



SAN ANDREAS HIGHWAY PATROL
STANDARD OPERATING PROCEDURE

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San Andreas Highway Patrol

Standard Operating Procedures

Commissioner's Preface

It is my pleasure to introduce this Standard Operating Procedure, which serves as a comprehensive guide for our department's day-to-day operations. As the Commissioner, I recognize the importance of having a clear and consistent set of procedures in place to ensure that our mission is accomplished efficiently and effectively.

The purpose of this document is to establish a framework for how we conduct our business, maintain our facilities, and carry out our duties as Troopers. It provides a standardized approach to common tasks, such as personnel management, equipment maintenance, and emergency response.

It is important to note that while this SOP covers a wide range of topics, it cannot possibly address every possible scenario or circumstance. Therefore, any policies or procedures not explicitly outlined in this document will be left up to the discretion of my Chain of Command to address accordingly.

I encourage all members of our department to familiarize themselves with this document and adhere to its guidelines to ensure that we operate at the highest level of professionalism and efficiency. Let us work together to achieve our goals and continue to serve our community with honor and distinction.

Commissioner Logan Hayes
San Andreas Highway Patrol

Mission Statement

Our mission at the San Andreas Highway Patrol is to provide the highest level of public safety and service to the citizens of San Andreas by enforcing traffic laws, responding to emergencies, and promoting safe and responsible driving practices. We strive to maintain the highest standards of professionalism, integrity, and accountability in all of our actions, and to foster positive relationships with the communities we serve.

Vision Statement

Our vision is to create a safe and secure environment on our highways and roads, and to work towards reducing accidents, injuries, and fatalities. We are committed to excellence, and to the continuous improvement of our department, our people, and our services.

Core Values

- **Integrity:** We value honesty, transparency, and ethical behavior in all our actions. We uphold the highest standards of integrity in our interactions with the public, fellow officers, and department policies.
- **Service:** We are committed to serving the public and ensuring the safety and well-being of all communities in San Andreas. We prioritize the needs of the community and strive to provide efficient and effective service in all our interactions.
- **Professionalism:** We hold ourselves to the highest standards of professionalism, both on and off duty. We maintain a positive image of the department through our appearance, conduct, and communication, and continuously seek opportunities for personal and professional growth.
- **Excellence:** We are dedicated to excellence in all aspects of our work, including training, operations, and community engagement. We continuously strive to improve our performance and provide the best possible service to the public.

Document Introduction

100.1 Definition

This manual is an official publication of the San Andreas Highway Patrol and of MidwestRP®. It is issued with the authority of the Commissioner of the San Andreas Highway Patrol and the Head Administration of MidwestRP®. This formal document contains policies, procedures, regulations, and adopted practices related to the department. These policies, procedures, regulations, and practices are established to direct Troopers in carrying out their duties and responsibilities.

100.2 Knowledge of Contents

It will be the responsibility of every Trooper to have knowledge of all policies, procedures, regulations, and practices contained herein this document; every Trooper will be held accountable for such knowledge.

100.3 Use of Manual

In order to clarify their responsibilities and ensure adherence to proper procedures, Troopers should consult this manual. If a Trooper's questions remain unresolved after consulting the manual, the next course of action is to escalate the matter to a San Andreas Highway Patrol Chain of Command member.

Department Organization

200.1 Chain of Command

The San Andreas Highway Patrol's leadership structure is designed to instill a sense of responsibility, leadership, and cooperation in its Troopers. The Chain of Command serves as an efficient framework for the department's operations. The Chain of Command operates from the lowest rank of Corporal, progressing upwards to the highest rank of Commissioner. The following outlines the department's Chain of Command:

- Commissioner
- Deputy Commissioner
- Assistant Commissioner
- Commander
- Major
- Captain
- Lieutenant
- Master Sergeant
- Sergeant First Class
- Staff Sergeant
- Senior Sergeant
- Sergeant
- Senior Corporal
- Corporal

200.2 Rank-Specific Duties

Each rank in the Chain of Command shall be responsible for certain jobs within the department. In addition to rank-specific jobs or tasks, members of the Chain of Command will also complete assignments as directed by the Commissioner or other commanding officers. The specific duties for each rank are as follows:

200.2.1 Commissioner (COM)

The Commissioner of the San Andreas Highway Patrol is the head of the entire department. The Commissioner oversees many sub-offices of the department including:

- The Internal Affairs Division
- Administration Division
- Operations Division

In addition to heading the aforementioned sub-offices, the Commissioner's day-to-day duties include:

- Overseeing the operations of the entire department
- Communicating with external departments to resolve interdepartmental affairs
- Managing the department's fleet of patrol vehicles, including new acquisitions

The Commissioner is also the head of the Chain of Command and will have the final say in all department matters/disputes.

200.2.2 Deputy Commissioner (DCM)

The Deputy Commissioner of the Highway Patrol is the second-highest-ranking individual in the department. He/she is the Commissioner's assistant when it comes to department matters and serves as Interim Commissioner in his/her absence. The Deputy Commissioner is also a member of several sub-offices and carries out the following duties:

- Chain of Command Supervisor

200.2.3 Assistant Commissioner (ACM)

The Assistant Commissioner of the Highway Patrol is the third-highest-ranking individual in the department. The Assistant Commissioner is also a member of several sub-offices and carries out the following duties:

- Oversees the Administration Division
- Oversees the Operations Division
- Deputy Chain of Command Supervisor

200.2.4 Commander (CDR)

There are two Commanders of the Highway Patrol: the **Commander of Administration**, and the **Commander of Operations**. Below are their separate duties:

Commander of Administration

The SAHP Commander of Administration is responsible for all administrative tasks delegated to the Commander's Office. Included in this are the following responsibilities:

- Assistant Chain of Command Supervisor
- Administration Division Advisor
- Oversees the Public Relations Office

Commander of Operations

The SAHP Commander of Operations is responsible for anything regarding the logistics of the field operations of the department. Included in this are the following responsibilities:

- Assistant Chain of Command Supervisor
- Field Training Office Advisor

200.2.5 Major (MAJ)

The SAHP has two Majors positions: the **Major of Administration** and the **Major of Operations**. Below are their separate duties:

Major of Administration

The SAHP Major of Administration is the direct assistant to the Commander of Administration. In addition, he/she also has the following responsibilities:

- Liaison to the Internal Development Team
- Department Troops Supervisor
- Chain of Command Training Initiative Head

Major of Operations

The SAHP Major of Operations is the direct assistant to the Commander of Operations. In addition, he/she also has the following responsibilities:

- Director of the Field Training Office
- Chain of Command Training Initiative Head

200.2.6 Captain (CPT)

The SAHP has six Captains: three **Captains of Administration**, and three **Captain(s) of Operations**. Below are their separate duties:

Captain(s) of Administration

The SAHP Captain(s) of Administration is/are in charge of all paperwork and administrative items pertaining to the operation of the department. The Captain(s) of Administration directly supervises the Lieutenant(s) of Administration, ensuring that rosters are being updated accurately and that SAHP CoC documents are secure. In addition, the Captains of Administration serve as the Commanding Officers for the department's two (2) troops.

Captain(s) of Operations

The SAHP Captain(s) of Operations is/are responsible for working with the other supervisors from the Operations division (Major and Commander) and are considered the Deputy Director of the Field Training Office. In addition, the Captain(s) of Operations helps to manage SAHP Troops and directly supervises the Lieutenant(s) of Operations.

Joint Captain Duties:

Both the Captain(s) of Administration and the Captain(s) of Operation work jointly in reviewing all Patrol Logs submitted by members of the San Andreas Highway Patrol, in addition to this they jointly select all Patrol Logs of the Cycle each cycle. All four Captains are responsible for maintaining the publicly accessible Trello Board to keep it current with the main SAHP COC Trello Board. The final joint task is that both lead the selection of membership promotions working with the Lieutenant(s) of Administration and Lieutenant(s) of Operation.

200.2.7 Lieutenant (LT)

The SAHP has eight Lieutenant positions: Four **Lieutenants of Administration**, and Four **Lieutenant of Operations**. Below are their separate duties:

Lieutenant(s) of Administration

The SAHP Lieutenant(s) of Administration are responsible for the primary operation and management of the department's rosters. They operate in such capacity under the supervision of the Captains of Administration and directly supervise the department's Master Sergeant of Administration.

Lieutenant(s) of Operations

The SAHP Lieutenant of Operations works under the supervision, and in coordination with, the other patrol supervisors (Captain, Major, and Commander) and directly supervises the department Master Sergeant of Operations. The Lieutenant of Operations is also responsible for Assisting the Deputy director(s) of the Field Training Office as the Assistant Director(s).

200.2.8 Master Sergeant (MSG)

The SAHP has two Master Sergeant positions: One **Master Sergeant of Administration** and One **Master Sergeant of Operations**. Below are their separate duties:

Master Sergeant of Administration:

The primary duty of a Master Sergeant of Administration is to supervise the Sergeant First Classes and the Senior Sergeants on their duties. The Master Sergeant of Administration oversees the Force Review Board ensuring all investigations are completed in a timely fashion. They also recognize those in the department that have received commendation forms. The Master Sergeant of Administration works under the direct supervision of the Lieutenant(s) of Administration.

Master Sergeant of Operations:

The primary duty of a Master Sergeant of Operations is to supervise the Staff Sergeants and the Sergeants on their duties. In addition, the Master Sergeant of Operations works under the direct supervision of the Lieutenant(s) of Operations.

200.2.9 Sergeant First Class (SFC)

The SAHP has two Sergeant First Class positions. The Sergeant First Class works under the supervision of the Master Sergeant of Administration. The primary duty of the Sergeant First Class is to oversee and direct the Senior Sergeants on their duties.

Department Organization

200.2.10 Staff Sergeant (SSG)

Staff Sergeant's primary duty within the department is serving as a Supervisor for the department's Field Training Office. This includes supervising all Field Training Officers and maintaining all Field Training Office-related documents and forms. Staff Sergeants are the entry rank into the Operations Division/FTO COC and are the primary point of contact for any Field Training Office matter. Staff Sergeants work under the direction of the Master Sergeant of Operations and supervise the department Sergeants.

200.2.11 Senior Sergeant (SGTII)

Senior Sergeants' primary duty is to serve as Supervisors for the Public Relations Office. Public Relations Office Supervisors serve as quality assurance for the office and work to create and manage community events. Senior Sergeants are the entry rank into the Administration Division and work under the supervision of the Lieutenant(s) of Administration

200.2.12 Sergeant (SGT)

Sergeants are primarily responsible for duties related to the [Department Hiring Process](#), including reviewing applications, conducting background checks, and conducting interviews with potential applicants. Sergeants work closely with department Lieutenant(s) on making final decisions for applicants. In addition, Sergeants are responsible for administering the Field Training Office Entry Examination. Sergeants directly supervise the Senior Corporals and operate under the direct supervision of the Staff Sergeants.

200.2.13 Senior Corporal (SCPL)

Senior Corporals in the SAHP are responsible for operating under the supervision of the department Sergeants. Senior Corporals also assist with FTO Evaluations and ride-alongs when necessary.

200.2.14 Corporal (CPL)

Corporal is the first rank in the department CoC. Corporals work under the supervision of the Staff Sergeants and assist in delivering necessary services related to the Field Training Office, for example, ride-alongs. Corporals are also responsible for conducting paperwork audits to ensure compliance with [1900.02 Required Paperwork](#). Finally, Corporals act as the first point of contact within the department CoC and are tasked with assisting troopers where necessary.

200.3 Non-Supervisory Ranks

The Highway Patrol has six (6) non-supervisory ranks, and they are as follows:

- Chief Master Trooper (CMT)
- Master Trooper (MST)
- Senior Trooper (STP)
- Trooper First Class (TFC)
- Trooper (TRP)
- Probationary Trooper (PTP)

Though members of these ranks differ in their position within the department hierarchy, being of a higher non-supervisory rank does not grant any one Trooper authority over another (except for in the event that the Trooper holds scene command). Only department supervisors (Corporals and higher) have legitimate authority over other Troopers (subordinates).

200.4 Prohibition of Non-Supervisory Troopers from Supervisory Tasks

It should be noted that no Trooper under the rank of Corporal is considered a supervisor, and therefore shall not attempt to take any supervisory action towards other department members. Actions prohibited by this section include, but are not limited to:

- Performing a traffic stop on another First Responder for any reason.
- Assigning duties to other Troopers when not acting as scene command.
- Attempting to reprimand other Troopers for presumed misconduct.
- Assigning patrol districts.
- Or other actions normally reserved for Chain of Command members.

Any department member found in violation of this section shall be issued appropriate disciplinary action.

Recruitment & Promotions

300.1 Hiring Process

The San Andreas Highway Patrol has a thorough and selective hiring process designed to ensure the recruitment of highly qualified individuals who exemplify the department's commitment to public safety, integrity, and professionalism. To be eligible to apply, the applicant must meet the following basic requirements:

- Minimum age of 21 years old.
- Possession of valid San Andreas driver's license.
- Possession of valid San Andreas weapon's license.
- Completion of a high school diploma or equivalent.
- Resident of San Andreas for at least 30 days.
- Able to read, write, and speak fluent English.
- No felonies or misdemeanors on record.
- Not in violation of [§900.10 Personal Appearance](#).

300.1.1 Application Process

Individuals who seek employment in the San Andreas Highway Patrol and meet the basic requirements are able to fill out an application through the department website or directly using the [application link](#). Applicants are prohibited from using any form of artificial intelligence on their application. If artificial intelligence is detected, the application will be automatically denied.

300.1.2 Background Check

As part of the application review process, applicants will undergo a thorough background check. During this stage of the process, applicants must provide all requested documentation. Any intentional falsification or attempt to conceal information will result in immediate denial. Furthermore, the application will be denied if any of the following is identified:

Criminal Activity:

- Any admission or conviction of a misdemeanor or felony crime.
- Involvement in groups, organizations, or clubs that promote, condone, or commit unlawful acts.

Substance Use:

- Any use or purchase of illegal drugs before or after application.
 - Marijuana Exception: Any use or purchase of marijuana within 3 months before application, or any use or purchase after application.
- Abuse of alcohol, chemical solvents (or solvent based substances), or prescription drugs.

Physical and Mental Health:

- Presence of any physical, mental, or emotional conditions that impair the ability to perform the duties of a Trooper.

Employment History:

- Failure to maintain a stable employment history as an adult.
- Dishonorable discharge, resignation in lieu of discipline, or termination from any criminal justice occupation.

Traffic Violations:

- Any traffic infractions on record within 14 days.
- No more than one driver's license suspension as an adult.

300.1.3 Interview Process

Upon successfully passing the background check, a Sergeant with the San Andreas Highway Patrol will conduct a structured verbal interview with the applicant.

300.1.4 Onboarding Process

Individuals who pass the interview process will be hired into the department and sent to the Law Enforcement Academy. Upon completion of the academy, they will be set to begin their Field Training Process with a Field Training Officer.

300.2 Department Promotions

Promotions are awarded every month based on several factors, including but not limited to department involvement, activity, teamwork, and overall performance as a Trooper. Promotions are never guaranteed. Refer to the [SAHP Promotion Requirements and Guidelines](#) for further details.

300.3 Chain of Command Promotions

Effective from July 7, 2020, Master Troopers & Chief Master Troopers interested in pursuing a career in the San Andreas Highway Patrol Chain of Command have the opportunity to fill out an [Application](#), as mandated by the Corporal Selection Program (CSP). For more information involving the Corporal Selection Program, visit [here](#).

300.4 Promotion Hinting

While the Chain of Command supports the right of the Trooper to express concerns regarding promotions, directly or indirectly asking for a promotion is prohibited and will result in disciplinary action including but not limited to demotion in rank.

Department Activity

400.1 Activity Requirements

In order to ensure members of the San Andreas Highway Patrol are remaining active, the SAHP COC has laid out activity requirements. Hours are reset every cycle. These guidelines are enforced on a promotion period basis and are as follows:

- **Active:** More than 2 hours logged
- **Inactive:** 1 hour and 59 minutes or less logged

400.2 Inactivity Strikes

Troopers who fail to meet department activity requirements and are considered “Inactive” at the end of the cycle will be subject to receive an inactivity strike. Once a Trooper receives three consecutive inactivity strikes they will be removed from the department. In the event a Trooper is removed for inactivity they must meet with a Lieutenant or higher at a station as soon as possible to return any department equipment. In order to have an inactivity strike removed a Trooper must be considered “Active” for one cycle.

400.3 Leave of Absence

Troopers who expect to be absent from the community for thirty (30) or more consecutive days should receive approval from the Commissioner. Leave of Absences can be taken for reasons including, but not limited to:

- Vacation
- Health Reasons
- Bereavement
- School/Work-Life Balance
- No Access to PC/Internet

Troopers who file a Leave of Absence for more than ninety (90) days must receive approval from a member of Head Administration.

400.3.1 Abuse of Leave

Leave of Absences are intended to provide hard-working Troopers with an opportunity to take some time off from their duties. It is important to note that when a Trooper files for an LOA, it is assumed that they will be away for a while and, as a result, will be unable to perform their patrol duties. The Commissioner of the Highway Patrol holds the right to terminate an LOA if there is any suspicion of its abuse. Additionally an LOA will prevent a Trooper from receiving an inactivity strike so long as they were on LOA for more than half of the cycle.

Rules of Conduct

500.1 Conduct

Troopers should remember that whether on or [off-duty](#), they are a reflection of the San Andreas Highway Patrol. Troopers shall always act to not bring discredit upon themselves and the San Andreas Highway Patrol. Troopers will be orderly, attentive, professional, and will exercise patience and discretion.

500.2 Off-Duty Conduct

The San Andreas Highway Patrol has established a detailed off-duty conduct standard to ensure the integrity and professionalism of the department is upheld. Troopers are expected to behave ethically, uphold the department values, and refrain from engaging in activities that could bring disrepute to the department or compromise public trust.

500.2.1 Criminal Activity

Troopers are expected to refrain from engaging in any criminal activities during off-duty hours. Engaging in criminal activities will result in immediate termination and potential criminal charges being filed.

500.2.2 Department Equipment

During off-duty hours for personal purposes, Troopers are prohibited from using, displaying, or engaging in any unauthorized use of department-issued equipment and vehicles.

- Exception: Troopers may carry their service pistol while off-duty, but must adhere to local laws that restrict carrying a firearm in specific circumstances.

500.2.3 Traffic Violations

Troopers are expected to adhere to all traffic laws and regulations while operating a vehicle off-duty. Reckless or irresponsible driving behavior is strictly prohibited, and discipline will occur if found in violation.

500.2.4 Alcohol and Illegal Substances

Troopers are strictly prohibited from using or purchasing illegal substances. Any involvement in the possession, distribution, or consumption of illegal substances is a direct violation of department policy and will result in severe disciplinary action, including termination.

Responsible alcohol consumption is expected from all Troopers. While off-duty, Troopers are encouraged to exercise good judgment and moderation when consuming alcoholic beverages. Excessive or irresponsible drinking that leads to impaired judgment or behavior inconsistent with the department's values is strictly prohibited.

500.2.5 Duty to Act

Troopers hold the responsibility to uphold the constitution by protecting and serving the community, even while off duty. In situations where immediate intervention of a law enforcement officer is necessary, off-duty Troopers shall take appropriate action. However, on-duty law enforcement should be contacted and assume primary responsibility upon arrival.

500.3 Oath of Office

Before assuming any official duties, all Troopers of the San Andreas Highway Patrol are required to take an Oath of Office. This oath is a solemn commitment to uphold the Constitution and laws of the State of San Andreas, and to perform their duties faithfully and impartially. The Oath of Office serves as a foundational declaration of a Trooper's dedication to the Department's core values of Integrity, Service, Professionalism, and Excellence. By taking this oath, Troopers affirm their responsibility to serve the public with honor, maintain the trust placed in them, and carry out their duties in accordance with the highest standards of ethical and professional conduct.

500.4 Unethical Conduct

The San Andreas Highway Patrol expects all Troopers to maintain the highest standards of ethical conduct. Troopers must be honest, fair, impartial, and transparent in all their interactions. In addition, Troopers are strictly prohibited from engaging in any unofficial activities, including but not limited to gambling, racing, or any behavior that may compromise the integrity of the San Andreas Highway Patrol. Troopers are expected to uphold the professionalism and public trust associated with their position and refrain from participating in activities that could undermine the reputation of the department.

500.4.1 Bribery and Corruption

Troopers are strictly prohibited from accepting bribes, kickbacks, or engaging in any form of corruption. This includes, but is not limited to, the acceptance of gifts, favors, or monetary benefits that could compromise the integrity of the San Andreas Highway Patrol. Violation of this policy will result in immediate termination.

500.5 Abuse of Authority

Troopers must use their power and authority in a responsible, ethical, and lawful manner at all times. Troopers are expected to treat everyone with dignity, respect, and fairness regardless of race, gender, religion, national origin, or any other personal characteristic. Troopers shall not use their position, rank, or authority for the following situations:

- Obtaining personal benefits or privileges not normally available.
- Conducting unlawful searches or seizures.
- Engaging in favoritism or preferential treatment.
- Falsifying evidence or reports.

500.6 Rule of Law

Rule of Law is the guiding principle that ensures fairness, justice, and accountability in law enforcement duties. The San Andreas Highway Patrol holds Troopers accountable to the same laws as the general public. Troopers must comply with all laws and regulations and will face the same legal consequences for violations, offenses, or crimes as any other citizen.

500.7 Contact With Department Personnel

Troopers are required to demonstrate courtesy and respect in all interactions with department personnel, regardless of rank, position, or seniority.

500.8 Insubordination

Troopers will promptly obey all lawful orders of a supervisory Trooper. Any Trooper who refuses to obey a lawful order will be considered insubordinate and subject to serious disciplinary action.

500.9 Conflict of Orders

In the event that a Trooper receives a lawful order from a superior that conflicts with a previous order, policy, or published directive, the Trooper should respectfully bring the conflict to the attention of their superior. The superior will then take appropriate measures to rectify the conflict and will simultaneously assume responsibility for the Trooper's actions in carrying out the orders.

500.10 Social Media Usage

The San Andreas Highway Patrol recognizes the importance of responsible social media usage among its Troopers. While engaging in social media platforms, Troopers are expected to uphold the highest standards of professionalism, integrity, and discretion. Troopers should refrain from sharing confidential information, internal procedures, or any content that may compromise the security and reputation of the San Andreas Highway Patrol. Additionally, Troopers are reminded that their online presence reflects on the department, and as such, they should avoid expressing personal opinions that may be misconstrued as official stances. The use of social media as a tool for community engagement and positive outreach is encouraged, provided it aligns with the values and mission of the San Andreas Highway Patrol.

Internal Affairs Division

600.1 Purpose

The primary purpose of the San Andreas Highway Patrol Internal Affairs Division is to address misconduct among the members of the department. Misconduct includes, but is not limited to, violations of the department Standard Operating Procedures, cases of excessive force, abuse of authority, abusive or insulting language, and/or intimidation.

600.2 Internal Affairs Division Structure

To ensure the effective management and oversight of investigations, the Internal Affairs Division is structured as follows:

Director of Internal Affairs

The Director of Internal Affairs has overall responsibility for the division, ensuring all investigations are conducted fairly, thoroughly, and in accordance with SAHP policies. The Director reports directly to The Commissioner and is responsible for:

- Overseeing all Internal Affairs operations.
- Ensuring compliance with departmental policies and procedures.
- Reviewing and approving completed investigations.
- Providing recommendations for disciplinary actions or policy improvements based on investigative findings.
- Serving as the primary liaison between Internal Affairs and SAHP leadership.

Internal Affairs Supervisors

Internal Affairs Supervisors work under the Director to ensure that all cases are completed in a timely and efficient manner. They are responsible for:

- Monitoring the progress of investigations to prevent delays.
- Assigning cases if necessary to investigators and ensuring workload balance.
- Assisting in training/onboarding new investigators.
- Reporting any issues or concerns regarding case management to the Director.

This leadership structure ensures accountability, efficiency, and fairness in all Internal Affairs operations.

600.3 Complaint Process

Any member of the community who suspects a Highway Patrol member of engaging in misconduct, acting improperly, or violating Standard Operating Procedures may file a complaint with the Internal Affairs Division (“IAD”). Once a complaint is received, an investigator will be assigned, and a case number will be issued. The investigator is responsible for examining any relevant evidence and identifying the source of the complaint. In most instances, the complainant will be requested to provide a recorded statement to the investigator, who will also interview any pertinent witnesses.

Following the aforementioned procedures, a hearing will be scheduled with the defendant, the person against whom the complaint is made. During the hearing, the defendant will be granted due process and the opportunity to present their version of the events. If there is sufficient evidence after the investigation concludes that the Trooper in question engaged in misconduct, appropriate [mediative action](#) will be issued.

600.4 Complaint Dispositions

In order to enhance case management, the Internal Affairs Division will assign one of the following dispositions at the conclusion of a complaint, based on the circumstances.

I. Sustained

- A. The evidence obtained in the investigation established that alleged actions in the complaint occurred and violated department policy.

II. Not Sustained

- A. Indicates that the investigation failed to disclose evidence to either prove or disprove the allegation(s) made in the complaint.

III. Unfounded

- A. Indicates the investigation disclosed that the alleged act(s) did not occur or did not involve SAHP personnel.

IV. Exonerated

- A. The evidence obtained during the investigation established that:
 - 1. The department member named in the complaint was not involved in the alleged misconduct or;
 - 2. The act(s) that provided the basis for the complaint occurred; however, the investigation reveals that such acts did not violate department policies.

600.5 Mediative Options

The following levels of mediation are most commonly seen in minor cases and **are not considered formal discipline**:

- Verbal (non-recorded) Counseling
- Retraining Certification Issued
- Letter of Understanding/Apology

Formal Discipline

The following levels of mediation are most commonly seen in minor cases to major cases and **are considered formal discipline**:

- Recorded Verbal Warning
- Written Reprimand (10-90)
- Suspension (10-93)
- Demotion in Rank
- Termination

600.6 Multiple Violations

In cases where a Trooper is reprimanded as a result of a department investigation, committing the same offense repeatedly may result in an escalation of disciplinary action for any subsequent offenses. Similarly, if a member is found to be repeatedly violating various policies, investigators in each case may exercise discretion in increasing the severity of the reprimand for continued violations.

600.7 Confidentiality

The Internal Affairs Division is committed to maintaining strict confidentiality in regard to all information related to cases under investigation. This commitment ensures that the integrity of the investigative process is upheld, and that the privacy rights of all parties involved are respected. Access to information related to these cases is limited to authorized personnel only, and any unauthorized disclosure of such information is strictly prohibited.

600.8 Protection Against Retaliation

The San Andreas Highway Patrol supports the belief in the right of all persons to report potential misconduct by its members without fear of retaliation. Retaliation against any party of a complaint made to the Internal Affairs Division is prohibited. The department will not tolerate retaliation and will take immediate disciplinary action against any member in violation of this policy.

600.9 Public Information

In an effort to be more transparent with the department membership, the Internal Affairs Division has authorized public disclosure of certain information, including the total number of cases, cases that were sustained, and dispositions that were reached.

Additionally, if a complainant asks for an update on their case, the investigator assigned to the case can disclose whether it is under review, in progress, or closed. However, any resulting disciplinary actions resulting from the case will not be disclosed.

Disciplinary Protocol

700.1 Disciplinary Action

Troopers are subject to disciplinary actions when violations of departmental policy and procedures occur. Disciplinary actions include, but are not limited to:

I. Oral Reprimand

- A. A verbal notice of violation followed by an explanation on how to comply in the future. It is at the discretion of the supervisor if the oral reprimand will be documented.

II. Written Reprimand

- A. A formal memorandum prepared to document a violation and all relevant facts. A copy is filed in the Trooper's personnel file.

III. Suspension/Relieved from Duty

- A. A suspension is a temporary removal from the department for a designated period. A memo regarding the suspension shall be placed in the Trooper's personnel file.

IV. Demotion

- A. A Trooper may be demoted to a rank suitable for the actions in which said Trooper was involved in. Demotions may result in the loss of one rank, or several, with the approval of the Commissioner.

V. Dismissal/Removal

- A. Dismissal is an involuntary removal of the Trooper from the department.

Disciplinary Protocol

700.2 Discipline Authority

Discipline may be administered by any Chain of Command member within the San Andreas Highway Patrol.

700.3 Appealing Discipline

Troopers have the privilege to appeal disciplinary actions greater than a written reprimand. Appeals must be submitted within seven (7) calendar days following the date of disciplinary action. The appeal should be presented in a memorandum format and directed to the Commissioner.

Probationary Period

800.1 Probationary Troopers

Probationary Troopers are, by name, automatically under a period of probation until promoted to the rank of Trooper. The probationary period is an important phase for Troopers to demonstrate their ability to perform the duties and responsibilities of a Trooper in accordance with the San Andreas Highway Patrol Standards.

800.2 Failure of Probation

Under the authorization of the Commissioner, Probationary Troopers can fail their probationary period and be subsequently dismissed from the department due to various reasons, including but not limited to:

- Inability to pass required training
- Failure to meet professional and conduct standards
- Inability to perform job duties at a satisfactory level
- Additional form of Mediative Options concluding an Internal Affairs investigation on a repeat offender.

Uniforms & Appearance

900.1 Overview

The San Andreas Highway Patrol uniform comprises a variety of items and accessories, categorized into separate classes. Details regarding the specific components for each uniform can be found [here](#).

900.2 Class A - Dress

The Class A Dress uniform serves as the distinguished and formal attire for Troopers of the San Andreas Highway Patrol during special occasions. The uniform will consist of a long sleeve black shirt with gray tie, leather duty belt, gold or silver badge, chain whistle, white formal dress gloves, and campaign cover.

900.2.1 Courtroom Attire

Troopers attending any court proceeding while on duty are required to wear the Class A Dress uniform. The campaign cover is not permitted to be worn inside the courthouse.

900.3 Class A - Duty

The Class A Duty uniform features similar uniform components as the Class A Dress uniform with a few exceptions. The uniform will consist of a long sleeve black shirt with gray tie, a duty belt, gold or silver badge, optional chain whistle, and a campaign cover. This uniform is permitted for standard patrol.

900.4 Class B

The Class B uniform shares a similar appearance as the Class A Duty uniform with the exception of the gray tie. The Class B uniform has two shirt options, long sleeve and short sleeve. This uniform is permitted for standard patrol.

900.5 Class C

The Class C uniform features black cargo pants, with a black shirt branded with “State Trooper” on the back of the shirt, a duty belt, and a campaign cover or a black ball cap with San Andreas Highway Patrol branding on it. This uniform is restricted to Chain of Command members (Corporals and above), or Troopers who receive incentives that permit the usage of the Class C uniform.

900.6 Plain Clothes

The use of plain clothes, or civilian style clothing for standard patrol is limited to the San Andreas Highway Patrol Command Staff, or members given access by the Command Staff. Troopers wearing plain clothes will carry their standard issued firearm and badge. The primary focus of a plain clothed Trooper should not be traffic enforcement, however if a traffic stop is initiated, the Trooper should request a uniformed, marked backup unit.

900.7 Subdivision Uniforms

Troopers should reference their respective subdivision(s) Standard Operating Procedures for their own set of uniforms.

900.8 Jackets and Sweaters

Troopers are issued multiple patrol jackets (heavy and light) and a sweater which can be worn at any time; however it is recommended to be worn in adverse weather such as rain or snow. External vests are not permitted while wearing any jackets.

900.9 Accessories

The San Andreas Highway Patrol offers multiple accessories which may be used on a majority of the standard patrol uniforms. These accessories include but are not limited to: Service Stripes, Rank Insignias, Badges, Duty Belts, and Vests.

900.9.1 Service Stripes

Troopers are permitted to wear service stripes on Class A and Class B long sleeve uniforms when they have been in MidwestRP® longer than six months. The following table outlines the number of service stripes permitted.

# of Stripe(s)	Membership Length
1 Service Stripe	6 Months
2 Service Stripes	1 Year
3 Service Stripes	1 Year, 6 Months
4 Service Stripes	2 Years
5 Service Stripes	3 Years
6 Service Stripes	4+ Years

900.9.2 Rank Insignias

Chain of Command members are issued rank insignias to display their rank. There are several different sleeve chevrons and collar pins depending on the rank of the supervisor.

900.9.3 Badges

The San Andreas Highway Patrol issues different badges to Troopers depending on their rank, Probationary Troopers to Corporals will be issued a silver badge, and Sergeants and above will be issued a gold badge with their respective rank.

900.9.4 Campaign Cover

The campaign cover is a fundamental part of the San Andreas Highway Patrol's legacy, and must be worn on all Class A and Class B uniforms. The campaign cover features three different cords depending on the rank of a Trooper.

- **Grey Cord:** Probationary Trooper → Chief Master Trooper
- **Silver Cord:** Corporal → Master Sergeant
- **Gold Cord:** Lieutenant → Commissioner

900.9.5 Duty Belts & Holsters

A large variety of different duty belts and holsters have been approved for use by Highway Patrol Command Staff, these belts and holsters offer a large variety of different uses. Approved Duty Belts can be found [here](#), and approved holsters can be found [here](#).

900.10 Personal Appearance

Troopers shall display an appropriate appearance that professionally represents the San Andreas Highway Patrol. The following policies apply to any subdivisions or Offices of the San Andreas Highway Patrol unless stated otherwise in their own documentation.

900.10.1 Jewelry

No jewelry, pins, necklaces, piercings, or bracelets of any kind shall be worn with the uniform. Exceptions, if conservative,

- Wristwatch
- Medical Alert Bracelet
- Rings
- Necklaces worn discreetly beneath the shirt
- Female Troopers may wear one single-colored spherical stud earring per ear on their earlobe.

900.10.2 Hair

Hair shall:

- Be clean, neat and well groomed.
- Not touch the top of the uniform shirt collar, at the back, when standing with the head in a normal posture.
- Not interfere with the wearing of any issued headgear.
- Not be dyed or tinted in any exaggerated or unnatural color.

900.10.3 Facial Hair

Facial Hair shall:

- Be clean, neat and well groomed.
- Match the color of the individual's regular hair color.
- Not be longer than one-half inch in length.

900.10.4 Tattoos

Tattoos shall:

- Not display any unprofessional or offensive tattoos/body art (Example: vulgar, racist, sexist, anti-american, gang-related, anti-social).
- Not be located on the hands.
- Not be visible on or above the neck.

Equipment

1000.1 Overview

This section will cover all the essential equipment required for patrol duties, including duty belts, external load-bearing ballistic vests, concealed body armor, and equipment kept inside patrol vehicles.

1000.2 Duty Belt

The San Andreas Highway patrol provides several important pieces of equipment that are essential to Troopers duty belts. The equipment found on a duty belt includes:

- Service Pistol with a Flashlight
- X26 Taser
- Two extra taser cartridges
- Expandable Baton
- Flashlight
- Radio
- Two extra pistol magazines
- Tourniquet
- Two Pairs of Handcuffs

1000.3 External Vest

The San Andreas Highway Patrol offers multiple external vests which are permitted to be used at any time in accordance with the San Andreas Highway Patrol uniform regulations. These vests are resistant to ballistic threats and designed to enhance the safety and protection of our Troopers in the line of duty. Troopers are encouraged to utilize these external vests for their added ballistic resistance, ensuring a higher level of safety while performing their responsibilities.

- I. Troopers should retrieve and equip the “Heavy Armor” item from the trunk of their vehicle when an external vest is applied.

1000.4 Concealable Body Armor

The San Andreas Highway Patrol mandates that body armor must be underneath the Trooper’s uniform shirt. The body armor provided is stab-resistant and resistant to certain smaller caliber ammunition. Troopers may also wear external vests over their uniform and concealable armor for extra protection during high-risk scenarios.

- I. Troopers should retrieve and equip the “Armor” item from the Armory located at a San Andreas Highway Patrol post prior to starting their shift.

1000.5 Vehicle Equipment

Patrol vehicles are equipped with essential equipment critical to daily operations.

Including a laptop for Mobile Data Terminal (MDT) use, a printer for issuing tickets and reports, a dashboard-mounted radar, controls for emergency devices, a fire extinguisher, and a weapon rack positioned between the driver and passenger seats where a Trooper's rifle and shotgun are securely locked when not in use.

1000.5.1 Trunk Equipment

Several additional pieces of equipment are stored in the trunk of patrol vehicles, including but not limited to:

- Traffic Cones
- Road Flares
- Evidence Bags & Boxes
- Nikon Camera
- Simple Med Bag (First Aid Kit)
- Defibrillator
- Spike Strip
- Water
- External Vest
- Stormarm (Battering Ram)
- Fire Extinguisher
- Cleaning Kit
- Vehicle Repair Kit

1000.6 Firearms and Weapons

The San Andreas Highway Patrol Chain of Command will issue all Troopers with a service pistol, taser, carbine rifle, and shotgun. Troopers are able to equip a flashlight to all firearms, and can additionally attach a scope, grip, and suppressor on the carbine rifle. Furthermore, Troopers will carry a baton and utility knife. If a trooper wishes to be issued a second approved service pistol, they may only utilize one at a time and the weapon not in use must be placed inside their secure locker.

1000.7 Taser

The Axon X26 Taser is a less-lethal device that sends an electric current through the body of a subject with either direct “drive stun” contact, or at range by deploying prongs.

1000.7.1 Taser Prong Removal

Following the effective deployment of taser prongs, Troopers are authorized to remove the prongs from the individual once secured.

- Use the following command to remove taser prongs: `/removebarbs`

1000.8 ProLaser4

The ProLaser4 is a Light Detection and Ranging (LIDAR) handheld device that is restricted to Troopers holding the rank of Trooper or higher, and requires the Trooper to pass a certification course. More information regarding obtaining the certification can be found within the LIDAR Manual below.

Related Documentation: [LIDAR Manual](#)

1000.9 Portable Radio

Troopers are issued portable radios for communication outside their patrol vehicle. These radios are equipped with a built-in Global Positioning System (“GPS”) and use a two-way communication system to reach other law enforcement, first responders, and dispatchers.

1000.10 Video Devices

Video devices will assist troopers with interactions during law enforcement duties. These interactions will be documented during events. Video devices from troopers can be used as legal documentation. Any tampering or failure to enable video devices responsibly will result in serious disciplinary action.

1000.10.1 Body-Worn Camera

Body-Worn Cameras (“BWC”), are audio-visual recording systems that will be worn by troopers to document events. BWC will protect citizens and troopers during interactions with one another. Anytime an interaction is with a member of the public, the trooper should activate the BWC.

1000.10.2 Mobile Video Camera

All San Andreas Highway Patrol vehicles are equipped with a Mobile Video Camera (“MVC”) system that records a 360° degree view that shows the exterior and the interior of the vehicle. These dash cameras are presented to protect the public and law enforcement. They will activate automatically when the emergency lights are turned on. Troopers will have the ability to access the MVC from their Computer Aided Dispatch (“CAD”) terminal.

1000.11 Less Lethal Shotgun

The less-lethal “bean bag” shotgun is an alternative use of force option that is effective at medium to long-range. De-escalation methods must be used prior to use of a less-lethal shotgun. The less-lethal shotgun can be used when a subject is at a distance of no more than seventy-five (75) feet and no less than ten (10) feet. Discharging the less-lethal shotgun at a closer distance of less than ten feet can cause serious injury and/or death.

Upon discharge, a San Andreas Highway Patrol supervisor must be immediately notified, and a subsequent use of force discharge report shall be filed by the responding supervisor.

The less-lethal shotgun is authorized to be used by Troopers who have met the minimum rank requirement of Trooper and have passed a certification course, or are a member of the State Bureau of Investigation Critical Incident Response Team (CIRT).

Related Documentation: Beanbag Shotgun Manual

Use of Department Vehicles

1100.1 Vehicle Allotment

As a form of incentive and for fleet management purposes, the San Andreas Highway Patrol has adopted a vehicle allotment. This allotment details the specific vehicles at which each rank may drive; additionally this allotment details specific variants Troopers are permitted to drive such as slicktop, ghosted, and unmarked. The vehicle allotment can be found [here](#).

1100.2 Unmarked Vehicles

The use of unmarked vehicles is permitted to those at the rank of Sergeant or higher. The primary purpose of unmarked vehicles shall **not** be for traffic enforcement, it is suggested Troopers use them for other purposes such as surveillance or assisting in operations. The use of unmarked vehicles may also be allotted to specific subdivisions.

1100.3 Following Traffic Laws

Unless engaged in emergency or pursuit driving, Troopers **must** abide by all traffic laws as outlined in the San Andreas Penal Code. This includes but is not limited to, following posted speed limits, passing only in approved areas, stopping for all traffic signals, and yielding to emergency vehicles responding to or from a scene.

1100.4 Emergency Driving

Emergency driving is defined as the operation of a vehicle by a law enforcement officer in response to an emergency situation where immediate action is required to prevent harm, protect life, or address a serious criminal incident.

1100.4.1 Wrong-Way Driving

Opposite-lane driving permitted for up to two units only if during an active pursuit as outlined in [MidWestRP Pursuit Policy](#).

- The crime involves a violent felony against persons or an active violent warrant.
- Supervisor approval is obtained.
- Early aircraft deployment encouraged with detailed airborne callout responsibilities.

1100.4.2 Code One

Code one is a routine response without the use of lights and sirens. Code one should be used when there is no immediate threat to life or property and there is no need for an expedited response. While responding code one Troopers should ensure they follow all traffic laws.

1100.4.3 Code Two

Code two is a more urgent response with the use of lights, and sirens when deemed necessary; a code two response should not involve the highest levels of speed and disregard for traffic rules. Code two should be used for situations when time is a factor and there is a potential for serious bodily injury or damage.

1100.4.4 Code Three

Code three is the highest of responses where Troopers will utilize both lights and sirens. The use of code three should be for larger scale situations where there is an imminent threat to life or property such as a vehicle pursuit or medical emergency.

The use of the correct code response is up to the discretion of the responding Trooper; however, Troopers are strongly advised against responding code three to every call, as not all calls will require that level of response.

1100.5 Vehicle Tires and Rims

In order to ensure a uniform look across all department vehicles, the San Andreas Highway Patrol has adopted a vehicle tires and rim structure. This structure outlines the specific tires and rims that may be utilized on each vehicle, all with varying purposes and taking into consideration the optimal matching of tires to specific vehicle models. The vehicle tires and rims structure can be found [here](#).

1100.6 Usage of Cruise Lighting

Every vehicle within the San Andreas Highway Patrol's fleet that is equipped with a lightbar is also equipped with cruise lighting (extra 6). These lights are to show the presence of a Troopers vehicle. These lights are **not** to be used as emergency lighting, or for purposes such as trying to stop a vehicle, they can however, be used while stopped on the side of the road or while driving to alert the public of a Trooper's presence.

1100.7 Utilization of Motor Units

Troopers in the San Andreas Highway Patrol who have completed and successfully passed the Advanced Trooper Training Motor Certification are permitted to patrol as a motor unit. The Motor Certification allows for more specialized yet agile traffic enforcement. Motor Units may specialize in maintaining visuals with pursuits and conducting traffic enforcement using specialized tools such as [ProLaser4](#).

1100.7.2 Motor Weather Restrictions

Motor Units are **not permitted** at any time to ride in any sort of severe inclement weather. Severe inclement weather are conditions such as snow, ice, or thunderstorms. Light rain is permitted at officer discretion however, it is advised that in heavy rain a motor unit deactivates. In the event the weather changes to severe inclement weather while a Trooper is out on patrol or on a scene the Trooper should park up in a safe location, dismount, and request tow before requesting a ride to the station where they can get a normal patrol vehicle.

1100.7.3 Motor Conditional Statements

- I. There shall be no more than three (3) motor **units** at any time (6 Motor **Troopers** if they are all in a ride-along)
- II. Motor Units should ride in a side by side formation while in a ride-along. Motor Units have the ability to lane split/filter when legal.
- III. Motor Units shall not perform tricks (i.e. wheelies, stoppies, burnouts, or excessive engine revving) on their motorcycle.
- IV. Motor Units shall remain on roadways/paved roads at all times, no matter the circumstances. At no times should motor units ride on dirt roads.
- V. Motor Units are not to kick or use weapons while riding on a motorcycle. Non-Lethal may be used but only while the Trooper is stationary.

Motor Conditional Statements III, IV, and V are constituted as reckless driving and will result in serious disciplinary action.

1100.7.4 Motor Unit Pursuits

As specified in the [MidWestRP Pursuit Policy](#), motor units will primarily serve a secondary role in pursuits. In the event that a patrol car is unable to maintain primary, a motor unit may briefly take over to ensure continuous visual contact with the vehicle and provide necessary callouts.

1100.7.5 Arrested Suspects

In the event a motor unit arrests a suspect, a request must be made for an additional patrol vehicle with a cage to pick up and transport the suspect to the station, at that point the arresting motor unit may proceed with the [booking procedure](#).

1100.7.6 High-Risk Traffic Stops Motor Units

In the unlikely circumstance a motor unit is involved in a [high-risk traffic stop](#) they must not initiate until the proper patrol vehicles have been dispatched out. Once the patrol vehicles are on scene they will take primary on the stop where the motor unit should position their bike behind the patrol cars.

1100.7.7 Involvement in Escorts

During an escort, motor units must clear and block intersections. Once the entire convoy has passed through the intersection, the motor unit will drive to the front of the escort passing via the left side of the convoy.

1100.7.8 ProLaser4 Utilization

Troopers who have completed the Advanced Trooper Training: Motor Certification will also be certified in the utilization of LIDAR. All guidelines outlined in [1500.3 Speed Enforcement](#) must be followed, including but not limited to:

- Must be stationary in a safe location.
- At no point be in a location that could cause harm to the Trooper or drivers on the roadway.

1100.7.9 ALPR / Radar Usage as Motor Units

Automatic License Plate Readers (“ALPRs”) shall not be used while utilizing Motor Units. San Andreas Highway Patrol Motor Units lack the necessary equipment for ALPRs to function properly and, therefore, should not be turned on. Additionally, Motor Units have radars with limited functionality compared to regular patrol vehicles. Motor Units are equipped with only a front radar, as there is no rear radar installed on the motorbikes. The rear radar shall not be utilized while on a Motor Unit.

Communication

1200.1 Overview

Proper radio communications are vital to the efficiency of any public safety agency as it is the heart of the agency's operations. Without proper radio communications, the agency loses effectiveness and officer safety greatly decreases. It is vital that all personnel within the San Andreas Highway Patrol study this part of the Standard Operating Procedure, and keep these procedures in mind while performing their duties.

1200.2 Radio Identifiers and Department Designations

Troopers will utilize their issued four-digit unique identifier during radio communications. These UUIDs serve as their respective departmental callsigns. All Subdivision designations will be through the Computer Aided Dispatch ("CAD") dropdown. The following designations have been authorized for use within RTO to ensure clear and efficient radio transmissions.

- **U####** [Union] - All SAHP Ridealong units
 - Radio Transmission Example: "U1548"
- **Marine #** - All SAHP Marine units
 - The # reflects the amount of active units.
 - Radio Transmission Example: "Marine 1", "Marine 2", Etc.
- **Falcon #** - All SAHP ASU units
 - The # reflects the amount of active units.
 - Radio Transmission Example: "Falcon 1", "Falcon 2", Etc.

1200.3 Self-Initiated Assignments

Self-Initiated assignments are defined as any calls generated by a Trooper without the direction of an active Dispatcher. Self-Initiated Assignments include but are not limited to: traffic stops, pedestrian stops, and motorist assists. To ensure efficient communication, the following guidelines have been implemented:

- I. When a dispatcher is actively engaged in radio communications, it is important to announce self-initiated assignments over the radio frequency. However, this should only be done when the channel is clear of ongoing transmissions. Utilize the following format for such announcements:
 - A. **Unit:** "1548 Traffic."
 - B. **Dispatcher:** "1548."
 - C. **Unit:** "1548 Traffic, 488 Interstate 1. Red 4-Door Ubermacht. Occupied x1. No 10-32's needed."
- II. In cases where the radio frequency is congested, rendering the dispatcher unavailable to generate a self-initiated assignment, it becomes necessary for the Trooper to enter the assignment details in the Computer Aided Dispatch (CAD) system.
- III. If the radio frequency is restricted, it is crucial for the Trooper to withhold the announcement of the self-initiated assignment and instead input the relevant information into the CAD system. Once the channel is cleared, the assignment can be announced over the radio frequency.
- IV. If there is no full-time dispatcher available, self-initiated assignments should be announced over the radio frequency using a similar format listed in §1200.3(I), with the exception of omitting the dispatcher's response.
 - A. **Unit:** "1548 Traffic, 488 Interstate 1. Red 4-Door Ubermacht. Occupied x1. No 10-32's needed."

1200.4 Directed Assignments

Directed assignments are defined as any calls generated by an active Dispatcher. When a unit is assigned to a direct assignment, it is essential that the unit addresses and resolves the assigned task before engaging in any self-initiated activities. The only exception however is if the responding unit encounters an emergency situation or a threat to public safety. In such cases, the unit may deviate from the directed assignment to handle the immediate situation.

Before deciding to engage in a self-initiated activity while on a directed assignment, units must carefully evaluate the priority level of the incident they have come across compared to the one they are currently assigned to.

1200.5 Requirement to Identify

The San Andreas Highway Patrol requires all Troopers to promptly and clearly disclose their identity, including their rank, name, and callsign, when requested by a civilian. Troopers should not refuse to provide identification unless it jeopardizes their safety or the safety of others.

During a traffic stop, Troopers are expected to introduce themselves in a courteous and professional manner. Stating their rank, name, department, and reason for the stop. Additionally, the Trooper should request the driver to present their license, registration, and proof of insurance.

- I. **Example:** “Good afternoon, I’m Trooper First Class John Doe with the San Andreas Highway Patrol, I’m stopping you today for excessive speeding (91 mph in a 30 mph zone). Can I see your license, registration, and proof of insurance please.”

1200.6 Supervisor Advisement

The following situations are when a Supervisor is required to be notified:

- I. **Priority Incidents**
 - A. When Troopers from the San Andreas Highway Patrol are responding to a high priority situation where there is a substantial risk of loss or weapons are involved. This includes when a Trooper fires their service weapon.
- II. **Trooper Injured**
 - A. Any time a Trooper is injured while on duty
- III. **Trooper Involved Accident**
 - A. When a Trooper is involved in an accident while on duty. No matter if it is a large scale motor vehicle accident or a simple rear-end.
- IV. **When Requested**
 - A. Whenever a civilian requests a Trooper to call their immediate supervisor, or next available supervisor, to a scene.
- V. **Damaged, lost, or stolen State issued property**
 - A. Any state issued property, including department-issued weapons and vehicles, require an advisement of a supervisor.
- VI. **All Abnormal Situations**
 - A. Any situation that does not fall under a priority situation that is atypical.

1200.7 Priority Calls

A priority is defined as a call that takes significant law enforcement resources or personnel. Listed below are a few examples of a priority:

I. Vehicle Pursuits

- A. “Vehicle Pursuit” means the active pursuit of a motor vehicle fleeing a law enforcement official, by failing to yield to emergency lighting and sirens.

II. Shots Fired

- A. Anytime there are Shots Fired on any call for service or any self-initiated assignment, there would and should be a priority raised, as there is more than likely a direct threat towards someone's life. The call shall remain a priority until the highest-ranking member on scene calls the scene “Code Four (4).” This should only be considered a priority when there are active shots being fired and the exact locations of the shots can be pinpointed.

III. Barricaded Subject

- A. Any sort of call can turn into a barricaded subject where a person(s) “barricades” themselves in some sort of hard structure, with the possibility of weapons being involved, which would pose a direct threat to officer safety. It is strongly advised for any Barricaded Subject call that the supervisor on scene requests for the San Andreas Regional Special Response Team to be called for assistance.

IV. All Calls

- A. Any priority call can be announced as an all call by a patrol supervisor or by dispatch. It can be any of the calls listed above or any other call which requires a priority response from multiple departments.
 - 1. **Level 1:** All SAHP & LSPD units in the area of Los Santos.
 - 2. **Level 2:** All SAHP & BCSO units in the area of Blaine County
 - 3. **Level 3:** All units in San Andreas respond.

Use of Force

1300.1 Use of Force Overview

Troopers are required to respond to subject resistance with a measured and appropriate approach. The response is considered reasonable when no more than the necessary force is used to achieve a lawful objective, considering the available information at the scene. The Trooper's response is guided by the perceived threat, taking into account the overall context and totality of circumstances. In all encounters, Troopers are trained to prioritize de-escalation techniques, utilizing measures such as maintaining a safe distance, actively listening, and resorting to the use of force only as a last resort. Supervisors will conduct a thorough review of Troopers' de-escalation efforts in each encounter.

- **Perceived Threat:** Certain behaviors that a Trooper determines to be an immediate actual or potential threat to the Trooper's ability to maintain situational control of a scene.
- **Recovery:** The amount of time it takes to adjust to changes based on a Trooper's ability, training, and experience; variables within a Trooper's control.
- **Totality of Circumstances:** Other variables that are beyond a Trooper's control.

1300.2 Threat Assessment

Threat Assessment is defined as the determination of factors that determine a Trooper's ability to maintain situational control.

- **Compliance:** The subject presents a willingness to cooperate with a Trooper's reasonable orders and responses.
- **Non-Compliance:** The subject presents an unwillingness to cooperate with a Trooper's reasonable orders and responses.
- **Active Assaultive:** Subject presents themselves as an immediate threat to Law Enforcement Officers, other Subjects, or other people's personal safety.

1300.3 Use of Force Response

Based on the Trooper's threat assessment, the following corrective measures may be employed by the Trooper to maintain control of the situation:

- **Verbal Direction:** A reasonable response when the subject presents the willingness to cooperate when a Trooper applies communication skills.
- **Physical Response Techniques:** Use of force techniques which have been approved by the San Andreas Highway Patrol and based on approved training, may be used as a reasonable response if a subject fails to cooperate with a Trooper's verbal directions. No force should exceed the amount of force necessary to maintain control of such a subject, or ensure the safety of the Trooper and members of the public.
- **Soft Intermediate Weapon Controls:** Use of force techniques that can be used, when necessary, to neutralize a threatening situation without causing, or intending to cause, serious bodily injury or death. For example, the X26 Taser.
- **Hard Intermediate Weapon Controls:** Use of force techniques that can be used, when necessary, to neutralize a threatening situation without causing, or intending to cause, minor or major bodily injury and/or death. For example, the expandable baton.
- **Lethal Force:** Lethal force refers to the justification of force techniques used by Troopers only when a subject has knowingly intended to cause, or is capable of causing death or serious bodily injury to another. Lethal force weapons include firearms, and knives. Any intermediate weapon can be used to impose lethal force when such a weapon is intentionally used to cause death or serious bodily injury.

Officer Involved Shootings

1400.1 Discharging a Firearm

In accordance with [1300.3 Use of Force Response: Lethal Force](#), Troopers shall only discharge their firearm in situations where there is an immediate threat to their life or the life of another where other forms of force are not feasible.

1400.2 Discharging from Vehicles

Troopers are strictly prohibited from discharging firearms from their patrol vehicle while in motion. Troopers are permitted to discharge firearms when in a stationary position, only if lethal force is justified. Violations of this policy will result in **severe** disciplinary action.

1400.3 Discharging at Vehicles

Firearms shall not be discharged at vehicles in the following situations:

- At the occupants of a moving vehicle, unless the suspect is using a form of deadly force other than a motor vehicle.
- Against wrong-way, high-speed, or reckless drivers of vehicles solely on the assumption that other persons may be injured or killed unless the driver is stopped.
- From a moving vehicle.

Firearms may be discharged at a vehicle in the following situations:

- In self-defense or defense of another
 - To justify the discharge of a firearm at a vehicle under the “self-defense or defense of another” standard, there must be some overt act on the part of the driver to establish an intent to kill or severely injure as opposed to actions taken to escape arrest.
 - Firearms shall not be discharged at a vehicle being driven with the intent to injure or kill the enforcement member unless the enforcement member is unable to take other evasive action or the suspect targets the enforcement member after the enforcement member has attempted evasive action.
 - Troopers shall not intentionally exit their patrol car and position themselves in the path of the suspect vehicle in order to force it to stop.

1400.4 Shooting Investigation

Discharging any method of lethal force requires an immediate request for a supervisor. Upon securing the scene, the responding supervisor is required to collect a statement from the Trooper(s) who discharged their service weapon. The statement shall include the location, time, weapon used, rounds discharged, area targeted, and justification for discharge. Furthermore, the supervisor must photograph, collect, and document evidence located at the scene. Troopers who discharge their service weapon are required to surrender the weapon to the supervisor at a local post and obtain a replacement service weapon from the armory. All evidence collected should be stored in the evidence locker corresponding to the Officer Involved Shooting Report record number.

- I. **Example:** After submitting an OIS Report with the record #XXXX, the evidence should be placed in evidence locker XXXX at the station.

In the event a supervisor is not directly available, you should follow all of the same procedures and place all of the information into an Incident Report labeled as an Officer Involved Shooting. You will then put this report number and the title of the report in #questions-for-coc so that a supervisor can review and submit the proper information about the incident.

The Officer Involved Shooting Report will undergo a thorough examination by the Master Sergeant of Administration. Should the determination reveal that the Officer Involved Shooting was unjustified, appropriate disciplinary measures will be implemented for the Trooper. Typically, the disciplinary process adheres to a tiered structure involving suspension or administrative leave, potential demotion, and, in severe instances, termination. Instances characterized by their egregious nature may be subject to an accelerated resolution, at the discretion of the SAHP Commissioner.

Patrol Operations

1500.1 Jurisdiction

As a state entity, the San Andreas Highway Patrol is vested with jurisdiction throughout San Andreas, however respect must be shown to departments that hold primary jurisdiction as outlined in the [primary status map](#) by requesting the respective unit.

1500.2 License Plate Regulations

To ensure a consistent appearance, it is required all Troopers adhere to the following standardized license plate format.

1500.2.1 Marked Patrol

Troopers driving a marked patrol vehicle shall use SA Exempt Plates utilizing the following format:

“**HPXXXX**”, the “X” representing the numbers in the Trooper’s UID.

- I. Example: 1352 → HP1352

1500.2.2 Unmarked Patrol

Unmarked vehicles are exempt from this policy, and may utilize random numbers and letters on their plate (Format Example: 00XXX000), provided the plate is responsible and does not contain inappropriate content, to more easily blend into their surroundings.

1500.3 Speed Enforcement

To conduct speed enforcement, Troopers are equipped with an in-vehicle mounted radar system in all standard patrol vehicles, giving the ability to accurately determine vehicle speeds.

- I. Troopers shall conduct speed enforcement in a safe location which does not put themselves or others in danger, or blocks private or public road access.
 - A. Includes: Hillsides, Docks, Driveways, and Flush Medians (Centerlines).
- II. Troopers should ensure they distance themselves from other units when conducting speed enforcement.
 - A. There should be no more than two (2) Troopers conducting speed enforcement within a $\frac{1}{2}$ (0.5) mile radius on the same road, in the same direction.

1500.4 Traffic Stop Procedures

Traffic Stops refer to any measures taken by a Trooper to stop a driver of a vehicle and engage in questioning.

1500.4.1 Initiating Stop

Troopers must establish probable cause before initiating a traffic stop. Probable cause refers to the reasonable belief, based on factual circumstances and evidence, that a violation of traffic laws or other applicable statutes has occurred.

Prior to initiating a traffic stop, Troopers shall select a safe location when possible, this includes outside the active lanes of traffic.

1500.4.2 Positioning

Once the vehicle has come to a stop, if conditions permit, Troopers should align their vehicle's right front headlight with the stopped vehicle's left tail light to create a safe spacing for the Trooper to operate within.

1500.4.3 Radio Advisement

In accordance with [§1200.3 Self-Initiated Assignments](#), Troopers should transmit the traffic stop over the radio, or self-generate the call in their Computer Aided Dispatch (CAD) system if dispatch is unavailable or busy.

1500.4.5 Approaching Vehicle

Troopers should exercise their judgment to select the safest approach side, whether it be the driver or passenger side of the vehicle, when exiting their own vehicle. Troopers should refrain from walking in between the front of their patrol vehicle and the rear of the stopped vehicle, commonly known as the "policeman's alley."

Upon the first interaction with the driver, the Trooper should introduce themselves and state the reason for the traffic stop as outlined in [§1200.5 Requirement to Identify](#).

During traffic stops, Troopers must remain vigilant throughout the duration of the interaction by observing any unusual behavior and possible threats.

1500.4.6 Concluding Traffic Stops

Troopers have the authority to exercise their judgment in deciding whether to issue a citation or a warning to an individual. Citations and subsequent fines can only be imposed for violations specified in the San Andreas Penal Code. Furthermore, the punishment prescribed for the offense must align with the provisions outlined under the appropriate violation(s).

1500.4.7 Traffic Stop Restrictions

Troopers are prohibited from initiating a traffic stop solely based on the absence of turn signal usage.

1500.5 High-Risk Traffic Stops

A high-risk, or felony stop, refers to a traffic stop where increased danger to the public or Trooper is present.

- I. Example: The driver of a motor vehicle has an active felony warrant

1500.5.1 Initiating Stop

Troopers shall request a minimum of one additional unit to assist in initiating high-risk stops. Upon arrival, the additional unit should position their vehicle next to the primary unit, keeping both doors open to provide additional cover.

The primary unit will command the driver to:

1. Throw the keys out of the window
2. Put his or hers hands out the window
3. Open the door from the outside with his or her left hand
4. Get out of the vehicle
5. Lift up his or her shirt and turn around
6. Face away from Law Enforcement and walk backwards toward the sound of the Trooper's voice

Once the suspect is close enough to the Trooper(s) and/or other law enforcement, the secondary unit will approach and arrest the suspect. The primary unit will search and secure the suspect in their cruiser, while the secondary unit(s) ensure all occupants are out of the vehicle, and that the vehicle is secure. If occupants remain in the vehicle, the secondary (and primary if available) units shall repeat the aforementioned process.

1500.6 Self-Attaching

The Self-Attaching Policy is imperative to maintaining efficient, safe operation of the Highway Patrol, and the department personnel must abide by this policy.

Definition: Self-Attaching is the act of attaching to a call without being dispatched or being requested by a unit on the scene. This includes asking or suggesting to be attached to a call without proper reasoning.

Troopers may not attach to a call without being dispatched or requested, but may attach if a life-threatening or officer in extreme distress call is in progress as they see fit, or if units are not being routed already.

San Andreas Highway Patrol Chain of Command Members are allowed to use common sense to self-attach to any Highway Patrol call.

Highway Patrol Personnel are not allowed, at any time, to self-attach to Police Department or Sheriff's Office calls unless dispatched or the call meets an exception outlined in a Highway Patrol Mutual Aid Agreement.

1500.7 Troops and Patrol Zones

In order to ensure that Troopers are spread out among the state, and to promote teamwork, the Highway Patrol has created two (2) troops within the department. Each team ("Alpha" and "Bravo") will be led by a Highway Patrol Captain of Administration, or a Lieutenant in the absence of a Captain, and will be staffed with other supervisors of the department. Each troop will patrol a designated area as deemed fit by the Command Staff of the department, when dictated by a Sergeant or higher, and patrol areas will rotate periodically. In addition, it will be the responsibility of the Commanding Officers of each troop to ensure that their Troopers are adhering to policy, and to take corrective action to curtail violations from their troop. For more information regarding the logistics of the patrol divisions, please see the document linked [here](#).

1500.8 Warrant Submission

Warrants may be issued for the arrest of a person, search of a person, or search of a property. To file a warrant a Trooper shall complete the [warrant request form](#) through the San Andreas Justice Department and provide the probable cause of the crime(s) that have been committed or that the evidence of a crime is likely to be found at the location or on the subject of the search.

1500.8.1 Warrant Service

It is preferred that warrants be served by the requesting Trooper, however, any Trooper has the ability to serve a warrant. The following will outline types of warrants and who may serve them.

- Low-Risk Arrest Warrants: Any non-violent misdemeanors or infractions may be served by a Trooper or team of Troopers without the need for high-risk.
- High-Risk Arrest Warrants: Any felony warrants or any warrant involving a suspect with a known violent history must be served with the support of a specialized high-risk team such as the Critical Incident Response Team (CIRT).
- Low-Risk Search Warrants: Search warrants at the properties of non-violent offenders where there is low risk may be served by Troopers accompanied by an investigative unit if available.
- High-Risk Search Warrants: Search warrants at the properties of violent offenders or offenders with a known violent history must be served with the support of a high-risk team such as CIRT with the assistance of an investigative unit.

1500.9 Utilization of Panic Button

The San Andreas Highway Patrol emphasizes the responsible use of panic buttons by Troopers to ensure the safety and well-being of both Troopers and the public. The panic button is to be activated only in imminent and life-threatening situations, such as Trooper in distress, imminent danger, or situations requiring urgent backup. Troopers must exercise sound judgment and discretion, considering the severity of the threat, before deploying the panic button. Following the activation of the panic button, Troopers are expected to promptly provide accurate details of the situation to the dispatch center to facilitate a swift and appropriate response. Any misuse or unwarranted activation of the panic button will be subject to appropriate review and corrective action.

1500.10 Off-Road Policy

Troopers shall patrol primarily on paved roads, however may utilize the entire fleet's All Wheel Drive ("AWD") capabilities for off-road situations when required. Troopers should use good judgment and exercise due caution when traveling off-road and prioritize the usage of SUV/Trucks when feasible.

1500.11 Ride-Along Guidelines

Troopers participating in ride-alongs with any member in the Highway Patrol or external department are subject to the following, unless depicted otherwise in a Subdivision SOP or MAA:

- Troopers may perform multi-vehicle ride-alongs known as a “10-12A” as outlined in [§1500.11.1](#). 10-12A.
- A ride-along must not contain more than two law enforcement officers in the same vehicle.
- While performing a ride-along, the Trooper driving the vehicle must follow their own approved vehicle structure.
- Troopers may not ride-along with a member of another department unless stated otherwise by any applicable Mutual Aid Agreement.
- Troopers in a ride-along shall be using U####, and “####” shall be the unique identifier of the Trooper handling radio transmissions. Additionally units are required to create a Unit Group in CAD.

1500.11.1 10-12A

Troopers are permitted to conduct a multi-vehicle ride-along, known as a 10-12A (“Alpha”) with other Troopers of the San Andreas Highway Patrol, if the following conditions are followed:

- Only two (2) vehicles may participate in a 10-12A.
- A 10-12A must not contain more than one (1) law enforcement officer in the same vehicle (Driver).
- Troopers participating in a 10-12A have completed their Field Training and are not currently in a FTO Ride-Along.
- Both vehicles must remain in a similar vicinity to each other.
- The callsign of the Troopers participating will utilize the UXXXX callsign.
- Troopers may not participate in a 10-12A if a MAA or Subdivision prohibits multi-vehicle ride-alongs.
- Troopers must use vehicles within their assigned vehicle structure.

1500.12 Vehicle Removal Guideline

During routine patrol, Troopers will encounter situations where a vehicle must be removed or held for investigation. This policy will clarify what circumstances Troopers should impound or depot a vehicle. Troopers may exercise discretion in either instance.

I. Vehicle Depot

- A. If a Trooper locates a vehicle that is not involved in an ongoing investigation, the vehicle may be sent to a depot.
- B. Vehicles can be placed in the depot upon civilian request.
- C. Vehicles may be released to third parties with the owner's consent, provided they can legally and safely operate the vehicle.
- D. A fee of one thousand dollars (\$1,000) is **required** for all vehicles put in the depot.

II. Vehicle Impound

- A. Vehicles seized in connection with a crime, or after the fact, may be impounded.
- B. Vehicles seized in connection with an ongoing investigation may be impounded for further investigation and processing.

In the event a Trooper impounds or sends a vehicle to the depot, that Trooper must include it in the arrest or citation report. If the impoundment of the vehicle is unrelated to an arrest or citation, Troopers are to write an incident report. All relevant information should be included in the connected report, including but not limited to: make, model, registered owner, and license plate number.

Pursuit Policy

1600.1 Motor Vehicle Pursuits

One of the critical responsibilities of the San Andreas Highway Patrol is to conduct safe pursuits of suspects in motor vehicles, ensuring the subsequent safe conclusion of these pursuits and the apprehension of any involved suspects.

1600.2 Pursuit Driving

Troopers shall follow all relevant policies in accordance with [§1100.4 Emergency Driving](#) when engaged in a motor vehicle pursuit.

1600.3 Supervisor Responsibilities

In the event of a vehicle pursuit, a supervisor plays a critical role in ensuring the safety of officers and the public while maintaining effective law enforcement. The supervisor must assess the situation promptly and decide whether to terminate the pursuit based on the inherent risks involved. Continuous communication with pursuing officers and coordination with dispatch is imperative to gather real-time information and make informed decisions. Supervisors should monitor the pursuit closely, providing guidance to Troopers regarding tactics and potential alternatives. It is their responsibility to evaluate the pursuit's necessity, proportionality, and adherence to department policies. In cases where the pursuit becomes unsafe or violates established protocols, the supervisor must take decisive action to terminate the pursuit and redirect resources to minimize potential hazards. Regular training, debriefings, and policy updates are essential for supervisors to enhance their decision-making skills in dynamic pursuit scenarios.

1600.4 Subdivision Involvement

- Only LSPD K9 may attach without request; all other subdivisions require supervisor approval.
- Coastal Operations Division may be requested if a pursuit begins or transitions into water.
- SBI units may be requested if suspect(s) are wanted for drug, human, or other trafficking crimes.

1600.5 Pursuit Intervention

Pursuit intervention is defined as any action taken by officers to terminate a pursuit. Before any intervention methods can be initiated, the Trooper must receive permission from the pursuit supervisor, or highest-ranking law enforcement officer in the absence of a supervisor.

1600.5.1 Precision Immobilization Technique (PIT)

The Precision Immobilization Technique, also known as a PIT Maneuver, is the use of a Troopers Vehicle to spin the suspect's vehicle in an attempt to immobilize the vehicle. Troopers may only conduct a PIT Maneuver after authorization from a pursuit supervisor. To conduct a PIT Maneuver, the Trooper will position their vehicle near the rear quarter panel of the suspect's car and hit the vehicle. It is recommended that the PIT Maneuver be done at speeds below 70 mph but will ultimately be at the supervisor's discretion whether a PIT Maneuver may be used.

1600.5.2 Spike Strips (Stop Sticks)

Spike strips, also known as tire-deflation devices, are a well-known pursuit tactic within law enforcement. Spike strips are used to disable a vehicle's tires to conclude a pursuit. Troopers should use discretion and safety utilizing this tactic. When spike strips are deployed, the Trooper will communicate to the law enforcement engaged within the pursuit of the location of the spike strips. When the suspect passes the spike strips, the Trooper will immediately secure the spike strips off of the roadway to allow law enforcement to continue. The Troopers should use discretion in pursuing this intervention and must be approved by the supervisor in pursuit, or highest ranking in the absence of a supervisor.

1600.5.3 Rolling Roadblocks

A rolling roadblock is a mobile pursuit intervention used by law enforcement to safely bring a runaway vehicle to a safe stop. This intervention involves using a minimum of two patrol vehicles, one in the front and one in the rear. The Troopers should use discretion in pursuing this intervention and must be approved by the supervisor in pursuit, or highest ranking in the absence of a supervisor.

1600.6 Pursuit Termination

All Troopers are expected to prioritize the protection and safety of the public. This discretion allows Troopers to end a pursuit when the situation requires it. The reasons to terminate a pursuit include but are not limited to; Risk to public safety, nature of the offense, weather and road conditions, identification, vehicle condition, speeds, able to go into tracking, traffic, and behavior of the suspect. The primary Trooper or a supervisor may terminate the pursuit.

Arrest Procedures

1700.1 Arrest Authority

Troopers hold the authority to make arrests when on-duty, only when the Trooper has established probable cause to believe that a person has committed a criminal offense in accordance with the [San Andreas Penal Code](#).

1700.2 Miranda Rights

In accordance with constitutional and legal standards established in *Miranda v. Arizona*, Troopers are required to inform individuals in custody of their Miranda rights before interrogation or formal arrest. The Miranda warning must be administered in a clear and understandable manner.

- I. **Miranda Warning:** *"You have the right to remain silent. Anything you say can and will be used against you in a court of law. You have the right to talk to a lawyer and have your lawyer present with you while you are being questioned. If you cannot afford to hire a lawyer, one will be appointed to represent you before any questioning if you wish. You can decide at any time to exercise these rights and not answer any questions."*
- II. **Miranda Waiver:** *"Do you understand each of these rights I have explained to you? Having these rights in mind, do you wish to speak with me?"*

1700.3 Interactions with the State's Attorney Office

It is the responsibility of all Troopers to maintain professional and transparent communication with the Prosecution Office. All relevant information, documentation, and evidence related to an active case must be promptly and accurately provided to assist in the prosecution process. Troopers are required to adhere to the following guidelines when interacting with the Prosecution Office:

I. Timely Submission of Materials

All requested materials, including reports, witness statements, and evidence, must be submitted to the State's Attorney's Office within the designated time frame. Delays must be communicated immediately to ensure the integrity of the case.

II. Accuracy and Completeness

Information provided must be accurate, detailed, and complete. Any discrepancies or missing details should be addressed and corrected as soon as possible.

III. Professional Conduct

All communication with the State's Attorney's Office must be conducted respectfully and professionally. Troopers should be prepared to answer questions and provide clarifications as needed to support case proceedings.

IV. Confidentiality

Case-related information shared with the State's Attorney Office must remain confidential and should not be disclosed to unauthorized parties under any circumstances.

V. Chain of Custody Compliance

When providing physical evidence, Troopers must ensure that proper chain of custody protocols are followed to maintain evidentiary integrity. Refer to [1900.04 Evidence Handling & Storage](#).

Failure to adhere to these guidelines may result in disciplinary action and could compromise the outcome of the case.

1700.4 Interaction with Defense Counsel

To maintain fairness and transparency in legal proceedings, all Troopers must follow established guidelines when interacting with defense counsel.

I. Professional Conduct

All interactions with defense counsel must be conducted respectfully and professionally, ensuring neutrality and objectivity.

II. Approval for Disclosure

Troopers may not share case-related information, documents, or evidence with defense counsel without prior authorization from the Prosecution Office or legal counsel.

III. Documentation of Interactions

All communications with defense counsel must be documented and submitted to the appropriate supervisor for record-keeping purposes.

1700.5 Requirement to Testify

All Troopers may be required to testify as part of their official duties in legal proceedings, including criminal, civil, or administrative cases. Fulfilling this obligation is essential to ensuring justice and maintaining the integrity of the legal process.

To uphold professionalism and compliance, Troopers must adhere to the following guidelines when required to testify:

Arrest Procedures

I. Subpoena Compliance

Upon receiving a subpoena or formal notification to testify, Troopers must acknowledge receipt and promptly notify their supervisor. Attendance at the specified time and location is mandatory unless otherwise directed by legal counsel or the issuing authority.

II. Preparation and Accuracy

Troopers are responsible for reviewing all relevant case materials, including reports, evidence, and statements, before testifying. All testimony must be truthful, accurate, and consistent with the facts of the case. Any uncertainties should be clarified with legal counsel prior to the court appearance.

III. Coordination with Legal Counsel

Troopers are expected to cooperate with the State's Attorney's Office, defense attorneys, or legal representatives as required. Any concerns regarding the scope of testimony or legal implications must be addressed with legal counsel prior to the court appearance.

IV. Reporting and Documentation

Following a court appearance, Troopers must document their testimony and any relevant interactions for record-keeping purposes. This documentation should be submitted to their supervisor or designated department representative.

Failure to comply with these requirements may result in disciplinary action and could adversely impact the case proceedings.

1700.6 Transporting

Before transporting suspects, Troopers are required to conduct a thorough search and ensure injuries are treated, if applicable. Suspects must be securely fastened with a seatbelt restraint in the rear seats to ensure their safety during transportation. When transporting to a station or Bolingbroke Penitentiary, the rear doors must remain closed and locked, except in cases of a suspect experiencing a medical emergency that requires life-saving measures.

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1700.7 Booking Suspects

Upon arrival at a San Andreas Highway Patrol [station](#), suspects will be temporarily held in a holding cell until the Department of Corrections (DOC) arranges their final transport to Bolingbroke Penitentiary, if feasible. In the event of direct transportation to Bolingbroke Penitentiary, a Department of Corrections member will assist Troopers in removing suspects from the vehicle and booking. As part of the booking process, Troopers must:

I. Request a Plea

Troopers are required to ask the suspect to enter a plea (guilty or not guilty) to the charges against them. The plea must be documented in the case report.

II. Request a Bail Hearing

If the suspect pleads not guilty, Troopers must initiate the process for a bail hearing by notifying a judge. The request must be made promptly to ensure the suspect's right to due process is upheld. If a judge does not respond within 10 minutes from the request, Troopers will book the suspect and ensure it is documented in the report why the hearing was not completed.

The processing and booking of suspects must adhere to the sentence duration specified in the [San Andreas Penal Code](#).

1700.7.1 Reasonable Detainment

Troopers shall focus on efficiently completing required procedures without keeping suspects in custody for extended periods. Once charges are established and a plea is recorded, Troopers will begin the booking process. Troopers will begin the booking process or request a bail hearing if necessary. Troopers are prohibited from conducting unnecessary detainment by writing report(s) prior to booking suspects or finalizing bail arrangements.

Motor Vehicle Accidents

1800.1 Investigation Jurisdiction

The San Andreas Highway Patrol is responsible for investigating all motor vehicle accidents that occur on public property throughout the entire state of San Andreas, and will assume the primary investigator role until arrival of a SAHP SEP CRASH investigator, if available. If an accident occurs in the Los Santos city limits, a member of the Los Santos Police Department Transit Police must be attached to assist in the investigation, if available.

1800.2 Investigation

In the absence of a CRASH investigator, the primary Trooper is responsible for conducting a thorough investigation, by gathering statements from all witnesses, involved parties, reviewing all relevant evidence available, and capturing photographs of the accident. Subsequently, the Trooper will document their findings by filing an incident report through the Computer Aided Dispatch system within forty-eight (48) hours, and will provide the report number to the involved parties for insurance-related purposes.

1800.3 Trooper Involved Vehicle Accidents

Troopers are required to immediately contact their immediate on-duty supervisor when involved in a motor vehicle accident. The investigation must be conducted by a Trooper not involved in the accident, and the final report should be forwarded to the supervisor.

Administrative Operations

1900.1 Patrol Logs

Upon completing their shift, all Troopers are given the option to fill out a SAHP patrol log form. This form serves as a record for Troopers to note the date of patrol, as well as their starting and ending patrol times. These logs are used to determine activity levels for promotional consideration. Additionally, the patrol logs include sections dedicated to specific subdivisions that Troopers may patrol. The timestamps on the log should reflect the period from when the Trooper went on-duty (10-41) until the Trooper went off-duty (10-42).

If a Trooper decides to submit a Patrol Log it must be done within 48 hours of the completion of their shift. The narrative section of the SAHP Patrol Log is optional but provides Troopers with the opportunity to include additional details about their patrols. These narratives are reviewed and used to determine eligibility for the Patrol Log of the Cycle Incentive Rewards. While completing the narrative section is not mandatory, we encourage those who are interested in the incentive program to take advantage of this option.

It is important to note that any deliberate falsification of any information on a patrol log will result in disciplinary actions.

1900.2 Required Paperwork

Troopers are mandated to complete several forms of documentation throughout their shift. Proper and thorough documentation is essential to maintaining the integrity of the department and ensuring accountability.

1900.2.1 Arrest Reports

Troopers shall file an affidavit when making an arrest. This affidavit should provide a detailed and accurate account of the circumstances leading to the arrest and any additional information, including but not limited to:

- Probable cause for the arrest.
- Date, time, and location of the arrest.
- How the suspect(s) were identified. (e.g., driver's license, previous interactions, fingerprints, etc.)
- Identification of witnesses present, if any.
- The correct charges, charge types, counts, title codes, bond types, fines/bonds (if applicable), and arrest times are in accordance with the San Andreas Penal Code.
- Plea Option (Guilty/No Contest or Not Guilty).
- Full name of Trooper signing the report.
- Any relevant statements made by the arrested individual after the [Miranda Rights](#) were read.
- Any evidence seized during the arrest (and at which station the evidence was stored). Including but not limited to:
 - The serial number(s) of any weapon(s) seized.
 - License plates/VINs of any vehicle(s) impounded.

Troopers are required to submit an arrest report within forty-eight (48) hours of the arrest.

1900.2.2 Warnings & Citations

When conducting a traffic or pedestrian stop, Troopers hold the discretion to issue a verbal or written warning, vehicle citation, or general citation given the MVA specific circumstances. Troopers are required to include a detailed narrative, including but not limited to:

- Date, time, and location of the stop
- Reason for stop (San Andreas Penal Code Violation(s) committed)
- Vehicle description and license plate, if applicable

1900.2.3 Motor Vehicle Accident Report

In the absence of a traffic unit (SAHP SEP: CRASH, BCSO TSD, LSPD SOB: Transit), Troopers may be required to complete a Motor Vehicle Accident Report with details pertaining to the incident that includes but not limited to:

- Date, time, and location of the accident
- Vehicle(s) involved
 - Including: Make, Model, Year, Color & License Plate(s)
- Number of involved individuals, injuries, and fatalities, if applicable
- Estimated Value of Damage(s)
- Statements and Evidence collected from the scene

As outlined in [§1800.2 Investigation](#), Troopers are required to complete the report within forty-eight (48) hours. Furthermore, after the report is filed in the Computer Aided Dispatch, the SAHP [MVA](#) form must be filed including the corresponding report number. Tips for accident reconstruction can be found [here](#).

1900.2.4 Trespass Notice

When dispatched to reports of trespassing, Troopers are required to file a trespass notice when requested by the property owner, lessee, or management within forty-eight (48) hours. The notice will include:

- Name of the business or property owner
 - Including the address
- Offender(s) first and last name, and date of birth
- Reason for trespass notice

1900.3 Paperwork Audit

The San Andreas Highway Patrol Chain of Command is responsible for conducting frequent audits of reports filled by Troopers. During these audits, the narrative and associated charge(s), if applicable, will be reviewed. In the event the report requires corrections, the reporting Trooper will be notified and given forty-eight (48) hours to make adequate corrections.

1900.4 Evidence Handling and Storage

Troopers are responsible for collecting all relevant evidence pertaining to an arrest, motor vehicle accident, or other investigations, and subsequently placing all evidence in an evidence bag or box. The collected evidence must be placed in an evidence locker at an approved San Andreas Highway Patrol [station](#). The locker number should correspond with the record number listed on the [submitted report](#).

1. **Example:** After submitting an arrest report and the record # listed is 120452, the evidence should be placed in evidence locker 120452 at the station.
2. If a vehicle is sent to the impound/depot due to an arrest, it must be recorded in the arrest report's Evidence & Inventory section.
3. The evidence on a report should also be listed in the following format as defined in the [report writing guide](#), with the evidence locker number matching the report number.

HP Post 1 - Evidence Locker #[Report NO]:
Walther P99 Pistol (SN: [XXXXXXXX])

HP Impound:
White Bati 801 (Plate: [XXXXXXXX])

Department Facilities

2000.1 Stations

The San Andreas Highway Patrol has four (4) stations across the state of San Andreas where Troopers must start and end their patrol, and where daily operations are conducted. These operations include, but are not limited to: administration, armory, booking, and fleet services. Troopers should prioritize using an approved Highway Patrol station unless working with another law enforcement agency, where using a different station is reasonable.

- **Highway Patrol Headquarters:** 731 Sustancia Road, Los Santos, SA
- **Chumash - Post 1:** 407 Great Ocean Highway, Los Santos County, SA
- **La Mesa - Post 2:** 066 Popular Street, Los Santos, SA
- **Roxwood Station:** 1104 Riverfront Ave, Roxwood County, SA

2000.2 Additional Department Facilities

The San Andreas Highway Patrol has two (2) weigh stations across the state of San Andreas utilized only by members of the Special Enforcement Program for Commercial Vehicle Enforcement usage.

- **Weigh Station - Mile Marker 2:** 488 Interstate 1, Los Santos, SA
- **Weigh Station - Mile Marker 7:** 1040A US Route 1, Blaine County, SA

2000.3 Use of Facilities

All facilities operated by the San Andreas Highway Patrol are expected to be treated with the highest level of respect. Any deliberate and reckless conduct within the premises outlined in [§2000.1 Stations](#), such as intentionally damaging furnishing, engaging in unauthorized vehicular activities in the parking lots, or discharging firearms will be subject to disciplinary action.

2000.4 Desk Duty

Regardless of rank, Troopers may operate the main desk at all San Andreas Highway Patrol stations. Troopers are expected to assist all members of the public by answering questions, retrieving vehicles from impound, granting weapon licenses and providing documentation to complaint & commendation forms.

2000.4.1 Releasing Seized Vehicles

Troopers operating the desk are responsible for releasing seized vehicles from the impound lot. Prior to releasing any impounded vehicle, the Trooper must confirm the person is the registered owner of the vehicle and all associated fines have been paid. The individual must provide the following:

- Vehicle make and model.
- License plate.
- Valid driver's license.

2000.4.2 Issuing Weapon Licenses

Troopers holding the rank of Trooper First Class or above are authorized to issue weapon licenses to individuals seeking approval by law enforcement. This process takes place at the front desk of any [station](#). Prior to granting a license, Troopers must check the eligibility criteria:

- The applicant must be at least 18 years old, in accordance with state law.
- Two forms of valid identification are required, including a state-issued identification card and a San Andreas driver's license.
- The applicant should not have a criminal record. If an individual has a criminal record, Troopers will refer to section 2500.05 of the state penal code to assess eligibility.
- The applicant must not have been denied a weapons license within the last seven days, in accordance with state law.

Troopers will complete the following application process which must be recorded in the weapon license record, submitted on the Computer Aided Dispatch system:

- Troopers will collect the applicant's fingerprint.
- The applicant must provide a valid contact number.

Troopers will use the following to grant the weapons license to all individuals who meet the eligibility criteria and comply with the application process.

Command: /grantlicense [ID] weapon

2000.5 Department Briefings

The San Andreas Highway Patrol Chain of Command is responsible for hosting department briefings to discuss current patrol information, conditions, subdivision activity, and general reminders. Attendance is not mandatory, however recommended for on-duty Troopers to stay updated on the latest information.

2000.6 Shooting Range

The San Andreas Highway Patrol has two shooting ranges for Trooper training: La Mesa with a certified pistol range, and the Highway Patrol Headquarters with certified pistol and rifle ranges. On-duty Troopers are not permitted to use public shooting ranges. (i.e. ammu-nation). Troopers must receive permission by a Sergeant or higher to utilize one of the shooting ranges, and must follow the range rules at all times.

2000.6.1 Range Rules

- Range Master (corporal or higher) must be present during range use; all orders must be followed.
- Shooters require permission from the Range Master before entering.
- Range Master can end the session at any time without dispute.
- Always keep firearms pointed in a safe direction.
- Keep the finger off the trigger until ready to shoot.
- Cease firing immediately upon hearing the command “Cease Fire”.
- Cold Range: Ensure unloaded firearms, open actions, and firearms on the shooting bench before going downrange.
- Hot Range: Confirm no one is down range before commencing firing; only shooters allowed on the firing line.
- Shooters must keep rounds within the range boundaries.
- Wear eye and ear protection; no food, beverages, or smoking on the firing line.

Subdivisions

2100.1 Department Subdivisions

The San Andreas Highway has two subdivisions which offers Troopers a wide variety of specialty experience in the department. The Specialized Enforcement Program (“SEP”) contains four certifications focused around traffic, coastal and air operations. The State Bureau of Investigation (“SBI”) is responsible for investigating crimes and responding to high-risk incidents.

2100.2 Specialized Enforcement Program

The Specialized Enforcement Program has four individual certifications: Crash Reconstruction and Safe Highways (“CRASH”), Commercial Vehicle Enforcement (“CVE”), Coastal Operations Division (“COD”), and Air Support Unit (“ASU”).

Related Documentation: [SEP SOP](#)

2100.3 State Bureau of Investigation

The State Bureau of Investigation has two main certifications. The first certification is Division of Investigative Services (“DIS”) which is responsible for investigating, seeking, and terminating criminal activities, including but not limited to: trafficking of narcotics, humans, murder, and racketeering. The second certification is Critical Incident Response Team (“CIRT”) which responds to all high-risk scenes.

Related Documentation: [SBI SOP](#)

Offices & Incentives

2200.1 Field Training Office

The Field Training Office (“FTO”) is responsible for training probationary troopers during patrol. This includes instructing on department policies and procedures, laws, and other essential law enforcement skills. Field Training Officers play a pivotal role in evaluating and providing feedback on troopers’ performance through hands-on training.

Related Documentation: [FTO SOP](#)

2200.2 Public Relations Office

The Public Relations Office (“PRO”) serves as the face of the San Andreas Highway Patrol by engaging with the community through public events, press releases, and media briefings pertaining to important or critical incidents within the state.

Related Documentation: [PRO SOP](#)

2200.3 Trooper of the Cycle

Concluding the promotional cycle, the San Andreas Highway Patrol Chain of Command will select a Trooper who has shown exceptional dedication, exemplary leadership, and professionalism throughout the cycle. This individual will be awarded the title of “Trooper of the Cycle” for their outstanding performance in upholding the values and standards of the San Andreas Highway Patrol. Trooper of the Cycle is given access to the Master Sergeant equivalent vehicle structure & Class C uniforms for thirty (30) days.

2200.4 Chain of Command of the Cycle

The San Andreas Highway Patrol Command Staff will identify a distinguished member or members of the Chain of Command at the conclusion of the promotional cycle, recognizing those who have exceeded the elevated standards expected of their role. This exceptional individual embodies the Core Values of the SAHP, consistently demonstrating conduct that not only reflects positively on the Department but also contributes significantly to the well-being of the community. Those selected will be allotted Lieutenant Vehicle Structure for one cycle.

2200.5 Patrol Log of the Cycle

The San Andreas Highway Patrol has established a program that is designed to reward three (3) Troopers that write detailed narratives in patrol logs. Troopers selected at the conclusion of the promotional cycle will be given Corporal equivalent vehicle structure & Class C uniforms for seventy-two (72) hours.

2200.6 Commendation Rewards

Upon the completion of the promotional cycle, any member of the San Andreas Highway Patrol who has earned a Commendation will be acknowledged in the monthly newsletter. Additionally, they will be granted a temporary one-rank increase in their vehicle structure for seventy-two (72) hours.

2200.7 Birthday Structure

In celebration of a Trooper's birthday, a request must be submitted to a command staff member (Major+) to obtain the birthday vehicle structure and access to the [Class C uniform](#) for twenty-four (24) hours. Birthday structures can be delayed by up to forty-eight (48) hours after a Trooper's birthday; however, the request for delay must be made twenty-four (24) hours in advance of their birthday.

2200.8 State Trooper Saturday

On Saturdays from 12:00 AM to 11:59 PM ET, the San Andreas Highway Patrol grants Troopers the ability to use an increased vehicle structure that is one rank above their current rank.

2200.9 Rewards Disclaimer

The San Andreas Highway Patrol Command Staff reserves the right to revoke any reward, structure, or equivalency given to a Trooper at any time for any reason.

Mutual Aid Agreements

2300.01 Mutual Aid Agreements

The San Andreas Highway Patrol collaborates with all law enforcement and non-law enforcement agencies within San Andreas. The command staff of the Blaine County Sheriff's Office, the Los Santos Police Department, San Andreas Emergency Management, and the San Andreas Communications Division, in partnership with the San Andreas Highway Patrol, has developed a [comprehensive document](#) outlining all current Mutual Aid Agreements between departments.

San Andreas Highway Patrol

Standard Operating Procedures

Document History

Date	History	Modified By
04/03/2023	Document Created	Command Staff
02/29/2024	Document Released	Ryan W. 1010
03/04/2024	2000.4.2 Policy Addition	Ryan W. 1010
03/04/2024	2200.8 Policy Addition	Ryan W. 1010
06/11/2024	1000.10 & 1000.8	Tom D. 1067
06/20/2024	2200.8 Policy Amendment	Ryan W. 1010
06/22/2024	1100.2 Policy Amendment	Ryan W. 1010
07/20/2024	1900.1 Policy Amendment	Ryan W. 1010
08/07/2024	400.1 Policy Amendment	Ryan W. 1010
09/01/2024	2000.1 Policy Amendment	Ryan W. 1010
11/18/2024	2000.1 Policy Amendment	Ryan W. 1010
12/03/2024	1900.4 Evidence Handling and Storage	Tom D. 1067
12/04/2024	1000.5.1 Trunk Equipment	Tom D. 1067
12/04/2024	1000.12 Ballistic Shield	Tom D. 1067

12/04/2024	<u>1500.8 & 1500.8.1</u>	Tom D. 1067
12/13/2024	<u>200.2 - 200.2.14 Rank-Specific Duties</u>	Tom D. 1067
01/17/2025	<u>400.2 Inactivity Strikes & 400.3.1 Abuse of Leave</u>	Tom D. 1067
02/06/2025	<u>1900.2.1 Arrest Report Revision</u>	William G. 1056
02/08/2025	<u>600.2 Internal Affairs Division Structure</u>	Logan H. 1052
02/15/2025	<u>1000.2 Duty Belt & 1000.6 Firearms and Weapons</u>	William G. 1056
02/15/2025	<u>Policy Section Update 1700</u>	William G. 1056
02/20/2025	<u>1400.4 Shooting Investigation</u>	William G. 1056
03/16/2025	<u>1500.12 Vehicle Removal Guideline</u>	William G. 1056
04/23/2025	<u>2300.01 Mutual Aid Agreements</u>	Logan H. 1052
07/11/2025	<u>500.3 Oath of Office</u>	WilliamG. 1056

