Chapter 1 Organization and Management Role

1.1 – Law Enforcement and Authority

This order consists of the following sections:

1.1.1 Oath of Office
1.1.2 Canon of Ethics/Law Enforcement Code of Ethics
1.1.3 Mission Statement

1.2 – Limits of Authority

This order consists of the following sections:

1.2.1 Agency Statutory Authorizations
1.2.2 In-Custody Constitutional Requirement Procedures
1.2.3 Search and Seizure without a Warrant Procedures
1.2.4 Physical Arrest with or Without a Warrant Legal Requirements and Procedures
1.2.5 Strip and/or Body Cavity Search Procedures

1.3 – Use of Force

This order contains the following sections:

1.3.1 Use of Force Continuum Authorized Only to Accomplish Lawful Objectives
1.3.2 Use of Deadly Force
1.3.3 Prohibited Use of Weapons (Warning Shots)
1.3.4 Use of Authorized Less Lethal Weapons
1.3.5 Medical Attention Required Following the Use of Force as Appropriate
1.3.6 Written Reports, Investigations, and Reviews Required
1.3.7 Removal of Personnel from Line-Duty-Assignment Pending Administrative Review
1.3.8 Weapons and Ammunition Approved by the Chief of Police
1.3.9 Demonstrated Proficiency Required to Carry Approved Weapons
1.3.10 Use of Force In-Service and Weapons Proficiency Training

1.4 – Direction

This order consists of the following sections:
1.4.1 Command Protocols and Procedures
1.4.2 Obedience of Orders
1.4.3 Written Directive System
1.4.4 Release and Storage of Agency Written Directives

1.5 – Selection, Hiring, and Training of Personnel

This order consists of the following sections:
1.5.1 Selection and Hiring Standards for Sworn Officers
1.5.2 Basic Training Requirements – Part-time Officers
1.5.3 In-service Training Requirements – Part-time Officers
1.5.4 Use-of-Force and Firearms Training Requirements – Part-time Officers
1.5.5 Non-sworn Personnel Training

1.6 – Fiscal Management and Agency Owned Property

This order consists of the following sections:
1.6.1 Cash Fund Accounting
1.7  – Compensation, Benefits and Conditions of Work

This order consists of the following sections:

1.7.1  Extra-duty Employment

1.8  – Disciplinary Procedures

This order consists of the following sections:

1.8.1  Code of Conduct and Mandatory Appearance Guidelines

1.8.2  Harassment or Discrimination in the Workplace

1.8.3  Biased Based Policing

1.9  – Selection

This order consists of the following sections:

1.9.1  Background Investigations Required

1.9.2  Medical Examinations Required

1.9.3  Psychological Examinations Required

1.10  – Training and Development

This order consists of the following sections:

1.10.1  Training Records

1.10.2  Agency Class Records

1.10.3  Recruit Training

1.10.4  Field Training

1.10.5  In-service Training

1.10.6  Specialized In-service Training
Chapter 2 Law Enforcement Functions

2.1 – Patrol
This order consists of the following sections:

2.1.1 Responding to Routine and Emergency Calls
2.1.2 Protective Soft Body Armor
2.1.3 Wearing Protective Ballistic Vests Pre-planned, High-risk Incidents

2.2 – Unusual Occurrences and Special Operations
This order consists of the following sections:

2.2.1 Unusual Occurrence Plans
2.2.2 Tactical Team Access

2.3– Internal Affairs
This order consists of the following sections:

2.3.1 Internal Affairs Administration and Operations
2.3.2 Time Limits
2.3.3 Employee Notification and Rights

2.4– Traffic
This order consists of the following sections:

2.4.1 Vehicle Enforcement Procedures

2.5 – Prisoner Transportation
This order consists of the following sections:

2.5.1 Search of Prisoner Prior to Transport
2.5.2 Search of Transport Vehicles
2.5.3 Transports of Prisoners to Other Facilities
2.5.4 Prisoner Escape Procedures
2.5.5 Unusual Security Risk Notification
2.5.6 Restraining Devices
2.5.7 Transporting Sick, Injured, or Disabled Prisoners
2.5.8 Security and Control of Prisoners in Medical Facilities

2.6 – Court Security

This order consists of the following sections:

2.6.1 Court Security Administration
2.6.2 Court Security Operations
2.6.3 Weapons Security
2.6.4 Restraint Procedures in Court Room
2.6.5 Court Security Equipment
2.6.6 Courtroom External Communication
2.6.7 Courtroom Duress Alarms

2.7 – Legal Process

This order consists of the following sections:

2.7.1 Information Regarding Legal Process
2.7.2 Execution or Attempted Execution of Legal Process
2.7.3 Service of Civil Process Documents
2.7.4 Sworn Law Enforcement Service of Civil Process
2.7.5 Execution of Criminal Process Procedures
2.7.6 Sworn Law Enforcement Service of Criminal Process
2.7.7 Property Acquired Through Civil Process
2.7.8 Mental Health

2.8 – University/Colleges Procedures

This order consists of the following sections:

2.8.1 Civilian Security Guard and Escort Program
2.8.2 Civilian Methods of Communication
2.8.3 On-Campus Emergency Numbers
2.8.4 Access to a Campus Emergency Notification System
2.8.5 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Chapter 3 Staff Support Responsibilities

3.1 – Cell Areas

This order consists of the following sections:

3.1.1 Training Required
3.1.2 Minimum Cell Conditions for Detainees
3.1.3 Safety and Sanitation
3.1.4 Evacuation Plan
3.1.5 Firearms Handling and Security
3.1.6 Required Security Checks
3.1.7 Supervision of Tools and Culinary Equipment
3.1.8 Cell Area Emergency Alert System
3.1.9 Required Detainee Searches
3.1.10 Secure Storage of Detainee Property
3.1.11 Intake Booking Form
3.1.12 Separation by Sight and Sound of Male, Female and Juvenile Detainees
3.1.13 Segregation of Detainees Under the Influence, Violent or Self-destructive
3.1.14 Maximum Capacity
3.1.15 Verification of Detainee Identity Prior to Release
3.1.16 Return of Detainee Property Documented
3.1.17 Medical Assistance Procedures – Physician Approval
3.1.18 First Aid Kits Available and Inspected Weekly
3.1.19 RESERVED
3.1.20 Pharmaceuticals Within the Cell
3.1.21 Supervision of Detainees
3.1.22 Audio and/or Electronic Surveillance Equipment for Detainee Supervision
3.1.23 Visits to Detainees in the Cell Area

3.2 – Temporary Holding Area

This order consists of the following sections:

3.2.1 Temporary Holding Area
3.2.2 Minimum Physical Conditions
3.2.3 Securing to Immovable Object
3.2.4 Fire Prevention, Evacuation, and Suppression Plan
3.2.5 Security Concerns
3.2.6 Training Required for All Agency Personnel

3.3 – Communications

This order consists of the following sections:

3.3.1 Twenty-four Hour Two-way Radio Capability
3.3.2 Immediate Playback Capability
3.3.3 First-aid and Lifesaving Instruction by Telephone or Radio
3.3.4 Alternate Source of Electrical Power

3.4 – Records

This order consists of the following sections:

3.4.1 Uniform Field Reporting System

3.5 – Collection and Preservation of Evidence

This order consists of the following sections:

3.5.1 Administration
3.5.2 Evidence Handling

3.6 – Property and Evidence Control

This order consists of the following sections:

3.6.1 Receiving and Retention of Evidence and Property
3.6.2 Secure Storage of Evidence and Property
3.6.3 Secure Temporary Storage
3.6.4 Authorized Access to Secure Evidence and Property Storage
3.6.5 Evidence and Property Records System
3.6.6 Documented Inspections, Inventories, and Audits Required

3.7 – Fitness and Wellness Program

This order consists of the following sections:
3.7.1 Physical Fitness Program
3.7.2 Wellness Program

Chapter 4 Pennsylvania Legal Mandates

4.1 – Reporting Requirements for Accidents and Accident Reporting

This order consists of the following sections:
4.1.1 Reporting Requirements for Crashes and Crash Reports

4.2 – Pursuit of Vehicles

This order consists of the following sections:
4.2.1 Pursuit of Vehicles
4.2.2 Vehicle Immobilization Devices or Other Stopping Techniques
4.2.3 Reporting and Administrative Review of Motor Vehicle Pursuits

4.3 – Missing Children

This order consists of the following sections:
4.3.1 Missing Children
4.3.2 Amber Alert
4.4 – Mandatory Fingerprinting

This order consists of the following sections:

4.4.1 Mandatory Fingerprinting
4.4.2 Fingerprinting and Photographing of Juveniles

4.5 – Crime Victims Act Responsibilities

This order consists of the following sections:

4.5.1 Pennsylvania Crime Victims Act

4.6 – Pennsylvania Child Protective Services Law

This order consists of the following sections:

4.6.1 Pennsylvania Child Protective Services

4.7 – Pennsylvania Juvenile Act

This order consists of the following sections:

4.7.1 Law Enforcement Records
4.7.2 Temporary Detention of Children

4.8 – Pennsylvania Megan’s Law Requirements

This order consists of the following sections:

4.8.1 Megan’s Law Requirements

4.9 – Municipal Police Officer’s Education and Training Commission Requirements

4.10 – Pennsylvania Protection from Abuse Act

4.11 – Pennsylvania Right-to-Know Act

4.12 – Uniform Crime Reporting Act
4.13 – Domestic Violence

This order consists of the following sections:

4.13.1 Definitions
4.13.2 Police Response Procedures
4.13.3 Preliminary Investigation
4.13.4 On Scene Procedures Without Arrest
4.13.5 Required Arrests Upon Probable Cause in Domestic Violence Cases
4.13.6 Seizure of Weapons
4.13.7 Victim Rights Notifications
4.13.8 Protection from Abuse Orders
4.13.9 Enforcement of Protection Orders
4.13.10 Notice of Arrest
4.13.11 Required Reports
4.13.12 Required Training