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Effective Date: July 1997	Revision Date: January 2012
Amends/Supercedes: 1000.40/ July 2007	Approved by: Chief Kevin Higdon
Meets Accreditation Standard:	

Section 1500.40 Identification of Non-Uniformed Personnel

Policy

It is the policy of the Shively Police that when non-uniformed officers initiate or become involved in police activity, all officers will take the necessary steps to make themselves easily identifiable to the general public and to officers responding to their location or call for assistance.

It is imperative that officers in plainclothes be ever mindful of the potential danger to themselves and fellow officers when taking police action without properly identifying themselves.

When taking any action on or off duty in plain clothes, the responsibility of taking an appropriate level of response and being prepared to take an appropriate level of response rest with the officer involved.

Law Enforcement Action – On Duty or Off Duty

On Duty

Plain-clothes officers may intervene in any law enforcement action and shall intervene in incidents involving a life-threatening situation. If the officer takes some official action, he/she will contact the Telecommunications Section and give a description of himself/herself and the clothes he/she is wearing.

Other factors or procedures shall be considered;

- Plainclothes officers responding to an in-progress crime or incident should notify Dispatch of their presence and that they are in plainclothes.
- Plainclothes officers should wait until this information has been broadcast to all responding units before engaging in any police activity.
- Immediately after arriving at a crime scene or incident, plainclothes officers should put on their reflective POLICE vest or wristband with the wristband affixed to the shooting arm.
- Reflective device should be donned prior to taking police action.
- If a uniform or clearly identified plainclothes officer challenges a non-uniformed officer, the challenged officer shall comply with the commands of the officer and then identify himself/herself at the first opportunity.
- Non-uniformed officers shall respond to threats by using the same resources available to uniformed officers. It shall be the responsibility of every non-uniformed officer to have on or about their person the tools necessary to handle a physical confrontation, as any uniformed officer would have under the same circumstances.

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If a plainclothes officer is performing duties that are secretive in nature, (e.g. stationary surveillance or stakeout) the plainclothes officer should notify dispatch and the on duty commanding officer of their location and activity by telephone.

Off Duty

Off duty officers are often faced with situations involving criminal conduct that they are neither equipped nor prepared to handle in the same manner as if they were on duty. Unsafe or inappropriate actions can lead to unnecessary injury to off duty officers and confusion for on duty officers arriving on the scene trying to assess the facts.

Officers off duty in civilian attire may intervene in any law enforcement action and shall intervene in incidents involving a life-threatening situation. If the officer takes some official action, he/she will contact the Telecommunications Section and give a description of himself/herself and the clothes he/she is wearing.

Other factors or procedures shall be considered;

- Plainclothes officers responding to an in-progress crime or incident should notify Dispatch of their presence and that they are in plainclothes.
- Plainclothes officers should wait until this information has been broadcast to all responding units before engaging in any police activity.
- Immediately after arriving at a crime scene or incident, plainclothes officers should put on their reflective POLICE vest or wristband with the wristband affixed to the shooting arm.
- Reflective device should be donned prior to taking police action.
- If a uniform or clearly identified plainclothes officer challenges a non-uniformed officer, the challenged officer shall comply with the commands of the officer and then identify himself/herself at the first opportunity.
- Non-uniformed officers shall respond to threats by using the same resources available to uniformed officers. It shall be the responsibility of every non-uniformed officer to have on or about their person the tools necessary to handle a physical confrontation, as any uniformed officer would have under the same circumstances.

Traffic Stops or Citizen Contacts – On Duty or Off Duty

There is a time when on duty or off duty plain-clothes officers conduct traffic stops or makes citizen contacts and takes law enforcement actions. However, it should be considered that the general public might be concerned about the true identity of persons that are stopping them.

These concerns may be legitimate when these persons are in personally owned vehicles, unmarked police vehicles and plain-clothes attire. In that, the following procedures shall be considered in addition to normal traffic stop or citizen contact procedures;

On Duty

- Officers should be prepared to provide full official credentials when requested by citizen.

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- Officers should not hesitate to request presence of uniformed or marked police units at the concern of a reasonable person.
- Law enforcement actions such as issuing a ticket should be delayed until the considerations above have been made.

Off Duty

- Officers should be prepared to provide full official credentials when requested by citizen.
- Officers should not hesitate to request presence of uniformed or marked police units at the concern of a reasonable person.
- Law enforcement actions such as issuing a ticket should be delayed until the considerations above have been made.
- **Conducting traffic stops in personally owned vehicles is PROHIBITED.**

Undercover Officers

Undercover officers' primary duties involve collecting information, conducting surveillance and transacting with criminals when an immediate arrest may not occur. Normally, the work is covert in nature and may result in situations in which the officer has broken ties with the department. In some situations, the officer assumes an entirely different identity in order to infiltrate different targets (e.g. drug dealers, gambling syndicates, fencing operations, etc.).

Undercover officers should make every effort to avoid revealing their true identity. When an undercover officer observes an incident requiring immediate police action, the undercover officer should not intervene unless the incident involves a life-threatening situation. If the situation is not life-threatening, the undercover officer shall notify the appropriate personnel as soon as practical.