

# OKLAHOMA CITY POLICE DEPARTMENT



## OPERATIONS MANUAL

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Planning and Research Unit  
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OKC's Production 002707



J. Crotch area; and

K. Shoes.

All other objects that subjects may be carrying, such as lunch boxes, suitcases and purses should be secured prior to searching the subject. The mouth may be searched for contraband at the beginning or end of the search depending on the arrest situation.

#### 231.20 OPPOSITE SEX SEARCHES (Revised 07/07)

The search of individuals of the opposite sex is problematic and may only be performed when determined by the officer an immediate search is necessary. If an officer of the same gender is unavailable to search the prisoner, the prisoner will be handcuffed and the officer may elect to transport the prisoner to the County Jail where personnel of the same gender will conduct the search.

#### 231.30 TYPES OF SEARCHES (Revised 07/07)

There are five distinct search procedures:

- A. The cursory weapons frisk;
- B. The search incident to arrest;
- C. The jail booking search;
- D. The strip-search; and
- E. The body cavity search.

#### 231.31 CURSORY WEAPONS FRISK PROCEDURE (Revised 07/07)

The cursory weapons frisk is a search allowed for the protection of the officer and subject. This procedure, often referred to as a pat search, occurs in conjunction with the field interview. On those occasions when a field interview is to be conducted, the officer has the option as to whether or not a limited search for weapons will be performed. The officer must receive verbal and/or written consent from the subject or be able to articulate reasonable suspicion the subject may be carrying a weapon. Those situations requiring a cursory frisk should be based on the officer's reasonable suspicion.

Since the cursory weapons frisk is usually conducted without the subject being handcuffed, the frisk should be conducted from behind the subject with the officer in a position of control.

#### 231.32 SEARCH INCIDENT TO ARREST (Revised 07/07)

Except as in 231.20, in every instance in which a police officer places an individual, regardless of age, under physical arrest, the officer will, pursuant to section 154.0, handcuff and search the individual and the individuals' immediate surroundings. This is done to ensure the individual is not in possession of any dangerous weapons or other items that may be used as a weapon to attack the officer and to prevent the individual from escaping. This search will be conducted prior to placing any arrested subject in any police vehicle, and prior to accepting a prisoner from any other officer or agency.

When arresting any person who appears to be intoxicated, or not in control of physical functions, the officer will examine the person to ascertain whether or not the person is wearing a medic alert bracelet or necklace or any other identifying device delineating a medical disability which could account for the actions of such person. If discovered, the officer will take immediate steps to aid the afflicted person in receiving medication or treatment for the disability.



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## **250.0 REPORTED CRIMES - PATROL RESPONSIBILITIES**

Citizens who report crime rightfully expect that the police will make a diligent effort to identify and apprehend the Perpetrator, to recover property, which may be stolen and to otherwise perform those tasks that would be indicative of reasonable attempts to properly dispose of the matter. In order to accomplish this, the following activities should occur, time and circumstances permitting, to increase the likelihood of successfully solving the crime.

### **250.10 SCENE PROTECTION**

The scene of the reported crime should be protected until such time as evidence has been identified, documented and properly collected.

### **250.20 LOCATION / IDENTIFICATION OF WITNESSES**

A diligent effort should be made to locate and identify witnesses or others who may be able to provide information. They should then be interviewed and written statements obtained. This may require that the neighborhood or immediate area be canvassed.

### **250.30 REPORTING (Revised 2/98)**

The crime should be thoroughly documented and recorded on the appropriate departmental form or telephoned in to the Records Unit. The report should contain the essential "who, what, where, when, how and why".

### **250.35 FIELD INTERVIEW AND FIELD INTERVIEW CARD PROCEDURE (Adopted 07/07)**

A field interview is the voluntary contact or lawful stop of a person for investigative purposes. These stops often occur when an officer is attempting to determine the person's identity and/or resolve the officer's suspicions about possible criminal activity. These stops shall be documented on a field interview card

Officers shall submit field interview cards no later than the end of the shift.

### **250.40 INTERVIEW OF VICTIM**

The victim should be carefully interviewed to obtain any information, which may assist in solving the crime. Officers should also be aware of potential insurance frauds or other motives for a false reporting of an incident. Written statements from the victims or reporting parties should be obtained whenever possible.

### **250.50 FOLLOW-UP INVESTIGATIONS**

As time permits, officers should conduct as much follow-up investigation as possible on crime reports that they have taken to ensure that the Department has done everything possible to solve the crime.

Employees of the Department who receive information about, or are investigating a reported criminal incident, should devote the same amount of time, energy and concern to the incident as they would expect and want if they were the victim of the crime.

### **250.60 INSTRUCTIONS TO VICTIMS AND WITNESSES (Revised 2/98)**

After the officer completes the investigation, the citizens should be instructed to call the appropriate Investigations Unit if they obtain any additional information, which would assist in the investigation. Officers will provide citizens with the correct information (i.e., telephone numbers) needed to make the contact.