

PETERS TOWNSHIP
WASHINGTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 07-01-24

A RESOLUTION OF THE COUNCIL OF PETERS TOWNSHIP,
WASHINGTON COUNTY, AMENDING THE MANUAL OF
POLICY AND PROCEDURES FOR THE PETERS TOWNSHIP
POLICE DEPARTMENT.

WHEREAS, Resolution No. 04-04-97 adopted a manual of policy and procedures for the Peters Township Police Department; and


WHEREAS, procedures and conditions are periodically reviewed and recommended for change by the Police Chief based on national standards, best practices and consistency with the Pennsylvania Law Enforcement Accreditation Program; and

WHEREAS, the revised General Orders attached to this Resolution have been reviewed by the Police Chief, and are recommended for approval by Peters Township Council.

NOW, THEREFORE, be it resolved that the Council of Peters Township shall amend the Peters Township Police Department Manual of Policies and Procedures, and replace certain General Orders with those attached to this Resolution and labeled "Exhibit A":

RESOLVED by the Council of the Peters Township this 8th day of July, 2024.

ATTEST:





Paul F. Lauer
Township Manager

PETERS TOWNSHIP

By:



Thomas Piroško
Chairman of Council

	PETERS TOWNSHIP POLICE DEPARTMENT	
	PERFORMANCE EVALUATIONS	General Order Number: 1311
Subject		
Performance Evaluations		
Date of Issue	Review Date	Distribution
3/27/2024	As needed	All Personnel
PLEAC STANDARD Reference		
1.9.1 1.9.2 1.9.3		
Amends		Rescinds
		None
By order of:  Chief of Police		

I. Purpose

The purpose of this policy is to provide sworn and non-sworn personnel with guidelines regarding performance evaluations. The evaluations shall be utilized to provide leadership development opportunities, encourage mentorship and promote officer retention.

II. Policy

It shall be the policy of the Peters Township Police Department (PTPD) to evaluate the performance of all personnel, on a regular basis, relative to the behaviors outlined within the Performance Evaluation Guidelines.

1311.1 Performance Evaluations for members of the PTPD will be conducted for the following:

- a. The appraisal of employee performance
- b. A foundation for career development
- c. Assessing the organizational strengths and areas needing improvement in training, selection and leadership.
- d. Identifying individual strengths and areas needing improvement
- e. Assessing organizational goals attainment and adherence to policy
- f. Evidence of organizational direction and control

1311.2 Elements of the Performance Evaluation Process

- A. This policy applies to Performance Evaluations of the following personnel:
 - 1. Officers in Field Training
 - 2. Probationary Officers
 - 3. Patrol Officers
 - 4. School Resource Officers
 - 5. Detectives
 - 6. Corporals
 - 7. Sergeants

- B. Performance Evaluations shall be conducted under the following circumstances:
 - 1. Annually
 - a. The Performance Evaluation periods will be from January 1 to December 31 of each year.
 - b. Performance Evaluations will be submitted by the following February 1st.
 - 2. Probationary Police Officer
 - a. Probationary status is a 12 month period.
 - b. Probationary Officers shall be evaluated at the 6 month, 9 month and 11 month times during their probationary period.

- C. Performance Evaluation Guidelines
 - 1. Annual evaluations will include:
 - a. Total number of calls/cases handled in the evaluation period.
 - b. Total number of arrests handled in the evaluation period.
 - c. Total number of traffic contacts in the evaluation period.
 - d. Total number of self-initiated incidents.
 - e. A report on Body Worn Camera and Mobile Video recordings compiled from monthly video reviews.
 - f. Training attended outside of departmental training.
 - g. Extra duty positions held (MCSAP, Traffic Coordinator, etc)
 - 2. Probationary Police Officer 6, 9 and 11 month evaluations will consist of the following:
 - a. An interview with at least two victims or witnesses to criminal incidents. Sergeants will inquire as to the competence of the investigation as well as the any required communication such as informing the victim of any court proceedings or crime victim

information. Document the incident number(s) in the update.

- b. Watch at least 2 entire videos from traffic stops resulting in Traffic Citations or Criminal Arrests. Sergeants will ensure that all proper notifications are provided to the operator and that the officer is utilizing proper tactics and adhering to officer safety principles. Document the videos watched in Guardian Tracking.
 - c. Read at least 3 case reports and determine if the probationary officer is reporting accurately and is using correct grammar and punctuation. Document the incident numbers in the update.
 - d. Provide a period and running total found in the PTPD monthly report of Traffic Contacts, Traffic Citations, Written Warnings and arrests.
 - e. For the 11-month update, Sergeants shall provide a recommendation on retention or termination of the officer. In either case, the Sergeant shall provide a brief paragraph supporting their recommendation.
3. Sergeants shall evaluate officers and corporals assigned to their squads.
 4. School resource officers shall be evaluated by the school resource officer sergeant.
 5. Sergeants and detectives shall be evaluated by either Captain of Operations or Captain of Administration.
 6. Completed evaluations shall be reviewed by a Captain and the Chief.

1311.3 Performance Evaluation Documentation

- A. Annual Performance Evaluations shall be documented on Form 1311. Form 1311 can be found in the Forms Library.
 1. Supervisors will evaluate each officer by comparing the evaluated officer's statistics to a department average of statistics.
 - a. Patrol Officers will be compared with patrol officers average statistics
 - b. School Resource Officers will be compared with school resource officers average statistics
 - c. Corporals will be compared with corporals average statistics
 - d. Patrol Sergeants will be compared with patrol sergeant's average statistics.
 - e. School Resource Officer Sergeant will be compared with school resource officer average statistics.
 - f. Detectives will be compared with the detectives average statistics

- B. Probationary Officer Performance Evaluations shall be documented on a "To-From" to the Chief of Police.

1311.4 Captain and Chief Performance Evaluations

- A. Captain performance evaluations shall be conducted by the Chief of police in accordance with Peters Township non-bargaining unit guidelines.
- B. Chief performance evaluations shall be conducted by the Peters Township Manager.

1311.5 Performance Evaluation Results

- A. Data and information compiled from annual performance evaluations may be used for the following:
1. To identify problematic patterns and intervene with appropriate action to include but not limited to:
 - Counseling
 - Remedial training
 - Identify departmental problem areas
 - Termination
 2. To identify officers that could take a leadership role through the promotion process and assist them by giving them the opportunity to have supervisor to mentor.
 3. To identify officers strengths and weaknesses.
 - a. Encourage training opportunities to all officers to strengthen their weaknesses and increase their current strengths.
 4. To give officers roles in the department that emphasizes their strengths.
 5. To give evaluated officers positive feedback in order to encourage investment in the department help promote retention.



**Peters Township Police Department
Annual Evaluation Report**

Evaluated member:	Date:
Evaluator:	

	Total	Average
Statistics		
Total number of calls/cases handled		
Total number of arrests handled		
Total number of traffic contacts		
Total number of self-initiated incidents		

Body Worn Camera and Mobile Video Recording

List any issues discovered during monthly reviews and corrective actions taken.

Training Attended

List any training attended outside of departmental training.



Specialty Positions/Assignments

List any specialty positions or assignments held within the department for the year.

Additional Comments

Evaluated member Signature _____ Date _____

Evaluator Signature _____ Date _____

Reviewed by: _____ Date _____





Peters Township Police Evaluation Form 1311

Annual review of General Order 1307 Harassment, Discrimination and Retaliation

You acknowledge understanding of this policy and are aware of the process of reporting Harassment (section 1307.3) within the department as well as statutory reporting of violations. You also acknowledge there are other avenues of recourse you may explore if a complaint has not reached a satisfactory resolution. You acknowledge this policy is available electronically in PowerDMS and you have access to the policy.

Member signature _____ Date _____

Witness signature _____ Date _____

	PETERS TOWNSHIP POLICE DEPARTMENT	
	Legal Process	General Order Number: 3201
Subject		
Criminal and Civil Legal Processes		
Date of Issue	Review Date	Distribution
4/25/2024	As needed	All Personnel
PLEAC STANDARD Reference		
1.2.6, 2.7.1, 2.7.2, 2.7.3, 2.7.4, 2.7.5, 2.7.6, 2.7.7		
Amends		Rescinds
None		None
By order of:		
		
Chief of Police		

I. Purpose

The purpose of this policy is to provide guidelines to Peters Township Police Officers executing the criminal and civil processes in accordance with the Pennsylvania Rules of Criminal Procedure.

II. Policy

It is the policy of the Peters Township Police Department (PTPD) that all officers comply with the provisions of this General Order.

3201.1 Definitions

- A. Criminal Process - Criminal Process refers to actions of officers as it pertains to instituting any criminal or traffic enforcement. The interaction of officers with a competent court having jurisdiction and authority over enforcement actions are governed by the Pennsylvania Rules of Criminal Procedure.
- B. Pennsylvania Rules of Criminal Procedure - The PTPD shall adhere to criminal procedure rules adopted by the Pennsylvania Supreme Court under the authority of Article V 10 (c) of the Constitution of Pennsylvania, adopted April 23, 1968, and shall be known as the Pennsylvania Rules of Criminal Procedure or Title 234.

3201.2 Procedures

A. Recording of Legal Process

1. The PTPD serves traffic, criminal, as well as some civil processes. All legal process documents are recorded in such a way for easy reference and retrieval. Documentation will occur on the "Legal Process Service Form" (Refer to Appendage A). At a minimum, the following shall be documented:
 - a. Date received
 - b. Type of legal process, civil or criminal
 - c. Nature of document
 - d. Source of document
 - e. Name of plaintiff/complainant or name of defendant
 - f. Officer assigned for service
 - g. Date of assignment
 - h. Court docket, warrant or other identifying number
 - i. Date of service is due or actual date of service
2. When any warrant is served or service is attempted, documentation shall occur on the "Legal Process Service Form". The documentation shall include:
 - a. Date and time service was executed or attempted;
 - b. Name of officer(s) executing or attempting warrant service;
 - c. Name and address of person being served or attempted;
 - d. Method of service or reason for non-service;
 - e. Address of service or attempt.
3. The "Legal Process Service Form" shall be scanned into the appropriate call or case report.
4. When an arrest is made pursuant to a warrant service, the officer shall complete the appropriate PTPD report(s). If the warrant is entered into NCIC/CLEAN under the authority of the PTPD and has been served, the warrant will be removed by the PTPD.

B. Service of Civil Legal Process

1. Civil Process Requires Service by a Sworn Law Enforcement Officer

- a. The service of all civil processes authorized by this policy shall be executed only by sworn officers of the PTPD.
 - b. All property obtained through the civil process shall be submitted, maintained, and disposed of in accordance with General Order 2401, "Evidence and Property Control."
 - c. All firearms and other weapons obtained through the PFA process shall be submitted, maintained, returned or disposed of, in accordance with General Order 2401, "Evidence and Property Control" and Title 18 Pa.C.S. §6101 et. seq. (Act 79 of 2019).
2. Generally, the only civil processes that may become the responsibility of the PTPD are the following:
- a. Protection from Abuse Orders (PFA)
 - (1) PFA orders shall be served as per General Order 2006, "Protection from Abuse Requirements", Sect. 2023.2 H.
 - (2) Indirect Criminal Contempt - The PTPD shall make an arrest for a violation of a PFA order issued by a court of competent jurisdiction.
 - (3) Officers shall refer to General Order 2006, Protection from Abuse Requirements, for additional guidance.
 - b. Child Custody Orders
 - (1) Generally, the PTPD will not serve child custody orders. There is an exception under Title 23 Pa.C.S. Chapter 54, Uniform Child/Custody Jurisdiction and Enforcement, part of which appears below.

§ 5451 Warrant to take physical custody of child.

 - (a) General rule - Upon the filing of a petition seeking enforcement of a child custody determination, the petitioner may file a verified application for the issuance of a warrant to take physical custody of the child if the child is immediately likely to suffer serious physical harm or be removed from this Commonwealth.
 - (b) Petition - If the court, upon the testimony of the petitioner or other witness, finds that the child

is imminently likely to suffer serious physical harm or be removed from this Commonwealth, it may issue a warrant to take physical custody of the child. The petition must be heard on the next judicial day after the warrant is executed unless that date is impossible. In that event, the court shall hold the hearing on the first judicial day possible. The application for the warrant must include the statements required by section § 5448(b) (relating to expedited enforcement of child custody determination).

- (c) Warrant - A warrant to take physical custody of a child must:
 - i. Recite the facts upon which a conclusion of imminent serious physical harm or removal from the jurisdiction is based
 - ii. Direct law enforcement officers to take physical custody of the child immediately and
 - iii. Provide for the placement of the child pending final relief.
- (d) Time of service - The respondent must be served with the petition, warrant and order immediately after the child is taken into physical custody.
- (e) Enforcement - A warrant to take physical custody of a child is enforceable throughout this Commonwealth. If the court finds on the basis of the testimony of the petitioner or other witness that a less intrusive remedy is not effective, it may authorize law enforcement officers to enter private property to take physical custody of the child. If required by exigent circumstances of the case, the court may authorize law enforcement officers to make a forcible entry at any hour.
- (f) Appearance of child - The court may impose conditions upon placement of a child to ensure

the appearance of the child and the child's custodian.

§ 5455 Role of prosecutor or public official.

- (a) General rule - In a case arising under this chapter or involving The Hague Convention on the Civil Aspects of International Child Abduction (<https://www.hcch.net/en/instruments/conventions/full-text/?cid=24>) the prosecutor or other appropriate public official may take any lawful action, including resort to a proceeding under this subchapter or any other available civil proceeding to locate a child, obtain the return of a child or enforce a child custody determination if there is:
- (1) An existing child custody determination;
 - (2) A request to do so from a court in a pending child custody proceeding;
 - (3) A reasonable belief that a criminal statute has been violated; or
 - (4) A reasonable belief that the child has been wrongfully removed or retained in violation of The Hague Convention on the Civil Aspects of International Child Abduction.
- (b) Authority - A prosecutor or appropriate public official acting under this section acts on behalf of the court and may not represent any party.

§ 5456. Role of Law Enforcement.

At the request of a prosecutor or other appropriate public official acting under section 5455 (relating to role of prosecutor or public official), a law enforcement officer may take any lawful action reasonably necessary to locate a child or a party and assist a prosecutor or appropriate public official with responsibilities under § 5455.

- (2) Officers may also become involved in child custody orders when it relates to Title 18 Pa.C.S. § 2904, Interference with Custody of Children.

2. Eviction Orders

The PTPD shall not routinely assist the Washington County Sheriff's Office in the service of eviction notices. There may be occasions where special circumstances dictate a PTPD response based on articulable and valid safety concerns. A Supervisor/OIC shall approve a request for assistance.

C. Execution of Criminal Process

1. The enforcement actions initiated by the PTPD as it pertains to the criminal process are governed by the Pennsylvania Rules of Criminal Procedure (Pa.R.Crim.P.).
2. Magisterial District Court 27-3-01 is the appropriate Magisterial District Court to initiate criminal processes occurring in Peters Township. See Pa.R.Crim.P. Rules 131, 132, 133, and 134 for additional information.
 - a. Means of Instituting a Summary Offense.
 - (1) Criminal proceedings in summary cases shall be instituted by:
 - (a) Issuing a citation to the defendant.
 - (b) Filing a citation in Magisterial District Court.
 - (c) Filing a criminal complaint which incorporates a summary violation.
 - (d) Arrest without a warrant when authorized.
 - (e) Refer to Pa.R.Crim.P. Rules 400 through 424 for additional information.
 - (2) Withdrawal of Summary Offenses
 - (a) In any summary case pending before an issuing authority, at any time before the completion of the summary trial or acceptance of a guilty plea, the issuing authority may permit the affiant, or the affiant's designee, to withdraw one or more of the charges.

- (b) Refer to Pa.R.Crim.P. Rule 457 for additional information.

b. Search Warrants

- (1) **Officers should receive authorization from the supervisor/OIC on shift before preparing a search warrant for a structure, vehicle, cell phone records, bank records, etc. unless exigent circumstances exist.**
- (2) **A prepared search warrant should be reviewed by the supervisor/OIC on shift prior to presenting it to an issuing authority.**
 - (i) **An officer who prepares a warrant should ensure the documentation in support of the warrant contains as applicable:**
 - (a) **A clear explanation of the affiant's training, experience and relevant education.**
 - (b) **Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime or no-knock warrant execution.**
 - (c) **Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.**
 - (d) **A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.**
 - (e) **Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.**

(f) A specific description of the location to be searched, including photographs of the location, if reasonably available.

(g) A sufficient description of the items to be seized.

- (3) A search warrant may be issued by an issuing authority within the magisterial district court wherein is located either the person or place to be searched.
- (4) Refer to Pa.R.Crim.P. Rules 201 through 211 for additional information.

c. Search Warrant Service

- (1) **The officer or supervisor/OIC shall perform deconfliction for the target location of the search warrant as well as any persons listed in the search warrant.**
 - (a) **Deconfliction must be done by contacting the PSP Watch Center at (717)346-5512**
- (2) **The officer and supervisor/OIC shall evaluate the risk associated with the execution of the search warrant. The Supervisor/OIC shall consider contacting the South Hills Area Council of Governments Critical Incident Response Team (SHACOG CIRT) when there is an articulable and valid safety concern. The affiant of the search warrant shall completed the SHACOG CIRT Risk Assessment form (Appendage B) prior to SHACOG CIRT being notified.**
 - (a) **When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.**
 - (b) **The warrant service is audio and video recorded when practicable and reasonable to do so in accordance with current BWC policy.**
 - (i) **Officers executing a search warrant shall, before entry, give, or make reasonable effort to give, notice of the officer's identity, authority, and purpose to any occupant of the premises**

specified in the warrant, unless exigent circumstances require the officer's immediate forcible entry.

(ii) Officers shall await a response for a reasonable period of time after this announcement of identity, authority, and purpose, unless exigent circumstances require the officer's immediate forcible entry.

(iii) If the officer is not admitted after such reasonable period, the officer may forcibly enter the premises and may use as much physical force to effect entry therein as is necessary to execute the search.

(c) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.

(d) Reasonable efforts are made during the search to maintain or restore the condition of the location.

(e) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.

(f) Reasonable care provisions are made for children and dependent adults

(g) A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.

(h) A copy of the search warrant is left at the location.

(i) The condition of the property is documented with video recording or photographs after the search.

(3) Officers shall not use and/or execute no-knock warrants unless a no-knock warrant has been issued by the issuing authority or if exigent circumstances

arise at the scene.

- (a) **Exigent circumstances on scene could consist of an officer believing someone inside the structure is being harmed, observations that officers would be harmed or ambushed if presence is announced, any other observation or intelligence gained on scene that would place the officers, occupants or public in danger if presence is announced.**

- (4) **Search Warrant service shall be documented on PTPD call/case report.**

d. Means of Instituting Misdemeanor and Felony Offenses

- (1) Criminal proceedings in court cases shall be instituted by:

- (a) Filing a criminal complaint, indicating a request for an arrest warrant or that the charge shall be sent as a summons.

- (b) Warrantless arrest when authorized:

- (i) The offense is a felony or misdemeanor committed in the presence of the officer.

- (ii) Based upon probable cause when the offense is a felony.

- (iii) Based upon probable cause, when the offense is a misdemeanor not committed in the presence of the officer but such arrest without a warrant is authorized by statute.

- (iv) Refer to Pa.R.Crim.P. Rules 502 through 522 for additional information.

e. Arraignment Procedures for Arrest initiated without a Warrant.

- (1) When a defendant is arrested without a warrant for a misdemeanor or felony, a complaint shall be filed against the defendant and the defendant shall be afforded a preliminary arraignment before the proper magisterial district judge without unnecessary delay.

(2) Exceptions

- (a) When the defendant has been arrested without a warrant, the arresting officer shall promptly release the defendant from custody when the following conditions have been met:
 - (i) The most serious offense charged is a misdemeanor of the second degree or a misdemeanor of the first degree in cases arising under Title 75 § 3802 DUI.
 - (ii) The defendant poses no threat of immediate physical harm to any other person or to himself and
 - (iii) The arresting officer has reasonable ground to believe the defendant will appear as required.
- (b) The particular statute requires an arraignment such as Title 18 § 2711 Probable Cause to arrest in Domestic Violence Cases.
- (c) When the defendant is released without an immediate preliminary arraignment, a complaint shall be filed against the defendant within five (5) days of the defendant's release. Thereafter, a summons, not a warrant for arrest shall be issued and the case shall proceed as provided in Pa.R.Crim.P. Rule 510.

3. Miscellaneous Warrant Services

- a. Arrest warrants shall be served only by a certified, sworn police officer.
- b. Warrants (summary, misdemeanor or felony) may be served on any day of the week, including holidays.
- c. **Officers shall not use and/or execute no-knock warrants unless a no-knock warrant has been issued by the issuing authority or if exigent circumstances arise at the scene.**
- d. Forcible entry may be made into a residence based on an arrest warrant under the following circumstances:
 - (1) The address on the warrant is the address at which the forcible entry is to be made.

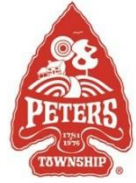
- (2) The person named in the warrant resides at the address listed on the warrant. NOTE: If service of an arrest warrant is to take place at the residence of a third party and forced entry is anticipated, a search warrant or signed consent is needed to forcibly enter the residence to serve the warrant.
- (3) The officer has probable cause to believe the defendant is in the residence.
- (4) The Supervisor/OIC has approved the forced entry.
 - (a) The Supervisor/OIC shall consider contacting the South Hills Area Council of Governments Critical Incident Response Team (SHACOG CIRT) when there is an articulable and valid safety concern.
 - (b) The Supervisor/OIC shall notify the Chief of Police and Captains as soon as possible if a forced entry is necessary.

APPENDAGE A



Peters Township Police Department

200 Municipal Drive
McMurray, PA 15317



LEGAL PROCESS SERVICE REPORT

INCIDENT NUMBER :

NAME OF PLAINTIFF:

ADDRESS OF PLAINTIFF:

NAME OF DEFENDANT:

ADDRESS OF DEFENDANT:

COURT DOCKET/WARRANT NUMBER:

DATE/TIME LEGAL PROCESS RECEIVED:

DATE/TIME OF ASSIGNMENT:

OFFICER(S) ASSIGNED:

DATE SERVICE IS DUE:

DATE OF SERVICE:

CLEAN ENTRY DATE:

SOURCE OF LEGAL PROCESS:

TYPE OF LEGAL PROCESS: CIVIL

CRIMINAL

NATURE OF LEGAL PROCESS: PFA WARRANT OTHER(SPECIFY)

DOCUMENT ADDITIONAL SERVICE ATTEMPTS ON NEXT PAGE

ADDITIONAL SERVICE ATTEMPTS

DATE/TIME OF SERVICE:

OFFICER(S) ASSIGNED:

NAME OF PERSON SERVED/ATTEMPTED:

ADDRESS OF SERVICE/ATTEMPT:

METHOD OF SERVICE:

REASON FOR NON-SERVICE:

ADDITIONAL SERVICE ATTEMPTS

DATE/TIME OF SERVICE:

OFFICER(S) ASSIGNED:

NAME OF PERSON SERVED/ATTEMPTED:

ADDRESS OF SERVICE/ATTEMPT:

METHOD OF SERVICE:

REASON FOR NON-SERVICE:

ADDITIONAL SERVICE ATTEMPTS

DATE/TIME OF SERVICE:

OFFICER(S) ASSIGNED:

NAME OF PERSON SERVED/ATTEMPTED:

ADDRESS OF SERVICE/ATTEMPT:

METHOD OF SERVICE:

REASON FOR NON-SERVICE:

CUT AND PASTE FOR ADDITIONAL SERVICE ATTEMPTS



RISK ASSESSMENT MATRIX

Risk Assessment is based on facts and circumstances known to police regarding suspect(s). Check (X) a maximum of one block in each of the six categories (the block with the greatest score applicable to the subject/location). Tally the “score” to determine suggested service level. **NOTE:** The Matrix is to be used as a “tool” in the decision making process when considering CIRT Activation.

POINTS	FACTS	X	SCORE
Search Warrants			
0	Search Warrant is for evidence of crime against property		
2	Search Warrant is for drugs		
3	Search Warrant is for evidence of crime against person		
4	Search Warrant is for weapons		
Arrest Warrant			
1	Arrest Warrant is for property crimes		
2	Arrest Warrant is for crimes against person		
3	Arrest Warrant is for drug possession/distribution		
4	Arrest Warrant is for weapon violations		
Criminal History			
1	Subject of warrant has property crime history only		
2	Subject has history of crime against persons (simple assault, domestic, etc)		
3	Subject of warrant has history/arrest/involvement of drug/drug deliveries		
5	Subject of warrant has made statements regarding resisting apprehension/search		
7	Subject of warrant has violent criminal history (robbery, rape, aggravated assault, etc)		
9	Subject of warrant has used weapons (not firearms) during the commission of crimes		
10	Subject of warrant has used firearms during the commission of crimes		
Entry			
1	Service of warrant requires minimal forced entry		
5	Service of warrant requires use of ram, sledgehammer or other similar devices		
10	Location is fortified or the subject has “guard dogs” or counter surveillance or monitoring equipment in place		
Weapons			
5	Believed that firearms are readily available to suspect at location of warrant		
6	Intel indicates subject of warrant normally armed with a weapon (not firearm)		
8	Subject of warrant known to carry firearms on person or has been arrested for VUFA		
10	Subject of warrant is always armed.		
Note: If a fully automatic weapon has been identified as used in the commission of the crime or the subject has access to an automatic weapon and this information has been confirmed, CIRT will serve the warrant.			
Miscellaneous			
5	Subject of warrant has association affiliation (gang, extremist, etc)		
6	Subject of warrant has history of mental/psychological instability		
9	Subject of warrant has history of assaults or resisting arrest offenses against police		
Total Points			

SERVICE LEVEL	
Note: Prior to contacting CIRT Command, approval must be granted by the requesting department’s Chief of Police or his designee.	
0 – 18 pts	Service/Execution may be handled by respective police agency
19 – 29 pts	Consultation with CIRT Command is a consideration for service.

30 + pts

Consultation with CIRT Command is required for service.

****All Warrants shall have a "Risk Assessment" completed prior to service of the warrant unless exigent circumstances exist for immediate service. Copies of ALL completed "Risk Assessments" shall be given to and reviewed by the CIRT Commander or his designee within 24 hours of warrant service. Copies should include the warrant to be served, criminal history synopsis, location information, and any other pertinent information used in completing the "Risk Assessment".****