1. SOP 1-87 (Currently 5-5) Scientific Evidence Division

Presented by: Lieutenant Matthew McElroy

Discussion: Lt. McElroy stated the policy went through a complete rewrite. This policy is currently Standard Operating Procedure (SOP) 5-5 Scientific Evidence Division. He advised there was information removed that was more about training and did not need to be in policy. The definition section was updated to include “life-threatening injury”. Lt. McElroy stated they reorganized information in the policy to clarify the information. The previous policy was over forty (40) pages and has now become a thirteen (13) page policy. The officer-involved shooting (OIS) section was updated to state how firearms are assigned after an OIS. He stated the different units in the division responsibilities were updated and outlined. Lt. McElroy stated he added language regarding how the division collects evidence and the different timelines required with evidence. He stated language was updated throughout the policy to coincide with current practice. Question: Where is the information
that was taken out of this policy now located? Lt. McElroy stated the information is in manuals for Unit personnel to follow the guidelines. There are times there may be five (5) manuals used for one (1) machine or robot. He explained the material was more suitable for a manual. **What is the overlying document of the information?** Lt. McElroy stated there are many documents as there are many different procedures. It takes over two (2) years to fully train someone in these positions. It is hard to reference all the manuals, as there are so many of them.

**Action:** The draft SOP, as presented, was reviewed by P&P and will be uploaded in the Department’s document management system for the 15-day commentary period.

<table>
<thead>
<tr>
<th>2. SOP 2-18 Contact with Persons with Disabilities</th>
<th>Presented by: Lieutenant Jennifer Garcia</th>
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<tr>
<td><strong>Discussion:</strong></td>
<td>Lt. Garcia stated the policy title was updated but she will be looking into whether there has been any changes to the use of the wording. She advised this policy entails persons that are deaf and hard of hearing. Lt. Garcia stated the language was updated throughout the policy to coincide with current practice. The definitions of “American Sign Language” and “Auxiliary Aid or Service” were updated. She advised there are sworn and civilian personnel that interact with persons with disabilities so language was updated to state Department personnel. Lt. Garcia stated language for the definition of “individuals who are deaf, hard of hearing, or deaf-blind” was left in as this language comes from state statute. <strong>No questions were asked.</strong></td>
</tr>
<tr>
<td><strong>Action:</strong></td>
<td>The draft SOP, as presented, was reviewed by P&amp;P and will be uploaded in the Department’s document management system for the 15-day commentary period.</td>
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<th>3. SOP 2-42 DWI Investigations and Revoked/Suspended License</th>
<th>Presented by: Officer Timothy McCarson</th>
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<td><strong>Discussion:</strong></td>
<td>Officer McCarson stated there were not many changes to this policy. He advised language was updated to coincide with current practice. The certification for a Drug Recognition Expert (DRE) officer is done outside of the Department. The language for the use of Preliminary Breath Testing (PBT) was updated. Officer McCarson stated there was clarification on blood draw cases. He stated there are specific steps now due to a recent court case ruling. The policy now shows the proper procedures for drawing blood, handling the blood sample, and collection of evidence. Officer McCarson stated deadlines for submitting blood evidence were updated. The language was clarified in the call-out procedures for DRE officers. <strong>Question: Is there any use of force associated with DWI Investigations?</strong> Officer McCarson stated the DWI Unit has a very low percentage of use of force.</td>
</tr>
</tbody>
</table>
**4. SOP 2-43 Roadblocks and Checkpoints**  
**Presented by:** Officer Timothy McCarson  

**Discussion:** Officer McCarson stated there were not many changes to this policy. He advised he added language to the sobriety checkpoint section to state the Department will follow the guidelines of the Betancourt ruling. Language was updated throughout the policy to coincide with current practices. **No questions were asked.**

**Action:** The draft SOP, as presented, was reviewed by P&P and will be uploaded in the Department’s document management system for the 15-day commentary period.

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**5. SOP 2-76 Court**  
**Presented by:** Lieutenant Jennifer Garcia and Officer Tanya La Force  

**Discussion:** Officer La Force stated the policy pertains to when Department personnel appear in any court. There was language added to allow executive staff to grant an exception to the requirement to appear for hearings if the employee is needed elsewhere for the betterment of the Department. **No questions were asked.**

**Action:** The draft SOP, as presented, was reviewed by P&P and will be uploaded in the Department’s document management system for the 15-day commentary period.

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**6. SOP 2-96 Clandestine Drug Laboratory and Indoor Marijuana Grow Investigations**  
**Presented by:** Deputy Commander Janopoulos  

**Discussion:** This policy will be rescheduled.

**Action:** The draft SOP, as presented, was reviewed by P&P and will be uploaded in the Department’s document management system for the 15-day commentary period.

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The meeting started at 1pm and ended at 1:39pm.