



Sioux Falls Police Department

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

Policy: Risk Management - Generally	Related Policies:	Section #: 400 Risk Management
		Policy #: 401
		Effective: 6/2020
		Page 1 of 2
<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:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

1.1. Risk Management plays an important role within City government. In doing our part, this policy enumerates what each employee's and first line supervisor's role is in making this system work.

2. Policy:

2.1. The primary function of risk management is to identify and eliminate loss exposures that could result in severe financial impact and impair the City's ability to provide essential public services.

3. Procedure:

3.1. The first line supervisor is responsible to:

- 3.1.1. Investigate all losses and / or incidents involving their area of responsibility and cooperate and coordinate with other staff in the disposition and resolution of potentially hazardous situations.
- 3.1.2. Ensure prompt reporting of all incidents of property damage and employee injury to the Chief of Police and the Risk Manager within the prescribed time frames.

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- 3.1.3. Maintain and promote safe and healthful working conditions.
- 3.1.4. Aid employees by pointing out job safety practices.
- 3.1.5. Ensure that equipment and facilities have safety measures incorporated into their use and upkeep.
- 3.1.6. Promote safety among coworkers and ensure that good communications on all risk and safety matters are achieved.

3.2. Each employee shall:

- 3.2.1. Promote safety among co-workers and ensure that good communications on all risk and safety matters are achieved.
- 3.2.2. Aid new employees by pointing out job safety practices.
- 3.2.3. Apply the principles of accident prevention in their daily work and care for and use proper safety devices and protective equipment as required by their employment.
- 3.2.4. Become familiar with and observe safe work procedures during the course of their work activities.
- 3.2.5. Promptly report to their immediate supervisor any industrial accident, injury, or occupational illness and incidents of property damage, either public or private, regardless of the degree of severity, prior to the end of the work shift.
- 3.2.6. Cooperate with and assist in investigations of accidents to identify correctable causes and to prevent their recurrence.
- 3.2.7. Promptly report to their immediate supervisor all unsafe actions, practices, or conditions they observe, using the ACTION form located on Insite.
- 3.2.8. Keep work areas clean and orderly at all times.
- 3.2.9. Observe safety rules and follow established work procedures.
- 3.2.10. Avoid horseplay and refrain from distracting others.
- 3.2.11. Lift and handle materials properly.

4. Procedure for reporting Injury to Other Than Employee:

- 4.1. In order to document potential claims against officers of this department as well as the city as a whole, any injury which occurs to a party in our care or custody must be reported to a supervisor immediately. All such reports will also be documented via the department's administrative reporting system. A supervisor will investigate the circumstances surrounding the injury and ensure that proper documentation is completed, to include photos when possible.



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Policy: Work Related Injuries or Accidents	Related Policies: Risk Management Generally	Section #: 400
		Risk Management
		Policy #: 402
		Effective: 4/2023
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 establish the procedures for reporting work related injuries or accidents.

2. Policy:

2.1. All injuries and / or accidents occurring on duty must be reported to the employee's immediate supervisor during the same tour of duty in which the injury or accident occurred.

3. Procedure:

3.1. Employees must report all on-duty injuries, no matter the severity.

3.2. The injured employee and their immediate supervisor must complete a

3.2.1. South Dakota Employer's First Report of Injury form

3.2.2. City of Sioux Falls Physician's Report Form ("Report of Workability")

3.2.3. The ACTION Investigation form

3.2.4. Inter-office Communication Form (as required)

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- 3.2.5. Accident Report form (if motor vehicle accident and the damage amount meets state filing requirements)
- 3.2.6. Alcohol / Drug Testing form (if applicable)
- 3.3. These forms should be completed and forwarded by email to Risk Management to include the chain of command up to the Assistant Chief of Police and the Operations Lieutenant. The proper administrative software tracking will also be completed.
- 3.4. These forms are located on InSite.
- 3.5. Failure to complete and forward the required forms may result in denial of Workers' Compensation benefits.
- 3.6. If the employee is so severely injured as to be unable to complete the necessary paperwork, the supervisor's report will be submitted immediately, and the employee's paperwork will follow as soon as possible.



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Policy: Seat Belt Usage	Related Policies:	Section #: 400 Risk Management
		Policy #: 405
		Effective: 6/2020
		Page 1 of 2
<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: ASD		
Reference: SDCL 62-4-37, 32-38-1		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

- 1.1. This policy mandates the use of seat belts.

2. Policy:

- 2.1. It is the policy of this department that all employees and their passengers will use seat belts while operating a vehicle being used to conduct city business.

3. Procedure:

- 3.1. It is the policy of this department that all employees and their passengers will use seat belts under the following circumstances:

- 3.1.1. While driving a City-owned vehicle.
- 3.1.2. While driving a City-rented or leased vehicle.
- 3.1.3. While driving a personal vehicle on official City business.
- 3.1.4. Exceptions are as follows:

- 3.1.4.1. The vehicle is being used for undercover operations.

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- 3.1.4.2. The vehicle is moving a distance of two city blocks or less at a speed not to exceed 15 miles per hour.
 - 3.1.4.3. The vehicle is being used for an emergency situation while wearing riot or other emergency gear around waist or hips that would be interfered with if seat belts were worn.
- 3.2. It is the responsibility of the operator of any City-owned vehicle to see that there are usable seat belts present in the car.
- 3.3. The City may take disciplinary action against any City employee who does not use a seat belt according to this policy.
- 3.4. Safety Equipment Required
 - 3.4.1. Workers' compensation laws refer to the necessity of wearing safety equipment that is required of the employee while working.
 - 3.4.2. SDCL 62-4-37 reads in part, "No compensation will be allowed for any employee's willful misconduct, including intentional self-inflicted injury, intoxication, illegal use of any Schedule 1 or Schedule 2 drug, or willful failure to use a safety appliance furnished by the employer."



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Policy: Exposures to Communicable Disease	Related Policies:	Section #: 400 Risk Management
		Policy #: 406
		Effective: 6/2020
		Page 1 of 3
<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. Because of the nature of police work, officers may be exposed to communicable diseases. This policy is created to establish guidelines for officers who may be exposed to such disease.

2. Policy:

2.1. The Sioux Falls Police Department provides personal protective equipment for all members of the department to protect them from exposure to communicable diseases. Personnel of this department will make use of this Personal Protective Equipment (PPE).

3. Definitions:

3.1. **Exposure** – contact with blood or other body fluids to which universal precautions apply through contact with an open wound, non-intact skin, or mucous membranes during the performance of normal job duties.

3.2. **PPE** – Personal Protective Equipment. This includes rubber gloves, goggles etc.

4. Procedure:

4.1. General Precautions

- 4.1.1. Contacts with persons infected by diseases such as Tuberculosis, Viral Hepatitis, Acquired Immune Deficiency Syndrome (AIDS), or Herpes Type 2 can be a “life-threatening” hazard to officers. Exposure to body fluid of infected persons can spread the infection.
- 4.1.2. All officers involved in administering emergency medical treatment are at risk for acquiring an infectious or communicable disease.
- 4.1.3. The risk can be minimized by using basic protection measures such as medical gloves, eye protection, and surgical masks. These items are provided for use by officers and should be used in the appropriate circumstances.
 - 4.1.3.1. Each patrol vehicle is equipped with protective eyewear and facemasks.
 - 4.1.3.2. Officers are individually responsible for obtaining medical gloves for themselves from the shift supply room.
 - 4.1.3.3. The eyewear can be used repeatedly, but if they become contaminated, notify a Shift Supervisor that they need replacement. The same applies to gloves and facemasks, as to replacement.
- 4.1.4. When searching automobiles or persons suspected of carrying needles or other sharp instruments, it is strongly recommended that you wear heavy cloth or leather gloves to prevent puncture injury.

4.2. Exposure Reporting guidelines

- 4.2.1. Officers having direct contact with either medical waste or body fluids from involvement in an emergency response should report their exposure through their supervisor according to the following procedures:
 - 4.2.1.1. Immediately notify the applicable infection control center by telephone or in person:
 - 4.2.1.1.1. Siouxland Health and Human Services Building, 521 North Main Avenue, Monday through Friday, 8 a.m. to 5 p.m.
 - 4.2.1.1.2. Sanford Health Infection Control Department. The after-hours and weekend contact is the Emergency Department, or ask the Sanford Health operator to reach an infection control nurse.

- 4.2.1.1.3. Avera Hospital Infection Control Practitioner. The after-hours and weekend contact is the Nursing Supervisor.
- 4.2.1.2. Both hospitals will provide immediate follow-up as the situation dictates, as well as a written response to follow.
- 4.2.1.3. Attempt to provide a source sample through consent. If consent cannot be gained, a supervisor should contact the on-call CAP Detective to assist with an Administrative Warrant for the source sample if deemed necessary by the officer, supervisor, detective and infection control medical professional.
- 4.2.1.4. The officer and supervisor will complete the necessary administrative reports just as they would an Officer Injury.
- 4.2.1.5. The administrative report will be forwarded through the Chain of Command for processing.
- 4.2.1.6. The attachments ultimately are forwarded to the City of Sioux Falls Risk Management department for processing.

4.3. Federal Guidelines

- 4.3.1. OSHA (Occupational Safety and Health Administration) requirements mandate that receptacles holding blood-borne pathogens and other body fluids be clearly marked with labels reading "Biohazard." There is a supply of such stickers located in the evidence locker room. Each package that you believe may be contaminated with any body fluid must bear a sticker on the upper left-hand corner of the evidence tag, before placing the item into evidence lockers.
- 4.3.2. There is a receptacle located in the evidence packaging room that is designated for Biohazard wastes. The receptacle is to be used only for items that have been contaminated, such as rubber gloves, facemasks, goggles, and other items needing destruction due to exposure. The wastes will be collected and incinerated as the need arises. You may turn over contaminated items to medical personnel, including the employees of ambulance services, if it is accepted by them.



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Policy: Body Armor	Related Policies:	Section #: 400 Risk Management
		Policy #: 407
		Effective: 4/2023
		Page 1 of 4
<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: ASD		
Reference:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

1.1. The purpose of this policy is to provide department members with guidelines regarding the proper use and care of body armor.

2. Policy:

2.1. It is the policy of the Sioux Falls Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

3. Definitions:

3.1. **Field Activities** – Duty assignments and / or tasks that place or could reasonably be expected to place officers in situations where they would be required to act in an enforcement capacity rather than administrative or support capacities.

4. Procedure:

4.1. Issuance of Body Armor

- 4.1.1. All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice.
- 4.1.2. All officers shall be issued agency approved body armor.
- 4.1.3. Body armor that is worn or damaged shall be replaced by the agency. Body armor that must be replaced due to misuse or abuse by the officer shall be paid for by the officer.

4.2. Use of Body Armor

- 4.2.1. Officers shall wear only agency approved body armor.
- 4.2.2. Body armor may be worn by recruit officers during both classroom and dynamic scenario-based training prior to their assignment to the Police Training Program (PTO).
- 4.2.3. Recruit officers in the PTO program will adhere to the policy provisions set forth in 4.3.

4.3. Officers that are assigned to a uniformed function are required to wear body armor unless exempted below. Non-uniformed sworn officers engaged in field activities are required to wear body armor unless exempt as follows:

- 4.3.1. When an agency approved physician determines that an officer has a medical condition that would preclude wearing body armor.
- 4.3.2. When the officer is involved in undercover or plain clothes work that his supervisor determines could be compromised by the wearing of body armor.
- 4.3.3. When the department determines that circumstances make it inappropriate to mandate wearing body armor.
- 4.3.4. When the officer is a part of the Honor Guard and is participating in a ceremonial function.
- 4.3.5. When the officer is serving in an administrative capacity and not operating a marked, emergency vehicle.

4.4. External vest carrier systems, outlined in Policy #903, have been approved as an optional piece of uniform apparel. Uniformed officers who are working in the law enforcement center may remove their external vest carrier if they desire to do so. SRO's are required to wear their vest at their duty station (school).

- 4.4.1. Officers working at the front desk of the LEC may remove their vest providing the bullet resistant glass surrounding the desk is closed.

4.5. Inspections of Body Armor

- 4.5.1. Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by this policy through routine observation and periodic documented inspections.
- 4.5.2. Annual inspections of body armor should be conducted for fit, cleanliness, and signs of damage, abuse, and wear.

4.6. Care, Maintenance and Replacement of Body Armor

- 4.6.1. Officers shall routinely inspect personal body armor for signs of damage and for general cleanliness.
- 4.6.2. As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.
- 4.6.3. Officers are responsible for the proper storage, maintenance, and care of body armor in accordance with manufacturer's instructions.
- 4.6.4. Officers are responsible for reporting damage or excessive wear to the ballistic panels or covers to their supervisor and the individual designated as being responsible for the purchase of body armor.
- 4.6.5. Body armor will be replaced in accordance with guidelines and protocols established by the National Institute of Justice and as agreed upon in any relevant labor agreement.

4.7. Training

The training section shall be responsible for:

- 4.7.1. Monitoring technological advances in the body armor industry that may necessitate a change in body armor.
- 4.7.2. Assessing weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.

- 4.7.3. Providing training programs that demonstrate body armor's stopping power under actual firing conditions and that emphasize its safe and proper use.

4.8. Armor Plates

- 4.8.1. The soft body armor issued by the department provides minimal protection against rifle threats. The additional body armor described below will provide additional protection to the officer.
- 4.8.2. The department will allow officers to purchase additional plate body armor at the employee's expense.
- 4.8.3. Currently the two authorized armor plate packages are from MSA and Safariland.
 - 4.8.3.1. The MSA package consists of an outer carrier (DHSOC012-LG-BK) and either III+ or IV level strike plates. The vest carrier must have the word Police on the front and rear.
 - 4.8.3.2. The Safariland package consists of an outer carrier (TAC PR Plate Carrier) and level III+ plates. The vest carrier must have the word Police on the front and rear.
- 4.8.4. In an active shooter, high risk or gun call situations, officers may don the black plate carrier that contains a front and rear armor plate. The additional body armor is not meant to be worn in place of the issued "soft" body armor. This armor is not meant for everyday use.



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Policy: Early Intervention Program	Related Policies:	Section #: 400 Risk Management
		Policy #: 408
		Effective: 3/2021
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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: ASD		
Reference:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

1.1. The members of the Sioux Falls Police Department are our most valuable asset. It is imperative that we as a department protect and cultivate our employees with proper oversight, assistance and training. The early intervention program is committed to promoting employee success through non-disciplinary methods. The major contribution of an EIP is its capacity to spot patterns of performance and to intervene before problems lead to serious incidents such as a lawsuit, a citizen complaint or some other crisis involving the department.

2. Policy:

2.1. The Early Intervention Program is a comprehensive program designed for early identification of potentially damaging patterns of behavior and to provide members and supervisors assistance throughout the process to ensure individual and organizational success. The EIP is designed to help assess and evaluate employee performance and quickly address any identified concerns, before disciplinary action is necessary. This program applies to all members of the Sioux Falls Police Department.

2.2. The Early Intervention Program will not be utilized for investigative purposes, but will be used for employee assistance only. Information that is determined to be a violation of policy will be investigated through the normal investigative process and not part of

the Early Intervention Program. An employee's participation in the Early Intervention Program will not be referenced in any Administrative Investigation.

3. Procedure:

3.1. The Early Intervention Program will provide or perform the following:

- 3.1.1. Provide an accurate record of the frequency of events measured by the Early Intervention Program for any given employee.
- 3.1.2. Identify, through the use of established thresholds, specific areas of employee performance that need supervisory assessment and potential intervention.
- 3.1.3. Assist supervisors in developing fair, appropriate, and timely interventions or post-intervention evaluations for any employee as needed.

3.2. Threshold Alerts

- 3.2.1. The department uses a software package called Blue Team for its administrative reporting. The software will create an "alert" when certain incident or overall thresholds are met. Each alert is reviewed taking into consideration the overall picture of the officer. If it is deemed that further action is necessary, the alert will be forwarded to the appropriate area commander for further review.

Alert Type	Threshold	Time Period
Citizen Complaint	3	12 months
Firearm Discharge	2	12 months
Forced Entry	3	12 months
Injury Other than Employee	2	6 months
Internal Complaint	3	12 months
Personal Injury	3	12 months
Use of Force	3	12 months
Vehicle Accident	3	12 months
Vehicle Pursuit	3	12 months

3.3. Early Intervention Program Options

- 3.3.1. Options are directed counseling, retraining or other interaction that the involved employee must complete to address any concerns noted as a result of supervisor or chain of command assessment.
- 3.3.2. Training options available for recommendations are:

- 3.3.2.1. Defensive tactics – training by qualified DT cadre instructor (sworn members only)
- 3.3.2.2. Communication skills – training that will help develop skills that can improve an employee’s interaction with members of the public and fellow staff members.
- 3.3.2.3. Supervisory counseling – the supervisor may review and discuss with the employee, for purposes of clarification and understanding, any applicable performance, safety or tactical standard. A supervisor may direct an employee to successfully complete any approved course of instruction or one on one training that will serve to improve his or her performance and address the concerns associated with the early intervention alert.



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Policy: Personal Protective Equipment (PPE)	Related Policies:	Section #: 400 Risk Management
		Policy #: 410
		Effective: 4/2023
		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. There is a significant threat to law enforcement personnel, and other first responders, who may come into contact with fentanyl and other fentanyl-related substances through routine law enforcement, emergency or life-saving activities. Since fentanyl can be ingested orally, inhaled through the nose or mouth, or absorbed through the skin or eyes, any substance suspected to contain fentanyl should be treated with extreme caution as exposure to a small amount can lead to significant health related complications, respiratory depression, or death.

2. Policy:

- 2.1. It is the policy of the Sioux Falls Police Department to maximize officer safety through the use of Personal Protective Equipment (PPE) in combination with prescribed safety procedures. While PPE provides a significant level of protection, it is not a substitute for the observance of officer safety procedures. This policy mandates the use of Personal Protective Equipment (PPE) when handling drugs, paraphernalia, or items suspected of drug contamination and when field testing suspected substances. Contact with marijuana would only require gloves, unless available information indicates additional protection is needed.

3. Definitions:

3.1. **Personal Protective Equipment (PPE)** Nitrile gloves, safety glasses, N-95 mask, and Naloxone.

4. Procedure:

4.1. Issuance of PPE

4.1.1. PPE kits consisting of Nitrile gloves, safety glasses, N-95 mask, and Naloxone will be placed in the patrol vehicle equipment box. The Nitrile gloves, safety glasses and N-95 mask will be in a zip lock bag to be used later for disposal.

4.1.2. All officers will visually inspect the equipment box to assure it contains the above PPE items. If any items of PPE are missing from the box, the officer shall immediately notify a supervisor to replace any missing items prior to going in service for duty.

4.1.3. When PPE is used it should be properly disposed of by placing the used gloves, safety glasses and mask in the zip lock bag and placed in a trash receptacle at the Law Enforcement Center. Replacement PPE is to be requested from a shift Sergeant at check in so the PPE can be replaced for the next shift's use.

4.2. Training

4.2.1. Training for the proper use, care, and disposal of PPE will be conducted by Sergeants of the Sioux Falls Police Department using a standardized and approved power point presentation.

4.3. Non-Uniformed Officer

4.3.1. This policy applies to all sworn Officers, however will not replace advanced levels of PPE training and equipment Narcotics Officers have received.



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Policy: Safe Storage of Agency Firearms	Related Policies:	Section #: 400 Risk Management
		Policy #: 412
		Effective: 12/2020
		Page 1 of 4
<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: ASD		
Reference:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

- 1.1. The purpose of this policy is to direct members of this agency with respect to the safe storage of agency firearms.

2. Policy:

- 2.1. The policy of this agency is to recognize the inherent danger of agency firearms and to take reasonable steps to prevent non-agency members from taking control of such agency firearms. The policy is to direct that all reasonable steps be taken to avoid the theft or use of a member's agency firearm in order to provide for the safety of our members as well as those who may come into contact with the agency firearm.

3. Definitions:

- 3.1. **Safe storage locker/area:** a lock-box, safe or other specifically designed container which is mounted in a law enforcement facility or home of an officer rendering it difficult to move and which provides a locking mechanism such that agency firearms may be safely stored and accessed only by the member.
- 3.2. **Trigger-lock or issued cable lock:** a locking mechanism which prevents an agency firearm from being fired while locked.
- 3.3. **Agency firearms-** those firearms which are owned by this agency.

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4. Procedure:

4.1. Agency Members are at all times responsible for the security of their agency firearms. Agency firearms not being carried or in the immediate physical control of a member shall be secured in a manner which makes them inaccessible to anyone but the member.

4.2. On-Duty Storage of Agency Firearms

4.2.1. Person:

4.2.1.1. Members of this agency should be aware that fifteen percent of law enforcement officers killed in the line of duty, are shot with their own weapons. Members should be vigilant as to their positioning with respect to all persons with whom they are in contact. In addition:

4.2.1.2. Members shall carry agency firearms in a holster which has been approved by this agency at a proper security level.

4.2.1.3. No holster shall be worn which has not been approved by this agency.

4.2.2. Officers:

4.2.2.1. Members shall carry their agency handgun on their person and at no time shall an agency handgun be left unsecured in an unlocked office, unlocked desk or briefcase.

4.2.2.1.1. If a member's office is secured with access limited to sworn members of the agency and is equipped with a safe storage locker, a member may store their agency firearm consistent with this policy while performing a function that does not require a firearm.

4.2.3. Jail/Holding Facilities:

4.2.3.1. When entering any jail or holding facility, members shall safely store their agency firearm in a safe storage locker prior to entry.

4.2.3.1.1. If transporting a prisoner to the jail or holding facility, the member shall ensure that their agency firearm is secured prior to **removing restraints** from the prisoner.

4.2.3.1.2. All members of this agency should familiarize themselves with the policies of area jails to which or from which, prisoners may be transported by this agency.

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4.3. Off-Duty Storage of Firearms

4.3.1. **Vehicles:** Members shall never leave an agency issued firearm unsecured and in plain view in the passenger compartment of any vehicle.

4.3.1.1. Take Home Vehicles:

4.3.1.1.1. Except for a rifle or shotgun mounted in an approved theft-proof rack system, agency firearms shall not be left unattended in the passenger compartment of any agency vehicle.

4.3.1.1.2. Department issued handguns shall not be stored in a take home vehicle.

4.3.1.1.3. If a take home vehicle is to be parked unattended for more than a 24-hour period, all agency firearms shall be removed and placed in a safe storage locker in the member's home or an agency facility.

4.3.1.2. Personal Vehicles:

4.3.1.2.1. Agency firearms shall not be stored in a personal vehicle. ***Note: Due to the need for expedited responses to critical events SWAT team members will adhere to SWAT SOP for safe weapon storage protocols.**

4.3.2. **Home:** It is recognized by this agency that firearms in any home may be dangerous to non-members residing in the home. This danger is particularly present when the member has children residing in the home or other persons who may be more vulnerable to a firearm, i.e. depressed and suicidal persons. It is also recognized that firearms may be subject to theft while in a member's home.

4.3.2.1. All members of this agency are directed to identify a safe-storage area for agency firearms.

4.3.2.2. The safe-storage area should have limited access such that no person other than the member should have access to this area. Safe storage area for purposes of this provision may include trigger or cable locks on agency firearms which would render them inoperable without access to the unlock mechanism.

4.3.2.3. Members are directed that when agency firearms are not carried on the member's person, they should be immediately locked in the safe-storage area.

- 4.3.2.4. Members should make the safe-storage of firearms a habit of first priority whenever they enter their home.

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