

EASTON POLICE DEPARTMENT

MISCELLANEOUS ADMINISTRATIVE INVESTIGATIONS AND PROCEDURES	
CHAPTER: 9	ADMINISTRATIVE MANUAL
AMENDS/SUPERSEDES:	REVISED: October 19, 2016
APPROVED: _____ <i>Chief of Police</i>	EFFECTIVE DATE: June 3, 2002

9-1.0 MISCELLANEOUS ADMINISTRATIVE INVESTIGATIONS

9-1.1 UNUSUAL OCCURRENCES

A. POLICY

1. Law enforcement officers handle a variety of situations each day that they see as normal activity. Public perception, however, presents a different perspective regarding what is routine and what is not. In order to foster a better understanding of the police mission to the general public, the following procedures will be followed.
2. A thorough administrative investigation shall be conducted whenever there is an unusual occurrence as defined below, unless the Internal Affairs Unit is investigating the incident.

B. DEFINED

1. Escapes or attempts.
2. Serious injury or death to any person, or caused by any person, in the care and custody of the Department.
3. Suicide or attempts, of any person in the care and custody of the Department.
4. Serious injury, death, or substantial property damage resulting from any police action/activity (e.g., pursuits, searches, hostage situations, etc).
EXCEPTION: Firearm discharges.
NOTE: Determinations of substantial property damage can be made by the supervisor at the scene.
5. Any other unusual occurrence or situation as determined by the shift/unit supervisor or a commander.

C. MEMBERS INVOLVED

1. Will immediately notify their supervisor.
2. The primary officer assigned to the incident will initiate the appropriate offense or incident report.
3. All other members at the scene will initiate a supplemental report detailing their actions and knowledge of the facts surrounding the incident.

D. SHIFT/UNIT SUPERVISOR

1. Immediately after the occurrence:
 - a. Notify his Commander.
 - b. Begin a preliminary investigation to include collecting original critical documents and obtaining statements from witnesses.
2. Will prepare a summary of the events in a detailed administrative report on a Form 103 before the end of the shift.

E. COMMANDER

1. Will notify the Deputy Chief of Police.
2. Will consult with the Deputy Chief to determine if Internal Affairs will conduct the investigation.
3. If IAU is not investigating, will appoint an investigator who:
 - a. Is the rank of Corporal or higher.
 - b. Is not involved in the incident.
 - c. Will complete the formal administrative investigation.
 - d. Obtain a case tracking number from the Administrative Division during normal working hours.
4. Review and endorse the investigation and forward it through the chain of command to the Chief of Police for retention.

F. DEPUTY CHIEF OF POLICE

1. Establishes a numbering system to track all unusual occurrence investigations.
2. Reviews investigations upon approval of the reviewing commander.
3. Retains the original investigation for a period of four years from the date of the occurrence, or if litigation results, four years after the resolution of the litigation.

9-1.2 CRITIQUES OF CRITICAL INCIDENTS

A. GENERAL

1. The critique process is a valuable method used to identify positive/negative action during a critical incident. Its purpose is to improve police response for the benefit of all involved.

B. CRITICAL INCIDENTS DEFINED

1. Hostage/barricade situations.
2. Natural or man-made disasters.
3. Any unusual police action or activity.
4. Any other situation or incident as determined by the Deputy Chief of Police.

C. DEPUTY CHIEF OF POLICE

1. Coordinates the scheduling of critiques in a timely manner.
2. Directs the critique process, using the following agenda as a guide:
 - a. Review of the incident.
 - b. Problem identification.

- c. Open debate on problem areas.
 - d. Recommendation for solutions.
 - e. Open forum.
 - f. Assignment of research projects, if necessary.
 - g. Forwards a copy of critique summaries to the Chief of Police.
3. Ensures a representative from each unit/squad/division involved in the incident participates in the critique.
 4. Compiles a written summary of the critique, outlining the results including, but not limited to: Offense number, date, time, duration of incident, location, final disposition of subjects, victim information, supervisors on scene, specialized units/sections on scene, brief resume, and cost analysis.
 5. Forward the original summary to the Chief of Police.

9-1.3 DEPARTMENTAL VEHICLE ACCIDENTS

A. GENERAL

1. Members must comply with motor vehicle laws while operating police vehicles in both emergency and non-emergency conditions.

B. SUPERVISORS

1. Will conduct a thorough investigation of all departmental accidents occurring during their shift.
2. Complete all required injury reports if the member is injured as a result of the accident.
3. Complete a "Supervisor's Motor Vehicle Accident Assessment" prior to the end of their tour of duty, which will include the following criteria:
 - a. Name, rank, ID#, and Years of service.
 - b. AR number & complete description of accident.
 - c. Cause(s)/at fault.
 - d. Mitigating /contributing factors.
 - e. Do the parties involved agree or disagree with the causes/fault of the accident as determined by the investigator?
 - f. Make a determination if the accident was "preventable" or "non-preventable" by the member involved.
 - g. List any violations of motor vehicle laws or Department policy and procedures by the member.
4. If the patrol supervisor is involved in the accident then the next senior ranking officer shall conduct the investigation and complete all the required reports for the supervisor.

C. INVESTIGATIONS

1. Will comply with departmental disciplinary procedures and with the Law Enforcement Officers Bill of Rights.

D. INVOLVED MEMBER'S COMMANDER

1. Reviews the completed accident report and Supervisor's Motor Vehicle Assessment Report.
2. If the accident is classified non-preventable, take no further action.

3. If the accident is classified preventable:
 - a. Review the member's departmental driving history.
 - b. If it is the first or second preventable accident for a member, coordinate the possibility for driver remedial training with the training unit.
 - c. Contact the Deputy Chief of Police to determine if disciplinary action is necessary. If discipline is deemed appropriate, current procedures for the disciplinary process will be followed.

E. DEPUTY CHIEF OF POLICE

1. Confers with the commander of the involved member regarding disciplinary action.
2. Tracks and monitors all departmental accidents and actions taken.

9-1.4 MOTOR VEHICLE PURSUIT REVIEW POLICY

A. PRIMARY PURSUIT OFFICER

1. The member who initiated a motor vehicle pursuit or the first member asked to assist another jurisdiction in a pursuit shall complete a Motor Vehicle Post Pursuit Form 76.

B. SHIFT SUPERVISOR

1. Reviews the Form 76 for accuracy, legibility, and thoroughness.
2. Initiates a Form 76A, Post Incident Review summarizing his actions, any violations of the pursuit policy and any other pertinent information regarding the pursuit.
3. Submits the Form 76 and 76A to the Patrol Division Commander for review.

C. PATROL DIVISION COMMANDER

1. Reviews all post pursuit reports to determine if:
 - a. The pursuit was conducted within policy, or if it requires further investigation due to inadequate facts or conclusions.
 - b. Training needs to be considered.
 - c. Policy changes should be considered.
2. If the facts of the case are inadequate to reach a conclusion, the commander will confer with the Deputy Chief to determine who will be responsible for the investigation.
3. The commander will also review the case to recommend changes, as necessary, related directly to the pursuit in the following areas:
 - a. Training.
 - b. Supervision and accountability.
 - c. Operational policy and practices.
 - d. Dispatch or deployment techniques.
4. Will forward the report and his findings to the Deputy Chief.

D. DEPUTY CHIEF OF POLICE

1. Reviews all post pursuit reports to determine if:
 - a. The pursuit was conducted within policy, or if it requires further investigation due to inadequate facts or conclusions.
 - b. Training needs to be considered.
 - c. Policy changes should be considered.

2. Conducts an administrative investigation whenever a motor vehicle pursuit involving a member of the Department results in a fatality, serious personal injury to any person, or extensive property damage.
3. Maintains files of all pursuits.
4. Submits a report annually to the Chief of Police, summarizing the pursuits during the previous calendar year.
5. Ensures the final disposition recommendations approved by the Chief of Police are implemented:
 - a. Dispositions directly affecting the involved member will be referred to the member's commander for implementation.
 - b. Other dispositions will be referred to the appropriate commander for implementation.
6. Maintain a pursuit file for a period of five years involving all personnel within the Department.

9-1.5 FIREARMS DISCHARGES

A. GENERAL

1. All firearm discharges by a Department member must be reported, investigated and reviewed.
Exceptions: Lawful hunting, target practice, authorized training.
2. Firearms include:
 - a. Department issued weapons.
 - b. Privately owned firearms.
3. Firearms discharge types:
 - a. Intentional.
 - b. Unintentional discharge, except during an authorized training session and where no injury or death results.
 - c. Discharge of a member's firearm by another person, except during lawful hunting, target practice or authorized training where no injury or death results.

B. INVESTIGATIVE RESPONSIBILITIES

1. General:
 - a. The Criminal Investigation Unit will conduct criminal investigations to determine if violations of the law have occurred.
 - b. The Internal Affairs Unit (IAU) will conduct administrative investigations to determine violations of policy and/or procedures.
 - c. Shift supervisors will conduct administrative investigations of subordinate members in those instances when IAU does not conduct an investigation. (example: animal destruction).
2. Criminal Investigation Unit:
 - a. Has the responsibility for the investigation of all intentional firearm discharges within the Town of Easton.
 - b. Has the responsibility for the investigation of all unintentional firearm discharges within the Town of Easton when an injury or death is sustained.
 - c. Has the responsibility for the investigation of all firearm discharges within the Town of Easton by a commissioned law enforcement officer of any agency, except humane destruction of animals.
 - d. After consulting with the State's Attorney's Office, initiates criminal charges if warranted.

3. Internal Affairs Unit:
 - a. Is responsible for conducting the administrative investigation of all member-involved firearms discharges, except:
 - 1) Humane destruction of, or attempts to destroy, injured animals.
 - 2) Discharge of chemical agents during a tactical operation. The Support Services Commander investigates discharges of chemical agents during a tactical operation.
 - b. Confers with the Criminal Investigation Unit, as soon as possible, after an incident to exchange information regarding the investigation and to ensure compliance with the LEOBR and the constitutional rights of all parties involved.
 - c. Forwards investigations to a member's commander for appropriate disciplinary action when the discharge is determined to be out of policy.
4. Supervisors:
 - a. Are responsible for the review of all use of force reports that occur on their shifts.
 - b. Are responsible for the review of all firearm discharges for the destruction of or attempts to destroy injured or vicious animals that occur on their shift and will make a determination if the discharge was in, or out, of Department policy.
 - c. Are responsible for the initial investigation of all accidental discharges that do not result in personal injury or death that occur on their shift.
 - d. Notify or ensure the notification of the Communications Center of all firearm discharges involving a Department member in Town.
5. Division Commander:
 - a. Reviews all firearms discharge investigations completed on members under their command.
 - b. Remove the member from line-of-duty, pending an administrative review of a firearm discharge, if injury or death has resulted.
 - c. After the review, the commander will determine if the member should:
 - 1) Continue at present assignment.
 - 2) Be placed in a non-line function.
 - 3) Be suspended.
 - d. Visit or contact the jurisdiction involved and obtain all available copies of the investigation if the discharge occurred outside the Town of Easton.
6. Deputy Chief of Police:
 - a. Reviews all firearms discharge investigations.
 - b. Maintains files on all reports involving discharges of firearms.
 - c. Submits a report annually to the Chief of Police, summarizing the use of firearms during the previous calendar year.

9-1.6 USE OF FORCE REVIEW POLICY

A. INVOLVED MEMBER'S COMMANDER

1. Reviews the use of force report and written reports to make a determination on each case under review to indicate the use of force was:
 - a. Justifiable, and in accordance with the law and Department policy and procedures.
 - b. Justifiable, but avoidable.
 - c. Justifiable, under the law, but violated Department policy and procedures.
 - d. Not justifiable.
 - e. If the facts of the case are inadequate to reach a conclusion, the commander will confer with the Deputy Chief to determine who will be responsible for the investigation.

2. The commander will also review the case to recommend changes, as necessary, related directly to the use of force in the following areas:
 - a. Training.
 - b. Supervision and accountability.
 - c. Psychiatric counseling.
 - d. Hiring/promotional criteria.
 - e. Dispatch or deployment techniques.
 - f. Operational policy and practices.
3. Will forward the report and his findings to the Deputy Chief of Police.

B. DEPUTY CHIEF OF POLICE

1. Reviews all use of force reports to make a determination on each case under review to indicate the use of force was:
 - a. Justifiable, and in accordance with the law and Department policy and procedures.
 - b. Justifiable, but avoidable.
 - c. Justifiable, under the law, but violated Department policy and procedures.
 - d. Not justifiable.
2. Will also review the case to recommend changes, as necessary, related directly to the use of force in the following areas:
 - a. Training.
 - b. Supervision and accountability.
 - c. Psychiatric counseling.
 - d. Hiring/promotional criteria.
 - e. Dispatch or deployment techniques.
 - f. Operational policy and practices.
3. Maintains files of all reports involving the use of force.
4. Submits a report annually to the Chief of Police, summarizing the use of force during the previous calendar year.
5. Ensures the final disposition recommendations approved by the Chief of Police are implemented:
 - a. Dispositions directly affecting the involved member will be referred to the member's commander for implementation.
 - b. Other dispositions will be referred to the appropriate commander for implementation.

C. USE OF FORCE –DEFINED

1. For the purposes of the Use of Force Review Policy, the use of force is defined as:
 - a. All firearm discharges by a member, whether on or off duty, EXCEPT:
 - 1) An intentional discharge during a lawful hunt or target or authorized training where no injury or death to any person occurred.
 - 2) An accidental discharge where no injury or death to any person occurred.
 - 3) A discharge of a member's firearm by another person.
 - b. Use of a non-lethal weapon and/or physical force by a member that results in injuries or death to any person.
 - c. Use of force by an officer which results in, or is alleged to have resulted in, an injury to a subject to such extent that medical treatment is necessary, or death has resulted, by the use of any lethal or non-lethal weapon, including the use of the officer's hands.
 - d. Use of an impact or chemical weapon by an officer against a subject in self-defense or to affect an arrest, which did not result in any injury.
 - e. Use of a K-9 that bites or causes injury to a suspect.

D. REVIEW DETERMINATIONS

1. If the use of force was determined to be in policy by the involved members commander and the Deputy Chief the findings, conclusions and disposition recommendations will be sent to the Chief of Police for final review.
2. If the use of force was determined to be out of policy, by either the commander or the Deputy Chief the case will be sent to the Internal Affairs Unit for investigation and appropriate disciplinary action, if warranted.

9-2.0 SPECIAL EVENTS AND DETAILS

9-2.1 DIGNITARY PROTECTION

A. GENERAL

1. Members receiving requests shall forward documented and written requests to the Chief of Police.
2. All telephone requests will be documented and forwarded to the Chief of Police, as soon as possible.
3. The Chief of Police decides if protection is to be afforded and to what extent, and will appoint a detail commander, if the request is honored.

B. DETAIL COMMANDER

1. Has overall protection responsibility for approved details.
2. Designates a member to prepare advance security arrangements.
3. Establishes telephone contact and sets up a meeting with the representative of the dignitary, if necessary.
4. Determines the itinerary of the dignitary and persons accompanying the dignitary.
5. Determines the identity of other agencies involved in protecting the dignitary and ascertains what protective measures they are taking.
6. Researches information about previous threats directed against the dignitary or member of the dignitary's family.
7. Researches information on any group or person who may advocate violence or disorder at any site attended by the dignitary, including the dignitary's place of lodging.
8. Defines the responsibilities of all necessary departmental units, informing support personnel of same.
9. Prepares an operation order describing the detail and manpower deployment.
10. Arranges a briefing prior to the detail that:
 - a. Includes representatives from all support units.
 - b. Provides last minute changes.
 - c. Identifies outside agencies and their responsibilities.
11. Establishes a command post, to be used by the detail commander, which provides a site for coordinating radio and telephone transmissions.
12. Designates technicians to install necessary communications equipment at the command post.
13. Provides personnel to monitor crowd behavior for the purpose of problem identification.

C. DIGNITARY/WITNESS PROTECTION TEAM

1. Has the close-in protection responsibility for the dignitary.

2. Coordinates detail planning and actions through the Detail Commander.
3. Provides support for the unit assigned the intelligence duty during the protection detail.

D. DETAIL SUPPORT

1. K-9 officers and dogs that are trained to detect explosives may be used to detect the presence of explosive devices in areas to be visited by the dignitary.
2. The Tactical Unit may be used for additional support as needed.

9-2.2 HONOR GUARD UNIT

A. GENERAL

1. The unit is a voluntary assignment comprised of six (6) officers from the Department.
2. The primary function of the Honor Guard Unit is to perform at occasions where its presence would bring credit to the Law Enforcement profession, this Department and those who serve. This is particularly true in honoring active and retired police officers by conducting military style funeral services. The Honor Guard Unit may also perform at functions, to include, but not be limited to:
 - a. Department funerals.
 - b. Out of agency funerals.
 - c. Special occasions, such as Police Officers' Memorial Day.
 - d. Department events (e.g., promotions, graduations, etc.).
 - e. Community events (e.g., parades, dedications, etc.).
 - f. Dignitary events.
 - g. Any other event or occasion as requested by the Chief of Police.
3. Selections to fill vacancies in the unit will be made by the Deputy Chief.
4. A unit commander will be designated by the Chief of Police.
5. When at a ceremony or other official function, members will remain in full uniform prior to, during, and after any function or service when in full view of the public.
6. Members will show respect to each other, to all persons in attendance, and most importantly, to those being honored, at all times. Any member found to bring disrespect to the Unit, those being honored, or to the function attended, will be removed from the unit and dealt with according to Department policies and procedures.

B. UNIT COMMANDER

1. Has the authority to assign and coordinate unit participation in all events.
Exception: Events that involve overnight travel require the approval of the Chief of Police.
2. Responsible for the overall function of the unit at a particular event.
3. Assigns personnel to details.
4. Notifies assigned members of details.
5. Coordinates transportation, equipment, lodging, expenses, etc.
6. Completes a detail activity sheet and cost analysis at the end of each event.

C. PLANNED EVENTS

1. "Planned events" refers to those requests for unit participation that are made at least forty-five (45) days prior to the event.

2. The Unit Commander will determine the availability of the unit and notify the requesting individual with regard to approval.
3. If the request is denied, a written explanation will be provided, setting forth the reason for the denial (e.g., prior commitment, etc.).

D. UNPLANNED EVENTS

1. “Unplanned events” refers to requests for unit participation in funerals and other events with less than 45 days notice.
2. When notified of the death of a member of the Department, whether active or retired, the Deputy Chief of Police will notify the Unit Commander.
3. When receiving notice of funerals in other jurisdictions, or other unplanned events, the Unit Commander will take into consideration manpower, cost, and any other impact on essential police services, prior to approving a detail.

E. MEMBERS RECEIVING REQUESTS

1. Document all requests for the unit, to include the following:
 - a. Date, time and location of the event.
 - b. Length of the event.
 - c. Type of event.
 - d. Services requested.
 - e. Contact person, address and telephone number.
 - f. Approximate number of persons expected to attend the event.
2. All requests should be forwarded, in writing, to the Chief of Police with the above information.

F. BENEFITS AND TRAINING

1. Members of the unit will not receive additional benefits.
2. Members may receive compensatory time for training and performing as a course of their assignment.
3. Expenses related to travel or accommodations for members as part of their assignment will be paid by the member and reimbursed by the Town.
4. Members will train eight (8) hours monthly, which will include, but not be limited to:
 - a. Verbal commands.
 - b. Marching.
 - c. Presentation of colors.
 - d. Casket carrying (pallbearer).
 - e. Flag folding.
 - f. Casket guard.
 - g. Close order drills.
 - h. Silent commands.
 - i. Unit movement.

G. EQUIPMENT

1. Members will wear the issued Class “A” uniform while performing at all official functions.
2. Members will wear an Honor Guard rocker under the agency patch on all issued uniform shirts and jackets.

3. Members will be responsible for the care and maintenance of the following Honor Guard uniforms and accessories:
 - a. Class "A" blouse, trousers and Stetson hat.
 - b. High gloss black shoes, double soled with taps.
 - c. All required appurtenances.
 - d. White gloves – worn at all events.
 - e. Red shoulder cords.
4. The Unit Commander will be responsible for the care and maintenance of the following unit equipment:
 - a. Flags – United States, State of Maryland, Easton Police Department.
 - b. Wooden flag poles for each flag.
 - c. Leather flag carriers.
 - d. Rifles.

9-2.3 MAJOR EVENTS

A. PATROL DIVISION COMMANDER

1. When informed that a major event will occur within the Town, must gather background information pertaining to:
 - a. The nature, type, and location of the event.
 - b. Date, time, and length of the event.
 - c. Approximate number of persons expected to attend the event.
2. Determine the number and type of personnel required to adequately handle the event.
3. Request, through other division commanders, assistance from other units/personnel necessary to handle the event, if it is determined that the event cannot be handled at the operations level.
4. Complete an Operations Order and forward to the Chief of Police.
5. Refer to the Administrative Manual, Chapter 2, for procedures regarding completion and approval of Operations Orders.
6. Review, evaluate, approve, and distribute Operations Orders for major events.
7. Is responsible for the overall scope and handling of the event.

9-2.4 MOTION PICTURE DETAILS

A. GENERAL

1. The Chief of Police decides to what extent the Department will participate in a motion picture.
2. The Chief of Police will appoint a detail commander to act as a liaison.

B. DETAIL COMMANDER

1. Reviews film scheduling dates and other Department obligations to ensure sufficient staffing is available.
2. Observes the physical location of the area to be filmed to determine impact on traffic flow during identified times and dates.
3. Identifies safety needs of participants and spectators.
4. Determines the impact on residence and business access.
5. Must be thoroughly aware of the location of film equipment and parking for film crews.

6. Coordinates use of Department property in the film.
7. Prepares an Operations Order for Department units that may be impacted by a movie detail.
8. Maintains continuous contact with the movie company during its stay.

9-2.5 SPECIAL ESCORTS

A. GENERAL

1. Escorts affecting traffic (e.g., military convoys, parades, etc.) are the responsibility of the Commander of the Patrol Division or his designee.
2. Emergency escorts involving protection of public officials, witnesses, celebrities, etc., may be provided by a supervisor, but only for a short period. Supervisors providing such protection will notify the Patrol Division Commander as soon as possible.

9-3.0 MISCELLANEOUS ADMINISTRATIVE PROCEDURES

9-3.1 FINANCIAL MATTERS

A. LOGO

1. A profit or non-profit organization may use the Department logo with prior, written approval from the Chief of Police.
2. Organizations or corporations interested in placing their logo on products provided for the Department or using the Department "Logo" will be instructed to forward a letter to the Chief's Office containing:
 - a. A request for permission.
 - b. Nature of request.
 - c. The product/item to be used.

B. CONTRACT AND PROCUREMENT PROCEDURES

1. The Chief of Police must review all deeds, bonds, contracts, agreements, releases, leases, memorandums of understanding, or any other legal papers involving the Department prior to the approval or submission to the Mayor or Council for signature and execution.
2. Non-monetary contracts will be reviewed and prepared for the Town Council's approval, if necessary, and by the Town Attorney's Office.
3. The Town Council must approve any contract before it is executed if it is for the purchase, lease or rental of real estate or leasehold property or services, when the price is in excess of \$5,000.00.
4. The Mayor and Council must approve grant agreements before the Department can spend any grant monies.
5. Contracts, leases, agreements, etc., related to special investigations will be handled on a case-by-case basis by the Town Attorney.
6. The Town of Easton bidding policies and procedures must be followed as defined in the Charter and Code of Easton.

9.3.2 RIDE-ALONG PROGRAM

A. GENERAL

1. The Department does not generally permit Ride-Alongs.
2. The Deputy Chief may approve a ride-along request depending on the circumstances.
3. Upon approval, the Deputy Chief will schedule the ride-along and notify the individual of the date.
4. Exceptions:
 - a. Department members. Members may accompany personnel for purposes of field training; project research; observation or other valid job related reasons with advanced permission from the shift supervisor.
 - b. Other persons may be exempted from these procedures with the permission of the Deputy Chief.

B. RIDING RESTRICTIONS

1. Proper attire is required, including shoes and shirts. Tube tops, bare backs or midriffs and short skirts/shorts are not permitted. Supervisors may cancel a ride for inappropriate attire.
2. Participants are prohibited from carrying or possessing weapons of any kind, unless they are authorized by another police agency.
3. Participants must be picked up and dropped off at the police department.
4. Participants may leave the vehicle and accompany the officer on non-emergency; routine calls for service only, with permission from their assigned officer.
5. Participants may not handle or operate any police property or evidence, or speak to victims or prisoners, except in an emergency.
6. Participants may request to terminate their ride at any time.
7. Officers dispatched to a dangerous call for service will immediately find a safe location, drop off the participant and make arrangements to have the participant picked up.
8. Officers shall not engage in vehicular pursuits or initiate any actions that may jeopardize the safety of the participant.
9. Prisoners will not be transported in the police car with a participant.
10. Only one participant may ride in a car at a time and only one participant may be scheduled per shift. Participants shall ride in the front seat and shall wear their safety belt at all times.
11. Participants shall not, in any way, interfere with an officer's investigation of any situation. They are encouraged to ask questions concerning an incident, after the officer has cleared the scene.
12. Officers have a right to return a participant to the Department for inappropriate behavior. The shift supervisor shall review the incident and determine if the ride is to be terminated or the participant reassigned to another officer.
13. If for any reason a ride is terminated by the Department for inappropriate behavior, conduct or other reasons, the supervisor shall submit an IDC to the Patrol Division Commander setting forth the reasons for the termination.

9-3.3 REWARDS FOR CRIME INFORMATION

A. GENERAL

1. When an individual or group wishes to offer a reward for information leading to the arrest and/or conviction of a subject responsible for a crime which occurred in the Town of Easton, the member receiving the offer will forward to their commander an IDC with the following information:
 - a. Name and mailing address of the individual or group offering the reward.
 - b. Telephone numbers during normal business hours for individual/group.
 - c. Type of crime and report number for which the reward is offered.
 - d. Amount of reward.
 - e. Any restrictions for issuance of award.
2. The IDC will be forwarded to the Special Operations Division Commander, who will assign a detective to serve as liaison between the Department and the individual or group offering the reward.

B. CID LIAISON

1. Initiates contact with the individual or group offering the reward.
2. Contacts the individual or group offering the reward when an arrest and/or conviction is made based on information provided by an individual(s).
3. Forwards the name of the individual(s) claiming the reward to the individual or group offering the reward for payment.
4. The Department does not handle any offered reward money or have any input as to whether the reward is due. The decision to pay, and payment, is between the individual or group offering the reward and the individual or group claiming the reward.
5. Notifies the primary investigating officer of any payment made to an informant who is required to notify the State's Attorney's Office when an informant has been paid a cash reward and required to provide testimony at the time of the trial.