



VERSION 2016

BASIC LAW ENFORCEMENT ACTIVITIES

CHAPTER 11

UTAH STATE BOARD OF EDUCATION
CAREER AND TECHNICAL EDUCATION

CHAPTER ELEVEN: BASIC LAW ENFORCEMENT ACTIVITIES

REPORT WRITING

FIELD NOTES

Field notes are intended to be an aid to memory. With the numerous names, addresses, descriptions, license plates, and other types of information directed at each officer in the course of a single day, there is a need to take frequent and organized field notes.

Although field notes are not a final or official report, they can be useful in a variety of circumstances. They can be used to aid an investigation before the final report is ready. They can be used to develop leads on information not contained in the final report. They can be used to aid courtroom testimony, or as evidence that a statement or action occurred that was immediately recorded.

It is obvious that note-taking is a priority as a police activity. Good field notes lead to good reports and more complete investigations. Note-taking is important and requires some advance training. Field notes should be made within the following guidelines:

- Notes should be made in a regularly used notebook, not on odd scraps of paper.
- Notes should be referenced so that information can be located easily, such as by date and/or case number.
- Field notes should be legible to all readers, not just the writer.
- Notes should be made as soon after an event occurs as practical.
- Quotes should be noted as such.
- Notes should contain all the information and detail needed for the official report.
- Field notes should be in a clearly understandable format.
- Field notes should be written in ink.
- Irrelevant material, such as personal notes or doodles, should not be included.
- Old notebooks should be retained and filed for possible later use.

REPORT FORMS

Almost all law enforcement agencies provide forms that indicate what information is needed and in what format the information is presented. Although these forms simplify the process, certain guidelines should be followed:

- Use the correct form.
- Fill out completely and legibly. Most of these forms are available to the public and are the basis of many judgments about police ability.
- Confidential reports should be noted as such at the beginning of the report.
- If space is not included for all of the relevant information available, include it on the back or on an attached form.

REPORT FORMAT

All reports should include the following information:

- Case number
- Date of occurrence and date of report

- Status of the case: active, inactive, cleared, complete, unfounded, etc.
- Name, rank, and identification or badge number of the investigating officer
- Crime or activity classification
- Persons involved: victim(s), complainant(s), witness(es), suspect(s), arrestee(s). (Include identifying data such as date of birth, address, phone, school/work, description.)
- Narration/details of the investigation
- Official action taken, recommendations, and final status of the report
- Distribution

Report Organization

There are several purposes for a law enforcement report to be written—to preserve information, record official actions taken, justify those actions that were taken, and aid in any further investigation that may be needed. No peace officer can be considered effective until he/she has developed the skills needed to prepare an accurate and professional report. Reports should be accurate, brief, and complete.

In order to meet these criteria, a report must contain all of the relevant information written in a clear and understandable format. To help officers organize a report, the POWER system of effective writing is recommended.

- Plan the report:** Understand why the report is being written, who will use it, and who will read it. Gather all facts possible before going on to the next step.
- Organize the material:** The organization of a report should be logical, and normally in chronological order. Make sure *who*, *what*, *when*, *where*, *how*, and *why* are included.
- Write the report:** Write so that the reader can fully understand the events and actions. Facts, opinions and conclusions should be distinguished from one another. Fundamental English writing skills are a must. Spelling, grammar, and sentence structure can affect the content of the report. An easy-to-remember rule is “Write the way you speak.”
- Evaluate:** Does the report say what it is supposed to say?
- Rewrite:** If the report is not as effective as it could be, it should be rewritten.

It is important to remember that an officer is often judged by superiors from the reports that he/she writes. Performance on a report can be just as important as performance of other assigned duties.

USE OF EMERGENCY EQUIPMENT

The use of emergency equipment on vehicles, including lights and siren, is referred to as “running code three.” The use of blue lights is restricted by law to emergency vehicles only, while red and white lights are also utilized by emergency vehicles. Officers can only use emergency lights and siren under limited circumstances dictated by the Utah Code. Code three driving is restricted to situations that dictate that law enforcement must arrive at an emergency scene as soon as possible. Such circumstances are usually outlined by agency policy. The following situations dictate code three driving in most agencies:

1. Assisting other peace officers in trouble
2. Situations in which lives are endangered, such as natural catastrophes, explosions, etc.
3. Ambulance calls for serious injuries or medical emergencies, such as a choking baby, or in which criminal activity may be involved, such as a shooting
4. Injury accidents
5. Crimes in progress
6. Pursuit driving

Code three driving exempts the peace officer from traffic laws if the decision to use emergency equipment is based on a reasonable assessment of a situation. The use of emergency equipment must also comply with a legal standard of safety. Liability is created if the officer fails to show due regard for the safety of others.

- The operator of an authorized emergency vehicle may exercise the privileges under this section when responding to an emergency call, when in the pursuit of an actual or suspected violator of the law, or when responding to (but not upon returning from) a fire alarm.
- The operator of an authorized emergency vehicle may (1) park or stand, irrespective of the provisions of this chapter; (2) proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation; (3) exceed the maximum speed limits; or (4) disregard regulations governing direction of movement or turning in specified directions.
- Privileges granted under this section to the operator of an authorized emergency vehicle that is not involved in a vehicle pursuit apply only when the operator of the vehicle sounds an audible signal or uses a visual signal visible from in front of the vehicle (41-6a-212, UCA).

The officer running code three must concentrate on his/her driving in addition to where he/she is going. Code three driving should be done on multi-lane, major roads as much as practical. In the interest of safety, the policy of many agencies places restrictions on code three driving, such as:

- A maximum speed of 15 mph over the posted speed limit except during pursuits.
- Full stops are required at red lights and stop signs; wait until all traffic has yielded before entering the intersection.
- All passing will be done on the left, unless no other alternative is available.

Other drivers are required to yield the right of way to emergency vehicles running code three:

Upon the immediate approach of an authorized emergency vehicle using audible or visual signals, or of a peace officer vehicle lawfully using an audible or visual signal, the operator of every other vehicle shall yield the right of way and immediately move to a position parallel to, and as close as possible to, the right hand edge or curb of the highway, clear of any intersection and shall stop and remain there until the authorized emergency vehicle has passed, unless otherwise directed by a peace officer (41-6a-904, UCA).

During emergency driving, the right of way should not be taken or assumed. Although the officer may have the right of way legally, safety dictates that the officer's driving actions should be limited by the actions of other road users, regardless of whether they are obeying the law. It is important to remember that visibility may be poor, or that the noise of radios and air conditioners may delay other drivers' reactions to emergency equipment.

PURSUIT DRIVING

The pursuit of a criminal or traffic offender is referred to as pursuit driving. The following procedures should be utilized by the pursuing officer:

1. Notify the dispatcher immediately. Give a complete vehicle description, reason for the chase number of occupants, and information about location, speed, and direction of travel.
2. Keep dispatch advised of changes in location and direction.
3. A supervisor should coordinate the pursuit.

The types of action used to stop a suspect vehicle will depend on the nature and seriousness of the crime or violation involved the possibility of weapons being used, and agency policy. All pursuit driving should be done with the aim of minimizing risk to the safety of the officer, other road users, and the individual being stopped. Such methods as a road block, tire spikes, or a PIT maneuver may be used to terminate the pursuit.

An officer should use his/her knowledge of the area and driving skills to remove any advantage the other driver may have, such as a superior vehicle. A chase should be abandoned when the hazard to the officer and the public becomes unreasonably high due to road conditions, the weather, etc. An officer needs to remember that as many officers are killed in traffic-related accidents as in the other activities in which the police are involved.

COMMAND STRUCTURE

Almost all law enforcement agencies are organized along military lines. In addition to military rank, the military chain of command is also used. Each officer is directly responsible to his/her immediate supervisor. Orders and communication must proceed in a prescribed manner within the chain of command, including obedience to orders given by a superior. This is essential when dealing with emergency situations. The disobedience of a direct order given by a superior officer is grounds for disciplinary action or even dismissal. The only order that can be disobeyed is an illegal one, such as an order from a supervisor to assault a prisoner in custody. The individual supervisor—not the

subordinate who carries them out—is responsible for his/her orders. In a situation where there is no ranking officer or supervisor present, seniority is normally used to determine who will act as the temporary superior.

A law enforcement agency is divided into multiple divisions or bureaus, each with its own assigned responsibilities within the department. Assigning each division a specific function guarantees that all the responsibilities a department has are carried out, so that the command element will be able to track the department's efficiency. This also prevents duplication of services within a department, with everyone involved knowing who handles a specific case or activity. The use of divisions also allows for the development of specialized training, skills, and expertise. The organizational chart on the following page is an example of command structure, chain of command, and development of specialized divisions.

RADIO PROCEDURE

Radio procedures are governed by both department policy and common sense. The radio is used to transmit and receive information; it is not intended for personal communications or lengthy discussions. The following general practices apply to all radio communications:

1. Decide what you are going to say before you pick up the microphone.
2. Listen briefly to make sure no one else is using the airways.
3. Transmit the unit number you want to communicate with first, then state your call number and wait for a response (e.g., "Twenty-nine, Salt Lake." "Salt Lake—go ahead").
4. If there is an emergency, always wait until you are sure that all necessary traffic on the emergency channel has been completed prior to your transmission.
5. Unnecessary and superfluous transmissions are not allowed.
6. Remember to speak clearly and concisely.
7. When transmitting a message that must be logged or recorded, speak slowly and clearly so that the message will be accurate and complete.
8. Speak in a normal voice.
9. Become conversant with the ten-code (see the chart on the next page).
10. Be sure that your music radio is turned down or off before using your two-way radio.
11. Do not use profanity.
12. Periodically check your radio to see whether the red light is on. This red light indicates that you are transmitting.

Many of the new family of communication systems now being introduced around the country use nonverbal teletyped messages, scrambled verbal messages, or computer terminal screens that guarantee security and privacy.

It should be remembered that another officer may have emergency traffic and cannot wait for extra dialogue by an officer or dispatch may need to dispatch an emergency call. Some information, such as personal and street names, should be spelled out using the phonetic alphabet below in order to ensure accuracy.

Phonetic Alphabet:

A—ALPHA	H—HOTEL	O—OSCAR	U—UNIFORM
B—BRAVO	I—INDIA	P—PAPA	V—VICTOR
C—CHARLIE	J—JULIET	Q—QUEBEC	W—WHISKEY
D—DELTA	K—KILO	R—ROMEO	X—X-RAY
E—ECHO	L—LIMA	S—SIERRA	Y—YANKEE
F—FOXTROT	M—MIKE	T—TANGO	Z—ZULU
G—GOLF	N—NOVEMBER		

Special broadcasts are often preceded by some form of audible warning, such as beeps or warbles, in order to alert the officers. One beep may indicate that dispatch is busy and will receive emergency transmissions only, while a warble may indicate an attempt to locate (ATL) or general information broadcast. Three or more beeps usually indicate some type of emergency broadcast. Some limited code or procedure may also be utilized to advise the officer of danger, outstanding warrants, etc., without drawing the attention of the suspect.

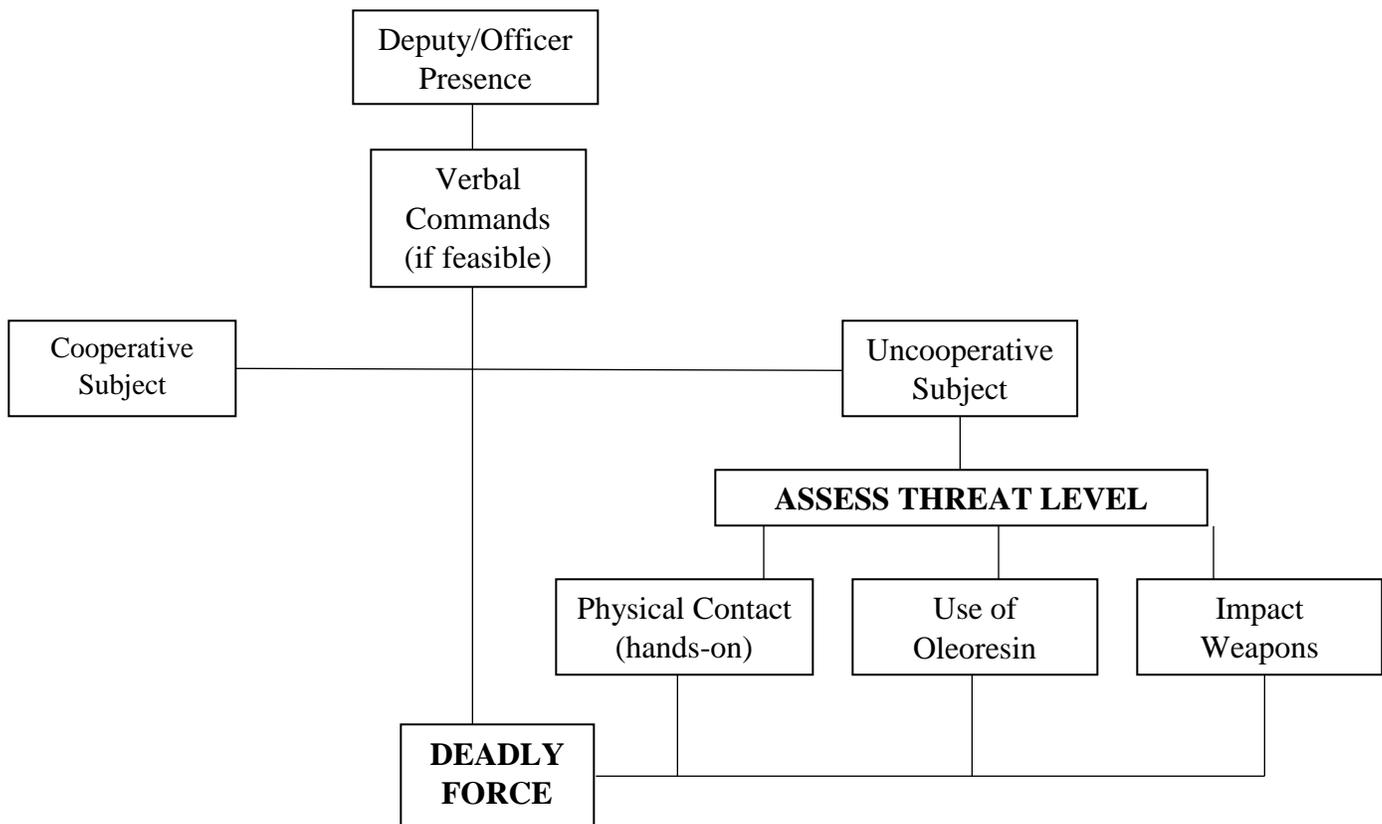
OFFICIAL COMMUNICATIONS “TEN CODE”

10-0	Hold Surveillance	10-51	Wrecker Needed
10-1	Radio Signal Weak	10-52	Ambulance Needed
10-2	Radio Signal Good	10-53	D.O.A.
10-3	Stop Transmitting	10-54	Traffic Control
10-4	Acknowledgement	10-55	Intoxicated
10-5	Relay	10-56	Traffic Problem
10-6	Busy-Unless Urgent	10-57	Hit & Run Accident (PI AUTO PED)
10-7	Out of Service	10-58	Follow-Up
10-8	In Service	10-59	Reckless Driver
10-9	Repeat Transmission	10-60	Out on Violator
10-10	Negative	10-61	Motor Inspection
10-11	_____ On Duty	10-62	Stolen Vehicle
10-12	Stand By	10-63	Vehicle Burglary
10-13	Existing Conditions	10-64	Vandalism
10-14	Information	10-65	Juvenile Problem
10-15	Message Delivered	10-66	Prepare to Copy Broadcast
10-16	Reply to Message	10-67	Make Phone Call Yourself
10-17	Enroute	10-68	Runaway Juvenile
10-18	Urgent	10-69	Milling Person
10-19	In Contact	10-70	Unnecessary Use of Radio
10-20	Location	10-71	Fight in Progress
10-21	Phone or Contact _____	10-72	Indecent Exposure
10-22	Cancel	10-73	Rape
10-23	Arrived	10-74	Civil Disturbance
10-24	Assignment Completed	10-75	Domestic Problem
10-25	Meet or Report to _____	10-76	Meet Complainant _____
10-26	Estimated Time of Arrival	10-77	Return to _____
10-27	Driver’s License Information	10-78	Back Up Units Needed at:
10-28	Vehicle Registration Information	10-79	Stolen Bicycle
10-29	Warrants Information	10-80	Chase in Progress
10-30	Danger/Caution	10-81	Shoplifting Case
10-31	Pick Up _____	10-82	Prisoner in Custody
10-32	_____ Units needed	10-83	Confidential Information
10-33	Help Me Quick – OFFICER NEEDS HELP	10-84	Visitors Present
10-34	Correct Time	10-85	Victims Conditions
10-35	Reserved		A. Fair B. Critical
10-36	Reserved		C. Poor D. Possible Fatal
10-37	Reserved		E. Obvious Fatal
10-38	Reserved	10-86	Crime in Progress
10-39	URGENT! Use Lights & Siren	10-87	Abandon Vehicle
10-40	Silent Run: No Lights & Siren	10-88	Man with a Gun
10-41	Beginning Tour of Duty	10-89	Bomb Threat
10-42	Ending Tour of Duty	10-90	Alarm
10-43	Shuttle	10-91	Burglary
10-44	Permission to: _____	1092	Theft
10-45	Animal Problem	10-93	Armed Robbery
10-46	Motorist Assist	10-94	Switch to Frequency _____
10-47	Investigate Suspicious Vehicle	10-95	Out at Home
10-48	Disturbing the Peace	10-96	Mental Subject
10-49	Assault	10-97	Shooting in Area
10-50	Traffic Accident (P PI PD F)	10-98	S.O. Check
		10-99	Wanted or Stolen Indicated

USE OF FORCE

Rules governing the use of force in making an arrest are set forth in State law. The use of force must be reasonable at all times; however, a heated societal debate surrounds the attempt to define what is reasonable, and what some citizens define as reasonable may not be reasonable for others. Many law enforcement agencies have added options to the “use of force” continuum, including various types of sprays, batons, and other impact weapons, the use of which would be dictated by policy and training.

Law enforcement agencies should have an outline of the different levels of force that are available in the department policy manual. This should include levels from an officer’s physical presence and use of verbal commands to the final decision involving the use of deadly force. An example of such an outline for a department that utilizes pepper (OC) spray and batons (ASP) would be as follows:



Many types of force are not included in the above chart. For instance, the use of a K-9 unit would constitute the use of force just short of deadly force, and using a road block without an escape would also be considered deadly force. Any time that force is used, it should be documented in an incident report, along with the circumstances surrounding the incident and the actions taken after the incident was under control.

USE OF FIREARMS

Police carry firearms so that they can protect themselves and the community. They may only be used under a very specific set of circumstances outlined by law. Under Utah law, deadly force may only be used under the following circumstances:

1. Carrying out a lawful execution.
2. To protect self or others.
3. To make an arrest or stop escape of someone when there is probable cause to believe that a significant threat of death or serious physical injury exists.
4. To prevent the escape of a prisoner.

An officer must carry a firearm authorized by his/her own department. Each department will choose firearms that meet the needs of that particular agency. In the past, most agencies authorized the use of the .38 caliber and .357 magnum revolvers. However, departments have now transitioned over to semi-automatic firearms such as 9mm, .40 cal. and .45 cal. handguns. This provides the officer with a larger ammunition capacity and greater ease in reloading in a combat situation than the revolver. The make and model of the firearm is also regulated by agency policy to ensure that the department can provide proper maintenance and factory representation in the event of a lawsuit.

On-duty firearms are often furnished by the agency. Each officer is required to maintain a specified proficiency in marksmanship, requalifying at various intervals. The courts have recommended that agencies require the following firearm re-certification courses at least once a year:

- PPC (Pistol Proficiency Course): a timed and scored shoot performed on a known distance course.
- Stress: a course set up with various situations to closely simulate various law enforcement combat situations. It is not usually scored or timed.
- Night or Low Light: a stress or PPC shoot held at night or in low light conditions that may be used as one of the above.
- FATS (Firearms Training Simulator): a computerized training simulator that measures reaction time, accuracy, judgment, and actions in a variety of situations.

One or more of these courses should include the use of a shotgun or rifle, and a PPC should be done on each firearm that an officer carries on or off duty. In addition, officers are authorized by law, and usually required by agency policy, to have a readily available off-duty weapon on hand at all times.

Many law enforcement agencies, as part of department policy, have rules regulating the use of firearms, such as the following:

- The firearm will not be removed from the holster except when required for use, inspection, or storage.
- The firearm will not be aimed at any person or object unless required in the performance of the officer's duty.
- The firearm will not be cocked except when actually firing the weapon.

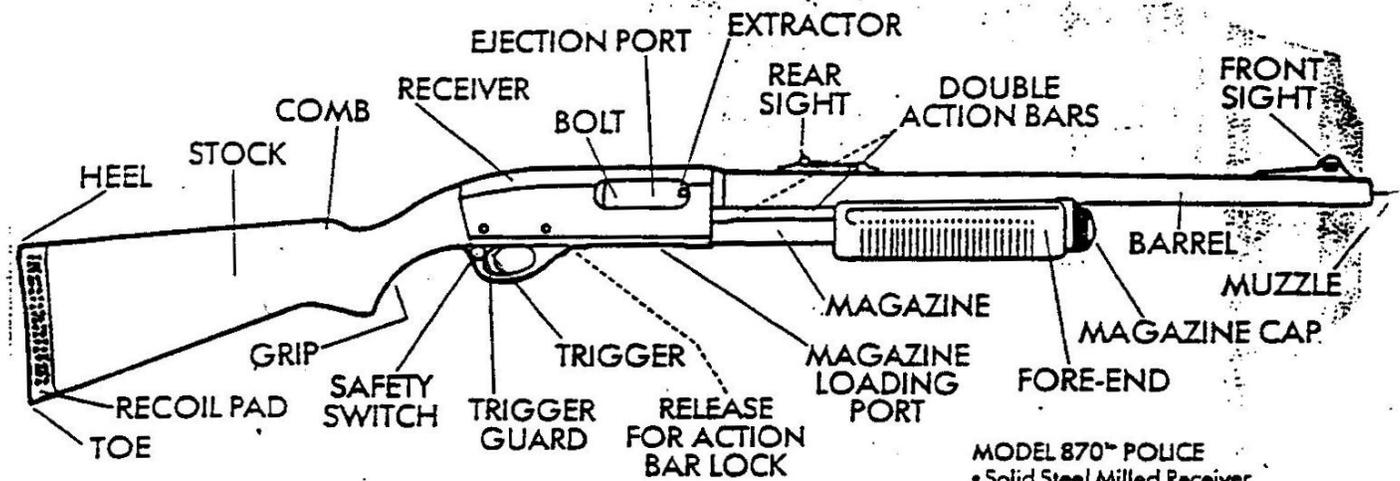
Any discharge of a firearm must be reported in writing to the department, whether it is fired in the line of duty or whether there is an accidental discharge. A shooting review board or the agency's authorized representative will determine whether the incident occurred within agency guidelines. If the weapon was fired at an individual, the County/District Attorney's Office with jurisdiction will also review the discharge to determine whether the use of deadly force was legal.

COMBAT SHOOTING

Combat shooting is the firing of a weapon from a protective position or cover. The following procedures should be utilized when an officer is involved in a situation that requires combat shooting.

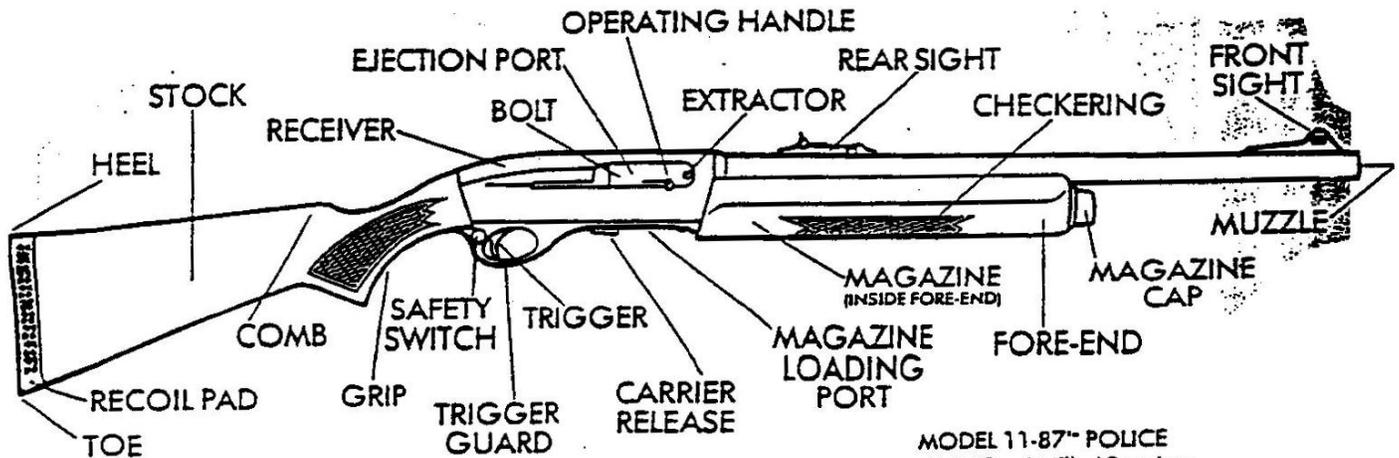
- Drawing:
 - Drag the weapon from the holster rather than lifting it out.
 - Push the weapon forward and away from the body.
 - Keep finger out of the trigger guard until ready to actually fire the weapon.
- Grip:
 - Hold the weapon as tightly as possible.
 - Bring the support hand up and grip weapon over shooting hand.
 - Drop the support hand's elbow downward, pulling the weapon toward your body, while your shooting hand pushes outward.
 - The trigger is pulled by the part of the finger between the first and second joint.
- Stance:
 - Be as protective as possible, exposing only the areas of your body that are protected by body armor. If you are not wearing body armor, the minimal area of your body should be exposed.
 - Which stance is assumed will depend on the time available, the accuracy needed, the distance to the suspect, etc.
- Cover:
 - Attempt to locate cover.
 - Move toward cover if possible.
- Breathing: When practical, take a deep breath before firing.
- Sighting:
 - Combat shooting usually does not involve the use of the gun sights.
 - Sighting involves keeping your eyes on the suspect.
 - The weapon is gripped so that it is an extension of the body.
 - Move your body, not the weapon.
- Trigger-pull:
 - Apply firm pressure, squeezing the trigger.
 - Only the trigger finger should move.
- Scan the area after firing, looking for additional threats.

PUMP ACTION SHOTGUN

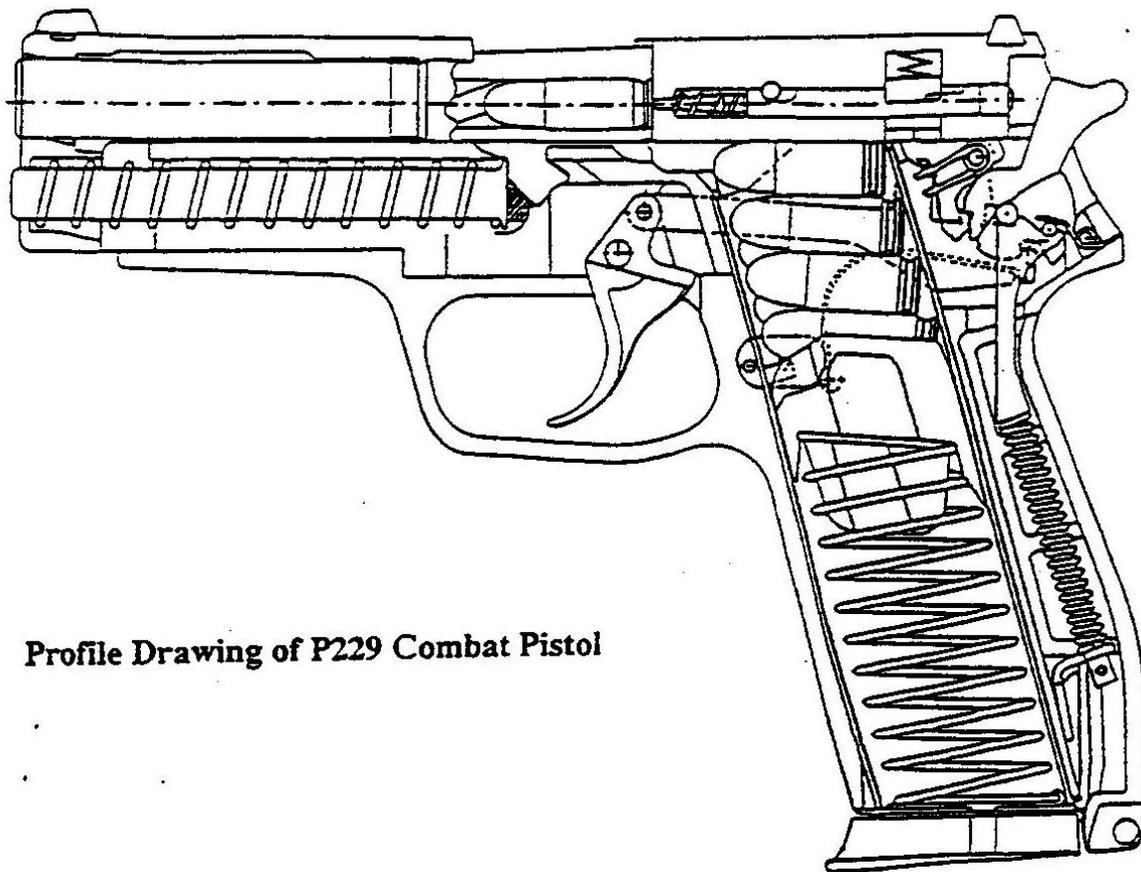


MODEL 870™ POLICE
 • Solid Steel Milled Receiver
 • Barrel Length and Sight Options
 • Flexitab Feeding System

AUTOLOADING SHOTGUN

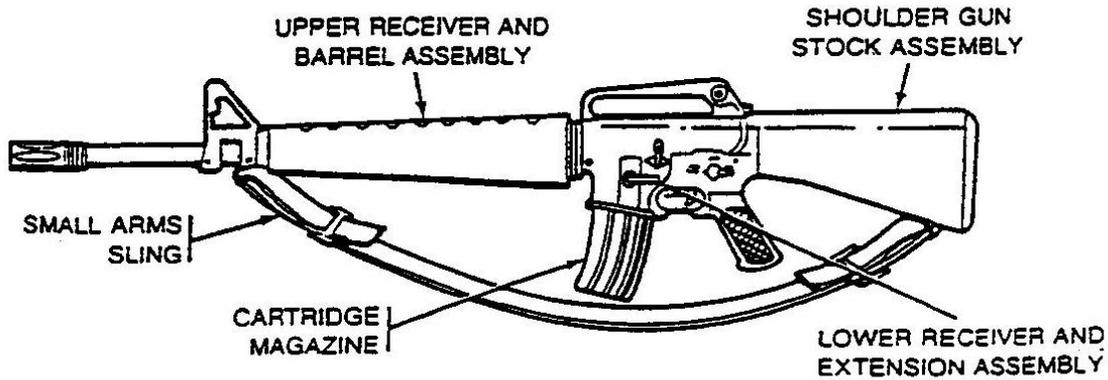
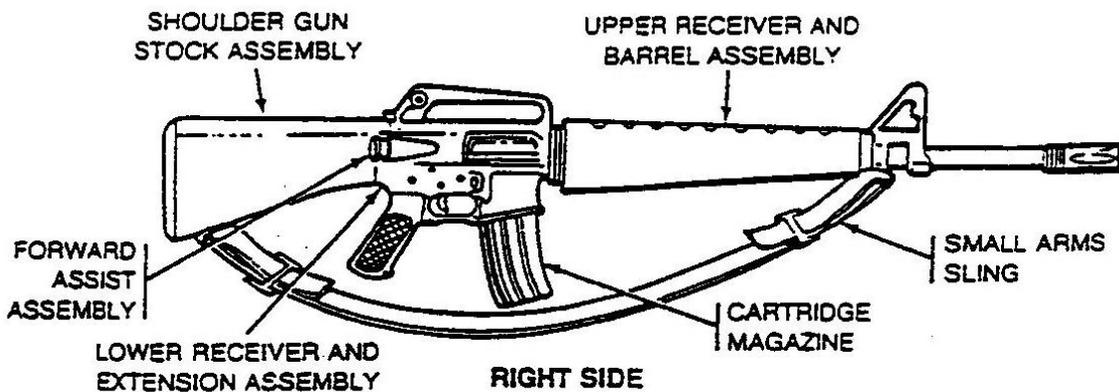


MODEL 11-87™ POLICE
 • Solid Steel Milled Receiver
 • Stainless Steel Magazine Tube
 • Self-Regulating Gas Metering System



Profile Drawing of P229 Combat Pistol

EXTERNAL VIEW OF 5.56-MM RIFLE M16A1



LEFT SIDE