



Sioux Falls Police Department

Partnering with the community to serve, protect, and promote quality of life!

Policy: Critical Incident Scene Investigation	Related Policies:	Section #: 500 Investigations
		Policy #: 501
		Effective: 6/2020
		Page 1 of 2
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
Policy Owner: USD		
Reference:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

1.1. This policy is created to provide members of the Sioux Falls Police Department guidance when investigating critical incidents.

2. Policy:

2.1. The priority at the scene, after aid is given to any injured present, should be to gather all evidence to aid in an investigation and assist in establishing the truth of the incident.

3. Procedure:

3.1. This process will vary from the fundamental principal of protecting the scene, to interviewing witnesses and collecting identifiable physical evidence. The performance of each of these functions should be assigned according to the most qualified persons and availability of personnel. Summoning detectives and Crime Lab personnel shall be the decision and responsibility of a shift supervisor.

3.2. At major crime scenes, an officer shall be placed in a position to get the names of all persons entering the crime scene area. This officer will use a Crime Scene Entry Log to list the name, agency, time in and time out, and the reason the person is there, of everyone, including police officers, who enter the area. When completed, this form is

filed with the original case report. Entry to the crime scene will be restricted to **essential** personnel.

3.3. In some cases, the scene may be modified from its original condition to accomplish some other objective. In routine accidents particularly, the roadway should be cleared as soon as possible but in a manner so as not to lose essential evidence.

3.4. The Crime Lab should be summoned to process the scene of non-traffic incidents when, in the opinion of a shift supervisor, there is a possibility of relevant and material evidence. Investigators should ensure evidence is properly marked for identification and protected for later processing by Forensic Specialists or others. If Forensic Specialists are at the scene, they will take control of processing the crime scene as well as the removal evidence. Forensic Specialists shall report their findings at the crime scene on a supplement report to the case report.



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Policy: Photographic Evidence at Traffic Collision Investigations	Related Policies:	Section #: 500 Investigations
		Policy #: 502
		Effective: 6/2020
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<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
Policy Owner: USD		
Reference:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

- 1.1. This policy is created to provide guidance for officers that respond to traffic collisions where photographs may be needed.

2. Policy:

- 2.1. It is the policy of the Sioux Falls Police Department that photographic evidence may be obtained at traffic collisions where extensive damage occurs, there are serious injuries or fatalities or if there is damage to City property.

3. Procedure:

- 3.1. In traffic collisions, where photographs are required, a shift supervisor may be summoned to the scene.
- 3.2. Photographs should be taken in serious collisions, and where the officer investigating considers them of significant value as evidence.
- 3.3. Collisions involving City property may have photographs taken at the shift commander's discretion.

- 3.4. A Forensic Specialist and Traffic Section supervisor should be summoned by a shift supervisor for known or probably fatal collisions.
- 3.5. Photograph Procedures for Collisions
 - 3.5.1. When photographs are determined to be needed, the following procedure should be followed:
 - 3.5.1.1. Photographs should be taken so as to best reflect what actually exists at the scene.
 - 3.5.1.2. Sufficient photographs should be taken to accomplish the objective.
- 3.6. When circumstances develop that prevent officers from issuing a citation or making the physical arrest at the scene, you may start the procedure for later warrant issuance by:
 - 3.6.1. Making a case report, listing all applicable facts.
 - 3.6.2. Indicate a request to have a warrant issued.
 - 3.6.3. The Traffic Section will follow up on all such cases and the investigators will record supplement reports as to the action taken.
 - 3.6.4. Remember that officers don't sign complaints, the City Attorney's Office or State's Attorney's Office handles warrant acquisition based on the facts the investigator submits.



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Policy: Preliminary and Follow Up Investigations	Related Policies:	Section #: 500 Investigations
		Policy #: 503
		Effective: 6/2020
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Policy Owner: USD		
Reference:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

- 1.1. This policy is created to differentiate between preliminary and follow up investigations.

2. Policy:

- 2.1. Investigations are distinguished as being either preliminary or follow-up. Some incidents require only a preliminary investigation.

3. Definitions:

- 3.1. **Follow Up Investigation** – investigation that is continued to exhaust all reasonable leads toward a successful conclusion.
- 3.2. **Preliminary Investigation** – continues to that point where it may be ended temporarily by the investigator without having an adverse effect on the total investigation.

4. Procedure:

- 4.1. The Uniformed Services Division will conduct most preliminary investigations.
- 4.2. The Traffic Section of the Uniformed Services Division will conduct follow-up investigations in traffic cases.
- 4.3. The Investigative Services Division will generally conduct follow-up investigations in non-traffic cases.
- 4.4. **In** all cases where there will be follow-up investigations, the follow-up investigator shall be notified so as to make the transition as advantageous to the investigative process as possible.
 - 4.4.1. In minor cases, the referral may be through reports only.
 - 4.4.2. In all serious cases where the need for immediate follow-up is apparent, the notification shall be made as soon as possible.
 - 4.4.3. The more serious the case needing follow-up, the sooner the follow up should be instituted.
- 4.5. The decision and responsibility for notification by the Uniformed Services Division rests with the shift commander or his designee.



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Policy: Field Interviews / Intelligence Gathering	Related Policies:	Section #: 500 Investigations
		Policy #: 504
		Effective: 6/2020
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<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
Policy Owner: USD		
Reference:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

1.1. This policy establishes guidelines regarding the gathering of intelligence via field interviews.

2. Policy:

2.1. The purpose of the Sioux Falls Police Department Intelligence Files is to gather, centralize, and disseminate information on individuals and/or organizations reasonably suspected of involvement in criminal activity in the Sioux Falls region.

2.2. Under no circumstances shall information be gathered solely on the basis of race, creed, color, national origin, sexual preferences, political preference, or religious beliefs.

3. Definitions:

3.1. **Field Interview** – A contact by an officer with an individual outside the walls of the Law Enforcement Center. Information gained in a field interview may be the subject of an intelligence report.

3.2. **Intelligence Report** – A report submitted regarding an individual or group of individuals who may be suspected in criminal activity.

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4. Procedure:

4.1. Information contained in the intelligence files of the Sioux Falls Police Department will be disseminated **only** to sworn officers of this department or sworn officers of other law enforcement agencies on a right-to-know / need-to-know basis.

4.2. Intelligence Submissions:

4.2.1. Information may be submitted for inclusion into the intelligence file on the standard intelligence form by any sworn member of this department.

4.2.2. The Sex Offender Registration Detective will coordinate intelligence submissions to the Law Enforcement Information Network (LEIN) and to Mid-States Organized Crime Information Center (MOCIC).



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Policy: Street Gang Investigations	Related Policies:	Section #: 500 Investigations
		Policy #: 505
		Effective: 6/2020
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<i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
Policy Owner: USD		
Reference: SDCL 22-10A; 22-10A-1 to ss-10A-3		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

- 1.1. This policy is created to assist members of the Sioux Falls Police Department during the investigations of incidents involving members of “Street Gangs.”

2. Policy:

- 2.1. The Sioux Falls Police Department will assist the Minnehaha County State’s Attorneys Office in the investigation and prosecution of members of “Street Gangs.”

3. Definitions:

- 3.1. **Street gang** – Any formal or informal ongoing organization, association, or group of three or more persons who have a common name or common identifying signs, colors, or symbols and have members or associates who, individually or collectively, engage in or have engaged in a pattern of street gang activity;
- 3.2. **Street gang member** – Any person who engages in a pattern of street gang activity and who meets two or more of the following criteria:
 - 3.2.1. Admits to gang membership;
 - 3.2.2. Is identified as a gang member by a documented reliable informant;

- 3.2.3. Resides in or frequents a particular gang's area and adopts its style of dress, its use of hand signs or its tattoos and associates with known gang members;
- 3.2.4. Is identified as a gang member by an informant of previously untested reliability if such identification is corroborated by independent information;
- 3.2.5. Has been arrested more than once in the company of identified gang members for offenses which are consistent with usual gang activity;
- 3.2.6. Is identified as a gang member by physical evidence, such as photographs or other documentation; or
- 3.2.7. Has been stopped in the company of known gang members four or more times.

3.3. **Pattern of street gang activity** – The commission, attempted commission, or solicitation by any member or members of a street gang of two or more felony or violent misdemeanor offenses on separate occasions within a three-year period for the purpose of furthering gang activity.

4. Procedure:

- 4.1. South Dakota State Statute defines a member of street gang in SDCL 22-10A.
- 4.2. In order to seek enhanced penalties for members of street gangs under state statute, the State's Attorney Office needs members of this department to accurately reflect any activity or information in their reports as it relates to the definitions listed above.
- 4.3. Officers should take care to ensure that facts and information meeting this criterion are verified to the best of their ability prior to inclusion in official reports.



Sioux Falls Police Department

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Policy: Open Doors and Windows	Related Policies:	Section #: 500 Investigations
		Policy #: 506
		Effective: 6/2020
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Policy Owner: USD		
Reference:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

- 1.1. This procedure is created to assist officers of the Sioux Falls Police Department in their response to open doors and windows.

2. Policy:

- 2.1. When officers are dispatched to, or discover, open windows or doors at a premises, and the circumstances are suspicious due to the time of day, location of premises, day of the week, etc., the officers should treat it as they would a burglary in progress.

3. Procedure:

- 3.1. Officers will make every effort to contact the owner of the property and have them respond to verify no crime has occurred, re-secure the building, and/or to authorize officers to re-secure the building. If officers cannot contact a property owner, a supervisor will be contacted to provide further guidance.
- 3.2. Normally a case report is not taken unless it is evident a crime has been committed or attempted.

The reporting officer would classify the case report with the appropriate case classification that corresponds with the crime that is being reported



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Policy: Public Health Investigations	Related Policies:	Section #: 500 Investigations
		Policy #: 507
		Effective: 6/2020
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<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i></p>		
Policy Owner: USD		
Reference: <i>Sioux Falls City Ordinance Titles V, IX, and XI.</i>		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

- 1.1. There are a variety of public health complaints that are fielded by members of the Sioux Falls Police Department. This policy will assist officers in providing guidance to members of the public.

2. Policy:

- 2.1. It is the mission of the Sioux Falls Police Department to provide a service to our customers. In order to accomplish this mission, it is the policy of the department that employees will try to mitigate complaints of a public health nature by either making a referral to the appropriate agency dealing with the complaint or taking some kind of action on their own.

3. Procedure:

3.1. Public Health

- 3.1.1. Calls for service that have complaints about numerous junked vehicles on someone's property; excessive garbage or refuse at a residence; numerous pets and pet waste; substandard housing; etc., are all considered issues of public health.

- 3.1.2. A case report can be completed if the officer would like follow-up or an investigation by the appropriate agency that monitors public health violations. A copy of the case report will be forwarded to the appropriate agency by the Investigative Services Division. Officers can fill out the Health Department Nuisance Complaint Form in lieu of a case report to the Health Department. Officers may also use that complaint form to report violations they observe while on duty.

3.2. Animal Complaints

- 3.2.1. Animal Control Officers will handle most of the animal complaints received during the hours they are on duty. After hours, they will respond only to emergency calls.
- 3.2.2. Police Department officers will be dispatched on animal complaints such as barking dogs when Animal Control units are out of service.
- 3.2.3. In cases of animal bites and stray animals, citizens should be referred to Animal Control so that the animal can be captured and held for observation. When someone has been attacked by a vicious animal or there is a threat to life by a vicious animal, the threat should be neutralized and medical attention rendered.
- 3.2.4. Officers may also be requested to assist Animal Control in providing protection of life and property in cases of livestock at large.

3.3. Snow Complaints

- 3.3.1. Generally speaking, violators will be ticketed for:
 - 3.3.1.1. Intentionally depositing or blowing snow from sidewalks onto public streets after plowing of those streets has been completed.
 - 3.3.1.2. Intentionally depositing or blowing snow from driveways and parking lots onto public streets or sidewalks, before and after plowing of the streets.
 - 3.3.1.3. Piling of snow in a manner that will obstruct or interfere with the passage or vision of vehicle or pedestrian traffic. (Common sense must be used for extreme violations and consideration made due to the total amount of snow accumulation, etc.)
- 3.3.2. The Community Development Department's Parking Patrol will investigate and enforce complaints of snow removal from the sidewalks. The Police Department will continue to respond to the other complaints.

3.3.3. Persons who can be charged for these violations include: property owners, tenants, persons in possession of the property, and any person who removes snow and deposits it in a way constituting a violation. Violations are listed in City Ordinance 96.102.

3.4. **Weed Complaints**

3.4.1. Complaints are to be directed to the Parks and Recreation Forester.



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Policy: Medical Emergencies	Related Policies:	Section #: 500 Investigations
		Policy #: 508
		Effective: 6/2020
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Policy Owner: USD		
Reference:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

- 1.1. This policy is created to provide guidance to officers of the Sioux Falls Police Department when responding to medical emergency calls for service.

2. Policy:

- 2.1. It is the policy of the Sioux Falls Police Department that members of this agency will provide basic first aid and or CPR as needed to preserve human life. Considerations as to a crime scene are of a secondary concern to providing basic life support efforts.

3. Procedure:

- 3.1. Officer safety and scene safety are basic premises of medical response. These two areas must be ensured before life-saving efforts can begin. Officers responding to medical emergencies must be alert for outside factors that may have caused the emergency, such as chemicals, fumes, narcotics, etc. DO NOT rush into an unsafe scene without taking proper precautions.
- 3.2. If the officer(s) is the first to arrive, the officer will perform 1st aid to the victim as they have been trained. This 1st officer on scene should respond with their AED, 1st Aid bag and Naloxone if safe to do so. If they do not, they should notify the

- incoming units to bring theirs to the scene. Once medical responders arrive, the officer(s) will turn the care of the victim over to medical personnel.
- 3.3. Officers are frequently responding to medical emergencies that turn out to be overdoses. Please refer to **Section #900 Materials, Policy #911 Naloxone**, for the policy on its use and documentation.
 - 3.4. The officers will remain on the scene to keep any bystanders from interfering with medical personnel.
 - 3.5. The officers need to keep in mind that the scene of the medical emergency may be the scene of a crime as well.
 - 3.6. At the completion of the medical emergency, a medical emergency form needs to be completed by one of the responding officers.



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Policy: Traffic Collision Investigations	Related Policies:	Section #: 500 Investigations
		Policy #: 510
		Effective: 6/2020
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Policy Owner: USD		
Reference: SDCL Title 32 and Sioux Falls City Ordinance Title VII – Traffic Code		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

- 1.1. This policy directs officers of the Sioux Falls Police Department during the investigation of traffic collisions.

2. Policy:

- 2.1. The Sioux Falls Police Department will investigate all traffic collisions to determine if a violation of State Law or City Ordinance exists as a cause of the collision.

3. Definitions:

- 3.1. **No Report Accident** – A no report accident is a non-injury accident that occurs on private property. A no report accident can also be on a public roadway if there are no injuries and the damage requirements have not been met. If a citation is issued, the accident **cannot** be considered no report.
- 3.2. **State Reportable Accident** – If the accident occurred on a public roadway and there is \$1,000 or more damage to a single vehicle, or \$2,000 combined damage if other property or vehicles are involved. Accidents which involve at least one motor vehicle within a traffic way (includes the entire area within the right of way) or outside the traffic way if control was lost within the traffic way and cause a fatality, injury, or

property damage to an apparent extent of \$1000.00 or more to any one person's property or \$2000.00 or more per accident.

- 3.3. **Non-State Reportable Accident** – Accidents that do not rise to the level of being State reportable but where a citation has been issued will require a complete accident report. The Accident Type field of the accident report will be “Local”.

4. Procedure:

4.1. General Accident Investigations Procedures

The following procedures should be followed at all traffic accident scenes when applicable:

- 4.1.1. Prevent the accident from becoming more serious.
- 4.1.2. Protect:
 - 4.1.2.1. And care for the injured until help arrives.
 - 4.1.2.2. Others from dangers of the accident.
 - 4.1.2.3. Against additional loss of property.
 - 4.1.2.4. The scene.
- 4.1.3. Summon necessary assistance.
- 4.1.4. Investigate the accident.
 - 4.1.4.1. Complete the appropriate reports based on accident conditions
 - 4.1.4.2. Make Physical arrests and / or issue citations as needed. In most cases, if the crash was the result of a moving violation, a citation should be issued.
 - 4.1.4.3. Attach damage tags. The CFS number of the crash must be written on the damage tag.
 - 4.1.4.4. Arrange for tows if needed.
 - 4.1.4.5. All accidents involving police vehicles will be investigated by a Shift Supervisor and a Traffic Section officer if available.

4.1.5. Normally, the Highway Patrol will investigate accidents on the interstate highways, even when inside the city limits, but may be assisted by City officers, if the Highway Patrol requests assistance.

4.2. Non Reportable Accidents

4.2.1. No accident report is necessary in reference to accidents on private property except in cases where personal injury has occurred or where the accident has occurred on a public roadway but the damage and / or injury requirements for a state reportable accident are not met. Unless a citation for a moving violation is issued.

4.2.2. License plates of the vehicle(s) involved will be logged with Metro Communications.

4.2.3. The officer will make sure that the drivers fill out and exchange the Accident Information Exchange Forms. If there is no report completed, then the "exchange only no report" box on the exchange form will be checked.

4.2.4. Necessary damage tags will be filled out and issued. The CFS # must be written on the damage tag.

4.2.5. Metro Communications will be informed of the exact location of the accident.

4.3. Injury and Fatality Accidents

4.3.1. In serious injury accidents, a traffic unit will be dispatched if available and will initiate follow-up investigation upon arrival.

4.3.2. In fatal accidents, or where there is a high probability of a fatality, a Traffic Supervisor will be called out and the Support Services Commander notified.

4.3.3. Crime Lab personnel will respond to all fatalities. On-scene personnel will protect the crash scene until it is released by Traffic Investigators.

4.3.4. In the case of fatality accidents, a Traffic Section Supervisor will notify the State Department of Transportation and the coroner. The Traffic Section Supervisor, PIO, or Shift Supervisor will make a news release. Names will not be given until next-of-kin are notified.

4.4. Hit and Run Accidents

4.4.1. The Metro Communications operator should obtain as much information as possible concerning the description of the hit and run driver and vehicle, and broadcast to all units. The officer, upon arrival at the scene, should broadcast additional information useful to the search.

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- 4.4.2. Hit and run incidents should be handled in the same manner as other traffic accidents.
- 4.4.3. An accident report, with all available information available at the time, will be completed on all hit and run incidents. Photos will be taken of the damage to the victim vehicle and/or damaged property. A case report will be generated when there is physical evidence, witnesses, or any other leads. If a vehicle is towed as part of the investigation, it will be noted in the primary narrative of the case report.
- 4.4.4. If the hit and run suspect is located and the appropriate enforcement is taken and no further follow-up by investigators is required (i.e., release a towed vehicle), a case with an arrest form will be completed but it does not need to be forwarded to investigators. The officer will be sure to notify the victim of the results of their investigation and if any further follow-up will be done by investigators.
- 4.4.5. Officers will attach the photos of the damage to involved vehicles and/or property to the case report if one is completed. If the incident does not require a case report, photos will be attached to the required accident report.

4.5. Reports

- 4.5.1. A state accident report will be filled out if the accident occurred on a public roadway and there is \$1,000 or more damage to a single vehicle, or \$2,000 combined damage if other property or vehicles are involved.
 - 4.5.1.1. If the accident occurred on private property and there is any personal injury, an accident report will be completed and classified as "Local-Off Roadway." All appropriate fields on the accident report will be filled out. The officer will document injuries in the narrative and put for "Local Use Only" in the narrative.
 - 4.5.1.2. Any damage of City property on public or private property (signs, City vehicles including Police cars, etc.) will always have a case report completed. If the damage occurs on the public roadway, a case report will be filled out and an accident report will be filled out if the amount meets the state filing requirements.
- 4.6. The Traffic Section will monitor vehicle repair shops to ensure receipt of damage tags when vehicle repairs are made, and to be notified by the shops of repairs requested by citizens who do not have tags.



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Policy: Accidents other than Traffic	Related Policies:	Section #: 500 Investigations
		Policy #: 511
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Policy Owner: USD		
Reference:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

- 1.1. This policy is created to provide officers of the Sioux Falls Police Department guidance in calls for service relating to injury caused in an accidental manner other than in a traffic collision.

2. Policy:

- 2.1. The Sioux Falls Police Department will investigate all "accident" calls for service to determine whether the actions of the person(s) involved are of a criminal or intentional nature that may be subject to criminal prosecution. These can range from minor bicycle crashes on the bicycle trail to major incidents such as building collapses or industrial fires.

3. Definitions:

- 3.1. **Firearms Accidents** – Firearms accidents include the negligent discharge of a firearm, the accidental shooting of another individual, or the accidental shooting of one's self.
- 3.2. **Home Accident** – Home accidents are accidents that occur in the home or on its grounds and serious bodily injury has occurred. Examples of these accidents would

include drowning, falls, serious burns, poisonous gas, accidental explosions, mechanical suffocation, serious cuts, or amputations, etc.

- 3.3. **Occupational Accidents** – Occupational accidents are accidents that occur in the workplace or while the victim is performing the duties of their occupation and serious bodily injury has occurred. Some types of these accidents would include falls, serious burns, amputations, being crushed by falling objects or machinery, etc.
- 3.4. **Public Accident** – An accident that occurs in a place other than at a residence or in the workplace and serious bodily injury has occurred. Examples of these accidents would include drowning, falls, serious burns, amputations, etc.

4. Procedure:

4.1. Major Accident Response

- 4.1.1. Major accidents are rare events which have the potential for large-scale loss of life, catastrophic damage to assets or the environment, or accidents that seriously disrupt normal operations of the city.
 - 4.1.1.1. Some of these include: aircraft accidents, building collapses, industrial fires, hazardous material accidents, or major gas explosions.
- 4.1.2. Responding officers must be cognizant of the type of accident they are responding to. Officer and scene-safety must be forefront in the mind of responding officers. Consider hazardous materials, wind direction, and other factors. It is **IMPORTANT** that responding officers do not become the next victim of the major accident.
- 4.1.3. A supervisor will respond to the scene of all major accidents.
- 4.1.4. Major accident scenes will often result in the response of multiple first responder agencies. It is important that the on-scene police commander work

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hand in hand with the on-scene commanders of the other responding entities. They should work together to establish a joint command post location.

- 4.1.5. The on-scene police commander will make notifications through the Chain of Command to the Chief of Police of major accidents.
- 4.1.6. The Public Information Officer should respond to the scene and assist with media relations.
- 4.1.7. Depending on the size of the incident, consideration should be given to recommending that the Emergency Operations Center be opened.
- 4.1.8. A supervisor should respond to Metro Communications to assist with triaging incoming calls for service when the shift staffing is severely impacted. That supervisor will also work with the Shift Commander to determine if emergency hirebacks are necessary and will conduct those hirebacks if so authorized.
- 4.1.9. An officer will be designated to complete an appropriate case report on all major accidents.
- 4.1.10. Major accidents should be treated as crime scenes and scene control established and maintained until relieved or ordered by the police commander.

4.2. Minor Accident Response

- 4.2.1. Minor accidents are common events that occur with a low potential for mass casualty, major disruption of the public, and damage to assets or the environment.
 - 4.2.1.1. Some minor accidents might include but are not limited to: bicycle crashes on city property, accidental gunshot wounds, falls, small hazardous material spills, trench collapses, etc.
 - 4.2.1.2. In incidents of minor accidents involving a death or serious injury, a supervisor will be notified and will respond to the scene of the death.
 - 4.2.1.3. The officer in charge of the scene should coordinate and work cooperatively with the other 1st responders who respond to the scene.
 - 4.2.1.4. In most incidents involving serious injury, the responding officer should complete a case report. In all cases, the officer's main responsibility is to determine that the incident is an accident and not the result of a criminal or intentional act. If it is determined, at a later date, that the accident was actually the result of a criminal or intentional act, the information in the case report will be used to initiate a criminal investigation.

- 4.2.1.5. If there is serious injury, photographs should be taken of the scene and injuries as if investigating a crime scene. In cases involving a death, a supervisor will determine if the Crime Lab will be dispatched.
- 4.2.2. In cases involving accidents on city property where someone is seriously injured, officers should be sure to document all factors of the accident and photograph the scene if possible.
- 4.2.3. In the case of occupational accidents, the Occupational Safety and Health Administration (OSHA) also will use the report to assist in their investigation of the incident.
- 4.2.4. In the case of firearms accidents, a case report should be made to document that an injury has occurred or the property of another person has been damaged. If only the property of the person who caused the negligent discharge is damaged, then officers do not need to make a Case Report. A check of the firearm's serial number should be made through NCIC to verify that the firearm is not stolen.
- 4.2.5. If there are questions as to whether a case report is needed, a supervisor should be consulted.
- 4.2.6. In all cases, the officer's main responsibility is to determine that the incident is an accident and not the result of a criminal or intentional act.