range safety practices when firing at the practice range.

All officers will wear ear and eye protection and their ballistic vest when firing at the practice range.

The range instructor is in charge, and all officers will follow range instruction and direction from the range instructor regardless of rank. Any officer displaying unsafe actions or not following range instruction may be removed from the range. In such cases the range instructor must provide a written report detailing the incident to the Chief of Police.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**113**

**Subject**

**Release of Information and the Right to Know Law**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

No employee of the Bureau shall divulge to any unauthorized person, in or out of the Bureau, any business regarding the Bureau.

No employee shall release the home phone number or address of any officer of the Bureau to non-Bureau personnel without the consent of the officer.

No vehicle registration information shall be released to non-police agencies or individuals.

No police information shall be released to private security companies.

The name of a witness shall not be released to the news media from the Bureau.

No employee shall release police reports without authorization from the proper higher level of command. Comply with Criminal History Records Information Act.

No employee shall release any information regarding polygraph examinations without authorization of the Chief of Police.

Bureau employees shall not release any names of juveniles nor past or present records or the existence of such. Release of juvenile information to the news media shall be limited to the fact that a juvenile was involved and the age of the youth (s). The exception to this is in cases of a direct file.

No employee of the Bureau shall talk for publication, be interviewed, make public speeches on police business, or impart information relating to the official business of the Bureau, unless authorized by the Chief of Police.

No employee of the Bureau shall release the existence or contents of a statement or confession given by the accused or any refusal to give a statement or take tests to the news media.

No employee shall release prior criminal records of the accused including arrest and convictions to the news media.

No employee shall release any inflammatory statements as to the merits of a case or the character of the accused to the news media.

No employee shall release the possibility of a guilty plea to the news media.

No employee of the Bureau shall deliberately pose the accused for photographs at or near the scene of a crime or in photos which connect him with the scene of the crime for the news media.

Employees shall not permit any news photographs of any evidence, which may be construed as inflammatory.

Mug shots taken in connection with the crime may be released without background lines or other indications visible to identify the photo as a mug shot.

Employees shall give their name and badge number (where applicable) in a respectful manner to anyone who may request it.

### **PA Right to Know Law**

January 1, 2009 Act 3 of 2008, the Right to Know Law, became effective. This Act provided for access to public information, for a designated opens-record officer for each local agency, for procedure, and appeal of agency determination, for judicial review and for the Office of Open Records.

#### A. Providing public records

1. The department will provide public records in accordance with the Pennsylvania Right to Know Law.

##### a. Definition of Public Records:

1.) A record, including a financial record, of a local agency that:

a.) Is not exempt under section 708 of the Right to Know Law

b.) Is not exempt from being disclosed under any other Federal or State law or regulation or judicial order or decree

c.) A record that is not protected by a privilege

#### B. Designation of an open records officer

1. The Chief of Police shall be designated the open records officer of the department.

a. If an open records officer has been designated by the municipality, the Chief of Police shall work in conjunction with that position for Criminal History Records Information Act requests or other requests where the



information requested would not be lawfully accessible by a civilian open records officer.

2. The Chief of Police may delegate the responsibilities of that position within the department, as he so deems necessary.
3. Functions:
  - a. The open records officer shall receive requests submitted to the agency under the Right to Know Law, direct requests to other appropriate persons within the agency or to appropriate persons in another agency.
  - b. The open records officer will track the department's progress in responding to requests and issue interim and final responses under this act.
  - c. Upon receiving a request for a public record(s), the open records officer will do the following:
    - 1.) Note the date of receipt on the written request
    - 2.) Immediately notify and forward the request to the Right to Know Officer for the City of Lebanon
    - 3.) Work with the City of Lebanon Right to Know Officer to fulfill the request as per the Pa Right to Know Laws

#### C. Prohibitions

1. No policy or regulation of the department shall include any of the following:
  - a. A limitation on the number of records which may be requested or made available for inspection or duplication
  - b. A requirement to disclose the purpose or motive in requesting access to records.

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| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>114</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Uniforms and General Appearance</b>                                             |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

All employees of the Bureau shall be out of uniform within one hour after going off duty and shall not be in uniform until one hour before going on duty, without the specific permission of their superior officers. Employees need not be in uniform when entering the police station prior to their tour of duty, nor when leaving the police station after their tour of duty.

Employees choosing not to wear a full uniform when coming to and/or from work will not wear a partial uniform on which any recognizable part of a uniform shirt, badge, emblem, patch, etc. is visible to the public.

Employees coming to work in a recognizable uniform will be in the full uniform of the day as required by departmental regulations.

Employees required to wear a uniform for duty will be in full uniform of the day by reporting time.

The badge, emblem, and shield issued by the City of Lebanon is the only official sign of authority recognized by this Bureau. Any other device(s) used at any time is a violation of this rule.

No employee shall duplicate badges, emblems, or shields issued by the Bureau.

Officers in uniform shall wear the Bureau sign of authority on the outside of the outermost garment and always in sight.

Nameplates shall be worn on all uniforms, except during riot duty. Nameplates shall be worn above the right breast pocket. The nameplate will be worn with the bottom portion of the "serving since" plate just above the top seam of the right breast pocket. The nameplate will be centered and parallel with the pocket.

ID cards are the property of the Bureau and shall be carried by all employees of the Bureau on and off duty.

The embroidered emblems used on Bureau uniforms officially represent the Lebanon Bureau of Police and are property of the Bureau.

Embroidered emblems shall be used only by the person to whom they are issued, they shall not be sold, replaced, or loaned to anyone.

Embroidered emblems shall be turned in along with other property and equipment, which was Bureau issued, upon termination of employment.

Old and damaged emblems shall be turned in for new ones.

Uniformed personnel shall wear only dark shades of blue and black stockings (socks) whenever low cut shoes are worn. Permission may be granted to wear white socks for medical purposes. Stockings (socks) will rise above the ankle.

Shoes shall be black, military lace type or a style which meets the approval of the Chief of Police.

Police work by nature is unpredictable. Officers (uniformed employees) assigned to a vehicle patrol may be assigned to activities which require the wearing of a hat; i.e. traffic control. Officers are required to have their hat with them in their vehicle for all uniformed patrol duties. Officers are also required to have any gear with them to accommodate current weather conditions ie; cold weather gear, rain gear.

Uniformed employees should wear their hats at all times when leaving a police cruiser unless an emergency or tactical considerations prevent the wearing of the hat. Uniformed employees shall wear their hats when assigned to uniformed foot patrols.

The Bureau hat shall be worn in a military manner, square and level on the head.

The cold weather hats such as the knit hat may be worn only during extreme weather conditions or at the discretion of the OIC. The cold weather hats are to be worn outside, not indoors, not in patrol vehicles nor during any judicial function (DJ hearings, Court, etc.). Additional cold weather gear may be worn during extreme weather conditions where circumstances dictate. This will be at the discretion of the OIC.

All external clothing not issued by the Department such as gloves and cold weather gear will be black or navy in color and meet the approval of the Chief of Police or his designee.

Nothing shall be worn on the collars of any uniform, with the exception of rank insignia. Rank insignia will be worn as prescribed by the Chief of Police.

The change from summer to winter uniforms and vice versa shall be at the discretion of the individual officer. Each officer may wear either the summer or winter uniform at any time during the year as long as they follow the protocol for each.

When wearing a long sleeve shirt, officers may elect to wear a dickie, turtle-neck, mock turtle-neck or tie with the shirt but are not required. The only permitted exposed insignia on the undershirt is the LPD patch or letters when wearing a long sleeve shirt. The exposed undershirt color is limited to black or navy for long and short sleeve shirts. All undershirts will be clearly visible at the collar area of all uniform shirts.

When wearing a short sleeve shirt the undershirt sleeve will not extend beyond the uniform shirt sleeve. All buttons on the long sleeve shirt to include the sleeve buttons will be buttoned at all times except for the uppermost collar button unless wearing a tie. All buttons on the short sleeve shirt will be buttoned at all times except for the uppermost collar button. All uniform shirt sleeves will be fully extended (not rolled) except for BDU style uniforms. V-neck style undershirts will not be permitted to be worn under any uniform shirt.

When officers attend Juvenile Court or Court of Common Pleas cases, a long sleeve shirt and tie are required. This includes summary appeals and suppression cases. In cases before the minor judiciary officers may wear the uniform of the day.

The Chief and/or his designee may dictate the uniform for personnel assigned to a special detail; i.e. Football games, basketball games, training, etc., for the purposes of the detail being similar in appearance (Professionalism).

When out of vehicle, coats shall be buttoned and hands kept out of pockets.

The Bureau will establish a Dress Uniform known from here on as the "Class A" uniform.

The "Class A" uniform will be the long sleeve shirt, tie or turtleneck (as determined by the OIC of the detail), hat, and ribbons. This uniform will be worn for special occasions (Parades, dedications, etc.)

Employees shall, as often as necessary, examine and clean their uniform and equipment and keep same always in good, serviceable, and clean condition.

All employees shall requisition only the clothing actually needed and shall not accumulate unneeded items. All uniforms and equipment in need of replacement shall be returned to the Support Services Supervisor or his designee upon issuance of the new uniform or equipment.

All ill-fitting uniforms, which have been out grown shall be returned to the Support Services Supervisor or his designee in a neat and clean condition.

Whenever an employee retires, resigns, or is dismissed from the Bureau, he shall return all uniforms and equipment or other property belonging to the City of Lebanon. All property shall be returned to the Support Services Supervisor or his designee.

Officers shall only carry holsters issued or approved by the Bureau.

Officers on duty may carry folding pocket knives with blades not exceeding 4 ½ inches in length. Every knife carried by an officer on duty will have the officer's name or initials indelibly engraved thereon in letters at least ¼ - inch high.

### **General Appearance**

Male hair length; 90% of the ear shall show with minimal hair lying on the top of the ear or falling over any part of the ear. The hair on the back of the head must be tapered and may not lie on the shirt collar. Female hair styles shall be business-like and the hair may not lie on the shirt collar. Hair shall not curl over the police hat when worn.

Sideburns may extend to the bottom of the ear but no longer. They shall extend straight down and be cut straight at the bottom, Pork chop, bushy, or long hair sideburns will not be permitted.

Mustaches shall not extend beyond the opening of the mouth, either vertically or horizontally. Waxed or exotic, unusual styles are not permitted.

Beards are not permitted.

All hair must be clean and neat and employees shall have a well-groomed appearance. Questions on grooming shall be resolved by the Chief of Police.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**117**

**Subject**

**Harmony and Goodwill**

**Revision Date**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

All employees shall, on duty or off, in uniform or not:

Never speak derogatorily of the color, gender, sexual orientation, nationality, or religion of any person.

Avoid any political or religious discussions with the public or other officers that are likely to arouse strong emotional reactions or cause dissention.

Not interfere with the activities or business of citizens contacted any more than is necessary to perform their duty.

Avoid completely the use of profane or insulting language or menacing gestures toward other employees or the public.

Strive to create a loyal working attitude, avoiding statements which could lower morale or diminish public respect.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**118**

**Subject**

**Demeanor**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

Employees of the Bureau shall maintain professional bearing and avoid a slovenly (disorderly; not neat or tidy) attitude or appearance. They shall be alert and show interest in their work.

Employees of the Bureau shall not sleep on duty. They shall not place their feet on desk, lean against vehicles when conducting law enforcement business, nor loiter in any place while on duty, including Bureau offices.

Employees of the Bureau, on or off duty, shall set an example of conduct to other people. They shall not act offensively nor conduct themselves in an unbecoming manner.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**120**

**Subject**

**False Information in Bureau Reports**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

Employees of the Bureau shall not make false official reports or knowingly enter or cause to be entered in any Bureau book, record or report, inaccurate, false, or improper law enforcement information or material matter.



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| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>121</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>K-9 Policy and Procedures</b>                                                   |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

**PURPOSE**

The purpose of this policy is to provide guidelines for the management and tactical deployment of canines for a variety of operational purposes.

**POLICY**

It is the policy of the Lebanon City Police Department to utilize the Lebanon City Police K-9 Unit in the most effective manner possible in support of both patrol and investigative functions and to enhance public and officer safety. The K-9 officers will work cooperatively to compliment, not duplicate the specialties of their perspective police service dogs.

**DEFINITION**

Canine Team: An officer/handler and his or her assigned police canine.

**PROCEDURES**

- A. HANDLER RESPONSIBILITIES
  - 1. The K-9 handler(s) will be personally responsible for the daily care, feeding, training, and certification of the dog(s) and will be held directly accountable for the proper use of the dog(s) to include:
    - a. Maintenance/cleaning of the kennel/yard area where the canine is housed.
    - b. Provision of food, water, and general diet maintenance as prescribed by the Department’s authorized veterinarian
    - c. Grooming on a daily basis, or more often if required.
    - d. Daily exercise.
    - e. General medical attention and maintenance of health care records.
  - 2. Where the handler is unable to perform these and related duties due to illness, injury, or leave:

- a. Another canine handler may be assigned to temporarily care for the dog, or
  - b. The canine may be housed in a departmentally approved kennel.
3. The K-9 handler shall maintain their canine, both on and off duty, in a safe and controlled manner. While on duty, a canine left in a vehicle unattended will be secured in a manner which will not allow it to exit the vehicle without handler assistance.
4. Teasing, agitating, or roughhousing with a police canine is strictly prohibited, unless performed as part of a training exercise.
5. K-9 handlers shall not permit anyone to pet or hug their canine without their permission and immediate supervision.
6. A canine handler may apply to take possession of his dog where:
  - a. The dog is retired from duty or relieved of duty, or
  - b. The handler is transferred or retires and a decision is made not to retrain the dog for another handler.
7. Canines shall not be unnecessarily exposed to conditions which pose a health risk to the dog, including tobacco smoke.
8. K-9 handler(s) will be responsible for maintaining the working proficiency of the dog(s) at certification levels.
9. K-9 handler(s) will be required to submit monthly reports on training, utilization, care, feeding, certification, and bites of the dog(s) which will become a permanent part of the canine's record.
10. K-9 handlers will be issued a specific vehicle to be dedicated for that use. This vehicle will be assigned to the K-9 team, and will be used for all K-9 operations. The vehicle will be kept at the officer's residence when off-duty, if the officer lives within a reasonable distance from the station. This will ensure a quick and direct response to emergency call-outs, and will allow for additional off-duty training and proper transport of the K-9. Otherwise the vehicle will be parked at the station.
11. The K-9 vehicle is a specialized vehicle and shall not undertake a pursuit except under the most critical of circumstances and will advise the communications center of same. Operators of these non-emergency vehicles shall terminate emergency operations when an emergency vehicle is in position to conduct the operation.
12. The issuance of a specific vehicle to the K-9 team will be in lieu of any other compensation with regards to the care and maintenance of the K-9.

## B. TRAINING

1. The Lebanon City Police Department K-9 Unit will be trained by a competent, professional, nationally accredited trainer. The training program will be designed to evolve around the following areas of instruction: obedience, agility, scent work, tracking, building searches, area or field searches, evidence search and recovery, controlled aggression and narcotics detection.
2. On a quarterly basis, the above described trainer will be requested to review training, handlers, and canine's performance and skill levels. This documentation shall be readily available to canine officers and others who may need it when seeking warrants.

3. All departmental canines must meet established department certification.
4. New canine handlers must complete the prescribed canine training course and successfully meet all course requirements.
5. It is the duty of the Canine Supervisor to ensure that basic in-service training and certification is conducted on a regular basis.
6. K-9 handler(s) will be responsible for training their dog(s). Training exercises will be designed to improve the proficiency of the dog(s) and will accustom the K-9 to react and perform in various situations and environments.
7. Failure to participate in or qualify under established training standards will result in de-certification of the team. The team may not be deployed until re-certified.
8. Training and deployment of police canines shall employ the guard and bark (when applicable) rather than the guard and hold method.

#### C. DUTIES OF THE K-9 UNIT

1. The following are examples of duties or assignments which can normally be handled by the K-9 unit:
  - a. Searching buildings and enclosed areas for unauthorized person(s).
  - b. Tracking criminal suspects or escapees who have fled the scene of a crime.
  - c. Searching areas for evidence left by perpetrators of a crime.
  - d. Assisting in jailbreak or barricaded incidents.
  - e. Assisting in locating lost persons.
  - f. Assisting in the apprehension of suspects fleeing crimes or warrant service.
  - g. Protection of officer(s) making arrests at disturbances or at fight scenes.
2. Performing other duties as designated by the Mayor, Chief of Police, or other ranking officer(s).

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**122**

**Subject**

**Use of Force**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

### **Purpose**

In performance of their duty, police officers are at times confronted with situations where, in order to protect the public safety, control must be exercised to affect arrests, overcome active physical resistance, and neutralize assaults. Control may be achieved through verbal discussion, persuasion and warnings, or by the use of physical force. Obviously, there are varying degrees of force that may be justified, depending upon the dynamics of the situations. The use of the various levels of control against active resistance in physical force should be viewed as lying along a continuum; a continuum along which the use of force escalates only when each lower level of force has been examined or discarded as impractical in the current circumstance, or which has been tried and has failed in the encounter. It should be noted that this analysis might not involve lengthy deliberations. Due to the urgency often inherent in such situations, the decision to escalate the use of force may be nearly instantaneous.

In order to provide officers with a clear understanding of their performance expectations while affecting the components of the use of force continuum, this general order is established. In addition, this order details departmentally authorized weapons, training in their use, and reporting requirements when the use of force continuum is asserted as a result of physical resistance and/or assaultive behavior.

### **Policy**

It is the policy of the department that all persons, regardless of their involvement in a situation, shall be treated with humanity, courtesy, and the dignity due any human being, to the extent that such treatment is allowed by the subject's resistance. Police officers shall maintain a professional bearing at all times. They shall not be argumentative or engage in acts that might incite a subject to become physically aggressive. They shall never use a greater degree of force than that which is lawful, reasonable, and necessary for the specific situation. Such reasonable and necessary force may be used: to affect an arrest, to overcome unlawful resistance, to prevent an escape from custody, or to neutralize an unlawful assault upon the officer or another

person. The use of physical force will end immediately when resistance ceases, when resistance has been overcome, or when the arrest has been accomplished. Emphasis shall always be upon obtaining control over the resistance situation rather than forcing submission. Members shall not mentally or physically abuse any person that they contact or take into their custody or control.

Justification for the use of force is limited to what reasonably appears to be the facts known or perceived by the officer at the time he/she decides to use such force. Facts unknown to the officer, no matter how compelling, cannot be considered in later determining whether the action was justified.

Officers using force must be able to articulate the need and justification for the use of force and the reason(s) why the level of force utilized was selected. Full disclosure of the circumstances requiring the use of force, and the type and extent of force, shall be thoroughly documented in the departmentally required "Response to Resistance Report", or other reports, as outlined in this general order.

### **Case Law**

Law enforcement officers are permitted to use force to effect an arrest only to the extent that it is "objectively reasonable" under the circumstances (*Graham v. Connor*, 490 U. S. 386, 397, 109 S.Ct.1865, 104 L.Ed.2d 443).

Factors to determine "objectively reasonable" force options.

1. The reasonableness of an officer's use of force under the Fourth Amendment requires careful attention to the totality of the facts and circumstances known by the officer prior to using force, including:

- a. The severity of the crime at issue and
- b. Whether the suspect poses an immediate threat to the safety of the officer(s) or others and
- c. Whether the suspect is actively resisting arrest or attempting to evade arrest by flight.

2. Each situation is unique. Sound judgment and the circumstances of each situation will dictate the force option the officer deems necessary. Depending on the circumstances, officers may find it necessary to escalate or de-escalate the use of force. It is not the intent of this policy to require officers to attempt to exhaust each option before moving to the next, so long as the level of force used is reasonable and appropriate under the circumstances.

M. Annual Use of Force Training

1. Training of the department's Use of Force policy will occur during annual firearms, TASER, ASP, and O.C. training.

|                                                                                                                                                              |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>125</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Evidence and Property</b>                                                       |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

This policy establishes guidelines designed to ensure the integrity of the chain of custody of physical evidence and property obtained by the Lebanon Bureau of Police.

It is the policy of the Lebanon Bureau of Police to ensure the integrity of physical evidence and property in its custody through proper security and storage, ready retrieval, and to ensure that any changes in custody are legal and have been properly and fully documented.

**DEFINITIONS**

- A. **This Department or Department:** Lebanon Bureau of Police
- B. **Chain of Custody:** The record of the continuity of the custody of physical evidence/property from the time of original collection to final disposition which may be introduced in a judicial proceeding.
- C. **Collecting Officer:** The member of this department who initially receives physical evidence/property, beginning the Chain of Custody.
- D. **Physical Evidence:** Any material item found or recovered in connection with a criminal investigation which may serve to prove or disprove a fact.
- E. **Property:** Any object of value that a person may lawfully possess found or recovered for safe keeping and legal disposition by this department.
- F. **Evidence Custodian:** Any member of this department accountable for control and maintenance of all physical evidence/property in the control of this department's physical evidence and/or property storage function.
- G. **Evidence Facility:** Authorized areas used by this department to store physical evidence/property.
- H. **B.E.A.S.T.:** An integrated evidence tracking and bar-coding system used for the documentation and chain of custody of physical evidence.
- I. **Forensic Analysis Request:** The authorized form used by this department for a collecting officer to request physical evidence/property be analyzed by the Criminal Division Forensic Laboratory of this department, the Pennsylvania State Police Forensic Laboratory, or the FBI Forensic Services Division.

- J. **Reference Number:** The number issued by the police dispatcher in reference to a call for service in the format YYYY-NNNNN.
- K. **OIC:** The “Officer In Charge” of the current shift and/or division.
- L. **Destruction of Evidence:** Items that are to be destroyed shall be rendered unserviceable before being placed in a trash bin.

## PROCEDURES

### A. Receipt of Evidence/Property

1. All physical evidence/property obtained by any member of this department shall be properly handled, marked, packaged, and transported to an evidence facility of this department as soon as practicable in accordance with established department policy. No employee of the Bureau shall fabricate, withhold, or alter (except through legitimate forensic analysis or safety measures) any evidence/property of any kind. At no time shall any member of this department retain or store evidence/property outside the established authorized evidence/property facility.
2. All physical evidence/property obtained by any member of this department shall be inventoried in the B.E.A.S.T. system and the documentation of the chain of custody begun by the collecting officer as soon as practicable.
3. A completed Forensic Analysis Request form shall accompany all physical evidence/property submitted for any type of forensic analysis, either in house or through another agency.
4. This agency shall utilize the most recently published “Pennsylvania State Police Crime Laboratory” evidence collection publication as this agency’s guidelines for the collection and preservation of collected physical evidence/property. A copy of the “Pennsylvania State Police Crime Laboratory” evidence collection publication shall be available for reference in the evidence packaging area.
5. The collecting officer shall as nearly as practicable place physical evidence/property items separately in department supplied packaging designed to safeguard the evidence/property and prevent cross contamination. Unless circumstances require otherwise, the preferred packaging material is paper (envelopes, bags, etc.). Items too large to be packaged shall be marked with a tag securely attached to the item.
  - a. The collecting officer shall mark the packaging with the printed B.E.A.S.T. label which may contain the case reference number, date & time of collection, crime, location of collection, victim’s name, defendant’s name, initials or signature of the collecting officer, item number, a brief description of the item, and any appropriate hazard warnings.
  - b. The collecting officer shall close and seal all packaging with tamper resistant tape affixed in such a manner as to exclude access to the interior of the package and leakage from the package. The collecting officer shall mark the seal with his full legible signature and the date and time the package was sealed.



6. Physical evidence/property too large for temporary storage or of a hazardous nature (sharp instruments, firearms, drugs, or items exposed to or contaminated by; hazardous chemicals, waste products, explosives, highly combustible products or biological contamination, etc.) shall be properly packaged and stored in accordance with established department policy. Where appropriate, the evidence custodian, or his/her supervisor(s) shall be notified and will make arrangements and assume responsibility for storage and control of such items in an appropriate, secure facility.
  - a. Notifications of authorized department members for evidence related issues shall be made in the following order:
    - i. Evidence Custodian
    - ii. OIC of the Criminal Division, or his designee
    - iii. A Sgt. Designated by the Chief of Police
    - iv. Lt. of Support Services
7. After an officer's initial training on the B.E.A.S.T. system the OIC shall ensure that officers properly package and label all evidence.
8. The collecting officer shall complete the appropriate chain of custody information and place the physical evidence/property in the temporary storage lockers provided.
  - a. The collecting officer shall securely close the temporary storage locker door.
  - b. Physical evidence/property items containing different case numbers shall never be stored together and shall be placed in separate temporary storage lockers.
9. Physical evidence/property shall be packaged, inventoried and placed under the control of the evidence facility prior to the end of the collecting officer's release from the officer's current tour of duty unless circumstances require prior arrangements be made with the evidence custodian or his/her supervisor(s) as listed in section A6a above for completion of the evidence/property at a later time. Examples of such circumstances include but are not limited to:
  - a. Mass arrests where the physical evidence/property is properly packaged and secured until officers are available.
  - b. Major crimes involving mass quantities of physical evidence/property where the physical evidence/property is properly packaged and secured until officers are available.
  - c. Search warrant service with mass quantities of physical evidence/property.
  - d. Incapacitating injury, illness, etc. of the collecting officer where the evidence is properly packaged and secured until the officer is available during his next tour of duty.
  - e. When approved by the evidence custodian or his/her supervisor(s) as listed in section A6 above.
10. Found Property shall be researched by the collecting officer to determine if it is stolen or part of a criminal investigation and if an owner can be identified.
  - a. If the property is determined to be stolen or part of a criminal investigation, and/or an owner identified, this information shall be referred to the Criminal Division for further investigation through written or digital notification and the property be submitted to the evidence facility.
  - b. If the property is determined to not be stolen or part of a criminal investigation and an owner is discovered by the recovering officer, the recovering officer shall notify the owner of the recovery of the property

and the OIC of the Criminal Division of its recovery and the property shall be submitted to the evidence facility. If the property can be returned to the owner during the tour of duty it was recovered, it may be returned to the owner by the officer and documented on a field receipt.

- c. If the property is determined to not be stolen or part of a criminal investigation and no owner can be determined, the property shall be submitted to the evidence facility and stored for 30 days.
11. The OIC of the Criminal Division or his designee shall perform a second check of all found property to determine if the property is of evidentiary value and authorize its release. The OIC of the Criminal Division or his designee shall record his determination and applicable information in a supplement attached to the Alert report for the property.
    - a. If the OIC of the Criminal Division authorizes the property's release, and an owner is identified, he shall notify the recovering officer in writing or digitally and the recovering officer shall release the property to the owner within 30 days of said notification.
    - b. In the event the property is discovered to be part of a criminal case or of other evidentiary value by the OIC of the Criminal Division, the OIC of the Criminal Division shall notify the investigating officer of the case in writing or digitally.
    - c. If found property is determined to not be stolen or part of a criminal investigation and no owner can be determined, then at the end of the 30 day waiting period the property may be disposed of immediately in conformity with section G.
  12. All physical evidence/property shall have a completed Alert report detailing:
    - a. The circumstances under which the physical evidence/property came into this agency's control.
    - b. The items of physical evidence/property obtained.
    - c. The specific location(s) where item(s) were found.
    - d. Who first located the item(s) and the time located.
    - e. All databases and sources researched to determine if physical evidence/property is part of a criminal investigation or an owner can be established and the results of said research.

#### B. Evidence Custodian Responsibilities

1. The evidence custodian shall be responsible for receiving, storing, maintaining, releasing, accounting for and the destruction of all physical evidence/property in compliance with established department policy.
2. The evidence custodian shall be responsible for keeping the physical evidence/property packaging area stocked with materials necessary for collecting officers to properly perform their function.
3. The evidence custodian shall have the right to refuse to accept any evidence submitted to the evidence facility which is not completed in conformity with established department policy.
4. The evidence custodian shall be responsible for maintaining a master file of all evidence/property in the custody of this department, its chain of custody, and its storage location.

5. The evidence custodian shall be responsible for maintaining a purging system which effectively monitors and disposes of evidence/property in a timely, legal manner.

#### C. Storage of Evidence

1. The department's evidence storage facilities shall be constructed in such a manner as to manifestly exclude unauthorized persons and guard against degradation, alteration, loss or theft of evidence/property. The facility shall be controlled by limited key access and alarmed.
2. The evidence custodian, or, in the event the evidence custodian is unavailable, his/her supervisor(s) as listed in section A6a above, shall be responsible for removing physical evidence/property from the temporary storage lockers.
3. The evidence custodian, or, in the event the evidence custodian is unavailable, his/her supervisor(s) as listed in section A6a above, shall assign a storage location to each item of evidence/property and record this information in the BEAST. In the event that the evidence custodian or the OIC of the Criminal Division is unavailable, the OIC of the Detective Division may designate a detective to be responsible to complete this task.
4. Evidence/property requiring additional security (cash, precious metals, jewelry, gemstones, weapons, and dangerous drugs) shall be stored in a separate secured area within the authorized evidence facility.
5. Perishable items shall be secured in an appropriate repository (refrigerator, freezer, special container, etc.)

#### D. Evidence Facility Access

1. Only members of this department authorized by the Chief of Police by written personnel order may enter the evidence facility.
2. A log shall be kept by the evidence custodian which identifies each authorized member entering the evidence facility, including date, time and duration of entry.

#### E. Evidence Facility Inspection and Inventory

1. On a monthly basis a supervisor of the evidence custodian as listed in section A6a above shall make an inspection of the evidence/property facilities to ensure adherence to policies and procedures and include the inspection results in his monthly report.
2. Unannounced inspections of the evidence/property facilities shall be conducted no less than semiannually as directed by the Chief of Police.
3. An annual audit of this agency's evidence/property shall be conducted as directed by the Chief of Police or by a commanding officer not routinely connected with this agencies evidence function as designated by the Chief of Police.
4. If any discrepancies are found by the evidence custodian, the evidence custodian's supervisor(s), or the Chief of Police's designee, they shall immediately notify the Chief of Police who shall immediately initiate an appropriate investigation.
5. An inventory conducted jointly by the newly appointed custodial officer and a designee of the Chief of Police shall be conducted whenever any of the custodial officers listed in section A6 above are transferred to or from their duties within

the evidence function to ensure that records are correct and properly documented.

F. Chain of Custody Documentation

1. The evidence custodian shall be responsible for maintaining a file that documents all changes in custody of physical evidence/property held by this department. The file shall be readily capable of identifying the individual or organization currently maintaining custody of all evidence/property which has been taken into custody by any member of this department.
2. A record of all transfers of physical evidence/property shall be made by the individuals releasing and accepting custody.
3. Members of this department who accept custody of evidence/property for court proceedings or for return to owner bear full responsibility for insuring its security, proper storage and maintenance, and for the ready retrieval of such evidence upon demand.

G. Evidence/Property Final Disposition

1. When no longer needed for evidentiary purposes, all evidence/property, with the exception of firearms and contraband, shall be returned to its lawful owner unless prior permission has been given by the lawful owner to destroy the property, or unless title to the evidence/property is transferred to this department by a Court of Common Pleas order or the lawful owner fails to claim the evidence/property. In such cases the department may, as permitted under state law;
  - a. Destroy the evidence/property with two persons (listed from A6a of this Policy) present,
  - b. Dispose of the evidence/property by public auction,
  - c. Retain it for use by this department under direction of a Court of Common Pleas order, or
  - d. Any unclaimed cash, currency and items of value (jewelry) shall be submitted to the PA Dept of Revenue as per their policies, procedures and State Law.
2. No officer shall in any way use or dispose of any evidence/property item taken into custody, except as provided by Department policy. Items of little or no value may be retained by the department for training or departmental use without the issuance of a Court Order.
3. The Evidence Custodian shall not dispose of or destroy any physical evidence/property without first determining whether the evidence/property is necessary to hold for any Court proceedings. Any reasons against the disposition will be considered by the OIC of the Criminal Division who will be responsible for making a final determination concerning the disposition of the physical evidence/property. All communications and determinations shall be fully documented and attached as a supplement to the Alert report.
4. The Evidence Custodian shall make periodic checks on the dispositions of cases stored within the evidence room to make sure that all cases are being disposed of in a timely manner. The OIC of the Criminal Division will ensure that these checks are being performed.

5. Upon receipt of said dispositions, the Evidence Custodian shall review them and dispose of the evidence in conformity with General Order #125, Section G, according to the following timetable:
  - a. Physical evidence/property from a case reference number for which a disposition is received which includes the defendant serving a period of incarceration and/or probation may be disposed of thirty days after the expiration of said period of incarceration and/or probation. This will be reviewed on a case by case basis with the final determination being made by the District Attorney's office.
  - b. Physical evidence/property from a case reference number which has been closed pending leads may be disposed of at the expiration of any applicable statute of limitations for prosecution of the case.
  - c. Physical evidence/property from a case reference number which has been closed "unfounded, prosecution declined, no further action, mediation referral, or by death of the offender" may be disposed of immediately.
  - d. Physical evidence/property from a case reference number which has been closed "victim refused to cooperate" shall be held for 30 days in case the victim decides they prefer to prosecute. After the expiration of 30 days and no change of intent by the victim the evidence/property may be disposed of immediately.
  - e. Physical evidence/property from a case reference number which has been closed "arrest by other agency or referred to other agency" shall be released to the referred agency.
6. Disposition Guidelines
  - a. Physical evidence/property which is attached to a case which is not active and has been found to contain no latent evidence of value shall be returned, auctioned, retained or destroyed as prescribed in section G1 above.
  - b. Physical evidence/property which is attached to a case which is not active and has been found to contain latent evidence of value shall be returned, auctioned, retained, or destroyed at the expiration of any applicable statute of limitations as prescribed in section G1 above.
  - c. Physical evidence/property which is attached to a case involving an arrest shall be returned, auctioned, retained, or destroyed pursuant to section G5a above.
  - d. Non-evidentiary currency or other valuables of a deceased subject shall be held and released only after authorization by the Coroner. Evidentiary currency or other valuables of a deceased subject shall be held and released only after authorization by the Coroner and the Lebanon County District Attorney.
  - e. Unclaimed property shall be disposed of as prescribed in section G,1,a,b or c above.
  - f. Firearms and other non-drug contraband shall be transferred to the Lebanon County Sheriffs Office for destruction pursuant to a destruct order issued by the Court of Common Pleas unless;
    - i. A Court of Common Pleas order authorizes use of the item by this department; or
    - ii. The item is required by state law to be returned to its lawful owner.
    - iii. No firearm or other non-drug contraband shall be returned without legal proof of ownership being established, the owners criminal history being

checked to ensure conformity with applicable state law, and in questionable cases, a Court of Common Pleas order is obtained by the owner ordering the release of the item to the owner.

- g. Drugs and drug paraphernalia shall be transferred to the Lebanon County Sheriffs Office for destruction pursuant to a Court of Common Pleas Destruct Order unless a Court of Common Pleas Order authorizes use of the item by this department for training purposes only.
  - h. A written record of all disposed physical evidence/property and Court of Common Pleas Orders and their completion shall be maintained in the Records Department of this department and shall be open to review and verification at all times.
7. Return of Physical Evidence/Property to Owners
- a. The return of physical evidence/property to the owner shall be the responsibility of the collecting officer unless other arrangements are made with the evidence custodian or his supervisor(s) due to special circumstances.
  - b. The collecting officer shall make every attempt to return the physical evidence/property to the owner within 30 days upon receipt of notice that it needs to be returned.
  - c. The collecting officer shall thoroughly document all attempts to contact the owner and return physical evidence/property.
  - d. Upon receiving notification that the physical evidence/property has not been claimed, the evidence custodian may dispose of the physical evidence/property as prescribed in sections G1a, b, or c.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**126**

**Subject**

**Strikes, Demonstrations and Picketing**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

The general duties of the Bureau of Police in connection with strikes, demonstrations and picketing are the protection of life, property and the maintenance of order.

Unions, organizations and individuals have the right to picket or demonstrate if done in a lawful manner.

Pickets shall not block the sidewalks, streets, or private driveways or entrance to any private or public place. Pickets may perform the function of picketing as provided by law.

It shall be the duty of the police to protect the rights of all persons (strikers and non-strikers, demonstrators and non-demonstrators) at the scene of a strike or demonstration.

Police officers must remain completely impartial. They will not show favoritism or permit any act to occur which might imply that they favor one side over the other.

Officers will not park any vehicles on the property of any person or company involved in a strike or demonstration.

Officers will not accept any type gratuity including, but not limited to food, drink, shelter, or rest area from any person involved in the strike or demonstration.

It is important that officers keep in mind that emotions run very strong during strikes and demonstrations and a police officer is constantly under observation even by persons the officer cannot observe. As a result, an officer must be cautious of his actions and comments at all times.

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| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>128</b> |

|                                                                                    |                                              |
|------------------------------------------------------------------------------------|----------------------------------------------|
| <b>Subject</b>                                                                     |                                              |
| <b>Answering Calls on Fringes of City Boundaries</b>                               |                                              |
|                                                                                    | <b>Date of Revision</b><br><b>12/10/2018</b> |
| <b>Distribution</b>                                                                |                                              |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                                              |

When the request for service is of an emergency nature; such as prowler, felony in progress, fire, traffic accident., we will:

- a. Immediately dispatch a cruiser(s) and attempt to take care of the emergency until we can determine jurisdictional responsibility.
- b. If it is determined that the location of the incident is outside the Bureau jurisdiction, the proper police agency will be contacted and copies of any reports that may have been initiated will be offered to them as well as any additional useful information.

When the request for service is clearly NOT an emergency, we will attempt to determine the proper jurisdiction.

- a. Ask the requester to which municipality property taxes are paid.
- b. Check the maps, which show boundary lines.
- c. Send a car to the location, or any other reasonable means to establish jurisdiction.
- d. Where it is determined that the location is not within Bureau jurisdiction, the caller will be advised of which department to contact and the telephone number.



**Lebanon City Police Department  
Lebanon, Pennsylvania**

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>129</b> |
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|                                                                                             |                                              |
|---------------------------------------------------------------------------------------------|----------------------------------------------|
| <b>Subject</b><br>"Away School" Reports                                                     |                                              |
|                                                                                             | <b>Date of Revision</b><br><b>12/10/2018</b> |
| <b>Distribution</b><br>1. General Order Manuals<br>2. Reading Verification to all Personnel |                                              |

Whenever an employee is sent out of the city to a training session, school, seminar, or conference, he/she shall submit to the Chief, within 5 working days of his/her return, a report, and shall insure that copies of the report are given to his/her OIC and to the Captain.

The report will contain the following:

- A. Name and location of the training session, school, seminar, or conference.
- B. Name of the Sponsor.
- C. Subject(s)/Topic(s) covered.
- D. Dates and duration of each topic covered.
- E. New ideas, concepts, and procedures learned.
- F. Suggestions on Department utilization of these ideas, concepts and procedures.
- G. An evaluation of the conference, topics, etc.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**131**

**Subject**

**Domestic Violence**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

Domestic violence involves crimes against family members or other persons involved in varying degrees of intimate relationships. Domestic violence has the potential to significantly impact individual rights as well as the community's need for maintaining functional families. When that functionality of interpersonal relationships is afflicted by acts of familial violence, police officers have a duty and an obligation to intervene through mediation, investigation, and/or enforcement efforts. The purpose of this policy, therefore, is to establish guidelines for officers in responding to and managing incidents involving, or allegations of, domestic violence.

It is the policy of the department to view domestic violence as being within the scope of the criminal justice system and to insure that incidents of domestic violence are investigated and managed as any other crime, regardless of the relationship of the victim and the offender. It is further the policy of the department to comply with the provisions of 23 Pa.C.S. (The Domestic Relations Title), as amended by Act No. 85 of 1994 Section 6105, by instituting this written directive outlining the practices and procedures of department police officers when confronting and managing domestic violence cases.

**Scope of Coverage**

This policy directive applies to any call reporting a disturbance between persons in a "covered relationship" to each other. A "covered relationship" includes Spouses or persons who have been spouses, persons living as spouses or who lived as spouses, parents and children, other persons related by consanguinity or affinity, current or former sexual or intimate partners or persons who share biological parenthood.

If the call involves "intimate partners", then the officer must also apply the Lethality Assessment Program as outlined under General Order Number 353.

|                                                                                                                                                              |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>132</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Handling of Unconscious and/or Intoxicated Persons</b>                          |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

Members of the Lebanon Bureau of Police have a responsibility to identify arrestees who show potential signs of physical illness and ensure that such persons receive prompt medical evaluation and treatment. Various illnesses, including stroke, diabetes and heart attack, can mimic some of the signs of alcohol intoxication. Failure to recognize the true cause of the arrestee's problems may result in failure to obtain necessary medical attention.

It shall be the policy of the Lebanon Bureau of Police to make every effort to identify arrestees who show potential signs of physical illness and ensure that such persons receive prompt medical attention and treatment.

The following procedures will be followed to insure compliance with this policy.

Unconscious or semiconscious persons could be suffering from a physical illness and in need of medical evaluation and treatment.

Persons found in an unconscious or semiconscious condition will be checked for a "Medic Alert" bracelet or necklace to determine if he/she suffers from a medical condition or illness.

- A. If a "Medic Alert" bracelet or necklace or other factor indicates a medical condition or illness which could be causing a semiconscious condition, the person will be transported to a hospital for medical evaluation.
- B. Any unconscious person who cannot be stimulated to a state of consciousness or semiconsciousness, will be taken to a hospital for medical evaluation regardless of any other factors.
- C. Any person who becomes unconscious during the booking process and cannot be stimulated to a state of consciousness, will be transported by EMS for medical evaluation regardless of other factors.

If it is determined by the attending physician that the person is intoxicated and can be safely detained at the police station, the officer shall obtain a release from the medical facility for the prisoner.

### **Responsibilities of the OIC**

The OIC will not accept an unconscious person for detention.

The OIC will not accept a semiconscious person unless the person's condition has been evaluated by a physician who has indicated that the person is intoxicated and can be safely detained at the police station.

Intoxicated persons under the age of 18 will be detained and their parents notified as required by the Detention Guidelines promulgated by the Pennsylvania Commission on Crime and Delinquency and the Juvenile Act.

All possessions taken from an arrestee at the time of Booking will be returned to the arrestee upon release from custody.

Persons arrested only for a summary offense related to intoxication will not be fingerprinted or photographed.

### **Release from custody of persons arrested for offenses related to intoxication**

Persons arrested for offenses related to intoxication may be released under the following circumstances:

- A. In appropriate cases, when an intoxicated person is not unruly and shows no potential for harm to himself or others, every effort will be made to contact an adult friend or relative of the arrestee who is willing and able to accept responsibility for escorting him/her home.
- B. When the intoxicated person has regained full control of his/her faculties.

In any case where an arrestee has not regained control of his/her faculties within four (4) hours, the person will be conveyed to a hospital for medical evaluation and a relative notified if possible.

A definitive policy to cover all eventualities for assessing the condition of unconscious and semiconscious persons cannot be created. This policy is meant to serve as a guide to personnel so that they understand serious medical conditions can mimic alcohol intoxication and take reasonable steps to assess the condition of unconscious and semiconscious arrestees.

**Lebanon County Police Departments  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**133**

**Subject**

**Lebanon County Emergency Services Unit (ESU)**

**Date of Revision**

**12/11/2013**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

The purpose of this policy is to establish the guidelines for Lebanon County Emergency Services Unit (ESU). These guidelines will include a description of the organization of the unit; the responsibilities, functions and duties of the unit; and establishing the criteria for activating the unit.

The policy of the ESU is to support the Police Departments in Lebanon County and the Lebanon County Drug Task Force. The ESU can respond to critical incidents which by their very nature are more dangerous and hazardous to officers than the majority of call for police services and which may constitute or contribute to grave peril to members of the community at large. The ESU may be directed to respond to special events that by their nature require specialized training or equipment.

## **SELECTION PROCESS:**

The ESU team will select all prospective members from a valid selection roster created through applicant testing. Criteria for application will be based on the following:

- a. Time in service. Must be a non-probationary status employee.
- b. Satisfactory job performance in present and previous assignments.
- c. Satisfactory physical fitness levels.

Testing will consist of a ESU specific and validated test.

Once accepted and assigned to the ESU, all operational team members, regardless of rank or position, **must** maintain acceptable standards of performance as delineated in the ESU Minimum Standards of Performance. Failure to meet the minimum acceptable standards of performance will result in the team member being placed in a temporary, non-deployable status, for 6 weeks. The team member will

be notified in writing by the Unit Commander of this non-deployable status immediately. Failure to meet the minimum acceptable standard within this 6-week period of time will result in immediate removal from the team. Being placed in a temporary non-deployable status twice within 3 years will result in immediate removal from the team.

A team member may voluntarily withdraw from the team at any time, for any reason. A team member may be removed from the team, without cause, when deemed necessary for the good of the team by a consensus of the leadership elements of the team and approved by the Chief of Police or his designee.

## **TRAINING STANDARDS:**

At the beginning of each year the Unit Commander shall submit a yearly training schedule to the Advisory Board.

The ESU team will conduct a minimum of eight hours per month. The ESU will train on appropriate subjects related to the mission of the ESU. All training will be documented and training records will be maintained on file for a period of ten years.

All training will be performance oriented and ESU task specific. The ESU will maintain a current task manual that lists the standards of performance for each task, individual and team level. Individual team members will be re-certified once per year on all individual skill, and the team will be re-certified once per year on all team level skills. Failure to re-certify, after appropriate remedial training, will be dealt with as a failure to meet minimum standards.

Each ESU team member will have to pass a physical agility test twice a year. The physical agility test consists of - 3 pull ups, 3 vertical dips, ram carry up 4 flights of stairs, ram carry w/gas mask, low crawl w/gas mask, 6 ft. fence climb, body carry, and half mile run. Each part is tested separately and must pass all parts of the test to pass the physical agility test. The ESU physical agility test score sheet is attached to this policy. Failure to pass the physical agility test will be dealt with as a failure to meet minimum standards.

The training program will also include regular updates on legal issues facing the ESU team operations, such as warrant service knock and announce and hours for service issues. Deadly Force policy and legal issues will also be a regular part of firearms training.

ESU members will utilize appropriate utility uniforms, of an approved color/ pattern, and footwear. Uniforms will utilize clearly visible and identifiable placards, patches, badges, or lettering that identifies the wearer of the uniform as a law enforcement officer. All other items of personal wear or equipment must be approved by the ESU Commander.

ESU members to whom any item of equipment is issued; are responsible for the care and maintenance of the equipment. Failure to appropriately care for or maintain the equipment in full mission readiness will be grounds for removal from the team.



## **MISSION PLANNING:**

The ESU team will utilize a written planning process for all operations that are proactive or anticipatory in nature, such as raids. The written process will include the format that will document how the operation is to be conducted, command/control/communication, and support required. All operation plans will be stored and maintained in a file for ten years, unless determined otherwise by legal counsel.

The ESU Commander will cause a log of events to be recorded on all ESU operations, and will also cause all planning or decision-making documents to be recorded. These documents will be stored and maintained in a file for ten years, unless determined otherwise by legal counsel.

A radio operations log will be maintained during all ESU operations. The ESU Commander will assign a member of the unit to be responsible for maintaining the log.

## **DOCUMENTATION OF ACTIVATION**

The Unit Commander will cause an agency incident report to be generated detailing the activation and use of the team. This report will be a standard police report type document which details the operation and pertinent information required for follow-up investigators, prosecutors, etc. All members will submit a written report of their actions/observations of every incident.

## **AFTER ACTION CRITIQUE**

At the completion of all operations and significant training events, the Unit Commander will conduct an after action review. The purpose of the review will be to create a forum for the team members to offer information for the improvement of the team. The after action review will be formatted to develop the following information: Positive Factors, Negative Factors, Solutions for the Negative Factors. All reports will be archived by the Unit Commander and copy to the Advisory Board members.

## **ADMINISTRATION**

The ESU Advisory Board shall consist of the Chief of Police, or their designee, from each police department that has members assigned to ESU.

The ESU Advisory Board shall elect a chairman from its ranks on a biennial basis.

The ESU Advisory Board shall appoint the Unit Commander on a biennial basis. The appointee shall be an active member of ESU at the time of the appointment.

The ESU Advisory Board shall meet on a quarterly basis, at a minimum.

The ESU Advisory Board shall review all applications for membership to ESU.

No later than December 15 of each year, the Unit Commander shall provide the Advisory Board with a proposed training schedule for the next year.

### **PERIODIC POLICY REVIEW**

The Unit Commander will review on a semi-annual basis and, when necessary, update this policy. The Unit Commander will then cause this policy to be annually reviewed by the ESU Advisory Board.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**134**

**Subject**

**Flash/Sound Diversionary Devices**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

The purpose of this policy is to establish guidelines regarding the use of flash/noise diversionary devices.

It shall be the policy of the Lebanon Bureau of police to make appropriate use of flash/noise diversionary devices. The use of these devices has saved the lives of many police officers and innocent civilians, as well as suspects. However, in order to reduce any potential for injury, these lifesaving, less lethal devices must be properly deployed and their use supervised. By using the following procedures, these benefits can be maximized.

**A. Persons Authorized to Utilize Flash/Sound Diversionary Devices**

1. Only personnel who have successfully completed a departmentally approved training course in the proper use and deployment of flash/noise diversionary devices shall be certified/authorized to deploy them during actual operations.
2. In order to remain certified/authorized to use these devices, personnel shall successfully complete a refresher course on an annual basis.
3. Because of the specialized nature of these devices and the training required to properly deploy them, their use shall be restricted to trained personnel from the ESU team.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**135**

**Subject**

**Temporary Holding Area**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

**Purpose:**

Temporary holding areas are any location within the agency that are used for a brief period of time to process and/or question a person in custody, control, or care of any member of the agency. The purpose of this general order is to establish policy and procedures for agency personnel responsible for those areas and any detainee held in those areas.

**Policy:**

It is the policy of the Lebanon City Police Department that all personnel comply with the provisions of this general order and afford the highest degree of safety for detainees while in police custody.

**Definition:**

**TEMPORARY HOLDING AREA:** A room, space or area for the processing, questioning or testing of detainees where they may not be subject to the continuous control or supervision of agency personnel in the same room, space or area. Under certain circumstances, a detainee may be restrained to a fixed object, designed and intended only for such use.

**Temporary Detention**

**A. Supervision and Accountability for Temporary Detainees**

- (1) The officer who places a detainee into a temporary holding room has the responsibility for the supervision, welfare and security of the detainee until the detainee is turned over to another responsible person or is released.
- (2) Whenever a temporary holding area is occupied, the detainee shall be supervised at all times.

C. Temporary Restraint of Detainees by Securing Them to Fixed Objects

- (1) When a detainee is to be secured to an immovable object, it will be designed and intended for such use.

D. The Separation of Males, Females and Juveniles

- (1) Males, females and juveniles are not to be housed together in temporary holding areas or in cells. The separation of males, females and juveniles who are under arrest, shall be accomplished by the use of cells, rooms, space or areas.

Minimum Physical Conditions

A. Minimum conditions to be provided in the temporary holding area will include:

- (1) Detainees shall have access to a restroom facility and drinking water upon request. The following procedures shall apply:

- b. Circumstances may dictate that a same gender officer or designee of the officer accompany the detainee into the restroom, if the officer feels as though the person's safety cannot be reasonably guaranteed. Otherwise, officers shall remain directly outside the restroom until the detainee has relieved himself/herself.

- (2) Temporary holding areas shall have adequate lighting and fresh circulated air.

## Fire Prevention, Evacuation and Suppression

### A. Fire Prevention Procedures

- (1) Smoking will not be permitted in any temporary holding area.

### B. Fire Evacuation Procedures

- (1) In the event of a fire or fire alarm, police personnel will immediately notify the Lebanon County EMA to dispatch the appropriate fire companies, in accordance with established emergency 911 procedures.
- (2) Upon discovery of a fire, the member will immediately notify Lebanon County EMA or activate the manual fire alarm.
- (3) Personnel may attempt to extinguish the fire if the fire is controllable. However, the first responsibility is the safety of the detainees and reporting the fire.
- (5) When detainees have been evacuated, the patrol supervisor, or his/her designee, will check for any injuries and if necessary, make arrangements for treatment or transport of the detainees to a medical facility.
- (6) If the facility is damaged and entrance is prohibited, the patrol supervisor shall make arrangements to house detainees at another suitable location.

### C. Fire Suppression

- (1) Fire extinguishers are located near all temporary holding areas.

## Security

### A. Weapons Control

- (1) Firearms safety is always a primary consideration in all police activities. Extreme caution must be used when dealing with detainees in temporary holding areas.

- (2) Officers should secure their firearm when close contact is necessary between the detainee and the officer.

#### B. Panic and/or Duress Alarm

- (1) Officers working in a temporary holding area will be equipped with a portable radio. The portable radio will be equipped with an emergency alarm.
- (2) When the member is not equipped with a portable radio, his/her activity will be constantly monitored by the shift supervisor.

#### C. Access to Area and Prisoner

- (1) The temporary holding area is a restricted area. Access will only be granted to personnel directly involved in the arrest/investigation. This is to ensure that the rights of the detainee(s) are not violated, ongoing interviews or investigations are not interrupted, and procedures required by law, are not delayed.
- (2) Non sworn personnel shall not enter the temporary holding area while a detainee is being processed, unless they are directed to do so by competent authority.
- (3) Any visitation to the detainee must be approved by a supervisor.

#### F. Security Inspection

- (1) Prior to placing a detainee in a temporary holding area, the officer shall conduct a security check of the room for damage, weapons, contraband or other unauthorized material. In addition, the room shall be checked when it becomes unoccupied.
- (2) Any damage or contraband shall be documented and reported to the patrol supervisor. Reports documenting damage or contraband will be forwarded to the Captain of Police.

#### G. Visual Observation of Detainee

- (1) Detainees shall be visually observed at all times when in a temporary holding situation. This may be accomplished in person or by the shift supervisor, via video.
- (2) If a detainee is secured to a fixed object, video monitoring will be permitted in the absence of an officer for a period not to exceed 10 minutes.

#### Training

- A. All personnel with any responsibility for detainees in temporary custody will receive a copy of this general order and officers will receive training during the FTO program.



**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**137**

**Subject**

**Interviews and Interrogations**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

A. Interviews and Interrogations

Interviews

a. Defined:

A non-accusatory conversation in which through questions and answers, the police interviewer tries to develop investigative and behavioral information that will test the veracity of statements made by a suspect, victim or witness.

b. Procedures:

- (1.) Interviews may occur in a variety of circumstances and locations.
- (2.) Officers shall conduct interviews in the same manner as if they were engaging in any normal conversation.
- (3.) Officers conducting interviews shall be aware of the nature of questions, their location, the interviewed persons' location, and the conditions present when conducting interviews so that the subject does not have any reason to believe s/he is in custody.

Interrogations

a. Defined:

An accusatory procedure designed to elicit from the subject a confession, or an acknowledgment that s/he did not tell the truth during an initial statement, whether that person is a suspect who originally denied involvement in an incident, or a victim who fabricated the nature of the alleged offense.

b. Procedures:

Officers shall consider the following criteria when initiating interrogations:

(a.) Non-custodial interrogations

- (i.) Miranda warnings are not required to be given to a subject by officers when the subject is being interrogated, but is not in custody.
- (ii.) A statement form shall be used when taking non-custodial statements from victims, witnesses and suspects, when conditions permit.

(b.) Custodial interrogations

- (i.) The test for determining whether a person is being subjected to custodial interrogation, so as to require Miranda warnings, is whether s/he is physically deprived of his/her freedom in any significant way or is placed in a situation in which a reasonable person would believe that his/her freedom of action or movement is restricted by such interrogation.
- (ii.) Officers shall provide, verbally and/or written, Miranda warning advisements whenever a person in custody is subjected to custodial interrogation or its equivalent.
- (iii.) When providing written Miranda warnings during custodial interrogations, officers shall use the department "Waiver of Rights" form, when conditions permit.

- (c.) All original rights forms and written statement(s) received, shall be submitted into evidence, following the department's Evidence policy..

B. Access to counsel

Officers shall consider the following procedure when safeguarding a detainee's access to counsel during interrogation:

a. Right to counsel

- (1.) When a subject has been placed under arrest by an officer, and the subject is being subjected to a custodial interrogation, s/he shall be advised of the right to speak to counsel through the Miranda warning advisement. If they do not waive the right, the interrogation shall not proceed, unless the detainee waives the right at a later time.
- (2.) When a detainee requests to speak to an attorney before, or during, a custodial interrogation, the interrogator shall cease questioning and provide the detainee the opportunity to confer with counsel.

b. Waiver of right to counsel

- (1.) Detainees may waive their right to counsel following the Miranda warnings, however, interrogators shall document that the waiver was a knowing and intelligent waiver, e.g., that the detainee knew of his/her right to consult with counsel before answering questions and s/he freely chose to proceed with the interrogation without exercising that right.
  - (a.) Documentation of the waiver shall be on a departmental rights form and/or in an incident report filed by the interrogating officer.
- (2.) If the suspect waives his/her right to counsel after receiving the Miranda warnings, law enforcement officers are free to question him/her. But if a suspect requests counsel at any time during the interview, the interrogating officer shall not subject him/her to further questioning until a lawyer has been made available or the suspect freely reinitiates conversation. Caution should always be used when a suspect freely reinitiates conversation.
- (3.) The interrogating officer must ensure that the suspect clearly requests counsel. A suspect must articulate his desire to have counsel present sufficiently enough that a reasonable police officer in the circumstances would understand the statement to be a request for an attorney. If the statement fails to meet the requisite level of clarity, interrogating officers are not required to stop questioning the suspect.

#### C. Search and Seizure (in-custody)

Officers should consider the following procedures when searching a person in custody and seizing property:

##### a. Search

- (1.) All subjects taken into custody shall be searched by an officer. When possible, a search will be conducted on scene. In the case that a subject who was not searched is turned over to another officer, that officer shall be informed that the subject was not searched. If circumstances on scene do not allow for a search to be conducted, one will be completed as soon as reasonable. If the subject is returned to the police station, a search will be conducted in the station prior to the start of processing, regardless of whether the subject has already been searched.
- (2.) All efforts shall be made for a same gender search, officer to subject in custody. When reasonable, officers from another department may be requested. Officer safety is always the primary consideration. If a same gender search is not possible, the search should be conducted in front of another officer/witness. When possible, the back of the hand should be used during the search, if it does not interfere with officer safety.

##### b. Seizure

- (1.) All property taken from a person in custody and subject to detainment shall be seized. The officer shall inventory the property following the department's evidence procedures.

- (2.) All contraband/evidence located on a subject searched shall be seized. The contraband/evidence shall be properly tagged and an evidence inventory form completed. The evidence shall then be turned over to the criminal investigative division for storage and/or testing.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**138**

**Subject**

**Search and Seizure**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

A. Search Incident to Arrest

1. When a person has been arrested based upon a warrant, probable cause or other legal authority, a search incident to that arrest may be made in accordance with the following:
  - a. Person
    - (1.) The clothing worn by the person and any bags or packages they may be in possession of at the time and place of arrest.
    - (2.) Multiple searches of the person are permitted under this exception as custody is passed from officer to officer or facility to facility.
  - b. Home
    - (1.) A protective sweep of the area of arrest including places where someone could be hiding that would present a safety risk to officers affecting the arrest.
  - c. Vehicle
    - (1.) A cursory search under vehicle seats, or within area of the interior where the person could reach and retrieve a weapon, when the person was arrested from a vehicle and the vehicle involved has not yet been fully secured.

B. Search by consent

1. Officers shall consider the following procedures when initiating searches by consent:
  - a. Voluntariness of consent

(1.) Consent to search must be voluntarily given and not the result of duress or coercion, express or implied. Voluntariness is a question of fact to be determined from all the circumstances. Officers shall ensure that consent searches are, in fact, voluntary and that consent has been freely given prior to initiating any such search.

b. Awareness of the subject's right to refuse

(1.) Any officer initiating a consent search shall ensure the subject is made aware of his/her right to refuse; otherwise the consent has not been made intelligently.

c. Authority to consent

(1.) In order for a consent to be valid, it must be given by one possessing control over the area searched.

(2.) Any officer initiating a consent search shall ensure the subject giving consent has ownership or other authority to consent to the area or item to be searched, i.e., person in charge may not consent to the search of another person's item(s) if that person is present.

d. Reasonable suspicion for a stop is a prerequisite for consent searches

(1.) If an officer does not have reasonable suspicion to conduct an investigative stop to begin with, then any consent to search would be considered fruits of an illegal stop and the consent is invalidated.

(2.) Any officer initiating an investigative stop, shall have reasonable suspicion. If a consent search takes place, the officer will subsequently articulate the details in a report of the incident.

e. Scope

(1.) A person has a right to limit the scope of a consent search.

(2.) Officers conducting consent searches shall ensure that the subject granting consent has extended that consent specifically, voluntarily, and unequivocally to the area(s) and/or item(s) searched.

C. Stop and/or frisk of an individual

1. Officers shall consider the following procedures when initiating a stop and frisk:

a. Investigative stop

(1.) Investigative stops by officers shall be supported by reasonable suspicion which shall subsequently be articulated in a report of the incident documenting the stop.

(2.) An officer who lacks probable cause, but whose observations lead him/her to reasonably suspect that a particular person has committed, is committing, or is about to commit a crime, may detain that person briefly in order to investigate the circumstances that provoked suspicion.

(a.) The reasonable suspicion for the stop shall be based on the officer's personal observation and/or information supplied by another person.

(3.) Length of stop

(a.) Officers will diligently pursue a means of investigation that is likely to confirm or dispel his/her suspicions quickly when detaining a suspect.

b. Cursory searches can be conducted under circumstances where the officer can articulate reasons to fear for his/her safety.

(1.) "Terry Stop"

(a.) Officers may conduct a limited search for weapons if they observe unusual and suspicious conduct on the part of an individual that leads them to believe that:

(i.) There is criminal activity afoot and;

(ii.) That the person may be armed and dangerous.

(2.) Handcuffs

(a.) Officers conducting "Terry" searches shall consider controlling and securing the subject(s) with handcuffs first, prior to initiating a search under the "Terry" criteria.

(b.) Officers shall advise any person handcuffed for a "Terry" search that they are being handcuffed for officer safety, that they are not under arrest, and that the handcuffs will be removed when officer safety is ensured.

(3.) Vehicle extension

(a.) Terry frisks can extend to the passenger compartment of a vehicle, and officers may search the driver/passenger(s), if the officer reasonably believes that a suspect, lawfully stopped, can gain access to a weapon.

(b.) Officers shall not search, without probable cause, the passenger compartment of a vehicle if the driver/occupant(s) have been removed and are not free to gain access to the compartment.

c. "Plain feel" doctrine

- (1.) Officers conducting cursory frisks may seize an object when it becomes immediately apparent, with knowledge gained from the officer's sense of touch and through their experience, that probable cause exist to believe the object to be contraband and/or weapon(s).

#### D. Search of a vehicle under a moveable vehicle exception

1. Officers shall consider the following procedures when initiating a search of a vehicle under a moveable vehicle exception:
  - a. Under the Pennsylvania Constitution, there is no "per se exception" to the warrant requirement for vehicles. Probable Cause to search, without any accompanying exigent circumstances, does not justify a warrantless search of a vehicle.
  - b. Vehicles, lawfully stopped spontaneously on a highway, may often be searched without a warrant under Pennsylvania law by:
    - (1.) Consent
      - (a.) Officers may search a vehicle upon the knowing and voluntary consent of the owner.
    - (2.) Plain view
      - (a.) An officer who is lawfully in position to observe may seize items in plain view which are obviously contraband.
    - (3.) Stop
      - (a.) When an officer can articulate facts which lead to a reasonable belief that an occupant may be armed and dangerous, the officer may search the passenger compartment for weapons (that is, where a weapon might reasonably be found) provided the driver and/or occupants have not been removed from the vehicle and restricted from further access to the compartment.
    - (4.) Exigent circumstances
      - (a.) Officers who have probable cause to search a vehicle, and an exigency exists, may search without first obtaining a warrant.
        - (i.) The exigency needs to be apart from the vehicle's potential mobility.
        - (ii.) The exigency which is cited as the necessity for conducting the search cannot be created by any action of the officer(s).
  - c. When ample advance information is available that a search of a vehicle is likely to occur in conjunction with the apprehension of a suspect, officers shall secure a warrant before the vehicle may be searched.



#### E. Search at the scene of a crime

1. Officers shall consider the following procedures when initiating a search at the scene of a crime.
  - a. Officers may conduct a warrantless entry of residences under the following conditions:
    - (1.) Consent by tenant or owner.
    - (2.) Probable cause:
      - (a.) To believe someone in the premises is armed and dangerous.
      - (b.) To believe someone's life or personal safety is in danger.
      - (c.) To believe a serious crime is being committed in your presence and the likelihood the offender would escape if time is taken to get a warrant or that evidence of crime would be destroyed.
  - b. Officers shall secure a search warrant in all cases where circumstances do not provide for exceptions to the warrant rule.
    - (1.) Officers may contact the on-call Assistant District Attorney to provide an opinion in all cases which may be questionable.

#### F. Search with exigent circumstances

1. Officers shall consider the following procedures when initiating a search with exigent circumstances.
  - a. Vehicles
    - (1.) If an officer has probable cause to search a vehicle, and an exigency exists, no warrant is needed.
      - (a.) This exigency needs to be apart from the vehicle's potential mobility.
  - b. Residences
    - (1.) Refer to subsection "D" above.

#### G. Inventory searches of seized vehicles or other property.

1. Officers shall consider the following procedures when initiating an inventory search of seized vehicles or other property:
  - a. Officers should conduct inventory searches for the purpose of looking for valuables contained in a vehicle in police custody to assure the safekeeping of any such valuables and documenting any damage.

- b. Officers shall not conduct an inventory search if the sole purpose in conducting the search is to find evidence of a crime.
- c. Impounding of vehicles shall be in compliance with the General Order in reference to impounding and towing. (General Order Number 106)

H. Situations authorized by statute and federal constitutional provisions

- 1. City of Lebanon police officers will adhere to all Commonwealth and Federal statutory and case law provisions in the course of searches and seizures.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

ORDER NUMBER

139

**Subject**

**Physical Arrests**

**Date of Revision**

12/10/2018

**Distribution**

1. General Order Manuals
2. Reading Verification to all Personnel

## PURPOSE

The purpose of this General Order is to define the authority of Officers to arrest, and the mechanism for making arrests with and without a warrant.

## POLICY

Short of the application of force, an arrest is the most serious action an officer can undertake. An arrest can cause repercussions throughout a person's life, even though they may eventually be found not guilty or never be brought to trial. Officers shall accordingly exercise critical judgment in making arrests. Such judgment includes consideration for bystanders, the time, place, and location of offenses, and the use of force in making the arrests. Officers may consider other lawful alternatives to arrest consistent with carrying out their law enforcement mission.

## DEFINITIONS

**Arrest:** An arrest constitutes the seizure of the person as defined in the Fourth Amendment of the Constitution of the United States. The Fourth Amendment also requires probable cause to place a person under arrest. The test, for whether an arrest has occurred or a seizure of the person has taken place in interviews, stops, or detentions, is whether a reasonable person under the circumstances would have felt free to leave.

## PROCEDURE

### A. Arrest with a warrant

Officers shall arrest persons by warrant in accordance with the procedures located in the Pennsylvania Rules of Criminal Procedure Title 234, the Pennsylvania Rules of Criminal Procedure and relevant statutes identified in this regulation.

## B. Arrest without a warrant

Officers shall arrest persons without a warrant in accordance with the procedures located in the Pennsylvania Rules of Criminal Procedure Title 234, the Pennsylvania Rules of Criminal Procedure and relevant statutes identified in this regulation.

## C. Warrantless arrests authorized by statute

### 1. Title 18, Crimes Code, Chapter 27, Assaults, Section 2711

A police officer shall have the same right of arrest without a warrant as in a felony whenever he has probable cause to believe the defendant has violated section 2504 (relating to involuntary manslaughter), 2701 (relating to simple assault), 2702(a)(3), (4) and (5) (relating to aggravated assault), 2705 (relating to recklessly endangering another person), 2706 (relating to terroristic threats) or 2709.1 (relating to stalking) against a family or household member although the offense did not take place in the presence of the police officer. A police officer may not arrest a person pursuant to this section without first observing recent physical injury to the victim or other corroborative evidence.

### 2. Title 18, Crimes Code, Chapter 39, Theft, Subchapter A, Section 3904

Officers shall have the same right of arrest without a warrant for any grade of theft as exists or may hereafter exist in the case of the commission of a felony.

### 3. Title 75, Vehicle Code, Chapter 63, Enforcement, Subchapter A, Section 6304, Authority to Arrest without a Warrant.

a. Officers may arrest any non-resident who violates any provision of the vehicle code in the presence of the officer making the arrest.

b. Upon arrest of a nonresident for any violation of this title, a police officer shall escort the defendant to the appropriate issuing authority for a hearing, posting of bond or payment of the applicable fine and costs, unless the defendant chooses to place the amount of the applicable fine (or the maximum fine in the case of a variable fine) and costs in a stamped envelope addressed to the appropriate issuing authority and mails the envelope in the presence of the police officer.

### 4. Title 42, Pa. C.S., Section 8902, authorizes arrests without a warrant under Title 18, Crimes Code of Pennsylvania, when a police officer has probable cause from viewing ongoing conduct which imperils the personal security of any person or endangers public or private property when such conduct constitutes certain summary offense(s).

a. General Rule - Warrantless arrests, upon probable cause, shall only be authorized for the following summary offenses of Title 18 when there is ongoing conduct that imperils the personal security of any person or endangers public or private property.

(1) Disorderly Conduct (18 Pa. C.S. Section 5503).

- (2) Public Drunkenness (18 Pa. C.S. Section 5505).
- (3) Obstructing Highway and other Public Passages (18 Pa. C.S. Section 5507).
- (4) Underage Purchase/Possession/Consumption of liquor (18 Pa. C.S. Section 6308).

Lebanon City Police Department  
Lebanon, Pennsylvania

General Order   
Special Order   
Personnel Order

ORDER NUMBER

140

**Subject**

**Strip Searches**

**Date of Issue**

**Effective Date**

**Date of Revision**

12/10/2018

**Distribution**

1. General Order Manuals
2. Reading Verification to all Personnel

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**141**

**Subject**

**Fingerprinting**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

**Purpose:**

The purpose of this general order is to provide police department personnel with guidelines on mandatory fingerprinting requirements.

**Policy:**

It is the policy of the Lebanon City Police Department to comply with section 9112 of the Pennsylvania Crimes Code (Title 18) in regard to mandatory fingerprinting requirements.

**Mandatory fingerprinting**

- A. Fingerprints of all persons arrested for a felony, misdemeanor, or summary offense which becomes a misdemeanor on a second arrest after conviction of that summary offense, shall be taken by the Central Booking staff, and forwarded to the Central Repository within 48 hours of the arrest.
- B. Fingerprints of persons charged by summons or for offenses under Section 3929 of the Crimes Code (relating to retail theft) obtained by court order shall be forwarded to the Central Repository within 48 hours.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**142**

**Subject**

**Less Lethal Weapons – OC, ASP and Taser**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**



|                                                                                                                                                              |                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                                                              |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><div style="text-align: center;"><b>143</b></div> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Communications</b>                                                              |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

Communications is an essential element for the command and control of police field operations. The purpose of this General Order is to describe certain elements of the functions of the communications component for the Department.

**Twenty-four Hour Two-way Radio Capability**

The Department provides a 24-hour, two-way radio capability with continuous communications coverage between the Communications Center and the officer(s) on duty.

**Maintaining Phone Recordings**

The Department records all incoming and outgoing phone calls on the Lebanon City Police telephone system. The recordings will be maintained and handled in a secure manner that protects their integrity from unauthorized access as well as tampering. All recordings will be maintained for a period of at least two years.

**Requesting Copies or Review of Phone/Radio Recordings**

Officers requesting copies or review of phone/radio recordings will submit a written request utilizing a "Radio/Phone Recordings Request Form" to the Lieutenant of Support Services or the Captain of Police. Requests will only be granted for ongoing criminal investigations or internal investigations. No recordings will be copied or disseminated for any reason other than official police business.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**144**

**Subject**

**Unusual Occurrences & Special Operations**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

**Purpose:**

The purpose of this general order is to establish contingency plans for responding to natural and manmade disasters, civil disturbances, and other unusual, unplanned occurrences.

**Policy:**

It shall be the policy of the Lebanon City Police Department to plan, implement and manage unusual occurrences and special operations in accordance with this general order. Pennsylvania C.S. Title 35 Health and Safety, Part V Emergency Management Services, Chapter 75 mandates each political subdivision to establish an "Emergency Operations Plan."

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**145**

**Subject**

**Prisoners and Prisoner Transport**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

**Purpose:**

This general order is established to provide for the safety and security of the transporting officer(s), defendant(s), and the general public.

**Policy:**

It shall be the policy of the Lebanon City Police Department that all personnel comply with the provisions of this general order.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**146**

**Subject**

**Traffic Enforcement**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

**Purpose:**

The purpose of this general order is to establish policies and procedures for the Lebanon City Police Department's enforcement of traffic laws.

**Policy:**

It is the policy of the Lebanon City Police Department that all personnel adhere to the provisions of this general order.

**Traffic Enforcement**

The Chief of Police will periodically review the data derived from in-house accident statistics, citizen complaints, and the data received from the Center for Highway Safety. From this information, locations that reveal a high accident potential and/or violations of traffic law, will be targeted for selective traffic enforcement.

Officers assigned to zones shall be proactive in targeted areas and utilize selective traffic enforcement whenever possible. Zone officers should be aware of high accident locations within their assigned zone, as well as, current citizen complaints in regard to vehicle violations.

|                                                                                                                                                              |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>147</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Bias-Based Policing</b>                                                         |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

Policy

The Lebanon City Police Department does not condone the profiling of any group by sworn personnel and prohibits any policy, procedure, or practice that constitutes profiling any group of the population for the purposes of traffic stops or investigations.

Definitions

**Biased-Based Profiling:** When a police officer stops, takes enforcement or investigative action against a citizen based solely on the person’s race, ethnicity, age, gender, sexual orientation, religion, or disability. Profiling may also be defined as characterizing any of the aforementioned groups with a tendency to participate in criminal behavior.

**Reasonable Suspicion:** Also known as articulable suspicion. Suspicion that is more than a mere hunch, based on a set of articulable facts and circumstances that would warrant a person of reasonable caution in believing that a violation of the law has been committed, is about to be committed, or is in the process of being committed, by the person or persons under suspicion. This can be based on the observations of a police officer combined with his or her training and experience, and/or reliable information received from credible outside sources.

Procedure

A. Initiating Enforcement, Investigation, and Citizen Contact:

1. Sworn personnel are prohibited from using the race, ethnicity, gender, sexual orientation, religion, socio-economic status, or disability of a person as the sole reason for stopping a vehicle, issuing a citation, making an arrest, conducting a field interview, investigative detentions, seizing assets, seeking asset forfeiture, or conducting a search. All investigatory detentions, traffic stops, arrests, searches, and seizures shall be based upon the standard of reasonable suspicion or probable cause as required by the Fourth Amendment to the U.S. Constitution, and state law.

2. Sworn personnel shall treat all citizens with courtesy and respect when making contact. Officers are forbidden from using language, or displaying symbols and gestures, that are commonly viewed as offensive to, or are indicative of bias towards any group.
3. All persons stopped by an officer shall be provided with an explanation for why they were stopped, unless disclosure of such information would undermine an investigation or jeopardize the officer's safety. Individuals are entitled to a verbal explanation and/or written documentation of the stop (e.g., Non-Traffic Citation, Summary Citation or Warning Notice). Providing citizens with an explanation for why they were stopped fosters better relations with the community and reduces the perception of bias on the part of the police.
4. Nothing in this section shall limit the officer's ability to interview witnesses or discourage routine conversations with citizens not suspected of an offense.

B. Supervisory Responsibility:

1. Supervisors shall:
  - a. Ensure that their personnel are familiar with this policy and supports its provisions.
  - b. Receive all citizens' complaints or allegations of profiling on the part of individual officers, units, or the Department, and forward such information through their chain of command.
  - c. Observe practices of officers to ensure profiling tactics are not utilized.
  - d. Review all reports, traffic citations, criminal complaints, etc., to ensure compliance with this order.

C. Training:

1. The Lebanon City Police Department shall conduct annual training with sworn personnel on subjects that include, but are not limited to profiling, cultural diversity, interaction with citizens, policy, ethics and related topics. Training may be conducted through in-service, special courses, or roll-call training. Participation in training shall be documented and recorded in each officer's training records.

D. Complaints of Bias-based Profiling:

1. Any person may file a complaint with the Department if they feel they have been stopped or searched as a result of bias-based profiling, and no person shall be discouraged, intimidated, or coerced from filing such a complaint, or discriminated against because they have filed such a complaint.

2. Any officer contacted by a person who wishes to file such a complaint, shall refer the citizen to a supervisor, who shall complete the Complaint Against Officer Form and forward the completed form to the Captain of Police.

#### E. Annual Administrative Review

1. The Captain of Police shall conduct an annual analysis on complaints received during the previous year.
2. A report will be forwarded to the Chief of Police.

|                                                                                                                                                              |                                       |
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| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>148</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Reflective Traffic Safety Vest</b>                                              |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

**Purpose:** This policy recognizes the inherent danger posed by vehicular traffic and the unavoidable exposure of police officers to that danger in the performance of their duties. It is the purpose of this policy to enhance the safety of officers while performing those activities that necessitate their exposure to moving vehicles.

The Federal Highway Administration now requires that anyone working on a federally funded roadway (which encompasses almost all highways and roads) be required to wear a high visibility reflective garment either a class 2 or class 3 of ANSI 107-2204 or ANSI 207-2006. Rule 23 CFR, part 634, rule 642 of the highway registry.

ANSI 207 vests are designed specifically for Public Safety Professionals, including Law Enforcement, Firefighters and EMS. The new, approved design allows for a shorter vest to accommodate Duty Belts, EMT Holsters, etc.

LCPD will provide to every member of the department the Zip & Rip breakaway vest ANSI 207-2006. These are considered to be Lebanon City Police Department property & officers are responsible for their care.

**Usage:** Officers engaged in any activity that causes significant exposure to vehicular traffic will be required to wear the reflective traffic vest to increase visibility. Activities intended by this policy include, but are not limited to, accident investigation or incidents that include lane blockage, traffic direction, assisting stranded motorists in traffic lanes, and removing objects from the roadway. The vest will also be worn when officers perform crossing guard duties. For the purposes of this policy, incidents regarding enforcement actions, such as traffic and DUI enforcement, sudden unexpected investigations, such as investigating a suspicious person/vehicle on the roadway are activities that are exempted from this policy.

Supervisors are required to insure that officers are in compliance with this policy and are to take disciplinary actions in case of non-compliance by officers.



**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**149**

**Subject**

**Foot Pursuits**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

**Purpose –**

The purpose of this policy is to facilitate the safe apprehension of a suspect who flees on foot and to prevent officer injury and minimize the risk to the public.

**Definitions –**

**Foot Pursuit:** A situation in which an officer, on foot, chases a suspect in an effort to detain or arrest that individual that he has reasonable suspicion to believe is about to commit, is committing or has committed a crime and who is resisting apprehension by fleeing from the officer.

**Suspect:** Includes any individual who a police officer reasonably believes is about to commit, is committing or has committed an offense or poses an immediate threat to the safety of the public, other officers, or themselves.

**Policy –**

Whenever an officer decides to engage, or continue to engage, in a foot pursuit a quick risk assessment must take place. They must evaluate the risk involved to themselves, to other officers, the suspect and the community versus what would be gained from pursuing the suspect. Supervisors are responsible for reviewing the tactical soundness of foot pursuits.

**Procedure –**

|                                                                                                                                                              |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>150</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Incident Command System</b>                                                     |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

**Purpose**

The successful resolution of any incident depends on a systematic and coordinated effort by all public safety agencies. The City of Lebanon, in compliance with the National Incident Management System (NIMS), has adopted the Incident Command System (ICS) to provide the framework for incident command and management.

The ICS defines the operating characteristics, interactive management components, and structure of incident management and emergency response organizations engaged throughout the life cycle of an incident.

The ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.

**System Activation**

- A. The Incident Command System is a scalable and flexible framework for officers to use on any incident, regardless of the size, complexity and number of officers responding.
- B. It is therefore recommended that officers use the system in their day to day activities in responding to complaints from the public. Examples of this would be multiple officer response to a burglar alarm, domestic dispute, disturbance or other situation where more than one officer is responding to a call or incident.
  - 1. In most cases, the shift supervisor or OIC will be the Incident Commander and direct the actions of responding officers. This includes changing the type of response to an incident based on changes in conditions from the dispatcher, where officers are to locate themselves upon arriving at the scene, etc.
  - 2. However, there will be incidents where an officer arrives before a supervisor or finds an incident while on patrol. In these instances, they will have the best knowledge of

how and where officers need to be directed. In this case, the officer will be the Incident Commander, until relieved by a senior officer or supervisor.

C. When officers responding to an incident discover a "major" situation is imminent or in progress, the senior officer or supervisor on the scene shall formally take Incident Command (IC). This will be accomplished by the officer making contact with the dispatcher and announcing they will be establishing Command.

1. Upon the arrival of a supervisor or a member of the Command Staff, Command of the incident may be transferred. If Command is transferred to a supervisor or Command Officer, an announcement will be made indicating who now has the IC position.

D. Upon activating the ICS for a major incident, the IC shall:

1. Establish a Command Post (CP) in a safe location.
2. Rapidly evaluate and size up the situation
3. Identify an "Immediate Threat Zone" and communicate this to all responding units, advising them of the area(s) to avoid in their response and positioning.
4. Begin development of an Incident Action Plan (IAP): The IAP should include short term and long term objective planning.
5. Begin developing a list of potential resources needed to handle the incident based on the evaluation of the IAP.

### **Chain of Command**

A. The first officer on the scene of any incident shall make an initial size up and inform the responding supervisor of all pertinent information concerning the size and scope of the situation.

B. Upon arrival the responding supervisor or OIC shall establish themselves as Command and activate the ICS.

1. The IC will make all necessary notifications or advise the dispatcher to make the notifications.
2. The IC shall establish the Command Post (CP) in a vehicle with a mobile radio to ensure the best possible communications.
3. The IC shall attempt to take notes and document times for the incident.
4. The IC shall immediately determine the location of and actions needed to secure the following:

- a. Immediate Threat Zone
  - b. Inner Perimeter -- Immediate area of containment around the incident
  - c. Outer Perimeters -- The area around the inner perimeter that provides a safe zone of entering and exiting the Inner Perimeter as well as defining access to authorized personnel.
5. The IC shall begin documenting actions taken and begin developing an Incident Action Plan (IAP). This will assist with the orderly transfer of command upon the arrival of a member of the Command Staff or at long duration incidents for the transfer between IC's at a shift change.
6. The IC shall utilize plans and procedures already in place for specific situations:
- a. General Order 133 – Lebanon County ESU
  - b. General Order 203 – Bomb Threat and Evacuation of Municipal Building
- C. Upon arrival of members of the Command Staff, Incident Command shall be transferred.
1. An announcement as to the new IC shall be made on the radio.
  2. The member assuming IC shall be thoroughly briefed to assure an orderly transfer of command, including all notes and diagrams utilized by the initial IC.
  3. The supervisor or officer relinquishing command shall be given another assignment as needed or may remain at the CP as an asset for the IC.
  4. Based on the size and scope of the incident, the IC may be able to coordinate and handle most of the "General Staff" functions. However, as an incident develops in size and scope, individual Section Chiefs may need to be assigned.
    - a. General Staff positions include (position descriptions are attached):
      - 1) Operations Section Chief
      - 2) Planning Section Chief
      - 3) Logistics Section Chief
      - 4) Finance/Administration Section Chief
- D. Coordination of Command and Personnel
1. Most incidents are handled at the local level and require only the establishment of single command IC. In this case, the agency having jurisdiction for the control of the incident will establish an IC. All other reporting departments/agencies shall report to that IC.
    - a. In a law enforcement situation that does not involve multiple jurisdictions, representatives from Fire, EMS, Public Works, etc. should be present at the CP, as needed.

- b. An incident that is primarily Fire or EMS related, the police supervisor or OIC shall report to the established CP to have face to face communications to coordinate law enforcement response to the incident.
    - c. If detailing the law enforcement supervisor to the CP is not practical due to manpower constraints, radio contact with the IC shall be established so the IC knows who to direct law enforcement concerns to.
  2. Incidents involving multiple jurisdictions or due to the nature of the incident require the response of County, State and/or Federal resources, require the establishment of a Unified Command.
    - a. Unified Command, while large and potentially more cumbersome, is no different than a single command. The same system of a basic ICS structure is utilized; the organizational chart and areas of responsibility will expand and contract as necessary during the life cycle of the incident.
    - b. Based on the nature of the incident, the initial IC and agency having jurisdiction (AHJ) may relinquish responsibility for command to the appropriate state or federal jurisdiction. The initial IC and AHJ will most likely become an operational component reporting to the Operational Section Chief.
  3. The Public Information Officer (PIO) reports directly to the IC. All releases to the media shall be coordinated with and approved by the IC.
  4. The Safety Officer position will be established when manpower permits. This position also reports directly to the IC, in an effort to have an uninvolved overview of the incident scene and tactics being used or proposed to ensure the safety of all responders.
    - a. Other incidents of a non-law enforcement nature, i.e. fire, hazardous materials incidents, etc. require a Safety Officer position to be established. In these cases, law enforcement personnel working the incident, shall work with the IC and Safety Officer in the performance of the necessary law enforcement functions.

## INCIDENT COMMANDER

### Responsibilities:

The Incident Commander (IC) is responsible for the overall management of the incident. It is the IC's responsibility to prepare the Incident Objectives that, in turn, will be the foundation upon which subsequent incident action planning will be based (Management by Objectives). Incident Objectives will be based on the requirements of the agency and the incident. They should be broad, measurable and follow an ordered sequence of events.

## Incident Commander Checklist:

- \* Assess the situation or obtain briefing from current IC.
- \* Determine if ICS is required, activating the Incident Command System as necessary
- \* Establish a Command Post in a safe/secure location a Determine Incident Objectives and strategies
- \* Establish immediate priorities
- \* Consider need for Unified Command Post
- \* Determine need for additional resources and initiate notification and mobilization of additional agency personnel
- \* Determine need and obtain support from other agencies
- \* Establish the appropriate organizational structure
  - When Command and General Staff positions are not filled, the IC assumes those responsibilities.
- \* Establish staging area for follow on assets, as needed
- \* Provide public information, media relations area (IC will approve ALL media releases)
- \* Provide for the safety of all personnel
- \* Coordinate activity for all Command and General Staff positions
- \* Approve and authorize the implementation of an Incident Action Plan
- \* Coordinate with key people and political leaders of the agency having jurisdiction
- \* Prepare an After Action Review of the incident/exercise

\*\*\*\*\*

## INFORMATION OFFICER (Command Staff)

### Responsibilities:

Is a member of the Command Staff. Is responsible for the formulation and release of information regarding the incident to the news media and other appropriate agencies and personnel as directed by the Incident Commander.

### Public Information Officer Checklist:

- \* Obtain briefing from the Incident Commander, including any limitations on information released
- \* Establish a single and separate incident information briefing center, if possible.
- \* Obtain copies of all media releases pertaining to the incident.
- \* Prepare information summary on media coverage for specific command post personnel.
- \* Obtain approval from the Incident Commander for the release of information to the news media.
- \* Provide press briefings and news releases as appropriate. Post all news releases in command post for review.
- \* Arrange for meetings between news media and incident personnel upon direction of the Incident Commander.
- \* Provide escort services to the media and other officials as necessary

- \* Maintain a log of all activities.

\*\*\*\*\*

## SAFETY OFFICER (Command Staff)

### Responsibilities:

The Safety Officer is a member of the Command Staff, responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The safety office will correct unsafe acts or conditions through regular lines of authority, although may exercise emergency authority to stop or prevent unsafe acts when immediate action is required.

### Safety Officer Checklist:

- \* Obtain briefing from the Incident Commander.
- \* Assist in the formulation of the Incident Action Plan.
- \* Monitor operational activities and assess potential danger or unsafe conditions.
- \* Exercise emergency authority to immediately stop or prevent unsafe acts or conditions when appropriate.
- \* Monitor stress levels of involved personnel.
- \* Maintain a log of all activities.

\*\*\*\*\*

## LIAISON OFFICER (Command Staff)

### Responsibilities:

There is only one Liaison Officer per incident. The Liaison Officer may have assistants as the size and scope of the incident increases. The assistants may be representatives from assisting agencies or jurisdictions. The Liaison Officer is the point of contact (POC) for the Agency Representatives assigned to the incident by assisting or cooperating agencies.

### Liaison Officer Checklist:

- \* Be the visible Point of Contact (POC) for Agency Representatives
- \* Maintain a list of assisting and cooperating agencies and Agency Representatives
- \* Assist in establishing and coordinating inter-agency contacts
- \* Keep agencies supporting the incident aware of incident status
- \* Monitor incident operations to identify current or potential inter-organizational problems
- \* Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources

- \* Maintain Unit Log (ICS-214)

\*\*\*\*\*

## OPERATIONS SECTION CHIEF (General Staff)

### Responsibilities:

The Operations Section OIC is responsible for the management of all operational units related to incident "stabilization" and "resolution." The Operations Officer is responsible for assisting in the development of the Incident Action Plan with specific responsibility for formulating tactical objectives and operational strategies. Will supervise and direct tactical operations and release resources as required. Will make expedient changes to the Incident Action Plan based on field developments and with the concurrence of the Incident Commander.

### Operations Section Officer's Checklist:

- \* Obtain briefing from the Incident Commander.
- \* Supervise and direct the activities of all assigned Operations Section personnel.
- \* Assist in the development of the Incident Action Plan (Operational Component).
- \* Establish perimeters, ensuring operational safety and security of the CP and scene
- \* Direct and control traffic
- \* Coordinate Operations Section activities with other field command post units.
- \* Prepare and recommend operational plan changes and revisions to the IC.
- \* Issued operational orders to implement directives of the Operations OIC and Incident Commander.
- \* Advise Incident Commander of the readiness for tactical deployment of resources.
- \* Conduct evacuations as required/directed
- \* Provide the Incident Commander with frequent incident status briefings.
- \* Provide for detainee transportation, processing and confinement (working with Planning Section Chief and Logistics Section Chief)
- \* Conduct post incident investigation
- \* Ensure that appropriate operational personnel prepare after-action reports.
- \* Maintain an activity log and assist in planning for returning to normal operations.

\*\*\*\*\*

## PLANNING SECTION CHIEF (General Staff)

### Responsibilities:

Is responsible for the collection, evaluation and dissemination of information to measure the size, scope and seriousness of the incident and to assist with development, implementation and updating of the Incident Action Plan. Identify technical specialists to assist in planning "incident resolution" strategies.



## Planning & Intelligence Section Officer's Checklist:

- \* Obtain briefing from the Incident Commander.
- \* Provide briefing on incident size and scope to all Planning and Intelligence personnel.
- \* Deploy and supervise personnel as needed to gather and assess intelligence information.
- \* Maintain an intelligence file, gathering and disseminating intelligence on specific hazardous locations and for individuals advocating and/or participating in violations of the law.
- \* Obtain photographs, sound and video recordings of incident activities where appropriate to assist command post personnel in developing an operational response plan.
- \* Prepare a documented Incident Action Plan (IAP)
- \* Direct that coverage of all television and radio broadcasts be monitored.
- \* Prepare estimated of incident escalation and de-escalation at request of IC, by performing intelligence analysis and field observations:
  - identification of high risk locations
  - identification of individuals inciting violence
  - estimate crowd size and type
  - situation damage/injury/casualty estimates
- \* Report to the Safety Officer or take immediate action for any condition observed which may cause danger or is a safety hazard to personnel.
- \* Prepare a plan for returning to normal operations, conduct personnel danger assessment in affected area and prepare a coordinated plan for the reassignment of all incident personnel. (Demobilization Plan)
- \* Prepare a plan for re-population of evacuated areas, if necessary.
- \* Ensure that an activity log is maintained and that after-action reports are prepared and submitted.

\*\*\*\*\*

## LOGISTICS SECTION CHIEF (General Staff)

### Responsibilities:

Is responsible for providing facilities, services, personnel and other resources required to assist in the safe and successful resolution of the incident. Will participate in the development and implementation of the Incident Action Plan and will activate appropriate elements of the Logistics Section as necessary.

### Logistics Section Chief Checklist:

- \* Obtain briefing from the Incident Commander.
- \* Plan and coordinate the activities of the Logistics Section and supervise assigned personnel.

- \* Evaluate with Operations and Planning and Intelligence Sections the current size, scope and seriousness of the incident and plan necessary logistical support for field operations.
- \* Provide, maintain and control selected equipment, supplies, facilities and services required by the Operations Section.
  - Communications
  - Transportation
  - Medical Support
  - Additional supplies
  - Specialized teams and equipment needs
- \* Provide review and input into:
  - Communications Plan
  - Medical Plan
  - Traffic Plan
- \* Assign security for command post, staging area and other sensitive areas as required.
- \* Coordinate and process requests for additional resources.
- \* Maintain a visible chart of resources requested and advise Operations Section of arrival of resources for deployment. The logistical chart should display information as follows:
  - Resources requested (available/unavailable)
  - Time requested
  - Estimated time of arrival
  - Resource "staged" and available
  - Descriptive data regarding resource: size, numbers, capabilities and rating.
- \* Direct that meals and refreshments for all incident personnel be provided.
- \* Direct that an activity log be maintained

\*\*\*\*\*

## FINANCE SECTION CHIEF (General Staff)

### Responsibilities:

Reports to the Incident commander and is responsible for all financial and cost analysis aspects of the incident. Subordinate finance functions may include the Time Unit, Procurement Unit, Compensation Claims Unit and the Cost Unit.

### Finance Section Chief Checklist:

- \* Obtain briefing from the Incident Commander
- \* Activate necessary elements (time unit, procurement unit, compensation claims unit and cost unit) to support Finance Section activities.
- \* Provide input in planning sessions on financial and cost analysis matters.
- \* Assist the Logistics Section with procurement of equipment, supplies and other resources needed for incident resolution.
- \* Ensure that all personnel time records are maintained and transmitted to agencies assisting with the incident.

- \* Participate in demobilization and Incident Termination planning sessions.
- \* Record expenses related to the incident
- \* Prepare incident related cost analysis as requested by the Incident commander.
- \* Respond to and evaluate incident related compensation claim requests.
- \* Document injuries and liability issues
- \* Maintain an activity log.

Annual training conducted by the Lebanon City Police Dept will incorporate principles of the ICS.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**151**

**Subject**

**Social Networking and Web Pages**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

**Summary:**

It shall be the policy of the Lebanon City Police Department that employees of the department are prohibited from posting, transmitting and/or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment, or other material that specifically identifies the Lebanon City Police Department, on any personal or social networking website or web page, without the express written permission of the Chief of Police.

**I. INTRODUCTION**

Professionalism, ethics, and integrity are of paramount importance in the law enforcement community. To achieve and maintain the public's highest level of respect, we must place reasonable restrictions on our conduct and appearance, and hold to these standards of conduct whether on or off duty. An employee's actions must never bring the department into disrepute, nor should conduct be detrimental to its efficient operation.

**II. PURPOSE**

The purpose of this directive is to establish departmental policy concerning personal web pages or internet sites when referencing the Lebanon City Police Department, to ensure employees use appropriate discretion in the use of references to the Lebanon City Police Department so as not to discredit or disrespect the department, to ensure that the release, either directly or indirectly, of information concerning crimes, accidents, or violations of ordinances or statutes to persons outside the department is not disseminated, and that all employees treat as confidential the official business of the department.

**III. POLICY**

Employees of the Lebanon City Police Department have a right to have personal web pages or sites. When reference is made to or about the Lebanon City Police Department, a review of that reference is needed to ensure that such reference does not compromise our integrity and thus, undercut the public confidence in this agency or this profession. Therefore, it shall

be the policy of the Lebanon City Police Department that employees of the department are prohibited from posting, transmitting and/or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment, or other material that specifically identifies the Lebanon City Police Department, on any personal or social networking website or web page, without the express written permission of the Chief of Police.

No employee shall represent themselves, directly or indirectly, in any public forum as a member of the Lebanon City Police Department, either by text, photograph, or image depicting the uniform, badge, or patch, in any manner that reflects a lack of good moral character. No employee will represent themselves in any public forum as an employee of the Lebanon City Police Department with other information, opinion, or posture that would bring unfavorable criticism or embarrassment upon the department.

#### IV. PROCEDURES

A. Employees having personal web pages or other types of internet postings which can be accessed by the public, shall not place or allow photographs or depictions of themselves dressed in uniform and/or displaying official identification, patches or badges, or in any other way, either directly or indirectly, identify themselves as an employee of the Lebanon City Police Department for any reason, without approval as indicated in this directive.

B. Photographs or other depictions of department uniforms, badges, patches, or marked units shall not be posted on internet sites without the approval of the Chief of Police.

C. Photographs of the inside of the police building as well as any crime or accident scene shall not be posted.

D. Employees are prohibited from posting, transmitting, and/or disseminating any pictures or videos of official department training, activities, or work-related assignments without the express written permission of the Chief of Police.

E. Employees wishing to use photographs, depictions, or references to the Lebanon City Police Department must receive approval of the Chief of Police.

F. Employees who post photos, comments, etc. of other department employees must inform and seek approval from the employee(s) before posting same.

G. Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provisions of this policy shall notify his supervisor immediately for follow-up action.

H. Sites deemed inappropriate, whether an employment association or not, bringing discredit to this department or to a department employee, or promoting misconduct, whether on or off duty, may be investigated through a criminal or administrative investigation.

I. All employees shall treat as confidential the official business of the department.

J. No employee shall post to a social networking site or web page any information regarding

investigations whether ongoing or closed.

K. No employee shall reveal any unauthorized information to any person not a member of the department or authorized to receive such information.

L. If an employee indicates in any public forum any opinion on a police related issue, then that employee shall state that the views and opinions expressed are the employee's personal ones, and not those of the Lebanon City Police Department.

## V. APPROVAL PROCESS

A. An employee seeking approval to use references to the Lebanon City Police Department on a personal website, web page, or other public forum, shall submit a request for approval to the Chief of Police via the chain of command.

B. The request shall describe the proposed reference and purpose.

C. A list of the reference(s) and any media to be used shall be provided.

D. A printed layout of the entire web page, posting, or site shall be provided.

E. The employee will receive an approval or denial of the request.

F. Any changes made to a previously approved posting must be submitted for re-consideration.

## VI. LIMITATIONS

A. No sexual, violent, racial, ethnically derogatory material, comments, pictures, artwork, video or other reference may be posted along with any department approved reference.

B. Employees shall not post any material on the internet that brings discredit to or may adversely affect the efficiency or integrity of the Lebanon City Police Department.

C. Employees should consider the possible adverse consequences of internet postings, such as future employment, cross-examination in criminal cases, and public as well as private embarrassment.

D. Employees are reminded to exercise good judgment and demonstrate personal accountability when choosing to participate on social-networking sites.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**152**

**Subject**

**Mobile Video/Audio Recordings**

**Date of Revision**

**12/10/2018**

**Distribution**

1. General Order Manuals
2. Reading Verification to all Personnel

## I. PURPOSE

The purpose of this procedure is to establish Departmental guidelines for the operation and utilization of the digital Mobile Video / Audio Recording (MVR) system, to ensure the efficient operation of the systems and to maintain the integrity of the recordings for use as evidence in a court of law. These procedures will additionally set forth systems to maintain the recordings for evidence, training, dissemination, rotation, and purging of recordings.

## II. POLICY

- A. The Lebanon City Police Department acknowledges the fact that the use of MVR equipment allows the Department to accomplish many goals:
  1. Allows officers of the department to more accurately document events, actions, conditions, and statements made during incidents.
  2. Enhances an officer's ability to prepare reports and present court testimony.
  3. Improves the training capabilities of the Department.
  4. Protects the Department and its officers from civil liability resulting from wrongful accusations of misconduct.
- B. It is the policy of the Lebanon City Police Department that officers will use the MVR equipment in designated Department vehicles.
- C. The Lebanon City Police Department has approved for use and deployed a MVR system that meets the standards published in the Pennsylvania Bulletin as required by § 5706.b.4 of the Pennsylvania Crimes Code. (Copy of PA Bulletin attached.)
- D. The Lebanon City Police Department will not utilize the body worn wireless microphone audio component of the MVR system at this time. It is the intent of the department to activate the wireless microphone audio component at the completion of Phase 1; the activation and utilization of the video/cabin audio equipment only.

1. The system is equipped with a cabin microphone and a wireless microphone. The wireless microphone will record the front cabin area when a recording is activated.

### III. DEFINITIONS

**Mobile Video / Audio Recording (MVR) Equipment** is a device installed in a departmental vehicle which records both audio and video. MVR Equipment includes but is not limited to a forward and rear facing camera, audio system with wireless microphone, recording device, control panel and monitor.

**MVR Technicians** are those officers who have been designated by the Chief of Police to manage the MVR system. These officers are responsible to monitor the MVR systems for problems, maintain the storage area, manage audio/video recordings stored on the server, make copies for court, training, and discovery purposes, and to apply system updates when needed.

### IV. PROCEDURES

#### A. Operating Procedures

1. Officers shall not use MVR equipment until they have successfully completed the following:
  - a. Proper training on the use of the MVR
  - b. Review of the provisions of this policy/procedure
  - c. Review of the PA Wire Tap Act (18 Pa.C.S.A. § 5704(16))
2. Officers shall use the MVR equipment, without the use of the wireless audio device, during the course of their duties.
3. During vehicle inspection, officers shall start the patrol vehicle and ensure that the MVR boots up and is in proper working order. During the boot process, officers shall check their emergency lights and siren in order to avoid an unwanted recording. The officer shall immediately report any MVR operational problems prior to and throughout each shift. The report will be made to their supervisor or the MVR Technician.
  - a. If the MVR Technician or supervisor is unable to rectify the defect with the MVR system, a defective equipment form will be completed and submitted immediately.
4. After the MVR completes the boot process and is in the ready state, officers shall select their name from the menu and ensure that their name is on the display. At the end of their shift the officer will change the name back to \*shift change\* before the system is powered off.
5. **If a vehicle is equipped with the non-DVD MVR, select your name from the display and log in using a secure password. Officers must log off as a user when the unit will no longer be in service returning the unit to a default setting.**



C. Legal Requirements

1. Officers shall not use MVR equipment unless acting in the performance of their official duties.
2. Officers shall only use department issued MVR equipment.

D. Departmental Requirements

1. When the recording function has been activated manually or by remote triggers, it shall not be deactivated until the incident is complete.
2. After an incident is completed, or after arriving at an incident where the MVR is not needed, such as a crash scene or a domestic in a residence, the officer shall press the stop button to end the recording session.

3. Officers shall not be permitted to have the system access required to erase or alter MVR recordings and shall not do so. MVR Technicians may purge or erase recorded events in accordance with all applicable procedures relating to Mobile Video/Audio Recordings.

#### E. Maintenance

1. Operational problems with MVR Equipment shall be reported to a MVR Technician trained in the operation and software, who will determine if such device is unserviceable.
2. In the event a MVR Technician determines a MVR Unit is unserviceable or is in need of repair, it may be necessary for the MVR Technician to reformat the Hard Drive losing corrupted data. This will only be done after making every effort to retrieve any triggered event video that is stored on the MVR hard drive.
3. Any MVR Equipment that is damaged shall be reported immediately to the shift supervisor. The reporting officer will also prepare a memo detailing the circumstances relating to the damage including but not limited to; officer using equipment when damaged, date, time, location, witnesses, how the damage occurred, and the supervisor who was notified.

#### F. Retention

1. Incidents captured on MVR equipment are stored on an internal hard drive and transferred to a server automatically by the MVR System.
2. **Only the Support Services Lieutenant or MVR Technician shall install or remove DVD+RW discs. DVD+RW discs shall be labeled in the following format:**
  - a. **Unit Number – Year – Sequential number as follows:**  
**(Car 01-2011-001)**
  - b. **Upon the storing of the DVD+RW disc, the disc sleeve will be labeled in the following format:**  
**Start date, end date and Department Unit Number as follows:**  
**(Car 01 4/1/2011-4/7/2011)**
3. Oral communications recorded under the policy shall be maintained for a minimum of thirty-one (31) days after the date of interception. All recordings made under this policy shall be bulk erased, recorded over or otherwise destroyed not later than ninety (90) days after the date of the recording unless any of the following apply:
  - a. The contents of the recording may result in the issuance of a citation or the filing of criminal charges.
  - b. The officer on the recording or the Platoon OIC believes that the contents of the recording, or evidence derived from the recording, may be necessary in a proceeding for which disclosure is authorized under section 5717 (relating to investigative disclosure or use of contents of wire, electronic, or oral communications or derivative evidence), or 5721.1 (relating to evidentiary disclosure of contents of intercepted communications or derivative evidence), or in a civil proceeding.

- c. A criminal defendant who is a participant on the recording, reasonably believes that the recording may be useful for its evidentiary value at some later time in a specific criminal proceeding and not later than thirty (30) days following the filing of criminal charges, provides written notice to the Chief of Police indicating the desire that the recording be maintained. The written notice must specify the date, time and location of the recording, the names of the parties involved, and, if known, the case number.
- d. An individual who is a participant in the recording intends to pursue a civil action or had already initiated a civil action and, no later than thirty (30) days after the date of the recording, gives written notice to the Chief of Police indicating a desire that the recording be maintained. The written notice must specify the date, time, and location of the recording, the names of the parties involved, and, if civil action has been initiated, the case caption and docket number.
4. Any MVR recorded incident needed for criminal investigations, prosecutions, or other purposes must be duplicated. A Video Recording Request, form LCPVARR (refer to Attachment A) will be completed by the requesting officer and submitted to the Support Services Lieutenant. A MVR Technician will copy **ONLY** the chapter containing the requested incident onto a recording media. The copy will then be handled as follows:
- a. Criminal Prosecution – One copy will be forwarded to the District Attorney's Office for discovery. This request should be made immediately upon charges being filed.
  - b. Criminal Investigation – The copy will be placed in a secure location within the Support Services office and remain until a criminal proceeding is initiated.
  - c. Traffic Prosecution – This request should only be made if the officer determines that the recording is necessary for court **and** upon receipt of a court subpoena or Hearing Notice to testify. The copy will be attached to the citation copy that is taken to court by the officer. The copy will be returned to their Supervisor IMMEDIATELY after the court proceeding.
  - d. Vehicle Pursuit – A copy will be prepared and attached to the Police Pursuit Report. This copy is in addition to any that are required for a criminal or traffic prosecution.
  - e. Copies that are requested for discovery, by subpoena or court order, and for other purposes will be turned over to the administrative staff for mailing.
  - f. Copies retained for training purposes will be turned over to the Captain for dissemination to a qualified trainer.
5. Any MVR recorded incident involving any complaint or civil action against the department or its personnel shall be duplicated and retained with the investigative file.
6. Any MVR recorded incident requested by an officer or other party depicted on the recording will be copied and released only with the prior written permission of the Chief of Police.
7. **MVR recordings that were not part of a triggered recording event and are only temporarily stored on the MVR hard drive can only be retrieved for a**

**limited amount of time up to 10 days. A Video Recording Request, form LCPVARR (refer to Attachment A) must be completed immediately and submitted to the Support Services Lieutenant. The Support Services Lieutenant or MVR Technician will retrieve the appropriate video segment.**

8. When a MVR equipped vehicle is involved in a crash, the MVR recording shall be obtained from the MVR by the Support Services Lieutenant.

9. Recordings are classified below and stored accordingly;

Miscellaneous – 90 days

Traffic Stop – 90 days

Officer injury – 2 years 90 days

Use of Force – 2 years 90 days

Crash – 2 years 90 days

Summary citations traffic/non-traffic – 5 years

Misdemeanor/Felony – 20 years

Homicide – 75 years

#### G. RELEASE OF MVR RECORDINGS

1. **UNDER NO CIRCUMSTANCES WILL AN ORIGINAL MVR RECORDING LEAVE THE POLICE DEPARTMENT BUILDING.**

2. No MVR recordings will be released to the public or media without prior written approval of the Chief of Police.

3. MVR recordings that are retained for training purposes will not be disseminated until the written consent of all participants are obtained.

|                                                                                                                                                              |                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                                                                                                 |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><div style="background-color: #cccccc; height: 10px; width: 100%;"></div> <b>153</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Rapid Deployment – Active Shooter</b>                                           |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

**Purpose –**  
 It is the purpose of this policy to define: an Active Shooter Incident, the role of police officers in dealing with an Active Shooter Incident and the police response after the Active Shooter stops or has been stopped.

**Policy –**  
 It is the policy of the Lebanon City Police Department to: expeditiously use all lawful force necessary to stop Active Shooters, evacuate all living persons from the scene of an Active Shooter Incident, and conduct a thorough investigation into the circumstances surrounding the Active Shooter Incident.

**Definitions –**

A. Active Shooter Incident – Any incident in which a person (or persons) armed with a deadly weapon is (are) systematically, actively, and presently employing the weapons against innocent victims upon the arrival of the police. An active shooting incident is not to be confused with a hostage/barricade/terrorist (HBT) incident in which harm is being threatened, but no injuring or killing is taking place. However, any HBT incident can deteriorate into an active shooting incident. The conclusion that an active shooting incident is occurring may be based on information or circumstances that would lead a reasonable police officer to that conclusion. It need not be based on personal observation.

Criteria defining “Active Shooter” Incident:

1. Active Aggressive Deadly Behavior
  - a. The incident is on-going and suspect(s) is/are actively engaged in causing death or serious bodily injury. This may be the result of:
    - i. One or more “Active Shooters.”

- ii. An attack with edged weapons (knife, sword, machete, etc.) or blunt weapons (hammer, club, baseball bat, etc.)
- iii. Placing and/or detonating explosive devices.

2. The incident location is believed to contain multiple potential victims, such as, but not limited to:

- a. Schools, including day care facilities
- b. Crowded parks
- c. Playgrounds
- d. Sporting events
- e. Hotels
- f. Shopping centers/malls
- g. Office complexes
- h. Manufacturing facilities

- B. Rapid Deployment – The swift and immediate deployment of law enforcement resources to on-going, life-threatening situations where delayed deployment could otherwise result in death or serious bodily injury to innocent persons. Rapid Deployment tactics are not a substitute for conventional response tactics to a hostage/barricade/terrorist (HBT) incident.
- C. Contact Officer / Team – A solo officer or a team of officers, up to four in number, whose primary and sole mission is to immediately locate, engage, and neutralize the threat posed by an active shooter(s). In order to minimize the carnage, they must move past any injured persons encountered and toward the active shooter. Multiple contact officers or teams may be necessary to effectively engage and neutralize multiple active shooters.
- D. Rescue/Recovery Teams – Teams of later responding officers who enter the scene to render first aid to wounded persons and remove them from the hostile environment. Rescue/recovery teams shall also evacuate innocent persons from the hostile environment (hot zone) and to established triage areas outside of the hostile environment.
- E. Hostile Environment (Hot Zone) – Any environment in which an active shooting incident has taken place until declared safe by the senior ranking officer at the scene following evacuation of all living persons.

|                                                                                                                                                              |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>154</b> |

|                                                                      |                         |
|----------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                       |                         |
| Naloxone                                                             |                         |
|                                                                      | <b>Date of Revision</b> |
|                                                                      | 12/10/2018              |
| <b>Distribution</b>                                                  |                         |
| 1. General Order Manuals<br>2. Reading Verification to all Personnel |                         |

**Background –**

Opiate overdose is a leading cause of accidental death in Lebanon County. Fatal and non-fatal overdose can result from the abuse of opiates such as morphine, heroin, fentanyl and oxycodone as found in OxyContin, Percocet, Percodan and hydrocodone as found in Vicodin. Act 139 of 2014 allows law enforcement to administer NALOXONE to individuals experiencing an opioid overdose provided certain requirements have been met.

**Definitions –**

**Naloxone** – an intranasal prescription medication that can be used to reverse the effects of an opioid overdose.

**Opioids** – Opioid drugs include but are not limited to heroin, morphine, oxycodone, methadone, hydrocodone and codeine.

**Drug Overdose Response Immunity** – Act 139 of 2014 mandates a person shall not be charged and shall be immune from prosecution for violations of, and for probation and parole violations of, the Controlled Substance, Drug, Device, and Cosmetic Act Sections 13(a), (5), (16), (19), (31), (32), (33) and (37) provided the following occur

1. Law Enforcement only became aware of the offense because the person transported the overdose victim to a law enforcement agency or for medical help, or
2. A person reports a drug overdose event in good faith to law enforcement, emergency services or a medical provider, and
3. The person provided their own name, proper location, and remained with the overdose victim until help arrived.

**Purpose of the Policy**

1. To provide protocols within the department for obtaining, storage and record keeping of Naloxone.

2. To inform patrol officers of the circumstances under which the use of Naloxone is appropriate.

### **Requirements of each Officer within the Department**

1. Each officer shall complete an online training approved by the Pa Dept of Health – Opioid Associated Overdose Prevention, Recognition and Response Training, or similar.
2. Each officer shall provide a copy of the certificate for the training to the department Naloxone manager.
3. Each patrol officer shall obtain one dose of Naloxone from the Naloxone manager in accordance with distribution policies within the department. In the event of usage the officer shall prepare the attached drug overdose report and provide it to his/her supervisor.
4. The Supervisor/OIC will complete the ODIN (Overdose Information Network) form in JNET.
5. It is the responsibility of each officer carrying Naloxone to inspect their Naloxone kits to insure they are intact and not damaged. All damaged kits shall be immediately reported to the shift supervisor then returned to the Naloxone manager.
6. When an officer believes that an individual is suffering from an opioid drug overdose
  - a) Immediately request the response of Emergency Medical Services.
  - b) If the individual is unconscious, rub the sternum in an attempt to regain consciousness
  - c) Provide CPR, AED or other emergency treatment as necessary.
  - d) If the individual is not breathing adequately (6 to 8 breaths a minute) or does not have a pulse, administer Naloxone in the following manner
    1. Peel back the package to remove the device. Hold the device with the thumb on the bottom of the plunger and 2 fingers on the nozzle.
    2. Place and hold the tip of the nozzle in either nostril until your fingers touch the bottom of the patient's nose.
    3. Press the plunger firmly to release the dose into the patient's nose.
  - e) Request dispatch notifies responding EMS personnel that Naloxone was administered and notify the OIC as soon as possible.
  - f) If the individual has not responded within three to five minutes after administering the first dose, administer a second dose; if available.
  - g) Inform the responding EMS of the circumstances in which the victim was found and that led to the belief that the individual is suffering from an opioid drug overdose (ie physical signs, statements from witnesses, etc.) Also inform EMS of any attempt to revive the individual (CPR or AED).
7. In each case of suspected drug overdose (opioid or otherwise) officers will complete a Drug Overdose Intel Report.

### **Department Protocols**

1. The Lieutenant or Sergeant of Support Services will be the designated Naloxone Manager within the Department.
2. The Naloxone Manager shall, after consultation with the Chief of Police, make a written initial request to the Lebanon County Department of Emergency Services for the number



of doses determined to be appropriate for the department. The Naloxone Manager will also ensure that all members of the department have undergone the required training.

3. The Naloxone Manager shall:
  - a. Maintain a signed MOU between the department and the Lebanon County Department of Emergency Services concerning the use of Naloxone by the department.
  - b. Maintain records and annually certify that all officers within the department have received the appropriate training and instructional materials, permitting them to administer Naloxone.
  - c. Procure and transport Naloxone from the Lebanon County Department of Emergency Services as necessary and maintain records of procurement.
  - d. Ensure that any officer maintaining employment within the department shall successfully complete the online training approved by the Pa Department of Health.
  - e. Ensure proper storage of Naloxone supplies at room temperature in a secure location within the department.
  - f. Maintain a written inventory documenting the quantities and expiration dates of Naloxone supplies.
  - g. Ensure that Naloxone is properly distributed and maintained within the department and maintain a distribution log.
  - h. Ensure replacement of expired or used kits by the Lebanon County Department of Emergency Services and provide them with a quarterly report of our ODIN submissions.

### **Distribution Guidelines**

1. Officers will be issued a Naloxone at the beginning of each shift by the OIC on duty, and return the Naloxone at the end of the shift and document this on their activity log.
2. Officers who demonstrate to the Naloxone Manager that they maintain their duty bag in a secure and environmentally stable location between shifts, may be issued the Naloxone as regular equipment. This will be determined on a case by case basis. The Naloxone would be checked as part of the department inspection process.
3. A Naloxone Kit will be available for emergency use in the squad room and detective laboratory of the police department.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**201**

**Subject**

**Internal Investigations**

**Date of revision**

**12/10/2018**

**Distribution**

1. General Order Manuals
2. Reading Verification to all Personnel

**I. Purpose**

The professional integrity of police departments and their employees is paramount to maintaining the public trust of a community. It is therefore essential to provide for a process by which complaints that allege inappropriate, wrongful or illegal conduct from both within and outside the department be received and properly investigated. This process must seek the veracity of all allegations with diligence, objectivity, and sincerity. In keeping with this objective, this directive shall establish procedures for documenting and investigating complaints and allegations to maintain the integrity of the department.

**II. Policy**

It is the policy of the department to investigate complaints against a member of the department through a regulated and impartial internal investigation.

**1. Internal Affairs Administration and Operations**

**A. Complaints that require supervisory investigation**

**1. Inquiries**

- a. An inquiry concerns a citizen contacting the department with questions about a policy, procedure, or tactics used by the department.
- b. When a citizen questions the actions of a police department employee, and it is determined through initial review by the supervisor receiving the complaint that the employee acted within prescribed departmental policy, the matter will be handled as an inquiry.

- c. It is the responsibility of the supervisor receiving the complaint to obtain all pertinent details from the citizen necessary to make an inquiry or investigation into the employee's actions.
  - d. The supervisor receiving the inquiry from the citizen will make every attempt to explain to the citizen the circumstances as to why a particular policy, procedure, or tactic is sanctioned by the department.
  - e. If the supervisor handling the inquiry determines that the employee has acted within prescribed department policy, procedure or tactics and does not reflect a possible violation of the law, the supervisor may handle the inquiry with no further action.
  - f. If the supervisor receiving the inquiry determines that the employee has not acted within prescribed department policy, procedure, or tactics; or the initial investigation of the supervisor reflects a possible violation of law, the supervisor will list the matter as an allegation of misconduct and forward the investigation and all documentation to Captain of Police.
    - 1.) Upon receipt of the complaint, the Captain will notify the Chief of Police who will determine whether the investigation is to be handled as an informal or formal investigation.
  - g. Examples of an inquiry may include, but are not limited to:
    - 1.) Why did an officer handcuff a prisoner?
    - 2.) Why was a police vehicle's emergency equipment used?
    - 3.) Why was a police vehicle exceeding the speed limit?
    - 4.) Why was a traffic stop executed?
2. Receipt and documentation of initial complaints by supervisory personnel.
- a. The department accepts, and shall investigate, all complaints made against the department or its employees, including anonymous complaints, as well as complaints concerning officer's off-duty conduct that have a nexus to their duties and responsibilities as an employee of the department.
    - 1.) A supervisor receiving any such complaint shall document the complaint and provide for its follow-up in conformance with the general order.
  - b. All complaints and disciplinary actions will be alleged or suspected violations of statutes, ordinances, departmental rules or orders by sworn or civilian members, including both full and part-time, and shall be handled in accordance with the provisions of this general order and applicable law.

- c. Complaints can be made by:
  - 1.) Members of the department who report them to supervisory or command staff.
  - 2.) Members of the general public.
- d. The department encourages complaints to be in writing and signed.
  - 1.) The department provides citizens who file complaints a Complaint Statement Form. Any citizen making a complaint will be offered a written complaint form regardless of the circumstances of the complaint. The OIC issuing a citizen complaint form will document issuing a complaint form and receiving a completed complaint form in the log book in the OIC office. Any completed complaint form will be forwarded to the Captain of Police.

B. Complaints that require investigation by the Chief of Police or designee

1. Formal Complaint

- a. A formal complaint investigation is conducted on allegations of misconduct by department employees.
- b. An internal affairs investigation is determined to be formal by the Chief of Police, primarily based upon the nature and complexity of the investigation.
- c. A formal complaint investigation is conducted by the Captain of Police another investigator selected by the Chief of Police.
- d. Examples of internal investigations that may be determined as formal include, but are not limited to:
  - 1.) Allegations of violations of law
  - 2.) Allegations of brutality
  - 3.) Violations of rules, regulations and/or policy and procedures

C. Review of all complaint investigations by the Chief of Police

- 1. Upon receipt of an allegation of employee misconduct, or inquiry, the Captain of Police will be notified via written communication, which may include E-mail, by the supervisory personnel receiving the complaint.

2. If an allegation of misconduct is extremely serious in nature, the Chief of Police will be notified immediately.
3. Complaints received by other than supervisory personnel shall be brought to the attention of the receiving employee's supervisor.
4. The Chief of Police shall receive periodic reports of all investigations in progress assigned to designee's and review all complaints and investigations involving department employee conduct at their conclusion as a part of the adjudication process.

#### D. Equitable adjudication process

1. At the end of the report, the investigator shall state a conclusion of fact for each allegation of misconduct from among the following dispositions:
  - a. Proper Conduct
    - 1.) The allegation is true and the action of the agency or the officer was consistent with departmental policy, and the complainant suffered no harm.
  - b. Improper Conduct
    - 1.) The allegation is true and the action of the agency or the officer was inconsistent with departmental policy, and the complainant suffered no harm.
    - 2.) The allegation is true and the action of the agency or the officer was inconsistent with departmental policy, and the complainant suffered harm.
  - c. Policy Failure
    - 1.) The allegation is true, and although the action of the agency or the officer was not inconsistent with departmental policy, the complainant suffered harm or suffered no harm.
  - d. Insufficient Evidence
    - 1.) There is insufficient evidence to prove or refute the allegation.
  - e. Unfounded Complaint
    - 1.) Either the allegation is demonstrably false or there is no credible evidence to support it.

2. If the investigator concludes that the conduct of any officer was improper, the investigator shall cite in the disposition report the departmental rule, regulation, or order that was violated. The investigator shall also note any mitigating circumstances surrounding the situation, such as unclear or poorly drafted agency policy, inadequate training, or lack of proper supervision.
3. The investigation report shall be delivered directly to the Chief of Police with a recommendation of appropriate disciplinary action if it is a founded complaint.
4. The Chief of Police will accept the investigation and adjudicate the case to ensure the integrity of the department.
  - a. The Chief of Police shall act swiftly and deliberately to impose a proper and just disciplinary action on the officer.
5. Any action taken will conform to any relevant Commonwealth Act in statute or governmental Code for the jurisdiction.
6. In the event of a policy failure, a determination will be made and corrections implemented; i.e., modify policy, training, etc.

## **2. Time Limits**

- A. To achieve a speedy resolution to internal affairs issues, an internal affairs investigation shall be completed within thirty (30) days. A verbal status report will be given to the Chief of Police at least every seven (7) days.
- B. In cases where extenuating circumstances exist, the time limit may be extended by the Chief of Police.

## **3. Employee Notification and Rights**

- A. Employees will be notified in all cases of a formal internal affairs investigation, unless such notification would jeopardize the investigation.
- B. The employee will also receive, in writing, the rights and responsibilities the employee has available to them:

1. All applicable Collective Bargaining Agreement terms will be adhered to. The "Rights Declaration Form" will be completed when an employee is questioned concerning allegations of misconduct that may involve criminal charges.
    - a. When an allegation of criminal violation(s) occurs, the administrative investigation and the criminal investigation shall be split and, if handled internally, the investigators shall function independently and not share information between them so as to maintain complete separation of the investigations.
    - b. Nothing in this general order shall restrict the Chief of Police from turning over any criminal investigation to an outside independent law enforcement agency and maintaining the administrative investigation within the department.
  2. When requested to submit a response to an allegation, the employee shall also be required to sign an Employee's Rights Form to verify notification.
  3. Officers assigned to investigate misconduct complaints, or any allegations of illegal acts against officers, will not violate the Constitutional Rights of the accused.
- C. Notification of "Conclusion of Fact" upon completion of investigation.
1. At the conclusion of the investigation, the employee will receive notification of the findings as soon as possible and practical.



**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**202**

**Subject**

**Building/Equipment Security**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

The Records Room is accessible only by authorized persons and is to be locked at all times. All others must request service from the O.I.C. and must request records from staff.

The Communications Room is off limits to all but authorized persons. Persons needing information shall go to the window. The O.I.C. is responsible for compliance with this rule.

No employee of the Bureau shall use the Communications Console unless authorized.

The garage door shall be closed whenever leaving the garage.

No persons are permitted beyond the main desk without the approval of the OIC. Further, non-Bureau employees shall be escorted by a Bureau employee to the office they wish to visit and escorted back to the hallway when their visit is completed.

No visitors shall be sent to any office before that office is informed.

No group tours of the building shall be conducted without the permission of the OIC or Chief of Police.

Keys under Departmental control shall not be duplicated without authorization of the Chief of Police.

No employee of the Bureau except Staff Officers shall possess master keys to the building.



**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**203**

**Subject**

**Bomb Threat and Evacuation of Municipal Building**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

The Lebanon County EMA has set forth a SOP for Bomb Threats, building evacuation and subsequent search of the Lebanon County Municipal Building. The Lebanon City Police Department will cooperate and support this policy during any bomb threat in which it is determined that a building evacuation is required. A Copy of the Bomb Threat SOP is placed under Appendix C of this manual. Officers are required to review this Appendix and are particularly directed to be familiar with Page #3 of the Appendix which details specific areas that we are responsible to search and secure.

|                                                                                                                                                              |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>301</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Performance Evaluation</b>                                                      |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

The mission of the police department is important and vital to the City as a whole. We need to periodically assess how well individuals perform the functions which support that mission.

Some other, more specific, reasons for evaluating the performance of police officers are:

- a. To measure performance and not traits.
- b. To improve performance.
- c. To create a stimulus for supervisor-officer communications.
- d. To keep employees informed of what is expected of him/her and how well he/she is performing.

The rater must have personal knowledge and reasonable contact with the employee.

The rater will have training in evaluation of personnel by means deemed necessary by the City.

The rater will be required to keep regular records of important aspect of performances to assist the rater in completing an officer's evaluation. Properly kept records will enable the rater to:

- a. Be able to justify high or low ratings by giving specific examples of behavior.
- b. Base ratings and recommendations on the employee's performance for the entire rating period.
- c. Have specific examples of performance, if needed, to either commend for high performance or to upgrade low performance.

Records of such factors as critical incidents, disciplinary action, and employee suggestions should be considered by the raters as he marks the individual items on the evaluation form.

Prior to rating officers under his supervision, a rater should:

- a. Talk to the officer in preparation for the evaluation and set a time and date to meet.
- b. Make preparation to devote ample time to the ratings.
- c. Choose a quiet place where he can work without interruptions for a period of time and where unauthorized persons will not see the forms.
- d. Assemble and review all records of facts and reports and so on that will refresh his memory about each officer's performance.
- e. Where appropriate, he may wish to consult with other supervisors who have had personal contact with the officer during the rated period.
- f. Concentrate on the duties and requirements of the position held by the officer about to be rated.
- g. Use a process of objective reasoning and try to eliminate personal prejudice, bias, and favoritism. Base judgments on demonstrated performance, not on anticipated performance.
- h. Evaluate the entire rating period, not isolated accomplishments or failures.
- i. The rater will meet with the employee in private, and the results of the evaluation will be maintained confidentially as necessary and be held in a limited access, secure place.
- j. Personal development goals: the rater must meet and discuss ways to improve performance to the employee, and set-up with the employee one (1) or two (2) ATTAINABLE goals for the employee's next evaluation period.

Rater must fill out RATING OFFICER'S COMMENT on the Performance Evaluation Form for any 1, 2 or 4 rating.

If an employee feels he has been rated unfairly, the following options are available.

- a. On the Performance Evaluation Form there is a space for Employee's Comments
- b. In addition, the employee can request a meeting with the reviewing officer who is the Captain of Police
- c. Final review is by the Chief of Police

All personnel will be briefed and instructed on the use and purpose of the Performance Evaluation Form.

|                                                                                                                                                              |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>302</b> |

|                                                                                    |                                              |
|------------------------------------------------------------------------------------|----------------------------------------------|
| <b>Subject</b>                                                                     |                                              |
| <b>Temporary "On-Duty" Status</b>                                                  |                                              |
|                                                                                    | <b>Date of Revision</b><br><b>12/10/2018</b> |
| <b>Distribution</b>                                                                |                                              |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                                              |

**OFFICERS ON DUTY**

Sworn Personnel on duty shall be afforded such insurance coverage as may be provided in accordance with the terms and conditions of the City of Lebanon's policies of insurance that may then be in effect.

Officers on duty within the jurisdictional limits shall take proper police actions necessary to enforce the laws of the United States and the Commonwealth of Pennsylvania, and all City ordinances, and to protect life and property.

Officers on duty outside the jurisdictional limits have no police powers except while in fresh pursuit or when commissioned by appropriate authority. In all other cases, when confronted with a violation of law, they shall notify the local law enforcement agency concerned and render assistance as required by local law enforcement officers. Officer may take immediate action when life or property is threatened, however their authority in such cases is no more than that of a private citizen.

**OFFICERS OFF DUTY**

Officers off duty within the jurisdictional limits may take the proper police actions necessary to enforce the laws of the United States and the Commonwealth of Pennsylvania, and all City ordinances, and to protect life and property.

Prior to taking any police action, off duty officers shall attempt to notify the station of the situation and request on duty officers to respond. If such notification is impractical and immediate action is required to protect life and property, the officer shall notify the station as soon as possible thereafter.

Off duty officers taking proper police actions as authorized herein shall be considered on duty unless such actions are taken in secondary employment. Secondary employment shall be defined as employment in which the Bureau of Police would NOT assign an on duty officer if the position

were not filled by an off duty officer. In such cases insurance coverage is the responsibility of the secondary employer.

The purpose of the temporary on-duty status shall be to allow the officer to make known his identification, make an arrest, conduct a limited investigation, or render assistance and/or first aid.

The temporary on-duty status shall remain in effect until the arrival of a regular on-duty officer or the termination of the incident.

|                                                                                                                                                              |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>303</b> |

|                                                                                    |                                              |
|------------------------------------------------------------------------------------|----------------------------------------------|
| <b>Subject</b>                                                                     |                                              |
| <b>Employment Outside the Bureau</b>                                               |                                              |
|                                                                                    | <b>Date of Revision</b><br><b>12/10/2018</b> |
| <b>Distribution</b>                                                                |                                              |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                                              |

Employees of the Bureau shall be permitted to take non-police jobs not assigned through the Bureau on their own time outside the Bureau. However, this employment shall not interfere with their ability to fulfill their duties and remain alert on the job at the Bureau as determined by their OIC.

No officer shall hold an outside job related to the sale or manufacture of alcoholic beverages.

No officer shall hold non-police union office or take part in any non-police labor dispute.

No full-time employees shall work for any concern that provides a product or service to the City or responds to City service requests.

All outside employment shall be periodically reviewed by the Captain of Police or his designee.

No sworn employee shall accept any type of employment or provide any service for hire for any position that would reflect poorly upon or demean their position as a police officer.

No officer shall work outside jobs during periods, which would violate Bureau regulations (sick leave, disability absence, etc.)

All employees shall make a full disclosure of outside jobs upon Bureau request.

**PRIVATE SECURITY**

No employee in the Bureau, sworn or unsworn, full or part-time, shall be employed by or associated with any private detective agency or any security company which has any officer or any employee with a private detective license.

No employee of the Bureau shall accept employment with any security agency or company without the approval of the Chief of Police.

No employee of the Bureau shall accept employment with any tow service, taxi cab company or for a bail bondsman organization.

Violation of these rules may result in disciplinary action by the Bureau.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**305**

**Subject**

**Non-Police Personnel Riding in Police Vehicles**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

No unauthorized person shall at any time ride in or on any police vehicle or equipment. However, during the course of police business it may be necessary for people who are not Police Department Employees to ride in police vehicles. (Such as witnesses, victims, emergency situations, etc.) There is a general authorization for such people at the discretion of the employee in charge of the vehicle or situation.

Persons who are not employees, but are associated with the Bureau of Police have a general authorization with the condition that the "ride along" is scheduled in advance and it meets with the approval of the person in charge of the group and the Captain in charge of the Patrol Division. This shall include interns, student officers, and auxiliary police, for whom schedules shall be submitted to the Patrol Lieutenant in advance.

Any other person (including constables, scouts, ministers, citizens, newsmen, etc.) who want to "ride along" will have to receive prior permission to be allowed to do so, as outlined.

- a. Authorization shall be for specific hours and dates. General authorization will not be granted for any person not affiliated with the Police Department.
- b. The person requesting to ride along shall submit such request to the Chief of Police in writing, stating the hours and date requested and the reason for such request. This request shall be submitted at least one week in advance.
- c. If the Chief approves, he shall forward the approved request to the Patrol Captain. The Captain shall so notify the person making the request.
- d. Prior to any ride along the person must sign the waiver of liability and agree that under no conditions will the City of Lebanon, Bureau of Police, or any individual employee be held liable in any way for any damages, injury, or loss.



**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**309**

**Subject**

**Transporting and Disposal of Dogs**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

Transportation of a Live, Non-rabid Dog.

- a. Officers will transport compliant dogs to the garage using their patrol vehicle.
- b. Animal nooses are available for non-complaint dogs or animals.
- c. Officers may utilize the Dog Law Officer or the State Dog Warden for assistance with stray dogs.
- d. All appropriate information will be documented on a DO form and kept on a clipboard at the communications desk. All procedures for determining license and vaccination for dogs with known owners will be followed.
- e. Dogs not returned to owners will be transported to the Lebanon County Humane Society.

Transportation and Care of a Live Dog which has bitten a human.

- a. Dogs that have bitten a person must be quarantined for 10 days to determine that health of the dog. Officers may allow the quarantine to occur at the home of the owner, depending on the circumstances surrounding the dog bite and the severity of the injuries to the person.
- b. Officers may require the quarantine of the dog to occur at the Lebanon County Humane Society and are authorized to take possession of the dog for that purpose. This should be considered when the injury to the person is severe and the responsibility of the owner is in question.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**310**

**Subject**

**Storage of Possible Rabid Animals**

**Date of Revision**

**12/10/2018**

**Distribution**

1. General Order Manuals
2. Reading Verification to all Personnel

Never kill dog (or other animal) if at all possible if the animal has bitten a human being.

- a. Reason: A dog, if rabid, only in last ten (10) days of life can transmit the disease. The virus develops better if the dog is kept alive. Isolation and I.D. of virus is easier if dog dies naturally.
- b. If human rabies, there is no cure once the symptoms begin. So in suspicious cases, shots are given but the shots themselves are very painful and dangerous. Death sometimes results just from the shots and, therefore, we want to avoid having the person given shots unless absolutely necessary.

Never get the saliva on hands or body from a suspect dog or other animal. If you do, wash very well with hot water and strong soap as soon as possible.

If dog is killed for some reason and has bitten a human, DO NOT destroy head or, neck areas.

- a. The dog's head, including some of neck so that salivary glands are intact, should be removed by a veterinarian or someone else.
- b. Head should be put in plastic garbage type bag and refrigerated. Regular ice is satisfactory but DO NOT FREEZE OR USE DRY ICE.
- c. Contact Dog Law Enforcement Officer and/or Dept. of Public Safety for final disposition.

|                                                                                                                                                              |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>311</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Juvenile Act</b>                                                                |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

Purpose:

This general order is established to identify and explain basic policies and procedures to be used in handling juvenile offenders. This general order addresses these procedures and the regulations for the performance of the officers of this department regarding duties involving juvenile offenders' records and detention.

Policy:

It shall be the policy of the department that all personnel comply with the provisions of this general order.

A. Law enforcement records

Law enforcement records and files concerning a child shall be kept separate from the records and files of arrests of adults. Unless a charge of delinquency is transferred for criminal prosecution under section 6355 (relating to transfer to criminal proceedings), or the interest of national security requires, or the court otherwise orders in the interest of the child, the records and files shall not be open to public inspection or their contents disclosed to the public. Exception to public availability is found in subsection b of section 6308 of the Pennsylvania Juvenile Act. Inspection of the records is permitted by:

- (1.) The court having the child before it in any proceeding.
- (2.) Counsel for a party to the proceeding.
- (3.) The officers of institutions or agencies to whom the child is committed.
- (4.) Law enforcement officers of other jurisdictions when necessary for the discharge of their official duties.

- (5.) A court in which the child is convicted of a criminal offense for the purpose of a presentence report or other dispositional proceeding, or by officials of penal institutions and other penal facilities to which he/she is committed, or by a parole board in considering his/her parole or discharge or in exercising supervision over the child.

## B. Fingerprints and photographs

Law enforcement officers shall have the authority to take or cause to be taken the fingerprints or photographs, or both, of any child who is alleged to have committed an act designated as a misdemeanor or felony under the laws of this Commonwealth or of another state if the act occurred in that state or under Federal law. If a child is found to be a delinquent child pursuant to section 6341 (relating to adjudication) on the basis of an act designated as a misdemeanor or felony, or the child's case is transferred for criminal prosecution to section 6355 (relating to transfer to criminal proceedings), the law enforcement agency that alleged the child to be a delinquent child shall take or cause to be taken the fingerprints and photographs of the child, if not previously taken pursuant to this case, and ensure that these records are forwarded to the central repository pursuant to section 6309(c) (relating to juvenile history record information). If a child was alleged to be delinquent by other than a law enforcement agency, the court shall direct the juvenile probation department to ensure that the delinquent child's fingerprints and photographs are taken by a law enforcement agency.

Fingerprint and photographic records may be disseminated to law enforcement officers of other jurisdictions, the Pennsylvania State Police and the Federal Bureau of Investigation and may be used for investigative purposes.

Fingerprints and photographic records of children shall be kept separately from adults and shall be immediately destroyed upon notice of the court as provided under section 6341(a) (relating to adjudication) by all persons and agencies having these records if the child is not adjudicated delinquent or not found guilty in a criminal proceeding for the alleged act(s).

## C. Detention

### Definitions -

1. Child/Juvenile - an individual who is under 18 years of age, or is under 21 years of age who committed an act of delinquency before reaching the age of 18, or was adjudicated dependent before reaching the age of 18 and requests to the court to retain jurisdiction up to 21 years of age for instruction or treatment.
2. Dependent child - a child without proper parental care or control, subsistence, education or other care necessary for his/her physical, mental or emotional health, or morals. A child who has been placed for care or adoption in violation of law. A child who has been abandoned by or is without a parent, guardian or custodian. A child who is habitually truant from school. A child who has committed acts of

habitual disobedience of his/her parent, guardian or custodian and who is found ungovernable. A child under the age of 10 years who has committed a delinquent act. A child who is born to a parent whose parental rights with regard to another child have been involuntarily terminated and the conduct of the parent poses a risk to the health, safety or welfare of the child.

3. Delinquent child - a child ten years of age or older whom the court has found to have committed a delinquent act and is in need of treatment, supervision or rehabilitation.
4. Status offender - a juvenile who is taken into custody for an incident or behavior which would not be a crime if committed by an adult and would not result in an adult being taken into custody (i.e., underage drinking, runaway, truancy, etc.).
5. Responsible adult - in the absence of the juvenile's parent or legal guardian, a responsible adult is one who is responsible for the physical custody of a juvenile or who is an adult acquaintance of the juvenile's parent or legal guardian who agrees and reasonably demonstrates the ability to provide supervision for the juvenile until a parent, guardian or next of kin can assume responsibility.
6. Non-secure custody - a condition under which a juvenile's freedom of movement is controlled by members of the Police Department and, during such time, the juvenile may be held only under the following conditions:
  - (1) the area where the child is held is an unlocked, multi-purpose area which is not designated or used as a secure detention area, or is not part of a secure detention area (i.e., a non-locking interview room or area);
  - (2) the child is not physically secured to a cuffing rail or other stationary object during the period of custody in the facility;
  - (3) the area is limited to providing non-secure custody only long enough for the purposes of identification, investigation, processing or release to parents or for arranging transfer to another agency or appropriate facility; and
  - (4) the child must be under continuous visual supervision by a police officer or other facility staff during the period of non-secure custody.
7. Secure custody - a condition in which a juvenile is physically detained or confined in a locked room, set of rooms or a cell that is designated, set aside or used for the specific purpose of securely detaining persons who are in police custody or when the juvenile is physically secured to a cuffing rail or stationary object. If a juvenile is held securely in a police lockup, he/she must be released within six (6) hours.

Title 42 of the Pennsylvania Consolidated Statutes, Chapter 63 Juvenile Matters, Subsection B Jurisdiction and Custody.

42 Pa.C.S. 6324 Taking into Custody

A child may be taken into custody:

- (1) Pursuant to an order of the court under this chapter.
- (2) Pursuant to the laws of arrest.
- (3) By a law enforcement officer if there are reasonable grounds to believe that the child is suffering from illness or injury or is in imminent danger from his surroundings, and that his/her removal is necessary.
- (4) By a law enforcement officer if there are reasonable grounds to believe that the child has run away from his/her parents, guardian or custodian.
- (5) By a law enforcement officer if there are reasonable grounds to believe that the child has violated conditions of his/her probation.

#### 42 Pa.C.S. 6326 Release or Delivery to Court

##### (a) General rule

A person taking a child into custody, with all reasonable speed and without first taking the child elsewhere, shall:

- (1) Notify the parent, guardian or custodian of the apprehension of the child and his/her whereabouts;
- (2) Release the child to his/her parent, guardian or custodian upon their promise to bring the child before the court when requested by the court, unless the child's detention is warranted;
- (3) Bring the child before the court or deliver him/her to a detention or shelter care facility designated by the court or to a medical facility if the child is believed to suffer from a serious physical condition or illness which requires prompt treatment.

##### (b) Detention in police lockup generally prohibited

##### (c) Detention in police lockup under certain circumstances

A child alleged to have committed a crime or summary offense or to be in violation of conditions of probation or other supervision following an adjudication of delinquency may be held securely in a municipal police lockup under the following conditions:

- (1) The secure holding shall only be for the purpose of identification, investigation, processing, releasing or transferring the child to a parent, guardian, custodian, juvenile court, county children and youth official, or to a shelter care or juvenile detention center;

- (2) The secure holding shall be limited to the minimum time necessary to complete the processing, but in no case may such holding exceed six hours;
- (3) A child must be separated by sight and sound from incarcerated adult offenders and must be under the continuous visual supervision of law enforcement officials or facility staff.

(d) Non-secure custody of child in facility with adults is appropriate when:

- (1) the area where the child is held is an unlocked multipurpose area or area used only for processing purposes
- (2) the child is not physically secured in any way
- (3) the area is limited to providing non-secure custody only long enough for the purposes of identification, investigation, processing, release to parents or for arranging transfer to another agency or appropriate facility
- (4) the child must be under continuous visual supervision by law enforcement personnel

(e) Law enforcement agencies shall provide information and reports regarding children held in secure and non-secure custody under subsections (c) and (d) as requested by the Pennsylvania Commission on Crime and Delinquency.

It shall be the responsibility of the OIC to keep monthly records regarding children held in secure custody. In months when a juvenile(s) is held in custody, a record will be kept in the OIC office and a copy of that record will be forwarded to the Pennsylvania Commission on Crime and Delinquency on the "Summary Information on Juveniles held at Police Departments" form.

In the event that a juvenile must remain at the Lebanon City Police station for more than six hours, a call shall be made to the Department of Public Welfare ChildLine at 1-800-932-0313. This phone number is staffed 24 hours a day, seven days a week. If for any reason you are unable to complete the call to ChildLine, a call shall be made to the Pennsylvania Commission on Crime and Delinquency back-up number at 1-800-692-7292, extension 3033.

#### D. Direct Filing

1. The term direct file means, a criminal complaint, not a juvenile petition, will be prepared in certain cases that are deemed criminal and not delinquent. The term delinquent act shall not include the crime of murder or any of the following prohibited conduct where the child was 15 years of age or older at the time of the offense and a deadly weapon was used during the commission of the offense:
  - a. Rape
  - b. Involuntary deviate sexual intercourse
  - c. Aggravated assault
  - d. Robbery

- e. Robbery of a motor vehicle
  - f. Aggravated indecent assault
  - g. Kidnapping
  - h. Voluntary manslaughter
  - i. An attempt, conspiracy or solicitation to commit murder or any of the above listed crimes
2. The term delinquent act shall not include any of the following prohibited conduct where the child was 15 years of age or older at the time of the offense and has been previously adjudicated delinquent of any of the following prohibited conduct:
  - a. Rape
  - b. Involuntary deviate sexual intercourse
  - c. Robbery
  - d. Robbery of a motor vehicle
  - e. Aggravated indecent assault
  - f. Kidnapping
  - g. Voluntary manslaughter
  - h. An attempt, conspiracy or solicitation to commit murder or any of the above listed crimes
3. When a juvenile arrest occurs that requires direct filing, the juvenile will be arraigned as an adult and a preliminary hearing set.
4. In all direct file cases, the District Attorney's office will be notified as soon as possible to have an Assistant District Attorney assigned for the preliminary hearing. Direct file cases require special attention at an early stage because the Assistant District Attorney assigned needs to be prepared for potential decertification proceedings and needs to coordinate the prosecution with the Juvenile Probation Department.

#### E. Disposition Alternatives

1. Release to a parent with a verbal warning and no further action in the case of a minor offense with no habitual delinquency pattern and a good relationship between the parent and child.
2. Request follow-up contact be made by a Criminal Investigation Division's detective.
3. Issuing a non-traffic citation with notification of a parent or legal guardian as directed in Title 42, section 1522, PA Judicial Procedure.
4. Issuing a traffic citation. A parent is not required to be notified of minor violations. They will be notified of serious violations, specifically Title 75, section 1543, as it relates to driving while operating privileges are suspended, as directed by PA Judicial Procedure.
5. Referral to Juvenile Court by completing a juvenile petition.



- a. Release to a parent or legal guardian when appropriate.
- b. Attempt to secure detention when appropriate.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**318**

**Subject**

**Missing Persons**

**Date of Revision**

**12/10/2018**

**Distribution**

1. General Order Manuals
2. Reading Verification to all Personnel

## PURPOSE

The purpose of this General Order is to establish responsibilities and guidelines for the investigation of missing persons.

## POLICY

Many missing person reports involve individuals who have voluntarily left home for personal reasons, while other reports are often unfounded or quickly resolved. There are, however, many instances in which persons disappear for unexplained reasons or under circumstances where they may be considered at risk. The roles of the initial responding officer are critical in identifying the circumstances surrounding missing persons and in identifying those persons at risk. Therefore, Department policy mandates:

1. All reports of missing persons must be given full consideration and attention by members of the Department, to include careful recording and investigation of factual circumstances surrounding the disappearance in accordance with this General Order.
2. Particular care must be exercised in instances involving missing children and those who may be mentally or physical impaired, or others who are insufficiently prepared to take care of themselves.

## PROCEDURES

### A. Reporting/Classification of Missing Persons

1. There is no waiting period for reporting a missing person. Missing person reports shall be taken in-person.

2. A person may be declared "missing" when their whereabouts is unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject's behavior patterns, plans or routines.
3. A person meeting the criteria to be declared "missing," may be considered a "priority missing person" if they:
  - a. May be the subject of foul play;
  - b. Because of age (young or old), may be unable to properly safeguard or care for themselves;
  - c. Suffer from diminished mental capacity or medical conditions that are potentially life threatening if left untreated/unattended;
  - d. Are a patient of a mental institution and are considered potentially dangerous to themselves or others;
  - e. Have demonstrated the potential for suicide; or
  - f. May have been involved in a boating, swimming, hunting or other sporting accident or natural disaster.
4. Based on the outcome of initial inquiries, a determination shall be made in consultation with a patrol supervisor concerning the potential danger posed to the missing person and the urgency of Police response.

#### B. Initial Reporting

1. Missing Adults – 21 yrs and over  
A member taking a missing person report will have the reporting person sign a "Missing Person Declaration" if they are requesting Police assistance in locating the missing person. When appropriate, the Missing Person Declaration will be completed at the scene and submitted with the written Incident Report. The investigation may commence prior to the signing of the "Missing Person Declaration" however entry into NCIC may not be done until the form is completed.
2. Missing Juveniles – a person under the age of 18 yrs and adults ages 18 – 21 yrs of age  
A member taking a report of a missing juvenile under the age of 18 or of an adult between the ages of 18 – 21 yrs of age will initiate an investigation immediately, regardless of the age of the person or circumstances. It is not required that a "Missing Person Declaration" be completed or submitted.
3. The initial reporting member must gather as much pertinent information as possible to properly classify a missing person report and initiate proper response. Required information includes:
  - a. Name, age, and physical description of the subject and relationship of the reporting party to the missing person.
  - b. Time and place of last known location, and the identity of anyone accompanying the subject.
  - c. The extent of any search for the subject.
  - d. Whether the subject has been missing on prior occasions, and the degree to which the absence departs from established behavior patterns, habits or plans.

- e. Whether the individual has been involved recently in domestic incidents; suffered emotional trauma or life crises; demonstrated unusual, uncharacteristic or bizarre behavior; is dependent on drugs or alcohol.
  - f. Whether the individual has a history of mental illness, has demonstrated suicidal tendency, has access to weapons, or if there are weapons missing.
  - g. The current physical condition of the subject, and whether the person is currently on prescription medication.
4. If the missing person is a child, inquiry should also determine if the child:
    - a. May be with any adult who could cause them harm;
    - b. May have been the subject of a parental abduction;
    - c. Has previously run away from home, has threatened to do so or has a history of explainable or unexplainable absences for extended periods of time.
  5. The Chief of Police or his designee shall be notified immediately upon classification of a report as "Priority Missing Person."

#### D. Investigative Guidelines

1. A missing person report shall be completed without delay. The supervisor receiving the report shall;
  - a. Assign the case for immediate investigation and follow-up, if necessary.
  - b. Ensure the appropriate computer entries have been made.
  - c. If there is a non – priority missing person who remains missing for thirty days, the Detective Supervisor will assign the case for follow-up.
  - d. If a missing person has returned or has been located, the shift supervisor will ensure all computer entries have been properly cancelled; and cancellations have been documented.
  - e. Officers shall detail any and all investigative actions in the incident report in a timely manner.
  
2. Missing persons cases categorized as a “Priority Missing Person” will be assigned to the Detective Supervisor.

#### E. Recovery of Missing Persons and Case Closure

1. Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals shall:
  - a. Advise them that they are the subject of a missing person investigation;
  - b. Ask if they desire the reporting party or next-of-kin to be notified of their whereabouts; and
  - c. If permitted by the missing person, make provisions to transmit whereabouts information to the reporting party or next-of-kin.
2. The return and recovery of missing juveniles will be verified by an officer in person. No missing juvenile cases will be closed/cleared without visual verification from a Lebanon City Police Officer or an officer from another jurisdiction.
3. In all cases, reporting parties shall be informed of the well-being of located missing persons. Unless criminal matters necessitate other action, desires of missing persons not to reveal their whereabouts shall be honored.
4. Missing persons shall be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.
5. Upon location of a missing person, all agencies and information systems previously contacted for assistance will be notified or updated. The member documenting the recovery will be responsible to ensure that any CLEAN/NCIC computer entries are revised.
6. The case report shall include a complete description regarding the whereabouts, actions, and activities of children while missing. At a minimum, an Incident Report shall be filed to document the recovery of a missing person.

#### F. Discovering an unidentified child

1. In cases involving juveniles, officers shall ensure:
  - a. The juvenile receives medical attention if necessary in a timely manner;
  - b. Initial questioning of the youth identifies the circumstances surrounding the child's disappearance, any individuals who may be criminally responsible, and/or whether an abusive or negligent home environment was a contributory factor, and
  - c. Parents, guardians and/or the person reporting the missing youth are notified in a timely manner.
2. Where needed, follow-up action shall include filing a suspected Child Abuse report with Lebanon County Children & Youth Services.

#### G. Discovered human remains

1. A member who is assigned to the report of an unidentified deceased person shall obtain a complete description of the individual using standardized information gathering forms

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>319</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Police Chaplains</b>                                                            |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

Chaplains are trained to provide emotional, moral, and spiritual guidance and consultation in adverse situations. They can be invaluable resources in law enforcement and should be utilized as departmental liaisons in all crisis situations.

Lebanon Bureau of Police maintains a Chaplaincy program available to all members of the department for personnel and confidential consultation. Chaplains will also be available to assist officers during emotional and adverse incidents.

Protocol for services

The on-scene supervisor of any crisis or traumatic incident is authorized to have a Chaplain called out through the Dispatcher. Incidents that may require Chaplain services may include, but are not limited to:

- Homicides/suicides,
- Traffic fatalities,
- Serious domestic/family issues,
- Victim assistance,
- Incidents/accidents resulting in grave injuries, and
- Other situations where their presence and expertise may be beneficial.

Chaplains shall be utilized in all death notifications, unless practicality dictates otherwise.

Chaplains shall be notified by the Chief of Police or his/her Designee of all serious injuries or illnesses involving all members of the department.

Chaplains will be available for departmental ceremonies.

Chaplains will provide representation and services if needed, at police personnel funerals.

### Personal consultation

All members of the Lebanon Bureau of Police are accessible to and urged to use Chaplain services.

All consultations with a Chaplain will remain confidential as individuals seeking Chaplain services shall have the authority to contact any Chaplain directly.

### Duties of the Police Chaplain

The duties of the Police Chaplain will include, but not be constrained to:

- Supporting law enforcement endeavors,
- May attend roll call to interact with officers,
- Participate in ride-along programs,
- May meet with personnel on regular basis,
- Providing various forms of consultation,
- Serving as a social service resource,
- Making additional referrals when necessary,
- Serving as a liaison with other clergy and the community,

Police Chaplains may attend applicable training,

Chaplains must be assessable 24 hours a day, and on a rotational basis. The on-call rotation will be established by the Lead Chaplain.



|                                                                                                                                                              |                                       |
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| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>322</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Protective Vests</b>                                                            |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

The department will make available protective soft body armor for all sworn personnel.

Any uniformed officer who chooses to have the department purchase soft body armor for them shall wear the protective vest at all times.

Any non-uniformed officer who chooses to have the department purchase soft body armor for them will have the protective vest immediately available at all times. Immediately available is defined as wearing the vest or having it in close proximity to put on at a moment's notice.

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| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>329</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Ribbons</b>                                                                     |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

**Purpose**

The purpose of this policy is to establish an awards system to acknowledge and recognize officers of the Lebanon Bureau of Police for exemplary performance, special assignments, tenure and bravery.

**Discussion**

The use of positive incentives, such as awards, serves to reinforce an employee's self-esteem. Supervisors are encouraged to use a positive management style by rewarding employees who perform their duties in a consistently professional manner, as well as those who perform an act that is above and beyond the call of duty.

**Policy**

It shall be the policy of the Lebanon Bureau of Police to award officers who, during the performance of their duties or conduct reflect favorably upon the employee and/or the Bureau.

**Awards Committee**

The Chief of Police shall establish and maintain an Awards Committee. This Committee shall be charged with the responsibility of reviewing nominations for awards and making appropriate recommendations to the Chief of Police.

The Awards Committee shall consist of the following Bureau personnel:

- The Captain shall be appointed by the Chief of Police who shall preside over meetings of the Committee, and shall be responsible for forwarding recommendations to the Chief of Police.

- One (1) Lieutenant from Patrol appointed by the Captain
- One (1) Sergeant from Patrol appointed by the Captain.
- One (1) Patrol officer from the Patrol Division appointed by the Lieutenant of Support Services.
- One (1) Detective from the Criminal Investigations Division to be appointed by the Supervisor of CID.

Duties and responsibilities of the Committee and its members shall include:

- \* The Committee shall meet as necessary to consider nominations for awards.
- \* All nominations shall be carefully considered and written recommendations shall be prepared by the Chairperson and presented to the Chief of Police.
- \* Members shall serve for a two (2) year term, or for the remainder of a term when appointed to fill a vacancy.
- \* It is imperative that all Committee members attend all scheduled Committee meetings. Any absences should be reported in writing to the Chairperson. More than (2) two unexcused absences during a member's term may cause the member to be replaced at the discretion of the Chief of Police.

### **Nominations**

All nominations for awards shall be submitted to the office of the Chief of Police within thirty (30) days of the incident or last meeting date, unless approval is obtained in writing from the Chief of Police.

### **Classification of Department Awards**

Employees receiving the following awards will receive a Bureau citation/ medal and/or ribbon. Any Award may be given posthumously.

#### **Medal of Honor Award**

(Yellow with Red H)

The highest award bestowed upon an officer by the Bureau. While in the performance of their police duties, the employee gives their life or distinguishes himself/herself through an act of heroism or bravery that involves a risk of imminent danger to their life while protecting or saving the life of another.

### **Medal of Valor Award**

(Red with blue V)

Awards of Valor are conferred for conduct depicting sound judgment in which one knowingly and despite clear and present danger of death or great bodily harm performs their duty.

### **Purple Heart Award**

(White with Purple Heart)

The Purple Heart Awards are conferred upon those employees that receive injuries that cause great bodily harm, permanent disability, permanent disfigurement or death as a direct result of the performance of their duties as a law enforcement officer. The employee shall not be engaged in any activity that is a violation of law or policy at the time of the injury. The Purple Heart can be given in conjunction with another award.

### **Life Saving Award**

(Blue with red cross)

This award is bestowed upon an employee whose actions, either on or off-duty, are responsible for saving a human life, or where evidence indicates the employee's actions prolonged a human life to the extent where a person was released to the care of medical authorities, even though the person subsequently expired.

### **Medal of Merit Award**

(Red with green M)

An award for a highly credible accomplishment bringing public acclaim to the employee, the Bureau and/or the police profession through devotion to duty or service to the public.

### **Award of Commendation**

(Red with 2 blue stripes)

Awards of Commendation are conferred for operational excellence and non-routine conduct in a particular assignment. In most cases, the actions should reflect one or more of the following criteria:

- \* Directly results in the prevention of an infamous crime, serious property crime, or the apprehension of a person responsible for such a crime by the nominee taking the initiative to recognize the potential for the criminal act beforehand and taking appropriate action.
- \* Performance beyond the call of duty within the scope of their assignment area, or outside that scope should circumstances so dictate.
- \* Constitute cumulative operational excellence. For awards of cumulative operational excellence based upon statistical information, the submitting employee needs to include comparative statistical information for the same zone and time frame.

### **Awards of Administrative Excellence**

(Blue with 2 red and white)

Awards of Administrative Excellence are conferred for conduct of an administrative nature, which surpasses the responsibilities of the current assignment.

### **Chief's Special Award**

(Blue with gold shield)

The Chief of Police, at his discretion, may award a Chief's Special Award. It may be presented to a distinguished employee or citizen.

### **Community Service Award**

(Blue with red crest)

Community Service Awards may be presented for outstanding acts of community service not normally recognized or expected as a normal part of an employee's duty. This may be a single act or cumulative in nature, normally accomplished during the employee's off duty time, which reflects favorably upon the Lebanon Bureau of Police.

### **Awards of Special Service**

Awards of Special Service will be awarded to an employee who completes three years of consecutive, satisfactory service in one of the following specialized Bureau units:

- Training Officer (Blue and Gold with TO)
- Canine Officer (Black with K9)
- Bicycle Officer (Black with Cyclist)
- Field Training Officer (Green with FTO)
- Instructor (Green-blue)
- Negotiator Team
- District Attorney's Award

### **Ribbons**

Ribbons shall be worn above the nametag on the right breast pocket of the uniform shirt, centered and parallel with the top edge of the pocket.

Ribbons of different classes shall be worn on the same level as prescribed with the highest award closest to the center of the garment.

Ribbons authorized for wear on Bureau uniform will be displayed in descending order or precedence as stated above.

Ribbons shall be limited to three (3) and worn as directed in this policy.

## **Special Recognition Pins**

The Chief of Police may authorize the wearing of special recognition pins. These shall include, but not be limited to the Southern Police Institute (SPI), Federal Bureau of Investigations National Academy (FBI-NA), DARE, GREAT, International Law Enforcement Educators and Training Association (ILEETA), National Tactical Officer's Association (NTOA), International Assoc. of Law Enforcement Firearms Instructors (IALEFI), American Red Cross Instructor pins, the International Assoc. of Chiefs of Police (IACP) and Pa Chiefs of Police Association, Officer of the Year recognition and tactical operator pins/sniper pins (awarded by the ESU Commander). These pins will be worn in the manner prescribed by the Chief of Police.

## **Ranking Order for Awards**

The following is a rank order (seniority) from the highest to the lowest award:

- \* Medal of Honor
- \* Award of Valor
- \* Purple Heart Award
- \* Life Saving Award
- \* Medal of Merit Award
- \* Award of Commendation
- \* Award of Administrative Excellence
- \* Chief's Special Award
- \* Community Service Award
- \* Awards of Special /Assignment Service

|                                                                                                                                                              |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>330</b> |

|                                                                                    |                      |
|------------------------------------------------------------------------------------|----------------------|
| <b>Subject</b>                                                                     |                      |
| <b>Traffic Accident Review Board</b>                                               |                      |
|                                                                                    | <b>Revision Date</b> |
|                                                                                    | <b>12/10/2018</b>    |
| <b>Distribution</b>                                                                |                      |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                      |

The Accident Review Board will promote the prevention of vehicle accidents by reviewing **all** police vehicle accidents; and reviewing all accidents resulting from pursuit driving by police officers.

The Accident Review Board is not a Disciplinary Board, however it does carry the responsibility to review all police vehicle accidents and make a recommendation for disciplinary action based on an officers history of vehicle accidents and the escalating disciplinary steps outlined in this policy.

The disciplinary function is reserved for the Chief of Police.

Definitions

- A. An *accident* for the purposes of this policy will be defined as any contact between a police vehicle or a vehicle being operated by an on-duty police officer while acting in an official capacity.
- B. A *minor accident* is an accident involving no personal injury and minimal property damage which at the State level would be considered a Non Reportable Accident for state requirements.
- C. A *serious accident* (State Reportable Accident) is an accident that results in personal injury or substantial property damage.

Composition

The Traffic Accident Review Board will be comprised of the Captain and two Lieutenants; the Patrol Lieutenant and the Support Services Lieutenant. If a traffic accident involves one of those Lieutenants or the Captain, the Chief will serve as the third member of the committee.

## Duties and Responsibilities

Accidents involving a police officer or a police vehicle shall be investigated by a supervisor holding the rank of Sergeant or above. The investigating supervisor shall conduct a complete investigation and submit the results of that investigation to the Traffic Accident Review Board within ten days of the accident. The investigating supervisor shall not issue a traffic ticket to the officer involved.

The Traffic Accident Review Board shall meet within five days of receiving the accident report. If due to vacations or other unavoidable issues the ARB cannot meet within the five days, the ARB will meet as soon as practical. The reason for not meeting within five days will be documented in the ARB report. Any accident that involves damage to a police unit, damage to another vehicle, property of another, injury or contact with a pedestrian shall be referred to the Accident Review Board.

The Traffic Accident Review Board shall meet and discuss the details of the accident. It shall be their responsibility to determine if the accident might have been avoided. It shall also be their responsibility to determine responsibility for causing the accident. If it is determined that an officer was operating outside the Vehicle Code or Lebanon Bureau of Police Rules and Regulations, they shall return those findings in writing to the Chief of Police with a recommendation for necessary training, re-training and/or disciplinary action to be taken against the officer.

This recommendation shall be based on the prior driving record of the officer involved within a five year period of time. That five year period of time starts with the first accident recorded or begins with the first accident referred to the review board. If an officer has not been involved in a traffic accident for five years his record is expunged and his next accident would be considered his first.

## Disciplinary Action

The following steps in progressive discipline are recommended to the Review Board but not mandated.

- 1<sup>st</sup> Offense: Counseling and documentation of Verbal Counseling.
- 2<sup>nd</sup> Offense: Counseling and Written Reprimand.
- 3<sup>rd</sup> Offense: Counseling and Suspension for one day.
- 4<sup>th</sup> Offense: Counseling and Suspension for three days.
- 5<sup>th</sup> Offense: Counseling and Suspension for five days. Subsequent offenses may result in dismissal.



**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**331**

**Subject**

**JNET and MDT User Policy**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

**General**

Access is restricted to those officers who have been trained and certified by the JNET JTAC or CLEAN TAC Officer.

JNET and the MDTs are to be used strictly for law enforcement and criminal investigative purposes.

Officers abusing access or using JNET, CLEAN or other informational databases available through any computer desktop or MDT for non criminal justice purposes are subject to disciplinary action up to and including termination.

Users who lose access to CLEAN or JNET through a violation of our policy or their policy will not be permitted access through another officer or dispatcher.

Any queries or access to JNET including photos, criminal history, prison system records, probation and parole data, or any other data that is classified as criminal history information must be documented on the officer's activity log. Users are responsible for the results of any security audit of their user profile. Users should be aware that there is an "audit trail" for every query in JNET and that JNET queries are monitored for profiling issues. Users who exceed normal standards will be called to task for an explanation.

Officers shall use caution while operating a motor vehicle with the MDT in use. Officers may operate the vehicle with the screen up and active, however, entry of data or manipulation of windows or displayed items is prohibited while the vehicle is in motion.

The standards of professionalism to which we are held by other sections of this manual, shall apply to communications made through the MDTs.

**Security**

No officer shall leave an active JNET session running and unattended.

Non law enforcement personnel shall not be permitted to view or access any information from JNET, CLEAN, or any criminal justice databases.

No officer shall have a computer monitor or MDT screen with an active session running where it is accessible or viewable to non police personnel or members of the public.

Automatic screen blankers or screen savers set up for security purposes and password protected shall not be disabled.

Users are required to use their own user identification, passwords, digital certificates or any other security required. Use of another user's identification is not permissible.

No information obtained in whole or part from CLEAN, JNET or other database may be transferred by non secure email. Non secure email is defined as any email account that is not encrypted and or does not operate with a VPN. Examples of non secure emails are personal and work accounts. Examples of secure emails are MAGLOCLEN and JNET.

Access to CLEAN, JNET or other police databases through any backdoor method is strictly prohibited.

It shall be the users responsibility to notify the administration of any change in status or position that would effect access to JNET or CLEAN.

See also APPENDIX E. City of Lebanon Computer Policy.

|                                                                                                                                                              |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>332</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| Oath of Office                                                                     |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

**Purpose:**

To provide the officers of the Lebanon Bureau of Police a clear understanding of the law enforcement role, the significance and the solemnity of the oath of office and the importance of comprehending and adhering to the oath of office.

**Policy:**

It will be the policy of the Lebanon Bureau of Police to have all sworn members adhere and subscribe to the oath of office. Each member of the Lebanon Bureau of Police, prior to assuming sworn status, is required to take and subscribe to an oath of office.

**Procedure:**

Said oath shall at a minimum include the language “I do solemnly swear or affirm that I will support, obey, and defend the Constitution of the United States, and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity”

This oath will be administered orally by the Executive Assistant of the Lebanon Bureau of Police and witnessed by the Chief of Police and the Mayor of the City of Lebanon.

Any person failing or refusing to take this oath shall be discharged immediately by the proper appointing authority. All newly hired officers will be on a two year probationary period. This probationary period will commence from the date the officer takes the oath of office.

|                                                                                                                                                              |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>333</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Command Protocol and Procedures</b>                                             |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

**INTRODUCTION**

This Chain of Command directive describes the organizational structure of the Lebanon City Police Department and compliments the Department's organizational chart.

**GENERAL**

Patrolman, Sergeant, Lieutenant, Captain, Chief of Police: the line of responsibility from the police officer up will be preserved in order to maintain principles of good administration. Ranks will not be bypassed unless the officer/employee feels that a superior officer/supervisor is guilty of misconduct, negligence, or of making unfair decisions. Police officers will not take directly to the Chief of Police, matters which should ordinarily be taken up with their immediate supervisor.

Each employee is accountable to only one supervisor at any given time. Each organizational component is under the direct command of one supervisor. In those instances where personnel of different subdivisions are engaged in a single operation, command protocol will be determined by a common commander of the subdivisions.

The number of employees under the immediate control of a supervisor will generally not exceed fifteen. The responsibility of each position is accompanied by commensurate authority to make decisions necessary for the effective execution of responsibility. Each employee of this department is responsible for the use of delegated authority.

Supervisory personnel are accountable for the performance of employees under their control. Subordinates are required to obey any lawful order of a superior, including orders relayed from a superior by an employee of the same or lesser rank.

**SPECIFIC**

The Chief of Police is the Chief Executive Officer of the City of Lebanon Police Department and is responsible for the protection of lives and property in the City of Lebanon through the supervision of all police functions. The Chief is responsible for organizing, controlling, and the directing of personnel and resources of the police department.

- A. In the event of an emergency, and until the Chief of Police can be notified, respond, and assume command, the highest ranking officer on the scene shall be responsible for incident command system (ICS) functions.
- B. In emergency or exceptional situations the sequential order of command will be as follows:
  - 1. In the absence of the Chief of Police, unless otherwise designated by the Chief of Police, the Captain of Police will, upon notification, respond to the incident and perform ICS functions until relieved by the Chief of Police.
  - 2. In the absence of the Captain, the Patrol or Support Services Lieutenant will, upon notification, respond to the incident and perform ICS functions until relieved by the Captain or Chief.
  - 3. In the absence of the Lieutenant, the shift Sergeant will, upon notification, respond to the incident and perform ICS functions until relieved by a higher ranking officer.
  - 4. In the absence of a shift supervisor, an initially responding officer on the scene will assume command and perform ICS functions until relieved by a higher ranking officer.

## **COMMAND DELEGATION PROTOCOL**

In the absence or incapacitation of the Chief of Police, the Captain of Police shall perform the duties and responsibilities of the Chief of Police, unless prior to his absence, the Chief delegates otherwise.

In the absence or incapacitation of the Captain of Police, the senior Lieutenant with time in grade shall perform the duties and responsibilities of the Chief of Police. In the absence or incapacitation of the senior Lieutenant, the next senior Lieutenant shall perform the duties and responsibilities of the Chief of Police, unless prior to his/her absence, the Captain delegates otherwise.

In the absence or incapacitation of all Lieutenants, the senior Sergeant with time in grade shall perform the duties and responsibilities of the Chief of Police, unless prior to his/her absence, the Lieutenant delegates otherwise.

Command delegation shall thereafter follow the list of Sergeants with time in grade seniority unless otherwise delegated. Definition: Time in grade is determined by the length of time within a given grade/rank as determined by the appointment date to that specific grade/rank. In the event of the same appointment date, time of service to the department is the determining factor.

## OFFICERS IN CHARGE (OIC)

A commanding officer:

- A. Has direct supervision and control, subject to the orders of the Chief of Police and other orders relating to his bureau or Division, over all officers and civilian employees of the Department assigned to his command;
- B. Is responsible for the efficiency and effectiveness of the command and will coordinate the functions and activities of the various units of the command;
- C. Promotes harmony among members of their command and is responsible for the cooperation of their command with all other sections, units, divisions, and bureaus of the Department;
- D. Acts in cases not regularly assigned to his command when the delay necessary to inform the proper unit might result in a failure of the Department to perform a police duty;
- E. Establishes, without specific instructions, the required details and assignments necessary to carry out the functions of this command;
- F. Is guided, in the assignment of personnel, by the number of officers available and the necessity for assigning subordinates where they will be most useful and efficient;
- G. Ensures that each member of his command is instructed in the proper performance of his assigned duties and that those duties are being accomplished properly and efficiently; and
- H. Is responsible for the efficiency, discipline, and morale of all members of his command. If a commanding officer finds it necessary to absent himself from his command, he will designate an acting Commander to function in his behalf

## SENIOR OFFICER

The senior officer is defined as the senior member in any given situation where supervisory responsibilities may be delegated temporarily due to unforeseen emergencies.

If there are two members on duty of equal rank, the responsibility will normally fall first upon the member with the greatest length of service in the rank however, Unit Commanders have the discretion to designate the senior officer or the acting supervisor in any component under their command.

A senior officer:

- A. Accepts responsibility in matters not covered by hard and fast rules of procedure;
- B. Issues proper orders and does not issue unlawful orders or orders in violation of departmental regulations and procedures; and
- C. Is responsible for the good order, conduct and discipline of his subordinates and exercises authority without bias or prejudice.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
 Special Order   
 Personnel Order

**ORDER NUMBER**

**334**

**Subject**

**Legal Authority**

**Date of Revision**

**12/10/2018**

**Distribution**

1. General Order Manuals
2. Reading Verification to all Personnel

- A. The City of Lebanon was incorporated in accordance with the Act of June 23, 1931 (P.L. 932, No. 317) cited as the *Third Class City Code*; re-enacted and amended June 28, 1951 (P.L. 662, No. 164)
- B. The electorate of the City of Lebanon adopted the *Home Rule Charter* which became effective January 1, 1994. The *Home Rule Charter* vested all legislative powers of the City in Council; executive duties were vested in the Mayor who serves as the Chief Executive and Administrative Officer of the City.
- C. The City of Lebanon Police department is a legally constituted police department of a government entity, having been organized in 1896 by the City of Lebanon under the provisions of the *Third Class City Code*.
  1. As employees of a municipal police department, City of Lebanon Police Officer are certified as “Municipal Police Officers under L. 1974, Act 120, establishing the “Municipal Police Officers’ Education and Training Commission.
    - a. Under the Act, a “Police Officer” is any full or part-time employee of a city, borough, town, township, or county police department assigned to criminal and/or traffic law enforcement duties (Section 2. Definitions).
    - b. Police officers who are not certified by the MPOETC are not eligible to make arrests or otherwise enforce the laws of the Commonwealth of Pennsylvania or their respective municipalities.

|                                                                                                                                                              |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>336</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Crime Victims Act</b>                                                           |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

Purpose:

The purpose of this general order is to provide police personnel with guidelines on the Pennsylvania Crime Victims Act. This will assist in the dissemination of relevant information to victims of crime.

Policy:

It is the policy of the Lebanon City Police Department to comply with the Pennsylvania Crime Victims Act (18 P.S. 11.101 et seq.) in regard to responsibilities of state and local law enforcement.

A. Responsibilities of local law enforcement agencies

(1.) Training

The Lebanon City Police Department shall insure that all of its officers and employees are familiar with crime victims' compensation, as provided in the Pennsylvania Crime Victims Act. Instruction concerning crime victims' compensation shall be made part of the training curriculum for all trainee officers.

(2.) Written notification of benefits

The Lebanon City Police Department shall, within 48 hours of reporting, give notice to the victim or, if appropriate, a member of the victim's family of the availability of crime victims' compensation. The notice required shall be in writing. The written notification provided for shall be accompanied by one copy of the application form for crime victims' compensation. The Lebanon City Police Department shall maintain a record of all notifications.



(3.) Information

The Lebanon City Police Department is responsible for providing basic information on services available for crime victims. The information shall be in writing and provided to the victim within 24 hours of the first contact with the victim.

(4.) Notice

In personal injury crimes, the Lebanon City Police Department shall make reasonable efforts to notify the victim of the arrest of the suspect as soon as possible. Unless the victim cannot be located, notice of the arrest shall be provided not more than 24 hours after the preliminary arraignment.

In personal injury crimes, the Lebanon City Police Department, when known, shall notify the victim of an inmate's escape from the custody of any holding facility.

B. Procedures

- (1.) Officers who come in contact with a serious crime victim(s) (sexual assault, simple and aggravated assault, robbery, burglary, harassment, stalking, hate crimes, attempted homicide, DUI accident victim) that was injured or suffered a loss, are required to provide the victim(s) with information on victims' compensation and available services. Both notifications shall be in writing. The victims' compensation notification will be provided within 48 hours of contact with the victim. The available services notification will be provided within 24 hours of contact with the victim.
- (2.) The Lebanon City Police Department shall accomplish this notification in cooperation with the Pennsylvania Commission on Crime and Delinquency. Officers shall use the pamphlet provided by the PCCD. This pamphlet will meet the criteria for both notifications. The form will direct victims to the centers, who in turn, will provide free assistance in filing victim compensation claim forms and provide information on available services.
- (3.) Officers shall give the victim one copy of the pamphlet and return the back page, signed by the victim, to the OIC.
- (4.) Incident reports shall document the fact that the victim was provided with the proper notification paperwork, along with other pertinent information.
- (5.) In personal injury crimes, officers shall notify the victim when an arrest is made. Officers will provide the victim with the results of the arraignment, including bail conditions and status, i.e. released or committed. When known by the officer, the victim shall be notified of any escape by the suspect or release from a holding facility. This will be documented in the incident report.

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| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>337</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Suspected Child Abuse</b>                                                       |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

**Purpose:**

The purpose of this general order is to provide police personnel with guidelines on the Pennsylvania Child Protective Services Law.

**Policy:**

It is the policy of the Lebanon City Police Department to comply with section 6311 of the Pennsylvania Child Protective Services Law (23 Pa. C.S.A. 6301, et seq.) in regard to persons required to report suspected child abuse.

**A. Persons required to report suspected child abuse**

**(1.) General rule**

Persons who, in the course of their employment, occupation or practice of their profession, come into contact with children shall report or cause a report to be made in accordance with section 6313 (relating to reporting procedure) when they have reasonable cause to suspect on the basis of their medical, professional or other training and experience, that a child coming before them in their professional or official capacity is an abused child. Except with respect to confidential communications made to an ordained member of the clergy, which are protected under 42 Pa.C.S. §5943 (relating to confidential communications to clergymen), the privileged communication between any professional person required to report and the patient or client of that person, shall not apply to situations involving child abuse and shall not constitute grounds for failure to report as required by this chapter.

**(2.) Enumeration of persons required to report**

Persons required to report include, but are not limited to, any licensed physician, osteopath, medical examiner, coroner, funeral director, dentist, optometrist,

chiropractor, podiatrist, medical intern, registered nurse, licensed practical nurse, hospital personnel engaged in the admission, examination, care or treatment of persons, Christian Science practitioner, member of the clergy, school administrator, school teacher, school nurse, social services worker, day-care center worker or any other child-care or foster-care worker, mental health professional, peace officer or law enforcement official.

(3.) Reporting procedure

Reports from persons required to report shall be made immediately by telephone and in writing within 48 hours after the oral report to the appropriate county agency.

B. Police department personnel responsibilities

All Lebanon City Police Department personnel who come in contact with a child, in which child abuse is suspected, shall start or cause to be started, a criminal investigation into the suspected abuse. All normal criminal investigative procedures shall be followed. To be included in the investigation, but not limited to, should be:

- (1.) The names and addresses of the child and parents and all other persons, eg. babysitter, relatives, etc., responsible for the care of the child.
- (2.) Where the suspected abuse occurred and the time or time period of the suspected abuse.
- (3.) The age and sex of all the subjects in the investigation.
- (4.) The nature and extent of the suspected child abuse, including any evidence of prior abuse to the child or siblings of the child.
- (5.) The name and relationship of the person(s) responsible for causing the suspected abuse, if known, and any evidence of prior abuse by that person(s).
- (6.) Information in regards to the family composition.
- (7.) Identify the source of the report and where that person can be reached.
- (8.) Any actions taken by the reporting source and/or the investigating officer, including the taking of photographs and x-rays, removal or keeping of the child or notifying other agencies.
- (9.) All other information required for a complete and detailed investigation.  
Once the investigating officer/detective has reasonable facts, the point of contact for the Lebanon County C.A.R.T. (Child Abuse Response Team) is to be notified. Officers are to follow the Child Abuse Protocol which is provided by the Lebanon County District Attorney's Office.

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| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>338</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Megan's Law Compliance</b>                                                      |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

**Purpose:**

The purpose of this general order is to provide police personnel with guidelines on the Pennsylvania Sexually Violent Predator Community Notification requirements. The primary goal of the department in regard to sexual predators is the protection and safety of the children and citizens in the community.

**Policy:**

It is the policy of the Lebanon City Police Department to comply with section 9797 and 9798 of the Pennsylvania Judicial Code (Title 42) in reference to written notifications made by the police department of the municipality where a sexually violent offender resides as required by 42 Pa. C.S.A. 9791, et seq.

**Definitions:**

The following words and terms, when used in this General Order, have the following meanings, unless the context clearly indicates otherwise:

- a. Neighbor: For the purposes of 42 Pa.C.S. Chapter 97, Subchapter H, those persons occupying both residences and places of employment located within a 250 foot radius of a sexually violent predator's or out-of-state offender's residence, or the 25 most immediate residences and places of employment in proximity to the sexually violent predator's residence, WHICHEVER IS GREATER.
- b. Sexual Offender: A person who has been convicted of a sexually violent offense as set forth in 42 Pa.C.S. § 9793(b) and has not been determined to be a sexually violent predator. This offender designation is not subject to community notification.
- c. Sexually Violent Predator: A person who has been convicted of a sexually violent offense as set forth in 42 Pa.C.S. § 9793(b) and who is determined to be a sexually violent predator under 42 Pa.C.S. § 9794(e) due to a mental abnormality or personality disorder that makes the person likely to engage in predatory sexually violent offenses.

This offender designation does require community notification as set forth in 42 Pa.C.S. § 9798.

- d. Out-of-State Offender: As determined by the Pennsylvania Board of Probation and Parole, a person who is convicted of an offense equivalent to any of the offenses as set forth in 42 Pa.C.S. § 9793(b) in any other state, territory, the District of Columbia, or in any federal court, and who, within ten years of release or parole from incarceration, makes his or her residence in Pennsylvania under the Interstate Compact Agreement for the Supervision of Parolees and Probationers. The period of registration shall be for ten years from the offender's release or parole from incarceration. Out-of-State offenders are required to submit to community notification as set forth in 42 Pa.C.S. § 9798.

#### A. Community notification

- (1.) Pennsylvania law allows sexually violent predator community notification in two circumstances:
  - a. In cases where the convicted sex offender is found by a court to be a sexually violent predator.
  - b. When a registered sex offender enters Pennsylvania from another state under the Interstate Compact for the Supervision of Adult Offenders Act.
- (2.) The Pennsylvania State Police will provide information to the Chief of Police, on how to perform community notification. The notification shall contain the following:
  - a. The name of the convicted sexually violent predator.
  - b. The address or addresses at which he/she resides.
  - c. The offense for which he/she was convicted.
  - d. A statement that he/she has been determined by court order to be a sexually violent predator and the order is still valid.
  - e. A photograph of the sexually violent predator, if available.
  - f. The notice shall not include any information that might reveal the victim's name, identity and residence.
- (3.) Upon receipt of notification of a sexually violent predator, the Chief of Police, or his/her designee, is responsible as per law, for providing written notification to the following persons:
  - a. The sexually violent predator's victim.
  - b. Neighbors of the sexually violent predator.

- c. The director of the county children and youth service agency where the sexually violent predator resides.
- d. The Lebanon School District Superintendent and the equivalent official for private and parochial schools enrolling students through grade 12 in the municipality where the sexually violent predator resides.
- e. The superintendent of each school district and the equivalent official for each private and parochial school located within a one-mile radius of where the sexually violent predator resides.
- f. The licensee of each certified daycare center and licensed preschool program and owner/operator of each registered family daycare home in the municipality where the sexually violent predator resides.
- g. The president of each college, university and/or community college located within 1,000 feet of a sexually violent predator's residence.

#### B. Urgency of notification

The Chief of Police shall direct that notice be provided within the following time frames:

- (1.) To victims, notice shall be provided within 72 hours of receipt of the information.
- (2.) To neighbors, notice shall be provided within 5 days after information of the sexually violent predator's release date and residence location has been received by the Chief of Police.
- (3.) To all others, notice shall be provided within 7 days after information of the sexually violent predator's release date and residence location has been received by the Chief of Police.

#### C. Public notice

All information provided in accordance with this general order shall be made available, upon request, to the general public.

#### D. Documentation

All notifications pursuant to this general order and as required by law will be documented in an incident report. The incident report will be maintained in the department's computer network storage device. A copy of the incident report, along with all paperwork concerning the sexually violent predator, will be maintained by the Chief of Police.

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>339</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Municipal Police Officer Education and Training Act</b>                         |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

**Purpose:**

The purpose of this general order is to provide police personnel with guidelines on the Pennsylvania Education and Training Act. It will outline various responsibilities, as related to mandatory basic and yearly training required by law.

**Policy:**

It is the policy of the Lebanon City Police Department to comply with the requirements of the Pennsylvania Municipal Police Officers' Education and Training Act, as amended, (53 Pa. C.S.A. 2161, et seq.) in regard to municipal police officer training and agency responsibilities.

**A. Mandatory Training**

Mandatory training shall be attended by all police officers, as required by the Municipal Police Officers' Education and Training Commission. All training shall be accomplished by a certified instructor(s) at a location approved by the commission. Training shall include, at a minimum:

**(1.) Entry Level Training**

All newly sworn police officers will successfully complete basic recruit training in accordance with the Municipal Police Officers' Education and Training Commission (MPOETC).

This will be accomplished prior to any routine assignment in any capacity in which the officer is allowed to carry a firearm or is in a position to make an arrest, except as part of a formal field training program.

**(2.) Annual Retraining Program**

All sworn officers shall attend and successfully complete all yearly Municipal Police Officers' Education and Training Commission (MPOETC) mandatory update training requirements.

#### B. Scheduling of Training

- (1.) The Captain of Police will schedule all police officers for mandatory training that is required by the commission. This includes all annual retraining, as well as, basic recruit training for newly hired officers who have not yet completed the basic course.
- (2.) Along with the Captain of Police, it is each officers' responsibility to ensure that he/she has received the mandated training each year in order to remain a certified police officer.

#### C. Documentation

The Captain of Police shall maintain all documentation and records in regard to mandatory training that is required by the commission.



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| <b>Lebanon City Police Department<br/>Lebanon, Pennsylvania</b>                                                                                              |                                       |
| <b>General Order</b> <input checked="" type="checkbox"/><br><b>Special Order</b> <input type="checkbox"/><br><b>Personnel Order</b> <input type="checkbox"/> | <b>ORDER NUMBER</b><br><br><b>340</b> |

|                                                                                    |                         |
|------------------------------------------------------------------------------------|-------------------------|
| <b>Subject</b>                                                                     |                         |
| <b>Legal Process</b>                                                               |                         |
|                                                                                    | <b>Date of Revision</b> |
|                                                                                    | <b>12/10/2018</b>       |
| <b>Distribution</b>                                                                |                         |
| <b>1. General Order Manuals</b><br><b>2. Reading Verification to all Personnel</b> |                         |

Purpose:

The purpose of this general order is to establish guidelines for police officers executing the criminal process in accordance with the Pennsylvania Rules of Criminal Procedure and certain aspects of the civil process.

Policy:

It is the policy of the Lebanon City Police Department that all personnel comply with the provisions of this general order.

Recording of Legal Process

- A. The Lebanon City Police Department serves criminal warrants, as well as, some civil processes. All legal process documents are recorded in such a way that easy reference and retrieval is possible. Documentation in a complaint report shall include:
1. Date and time received
  2. Type of legal process, civil or criminal
  3. Nature and source of document
  4. Names of parties involved
  5. Officer assigned
  6. Date of assignment for service or attempted service
  7. Identifying number, such as, the warrant number or docket number
  8. Date of expiration

## Service of Civil Process

A. In general, the only civil processes that may become the responsibility of the Lebanon City Police Department are the following:

### 1. Protection from Abuse Orders

- a. A copy of any Protection From Abuse Order will be maintained by the records department. The file will be accessible officers on a 24 hour basis.
- b. Protection from Abuse orders will be served by Lebanon City police officers on defendants living or working in the City of Lebanon under the following circumstances:
  - (1.) Emergency Protection From Abuse orders issued by a district judge.
  - (2.) When requested to serve, or assist in service, by the Lebanon County Sheriff's Department.
- c. All foreign protection orders shall have the presumption of validity in this Commonwealth and officers shall make arrests for violations thereof, in the same manner, as set for violations of protection orders issued within this Commonwealth. Officers shall rely upon any copy of a foreign protection order which has been presented to the officer by any source. Officers should attempt to verify the existence of a protection order. The fact that a foreign protection order has not been filed with a Prothonotary or entered into the Pennsylvania State Police registry shall not be grounds for an officer to refuse to enforce the order.

### 2. Indirect Criminal Contempt

- a. Based upon probable cause, officers shall arrest a defendant for violating an order issued by a court within our judicial district, issued by a court in another judicial district within this Commonwealth, or a foreign protection order issued by a comparable court. The violation does not have to occur in the presence of the officer.
- b. A violation of a protection from abuse order will be completed on a separate criminal complaint from any other charges that may have occurred. The probable cause should refer to the issuing court and the number assigned to the Protection From Abuse order. A copy of the order shall be attached to the criminal complaint.
- c. When there is probable cause that a violation of a Protection From Abuse order has occurred and the defendant is present, the officer shall immediately effect an arrest. When there is probable cause that a violation of a Protection From Abuse order has occurred and the defendant is not present, the officer shall make a reasonable effort to apprehend the defendant. If the defendant

cannot be located within a reasonable amount of time, the officer shall file a criminal complaint and request an arrest warrant be issued for the defendant.

- d. Following arrest, the defendant shall be taken for an arraignment before the Common Pleas Court in the judicial district where the contempt is alleged to have occurred. When the court is unavailable, the officer shall take the defendant to Lebanon County Central Booking for arraignment by the on-call District Judge.
- e. Subsequent to an arrest, the officer shall seize all weapons used or threatened to be used during the violation of the protection order or during prior incidents of abuse. As soon as it is reasonably possible, the confiscated weapons shall be delivered to the Lebanon County Sheriff's Office.
- f. Officers shall make every reasonable attempt to notify victims when a defendant has been arrested for a violation of a protection order. Officers should also provide victims with offender status information after the completion of the arraignment, such as, were the defendant released or committed.

### 3. Child Custody Orders

- a. The Lebanon City Police Department generally does not serve child custody orders.
- b. Police officers may become involved in child custody orders when it is necessary to arrest a person actively attempting to remove a child from a court appointed custodian, pursuant to section 2904 of the Crimes Code as it relates to interference with the custody of children.

### 4. Eviction Orders

- a. The Lebanon City Police Department will, upon request, assist the Lebanon County Sheriff's Department or Pennsylvania State Constables in the execution of eviction orders.
- b. The Lebanon County Sheriff's Department and the Pennsylvania State Constables control all other civil processes in support of the judicial function.

## Seizure of Real or Personal Property

### 1. Controlled Substances Forfeiture Act

- a. Cash money seizures authorized:

(1.) Any money found pursuant to an arrest for a violation of 35 P.S. Section 780-113 (a)(30) (PWI / Unlawful Delivery of a Controlled Substance); or

(2.) Any money found in close proximity to a controlled substance; or

- (3.) Any money found under circumstances where there is probable cause to believe that the money has been used or was intended to be used in violation of the Controlled Substance, Drug, Device, and Cosmetic Act.
- b. All cash funds will be entered into department property consistent with procedures detailed in the departmental general order related to Property and Evidence Control.
- c. The evidence custodian shall thereafter notify the Office of the District Attorney and follow forfeiture procedures as established by any policy of the District Attorney.

#### Execution of Criminal Process

- A. In accordance with Rule 131 of the Pennsylvania Rules of Criminal Procedure as it relates to the location of proceedings before issuing authority, officers shall initiate traffic and criminal cases in the proper magisterial district. The jurisdiction of the Lebanon City Police Department is divided between two magisterial districts. When issuing a citation or filing a criminal complaint, officers shall make note of the appropriate magisterial district number on the document.
- B. In accordance with Rule 400 of the Pennsylvania Rules of Criminal Procedure as it relates to the means of instituting proceedings in summary cases, the following three means shall apply:
  1. Issuing or filing a citation
  2. Filing a complaint
  3. Arresting without a warrant when authorized by law
- C. In accordance with Rule 457 of the Pennsylvania Rules of Criminal Procedure as it relates to withdrawal of charges in summary cases, the following applies:
  1. In any summary case pending before an issuing authority, at any time before the completion of the summary trial or acceptance of a guilty plea, the affiant or officer may be permitted by the district judge to withdraw one or more charges.
- D. In accordance with Rule 502 of the Pennsylvania Rules of Criminal Procedure as it relates to instituting proceedings in criminal cases, the following apply:
  1. Filing a written criminal complaint requesting summons or warrant of arrest.
  2. Warrantless arrest is authorized when:
    - a. the offense is a felony or misdemeanor committed in the presence of the officer making the arrest.
    - b. based upon probable cause when the offense is a felony.

- c. Based upon probable cause the offense is a misdemeanor not committed in the presence of the officer making the arrest, but such arrest without a warrant is specifically authorized by statute.

#### Execution of Warrants

- A. Only sworn law enforcement officers shall execute arrest warrants.
- B. The ranking on-duty police supervisor will determine the number of officers required when serving warrants. Body armor will be worn, in accordance with General Order Number 122, when a warrant is deemed a pre-planned, high-risk situation.
- C. When executing a warrant service outside of the City of Lebanon, the police department responsible for the area where service is being attempted will be notified and permission requested, as per the Municipal Police Officer's Jurisdiction Act.
- D. When an outside agency is requesting permission from Lebanon City Police Department to serve a warrant in our jurisdiction, it is up to the on-duty supervisor to grant that permission after reviewing a signed and sealed warrant.

#### E. Procedures for Arrest Warrants

1. Pursuant to Rule 431, when a defendant is arrested with a summary warrant, the police officer shall either:
  - a. Cause the defendant to be taken without unnecessary delay before the proper issuing authority.
  - b. If the issuing authority is not available, advise the defendant to contact the issuing authority on the next business day. The officer will obtain current address location for the defendant.
2. Pursuant to Rules 515-518 of the Rules of Criminal Procedure as it relates to the execution of arrest warrants, the following apply:
  - a. A warrant of arrest may be executed at any place within the Commonwealth. A warrant of arrest shall be executed by a sworn police officer
  - b. When a defendant has been arrested with a warrant within the judicial district of issuance, the defendant shall be afforded a preliminary arraignment without unnecessary delay at Lebanon County Central Booking.
  - c. When a defendant has been arrested with a warrant outside the judicial district of issuance, but within Lebanon County, the defendant shall be afforded a preliminary arraignment without unnecessary delay at Lebanon County Central Booking.
  - d. If a served warrant had been entered into CLEAN or NCIC by the Lebanon City Police Department, the entry shall be canceled at the time of service.

- e. All criminal warrants will be placed in the new warrant folder so that they may be properly entered into the Record's Management System by the police secretary and the hard copies filed for easy reference and retrieval.
- f. Officers will not keep a criminal warrant in their possession unless they are in the process of attempting to serve the warrant. Un-served warrants shall be returned to the file by the end of the officer's shift.
- g. Upon request, the Lebanon City Police Department will assist the Lebanon County Sheriff's Department and the Pennsylvania State Constables in the serving of other legal process.

### 3. Records of Warrants and Attempts of Service

- a. Warrants issued from the District Judge's office or other agency will be submitted to the police secretary/warrant officer to be entered into the records management system. The copy of the arrest warrant along with the attached Attempt to Locate sheet will then be submitted to the OIC of the officer that made the original arrest. The original warrant will be placed in the warrant box. The police secretary/warrant officer will keep a tracking list of warrants as they proceed through the warrant procedure.
- b. The OIC will provide the warrant with the attached Attempt to Locate sheet to the original arresting officer and/or to the officer assigned to serve warrants. The OIC will maintain a tracking list of warrants for his platoon.
- c. A warrant service will be documented on the attempt to locate sheet with the date and time of service. The officer will check the warrant box for any additional warrants on the defendant. If there are additional warrants, the officer will serve them and attach a note to the Attempt to Locate sheet advising what additional warrants were served. The officer will turn in the Attempt to Locate sheet with his daily paperwork. The OIC will submit the Attempt to Locate sheet to the police secretary/warrant officer to document the service and ensure removal from any database. The Attempt to Locate sheets will then be placed in the defendant's arrest packet as the information may be required at a later date.
- d. When an officer has taken all steps needed to serve the warrant and cannot locate the defendant, the officer will submit the Attempt to Locate sheet to his OIC. The OIC is responsible to make sure the officer has taken all steps needed to try and serve the warrant. The OIC will ensure that the officer listed the dates and times for all steps taken as well as the results of each step in the action taken column. The OIC will then turn over the copy of the warrant along with the Attempt to Locate sheet to the police secretary/warrant officer.
- e. The Attempt to Locate sheet and the original warrant will remain in the warrant box until it is served or the District Judge recalls the warrant. After 60 days, if the warrant is still in the warrant box, could not be served and all steps have

been taken to serve the warrant, the police secretary/warrant officer will initiate the process to obtain a Fugitive Warrant through the issuing District Judge.

- f. When an arrest is made on a warrant from any agency, an incident report will be completed in the records management system and the related warrant record shall be checked as served both in the computer, as well as, the hard copy file. If the warrant was entered into CLEAN or NCIC by the Lebanon City Police Department, then that record is to be cancelled.
- g. A warrant from any outside agency will be confirmed prior to attempting to serve the warrant, either through CLEAN/NCIC/JNET or actual communication with the issuing agency.

#### F. Fugitive From Justice

When a Lebanon City Police Officer comes into contact with a subject wanted from another state, he/she shall:

1. Confirm the warrant and extradition with the out-of-state agency. A scope message confirming that the warrant is active and extradition is desired shall accompany any verbal confirmation. Verbal confirmation will be obtained using a taped phone line. A fax of the out-of-state warrant will also be requested.
2. The fugitive should be charge under Title 42 of the Pennsylvania Consolidated Statutes, Chapter 91 Detainers and Extradition, Subchapter B Extradition of Persons Charged with Crime, Section 9134 Arrest Prior to Requisition. A criminal complaint will be prepared charging the fugitive with 42 Pa. C.S. 9134. This charge will be on a separate criminal complaint from all other charges involved. An affidavit of probable cause will accompany the criminal complaint.
3. The fugitive will be taken to Central Booking for processing and the preliminary arraignment.
4. The County Detective in charge of the Fugitive Warrants, or the on-call County Detective if after hours, will be notified of the Fugitive From Justice arrest. This notification shall be documented in the incident report. The County Detective should be supplied with the following information and documentation:
  - a. The fugitive's name
  - b. The fugitive's date of birth
  - c. The fugitive's social security number
  - d. A physical description

- e. The NCIC hit and extradition confirmation
- f. The name and phone number of the agency requesting extradition
- g. A copy of the out-of-state warrant
- h. A copy of the criminal complaint and affidavit of probable cause
- i. A copy of local charges, if applicable

#### G. Procedures for Search Warrants

1. In accordance with Rule 201 of the Pennsylvania Rules of Criminal Procedure as it relates to the purpose of a search warrant, the following applies:
  - a. A search warrant may be issued to search for and to seize contraband, the fruits of a crime, or things otherwise criminally possessed; or property that is or has been used as the means of committing a criminal offense; or property that constitutes evidence of the commission of a criminal offense.
2. Rule 204 of the Pennsylvania Rules of Criminal Procedure, entitled "Person to serve warrant," says a search warrant shall be served by a law enforcement officer.
3. Pursuant to Rule 206 of the Pennsylvania Rules of Criminal Procedure as it relates to contents of an application for a search warrant, the following must be included:
  - a. Name and department of the affiant
  - b. Identify specifically the items to be searched for and seized
  - c. Describe with particularity the person or place to be searched
  - d. Identify the owner, occupant, or possessor of the place to be searched
  - e. Specify the crime which has been or is being committed
  - f. Set forth specifically the facts and circumstances which form the basis for the affiant's conclusion that there is probable cause to believe that the items identified are evidence of a crime, contraband, or otherwise unlawfully possessed, and that these items are located on the particular person or at the particular place described
  - g. If a nighttime search is requested from 10pm to 6am, state additional reasonable cause for seeking permission to search in nighttime.
4. All Lebanon City police officers will comply with Rule 207 of the Pennsylvania Rules of Criminal Procedures, entitled "Manner of entry into premises," when executing a search warrant. This rule says a law enforcement officer executing a search warrant shall, before entry, give, or make reasonable effort to give, notice of



the officer's identity, authority, and purpose to any occupant of the premises specified in the warrant. The officer shall await a response for a reasonable period of time after announcement, unless exigent circumstances require the officer's immediate forcible entry. If the officer is not admitted after such reasonable period, the officer may forcibly enter the premises and may use as much physical force to affect entry as is necessary to execute the search.

5. Rule 208 of the Pennsylvania Rules of Criminal Procedure, entitled "Copy of search warrant and receipt for seized property," dictates upon taking property pursuant to a search warrant, an officer shall leave a copy of the warrant and affidavits, and a receipt for property seized. If no property is seized, but a search was conducted, the officer will leave a copy of the warrant and the supporting affidavits.
6. Rule 209 of the Pennsylvania Rules of Criminal Procedure, entitled "Return with inventory," mandates an inventory of items seized shall be made by the law enforcement officer serving a search warrant. The inventory shall be done in the presence of at least one witness, preferably the person whose property is being seized. A copy of the served search warrant along with the inventory of items seized will be forwarded to the appropriate issuing authority.

#### Civil Process Property Accountability

All property acquired through the civil process will be submitted, maintained and disposed of in accordance with General Order Number 125, Evidence and Property.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**342**

**Subject**

**Agency Approved Weapons/Ammunition**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

A. The following types of less lethal weapons are authorized to be issued, carried and used by Lebanon City Police Officers:

1. Oleoresin Capsicum (O.C.)

- a. Only O.C. issued by the department and approved by the Chief of Police is authorized to be carried in the performance of the duties as a Lebanon City Police Officer.

2. Batons

- a. Only collapsible batons issued by the department and approved by the Chief of Police are authorized to be carried in the performance of the duties as a Lebanon City Police Officer.

3. TASER

- a. Only the TASER X26 issued by the department and approved by the Chief of Police is authorized to be carried in the performance of the duties as a Lebanon City Police Officer.

4. Weapons of last resort

- a. The department recognizes that in some extreme circumstances, where the safety or survival of the officer is in jeopardy, the situation may dictate utilizing other implements as weapons. These weapons might include the officer's flashlight, metal clipboard, knife, or even a motor vehicle, etc. However, such implements used as weapons should be viewed as weapons of last resort.
- b. Use of such weapons will be closely examined, as well as, the degree of exigency present in the situation, the totality of the circumstances, and the existence or absence of other acceptable alternatives.

C. Review, Inspection and Approval of Firearms for On-duty and Off-duty Use

1. Departmentally approved weapons shall be reviewed on an annual basis by a certified firearms instructor, who may also be a certified armorer.
2. Visual inspection of all authorized firearms shall be conducted on a quarterly basis by a certified firearms instructor, armorer or Supervisor.
  - a. Visual inspection shall include an observation of the firearms working condition and visible parts.

D. Records on Firearms Approved by the Agency for Official Use

1. The following records shall be maintained by the Captain of Police:
  - a. Make, model, serial number and caliber of all authorized weapons for each individual officer.
  - b. Course of fire and classroom documentation for each approved firearm with documentation as to the prescribed course of fire requirements.
  - c. Annually, the Captain of Police shall review and update his records.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

ORDER NUMBER

343

**Subject**

**Selection and Hiring**

Date of Revision

12/10/2018

**Distribution**

1. General Order Manuals
2. Reading Verification to all Personnel

**Purpose**

The purpose of this General Order is to provide members with guidelines regarding Civil Service Police Officer selection process and Police Officer Candidate hiring procedures.

**Policy**

It shall be the policy of the Lebanon City Police Department to select the most qualified candidates, while maintaining compliance with the Municipal Police Officers' Education and Training Act (MPOETC), other applicable federal, state and local guidelines, and the requirements of the Lebanon City Police Department selection process.

**Procedure**

**A. Selection Process**

1. In accordance with the City of Lebanon Civil Service Board Rules, the Civil Service Board has the responsibility for administering the selection process for sworn police officers.
2. The Executive Assistant of the Lebanon City Police Department serves as the secretary for the Civil Service Commission Board.
3. The Chief of Police, or his designee, will coordinate background investigations and probationary period assessment.

**B. Application Procedures**

1. Minimum qualifications for applicants for the position of Police Officer are established by the City of Lebanon Civil Service Board as follows:
  - a. Citizen of the United States.

- b. 21 years of age to file an application.
  - c. High School diploma or certified equivalent, and a valid driver's license.
2. The applicant must complete a written application and submit it with the following documentation to the Executive Assistant of the Lebanon City Police Department, by the specified deadline.
- a. Non-refundable application fee.
  - b. Photocopies of a High School diploma or a certified equivalent.
  - c. Completed DD214 for military services, if applicable.
  - d. Certificate of Naturalization, if applicable.
  - e. Current valid driver's license.
  - f. Current Act 120 certificate, if applicable.
3. The applicant must achieve a score no less than the minimum score established by the City of Lebanon Civil Service Board.

### C. Testing and Eligibility Lists

1. Formation of a preliminary eligibility list for Police Officers involves the following elements:
- a. Successful completion of the application.
  - b. Written cognitive examination score.
  - c. Physical agility examination score.
  - d. Structured oral interview score.
2. When an applicant approaches nomination, they must undergo a character background investigation, which includes the background investigation and a polygraph examination.
3. After a selected candidate is given a conditional offer of employment, they must successfully complete the following requirements:
- a. Medical examination.
  - b. Psychological fitness examination.

c. Drug Test screening.

D. Uniform Administration

1. All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner.

E. Background Investigations

The critical and important nature of law enforcement employment requires that only the most qualified people are hired to work as police officers. One of the most important aspects of the selection process is the background investigation. A comprehensive background investigation, conducted by competent investigators, is very beneficial in determining the most qualified candidates for selection.

1. A background investigation shall be completed for every candidate prior to appointment as a probationary police officer.
2. The background investigation shall be completed by the Criminal Investigative Division of the police department.
3. The background investigation shall, at the minimum include, but not limited to:
  - a. verification of qualifying credentials
  - b. a complete review of any criminal record
  - c. verification of at least three personal references provided by the candidate
  - d. verification of at least three personal references not provided, such as; neighbors, teachers, co-workers, etc.
  - e. credit/financial responsibility check
  - f. education records check
  - g. verification of prior employment
4. The completed background investigation file will then be turned over to the Chief of Police for final review.

F. Medical Examination

1. A medical examination and a drug screening shall be conducted of each candidate for a sworn position to certify his/her general health. The medical examination will be

performed by a licensed physician determined by the Chief of Police or his/her designee.

2. The medical examination and drug screening shall be completed prior to the candidate's appointment as a probationary police officer.
3. The completed medical examination and drug screening results will then be turned over to the Chief of Police for final review.

#### G. Psychological Examination

1. A psychological fitness and an emotional stability examination shall be conducted of each candidate for a sworn position to certify his/her mental health and emotional stability. The psychological examination will be performed by a licensed psychologist determined by the Chief of Police or his/her designee.
2. The psychological fitness and emotional stability examination shall be completed prior to the candidate's appointment as a probationary police officer.
3. The completed psychological fitness and emotional stability examination results will then be turned over to the Chief of Police for final review.

#### H. Notification of Ineligibility

1. Candidates who are determined to be ineligible for appointment for deficiencies in any of the following single or collective selection components shall be notified in writing by the secretary of the Civil Service Commission Board.
  - a. Application.
  - b. Written examination.
  - c. Physical agility test.
  - d. Structured oral interview.
  - e. Background investigation.
  - f. Polygraph examination.
  - g. Psychological examination.
  - h. Medical examination.

## I. Records

1. In compliance with the Civil Service Rules and Regulations, the Executive Assistant of the Lebanon City Police Department shall ensure secure storage of all records from each selection process for ten years.

## J. Selection Material Security

1. The Executive Assistant of the Lebanon City Police Department shall ensure selection materials are stored in locked filing cabinets in a secure area within her office.
2. All selection materials will be disposed of in accordance with the testing company's requirements and shredded to prevent disclosure of the information.



**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**346**

**Subject**

**Required Annual In-Service Training**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

**A. Training and Demonstrated Proficiency Required**

1. Annual in-service training shall be conducted as a minimum requirement for all personnel potentially applying any component of the use of force general order as a job responsibility.
2. Annual proficiency, as a minimum requirement, shall be demonstrated as a component of in-service training for all less-lethal weapons approved to be carried by all personnel authorized to use them.
3. Annual in-service training and proficiency qualification, as a minimum requirement, shall be mandatory for all firearms approved to be carried by all personnel authorized to use them.
4. Proficiency training must be monitored by an instructor certified for the weapon type whose proficiency is being demonstrated.
5. An officer who is unable to demonstrate proficiency with any approved weapon they have been authorized to use, shall not be permitted to resume official duties with that weapon until proficiency has been satisfactorily demonstrated to a certified instructor for that weapon.

**B. Remedial training**

1. Any supervisor or certified instructor may recommend, and the Captain of Police may require, any Lebanon City Police Officer to submit to remedial training when circumstances indicate that the officer has violated any provision of this policy or may otherwise benefit from remedial training.
2. Supervisors or certified instructors for any given weapon type may be assigned by the Captain of Police to conduct remedial training as required for personnel to maintain the knowledge, skills and abilities necessary to maintain proficiencies commensurate with the requirements of this general order.

3. Supervisors and/or firearms instructors shall report any incidents involving inappropriate or unsafe firearms handling or use for consideration of officer remedial training.
  4. Remedial training shall be documented in accordance with any training policy requirements and the supervisor shall be advised of the progress and/or outcome of any required training.
- C. All Lebanon City Police Officers authorized to carry weapons shall be issued copies of, and annually instructed on, the provisions of this general order. All officers bear responsibility to properly secure all weapons issued and owned to assure safety.
1. For officers hired after the effective date of this general order, this required instruction shall be completed prior to their authorization to carry weapons approved by this general order.
- D. The Captain of Police, on an annual basis, shall conduct an analysis of all "Use of Force Reports" submitted in compliance with this general order.
1. The analysis shall be employed to reveal the following minimum indicators:
    - a. Patterns or trends which could indicate training needs.
    - b. Patterns or trends which could indicate policy modification requirements.
  2. All training in regard to firearms shall be documented and maintained by the firearms instructors, along with the Captain of Police. All training other than firearms that is covered in this general order shall be documented and maintained by the Captain of Police.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**347**

**Subject**

**Training Records and FTO**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

**Purpose:**

Education through training, as a specific component of the learning process, is paramount in the continuous development of employees' knowledge, skills, and abilities. Training provides for employees to be better prepared to act decisively and correctly in a broad spectrum of situations.

This general order will provide guidelines for the type of training required for personnel, the documentation of such training, and responsibilities of certain individuals.

**Policy:**

It is the policy of the Lebanon City Police Department to follow the provisions of this general order. The department will organize and administrate an agency training component which is responsible and responsive to the operational task requirements of the department and the employees.

**A. Employee Training Records**

The Lebanon City Police Department will record, maintain, and update all training programs and courses that police personnel attend. This information shall be recorded for each employee and it shall include the type of training, the date(s) of the training, any certificates received, and any available test scores.

The Captain of Police shall be responsible for maintaining accurate and updated training records. Training certificates and other training records may be included in the employees' personnel file.

It shall be the responsibility of each employee to provide the Captain of Police with a copy of any training certificates, as soon as possible, following the employees receipt of that information.

**B. Training Records of In-House Classes**

The Captain of Police shall maintain records of training programs conducted in-house. Records of any in-house training classes shall include at a minimum:

1. Course name and topic area
2. Names of agency attendees, including a copy of the class roster for all in-house training courses.
3. Performance of individual attendees as measured by tests, if administered. If administered; the type of test used.
4. For certified courses and courses required by the Municipal Police Officers' Education and Training Commission, a copy of the instructor's certificate to teach the course material.
5. Any certificates of training issued to the attendees.

#### C. Recruit Training

The Lebanon City Police Department shall maintain full compliance with all of the requirements of the Pennsylvania Municipal Police Officer's Education and Training Commission, as defined by the Pennsylvania Municipal Police Officer's Education and Training Act (53 Pa. C.S.A. § 2161-2167).

All newly sworn Lebanon City Police Officers are required to successfully complete a certified basic law enforcement/police training course prior to assuming their law enforcement duties. All training shall be accomplished by certified instructors at a location approved by the Commission. A certificate of completion shall be maintained in each officer's personnel file. In addition, each new police officer must successfully complete field training. Failure to do so shall result in termination from the department.

#### D. Field Training Program

1. Upon successful completion of a certified basic law enforcement/police training course ( Police Academy/Act 120 ), the training program for new recruits, regardless of prior experience, is divided into three sessions. The recruit should rotate through all three platoons, assigned to a different Field Training Officer for each platoon, and the training shall last eighteen weeks. The new recruit is required to successfully complete the entire Field Training Program.
2. Field Training Coordinator (FTC) - A Field Training Coordinator will be designated to oversee the field training program. This individual shall be in a supervisory position and hold the rank of Sergeant or above.

The Field Training Coordinator will be responsible for updating the training program, scheduling meetings with the FTO's, settling disputes between the FTO and recruit, and coordinating the successful completion of field training for each new recruit.

3. The Captain of Police will maintain liaison status with the training academy throughout the training period. During this time, the Captain may request reports from the academy staff to determine the status of the recruit.

Recruits attending the academy will report directly to the Captain of Police or the Lieutenant of Support Services concerning scheduling, activities, or other issues which may arise as a result of their academy attendance or police department employment.

#### E. F.T.O. Training

1. Initial training

The Captain of Police shall register and assign officers chosen by the Chief of Police to fulfill F.T.O. responsibilities to attend the Field Training Officer Program.

2. In-service training

The Captain of Police shall initiate any in-service training required to maintain the initial certification or to update all department F.T.O.'s concerning training goals, objectives, protocols, and/or modifications to policies/procedures which effect the recruit training phases.

- A. It will be the Captain's responsibility to schedule each recruit, and the assigned F.T.O.'s, for the rotation of field assignments required during the phases of the field training program.

- B. Guidelines for evaluation of recruits by the F.T.O. is the use of the F.T.O.'s Daily Observation Report and the Weekly Evaluation Report.

- C. In addition to the Daily Observation Reports by the F.T.O., verbal reports will be made to the platoon supervisor and the Captain. The F.T.O. will continuously verbally update the recruit in addition to any written documentation.

#### F. In-service Training

The Lebanon City Police Department shall be in full compliance with all of the requirements of the Pennsylvania Municipal Police Officer's Education and Training Commission, as defined by the Pennsylvania Municipal Police Officer's Education and Training Act (53 Pa. C.S.A. § 2161-2171).

All sworn members of the Lebanon City Police Department shall successfully complete an annual in-service training course, which may include materials on federal and Pennsylvania court cases and legal updates. Records of said training shall be maintained by the Captain of Police.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**348**

**Subject**

**Field Reporting System**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

**Purpose:**

This general order will establish procedures for the field reporting, management, review, and distribution of all complaints and incidents handled by officers of the Lebanon City Police Department.

**Policy:**

It shall be the policy of the Lebanon City Police Department that all personnel comply with the provisions of this general order.

- A. Any call for service, criminal complaint, non-criminal report, accident, public service request, and any other type of activity requiring documentation received through the communications center, along with any officer initiated activity, that fall within these categories shall be documented in the records management system (RMS) or on the officers daily activity log.
- B. The reports that shall be completed include:
  - (1.) Pennsylvania accident report and necessary supplement reports for all reportable accidents.
  - (2.) Police incident report (ALERT) for all calls for service of a minor nature, public service calls, and other non-criminal complaints.
  - (3.) Police incident report (ALERT) for calls for service that are criminal in nature, involve an arrest, and/or require more detail, such as an unattended death.
  - (4.) Pennsylvania criminal complaint and affidavit of probable cause for prosecution of offenders and filing through a Magisterial District Judge for felony and misdemeanor charges.

(5.) Juvenile petition and related paperwork for felony and misdemeanor charges against a juvenile.

(6.) Any Summary or City Ordinance Citations.

C. The information required for incident reports will vary depending on the type of report.

(1.) Reports of a minor nature, non-criminal activity, and public service, require a completed incident report. The incident reports will at a minimum include:

(a.) Complainant's name, DOB, age, race, sex, ethnic origin, address and phone number(s).

(b.) Date and time call was received, initial investigating officer and assisting officers, zone of occurrence.

(c.) Dispatch time, arrival time, and clearing time of the officer(s).

(d.) Address or location of incident, time of suspected occurrence, type of incident reported and appropriate coding for that incident.

(e.) A narrative of the complaint and/or information provide, along with the action taken to satisfy the complaint.

(2.) The information required for criminal reports, arrest reports and incidents requiring more detail, will vary depending on the type of report. It is the officer's responsibility to provide all necessary information and review for accuracy. The incident report shall be completed in it's entirety, but at a minimum shall include:

(a.) Victim's name, DOB, age, race, sex, ethnic origin, address of victim, and phone number(s).

(b.) If known, suspect's name, DOB, race, sex, ethnic origin, OLN, address, SS#, physical description, as well as any other information available.

(c.) Crime location, time of suspected occurrence, type of crime or incident being reported and appropriate coding for that crime.

(d.) Property screen for any found property, evidence seized, losses or damage, type of loss or damage, dollar amount of loss or damage, and serial and model numbers of items involved in the loss, if known. Notation of an NCIC entry, if applicable.

(e.) Vehicle screen for stolen, damaged, or associated vehicles involved in the incident.

- (f.) Date and time call was received, initial investigating officer and assisting officer(s), zone of occurrence, dispatch time, arrival time and clearing time.
  - (g.) Call status, such as, closed, open, cleared, or pending assignment for CID. This is completed by the supervisor during review and approval.
  - (h.) Complainant's name, address and phone number(s).
  - (i.) Witnesses' name, address and phone number(s).
  - (j.) Any other screens in the program that are required, depending on the type of incident.
  - (k.) A detailed narrative.
- (3.) Accident reports will be completed accurately and completely as required. Local accident reports will also list the incident number.
- (a.) Reportable accidents will be completed on PennDOT's online reporting system.
  - (b.) Non-reportable accidents requested to be investigated, shall be completed on the department's non-reportable (local) form.
    - (i.) The local report will be filled out completely, with all requested information.
    - (ii.) If the involved parties do not request an investigation, the officer will document the operators names, OLN's, phone numbers and the registrations involved on the officer's Activity Log, with the Incident number assigned to that accident.
- (4.) Criminal complaints, affidavit of probable cause, and juvenile petitions shall be filled out accurately and completely using the current state form. Officers shall provide all requested information, if known.

#### D. Procedures for completing reports.

- (1.) All calls for service received will be documented by the communications center, who will assign an incident number. The communication center will assign an incident number for all calls for service initiated by an officer. The incident number will be used for accident reports and as the reference number in ALERT reports.
- (2.) All reports should be started prior to the end of the officer's tour of duty, when possible. If a report cannot be completed, as much information as possible should be included. The OIC may authorize overtime to complete a report of high priority.



- (3.) Officers shall verify spelling of all names and addresses, and spell-check all report narratives. Any information for a person already in the database will be updated.

E. Procedures for submitting reports.

- (1.) All NRA accident reports will be submitted to the supervisor. After submission, the officer's supervisor will review the report for completeness and accuracy and approve said reports. Reportable accidents will be approved by the Patrol Lieutenant or his designee.
- (2.) The officers' supervisor will review and approve all complaints and incidents for the shift. The supervisor will also review criminal complaints, affidavits, and juvenile petitions prior to filing.
- (3.) A copy of any paperwork from an arrest incident, once approved, will be attached to a copy of the criminal complaint or juvenile allegation and forwarded to the Records Section for placement into the defendant's arrest folder.
- (4.) The original copy of a criminal complaint/juvenile allegation, once approved, will be forwarded to the appropriate office.
- (5.) The records section will be responsible for the following:
  - (a.) Entry of all traffic citations, non-traffic citations and parking tickets into the records management system.
  - (b.) Distribution of reports as needed.
  - (c.) Submission of accident reports as required.
  - (d.) The records section shall keep all reports and forms as mandated by the Municipal Records Manual. The Chief of Police may extend the time period of the retention of records.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**349**

**Subject**

**24- hour Crime Scene Processing**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

**A. 24-hour Crime Scene Processing**

1. The detective division of the Lebanon City Police Department is responsible for crime scene processing. Detective division members may be utilized for all types of crime scenes, inclusive of vehicle accident scenes, if requested by the ranking on duty patrol supervisor. Qualified personnel will be available on a 24-hour basis to process crime scenes.
2. Detective division members are normally on duty from 8:00 am to 4:00 pm. In the event that an incident requires crime scene processing between 4:00 pm and 8:00 am, or in the event a scheduled detective is not available, the ranking on duty patrol supervisor may authorize notification to the on-call detective. A schedule for the on-call detective will be posted in the Lebanon City Police scheduling program.
3. The supervisor will notify the on-call detective. In the case of a major crime, the patrol supervisor will also have the detective supervisor notified, who will determine the number of detectives to be called. The detective division supervisor will designate the detective(s) to be called to duty.
4. Notification will be made primarily by calling the on-call detective's cellular telephone number or home telephone number.

**B. Traffic Accident Investigations**

1. All members of the Lebanon City Police Department receive training on accident scene investigation and evidence collection as part of basic recruit school.
2. If a serious accident or a fatal accident occurs and no officer is on duty that possesses the level of training that the situation requires, the patrol supervisor may have the Chief of Police or Captain of Police notified and request additional qualified officers. The detective division may be used as necessary.

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3. In the event of a fatal vehicle accident, the patrol supervisor shall contact the on-call detective to assist in evidence collection and scene investigation. The patrol supervisor will also contact a certified accident reconstructionist from another police department to assist in the accident investigation.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**350**

**Subject**

**Media Protection Policy**

**Date of Issue**

**10/17/2017**

**Effective Date**

**10/17/2017**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

**Purpose:**

The intent of the Media Protection Policy is to ensure the protection of the Criminal Justice Information (CJI) until such time as the information is either released to the public via authorized dissemination (e.g. within a court system or when presented in crime reports data), or is purged or destroyed in accordance with applicable record retention rules.

This Media Protection Policy was developed using the FBI's Criminal Justice Information Services (CJIS) Security Policy 5.1 dated 7/13/2012. The Lebanon City Police Department may complement this policy with a local policy; however, the CJIS Security Policy shall always be the minimum standard. The local policy may augment, or increase the standards, but shall not detract from the CJIS Security Policy standards.

**Scope:**

The scope of this policy applies to any electronic or physical media containing FBI Criminal Justice Information (CJI) while being stored, accessed or physically moved from a secure location from the Lebanon City Police Department. This policy applies to any authorized person who accesses, stores, and / or transports electronic or physical media. Transporting CJI outside the agency's assigned physically secure area must be monitored and controlled.

Authorized Lebanon City Police Department personnel shall protect and control electronic and physical CJI while at rest and in transit. The Lebanon City Police Department will take appropriate safeguards for protecting CJI to limit potential mishandling or loss while being stored, accessed, or transported. Any inadvertent or inappropriate CJI disclosure and/or use will be reported to the Lebanon City Police Department Local Agency Security Officer (LASO). Procedures shall be defined for securely handling, transporting and storing media.

**Media Storage and Access:**

Controls shall be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. "Physical media" includes printed documents and imagery that contain CJI.

To protect CJI, the Lebanon City Police Department personnel shall:

1. Securely store electronic and physical media within a physically secure or controlled area. A secured area includes a locked drawer, cabinet, or room.
2. Restrict access to electronic and physical media to authorized individuals.
3. Ensure that only authorized users remove printed form or digital media from the CJI.
4. Physically protect CJI until media end of life. End of life CJI is destroyed or sanitized using approved equipment, techniques and procedures.
5. Not use personally owned information system to access, process, store, or transmit CJI unless the Lebanon City Police Department has established and documented the specific terms and conditions for personally owned information system usage. Not utilize publicly accessible computers to access, process, store, or transmit CJI. Publicly accessible computers include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.
6. Store all hardcopy CJI printouts maintained by the Lebanon City Police Department in a secure area accessible to only those employees whose job functions require them to handle such documents.
7. Safeguard all CJI by the Lebanon City Police Department against possible misuse by complying with the Physical Protection and Personally Owned Device sections of the Media Disciplinary Policy.
8. Take appropriate action when in possession of CJI while not in a secure area:
  - a. CJI must not leave the employee's immediate control. CJI printouts cannot be left unsupervised while physical controls are not in place.
  - b. Precautions must be taken to obscure CJI from public view, such as by means of an opaque file folder or envelope for hard copy printouts. For electronic devices like laptops, use session lock use and /or privacy screens. CJI shall not be left in plain public view. When CJI is electronically transmitted outside the boundary of the physically secure location, the data shall be immediately protected using encryption.
    - i. When CJI is at rest (i.e. stored electronically) outside the boundary of the physically secure location, the data shall be protected using encryption. Storage devices include external hard drives from computers, printers and copiers used with CJI. In addition, storage devices include thumb drives, flash drives, back-up tapes, mobile devices, laptops, etc.

- ii. When encryption is employed, the cryptographic module used shall be certified to meet FIPS 140-2 standards.
9. Lock or log off computer when not in immediate vicinity of work area to protect CJI. Not all personnel have same CJI access permissions and need to keep CJI protected on a need-to-know basis.
10. Establish appropriate administrative, technical and physical safeguards to ensure the security and confidentiality of CJI.

**Media Transport:**

Controls shall be in place to protect electronic and physical media containing CJI while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure and use. "Electronic media" means electronic storage media including memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card.

Dissemination to another agency is authorized if:

1. The other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or
2. The other agency is performing personnel and appointment functions for criminal justice employment applicants.

The Lebanon City Police Department personnel shall:

1. Protect and control electronic and physical media during transport outside of controlled areas.
2. Restrict the pickup, receipt, transfer and delivery of such media to authorized personnel.

The Lebanon City Police Department personnel will control, protect, and secure electronic and physical media during transport from public disclosure by:

1. Use of privacy statements in electronic and paper documents.
2. Limiting the collection, disclosure, sharing and use of CJI.
3. Following the least privilege and role based rules for allowing access. Limit access to CJI to only those people or roles that require access.
4. Securing hand carried confidential electronic and paper documents by:
  - a. Storing CJI in a locked briefcase or lockbox.
  - b. Only viewing or accessing the CJI electronically or document printouts in a physically secure location by authorized personnel.
  - c. For hard copy printouts or CJI documents:
    - i. Package hard copy printouts in such a way as to not have any CJI information viewable.

- ii. That are mailed or shipped, agency must document procedures and only release to authorized individuals. DO NOT MARK THE PACKAGE TO BE MAILED CONFIDENTIAL. Packages containing CJI material are to be sent by method(s) that provide for complete shipment tracking and history, and signature confirmation of delivery. (Agency Discretion)
5. Not taking CJI home or when traveling unless authorized by Lebanon City Police Department LASO. When disposing confidential documents, use a shredder.

**Electronic Media Sanitization and Disposal:**

The agency shall sanitize, that is, overwrite at least three times or degauss electronic media prior to disposal or release for reuse by unauthorized individuals. Inoperable electronic media shall be destroyed (cut up, shredded, etc.). The agency shall maintain written documentation of the steps taken to sanitize or destroy electronic media. Agencies shall ensure the sanitization or destruction is witnessed or carried out by authorized personnel. Physical media shall be securely disposed of when no longer required, using formal procedures.

**Breach Notification and Incident Reporting:**

The agency shall promptly report incident information to appropriate authorities. Information security events and weaknesses associated with information systems shall be communicated in a manner allowing timely corrective action to be taken. Incident-related information can be obtained from a variety of sources including, but not limited to, audit monitoring, network monitoring, physical access monitoring, and user/administrator reports.

**Roles and Responsibilities:**

If CJI is improperly disclosed, lost, or reported as not received, the following procedures must be immediately followed:

1. Lebanon City Police Department personnel shall notify his/her supervisor or LASO, and an incident-report form must be completed and submitted within 24 hours of discovery of the incident. The submitted report is to contain a detailed account of the incident, events leading to the incident, and steps taken/to be taken in response to the incident. (Agency Discretion)
2. The supervisor will communicate the situation to the LASO to notify of the loss or disclosure of CJI records.
3. The LASO will ensure the CSA ISO (CJIS System Agency Information Security Officer) is promptly informed of security incidents.
4. The CSA ISO will:
  - a. Establish a security incident response and reporting procedure to discover, investigate, document, and report to the CSA, the affected criminal justice agency, and the FBI CJIS Division ISO major incidents that significantly endanger the security or integrity of CJI.

- b. Collect and disseminate all incident-related information received from the Department of Justice (DOJ), FBI CJIS Division, and other entities to the appropriate local law enforcement POCs within their area.
- c. Act as a single POC for their jurisdictional area for requesting incident response assistance.

**Penalties:**

Violation of any of the requirements in this policy by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and / or termination.



**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**351**

**Subject**

**Disposal of Media**

**Date of Issue**

**10/17/2017**

**Effective Date**

**10/17/2017**

**Date of Revision**

**12/10/2018**

**Distribution**

1. General Order Manuals
2. Reading Verification to all Personnel

**Purpose**

The purpose of this policy is to outline the proper disposal of media (physical or electronic) at Lebanon City Police Department. These rules are in place to protect sensitive and classified information, employees and the Lebanon City Police Department. Inappropriate disposal of Lebanon City Police Department and FBI Criminal Justice Information (CJI) and media may put employees, Lebanon City Police Department and the FBI at risk.

**Scope**

This policy applies to all Lebanon City Police Department employees, contractors, temporary staff, and other workers at Lebanon City Police Department, with access to FBI CJIS systems and/or data, sensitive and classified data, and media. This policy applies to all equipment that processes, stores, and/or transmits FBI CJI and classified and sensitive data that is owned or leased by Lebanon City Police Department.

**Policy**

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store and/or transmit FBI CJI and classified and sensitive data shall be properly disposed of in accordance with measures established by Lebanon City Police Department.

Physical media (print-outs and other physical media) shall be disposed of by one of the following methods:

- 1) shredding using Lebanon City Police Department issued shredders.
- 2) placed in locked shredding bins for a private contractor to come on-site and shred, witnessed by Lebanon City Police Department personnel throughout the entire process.
- 3) incineration using Lebanon City Police Department incinerators or witnessed by Lebanon City Police Department personnel onsite at agency or at contractor incineration site, if conducted by non-authorized personnel.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier Hard-drives, etc.) shall be disposed of by one of the Lebanon City Police Department methods:

- 1) **Overwriting (at least 3 times)** - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
- 2) **Degaussing** - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
- 3) **Destruction** – a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from Lebanon City Police Department's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

### **Enforcement**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**  
  
**352**

**Subject**

**Media Disciplinary Policy**

**Date of Issue**  
**10/17/2017**

**Effective Date**  
**10/17/2017**

**Date of Revision**  
**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

In support of Lebanon City Police Department's mission of public service to the citizens of the City of Lebanon, the Lebanon City Police Department provides the needed technological resources needed to personnel to access FBI CJIS systems and information in support of the agency's mission. All agency personnel, with access to FBI Criminal Justice Information (CJI) or any system with stored FBI CJI, have a duty to protect the system and related systems from physical and environmental damage and are responsible for correct use, operation, care and maintenance of the information. All technology equipment: computers, laptops, software, copiers, printers, terminals, MDTs, mobile devices, live scan devices, fingerprint scanners, software to include RMS/CAD, operating systems, etc., used to process, store, and/or transmit FBI CJIS is a privilege allowed by Lebanon City Police Department, state CSO, and the FBI. To maintain the integrity and security of the Lebanon City Police Department's and FBI's CJIS systems and data, this computer use privilege requires adherence of relevant federal, state and local laws, regulations and contractual obligations. All existing laws and Lebanon City Police Department regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply to personal conduct.

Misuse of computing, networking or information resources may result in temporary or permanent restriction of computing privileges up to employment termination. In some misuse situations, account privileges will be suspended to prevent ongoing misuse while under investigation. Additionally, misuse can be prosecuted under applicable statutes. All files are subject for search. Where follow-up actions against a person or agency after an information security incident involves legal action (either civil or criminal), the evidence shall be collected, retained, and presented to conform to the rules for evidence laid down in the relevant jurisdiction(s). Complaints alleging misuse of Lebanon City Police Department's computing and network resources and FBI CJIS systems and/or data will be directed to those responsible for taking appropriate disciplinary action.

**Examples of Misuse with access to FBI CJI**

1. Using someone else's login that you are not the owner.

2. Leaving computer logged in with your login credentials unlocked in a physically unsecure location allowing anyone to access Lebanon City Police Department systems and/or FBI CJIS systems and data in your name.
3. Allowing unauthorized person to access FBI CJI at any time for any reason. Note: Unauthorized use of the FBI CJIS systems is prohibited and may be subject to criminal and/or civil penalties.
4. Allowing remote access of Lebanon City Police Department issued computer equipment to FBI CJIS systems and/or data without prior authorization by Lebanon City Police Department.
5. Obtaining a computer account that you are not authorized to use.
6. Obtaining a password for a computer account of another account owner.
7. Using the Lebanon City Police Department's network to gain unauthorized access to FBI CJI.
8. Knowingly performing an act which will interfere with the normal operation of FBI CJIS systems.
9. Knowingly propagating a computer virus, Trojan horse, worm and malware to circumvent data protection or compromising existing security holes to FBI CJIS systems.
10. Violating terms of software and / or operating system licensing agreements or copyright laws.
11. Duplication of licensed software, except for backup and archival purposes that circumvent copyright laws for use in Lebanon City Police Department, for home use or for any customer or contractor.
12. Deliberately wasting computing resources to include streaming audio, videos for personal use that interferes with Lebanon City Police Department network performance.
13. Using electronic mail or instant messaging to harass others.
14. Masking the identity of an account or machine.
15. Posting materials publicly that violate existing laws or Lebanon City Police Department's codes of conduct.
16. Attempting to monitor or tamper with another user's electronic mail or files by reading, copying, changing, or deleting without explicit agreement of the owner.
17. Using Lebanon City Police Department's technology resources to advance unwelcome solicitation of a personal or sexual relationship while on duty or through the use of official capacity.
18. Unauthorized possession of, loss of, or damage to Lebanon City Police Department's technology equipment with access to FBI CJI through unreasonable carelessness or maliciousness.
19. Maintaining FBI CJI or duplicate copies of official Lebanon City Police Department files in either manual or electronic formats at his or her place of residence or in other physically non-secure locations without express permission.
20. Using Lebanon City Police Department's technology resources and/or FBI CJIS systems for personal or financial gain.
21. Deliberately failing to report promptly any known technology-related misuse by another employee that may result in criminal prosecution or discipline under this policy.

22. Using personally owned devices on Lebanon City Police Department's network to include personally-owned thumb drives, CDs, mobile devices, tablets on wifi, etc. Personally owned devices should not store Lebanon City Police Department data, State data, or FBI CJJ.

The above listing is not all-inclusive and any suspected technology resource or FBI CJIS system or FBI CJI misuse will be handled by Lebanon City Police Department on a case by case basis. Activities will not be considered misuse when authorized by appropriate Lebanon City Police Department officials for security or performance testing.

#### Privacy Policy

All agency personnel utilizing agency-issued technology resources funded by Lebanon City Police Department expressly acknowledges and agrees that such service, whether for business or personal use, shall remove any expectation of privacy. Use of Lebanon City Police Department systems indicates consent to monitoring and recording. The Lebanon City Police Department reserves the right to access and audit any and all communications including electronic and physical media at rest, in transit and at end of life. Lebanon City Police Department personnel shall not store personal information with an expectation of personal privacy that are under the control and management of Lebanon City Police Department.

#### Personal Use of Agency Technology

The computers, electronic media and services provided by Lebanon City Police Department are primarily for business use to assist personnel in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

#### Misuse Notification

Due to the increase in the number of accidental or malicious computer attacks against both government and private agencies, Lebanon City Police Department shall: (i) establish an operational incident handling capability for all information systems with access to FBI CJIS systems and data. This includes adequate preparation, detection, analysis, containment, recovery, and user response activities; (ii) track, document, and report incidents to appropriate agency officials and/or authorities.

ISOs have been identified as the POC on security-related issues for their respective agencies and shall ensure LASOs institute the CSA incident response reporting procedures at the local level.

All Lebanon City Police Department personnel are responsible to report misuse of Lebanon City Police Department technology resources to appropriate Lebanon City Police Department officials.

**Lebanon City Police Department  
Lebanon, Pennsylvania**

General Order   
Special Order   
Personnel Order

**ORDER NUMBER**

**353**

**Subject**

**Lethality Assessment Program**

**Date of Issue**

**05/15/2018**

**Effective Date**

**06/01/2018**

**Date of Revision**

**12/10/2018**

**Distribution**

- 1. General Order Manuals**
- 2. Reading Verification to all Personnel**

**PURPOSE**

To establish protocol and implement the use of the Lethality Assessment Program—Maryland Model (LAP) at domestic violence calls for service.

**POLICY**

It is the policy of the Lebanon City Police Department to use the Lethality Screen at the scene of a domestic violence incident to identify victims of domestic violence in potentially lethal situations, and follow the established criteria to place those victims in immediate and direct contact with a domestic violence service program hotline advocate. Officers administering the Lethality Screen shall ask the victim the Lethality Screen and, when a victim is assessed as being in High-Danger, call Domestic Violence Intervention and ask the victim to speak with a hotline advocate.

**DEFINITIONS**

**A. Domestic Violence/Abuse.**

Domestic violence is a pattern of coercive behavior characterized by the domination and control of one person over another, usually an intimate partner, through physical, psychological, emotional, verbal, sexual, and/or economic abuse. Domestic violence is often called “domestic abuse” because it does not necessarily involve physical violence, and some of the tactics may not even be considered a crime.

**B. Abuser.**

A person who perpetrates a pattern of coercive tactics which can include physical, psychological, sexual, economic, and emotional abuse against an intimate partner, with the goal of establishing and maintaining power and control over the victim.

**C. Victim.**

The person against whom an abuser directs coercive and/or violent acts.

**D. Intimate relationship.**

An “intimate relationship” is one in which heterosexual or homosexual partners have, or have had, a sexual or emotionally intimate relationship.

**E. Intimate Partners.**

Intimate partners are persons who are, or have been involved, in an intimate relationship who:

1. Are married, separated, or divorced;
2. Live or have lived together;
3. Have children in common; or
4. Date, or have dated, but do not live, or never have lived together.

**F. Intimate Partner Violence.**

Domestic violence between intimate partners.

**G. Lethality Screen.**

The evidence-based field instrument used by trained practitioners to assess a person who is a victim of intimate partner violence for her/his risk of being killed by an intimate partner.

**H. High Danger.**

A term used for a victim who has been assessed through use of the LAP and the Lethality Screen as being at the greatest risk of being killed. The victim is said to be at “High Danger.”

**INITIATING A LETHALITY ASSESSMENT**

**A. General**

1. In addition to the procedures outlined in the general order, the responding officer shall complete the Lethality Screen when he/she responds to a domestic violence complaint involving intimate partners and one or more of the following conditions exist:
  - a. There is reason to believe an assault or an act that constitutes domestic violence has occurred, whether or not there is an arrest.
  - b. There is a belief or sense on the part of the responding officer that once the victim is no longer in the care or presence of the responding officer the potential for assault or danger is high.
  - c. Repeated calls for domestic violence complaints at the same location or involving the same parties.
  - d. The responding officer believes one should be administered based on his/her experience and training and instinct.

## **F. Filing of the Lethality Screen**

1. Officers who have completed Lethality Screens shall submit them to a supervisor by the end of the officer's shift. The agency LAP representative shall transmit a copy to the Domestic Violence Intervention representative on a weekly basis.
2. The supervisor who receives the Lethality Screen shall file a copy with the police report. The supervisor shall forward the original Lethality Screen to the agency LAP representative.
3. The agency LAP shall:
  - a. Maintain a file of all Lethality Screens,
  - b. Prepare a report as provided in Section I below, and
  - c. Submit the report to the Chief of Police at the end of each month.

## **G. LAP Agency Representative**

The LAP agency representative shall:

1. Facilitate training;
2. Maintain and report data;
3. Serve as a liaison, communicate, and meet with participating LAP agency representatives and agencies; and
4. Generally oversee and monitor progress of the LAP.

## **H. Training**

1. LAP training shall be provided by LAP-trained staff to all new entry-level officers who have not received it in the training academy before the conclusion of their field-training period.
2. In-service LAP training shall be provided to officers at least every two years.

## **I. Records Reporting**

The reports shall contain the following information:

- a. How many Lethality Screens were attempted?
- b. How many victims were assessed as being at High-Danger?
- c. How many victims were not assessed as being at High-Danger?
- d. How many victims did not respond to all of the screening questions?
- e. How many victims assessed as being at high-Danger spoke to a hotline advocate?





## OFFICE OF THE MAYOR

Sherry L. Capello, Mayor

### CITY OF LEBANON

### SEAT BELT POLICY

REISSUED DECEMBER 1, 2017

The City of Lebanon has adopted the following policy regarding the use of seat belts/shoulder harnesses in motor vehicles to improve safety for City employees and to comply with applicable laws at all times.

All employees will wear a seat belt/shoulder harness at all times when operating or as a passenger in a vehicle for City business or when in a City vehicle. Passengers who are not City employees should wear a seat belt/shoulder harness at all times when riding in a City vehicle. All drivers who are transporting a person under 18 years of age must insure their passenger(s) is wearing a seat belt/shoulder harness. Please notify City administration if you need any accommodation with wearing a seat belt.

Common sense exceptions may apply to this policy for Police Officers under certain circumstances.

This policy will be interpreted and applied in accordance with applicable state and federal laws. If, at any time, any provision of this policy is at variance with applicable law, applicable law will govern.

Violations of this policy may result in discipline up to and including discharge.

REISSUED BY:

DATE:

  
\_\_\_\_\_  
Mayor

11/30/17  
\_\_\_\_\_



BOMB THREAT SOPs LEBANON COUNTY/CITY MUNICIPAL BUILDING