

## **1. Traffic Stop Conduct**

Objective: Ensure the safety of fellow officers and civilians during traffic stops.

### **1.1 Initiation of Traffic Stop**

- Activate emergency lights and, if necessary, the siren to signal the vehicle to pull over.
- Choose a safe location for the stop, away from traffic and hazards.
- Notify dispatch (RADIO) of the stop, providing vehicle description, license plate, location, and request additional units if needed.

### **1.2 Approach and Communication**

- Approach the vehicle cautiously, observing for any suspicious movements.
- Maintain a professional demeanor and introduce yourself with your name, rank, badge number, and department.
- Explain the reason for the stop clearly and concisely.
- Request driver's license, registration, and proof of insurance.

### **1.3 Conducting the Stop**

- Run a check on the driver's information via dispatch.
- Issue warnings or citations based on observed violations.
- Ensure interaction remains respectful and within legal boundaries and department policy

### **1.4 Safety Precautions**

- Remain aware of surroundings and potential threats.
- Use backup if necessary, especially in cases of suspected criminal activity or uncooperative behavior.

## 1.5 Felony Stop

- Enact felony stops when the offender is known to be violent, armed, and dangerous, or has a warrant for their arrest.
- Upon being flagged by ANPR or our BOLO system, officers should radio for assistance immediately, stating a felony stop, postal and vehicle description.
- Ensure a minimum of 2-3 units are parked parallel and ready to cover the suspect.
- Order occupants to remove keys from the vehicle and exit one by one at gunpoint with their hands in the air.
- Avoid entering each other's crossfire due to the parallel parked nature of the stop.

## 1.6 Pursuit Intervention Tactics

- During an active 10-80, use tactics such as spikes, PITs, and roadblocks.
- Deployment of spike strips, PIT maneuvers, and roadblocks requires authorization from a Sergeant (SGT) or higher. Spikes must be retrieved immediately after use or if lost during deployment.
- Use PITs after 2 minutes of pursuit if the vehicle can't be stopped by normal means, excluding cases of reckless driving or threats to officer safety (e.g., shots fired).
- Use roadblocks rarely due to the advanced planning required, placing vehicles at 45-degree angles to block both lanes of travel, and may be used in conjunction with spikes where authorized.

## 2. Professional Standards in Law Enforcement

Per Department Policy outlined by City of Los Santos, the following is required of anyone employed by the LSPD , failure to adhere to such may result in strikes, termination or suspension.

1. LSPD personnel have an obligation to identify during any encounter with the public, whilst engaging with the public a visible identifier (police vest) must be worn and a bodycam (clipping software) must be activated for the duration of the encounter
2. Personnel are required to restock at the start of every shift ensuring they have enough armour, medical supplies ammunition and handcuffs to perform their duties.
3. At the end of service, Officers are required to turn all equipment into their personnel locker
4. When acting with the public there will be no tolerance for disrespect, this includes fellow Officers, EMS, Civilians and affiliated personnel i.e gang members.
5. Officers will be obligated to file their reports to a standard of which the DOJ expects, this includes the burden of proof, evidence, bodycam, casings and statements, anything that can be used is expected to be included.

## 2.1 Conduct

- Display honesty, integrity, and ethical behavior in all interactions.
- Treat all individuals with respect and dignity, regardless of their background.
- Avoid any form of discrimination, bias, or harassment.
- Each encounter is separate to the last do not target individuals simply because they're affiliated

## 2.2 Appearance

- Maintain a neat and professional appearance at all times.
- Wear the required uniform, ensuring it is clean and properly maintained.
- Wear the correct rank-based uniform to maintain the chain of command.
- Ensure a police vest is worn at all times as it will deem your body cam inadmissible if not visible (unless you're undercover via Chief+ approval)

## 2.3 Use of Force

- Apply the minimum force necessary to control a situation.
- Follow departmental policies on the use of force, ensuring it is justified and documented.
- Utilize the five stages of escalation:
  1. **Verbal:** Use verbal commands and de-escalation techniques to gain compliance.
  2. **Hands-On:** Employ physical restraint techniques when verbal commands are insufficient.
  3. **Non-Lethal:** Use non-lethal methods (e.g., tasers, batons) if physical restraint is inadequate.
  4. **Lethal:** Resort to lethal force only when there is an immediate threat to life or continuant public safety is at risk

## 2.4 Accountability

- Accept responsibility for actions and decisions.
- Report any misconduct or unethical behavior observed within the department.
- Anyone failing to adhere to standards is subject to disciplinary actions
- Failure to report will also be considered as a failure to uphold your Oath and may also be treated as corruption on a case by case

## 3. Arrest Procedure

From the moment the cuffs are on the following actions are expected to be followed

1. Miranda rights are always read before questioning this should happen during transport or at the cells before a search or processing
2. The individual has their weapons, contraband, and ammo removed.(No exceptions)

3. The suspect is to be processed with due care, officers are to note all belongings taken, dates if they are to be returned, locker numbers and all personnel involved with the primary scene, fingerprints are to be taken and mugshots attached, along with any affiliations noted.

## **Further details are below**

### **3.1 Purpose**

To provide a standardized procedure for the booking and processing of suspects to ensure the safety, security, and rights of individuals and officers.

### **3.2 Scope**

This SOP applies to all personnel involved in the arrest, booking, and processing of suspects at the Los Santo Police Department.

### **3.3 Responsibilities**

- **Arresting Officer:** Responsible for the safe transportation of the suspect to the booking facility and the initial documentation.
- **Booking Officer:** Responsible for the complete booking process including documentation, searches, and property handling.
- **Supervising Officer:** Ensures adherence to procedures and addresses any issues that arise during the process.

### **3.4 Procedure**

#### **3.4.1 Verify the Scene is Secure**

- Use appropriate restraints on the suspect.
- Conduct a preliminary search for weapons or contraband.

#### **3.4.2 Miranda Rights**

- Read the suspect their Miranda rights upon arrest.
- Confirm understanding and document any responses.

#### **3.4.3 Transport to Facility**

- Ensure the suspect is safely secured in the transport vehicle.
- Transport the suspect directly to the booking facility without unnecessary stops.
- Notify dispatch that the unit is setting off towards the booking facility with the suspect.

## **4. Arrival at Booking Facility**

### **4.1 Inform Dispatch**

- Notify dispatch of arrival at the booking facility with the suspect.

## **4.2 Initial Health Assessment**

- Conduct a brief health assessment to check for immediate medical needs.
- Contact medical personnel if necessary.

## **4.3 Booking Process**

### 4.3.1 Search and Confiscate Property

- Conduct a thorough search of the suspect.
- Confiscate personal property and document items on an evidence inventory form.
- Secure the suspect's property in a designated evidence locker and provide an evidence log on the MDT.

### 4.3.2 Documentation

- Complete the booking form with the suspect's personal information, charges, and arrest details.
- Enter information into the booking system following the format: Suspect name - most severe charge - Arresting officer name.
- Fill out the title, criminal scumbag section, and mugshot, and get them sent off.

## **4.4 Holding and Processing**

### 4.4.1 Detention Placement

- Assign the suspect to a holding cell based on gender, age, and offense type.
- Monitor the suspect regularly according to facility protocols.

### 4.4.2 Rights and Information

- Provide the suspect with information on their rights and the facility's rules.
- Allow the suspect to make a phone call, typically to a lawyer or family member.

### 4.4.3 Case Documentation

- Ensure all reports and documentation are completed and filed.
- Coordinate with relevant departments for further processing or transfer.

## **4.5 Release Procedures**

- Verify all legal requirements for release are met.
- Return personal property to the suspect and obtain a signed receipt.

## **5.1 Chain of Command**

Objective: Maintain a clear structure of authority and responsibility within the department.

## 5.1 Rank Structure

### **Cadet:**

Entry-level position under direct supervision, focused on basic training, ride-alongs, and learning department procedures during the probationary phase.

### **Officer:**

Fully sworn front-line officer responsible for general patrol duties, responding to calls, conducting investigations, and enforcing traffic and criminal laws.

### **Senior Officer:**

Experienced officer with mentorship responsibilities; may assist in field training and is eligible for assignment to specialized units or tasks.

### **Corporal:**

Junior supervisor providing guidance to officers, supporting team coordination in the field, and assisting with on-the-job training and report oversight.

### **Sergeant:**

Mid-level supervisor in charge of patrol squads or units, responsible for ensuring policy compliance, conducting shift briefings, and managing daily operations.

### **Lieutenant:**

Senior supervisor with administrative responsibilities, overseeing multiple units or divisions, and supporting department logistics, training, and discipline.

### **Captain:**

Executive staff officer managing precinct-wide operations, resource allocation, policy enforcement, and coordination between command staff and field units.

### **Chief of Police:**

Highest-ranking officer in the department, responsible for overall leadership, strategic planning, department-wide policy development, and inter-agency coordination.

## 5.2 Chain of Command

- Follow the established chain of command for reporting and communication.
- Respect the authority of higher-ranking officers and adhere to their directives.
- Utilize the chain of command for resolving issues and escalating concerns.

### 5.3 Uniform and Insignia

- Wear the correct rank-based uniform to ensure clear identification of roles and responsibilities.
- Display rank insignia prominently on the uniform.

### 5.4 Responsibilities

- Understand and fulfill the duties associated with your rank.
  - Provide guidance and support to lower-ranking officers.
  - Ensure compliance with departmental policies and procedures.
- 

## 7. \*\*Radio Traffic\*\*

**\*\*Objective:\*\*** To ensure effective and clear communication through radio channels.

### 1. **\*\*Radio Usage:\*\***

- Use clear and concise language, avoiding unnecessary jargon.
- Follow standard radio protocols and codes as prescribed by the department.
- As of 2025/05/06 officers within the OPP will be expected to learn the basic 10 codes to operate effectively and cut down non essential radio traffic

10-3 – Stop Transmitting	10-41 – Begin Tour of Duty
10-8 – In Service	10-42 – End Tour of Duty
10-9 – Repeat	10-50 – Vehicle Accident
10-10 – Fight in Progress	10-51 – Request Tow
10-11 – Traffic Stop	10-52 – Request EMS
10-13 – Shots Fired	10-53 – Request Fire Dept.
10-15 – Suspect in Custody	10-60 – Armed Suspect (Firearm)
10-16 – Stolen Vehicle	10-61 – Armed Suspect (Melee)
10-17 – Suspicious Person	10-62 – Kidnapping
10-20 – Location	10-66 – Reckless Driver
10-22 – Disregard	10-68 – Armed Robbery
10-23 – Arrived on Scene	10-70 – Foot Pursuit
10-26 – ETA	10-71 – Request Supervisor
10-28 – Vehicle License Plate Check	10-80 – Vehicle Pursuit
10-29 – Warrant Check	10-97 – En Route
10-30 – Wanted Person	10-99 – Officer in Distress
10-32 – Request Backup	

- Keep communications brief and to the point, ideally aiming for a 5-10 second transmission.

## 2. **Emergency Communication:**

- Prioritise emergency communications and allow them to take precedence over routine traffic.
- Use the appropriate emergency codes and signals to alert dispatch and other units.
- Communicate only immediate and key details necessary for the situation.

## 3. **Priority Radio Traffic:**

- Ensure that priority radio traffic is given precedence in situations where immediate and critical information needs to be relayed.
- Maintain radio discipline and allow priority traffic to proceed without interruption.

## 4. **Information Sharing:**

- Share critical information promptly and accurately.
- Update dispatch regularly on the status of incidents and operations.
- event, location, description of suspect

# 8. **Shots Fired Procedure**

**Objective:** To provide a structured response to incidents involving firearms.

## 1. **Initial Response:**

- Immediately take cover and assess the situation.
- Notify dispatch of "shots fired," providing location and any available details.
- Request backup and medical assistance if necessary.

## 2. **Securing the Scene:**

- Establish a perimeter to contain the threat and protect bystanders.
- Identify and neutralise any active threats with appropriate force.
- Preserve the crime scene for investigation.

## 3. **Post-Incident Protocol:**

- Conduct a headcount and ensure all officers and civilians are accounted for.
- Provide first aid to any injured parties until medical personnel arrive.

- Complete a detailed report of the incident, including all actions taken and observations made.

## 9. **Medical Guidelines on an Active Scene**

**Objective:** To ensure the provision of immediate medical care during active scenes.

### 1. **Initial Assessment:**

- Evaluate the scene for safety before providing medical assistance.
- Identify and prioritise individuals requiring urgent medical attention.

### 2. **Providing First Aid:**

- Use standard first aid procedures to treat injuries.
- Apply tourniquets, bandages, or other emergency medical supplies as needed.
- Perform CPR or other life-saving measures if required.

### 3. **Coordination with EMS:**

- Communicate with emergency medical services (EMS) to provide details on the number and condition of injured parties.
- Assist EMS personnel in reaching and treating patients.
- Ensure a clear path for EMS vehicles to access and exit the scene.

### 4. **Documentation:**

- Document all medical interventions and the condition of patients.
- Ensure detailed records are kept for follow-up and legal purposes.

**Objective:** To manage hostage situations effectively while ensuring the safety of hostages, officers, and civilians.

## 10. **Breaching and Raid deployment**

### 1. **Initial Response:**

- Immediately secure the area and establish a perimeter.
- Notify dispatch and request additional units, including the SRT.
- Establish communication with the hostage-taker(s).

2. **Assessment:**

- Gather as much information as possible about the hostage-taker(s), hostages, and situation.
- Evaluate the threats and potential risks to hostages and officers.

3. **Negotiation Strategy:**

- Engage in negotiations with the aim to de-escalate the situation.
- Identify and address the demands of the hostage-taker(s).

4. **Reasonable Demands:**

- No spikes (spike strips removed).
- Free passage (safe exit routes).
- Food and water.
- Medical attention for hostages or hostage-taker(s).
- Time to finish the robbery (if applicable, within reasonable limits).
- Allow one reasonable demand per hostage.

5. **Unreasonable Demands:**

- Release of a prisoner.
- Life-for-life exchanges of any sort.
- Provision of vehicles.
- Access to police department equipment.
- Moving to a distance that may endanger the hostages' safety.

6. **Resolution:**

- Prioritise the safety of hostages and minimise risk to all involved.
- Develop a tactical plan in coordination with your supervisor and other units.
- Execute the plan with precision, ensuring clear communication and coordination.

7. **Breaching:**

Breaching is a last resort in any situation be it a store robbery or hostage situation due to the risks associated with entering an unknown situation.

Factors to take in before a breach:

1. Hostages in immediate danger i.e guns pointed at them
2. Amount of suspects
3. Outside shooters
4. Amount of officers on scene do we have the numbers to escort the hostage out and successfully breach
5. Can we end this without any casualties
6. Have we exhausted every other option

---

**This SOP is intended to guide the police Departments (*LSPD*), (*BCSO*) in performing their duties with professionalism, safety, and efficiency. It is imperative that all members adhere to these guidelines to maintain the integrity and effectiveness of the department.**