LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or abuse and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

MISSION STATEMENT

Mission

The Elkhart Police Department is committed to partnering with our community to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality and justice. Through service, protection, knowledge, developing community relationships, and upholding the law we are dedicated to reducing crime, increasing safety, and enhancing the quality of life for all of Elkhart's citizens and visitors.

Vision

Our vision for the City of Elkhart is a safe and unified community. To achieve this vision, the Elkhart Police Department will proactively use a two-pronged approach. First, we will continue our commitment to partnering with the citizens of Elkhart and other City Departments. Second, we will continue to develop dedicated, well-trained officers and professional staff who will honorably serve to protect all in our community.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

CHIEF'S MESSAGE

Expectations

(a) **Be other-oriented when it comes to serving** - As I stated earlier, our job is to **serve and protect** our community. I understand that within the PD, there are many ways we provide service. Our ultimate responsibility is to provide service to this community, professionally and to the best of our ability.

(a) **We will be professional** – This administration will always support members who are serving honorably and professionally. There are many opportunities to have fun and enjoy what we do, but it should never be at the expense of others. We must always be mindful of our surroundings and present company and have self-restraint.

(a) **Be a positive example to others, whether "on or off-duty"** – This speaks directly to our professionalism.

(a) **We will do everything we can to uphold public trust** – This is crucial. Without public trust, we no longer hold the value this profession demands. This starts with us holding ourselves and each other accountable. Accountability can be difficult and uncomfortable sometimes; however, it is a cornerstone for the law enforcement profession. The less self-accountability you have, the more others must impose it upon you.

(a) **We will be objective** – We know all too well what happens when a group or an individual rushes to a belief without knowing all the information. We see this all too often. Our profession demands that we have objectivity.

(a) **Be proactive in your responsibilities and sphere of influence** – Be proactive with whatever responsibilities you are tasked with. Doing something new or something you are not as confident in can be challenging. You may feel you want to avoid it. Don't. Seek out someone who can help you grow in this area. One of the supervisor's responsibilities is to help develop you. Talk with them and ask for guidance. To our more experienced members, if you see someone struggling or needing some direction, offer your experience, knowledge, and assistance. The "FTO" program should not end at phase 4. It is an ongoing process that we all need to be a part of in every position. To those needing direction, experience, knowledge, and assistance, be open to receiving it. Pushing ourselves and each other to learn and grow is how we can progress.

(a) **Care for each other** – We can be our worst enemy when it comes to being critical, not only of ourselves but of others as well. It is very easy to get down on ourselves for a mistake or after we've been involved in a difficult situation. Part of self-improvement is recognizing areas we are struggling in; however, we must **acknowledge our strengths (in ourselves and others)** so our sole focus does not become only negative. You were selected to be part of this department because of your talents and abilities. Don't forget that. Supervisors, this speaks directly to what you do on a daily basis while interacting with the ones you lead.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Table of Contents

Law Enforcement Code of Ethics. 1

Mission Statement. 2

Chief's Message. 3

Chapter 1 - Law Enforcement Role and Authority. 9

100 - Law Enforcement Authority. 10
101 - Chief Executive Officer. 13
102 - Oath of Office. 14
103 - Policy Manual. 15

Chapter 2 - Organization and Administration. 18

200 - Organizational Structure and Responsibility. 19
201 - Special Orders. 21
202 - Emergency Operations Plan. 23
203 - Training. 25
205 - Administrative Communications. 29
206 - Supervision Staffing Levels. 30
207 - Retired Officer Identification Card. 31
208 - License to Carry a Handgun. 34
209 - Budget Management. 36
210 - Policy Title EMERGENCY MOBILIZATION PLAN. 37
211 - LETB Uniform Statewide Defensive Tactics Training Program Policy. 40

Chapter 3 - General Operations. 41

300 - Use of Force. 42
301 - Chief's Review Board. 49
302 - Handcuffing and Restraints. 52
303 - Control Devices. 56
304 - Conducted Energy Device. 64
305 - Officer-Involved Shootings and Deaths. 70
306 - Firearms. 79
307 - Vehicle Pursuits. 90
309 - Officer Response to Calls. 103
310 - Canines. 106
311 - Domestic or Family Violence. 115
312 - Search and Seizure. 120
313 - Child Abuse. 122
314 - Adult Abuse. 128
316 - Missing Persons. 132
317 - Public Alerts. 140
318 - Victim and Witness Assistance. 144
319 - Bias Crimes. 146

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

320 - Standards of Conduct. 148
322 - Department Use of Social Media. 155
323 - Report Preparation. 158
324 - Media Relations. 162
325 - Subpoenas and Court Appearances. 166
327 - Reserve Officers. 168
329 - Outside Agency Assistance. 172
331 - Major Incident Notification. 175
332 - Death Investigation. 177
333 - Citizen's Arrest. 180
336 - Chaplains. 181
338 - Child and Dependent Adult Safety. 187
340 - Volunteers. 190
342 - Off-Duty Law Enforcement Actions. 195
343 - Community Relations. 197
344 - Identity Theft. 200
345 - USE OF FORCE REVIEW BOARD. 201
346 - PEPPERBALL LAUNCHING SYSTEM. 203
347 - 40 MM LESS LETHAL LAUNCHER. 205
348 - Honor Guard. 207
349 - Remote Restraint Device. 209
350 - Peer Support Program. 214
351 - LETB Uniform Statewide Policy on Deadly Force. 218

Chapter 4 - Patrol Operations. 219
400 - Patrol. 220
401 - Bias-Based Policing. 222
403 - Crime and Disaster Scene Integrity. 225
404 - SPECIAL WEAPONS AND TACTICS. 227
405 - Ride-Alongs. 234
406 - Hazardous Material Response. 237
407 - Hostage and Barricade Incidents. 240
408 - Response to Bomb Calls. 244
409 - Crisis Intervention Incidents. 249
410 - Involuntary Detentions. 254
411 - Summons and Release. 257
412 - Foreign Diplomatic and Consular Representatives. 259
413 - Rapid Response and Deployment. 263
414 - Immigration Violations. 266
416 - Aircraft Accidents. 269
417 - Field Training. 273
419 - Contacts and Temporary Detentions. 276
421 - Watch Commanders. 280
422 - Mobile Audio/Video. 281
423 - Mobile Computer Terminal Use. 286
425 - Public Recording of Law Enforcement Activity. 288
427 - Automated License Plate Readers (ALPRs). 290

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

428 - Homeless Persons. 293
429 - Medical Aid and Response. 296
430 - First Amendment Assemblies. 299
431 - Suspicious Activity Reporting. 306
432 - Civil Disputes. 309
433 - Service of Court Documents. 311
434 - School Resource Officers. 314
435 - Marine Unit. 316
436 - Use of Narcan (Naloxone). 319
437 - Dive Team. 321

Chapter 5 - Traffic Operations. 323
500 - Traffic. 324
501 - Traffic Accidents. 327
503 - Vehicle Towing. 331
504 - Traffic Information and Summons and Parking Citations. 336
505 - Operating While Intoxicated. 338
506 - Disabled Vehicles. 342
507 - School Crossing Guards. 343

Chapter 6 - Investigation Operations. 346
600 - Investigation and Prosecution. 347
601 - Sexual Assault Investigations. 351
602 - Asset Forfeiture. 355
603 - Informants. 361
604 - Eyewitness Identification. 366
606 - Unmanned Aerial System. 368
607 - Warrant Service. 371
608 - Operations Planning and Deconfliction. 375

Chapter 7 - Equipment. 380
700 - Department-Owned and Personal Property. 381
701 - Personal Communication Devices. 384
702 - Vehicle Maintenance. 388
703 - Vehicle Use. 390
704 - Cash Handling, Security and Management. 397
705 - Personal Protective Equipment. 399
706 - Emergency Restraint Chair. 404

Chapter 8 - Support Services. 406
800 - Crime Analysis. 407
802 - Evidence Unit. 409
803 - Records Section. 418
804 - Records Maintenance and Release. 421
805 - Protected Information. 426
806 - Animal Control. 429

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Chapter 9 - Custody. 432
900 - Temporary Custody of Adults. 433
901 - Temporary Custody of Juveniles. 440
902 - Custodial Searches. 446

Chapter 10 - Personnel. 451
1000 - Recruitment and Selection. 452
1001 - Performance Evaluations. 459
1002 - Special Assignments. 462
1003 - Grievances. 464
1004 - Anti-Retaliation. 466
1005 - Reporting of Arrests, Convictions and Court Orders. 469
1008 - Communicable Diseases. 471
1009 - Smoking and Tobacco Use. 473
1010 - Personnel Complaints. 474
1011 - Safety Belts. 487
1012 - Body Armor. 489
1013 - Personnel Records. 491
1014 - Request for Change of Assignment. 496
1015 - Commendations and Awards. 497
1016 - Fitness for Duty. 500
1021 - Outside Employment and Outside Overtime. 503
1022 - Work-Related Illness and Injury Reporting. 504
1023 - Personal Appearance Standards. 505
1024 - Uniforms and Civilian Attire. 508
1027 - Badges, Patches and Identification. 514
1028 - Temporary Modified-Duty Assignments. 516
1030 - Speech, Expression and Social Networking. 519
1032 - Line-of-Duty Deaths. 523
1033 - Promotion. 535

Chapter 11 - Special Order. 542
1100 - Facial Hair Special Order. 543
1101 - Collection and Preservation of Evidence Procedure. 544
1102 - Policy Title Special order Regarding Mobile Audio/Video. 560
1103 - Terms for Traffic Safety Education and Enforcement. 561

Attachments. 562
UNIFORM-4-PTRL.pdf. 563
LETB Uniform Statewide Policy on Deadly Force.pdf. 564
AMENDED-LETB-Statewide-Defensive-Tactics-Training-Policy-APPROVED-2.17.26.pdf 565
LETB Uniform Statewide Defensive Tactics Training Program Policy.pdf. 566
LETB Uniform Statewide Defensive Tactics Training Program 2.17.26.pdf. 567
LETB Uniform Statewide Defensive Tactics Training Program Policy.pdf. 568
351 LETB-Statewide Use Of Deadly Force Policy.pdf. 569
Photo Awards Desctiption 12-24-2019.xlsx. 570
UNIFORM-4-CORP.pdf. 571

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

UNIFORM-4-DET.pdf. 572
UNIFORM-4-LIEUT-SS.pdf. 573
UNIFORM-4-CAPT-SS.pdf. 574
LETB_Uniform_Statewide_Defensive_Tactics_Training_Program-2.17.26.pdf. . . . 575

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Chapter 1 - Law Enforcement Role and Authority

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Law Enforcement Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the Elkhart Police Department to perform their functions based on established legal authority.

100.2 POLICY

It is the policy of the Elkhart Police Department to limit its members to only exercise the authority granted to them by law.

While this department recognizes the power of peace officers to make arrests and take other enforcement action, officers are encouraged to use sound discretion in the enforcement of the law. This department does not tolerate abuse of law enforcement authority.

100.3 LAW ENFORCEMENT OFFICER POWERS

Sworn members of this department are authorized to exercise peace officer powers pursuant to applicable state law.

100.3.1 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE ELKHART POLICE DEPARTMENT

The arrest authority of officers within the jurisdiction of the Elkhart Police Department includes (I.C. § 35-33-1-1):

(a) In compliance with an arrest warrant.

1. The arresting officer shall take steps to have the arrestee delivered to the sheriff of the applicable county (I.C. § 35-33-2-3).

(b) When there is probable cause to believe a misdemeanor is being committed or attempted in the officer's presence.

(c) When there is probable cause to believe that the offender has committed or is attempting to commit a felony

(d) When there is probable cause to believe that the offender has committed:

1. A violation of the duties of a motorist involved in a motor vehicle accident.
2. A violation involving operating a vehicle while intoxicated.
3. A battery resulting in bodily injury.
4. Domestic battery.
5. An invasion of privacy.
6. A violation of a no-contact order with a child or member of a foster family home.
7. A violation relating to carrying a firearm without a license or a violation relating to a counterfeit handgun license.
8. A violation of the terms of his/her probation.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

9. A violation pertaining to the undisclosed transport of a dangerous device.
10. An offense where the individual interfered with the reporting of any crime (including domestic or family violence), calling 9-1-1, or obtaining medical assistance.
11. A theft.
12. And been indicted or convicted of one or more of the aggravated felonies in 8 USC 1101(a)(43).

100.3.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE ELKHART POLICE DEPARTMENT
Officers outside the jurisdiction of the Elkhart Police Department have the same arrest authority as if inside the jurisdiction of the Elkhart Police Department (I.C. § 35-33-1-1).

100.4 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended to other states:

(a) As applicable under interstate compacts, memorandums of understanding, or mutual aid agreements in compliance with the laws of each state.

(b) When an officer enters Michigan or Ohio in fresh pursuit of a felony suspect (MCL 780.101 (Michigan)); ORC § 2935.30 (Ohio)); or enters Illinois in fresh pursuit of a suspect who has committed a felony or misdemeanor offense (725 ILCS 5/107-4 (Illinois)).

Whenever an officer makes an arrest in another state, the officer shall take the offender to a magistrate or judge in the county where the arrest occurred as soon as practicable (MCL 780.102; ORC § 2935.31; 725 ILCS 5/107-4).

100.5 CONSTITUTIONAL REQUIREMENTS

100.5

A. All members shall observe and comply with every person's clearly established rights under the United States and Indiana Constitutions.

B. Sworn members of the Elkhart Police Department are required to initiate investigative action when allegations or violations of the ordinances of the City of Elkhart, laws of the State of Indiana, and the laws of the United States come to their attention.

C. Such actions by sworn officers will be conducted within the restrictions established by written directives, Indiana and Federal Statutes, and the Constitution of the United States.

D. Enforcement action shall be required by all sworn members of the Department when on duty, when the following criteria exist:

1. All the elements of a crime exist.

2. Probable cause exists indicating the subject committed the offense.

3. All departmental policies and procedures are complied with.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

4. A willing complainant exists requesting police action or the officer observes the crime.

E. In the officer's decision making process to initiate enforcement action, or upon the arrest, the decision for continued physical custody will not be based upon the attitude of the subject of arrest, including the subject's disrespect towards police or the subjects race, creed, color, religious or ethnic, or national origin.

F. Excluding the preceding exceptions and unless directed by other departmental regulations or law, the officer may conclude police incidents by informal disposition. Incidents eligible for this type of disposition include, but are not limited to:

- Calls for service not involving a violation of law or ordinance.
- Calls involving misdemeanor violations without a known complainant or a complainant unwilling to initiate police action.
- Calls involving suspect(s) under the age of seven (7) years.
- Calls of a peacekeeping nature, when no party is injured.
- Disputes which are civil in nature.
- Informal disposition includes referral to another agency, agreement among affected parties, and warning.

G. No employee's enforcement action, inaction, or degree of severity shall be influenced by malice or vengeance or because of prejudice based upon race, sex, ethnic background, religious belief, or political affiliation.

100.5.1 Use of Discretion

A. Reasonable and appropriate police action varies with each situation. Different facts or circumstances may justify an investigation, a detention, a search, an arrest, or no such action at all.

B. Department members must continually exercise discretionary judgment in order to ensure the safety and security of the public is properly protected.

C. The purpose of establishing limits to the officer's discretionary powers is to eliminate discriminatory enforcement of the law and to protect the officer by establishing policy governing certain enforcement situation.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Chief Executive Officer

101.1 PURPOSE AND SCOPE

All law enforcement Chief Executive Officers employed within the State of Indiana are required to meet specific requirements for appointment. This policy provides guidelines for the appointment of the Chief Executive Officer of the Elkhart Police Department, who is required to exercise the powers and duties of the office as prescribed by state law.

101.2 POLICY

It is the policy of the Elkhart Police Department that the Chief of Police meets the minimum standards for exercising his/her authority granted by law.

101.3 CHIEF OF POLICE REQUIREMENTS

The Chief of Police of this department, as a condition of continued employment, shall:

(a) Be certified by the Indiana Law Enforcement Training Board (I.C. § 5-2-1-1, et. seq.).

(b) Apply for admission to the executive training program within two months of initially taking office (I.C. § 5-2-1-9).

(c) Meet the requirements of I.C. § 5-2-1-9 within six months of assuming office unless an extension is granted by the Indiana Law Enforcement Training Board (250 I.A.C. 2-5-1).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Oath of Office

102.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to department members.

102.2 POLICY

It is the policy of the Elkhart Police Department that, when appropriate, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

102.3 OATH OF OFFICE

All certified members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their position (I.C. § 5-4-1-1; Ind. Const. Art. 15 § 4).

I (state name) swear that I will diligently, honestly, and impartially, perform my duties as a police officer of the City of Elkhart, according to the law.

I will observe the rules and regulations established by the Board of Safety and the Chief of Police of the Elkhart Police Department. I promise on my honor that I will not betray my badge, my character, or the public trust. I will strive to have the courage to hold myself and others accountable for our actions.

I will support and defend the Constitution of the United States; the Constitution of the State of Indiana; and the laws and ordinances of the City of Elkhart[JDS1] .

102.3.1 PROCEDURES

The Chief of Police or the authorized designee is responsible for establishing a process for completing and documenting the administration of the oath to new hires.

102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by law (I.C. § 5-4-1-4; I.C. § 5-4-1-5.1).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Policy Manual

103.1 PURPOSE AND SCOPE

The manual of the Elkhart Police Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, procedures, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and that circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Elkhart Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for administrative action, training or discipline. The Elkhart Police Department reserves the right to revise any policy content, in whole or in part.

103.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue Special Orders, which shall modify those provisions of the manual to which they pertain. Special Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

103.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

City - The City of Elkhart.

Civilian - Employees and volunteers who are not certified law enforcement officers.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Department/EPD - The Elkhart Police Department.

Employee - Any person employed by the Department.

ILEA - Indiana Law Enforcement Academy.

Manual - The Elkhart Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the Elkhart Police Department, including:

- Full- and part-time employees
- Certified law enforcement officers
- Reserve, auxiliary officers
- Civilian employees
- Volunteers.

Minor - Any individual under the age of 18 years (I.C. § 35-49-1-4).

Officer - Those employees, regardless of rank, who are certified law enforcement officers of the Elkhart Police Department (I.C. § 5-2-1-2).

On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Rank - The title of the classification held by an officer.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., officer-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job, title, rank or compensation.

When there is only one department member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

103.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the Policy Manual and Special Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.

103.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

Each Captain will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Captains, who will consider the recommendations and forward them to the command staff as appropriate.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Chapter 2 - Organization and Administration

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Department and defines general responsibilities of department members.

200.2 POLICY

The Elkhart Police Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Department. Each position and assignment should have clearly identified responsibilities and a defined chain of command.

200.3 DIVISIONS

The Chief of Police is responsible for administering and managing the Elkhart Police Department. There are three divisions in the department:

- Service Division
- Patrol Division
- Criminal Investigation

200.3.1 ORGANIZATIONAL CHART

The Chief of Police or the authorized designee is responsible for developing and updating a chart showing the organizational components and functions. The chart should be reviewed at least annually. The chart may be attached to this Policy Manual for distribution or may be posted in appropriate locations throughout the Department.

200.3.2 SERVICES DIVISION

The Service Division is commanded by an assigned Captain, whose primary responsibility is to provide general management, direction and control for the Service Division. The Service Division consists of technical and administrative services.

200.3.3 PATROL DIVISION

The Patrol Division is commanded by an assigned Captain, whose primary responsibility is to provide general management, direction and control for the Patrol Division. The Patrol Division consists of uniformed patrol and special operations.

200.3.4 CRIMINAL INVESTIGATION

The Criminal Investigation is commanded by an assigned Captain, whose primary responsibility is to provide general management, direction and control for the Criminal Investigation Division. The Criminal Investigation Division consists of the Criminal Investigation, Evidence Unitand forensic services.

200.4 COMMAND PROTOCOL

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

200.4.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all members of the Elkhart Police Department. During planned absences, the Chief of Police will designate a Captain to serve as the acting Chief of Police.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

(a) Assistant Chief

(b) Criminal Investigation Captain

(c) Patrol Captain

(d) Services Captain

(e) On duty Watch Commander

200.4.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., Canine, Bicycle Patrol), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.4.3 GOALS AND OBJECTIVES

The Chief of Police or the authorized designee is responsible for establishing goals and objectives for the Elkhart Police Department using a strategic planning process, and shall ensure the goals and objectives are reviewed and updated annually. Captains are responsible for developing, reviewing and updating the elements of the plan that affect their Division. The strategic plan should specify a time period and should include, but is not limited to:

- Long-range goals and objectives.
- Anticipated workload and staffing needs.
- Capital improvement, equipment and supply needs.
- Provisions for implementation, measuring achievement and revision as needed.
- Annual evaluation of progress.
- Annual update of all goals and objectives.

200.5 AUTHORITY AND RESPONSIBILITIES

Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Special Orders

201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing Special Orders.

201.2 POLICY

Special Orders will be used to modify policies of the Elkhart Police Department when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Department. Applicable collective bargaining agreements and other work agreements should be considered before a Special Order is issued.

201.3 PROTOCOL

Special Orders will be incorporated into the Policy Manual, as required, upon approval. Special Orders will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the manual.

The Service Captain or the authorized designee should ensure that all Special Orders are disseminated appropriately. Special Orders should be numbered consecutively and incorporate the year of issue. All members will be notified when a Special Order is rescinded or has been formally adopted into the Policy Manual.

201.3.1 PROCEDURES AND PRACTICES

Special Orders will also be used as provided in this policy to address department procedures and practices not addressed in this Policy Manual.

201.4 RESPONSIBILITIES

201.4.1 COMMAND STAFF

Command staff shall periodically review Special Orders to determine whether they should be formally incorporated into the Policy Manual, and, as appropriate, will recommend necessary modifications to the Chief of Police.

201.4.2 CHIEF OF POLICE

Only the Chief of Police or the authorized designee may approve and issue Special Orders.

201.4.3 LEGAL SUFFICIENCY

The Chief of Police or the authorized designee is responsible for ensuring that all policies and procedures are in compliance with Indiana law.

201.5 ACCEPTANCE OF DIRECTIVES

All members shall be provided access to the Special Orders. Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review, the Special Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

201.5.1 DOCUMENTATION

The Service Captain should develop a system, approved by the Chief of Police, for documenting member receipt of Special Orders.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Emergency Operations Plan

202.1 PURPOSE AND SCOPE

This policy clarifies the role of the Elkhart Police Department and responsibilities of its members pertaining to large-scale emergencies and the Indiana Emergency Operations Plan.

202.2 POLICY

The Elkhart Police Department will prepare for large-scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies (I.C. § 10-14-3-9; I.C. § 10-14-3-10.8).

The City Emergency Operations Plan complies with the State of Indiana's Emergency Operation Plan. This plan provides guidance for City emergency operations within and outside its borders as may be required.

202.3 DEPARTMENT RESPONSIBILITIES

The Department shall enforce the orders, rules and regulations issued pursuant to the Emergency Operations Plan (I.C. § 10-14-3-24).

202.4 ACTIVATING THE EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan can be activated in a number of ways. For the Elkhart Police Department, the Chief of Police or the highest ranking on-duty supervisor may activate the Emergency Operations Plan in response to a major emergency.

Upon activation of the plan, the Chief of Police or the authorized designee should contact the Indiana Department of Homeland Security to assist with mutual aid response from local, state and federal law enforcement agencies.

202.4.1 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan is activated, all employees of the Elkhart Police Department are subject to immediate recall to service. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the highest ranking on-duty supervisor.

Failure to promptly respond to an order to report for duty may result in discipline.

202.5 LOCATION OF THE EMERGENCY OPERATIONS PLAN

Copies of the Emergency Operations Plan are available in Administration.. All supervisors should familiarize themselves with the Emergency Operations Plan and the roles members will play when the plan is implemented. The Service Captain should ensure that department members are familiar with the roles they will play when the plan is implemented.

202.6 AFTER-ACTION REPORTS

After-action reports should be prepared for any natural or manmade disasters or unusual incidents, as determined by the Chief of Police. The Incident Commander should work with City legal

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

counsel, as appropriate, to prepare a comprehensive after-action report of the event, which should include:

(a) The date, time and description of the event.

(b) The actions taken and outcomes (e.g., injuries, property damage, arrests, costs).

(c) Any identified problems.

(d) Significant events.

(e) Recommendations for improvement. Opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

202.7 EMERGENCY OPERATIONS PLAN REVIEW

The Chief of Police or the authorized designee shall review the Emergency Operations Plan at least once every two years and ensure that the plan conforms to any revisions made by the National Incident Management System (NIMS). The Chief of Police or the authorized designee should appropriately address any needed revisions.

202.8 TRAINING

The Department should provide annual training on the Emergency Operations Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Emergency Operations Plan and personnel responsibilities when the plan is implemented. Training should incorporate a full or partial exercise, tabletop or command discussion.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Training

203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

203.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local, and the Indiana Law Enforcement Training Board (LETB) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

203.3 OBJECTIVES

The objectives of the training program are to:

(a) Enhance the level of law enforcement service to the public.

(b) Increase the technical expertise and overall effectiveness of department members.

(c) Provide for continued professional development of department members.

(d) Ensure compliance with Indiana Law Enforcement Training Board rules and regulations concerning law enforcement training.

203.4 TRAINING PLAN

It is the responsibility of the Training Lieutenant to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and department-required training is completed by all members as needed or required. The training plan should include the anticipated costs associated with each type of training, including attendee salaries and backfill costs. The plan should include a systematic and detailed method for recording and logging of all training for all members into the state approved database (e.g., Acadis®).

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Lieutenant shall review the entire training plan on an annual basis.

The plan will include information on curriculum, training material, training facilities and scheduling. The plan will address federal, state and department-required, minimum-mandated training of officers and other members.

The training requirements established by the Indiana Law Enforcement Training Board are only the minimum qualification standards and training requirements for officers. Additional training should be completed as necessary and appropriate (I.C. § 5-2-1-1).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

203.4.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations.

(a) Federally mandated training:

1. National Incident Management System (NIMS) training

(b) State-mandated training:

1. Officers shall receive all required training prior to a law enforcement assignment (I.C. § 5-2-1-9; 250 I.A.C. 2-6-1; 250 I.A.C. 2-2-1).
2. Officers shall complete all required in-service training (I.C. § 5-2-1-9; I.C. § 5-2-8-1; I.C. § 5-2-8-2; I.C. § 5-2-8-5; I.C. § 36-8-3-20; 250 I.A.C. 2-7-1).
3. Part-time and reserve officers shall complete all required pre-basic and in-service training as required by state law (I.C. § 36-8-3-20; 250 I.A.C. 2-9-1; 250 I.A.C. 2-7-1; 250 I.A.C. 2-8-1).
4. Officers shall complete all training required by the LETB pursuant to the operative LETB Uniform Statewide Policy on Deadly Force and the LETB Uniform Statewide Defensive Tactics Training Program Policy established under the authority of I.C. § 5-2-1-1 and I.C. § 5-2-1-9 (250 I.A.C. 2-7-1).

203.5 TRAINING COMMITTEE

The Training Lieutenant may establish a Training Committee, on a temporary or as-needed basis, which will assist with identifying training needs.

The Training Committee should be comprised of at least three members, with the Training Lieutenant acting as the chairperson. Committee members should be selected based on their abilities at post-incident evaluation and at assessing related training needs.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to an incident. Specific incidents the Training Committee should review include, but are not limited to:

(a) Any incident involving the death or serious injury of a member.

(b) Incidents involving a high risk of death, serious injury or civil liability.

(c) Incidents identified by the Department to determine possible training needs.

The Training Committee should convene on a quarterly basis, as determined by the Training Lieutenant , to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Lieutenant . The recommendation should not identify specific facts of any incidents, such as identities of members involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Services Captain will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and the

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

available resources. Training recommendations as determined by the Services Captain shall be submitted to the command staff for review.

203.6 TRAINING ATTENDANCE

(a) All members assigned to attend training shall attend as scheduled unless previously excused by the Services Captain. Excused absences should be limited to:

1. Court appearances.
2. Previously approved vacation or time off.
3. Illness or medical leave.
4. Physical limitations preventing the member's participation.
5. Emergency situations or department necessity.

(b) Any member who is unable to attend training as scheduled shall notify his/her supervisor as soon as practicable but no later than one hour prior to the start of training and shall:

1. Document his/her absence in a memorandum to his/her supervisor.
2. Make arrangements through his/her supervisor or the Training Lieutenant to attend the required training on an alternate date.

203.7 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a Web-accessed system that provides training on the Elkhart Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Lieutenant.

Members assigned to participate in DTBs shall only use the login credentials assigned to them by the Training Lieutenant. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shifts or as otherwise directed by their supervisor. Members should not allow uncompleted DTBs to build up over time, and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet-enabled computer, members shall only take DTBs as part of their on-duty assignments, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

203.8 TRAINING RECORDS

The Services Captain shall provide a report each year to the Chief of Police regarding their annual in-service training status (I.C. § 5-2-1-1; 250 I.A.C. 2-8-1).

The Chief of Police shall submit a written report to the Executive Director of the Indiana Law Enforcement Training Board detailing the basic and in-service training status of each officer by January 31 each year (I.C. § 5-2-1-1; 250 I.A.C. 2-8-3).

The Training Sergeant is responsible for the creation, filing and storage of all training records. Training records shall be retained in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Administrative Communications

205.1 PURPOSE AND SCOPE

This policy sets forth the manner in which the Department communicates significant changes to its membership, such as promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status. This policy also provides guidelines for the professional handling of electronic and non-electronic administrative communications from the Department.

205.2 POLICY

The Elkhart Police Department will appropriately communicate significant events within the organization to its members. Both electronic and non-electronic administrative communications will be professional in appearance and comply with the established letterhead, signature and disclaimer guidelines, as applicable.

205.3 PERSONNEL ORDER

Personnel Orders may be issued periodically by the Chief of Police or the authorized designee to announce and document all promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status.

205.4 SURVEYS

All surveys made in the name of the Department shall be authorized by the Chief of Police or the authorized designee.

205.5 OTHER COMMUNICATIONS

Special Orders and other communications necessary to ensure the effective operation of the Department shall be issued by the Chief of Police or the authorized designee (see the Special Orders Policy).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Supervision Staffing Levels

206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that proper supervision is available to meet the needs of the Department and members throughout all Divisions.

206.2 POLICY

The Elkhart Police Department will ensure that proper supervision is available to meet the needs of its members and to achieve the goals of the Department. The needs of its members should be balanced with the needs of the Department for flexibility and discretion in assigning members to meet supervisory needs. While balance is desirable, the paramount concern is to meet the needs of the Department.

206.3 MINIMUM SUPERVISION STAFFING LEVELS

Minimum staffing levels should be established by the Captains for each Division and work group. The supervision staffing levels should support proper supervision, span of control, compliance with any collective bargaining agreement and activity levels to meet the needs of members and the goals of the Department.

206.3.1 ACTING SUPERVISORS

In order to accommodate training and other unforeseen circumstances, a qualified lower-ranking member may be used as a ACTING supervisor in place of a regularly assigned supervisor.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Retired Officer Identification Card

207.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of retired officer identification cards under the Law Enforcement Officers' Safety Act (LEOSA) and Indiana law (18 USC § 926C; I.C. § 35-47-15-1 et seq.).

207.2 POLICY

The Elkhart Police Department will provide identification cards to qualified former or retired officers as provided in this policy.

207.3 LEOSA

The Chief of Police may issue a retired officer identification card for LEOSA purposes to any qualified former officer of this department who (18 USC § 926C(c)):

(a) Separated from service in good standing from this department as an officer.

(b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 20 years or more or, if employed as a law enforcement officer for less than 20 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.

(c) Has not been disqualified for reasons related to mental health.

(d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.

(e) Is not prohibited by federal law from receiving or possessing a firearm.

207.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

If the Elkhart Police Department qualifies the former officer, the LEOSA identification card or separate certification should indicate the date the former officer was tested or otherwise found by the Department to meet the back up weapon standards for qualification to carry a firearm.

207.3.2 AUTHORIZATION

Any qualified former law enforcement officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:

(a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:

1. An indication from the person’s former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active-duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active-duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.

(b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

(c) Not prohibited by federal law from receiving a firearm.

(d) Not in a location prohibited by Indiana law or by a private person or entity on his/her property if such prohibition is permitted by Indiana law.

207.4 RETIRED OFFICER IDENTIFICATION CARD

The Chief of Police shall issue a retired officer identification card:

(a) To an officer who has retired from that agency as law enforcement officer (I.C. § 35-47-15-4).

(b) With an endorsement to carry a concealed firearm to a person who has met the requirements of I.C. § 35-47-15-5.

If the department qualifies the retiree, the card may include the date that the person was qualified by the Department to carry a firearm in compliance with 18 USC § 926C(d)(1).

207.4.1 AUTHORIZATION

Qualified former officers with a retired officer identification card issued by the Department under state law may carry concealed, within this state, any firearm inspected and approved by the Department. The card does not itself authorize a retiree to carry a concealed firearm outside this state. The former officer must also meet state and LEOSA requirements.

207.5 FORMER OFFICER RESPONSIBILITIES

A former officer with a card issued under this policy shall immediately notify the Watch Commander of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Arrests, Convictions and Court Orders Policy.

207.5.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former officer shall:

(a) Remain subject to all applicable department policies and federal, state and local laws.

(b) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.

(c) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

207.5.2 RESPONSIBILITIES UNDER INDIANA LAW

In order to maintain a retired officer identification card, the retired officer shall (I.C. § 35-47-15-5):

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(a) Qualify annually with the authorized firearm at a course approved by this department or by the state for active law enforcement officers in the state at the officer's expense.

(b) Remain subject to all applicable department policies and federal, state and local laws.

(c) Not engage in conduct that compromises public safety.

207.6 DENIAL, SUSPENSION OR REVOCATION

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card is denied, suspended or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.

207.7 FIREARM QUALIFICATIONS

The Firearms Instructor may provide former officers from this department an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Services Division will maintain a record of the qualifications and weapons used.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

License to Carry a Handgun

208.1 PURPOSE AND SCOPE

The purpose of this policy is to provide a written process for the application, issuance, denial, appeal and revocation of a license to carry a handgun pursuant to Indiana law (I.C. § 35-47-2-3; I.C. § 35-47-2-5).

208.2 POLICY

It is the policy of the Elkhart Police Department to fairly and impartially consider all applications for a license to carry a handgun in accordance with applicable law and this policy.

208.3 APPLICANT QUALIFICATIONS

An applicant for a license to carry a handgun must meet the following requirements (I.C. § 35-47-2-3):

(a) Submit a completed application form.

(b) Be a resident of the City of Elkhart or be a resident of another state and have a regular place of business in City of Elkhart.

(c) Be at least 18 years of age.

(d) Be free from criminal convictions that would disqualify the applicant from carrying a handgun.

(e) Have a proper reason for carrying the firearm.

(f) Be of good moral character and reputation.

(g) Be a citizen of the United States or, if not a citizen of the United States, be authorized to carry a firearm under federal law.

(h) Pay all associated application fees.

(i) Not be prohibited from possessing or receiving firearms under 18 USC 922(g).

208.4 APPLICATION PROCESS

The following elements are required to process an application (I.C. § 35-47-2-3):

(a) The applicant will submit an application to the Chief of Police of the City where the applicant resides.

(b) The applicant will pay the statutory application fee.

1. The Chief of Police or authorized designee should deposit the fees into an appropriate fund for proper accounting and expenditure.

(c) The Chief of Police or authorized designee will ascertain the applicant's personal information, including but not limited to any prior licenses to carry a handgun, and complete an investigation as set forth in I.C. § 35-47-2-3.

(d) The Chief of Police or authorized designee will fingerprint all first-time applicants.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

The Chief of Police who receives the application shall forward the completed application to the superintendent of the Indiana State Police (ISP) along with his/her recommendation for approval or disapproval of the application.

208.5 APPLICATION NOTIFICATION

208.5.1 APPROVAL AND ISSUANCE

The superintendent of the ISP determines whether to approve, issue and deliver a license to carry a handgun (I.C. § 35-47-2-3).

208.5.2 RECOMMENDATION FOR DISAPPROVAL

In the event this department recommends disapproval of a license to carry a handgun, the Chief of Police shall provide complete and specific reasons for the recommendation to the ISP and the applicant (I.C. § 35-47-2-3).

208.6 REPORTING AND RECORDS

The Department shall keep a record of all applications for a license to carry a handgun in accordance with the established records retention schedule.

208.6.1 CONFIDENTIAL RECORDS

All information collected from an applicant is confidential unless otherwise allowed by law (I.C. § 35-47-2-3).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Budget Management

209.1 PURPOSE AND SCOPE

This policy provides guidelines for department budgeting and accounting.

209.2 POLICY

The Elkhart Police Department endeavors to appropriately obtain, manage, review and audit department funds.

209.3 BUDGET PREPARATION AND MANAGEMENT

Each Captain or the authorized designee shall be responsible for preparing an annual budget proposal for review by the Chief of Police.

Adopted budgets shall be reviewed and monitored periodically by Captains to ensure expenditures do not exceed allocated funds.

209.3.1 ACCOUNTING

The Chief of Police shall be responsible for developing and maintaining an accounting system that includes approval of each account and provisions for monthly status reports including, but not limited to:

- The initial appropriation for each account or program.
- Expenditures and encumbrances made during the reporting period.
- The unencumbered balance of the account or program.

Accounting practices for cash accounts are described in the Cash Handling, Security and Management Policy.

209.4 AUDITS

Audits of the department's fiscal activities should occur annually.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Policy Title EMERGENCY MOBILIZATION PLAN

210.1 SECTION TITLE PURPOSE

To establish guidelines for a rapid and well-coordinated response to Unusual Occurrences, civil disturbances, extraordinary emergency situations, and natural or manmade disasters.

210.2 SECTION TITLE DEFINITIONS

(a) **Unusual Occurrence (UO):** An unscheduled event involving potential or actual personal injury and/or property damage arising from fire, flood, tornado, landslide, wreck, enemy action, civil disturbance, or other natural or man-caused incident, the control of which requires the assignment of a large force of Law Enforcement personnel and necessitates the declaration of a Tactical Alert or Mobilization.

An Unusual Occurrence (UO) has three classifications:

(a) **Minor:** An UO which can be controlled by on-duty field personnel.

(b) **Serious:** An UO of such proportion that the number of on-duty personnel available are inadequate to establish control and may require mobilization of additional off-duty personnel.

(c) **Major:** An UO which threatens the City of Elkhart to such an extent that it is necessary to mobilize the entire Elkhart Police Department, or major portions of the Department, to fulfill it's responsibilities.During a Major UO, the Department will be reorganized to the extent necessary to accomplish control and termination of the emergency. Mutual Aid from other Law Enforcement agencies may also be requested.

(a) **Mobilization:** The principal Department plan to marshal personnel resources for control of an Unusual Occurrence. The preliminary stage of a Mobilization is a Tactical Alert. A mobilization may include the immediate implementation of a 12-hour Operational Period, the deferment of days off, and the recalling of off-duty officers.

(a) **Tactical Alert:** The preliminary stage of the Department Mobilization Plan. A Tactical alert is an announcement of the anticipated redistribution of on-duty and off-duty officers to achieve personnel levels necessary for controlling an emergency.

(a) **On-Duty:** Period of time when officer is working in his or her official capacity as an Elkhart Police Officer.

(a) **Off-Duty:** Period of time when the officer is not working in his or her official capacity as an Elkhart Police Officer.

(a) **Tour of Duty:** An officer’s regularly scheduled, 8-hour, on-duty work period.

(a) **12-hour Operational Period:** Two 12-hour tours of duty, generally 0600-1800 and 1800-0600 hours.

210.3 SECTION TITLE POLICY

(a) Unusual Occurrences are extraordinary emergency situations that generally result from natural or man-made disasters or civil disturbances. The Department realizes the necessity to control, and respond to such situations through the prudent

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

use of available resources. In all emergencies, the Department's objective is to, whenever possible, quickly contain the situation, effectively render emergency services, safeguard lives and property, reduce injuries, deaths, and property damage and restore the peace.

210.4 SECTION TITLE EMERGENCY MOBILIZATION PROCEDURE

(a) At the onset of any Unusual Occurrence or emergency situation, it shall be the responsibility of the On-Duty supervisor to evaluate the situation and determine an immediate suitable response to minimize any disruption to public safety. The supervisor should notify his/her immediate supervisor or Division Captain of the incident as soon as it is safe to do so.

210.5 SECTION TITLE TACTICAL ALERT

A. The initial notification of Department personnel of an emergency situation or Minor Unusual Occurrence that could potentially evolve into the need for additional manpower. A Tactical Alert may also be issued in anticipation of a potential Unusual Occurrence such as the approach of a major weather event, civil unrest or threat to public safety.

1. Tactical Alert may be issued at the direction of an on-duty Supervisor, Shift Commander or any department personnel of higher rank. They may be initiated directly by telephone, radio dispatch or through the "Active911" notification system.

2. Upon receiving a Tactical Alert, off-duty personal should consider the severity of the emergency situation and should take necessary steps to prepare for the possibility of a department mobilization.

210.6 SECTION TITLE LEVELS OF MOBILIZATION

A. Level 1:

1. Level 1 would require the standby notification and the “Hold-over” of all or part of a Patrol Shift, and the early call-in of the next scheduled Patrol Shift.

2. May require the call-in of selected police personnel or specialty units (i.e., SWAT, K-9, EOD, Crime Scene Techs., Communications and CID)

3. Level 1 may be issued at the direction of an on-duty Supervisor, Watch Commander or any Department personnel of higher rank and may be initiated directly,

by telephone, radio dispatch or through the "Active911" system.

B. Level 2:

1. Level 2 requires the complete call-in and mobilization of the Patrol Division.

2. A mobilization at this level requires the notification and authorization of a Division Captain.

C. Level 3:

1. Level 3 requires the complete mobilization of the Elkhart Police Dept.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

2. Personnel shall be placed on a 12-hour operational period. Personnel shall be sent to the incident in sufficient time to actually be on location (making relief or

attending briefing) by the start of their operational period (i.e., 0600 or 1800 hours).

3. Regular days off and approved absence requests shall not be canceled unless the Division Commander determines that he/she must do so in order to fulfill

minimum staffing and mobilization commitments, or unless ordered canceled by the Chief of Police.

4. Mobilization at this level requires the authorization of the Chief of Police or his/her designee.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

LETB Uniform Statewide Defensive Tactics Training Program Policy

211.1 SECTION TITLE

See attachment: LETB Uniform Statewide Defensive Tactics Training Program 2.17.26.pdf

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Chapter 3 - General Operations

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Use of Force

300.1 PURPOSE AND SCOPE

This policy provides additional guidelines on the reasonable use of force apart from the Indiana Law Enforcement Training Board (LETB) Uniform Statewide Policy on Deadly Force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected also to use these additional guidelines to make such decisions in a professional, impartial, and reasonable manner.

In addition to those additional methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy and the LETB Uniform Statewide Policy on Deadly Force shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Conducted Energy Device policies.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person.

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

Imminent - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes that the individual has a weapon or is attempting to access one and intends to use it against the officer or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon, and the officer believes the individual intends to do so.

Totality of the circumstances - All facts and circumstances known to the officer at the time, taken as a whole, including the conduct of the officer and the subject leading up to the use of force.

300.2 POLICY

It is the policy of the Elkhart Police Department, that officers hold the highest regard for the sanctity of human life, dignity and the liberty of all persons. Vesting with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balancing of all interests.

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

300.2.1 DUTY TO INTERVENE AND REPORT

Any officer present and observing a member using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, Intervene to prevent the use of unreasonable force.

Any officer who observes another law enforcement officer or a member use force that is potentially beyond that which is objectively reasonable under the circumstances and does not Intervene should report these observations to a supervisor as soon as feasible.

300.2.2 PROCEDURE

When observing or reporting force used by a law enforcement officer, each should take into account the totality of the circumstances and the possibility other law enforcement officers may have additional information regarding the threat posed by the subject.

300.3 USE OF FORCE

When circumstances reasonably permit, officers should make use of de-escalation techniques.

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by this department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

Nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force, but officers should be mindful to continue utilizing de-escalation techniques when feasible.

300.3.1 USE OF FORCE TO EFFECT AN ARREST

For guidance on use of force to effect an arrest or prevent escape see the LETB Uniform Statewide Policy on Deadly Force.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

(a) Immediacy and severity of the threat to officers or others.

(b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.

(c) Officer/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).

(d) The effects of suspected drug or alcohol use.

(e) The individual's mental state or capacity.

(f) The individual's ability to understand and comply with officer commands.

(g) Proximity of weapons or dangerous improvised devices.

(h) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.

(i) The availability of other reasonable and feasible options and their possible effectiveness. (e.g. alternative tactics see 300.3.5).

(j) Seriousness of the suspected offense or reason for contact with the individual.

(k) Training and experience of the officer.

(l) Potential for injury to officers, suspects, and others.

(m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.

(n) The risk and reasonably foreseeable consequences of escape.

(o) The apparent need for immediate control of the individual or a prompt resolution of the situation.

(p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.

(q) Prior contacts with the individual or awareness of any propensity for violence.

(r) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

(a) The degree to which the application of the technique may be controlled given the level of resistance.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(b) Whether the individual can comply with the direction or orders of the officer.

(c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

For additional guidance on the use of defensive tactics see the LETB Uniform Statewide Defensive Tactics Training Program Policy.

300.3.4 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence.Officers are encouraged to use techniques and methods taught by the Elkhart Police Department for this specific purpose. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood blood flow to the head or respiration would be restricted.

300.3.5 ALTERNATIVE TACTICS - DE-ESCALATION

For guidance on de-escalation see the LETB Uniform Statewide Policy on Deadly Force.

300.3.6 RESPIRATORY RESTRAINTS

If applied, a respiratory restraint, also known as a chokehold, is subject to the same guidelines and requirements as a carotid control hold.

300.4 WARNINGS AND IDENTIFICATION BEFORE DEADLY FORCE APPLICATIONS AND ADDITIONAL CONSIDERATIONS

When reasonable, the officer shall, prior to the use of deadly force, make efforts to identify themself as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts.

An officer should not use deadly force against a person whose actions are a threat solely to themself or property.

300.4.1 MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective and involve considerations and risks in addition to the justification for the use of deadly force.

When feasible, officers should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report, depending on the nature of the incident. The officer should

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances.

To collect data for purposes of training, resource allocation, analysis, and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure, or law. See the Report Preparation Policy for additional circumstances that may require documentation.

300.5.1 NOTIFICATIONS TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

(a) The application caused a visible injury.

(b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.

(c) The individual subjected to the force complained of injury or continuing pain.

(d) The individual indicates intent to pursue litigation.

(e) Any application of the conducted energy device or control device.

(f) Any application of a restraint device other than handcuffs, shackles, or belly chains.

(g) The individual subjected to the force was rendered unconscious.

(h) An individual was struck or kicked.

(i) An individual alleges unreasonable force was used or that any of the above has occurred.

300.6 MEDICAL CONSIDERATIONS

Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until the individual can be medically assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe.

Based upon the officer's initial assessment of the nature and extent of the individual's injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel at a hospital or jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain, or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away.

See the Medical Aid and Response Policy for additional guidelines.

300.7 SUPERVISOR RESPONSIBILITIES

If available a supervisor shall respond to a reported application of force resulting in visible injury or hospitalization or any call for service in which it is believed may result in a Use of Force. If available a supervisor shall respond to any calling involving any weapons or any subjects suffering from a mental health crisis. When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

(a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

(b) Ensure any injured parties are examined and treated.

(c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived his/her *Miranda* rights, the following shall apply:

    1. The content of the interview should not be summarized or included in any related criminal charges.

    2. The fact a recorded interview was conducted should be documented in a property or other report.

    3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.

(d) Once any initial medical assessment has been completed or first aid has been rendered, ensure photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas. Photographs are not required if the individual was treated by a medical doctor.

    1. These photographs should be retained until all potential for civil litigation has expired.

(e) Identify any witnesses not already included in related reports.

(f) Review and approve all related reports.

(g) Determine if there is any indication that the individual may pursue civil litigation.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.

(h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

In the event a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 WATCH COMMANDER RESPONSIBILITY
The Watch Commander shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

300.8 TRAINING

Officers shall receive training on this policy and demonstrate their knowledge and understanding.

Subject to available resources, officers should receive periodic training on guidelines regarding vulnerable populations, including but not limited to children, elderly, pregnant persons, and individuals with physical, mental, or intellectual disabilities.

300.8.1 TRAINING REQUIREMENTS
Required annual training shall include:

(a) Legal updates.

(b) De-escalation tactics, including alternatives to force.

(c) The duty to intervene.

(d) The duty to request and/or render medical aid.

(e) Warning shots (see the LETB Uniform Statewide Policy on Deadly Force).

(f) All other subjects covered in this policy (e.g., use of deadly force, chokeholds and carotid holds, discharge of a firearm at or from a moving vehicle, verbal warnings).

300.9 USE OF FORCE ANALYSIS

At least annually, a member of Professional Standards should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects, or case numbers, and should include:

(a) The identification of any trends in the use of force by members.

(b) Training needs recommendations.

(c) Equipment needs recommendations.

(d) Policy revision recommendations.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Chief's Review Board

301.1 PURPOSE AND SCOPE

This policy establishes a process for the Elkhart Police Department to review any action by its members.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or the evaluation of it's members..

301.2 POLICY

The Elkhart Police Department may objectively evaluate any actions by its members to ensure their authority is used appropriately and is consistent with training and policy.

301.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Generally, whenever a member’s actions or use of force in an official capacity, or while using department equipment, results in death or serious bodily injury to another, that member will be placed in a temporary administrative assignment pending a Chief's review. The Chief of Police may exercise discretion and choose not to place a member in an administrative assignment.

301.4 REVIEW BOARD

The Chief's Review Board will convene on a regular basis to review the following:

a. All police Use of Force incidents,

b. Every discharge of a firearm, whether the member was on- duty or off-duty excluding training or recreational use.

c. Any traffic crash involving a member of this department while operating a city owned vehicle.

d. Any action or incident involving a member of this department that the Chief requests to be reviewed.

The Assistant Chief will convene the Chief's Review Board as necessary. It will be the responsibility of the Captain or supervisor of the involved member to notify the Assistant Chief of any incidents requiring board review. The involved member's Captain or supervisor will also ensure all relevant reports, documents and materials are available for consideration and review by the board.

The Professional Standards Lieutenant will present all Elkhart Police Department UOF reports generated by officers to the board for review. The Professional Standards Lieutenant will ensure all relevant reports, documents and materials are available for consideration and review by the board.

301.4.1 COMPOSITION OF THE BOARD

The Assistant Chief should staff the Chief's Review Board with individuals from the following, as appropriate:

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

- Command staff representative from the involved member's chain of command.
- Training Lieutenant
- EVOC Instructor
- A peer/member
- Assistant Chief of Police
- Department Physical Tactics Instructor
- Department Firearms Instructor
- Any subject matter expert deemed necessary to gain understanding into a specific issue.

The Assistant Chief or his or her designee will serve as chairperson.

301.4.2 RESPONSIBILITIES OF THE BOARD

The Chief's Review Board is empowered to conduct an administrative review and inquiry into the circumstances of any incident.

The board members may request further investigation (e.g. Professional Standards) and request any additional reports be submitted for the board's review.

The Chief of Police will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

The review shall be based upon those facts which were reasonably believed or known by the officer at the time of the incident, applying any legal requirements, department policies, procedures and approved training to those facts. Facts later discovered but unknown to the involved member at the time shall neither justify nor call into question a member's decision regarding the use of force.

The board shall make one of the following recommended findings:

(a) The member's actions were within department policy and procedure.

(b) The member's actions were in violation of department policy and procedure.

Additional board responsibilities is as follows:

(a) Over site for all Police UOF incidents.

(b) Identify trends related to Police UOF incidents.

(c) Identify departmental training needs related to UOF.

(d) Identify equipment needs within the department.

A recommended finding requires a majority vote of the board. The board may also recommend additional investigations or reviews, such as disciplinary investigations, training reviews to

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

consider whether training should be developed or revised, and policy reviews, as may be appropriate. The board chairperson will submit the written recommendation to the Chief of Police.

If the board determines that a policy violation has occurred, the incident shall be forwarded to the effected members Captain to enter into the appropriate software as outlined in the E.P.D. complaint policy.. If the board identifies any training needs, equipment needs/issues, or police related trends, that information will be forwarded to the appropriate division to determine how those needs/issues will be addressed.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Handcuffing and Restraints

302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

302.2 POLICY

The Elkhart Police Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy, the LETB Uniform Statewide policies on Deadly Force and Defensive Tactics Training Program, and department training. Restraint devices shall not be used to punish, to display authority, or as a show of force.

302.3 USE OF RESTRAINTS

Only members who have successfully completed Elkhart Police Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

302.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain a person who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to ensure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

302.3.2 NOTIFICATIONS

Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during, transportation to the jail.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

302.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department in non-transport situations. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed regardless of the circumstances.

In most situations, handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the person or may cause unreasonable discomfort due to the person's size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Officers shall secure all arrestees, detainees, and/or prisoners in handcuffs or other restraining devices during transport, unless an exception for securing the person applies. If an exception applies, it should be documented in the applicable report.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

302.5 APPLICATION OF SPIT HOODS

Spit hoods are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide assistance during the movement of a restrained person due to the potential for impairing or distorting that person’s vision. Officers should avoid commingling those wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated, including hair, head and clothing, prior to application of a spit hood.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

302.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons leg hobbles and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only department-authorized devices should be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

302.7 APPLICATION OF LEG RESTRAINT DEVICES

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the Department shall be used.

In determining whether to use the leg restraint, officers should consider:

(a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a person.

(b) Whether it is reasonably necessary to protect the person from his/her own actions (e.g., hitting his/her head against the interior of the patrol vehicle, running away from the arresting officer while handcuffed, kicking at objects or officers).

(c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol vehicle).

302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints the following guidelines should be followed:

(a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.

(b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.

(c) Once secured, the person should be placed in a seated or upright position, if practical secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person’s ability to breathe.

(d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on his/her stomach.

(e) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(f) When transported by emergency medical services, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration).

302.8 REQUIRED DOCUMENTATION

If a person is arrested, the use of handcuffs or other restraints shall be documented in the related report.

Officers should document the following information in reports, as appropriate, when restraints other than handcuffs are used on a person:

(a) The factors that led to the decision to use restraints.

(b) Supervisor notification of restraint use.

(c) The types of restraint used.

(d) The amount of time the person was restrained.

(e) How the person was transported and the position of the person during transport.

(f) Observations of the person's behavior and any signs of physiological problems.

(g) Any known or suspected drug use or other medical problems.

302.9 TRAINING

Subject to available resources, the Training Sergeant should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

(a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.

(b) Response to complaints of pain by restrained persons.

(c) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.

(d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Control Devices

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

303.2 POLICY

In order to control individuals who are violent or who demonstrate the intent to be violent, the Elkhart Police Department authorizes officers to use control devices in accordance with the guidelines in this policy, the Use of Force Policy, and the LETB Uniform Statewide policies on Deadly Force and Defensive Tactics Training Program. The Chief of Police may also authorize other positions or individual department members to use specific control devices.

303.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only those members who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a person who is violent or who demonstrates the intent to be violent and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

303.4 RESPONSIBILITIES

303.4.1 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander may authorize the use of a control device by selected department members or those in specialized assignments who have successfully completed the required training.

303.4.2 FIREARMS INSTRUCTOR RESPONSIBILITIES

The Services Division shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be inspected monthly by an officers supervisor and inspected annually by an ECW/Firearm instructor.. The inspection shall be documented.

303.4.3 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Services Division for disposition. Documentation shall also be forwarded through the chain of command, when appropriate, explaining the cause of damage.

303.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to him/herself or others.

Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignments or at the direction of their supervisors.

303.6 TEAR GAS GUIDELINES

Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects based on the circumstances. Only the Watch Commander, Incident Commander or SWAT Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

When practicable, fire and emergency medical services personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation, if needed.

303.7 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, OC spray and pepper projectiles may be considered for use to bring under control an individual or group of individuals who are engaging in, or are about to engage in, violent behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of department members or the public.

303.7.1 OC SPRAY

Uniformed members carrying OC spray should carry the device in its holster on the equipment belt. Plainclothes and non-field members may carry OC spray as authorized, in accordance with the needs of their assignments or at the direction of their supervisors.

303.7.2 PEPPER PROJECTILE SYSTEMS

Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine or groin. Therefore, personnel using a pepper projectile system should not intentionally target those areas, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Officers encountering a situation that warrants the use of a pepper projectile system shall notify a supervisor as soon as practicable. A supervisor shall respond to all pepper projectile system incidents where an individual has been hit or exposed to the chemical agent. The supervisor shall ensure that all notifications and reports are completed as required by the Use of Force Policy and the LETB Uniform Statewide Policy on Deadly Force.

Each deployment of a pepper projectile system shall be documented. This includes situations where the launcher was directed toward an individual, whether or not the launcher was used. Unintentional discharges shall be promptly reported to a supervisor and documented on the appropriate report form. Only non-incident use of a pepper projectile system, such as training or a product demonstration, is exempt from the reporting requirement.

303.7.3 TREATMENT FOR OC EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those who complain of further severe effects shall be examined by appropriate medical personnel.

303.8 POST-APPLICATION NOTICE

Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, the owners or available occupants should be provided with notice of the possible presence of residue which could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that cleanup will be at the owner's expense. Information regarding how and when the notice was delivered and the individuals notified should be included in related reports.

303.9 KINETIC ENERGY PROJECTILE GUIDELINES

This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

303.9.1 DEPLOYMENT AND USE

Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of individuals engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

(a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.

(b) The suspect has made credible threats to harm him/herself or others.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at officers, other department members and/or other people.

(d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

303.9.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the officer should consider such factors as:

(a) Distance and angle to target.

(b) Type of munitions employed.

(c) Type and thickness of subject's clothing.

(d) The subject's proximity to others.

(e) The location of the subject.

(f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the suspect must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

303.9.3 SAFETY PROCEDURES

Shotguns specifically designated for use with kinetic energy projectiles will be specially marked in a manner that makes them readily identifiable as such.

Officers will inspect shotguns and projectiles at the beginning of each shift to ensure that the shotguns are in proper working order and the projectiles are of the approved type and appear to be free from defects.

When they are not deployed, shotguns will be unloaded and properly and securely stored in police department vehicles. When deploying a kinetic energy projectile shotgun, officers shall visually inspect the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Absent compelling circumstances, officers who must transition from conventional ammunition to kinetic energy projectiles will employ the two-person rule for loading. The two-person rule is a safety measure in which a second officer watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

303.10 WRAP RESTRAINT

The Wrap, manufactured by Safe Restraints, Inc., was designed as a temporary restraining device. Used properly it can increase officer safety and reduce risk of liability due to injuries and in-custody deaths. The Wrap immobilizes the body and restricts a subject's ability to kick or do harm to oneself and others. The Wrap minimizes the time required to secure a person safely, restrains the subject in an upright position, and has the subject prepared for transport or movement.

303.10.1 DEPLOYMENT AND USE

The Wrap can be used prior to or after a violent or potentially violent/combative subject is controlled using approved departmental methods. Like any restraint device, do not assume the Wrap is escape-proof. Once applied, the subject should not be left unattended.

The Wrap should be considered for use under the following situations:

(a) Whenever you anticipate possible violent/combative behavior

(b) To immobilize a violent/combative subject

(c) To limit violent/combative subjects from causing injury to themselves or others

(d) To prevent violent/combative subjects from causing property damage by kicking

(e) To restrain subjects after a chemical spray, extended range baton, or Taser is used, if necessary

(f) When conventional methods of restraint are not effective

(g) In transportation of violent/combative subjects

(h) To assist with cell extraction of violent/combative subjects

Once the subject is properly restrained in the Wrap, they can be placed on their side or in a sitting position. This will increase the oxygen recovery rate allowing for respiratory recovery. The Wrap can be applied by one person if the subject is passive, but for violent/combative subjects, three or

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

more people should be used.Only qualified personnel who have received training in the use of the Wrap should use this restraining device.Refer to the training manual for application guidelines.

303.10.2 DEPLOYMENT CONSIDERATIONS

Movement of the subject can be accomplished in two ways depending on their cooperation. The subject can either be carried or allowed to stand and shuffle step to the destination.

(a) To carry the subject, it is recommended that between 2 to 4 personnel be used depending on the size and weight of the subject. Lift the subject by the arms and the ankles. A "log lift" carrying technique may be used when moving the subject. Proper lifting techniques should be followed to prevent unnecessary injury

(b) As an option to lifting, the subject may be moved by means of a shuffle. If the subject has calmed down and is cooperative, the lower Wrap leg band can be loosened to allow some leg movement below the knees without compromising security or safety concerns. By loosening the tether to the shoulder harness, the subject can be brought to a standing position with the help of officers and then allowed to shuffle to or from a vehicle or holding cell. If this method is used, appropriate support must be given to the subject to prevent possible injury

(c) Prior to vehicle transportation, re-check all belts to ensure that they are securely fastened. The use of a seat belt is recommended to limit movement and reduce the risk of injury to the subject

(d) Whenever possible, one person should ride as an observer with the subject to ensure all straps remain tight and the subject has no medical problems. Re-checking the security of the Wrap and keeping the subject under constant observation should apply to any movement of the subject

Precautions should be taken when the Wrap is in use. Such precautions include:

(a) The shoulder harness should never be tightened to the point that it interferes with the subject's ability to breathe

(b) The leg bands and shoulder harness must be checked frequently for tightness and retightened or loosened as necessary until the Wrap is removed

(c) If the restrained subject complains of or show signs of breathing distress (shortness of breath, sudden calmness, a change in facial color, etc.), medical attention should be provided immediately

(d) The subject should never be left unattended

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(e) Subjects should be placed in an upright sitting position or on their side as soon as possible to allow for respiratory recovery

(f) The Wrap is a temporary restraining device and is not escape-proof

(g) The Wrap is to be used by trained personnel only

303.10.3 CARE AND STORAGE

The Wrap should be inspected after each use for signs of wear or damage. If any damage is discovered, forward the Wrap to appropriate personnel for repair or replacement.

If cleaning is necessary after use, use a mild soapy solution or disinfectant approved for use on vinyl and nylon materials. If blood is absorbed into any part of the Wrap that part should be replaced. Thoroughly rinse all disinfectant from the unit prior to drying. After cleaning the Wrap, allow it to thoroughly air dry before being returned to its carrying bag.

It is important that the Wrap is immediately ready for use and prepared for storage in a way that prevents the loop fastening material on the bands from becoming dirty or entangled. This allows the Wrap to be quickly laid out next to the subject and applied without the confusion of having to untangle the bands. To properly prepare the Wrap for storage in the carrying bag.

(a) Lay the Wrap on a flat surface with the leg band side up and detach the shoulder harness. Extend each of the leg bands out flat

(b) Individually fold each of the leg bands back onto itself so that the fold of the band protrudes an inch or two from the edge of the Wrap body

(c) Be sure the retaining "D" ring on the body of the Wrap and harness is open and ready for use

(d) Keeping the bands inside, roll the Wrap tightly towards the buckle and secure with the ankle strap and place in carrying bag

(e) Fully extend the harness buckles and tether. Attach buckles to its counterpart and roll the harness up and place it in the carrying bag compartment

303.11 TRAINING FOR CONTROL DEVICES

The Training Sergeant shall ensure that those members who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary. Before being authorized to carry any control device, members will be given access to and receive training on this policy.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.

(b) All training and proficiency for control devices will be documented in the member's training file.

(c) Members who fail to demonstrate proficiency with the control device or knowledge of the Use of Force Policy and the LETB Uniform Statewide policies on Deadly Force and Defensive Tactics Training Program will be provided remedial training. If a member cannot demonstrate proficiency with a control device or knowledge of the Use of Force Policy and the LETB Uniform Statewide policies on Deadly Force and Defensive Tactics Training Program after remedial training, the member will be restricted from carrying the control device and may be subject to discipline.

(d) Retraining or recertification should occur at least biennially.

303.12 REPORTING USE OF CONTROL DEVICES

Any application of a control device shall be documented in the related incident report and reported pursuant to the Use of Force Policy and the LETB Uniform Statewide Policy on Deadly Force.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Conducted Energy Device

304.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the conducted energy device (CED).

304.2 POLICY

The CED is used in an attempt to control a violent or potentially violent individual. The appropriate use of such a device may result in fewer serious injuries to officers and suspects.

304.3 ISSUANCE AND CARRYING CEDS

Only members who have successfully completed department-approved training may be issued and may carry the CED.

The Services Division should keep a log of issued CED devices and the serial numbers of cartridges/magazines issued to members.

CEDs are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the department inventory.

Officers shall only use the CED and cartridges/magazines that have been issued by the Department. All devices must be inspected and approved by the Services Division. Cartridges/ magazines should not be used after the manufacturer's expiration date.

Uniformed officers who have been issued the CED shall wear the device in an approved holster.

Officers who carry the CED while in uniform shall carry it in a holster on the side opposite the duty weapon and in a cross-draw fashion.

(a) All CEDs shall be clearly distinguishable to differentiate them from the duty weapon and any other device.

(b) For single-shot devices, whenever practicable, officers should carry an additional cartridge on their person when carrying the CED.

(c) Officers should not hold a firearm and the CED at the same time.

(d) Officers assigned a CED should wear it while on-duty and in uniform.

Non-uniformed officers may secure the CED in a concealed, secure location in the driver's compartment of their vehicles.

304.3.1 USER RESPONSIBILITIES

Officers shall be responsible for ensuring that the issued CED is properly maintained and in good working order. This includes a function test and battery life monitoring, as required by the manufacturer, and should be completed prior to the beginning of the officer's shift.

CEDs that are damaged or inoperative, or cartridges/magazines that are expired or damaged, shall be returned to the Services Division for disposition. Officers shall submit documentation stating the reason for the return and how the CED or cartridge/magazine was damaged or became inoperative, if known.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

304.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the CED should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

(a) Provide the individual with a reasonable opportunity to voluntarily comply.

(b) Provide other officers and individuals with a warning that the CED may be deployed.

If, after a verbal warning, an individual fails to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required to, activate any warning on the device, which may include display of the electrical arc, an audible warning, or the laser in a further attempt to gain compliance prior to the application of the CED. The laser should not be intentionally directed into anyone's eyes.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the CED in the related report.

304.5 USE OF THE CED

The CED has limitations and restrictions requiring consideration before its use. The CED should only be used when its operator can safely deploy the device within its operational range. Although the CED may be effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

If sufficient personnel are available and can be safely assigned, an officer designated as lethal cover for any officer deploying a CED may be considered for officer safety.

304.5.1 APPLICATION OF THE CED

The CED may be used when the circumstances reasonably perceived by the officer at the time indicate that such application reasonably appears necessary to control a person who:

(a) Is violent or is physically resisting.

(b) Has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, themself, or others.

Mere flight from a pursuing officer, without additional circumstances or factors, is not good cause for the use of the CED to apprehend an individual.

The CED shall not be used to psychologically torment, to elicit statements, or to punish any individual.

304.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the CED on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject, or others, and the officer reasonably believes that the need to control the individual outweighs the potential risk of using the device. This includes:

(a) Individuals who are known to be pregnant.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(b) Elderly individuals or obvious juveniles.

(c) Individuals with obviously low body mass.

(d) Individuals who are handcuffed or otherwise restrained.

(e) Individuals known to have been recently sprayed with a flammable chemical agent or who are otherwise known to be in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.

(f) Individuals whose position or activity is likely to result in collateral injury (e.g., falls from height, located in water, operating vehicles).

Any CED capable of being applied in the drive-stun mode (i.e., direct contact without probes as a primary form of pain compliance) should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

304.5.3 TARGETING CONSIDERATIONS

Recognizing that the dynamics of a situation and movement of the subject may affect target placement of probes, when practicable, officers should attempt to target the back, lower center mass, and upper legs of the subject, and avoid intentionally targeting the head, neck, area of the heart, or genitals. If circumstances result in one or more probes inadvertently striking an area outside of the preferred target zones, the individual should be closely monitored until examined by paramedics or other medical personnel.

304.5.4 MULTIPLE APPLICATIONS OF THE CED

Once an officer has successfully deployed two probes on the subject, the officer should continually assess the subject to determine if additional probe deployments or cycles reasonably appear necessary. Additional factors officers may consider include but are not limited to:

(a) Whether it is reasonable to believe that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

(b) Whether the probes are making proper contact.

(c) Whether the individual has the ability and has been given a reasonable opportunity to comply.

(d) Whether verbal commands or other options or tactics may be more effective.

Given that on certain devices (e.g., TASER 10™) each trigger pull deploys a single probe, the officer must pull the trigger twice to deploy two probes to create the possibility of neuro-muscular incapacitation.

304.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Officers should take appropriate actions to control and restrain the individual as soon as reasonably practicable to minimize the need for longer or multiple exposures to the CED. As soon as practicable, officers shall notify a supervisor any time the CED has been discharged. If needed for evidentiary purposes, the expended cartridge, along with any probes and wire, should

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

be submitted into evidence (including confetti tags, when equipped on the device). The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

304.5.6 DANGEROUS ANIMALS
The CED may be deployed against an animal if the animal reasonably appears to pose an imminent threat to human safety.

304.5.7 OFF-DUTY CONSIDERATIONS
Officers are not authorized to carry department CEDs while off-duty, excluding part-time jobs

Officers shall ensure that CEDs are secured while in their homes, vehicles, or any other area under their control, in a manner that will keep the device inaccessible to others.

304.6 DOCUMENTATION

Officers shall document all CED discharges in the related arrest/crime reports and Use of Force Report. Notification shall also be made to a supervisor in compliance with the Use of Force Policy and the LETB Uniform Statewide Policy on Deadly Force. Unintentional discharges, pointing the device at a person, audible warning, laser activation, and arcing the device, other than for testing purposes, will also be documented on the report form. Data downloads from the CED after use on a subject should be done as soon as practicable using a department-approved process to preserve the data.

304.6.1 REPORTS
The officer should include the following in the arrest/crime report:

(a) Identification of all personnel firing CEDs
(b) Identification of all witnesses
(c) Medical care provided to the subject
(d) Observations of the subject's physical and physiological actions
(e) Any known or suspected drug use, intoxication, or other medical problems

304.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel or officers trained in probe removal and handling should remove CED probes from a person's body. Used CED probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by CED probes, who have been subjected to the electric discharge of the device, or who sustained direct exposure of the laser to the eyes shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(a) The person is suspected of being under the influence of controlled substances and/or alcohol.

(b) The person may be pregnant.

(c) The person reasonably appears to be in need of medical attention.

(d) The CED probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).

(e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio/video recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the CED (see the Medical Aid and Response Policy).

304.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the CED may be used. A supervisor should respond to all incidents where the CED was activated.

A supervisor should review each incident where a person has been exposed to a CED. The device's internal logs should be downloaded and saved with the related arrest/crime report.

304.9 TRAINING

Personnel who are authorized to carry the CED shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the CED as a part of their assignments for a period of six months or more shall be recertified by a qualified CED instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued CEDs should occur every year. A reassessment of an officer's knowledge and/or practical skills may be required at any time, if deemed appropriate, by the Training Sergeant. All training and proficiency for CEDs will be documented in the officer's training files.

Command staff, supervisors, and investigators should receive CED training as appropriate for the investigations they conduct and review.

Officers who do not carry CEDs should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Training Sergeant is responsible for ensuring that all members who carry CEDs have received initial and annual proficiency training. Periodic audits should be used for verification.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Application of CEDs during training could result in injuries and should not be mandatory for certification.

The Training Sergeant should include the following training:

(a) A review of this policy.

(b) A review of the Use of Force Policy and the LETB Uniform Statewide policies on Deadly Force and Defensive Tactics Training Program.

(c) Performing weak-hand draws or cross-draws until proficient to reduce the possibility of unintentionally drawing and firing a firearm.

(d) Target area considerations, to include techniques or options to reduce the unintentional application of probes to the head, neck, area of the heart, and groin.

(e) Scenario-based training, including virtual reality training when available.

(f) Handcuffing a subject during the application of the CED and transitioning to other force options.

(g) De-escalation techniques.

(h) Restraint techniques that do not impair respiration following the application of the CED.

(i) Proper use of cover and concealment during deployment of the CED for purposes of officer safety.

(j) Proper tactics and techniques related to multiple applications of CEDs.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Officer-Involved Shootings and Deaths

305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of other action of an officer.

In other incidents not covered by this policy, the Chief of Police may decide that the investigation will follow the process provided in this policy.

305.2 POLICY

The policy of the Elkhart Police Department is to ensure that all firearm discharges, whether on or off-duty are investigated in a thorough, fair and impartial manner. This does not include firearm discharges that occur during training, recreational shooting or euthanizing an animal during your official police duties

Definition:

Public Safety Statement – A statement by an Officer who had substantial involvement in an OIS to a supervisor or investigator immediately following an OIS incident, for public safety factors. This statement may contain information such as number of rounds believed to be fired, number of victims and/or suspects, any additional dangers or threats to the public.

Officer Involved Shooting – Officer fires his/her weapon in the performance of their official police duties. This does not include training or the destruction of an animal.

Deadly Force - Defined as that force which reasonably creates substantial risk of causing death or serious bodily injury. “Serious bodily injury" is defined as; bodily injury that creates a substantial risk of death or that causes, serious permanent disfigurement, unconsciousness, extreme pain or permanent or protracted loss or impairment of the function of a bodily member or organ.

Administrative Leave – A work status indicating the Officer is temporarily relieved of his/her official police duties, which may be with or without pay.

Administrative Duty – A work status in which the Officer is only permitted to perform support job functions such as clerical or internal duties only.

305.3 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- A criminal investigation of the suspect’s actions.
- A criminal investigation of the involved officer’s actions.
- An administrative investigation as to policy compliance by involved officers.
- A civil investigation to determine potential liability.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

305.4 CONTROL OF INVESTIGATIONS

Investigators from surrounding agencies may be assigned to work on the criminal investigation of officer-involved shootings and deaths. This may include at least one investigator from the agency that employs the involved officer.

Jurisdiction is determined by the location of the shooting or death and the agency employing the involved officer. The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

305.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect's crime occurred. For example, Elkhart Police Department would control the investigation if the suspect's crime occurred in Elkhart.

If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Chief of Police and with concurrence from the other agency.

305.4.2 CRIMINAL INVESTIGATIONS OF OFFICER ACTIONS

The control of the criminal investigation into the involved officer's conduct during the incident will be determined by the employing agency's protocol. When an officer from this department is involved, the criminal investigation will be handled according to the Criminal Investigation section of this policy.

Requests made of this department to investigate a shooting or death involving an outside agency's officer shall be referred to the Chief of Police or the authorized designee for approval.

305.4.3 ADMINISTRATIVE INVESTIGATION

Regardless of where the incident occurs, the administrative investigation of each involved officer is controlled by the respective employing agency.

305.5 INVESTIGATION PROCESS

The following procedures are guidelines used in the investigation of an officer-involved shooting or death.

305.5.1 UNINVOLVED OFFICER RESPONSIBILITIES

Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved EPD officer will be the officer-in-charge and will assume the responsibilities of a supervisor until properly relieved. This officer should, as appropriate:

(a) Secure the scene and identify and eliminate hazards for all those involved.

(b) Take reasonable steps to obtain emergency medical attention for injured individuals.

(c) Request additional resources from the Department or other agencies

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(d) Coordinate a perimeter or pursuit of suspects.

(e) Check for injured persons and evacuate as needed.

(f) Brief the supervisor upon arrival.

305.5.2 SUPERVISOR RESPONSIBILITIES

Upon arrival at the scene, the first uninvolved EPD supervisor should ensure completion of the duties as outlined above, plus:

(a) Attempt to obtain a brief overview of the situation from any uninvolved officers.

(b) If necessary, the supervisor may administratively order any EPD officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.

1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses and any other pertinent information.
2. The initial on-scene supervisor shall not attempt to order any involved officer to provide any information other than public safety information.

(c) Provide necessary information to the Watch Commander and the Communication Center. If feasible, sensitive information should be communicated over secure networks.

(d) Take command of and secure the incident scene with additional EPD members until properly relieved by another supervisor or other assigned personnel or investigator.

(e) As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable location for further direction.

1. Each involved EPD officer should be given an administrative order not to discuss the incident with other involved officers or EPD members pending further direction from a supervisor.
2. When an involved officer's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or transported by other officers.

305.5.3 WATCH COMMANDER RESPONSIBILITIES

Upon learning of an officer-involved shooting or death, the Watch Commander shall be responsible for coordinating all aspects of the incident until he/she is relieved by the Chief of Police Assistant Chief or a Captain.

All outside inquiries about the incident shall be directed to the head investigative agency

305.5.4 NOTIFICATIONS

The following persons shall be notified as soon as practicable:

- Chief of Police

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

- Assistant Chief of Police
- Criminal Investigation Captain
- Patrol Division Captain
- Outside agency investigators (if appropriate)
- Professional Standards supervisor
- Peer support personnel
- Senior Chaplain or on-call Chaplain in the event of Senior Chaplain's absence.
- Involved officer’s agency representative (if requested)
- Public Information Officer

305.5.5 INVOLVED OFFICERS
. The following shall be considered for the involved officer:

(a) The Department will accommodate an officer's request for legal representation

1. Involved EPD officers shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.
2. Requests from involved non-EPD officers should be referred to their employing agency.

(b) Discussions with licensed attorneys will be considered privileged as attorney-client communications (I.C. § 34-46-3-1).

(c) Discussions with agency representatives will be privileged only as to the discussion of non-criminal information.

(d) A licensed psychotherapist shall be provided by the Department to each involved EPD officer. A licensed psychotherapist may also be provided to any other affected EPD members, upon request.

1. Interviews with a licensed psychotherapist will be considered privileged (I.C. § 34-46-3-1).
2. An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
3. A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).

(e) Communications with critical incident stress management services providers or chaplains are generally confidential and may not be disclosed to a third party or in a criminal, civil, or administrative proceeding without a court order or as authorized byI.C. § 36-8-2.5-3.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Each involved EPD officer shall be given paid administrative leave following an officer-involved shooting or death pursuant to the collective bargaining agreement. It shall be the responsibility of the Watch Commander to make schedule adjustments to accommodate such leave.

305.6 CRIMINAL INVESTIGATION

The lead investigative agency is responsible for the criminal investigation into the circumstances of any officer-involved shooting involving injury or death.

If available, investigative personnel from this department may be assigned to partner with investigators from outside agencies to avoid duplicating efforts in related criminal investigations.

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews no earlier than 48 hours or two full sleep cycles, whichever is more time. The following shall be considered for the involved officer:

(a) EPD supervisors and Professional Standards personnel should not participate directly in any voluntary interview of EPD officers. This will not prohibit such personnel from monitoring interviews or indirectly providing topics for inquiry.

(b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each involved officer's individual statement, involved officers shall not consult or meet with a representative or attorney collectively or in a group prior to being interviewed.

(c) If any involved officer is physically, emotionally or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.

(d) Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation, including an administrative investigation. However, no administratively coerced statement will be provided to any criminal investigators unless the officer consents.

(e) At no time will an Officer be mandated to make a statement during the criminal investigation.

(f) The Officer(s) involved in an OIS shall never be required to complete an Incident Report involving an OIS.

305.6.1 REPORTS BY INVOLVED EPD OFFICERS

In the event suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved EPD officers to provide sufficient

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved EPD officer may write the report, it is generally recommended such reports be completed by assigned investigators, who should interview all involved officers as victims/ witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved EPD officer of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures but should also be included for reference in the investigation of the officer-involved shooting or death.

305.6.2 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available law enforcement personnel for the following:

(a) Identification of all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.
2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, attempts to identify the witness prior to his/her departure should be made whenever feasible.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Department.

1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.

(c) Promptly contacting the suspect’s known family and associates to obtain any available and untainted background information about the suspect’s activities and state of mind prior to the incident.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

305.6.3 INVESTIGATIVE PERSONNEL

Once notified of an officer-involved shooting or death, it shall be the responsibility of the designated Criminal Investigation supervisor to assign appropriate investigative personnel to handle the investigation of related crimes.

All related department reports, except administrative and/or privileged reports, will be forwarded to the designated Criminal Investigation supervisor for approval. Privileged reports shall be maintained exclusively by members who are authorized such access. Administrative reports will be forwarded to the appropriate Captain.

305.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation of involved EPD officers to determine conformance with department policy. This investigation will be conducted under the supervision of the Professional Standards and will be considered a confidential officer personnel file.

Interviews of members shall be subject to department policies and applicable laws.

(a) Any officer involved in a shooting or death may be requested or administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.

(b) If any officer has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved officer.

    1. If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved officer shall be provided with a copy of the prior statement before proceeding with any subsequent interviews.

(c) In the event that an involved officer has elected not to provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.

    1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer's physical and psychological needs have been addressed before commencing the interview.

    2. If requested, the officer shall have the opportunity to select an uninvolved representative to be present during the interview. However, in order to maintain the integrity of each individual officer's statement, involved officers shall not consult or meet with a representative collectively or in groups prior to being interviewed.

    3. Administrative interviews should be recorded by the investigator. The officer may also record the interview.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

4. The officer shall be informed of the nature of the investigation. If an officer refuses to answer questions, the officer should be given the officer's *Garrity* rights and ordered to provide full and truthful answers to all questions. The officer shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally.
5. The Professional Standards shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.
6. Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Use of Force Policy and the LETB Uniform Statewide Policy on Deadly Force.
7. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

305.8 AUDIO AND VIDEO RECORDINGS

Any officer involved in a shooting or death shall not be permitted to review available Mobile Audio/Video (MAV), body-worn video, or other video or audio recordings prior to providing a recorded statement.

Any MAV, body-worn video, and other known video or audio recordings of an incident shall not be publicly released during an ongoing investigation without consulting the prosecuting attorney or City Attorney’s Office, as appropriate.

305.9 DEBRIEFING

Following an officer-involved shooting or death, the Elkhart Police Department should conduct both a critical incident/stress debriefing and a tactical debriefing.

305.9.1 CRITICAL INCIDENT/STRESS DEBRIEFING

A critical incident/stress debriefing should occur as soon as practicable. The Assistant Chief is responsible for organizing the debriefing. Notes and recorded statements should not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a traumatic event.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law or a valid court order.

Attendance at the debriefing shall only include those members of the Department directly involved in the incident, which can include support personnel (e.g., dispatcher, civilian). Family or other support personnel may attend with the concurrence of those involved in the incident. The debriefing shall be closed to the public and should be closed to all other members of the Department, including supervisory and Professional Standards personnel.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

305.9.2 TACTICAL DEBRIEFING

A tactical debriefing should take place no longer than 72 hours to identify any training or areas of policy that need improvement. The Chief of Police should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to the criminal and/or administrative investigators. There is nothing in this policy that prohibits the discussion about critical issues that arise out of an Officer involved Shooting or firearm discharge.

305.10 MEDIA RELATIONS

Media relations should be referred to the PIO Officer, the Prosecutor's Office or the investigating agency.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Firearms

306.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training. This policy will ensure the safety of law enforcement officers as well as promote the public safety and ensure a high level of public confidence in the competence and integrity of all Elkhart Police Officers in the performance of their official functions. This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies. This policy only applies to those members who are authorized to carry firearms.

306.2 POLICY

The Elkhart Police Department will equip its members with firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

DEFINITIONS

Qualify: Minimum passing score on firearms proficiency course.

Qualification Course: Live fire, firearms proficiency course, developed by the Elkhart Police Department Firearms Training unit and approved by the Services Division.

DNQ: Acronym for Did Not Qualify.

Limited Duty Status: Limited duty status in which an Officer is not permitted to work on duty, off duty or in any assignment which requires the officer to carry a firearm. Officers placed on Limited Duty Status are not authorized to operate department vehicles.

306.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use ammunition and firearms that are issued or approved by the Department and have been thoroughly inspected and approved by the Firearms Instructor. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized department range.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the member's Captain. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.

306.3.1 HANDGUNS

The authorized department-issued handgun is the Sig Sauer P320 9 mm.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

306.3.2 SHOTGUNS

The authorized department-issued shotguns are listed below:

MAKE	MODEL	CALIBER
Benelli	M4	12ga
Remington	870	12ga

When not deployed, the shotgun shall be properly secured consistent with department training in a locking weapons rack in the patrol vehicle.

306.3.3 PATROL RIFLES

The authorized department-issued patrol rifle is a AR-15 5.56/.223 style of rifle.

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

(a) Situations where the member reasonably anticipates an armed encounter.

(b) When a member is faced with a situation that may require accurate and effective fire at long range.

(c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.

(d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.

(e) When a member reasonably believes that a suspect may be wearing body armor.

(f) When authorized or requested by a supervisor.

(g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with department training in a locking weapons rack in the patrol vehicle.

306.3.5 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry department or personally owned secondary handguns are subject to the following restrictions:

(a) The handgun shall be in good working order and on the department list of approved firearms.

(b) Only one secondary handgun may be carried on the officer's person..

(c) Officers may have one additional handgun in their assigned vehicle for back up purposes. This handgun needs to be in a securely mounted holster and only accessible from the front passenger compartment of the assigned vehicle. Vehicles without a partition that restricts access to the from passenger compartment from the rear where individuals may be seated for transport are authorized to have a secured secondary weapon in the passenger compartment.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(d) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Department.

(e) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

(f) The handgun shall be inspected by the Firearms Instructor prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(g) Ammunition shall be the same as department issue. If the caliber of the handgun is other than department issue, the Chief of Police or the authorized designee shall approve the ammunition.

(h) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.

(i) Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to the Firearms Instructor, who will maintain a list of the information.

306.3.5 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is permitted by the Chief of Police but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as law enforcement officers, will be required to meet the following guidelines:

(a) A personally owned firearm shall be used, carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.

1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.

(b) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

(c) It will be the responsibility of the member to submit the firearm to the Firearms Instructor for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Firearms Instructor.

(d) Prior to carrying any off-duty firearm, the member shall demonstrate to the Firearms Instructor that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.

(e) The member will successfully qualify with the firearm prior to it being carried.

(f) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Firearms Instructor, who will maintain a list of the information.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(g) If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.

(h) Members shall only carry department-authorized ammunition.

(i) When armed, officers shall carry their badges and Elkhart Police Department identification cards under circumstances requiring possession of such identification.

306.3.6 AMMUNITION

Members shall carry only department-authorized ammunition. Members shall be issued fresh duty ammunition in the specified quantity for all department-issued firearms during the member's firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Firearms Instructor when needed, in accordance with established policy.

Members carrying personally owned authorized firearms of a caliber differing from department-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense.

306.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

306.4.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Firearms Instructor.

Firearms that are the property of the Department or personally owned firearms that are approved for department use may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Firearms Instructor.

Any repairs or modifications to the member's personally owned firearm shall be done at his/her expense and must be approved by the Firearms Instructor.

306.4.2 HOLSTERS

Only department-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

306.4.3 TACTICAL LIGHTS

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Firearms Instructor. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

306.4.4 OPTICS OR LASER SIGHTS

Optics or laser sights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Firearms Instructor. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

306.5 SAFE HANDLING, INSPECTION AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

(a) Members shall not unnecessarily display or handle any firearm.

(b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Firearms Instructor. Members shall not dry fire or practice quick draws except as instructed by the Firearms Instructor or other firearms training staff.

(c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels are present.

(d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels.

(e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.

(f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.

(g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department or a Firearms Instructor approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the Firearms Instructor will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

306.5.1 INSPECTION AND STORAGE
Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned firearms may be safely stored in lockers at the end of the shift. Department-owned firearms shall be stored in the appropriate equipment storage room. Handguns may remain loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded in a safe manner outside the building and then stored in the appropriate equipment storage room.

306.5.2 STORAGE AT HOME
Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil and criminal liability.

306.5.3 ALCOHOL AND DRUGS
Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or taken any combination thereof that would tend to adversely affect the member’s senses or judgment.

306.6 FIREARMS TRAINING AND QUALIFICATIONS
police

Prior to being granted approval by the Chief of Police to carry a firearm, each Elkhart Police Officer, Police Officer Recruit, Reserve Police Officer, Noise Enforcement Officer and Special Services Safety Officer must demonstrate his/her proficiency with a firearm by qualifying at the firearms shooting range on a course appropriately designed for the particular type of weapon used. Additionally, no Elkhart Police Officer, Police Officer Recruit, Reserve Police Officer, Noise Enforcement Officer or Special Services Safety Officer shall carry a firearm or be placed into a position in which deadly force might be required, without first receiving training in the Elkhart City Police Department policies on the use of deadly force (Policy 300).

A. QUALIFICATION SCORE

Qualification must be made with each firearm carried. Qualification must be made within a reasonable number of attempts, as determined by the Department Firearms Instructor, on the scheduled department firearms training date.

• Qualification must be made with each long gun (shotgun, patrol rifle, sub-machine gun) used or carried by each officer.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

B. FAILURE TO ATTEND

If an officer is unable to attend the mandatory firearms training/qualification for any reason, including injury, duty status or scheduling conflict, that officer shall submit a memorandum to his/her immediate supervisor prior to the scheduled training. The memorandum will be forwarded to the Services Division. The Services Captain will determine if the officer will be excused from the training.

• Any Officer who, after being scheduled to attend firearms training/qualification, fails to attend such qualification without prior approval from the Services Division, shall be placed on ***Limited Duty Status***(i.e not permitted to work, on duty or off duty, in assignments which require the officer to carry a firearm) until the officer qualifies with a passing score.

• The Services Division shall schedule the qualification and any related training as soon as possible.

C. RE-QUALIFICATION

In addition to the initial qualification, each Elkhart Police Officer, Police Officer Recruit, Reserve Police Officer, Noise Enforcement Officer and Special Services Safety Officer must demonstrate his/her proficiency by qualifying with his/her firearm periodically at the direction of the Chief of Police. As a minimum, re-qualification shall be required bi-annually.

• Qualification must be made with each firearm to be carried or for which approval to carry is sought.

• If a firearm is used which requires ammunition other than department issued, the individual must furnish his/her own ammunition and in the case of pistols, a sufficient number of spare magazines to complete the entire qualification course.

D. FAILURE TO QUALIFY

After Department Qualification, any officer that does not attain a passing score (**D**id **N**ot **Q**ualify or **DNQ**) must immediately:

• Schedule remedial training with the Services Division or with a department firearms instructor. The remedial training will be conducted within (7) days of the failed qualification. Remedial training will consist of instruction in basic firearms skill, safety issues and any other factors which may effect the shooter's performance.

• The Officer will immediately notify his/her division commander of his/her failure to qualify during the scheduled department qualification.

• The Officers division commander will ensure that the Officer is placed on ***limited duty*** **status** until the Officer has completed the remedial training and has successfully qualified.

• The Firearms Instructor in charge of the qualification shall notify the Services Captain of an **DNQ's**. The Services Captain will in turn notify the Chief of Police.

E. LONG-GUNS

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Only those Officers who have been trained by the Department and have qualified in the use of long-guns are authorized to carry and use such weapons. If the Officer fails to attend long-gun qualification or qualify with the long-gun, the Officer shall:

• Schedule remedial training with the Services Division or with a Department Firearms Instructor.

• Notify his/her immediate supervisor of his/her failure to qualify with a long-gun.

• The Officer will **not** be placed on **limited duty status,** but will no longer be authorized to utilize, carry, or deploy the long-gun on duty, until the officer qualifies with the weapon and receives a passing score.

• The Officers supervisor will confirm that the Officer has taken the long-gun out of service until the qualification is completed.

• If the Officer fails to qualify with the long-gun after remedial training or fails to meet the annual qualification requirement, the Officer is no longer authorized to carry the weapon. If the long-gun is Department owned and issued weapon, it must be immediately returned to the Services Division.

306.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status, or scheduling conflict, that member shall submit a memorandum to their immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their first shooting attempt shall be provided remedial training and will be subject to the following requirements:

(a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.

(b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.

(c) No range credit will be given for the following:

1. Unauthorized range make-up
2. Failure to meet minimum standards or qualify after remedial training

Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action.

306.7 FIREARM DISCHARGE

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to their supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

the additional reporting requirements set forth in the Use of Force Policy and the LETB Uniform Statewide Policy on Deadly Force.

In all other cases, written reports shall be made as follows:

(a) If on-duty at the time of the incident, the member shall file a written report with their Captain or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.

(b) If off-duty at the time of the incident, the member shall submit a written report or a recorded statement no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

306.7.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, conducted energy device, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed, becomes impractical, or if the animal reasonably appears to pose an imminent threat to human safety.

306.7.2 INJURED ANIMALS

With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical. A shotgun is the preferred weapon to destroy an injured or dangerous animal.

306.8 FIREARMS INSTRUCTOR DUTIES

The range will be under the exclusive control of the Firearms Instructor. All members attending will follow the directions of the Firearms Instructor. The Firearms Instructor will maintain a roster of all members attending the range and will submit the roster to the Training Sergeant after each range date. Failure of any member to sign in and out with the Firearms Instructor may result in non-participation or non-qualification.

The range shall remain operational and accessible to department members during hours established by the Department.

The Firearms Instructor shall be certified in firearms instruction. The Firearms Instructor has the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by members of this department to verify proper operation. The Firearms Instructor has the authority to deem unsafe and remove any department-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to the member's personally owned firearm; it will not be returned to service until it has been inspected and approved by the Firearms Instructor.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

The Firearms Instructor has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning, and safety of all firearms the member is authorized to carry.

The Firearms Instructor shall complete and submit to the Training Sergeant documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Department, a list of each member who completes the training. The Firearms Instructor should keep accurate records of all department-approved weapons, ammunition, munitions, training shoots, qualifications, repairs, maintenance, or other records as directed by the Training Sergeant.

306.9 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

(a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.

(b) Officers must carry their Elkhart Police Department identification card, bearing the officer's name, a full-face photograph, identification number, the officer's signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver's license, passport).

(c) The Elkhart Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the Elkhart Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.

(d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail his/her itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.

(e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.

(f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.

(g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

(i) Officers should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.

(j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

306.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

(a) The officer shall carry his/her Elkhart Police Department identification card whenever carrying such firearm.

(b) The officer may not be the subject of any current disciplinary action.

(c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.

(d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Vehicle Pursuits

307.1 PURPOSE AND SCOPE

This policy provides guidelines for vehicle pursuits in order to protect the safety of involved officers, the public and fleeing suspects.

307.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized emergency vehicle or emergency vehicle - Vehicles operated by a police agency, department or office, or the Department of Corrections, that are designated and used as an authorized emergency vehicle in accordance with I.C. § 9-21-20 and properly equipped with red and blue signal lamps and/or a siren, whistle, or bell as required/permitted by I.C. § 9-19.

Emergency Driving - In compliance with IC 9-21-1-8, the person who drives an authorized emergency vehicle when the vehicle is using audible or visual signals, as required by law and who is responding to an emergency call or fire, or who is in the pursuit of an actual or suspected violator of the law.

Blocking or vehicle intercept - A slow-speed coordinated maneuver where two or more pursuing vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop. The goal is containment and preventing a pursuit. Blocking is not a moving or stationary roadblock.

Boxing-in - A tactic designed to stop a suspect's vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.

Paralleling - When officers, not directly involved in a pursuit or a failure to yield situation, are traveling in the same direction or on an intercept course with the intent to be in a position to assist. Officers paralleling a pursuit are considered part of the pursuit, regardless of their proximity to the pursuit. Paralleling must be done with due regard for the safety of all persons.

Lawful intervention technique or pursuit intervention - An attempt to stop the suspect's ability to continue to flee in a vehicle through tactical application of technology, tire deflation devices, blocking or vehicle intercept, boxing-in, the precision immobilization technique (PIT), ramming, or roadblock procedures (I.C. § 9-21-1-0.5).

Precision immobilization technique (PIT) - A low-speed technique used by a trained law enforcement officer (pursuant to IC 9-21-1-8(b)(5) operating an authorized emergency vehicle to make contact at controlled speeds with the violator vehicle being pursued in order to push the rear of the violator vehicle to the point it spins causing the violator vehicle to stop.

Primary pursuing officer – The officer in the lead police vehicle during a pursuit.

Ramming - The deliberate act of contacting a suspect's vehicle with another law enforcement vehicle to functionally damage or otherwise force the suspect's vehicle to stop.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Roadblocks - A tactic designed to stop a suspect's vehicle by intentionally placing a law enforcement vehicle or other immovable object in the path of the suspect's vehicle.

Terminate - To discontinue a pursuit or stop chasing fleeing vehicles in compliance with this policy.

Tire deflation device - A device designed to puncture the tires of the pursued vehicle.

Trail - Following the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing vehicle will maintain sufficient distance from the pursuit vehicles so as to clearly indicate an absence of participation in the pursuit.

Vehicle pursuit - An event involving one or more law enforcement officers attempting to apprehend a suspect, who is attempting to avoid detention, apprehension, or arrest by an identified law enforcement officer while operating a vehicle by using high-speed driving or other evasive tactics, such as driving off a highway, turning suddenly, or driving in a legal manner but willfully failing to yield to an officer's emergency signal to stop.

Motorcycle - Any 2, 3 or 4 wheeled motorized vehicle where the occupants are not protected inside a cab or body structure.

307.2 POLICY

It is the policy of this department to weigh the importance of apprehending suspects who unlawfully flee from law enforcement against the risks associated with vehicle pursuits.

307.3 OFFICER RESPONSIBILITIES

Vehicle pursuits shall only be conducted by authorized personnel using authorized police department emergency vehicles that are equipped with and displaying emergency lighting and sirens as required by law (I.C. § 9-13-2-6(1)(B)).

Officers shall drive with due regard for the safety of all persons and property. However, officers may, when in pursuit of a suspect and provided there is no unreasonable risk to persons and property (I.C. § 9-21-1-8):

(a) Proceed past a red or stop signal or stop sign but only after slowing down as may be necessary for safe operation.

(b) Exceed the speed limit.

(c) Disregard regulations governing direction of movement or turning in specified directions.

(d) Park or stand in the roadway.

307.3.1 WHEN TO INITIATE A PURSUIT

Officers are authorized to initiate a pursuit when:

a. An officer can articulate that a suspect is attempting to evade arrest (I.C. § 35-44.1-3-1) or detention for a misdemeanor or felony that he/she has committed or is attempting to commit. (The act of fleeing does not constitute the authorization to initiate a pursuit)

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Factors that shall be considered, both individually and collectively, when deciding to initiate or continue a pursuit include, but are not limited to:

(a) The seriousness of the known or reasonably suspected crime and its relationship to community safety.

(b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists and others.

(c) The safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones) and the speed of the pursuit relative to these factors.

(d) The pursuing officers' familiarity with the area of the pursuit, the quality of radio communications between the pursuing vehicles and dispatcher/supervisor, and the driving capabilities of the pursuing officers under the conditions of the pursuit as well as the Officers experience and ability to remain calm and in control to continue with the pursuit

(e) The weather, traffic and road conditions that unreasonably increase the danger of the pursuit when weighed against the risks resulting from the suspect's escape.

(f) The identity of the suspect has been verified and there is comparatively minimal risk to public safety in allowing the suspect to be apprehended at a later time.

(g) The performance capabilities of the vehicles used in the pursuit in relation to the speed and other conditions of the pursuit.

(h) Emergency lighting and siren limitations on unmarked police department vehicles that may reduce visibility of the vehicle, such as visor or dash-mounted lights, concealable or temporary emergency lighting equipment and concealed or obstructed siren positioning.

(i) Vehicle speeds.

(j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).

(k) The availability of other resources, such as K-9 or other assistance.

(l) Motorcycles with a driver and passenger shall never be pursued.

(m) Pursuits with civilian riders are prohibited.

307.3.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be terminated whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect’s escape (I.C. § 9-21-1-8(d)).

When a supervisor directs the pursuit to be terminated, officers will immediately terminate the pursuit.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

The factors listed in this policy on when to initiate a pursuit will apply equally to the decision to terminate a pursuit. **Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists, themselves and the public when electing to continue a pursuit.**

In addition to the factors that govern when to initiate a pursuit, other factors should be considered in deciding whether to terminate a pursuit, including:

(a) The distance between the pursuing vehicle and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time or distance.

(b) The pursued vehicle's location is no longer definitely known.

(c) The pursuing vehicle sustains damage or a mechanical failure that renders it unsafe to drive.

(d) The pursuing vehicle's emergency lighting equipment or siren becomes partially or completely inoperable (I.C. § 9-21-1-8(c)).

(e) Hazards to uninvolved bystanders or motorists.

(f) The danger that the continued pursuit poses to the public, the officers or the suspect, balanced against the risk of allowing the suspect to remain at large.

(g) When the identity of the suspect is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit.

(h) When the risk of continuing the pursuit outweighs the seriousness of the crime, the pursuit shall be terminated.

307.3.3 NOTIFICATIONS AFTER TERMINATING A PURSUIT

After the termination of a pursuit, the primary pursuing officer should make the following notifications:

(a) the Communication Center should be notified:

1. That all emergency equipment (lights and sirens) has been deactivated
2. Of the location where the pursuit was terminated
3. Of the suspect's last known location and direction of travel
4. What actions officers took to terminate the pursuit (e.g., stationary, turned in the opposite direction)
5. If the pursuit is terminated by a lawful intervention technique
6. If the pursuit results in injury or death

(b) A supervisor should be notified:

1. If the pursuit is ended by a lawful intervention technique
2. If the pursuit resulted in an injury or death

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

307.4 PURSUIT VEHICLES

When involved in a pursuit, unmarked police department emergency vehicles should be replaced by marked emergency vehicles whenever practicable. If a marked authorized emergency vehicle joins the pursuit, an officer operating an unmarked emergency vehicle shall relinquish the lead in a pursuit, when safe and feasible to do so, to the marked authorized emergency vehicle.

Vehicle pursuits should be limited to three police department emergency vehicles (two pursuit vehicles and a support vehicle such as K-9 or supervisor) that are directly pursuing the fleeing vehicle. However, the number of vehicles involved will vary with the circumstances. While officers paralleling the pursuit are "considered part of the pursuit" they will not be included in the authorized number of officers that are directly pursuing the fleeing vehicle.

An officer or supervisor may request that additional vehicles join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the number of suspects. All other officers shall stay out of the pursuit but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the pursuit termination point at legal speeds, following the appropriate rules of the road.

307.4.1 MOTORCYCLES

When involved in a pursuit, police department motorcycles should be replaced by marked four-wheel emergency vehicles as soon as practicable.

If a marked authorized emergency vehicle joins the pursuit, an officer operating a motorcycle shall relinquish the lead in a pursuit, when safe and feasible to do so, to the marked authorized emergency vehicle.

307.4.2 VEHICLES WITHOUT EMERGENCY EQUIPMENT

Officers operating vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in any pursuit (I.C. § 9-19-5-3; I.C. § 9-19-14-5).

Officers in such vehicles may provide support to pursuing vehicles as long as the vehicle is operated in compliance with all traffic laws. Those officers should discontinue such support immediately upon arrival of a sufficient number of authorized emergency police department vehicles.

307.4.3 PRIMARY PURSUIT VEHICLE RESPONSIBILITIES

The initial pursuing officer will be designated as the primary pursuit vehicle and will be responsible for the conduct of the pursuit unless he/she is unable to remain reasonably close to the suspect's vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspect without unreasonable danger to the officer or others.

The primary pursuing officer in the pursuit shall engage emergency lights and sirens.

The primary pursuing officer must notify the dispatcher, commencing with a request for priority radio traffic, that a vehicle pursuit has been initiated, and as soon as practicable provide any known information including, but not limited to:

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(a) The location, direction of travel and estimated speed of the suspect's vehicle.

(b) The description of the suspect's vehicle including the license plate number, if known.

(c) The reason for the pursuit.

(d) The use of firearms, threat of force, violence, injuries, hostages or other unusual hazards.

(e) The number of occupants and identity or description.

(f) The weather, road and traffic conditions.

(g) The need for any additional resources or equipment.

(h) The identity of other law enforcement agencies involved in the pursuit.

Unless relieved by a supervisor or a secondary pursuing officer, the officer in the primary pursuit vehicle shall be responsible for broadcasting the progress of the pursuit. Unless circumstances reasonably indicate otherwise, the primary pursuing officer should relinquish the responsibility of broadcasting the progress of the pursuit to an officer in a secondary pursuit vehicle joining the pursuit to minimize distractions and allow the primary pursuing officer to concentrate foremost on safe pursuit tactics.

307.4.4 SECONDARY PURSUIT VEHICLE RESPONSIBILITIES

The second officer in the pursuit will be designated as the secondary pursuit vehicle and is responsible for:

(a) Immediately notifying the dispatcher of the officer's entry into the pursuit.

(b) Remaining a safe distance behind the primary pursuit vehicle unless directed to assume the role of primary pursuit vehicle or if the primary pursuit vehicle is unable to continue the pursuit.

(c) Broadcasting information that the primary pursuing officer is unable to provide.

(d) Broadcasting the progress of the pursuit, updating known or critical information, and providing changes in the pursuit, unless the situation indicates otherwise.

(e) Identifying the need for additional resources or equipment as appropriate.

(f) Serving as backup to the primary pursuing officer once the suspect has been stopped.

307.5 PURSUIT DRIVING

The decision to use specific driving tactics requires the same assessment of the factors the officer considered when determining whether to initiate and/or terminate a pursuit. The following are tactics for officers who are involved in the pursuit:

(a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to unusual maneuvers by the fleeing vehicle.

(b) Because intersections can present increased risks, the following tactics should be considered:

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1. Available officers not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.
2. Pursuing officers should exercise due caution and slow down as may be necessary when proceeding through controlled intersections.

(c) As a general rule, officers should not pursue a vehicle driving the wrong direction on a roadway, highway or freeway. In the event the pursued vehicle does so, the following tactics should be considered

1. Maintain visual contact with the pursued vehicle by paralleling the vehicle while driving on the correct side of the roadway.
2. Request other officers to observe exits available to the suspect.

(d) Notify other law enforcement agency if it appears that the pursuit may enter its jurisdiction.

(e) Officers involved in a pursuit should not attempt to pass other pursuing vehicles unless the situation indicates otherwise or they are requested to do so by the pursuing officer and with a clear understanding of the maneuver process between the involved officers.

(f) Officers shall obtain supervisor permission prior to leaving the Officer's jurisdiction, absent exigent circumstances.

307.5.1 PURSUIT TRAILING

In the event that initial pursuing officers relinquish control of the pursuit to another agency, the on-duty supervisor will determine how many units will be allowed to continue in the pursuit.

307.5.2 OFFICERS NOT INVOLVED IN THE PURSUIT

Uninvolved officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public and deploy tire deflating devices. Those officers should attempt to place their vehicles in locations that provide some safety or an escape route in the event of an unintended collision or if the suspect intentionally tries to ram the police department vehicle.

307.6 SUPERVISORY CONTROL AND RESPONSIBILITIES

Available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department.

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor, will be responsible for:

(a) Immediately notifying involved officers and the dispatcher of supervisory presence and ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit. This is to ensure that the pursuit is conducted within established department guidelines.

(b) Engaging in the pursuit, when appropriate, to provide on-scene supervision.

(c) Exercising management and control of the pursuit even if not engaged in it.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(d) Ensuring that no more than the required law enforcement vehicles are involved in the pursuit under the guidelines set forth in this policy.

(e) Directing that the pursuit be terminated if, in his/her judgment, it is not justified to continue the pursuit under the guidelines of this policy.

(f) Ensuring that assistance from, canines or additional resources is requested, if available and appropriate.

(g) Ensuring that the proper radio channel is being used.

(h) Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this department.

(i) Controlling and managing Elkhart Police Department officers when a pursuit enters another jurisdiction.

(j) Preparing a post-pursuit review and documentation of the pursuit as required.

307.6.1 WATCH COMMANDER RESPONSIBILITIES

Upon becoming aware that a pursuit has been initiated, the Watch Commander should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Watch Commander has the final responsibility for the coordination, control and termination of a vehicle pursuit and shall be in overall command.

The Watch Commander shall review all pertinent reports for content and forward them to the Captain.

307.7 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the involved officers should broadcast any additional pertinent information to assist other officers in locating the vehicle. The primary pursuing officer or supervisor will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

307.8 INTERJURISDICTIONAL CONSIDERATIONS

When a pursuit enters another agency's jurisdiction, the primary pursuing officer or supervisor, taking into consideration the distance traveled, unfamiliarity with the area and other pertinent facts, shall determine whether to request the other agency to assume the pursuit.

Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary pursuing officer or supervisor ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether the jurisdiction is expected to assist.

307.8.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

Officers will relinquish control of the pursuit when another agency has assumed the pursuit, unless the continued assistance of the Elkhart Police Department is requested by the agency assuming the pursuit. Upon relinquishing control of the pursuit, the involved officers may proceed, with supervisory approval, to the termination point of the pursuit to assist in the investigation.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

The supervisor should coordinate such assistance with the assuming agency and obtain any information that is necessary for any reports.

The roles and responsibilities of officers at the termination point of a pursuit initiated by this department shall be coordinated with appropriate consideration of the needs of the agency assuming the pursuit.

307.8.2 PURSUITS EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Officers from this department should not join a pursuit unless specifically requested to do so by the pursuing agency and with approval from a supervisor. The exception to this is when a single vehicle from the initiating agency is in pursuit. Under this circumstance, an officer from this department may, with supervisor approval, immediately join the pursuit until sufficient vehicles from the initiating agency join the pursuit or until additional information is provided allowing withdrawal from the pursuit.

When a request is made for this department to assist or take over a pursuit that has entered the jurisdiction of the Elkhart Police Department, the supervisor should consider:

(a) The public's safety within this jurisdiction.

(b) The safety of the pursuing officers.

(c) Whether the circumstances are serious enough to continue the pursuit.

(d) Whether there is adequate staffing to continue the pursuit.

(e) The ability to maintain the pursuit.

As soon as practicable, a supervisor or the Watch Commander should review a request for assistance from another agency. The Watch Commander or supervisor, after considering the above factors, may decline to assist in or assume the other agency's pursuit.

Assistance to a pursuing agency by officers of this department will conclude at the City limits, provided that the pursuing agency has sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

In the event that the termination point of a pursuit from another agency is within this jurisdiction, officers shall provide appropriate assistance including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

307.9 WHEN PURSUIT INTERVENTION IS AUTHORIZED

Whenever practicable, an officer shall seek approval from a supervisor before employing any intervention to stop the pursued vehicle. In deciding whether to use intervention tactics, officers/supervisors should balance the risk of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With this in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances apparent to the officer at the time of the decision.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

307.9.1 USE OF FIREARMS

The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers shall not utilize firearms during an ongoing pursuit unless the conditions and circumstances meet the requirements authorizing the use of deadly force. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

307.9.2 INTERVENTION STANDARDS

Any intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the officers, the public, or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of force, including deadly force, and are subject to policies guiding such use. Intervention tactics should only be used by officers who have received training in the tactic.

Officers shall consider these facts and requirements prior to deciding how, when, where, and if an intervention tactic should be employed (I.C. § 35-41-3-3(c)):

(a) Blocking or vehicle intercept should only be considered in cases involving felony suspects or impaired drivers who pose a threat to the public's safety, and when officers reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle. Blocking or vehicle intercept should only be used after giving consideration to the following:

1. The need to immediately stop the suspect vehicle or prevent it from leaving substantially outweighs the risk of injury or death to occupants of the suspect vehicle, officers, or others.
2. All other reasonable intervention tactics have failed or reasonably appear ineffective.
3. Employing the blocking or vehicle intercept maneuver does not unreasonably increase the risk of safety to those involved or the public.
4. The suspect vehicle is stopped or traveling at a low speed.
5. Only law enforcement vehicles should be used in this tactic.

(b) Ramming a fleeing vehicle should be done only after other reasonable tactical means at the officer's disposal have been exhausted or would not be effective, and immediate control is necessary. Ramming should be reserved for situations where there does not appear to be another reasonable alternative method. If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized. When ramming is used as a means to stop a fleeing vehicle, the following factors should be present:

1. The suspect is an actual or suspected felon, who reasonably appears to represent a serious threat to the public if not apprehended.
2. The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner or using the vehicle as a weapon.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(c) Boxing-in a suspect vehicle should only be attempted upon approval by a supervisor. The use of such a tactic must be carefully coordinated with all involved vehicles, taking into consideration the circumstances and conditions apparent at the time, as well as the potential risk of injury to officers, the public, and occupants of the pursued vehicle. Officers and supervisors should weigh the potential consequences against the need to immediately stop the vehicle.

(d) Tire deflation devices should be deployed only after consideration of those factors relevant to deciding whether to initiate or continue a pursuit and notification of pursuing officers and the supervisor of the intent and location of the intended deployment, and in a manner that:

1. Should reasonably only affect the pursued vehicle.
2. Provides the deploying officer adequate cover and escape from intentional or unintentional exposure to the approaching vehicle.
3. Takes into account the limitations of such devices as well as the potential risk to officers, the public, and occupants of the pursued vehicle.
4. Takes into account whether the pursued vehicle is a motorcycle, a vehicle transporting hazardous materials, or a school bus transporting children.

(e) Because roadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the intentional placement of roadblocks in the direct path of a pursued vehicle is generally discouraged and should not be deployed without prior approval of a supervisor. If roadblocks are deployed, it should only be done under extraordinary conditions when all other reasonable intervention tactics have failed or reasonably appear ineffective and the need to immediately stop the pursued vehicle substantially outweighs the risks of injury or death to occupants of the pursued vehicle, officers, or the public.

(f) The PIT should only be used after giving consideration to the following:

1. Supervisory approval should be obtained before using the technique.
2. The officer has been properly trained in pursuant to IC 9-21-1-8(b)(5)
3. The need to immediately stop the suspect vehicle in order to safeguard life or preserve public safety and where it reasonably appears to outweigh the risks of injury or death to occupants of the suspect vehicle, officers, or the public.
4. It reasonably appears the technique will terminate or prevent the pursuit.
5. Those factors relevant to deciding whether to initiate or continue a pursuit.
6. The technique should be used in accordance with department training guidelines and when so used it is considered a non-deadly use of force.
7. The availability of sufficient back-up officers when the technique is used to prevent the suspect vehicle from escaping after stopping.

307.10 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force that

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

Unless relieved by a supervisor, the primary pursuing officer should coordinate efforts to apprehend the suspect following the pursuit. Officers should consider the safety of the public and the involved officers when formulating plans for setting up perimeters or for containing and capturing the suspect.

When practicable, officers other than the primary pursuing officer should arrest and transport the suspect to jail.

307.11 REPORTING REQUIREMENTS

All appropriate reports shall be completed to comply with appropriate laws and policies or procedures.

(a) The primary pursuing officer shall complete appropriate crime/arrest reports.

(b) The primary pursuing officer or supervisor shall complete the appropriate pursuit report.

(c) Officers who deployed tire deflation devices, set up roadblocks, or applied other lawful intervention techniques shall report that information to the primary pursuing officer for documentation.

(d) After first obtaining the available information, on-duty field supervisor shall make notification per the notification protocols set in place. The following information may be included in the notification:

1. Date and time of the pursuit.
2. Initial reason and circumstances surrounding the pursuit.
3. Length of pursuit in distance and time, including the starting and termination points.
4. Involved vehicles and officers.
5. Alleged offenses.
6. Whether a suspect was apprehended, as well as the means and methods used.
    (a) Any use of force shall be reported and documented in compliance with the Use of Force Policy and the LETB Uniform Statewide Policy on Deadly Force..
7. Arrestee information, if applicable.
8. Any injuries and/or medical treatment.
9. Any property or equipment damage.
10. Name of the supervisor at the scene or who handled the incident.
11. A preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(e) After receiving copies of reports, logs, and other pertinent information, the Chief of Police or the authorized designee shall conduct or assign the completion of a post-pursuit review, as appropriate.

(f) Annually, the Chief of Police should direct a documented review and analysis of department vehicle pursuits to minimally include policy suitability, policy compliance, and training needs.

307.12 REGULAR AND PERIODIC PURSUIT TRAINING

In addition to initial and supplementary training on pursuits, all officers will participate, no less than annually, in regular and periodic training addressing this policy and the importance of vehicle safety and protecting the public. Training will include recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

307.12.1 ADDITIONAL TRAINING

The Training Sergeant shall make available annual training on any additional vehicle pursuit procedures, regulations, and rules of the Department, and the uniform statewide minimum standard for vehicle pursuits adopted by the Indiana Law Enforcement Training Board.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Officer Response to Calls

309.1 PURPOSE AND SCOPE

This policy provides officers with guidelines for the safe and appropriate vehicular response to emergency and non-emergency incidents or requests for assistance, whether these are dispatched or self-initiated.

309.2 POLICY

It is the policy of this department to appropriately respond to emergency and non-emergency calls for service or requests for assistance, whether these are dispatched or self-initiated.

309.3 RESPONSE TO CALLS

Officers responding to non-emergency calls shall proceed accordingly, unless they are sent or redirected to a higher priority call, and shall obey all traffic laws.

309.3.1 EMERGENCY CALLS

Officers responding to an emergency call shall proceed immediately and shall continuously operate the emergency vehicle lighting or siren as required by law (I.C. § 9-21-1-8).

Officers should only respond to a call as an emergency response when so dispatched or when circumstances reasonably indicate an emergency response is required. This includes, but is not limited to (I.C. § 9-19-14-3):

(a) When in pursuit or apprehending a violator or suspected violator.

(b) When responding to a reported emergency involving possible personal injury, death or significant property damage.

(c) When immediate assistance is requested by an officer or other law enforcement agency

(d) Officers shall obtain supervisor approval prior to leave his/her jurisdiction, absent exigent circumstances.

Officers not responding to a call as an emergency response shall observe all traffic laws and proceed without the use of emergency lights and siren.

309.4 REQUESTING EMERGENCY ASSISTANCE

When requesting emergency assistance, the involved department member should reasonably believe there is an imminent threat to the safety of him/herself or another person, or that assistance is needed to prevent imminent serious harm to the public.

If circumstances permit, the requesting member should provide the following information:

- Identifying badge number
- Location of the emergency situation
- Suspect information, including weapons

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

- Reason for the request and type of emergency
- The number of officers or resources required
- Hazards and any known or potential dangers for responding officers

In any event where a situation has stabilized and emergency response is not required, the requesting member shall immediately notify the dispatcher.

309.5 SAFETY CONSIDERATIONS

Officers responding to an emergency call shall proceed immediately as appropriate and shall continuously operate the emergency vehicle lighting or siren as required by law (I.C. § 9-13-2-6(1)(B)).

Responding with emergency lights or siren does not relieve the operator of an emergency vehicle of the duty to continue to drive with due regard for the safety of all persons and property, and does not protect the operator from the consequences of reckless disregard for the safety of others. However the officer may, when responding to a call with an emergency response, and provided there is no endangerment or unnecessary risk to persons and property (I.C. § 9-21-1-8):

- Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
- Exceed the speed limit.
- Disregard regulations governing direction of movement or turning in specified directions.
- Park or stand in the roadway.
- Execute lawful intervention techniques.
- The siren should not be used without the emergency lights.

309.6 EMERGENCY EQUIPMENT

Vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in an emergency response. Officers in such vehicles may provide support to pursuing vehicles as long as the vehicles are operated in compliance with all traffic laws. Those officers should terminate their involvement in any emergency response immediately upon the radio announcment of a sufficient number of emergency law enforcement vehicles (I.C. § 9-19-5-3).

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the emergency response and continue accordingly. The officer shall notify the Watch Commander, field supervisor or the dispatcher of the equipment failure so that another officer may be assigned to the emergency response.

309.7 OFFICER RESPONSIBILITIES

The decision to initiate or continue an emergency response is at the discretion of the officer. If, in the officer's judgment, the weather, traffic and road conditions do not permit such a response

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

without unreasonable risk, the officer may elect to respond to the call without the use of emergency lights and siren at the legal speed limit. In such an event, the officer should immediately notify the dispatcher. An officer shall also discontinue an emergency response when directed by a supervisor or as otherwise appropriate.

Upon receiving authorization or determining that an emergency response is appropriate, whenever practicable, an officer shall immediately give the location from which he/she is responding.

The first officer arriving at the emergency call should determine whether to increase or reduce the level of the response of additional officers and shall notify the dispatcher of his/her determination. Any subsequent change in the appropriate response level should be communicated to the dispatcher by the officer in charge of the scene unless a supervisor assumes this responsibility.

309.8 SUPERVISOR RESPONSIBILITIES

Upon being notified that an emergency response has been initiated or requested, the Watch Commander or the field supervisor shall verify that:

(a) The proper response has been initiated.

(b) No more than those officers reasonably necessary under the circumstances are involved in the response.

(c) Affected outside jurisdictions are being notified as practicable.

The field supervisor shall monitor the response until it has been stabilized or terminated and assert control by directing officers into or out of the response, if necessary. If, in the supervisor's judgment, the circumstances require additional officers to be assigned an emergency response, the supervisor may do so.

It is the supervisor's responsibility to terminate an emergency response that, in his/her judgment, is inappropriate due to the circumstances.

When making the decision to authorize an emergency response, the Watch Commander or the field supervisor should consider the following:

- The type of call or crime involved
- The type and circumstances of the request
- The necessity of a timely response
- Weather, traffic and road conditions
- The location of the responding officers and the location of the incident

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Canines

310.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of canines to augment law enforcement services in the community, including but not limited to locating individuals and contraband and apprehending criminal offenders.

310.2 POLICY

It is the policy of the Elkhart Police Department that teams of handlers and canines meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

310.3 ASSIGNMENT

Canine teams should be assigned to assist and supplement the Patrol Division to function primarily in assist or cover assignments. However, they may be assigned by the Watch Commander to other functions, such as routine calls for service, based on the current operational needs.

Canine teams should generally not be assigned to handle routine matters that will take them out of service for extended periods of time and then only with the approval of the canine supervisor.

310.4 CANINE SUPERVISOR

The canine supervisor shall be appointed by and directly responsible to the Patrol Captain or the authorized designee.

The responsibilities of the supervisor include, but are not limited to:

(a) Reviewing all canine use reports to ensure compliance with policy and to identify training issues and other needs of the program.

(b) Maintaining a liaison with the vendor kennel.

(c) Maintaining a liaison with command staff and functional supervisors.

(d) Maintaining a liaison with other agency canine coordinators.

(e) Maintaining accurate records to document canine activities.

(f) Recommending and overseeing the procurement of equipment and services for the teams of handlers and canines.

(g) Scheduling all canine-related activities.

(h) Ensuring the canine teams are scheduled for regular training to maximize their capabilities.

310.5 REQUESTS FOR CANINE TEAMS

Patrol Division members are encouraged to request the use of a canine. Requests for a canine team from department units outside of the Patrol Division shall be reviewed by the canine supervisor if readily available, if not then a patrol supervisor will review the request.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

310.5.1 OUTSIDE AGENCY REQUEST

All requests for canine assistance from outside agencies must be approved by the canine supervisor or patrol supervisor and are subject to the following:

(a) Canine teams shall not be used for any assignment that is not consistent with this policy.

(b) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.

(c) Calling out off-duty canine teams is discouraged for outside agency requests.

(d) It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.

(e) It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

310.5.2 PUBLIC DEMONSTRATION

All public requests for a canine team shall be reviewed and, if appropriate, approved by the canine supervisor prior to making any resource commitment. The canine supervisor is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols. Canine handlers shall not demonstrate any apprehension work unless authorized to do so by the canine supervisor.

310.6 APPREHENSION GUIDELINES

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has committed, is committing, or is threatening to commit any serious offense and if any of the following conditions exist:

(a) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer, or the handler.

(b) The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.

(c) The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.

Absent a reasonable belief that a suspect has committed, is committing, or is threatening to commit a serious offense, mere flight from a pursuing officer, without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Watch Commander. Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such canine use should

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect.

310.6.1 PREPARATION FOR DEPLOYMENT

Prior to the use of a canine to search for or apprehend any suspect, the canine handler and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. The information should include, but is not limited to:

(a) The nature and seriousness of the suspected offense.

(b) Whether violence or weapons were used or are anticipated.

(c) The degree of resistance or threatened resistance, if any, the suspect has shown.

(d) The suspect's known or perceived age.

(e) The potential for injury to officers or the public caused by the suspect if the canine is not utilized.

(f) Any potential danger to the public and/or other officers at the scene if the canine is released.

(g) The potential for the suspect to escape or flee if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

310.6.2 WARNINGS AND ANNOUNCEMENTS

Unless it would increase the risk of injury or escape, a clearly audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine. The handler should allow a reasonable time for a suspect to surrender and should quiet the canine momentarily to listen for any verbal response to the warning.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

If a warning is not to be given, the canine handler, when practicable, should first advise the supervisor of his/her decision before releasing the canine unless the suspect is armed. In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.

310.6.3 REPORTING DEPLOYMENTS, BITES AND INJURIES

Whenever a canine deployment results in a bite or causes injury to an intended suspect, a canine supervisor should be promptly notified and the injuries documented in a canine use report. The injured person shall be promptly transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.

Any unintended bite or injury caused by a canine, whether on- or off-duty, shall be promptly reported to the canine supervisor. Unintended bites or injuries caused by a canine should in a canine use report.

310.7 NON-APPREHENSION GUIDELINES

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine's suitability for such assignments based on the conditions and the particular abilities of the canine. When the canine is deployed in a search or other non-apprehension operation, the following guidelines apply:

(a) Absent a change in circumstances that present an imminent threat to officers, the canine or the public, such applications should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.

(b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

(c) Throughout the deployment the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him/herself known.

(d) Once the individual has been located, the handler should place the canine in a down-stay or otherwise secure it as soon as reasonably practicable.

310.7.1 ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

310.7.2 NARCOTICS DETECTION

A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

(a) The search of vehicles, buildings, bags and other articles.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(b) Assisting in the search for narcotics during a search warrant service.

(c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

A duel purpose trained canine will not be used to search a person for narcotics.

310.7.3 BOMB/EXPLOSIVE DETECTION

Because of the high risk of danger to the public and officers when a bomb or other explosive device is suspected, the use of a canine team trained in explosive detection may be considered. When available, an explosive-detection canine team may be used in accordance with current law and under certain circumstances, including:

(a) Assisting in the search of a building, structure, area, vehicle or article where an actual or suspected explosive device has been reported or located.

(b) Assisting with searches at transportation facilities and vehicles (e.g., buses, airplanes, trains).

(c) Preventive searches at special events, VIP visits, official buildings and other restricted areas. Searches of individuals should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives.

(d) Assisting in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected.

At no time will an explosive-detection trained canine be used to render a suspected device safe or clear.

310.8 HANDLER SELECTION

The minimum qualifications for the assignment of canine handler include:

(a) An officer with a minimum of 2 years of law enforcement experience.

(b) Residing in a family residence and have an adequate yard and provide a safe space for kenneling

(c) Living within 30 minutes travel time from the Elkhart City limits.

(d) Agreeing to be assigned to the position for the working career of the canine, the assignment of the canine will be determined by the canine supervisor after the handler leaves the unit.

310.9 HANDLER RESPONSIBILITIES

The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection and living conditions.

The canine handler will be responsible for the following:

(a) Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(b) The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.

(c) When a handler is off-duty for an extended number of days, the assigned canine vehicle should be stored at the Elkhart Police Department facility.

(d) Handlers shall permit the canine supervisor to conduct spontaneous on-site inspections of affected areas of their homes as well as their canine vehicles, to verify that conditions and equipment conform to this policy.

(e) Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the canine supervisor as soon as possible.

(f) Under no circumstances will the canine be lodged at another location unless approved by the canine supervisor

(g) When off-duty and outside the officers jurisdiction, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the canine supervisor.

(h) Whenever a canine handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the canine supervisor so that appropriate arrangements can be made.

310.9.1 CANINE IN PUBLIC AREAS

The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

(a) A canine shall not be left unattended in any area to which the public may have access.

(b) When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

310.10 HANDLER COMPENSATION

The canine handler shall be available for call-out under conditions specified by the canine supervisor.

The canine handler shall be compensated for time spent in the care, feeding, grooming and other needs of the canine in accordance with the Fair Labor Standards Act (FLSA), and according to the terms of the collective bargaining agreement between the handler and the City (29 USC § 207).

310.11 CANINE INJURY AND MEDICAL CARE

In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the canine supervisor immediately and appropriately documented.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler's personnel file.

310.12 TRAINING

Before assignment in the field, each canine team shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards. Cross-trained canine teams or those canine teams trained exclusively for the detection of narcotics and/or explosives also shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards established for their particular skills.

The canine supervisor shall be responsible for scheduling periodic training for all department members in order to familiarize them with how to conduct themselves in the presence of department canines. Because canines may be exposed to dangerous substances such as opioids, as resources are available, the canine coordinator should also schedule periodic training for the canine handlers about the risks of exposure and treatment for it.

All canine training shall be conducted while on-duty unless otherwise approved by the canine supervisor or Watch Commander.

310.12.1 CONTINUED TRAINING

Each canine team shall thereafter be re-certified to a current nationally recognized standard or other recognized and approved certification standards on an annual basis. Additional training considerations are as follows:

(a) Canine handlers are encouraged to engage in additional training with the approval of the canine supervisor..

(b) Canine handlers are encouraged to engage in additional training with approval of the canine coordinator.

(c) Handlers must maintain a minimum of 16 documented training hours a month.

310.12.2 FAILURE TO SUCCESSFULLY COMPLETE TRAINING

Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved. When reasonably practicable, pending successful certification, the canine handler shall be temporarily reassigned to regular patrol duties.

310.12.3 TRAINING RECORDS

All canine training records shall be maintained in the canine handler's and the canine's training file.

310.12.4 TRAINING AIDS

Training aids are required to effectively train and maintain the skills of canines. Officers possessing, using or transporting controlled substances or explosives for canine training purposes must comply with federal and state requirements. Alternatively, the Elkhart Police Department may work with outside trainers with the applicable licenses or permits.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

310.12.5 CONTROLLED SUBSTANCE TRAINING AIDS

Officers acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws (21 USC § 823(f)).

The Chief of Police or the authorized designee may authorize a member to seek a court order to allow controlled substances seized by the Elkhart Police Department to be possessed by the member or a narcotics-detection canine trainer who is working under the direction of this department for training purposes, provided the controlled substances are no longer needed as criminal evidence.

As an alternative, the Chief of Police or the authorized designee may request narcotics training aids from the Drug Enforcement Agency (DEA).

.

310.12.6 CONTROLLED SUBSTANCE PROCEDURES

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of the canine's accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

(a) All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.

(b) The weight and test results shall be recorded and maintained by this department.

(c) Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.

(d) All controlled substance training samples will be inspected, weighed and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the canine supervisor with a copy forwarded to the dispensing agency.

(e) All controlled substance training samples will be stored in locked, airtight and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the canine handler's assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.

(f) The canine supervisor shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.

(g) Any unusable controlled substance training samples shall be returned to the Evidence Unit or to the dispensing agency.

(h) All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency.

310.12.7 EXPLOSIVE TRAINING AIDS

Officers may possess, transport, store or use explosives or destructive devices in compliance with state and federal laws (18 USC § 842; 27 CFR 555.41; I.C. § 35-47.5-5-1).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Explosive training aids designed specifically for canine teams should be used whenever feasible. Due to the safety concerns in the handling and transportation of explosives, inert or non-hazardous training aids should be employed whenever feasible. The use of explosives or destructive devices for training aids by canine teams is subject to the following:

(a) All explosive training aids, when not in use, shall be properly stored in a secure facility appropriate for the type of materials.

(b) An inventory ledger shall be maintained to document the type and quantity of explosive training aids that are stored.

(c) The canine supervisor shall be responsible for verifying the explosive training aids on hand against the inventory ledger once each quarter.

(d) Only members of the canine team shall have access to the explosive training aids storage facility.

(e) A primary and secondary custodian will be designated to minimize the possibility of loss of explosive training aids during and after the training. Generally, the handler will be designated as the primary custodian while the trainer or authorized second person on-scene will be designated as the secondary custodian.

(f) Any lost or damaged explosive training aids shall be promptly reported to the canine supervisor, who will determine if any further action will be necessary. Any loss of explosives will be reported to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Domestic or Family Violence

311.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic or family violence through vigorous enforcement and to address domestic or family violence as a serious crime against society. The policy specifically addresses the commitment of the Elkhart Police Department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic or family violence.

311.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic or family violence, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

Domestic or family violence - When a family or household member commits, attempts to commit or conspires to commit any of the offenses specified in I.C. § 35-31.5-2-76 against another family or household member.

311.2 POLICY

The Elkhart Police Department's response to incidents of domestic or family violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic or family violence is criminal behavior. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

311.3 OFFICER SAFETY

The investigation of domestic or family violence cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

311.4 INVESTIGATIONS

The following guidelines should be followed by officers when investigating domestic or family violence cases:

(a) Calls of reported, threatened, imminent, or ongoing domestic or family violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.

(b) When practicable, officers should obtain and document statements from the victim, the suspect, and any witnesses, including children, in or around the household or location of occurrence.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.

(d) When practicable and legally permitted, video or audio record all significant statements and observations.

(e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Criminal Investigation in the event that the injuries later become visible.

(f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.

(g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement, and make an arrest or seek an arrest warrant if appropriate.

(h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence (I.C. § 35-33-1-1.5).

(i) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order, and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.

(j) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:

1. Whether the suspect lives on the premises with the victim.
2. Claims by the suspect that the victim provoked or perpetuated the violence.
3. The potential financial or child custody consequences of arrest.
4. The physical or emotional state of either party.
5. Use of drugs or alcohol by either party.
6. Denial that the violence occurred where evidence indicates otherwise.
7. A request by the victim not to arrest the suspect.
8. Location of the incident (public/private).
9. Speculation that the complainant may not follow through with the prosecution.
10. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or marital status of the victim or suspect.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

11. The social status, community status, or professional position of the victim or suspect.

311.4.1 IF A SUSPECT IS ARRESTED
If a suspect is arrested, officers should:

(a) Advise the victim that there is no guarantee the suspect will remain in custody.

(b) Provide victim with any practical assistance.

311.4.2 IF NO ARREST IS MADE
If no arrest is made, the officer should:

(a) Advise the parties of any options, including but not limited to:

1. Voluntary separation of the parties.

2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness assistance).

(b) Document the resolution in a report or a Domestic Violence Referral Form.

311.5 VICTIM ASSISTANCE

Because victims may be traumatized or confused, officers should be aware that a victim's behavior and actions may be affected.

(a) Victims shall be provided with the department's domestic violence information and the victims' rights information handouts, even if the incident may not rise to the level of a crime (I.C. § 35-33-1-1.5).

(b) Victims should also be alerted to any available victim advocates, shelters and community resources.

(c) When an involved person requests law enforcement assistance while removing essential items of personal property, officers shall stand by for a reasonable amount of time (I.C. § 35-33-1-1.5).

(d) If the victim has sustained injury or complains of pain, officers should seek medical assistance for the victim as soon as practicable.

(e) Officers should ask the victim whether he/she has a safe place to stay and assist in arranging transportation to an alternate shelter or other designated place of safety if the victim either expresses a concern for his/her safety or if the officer determines that a need exists (I.C. § 35-33-1-1.5).

(f) Officers should make reasonable efforts to ensure that any children or dependent adults who are under the supervision of the suspect or victim are being properly cared for and if necessary contact the Indiana Child Abuse and Neglect Hotline or Adult Protective Services.

(g) If appropriate, officers should seek or assist the victim in obtaining an emergency order.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(h) All reasonable steps to prevent further violence should be taken whether or not listed above (I.C. § 35-33-1-1.5).

311.6 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic or family violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265; I.C. § 34-26-5-17). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state, except for certain mutual protection orders.

A certified copy of an order for protection is not required for enforcement nor is a paper copy if the order is retrievable from a database in a perceivable form. If a foreign court order is not presented, an investigating officer may consider other information to determine under a totality of the circumstances whether there is probable cause to believe that a valid foreign court order exists (I.C. § 34-26-5-17).

If an investigating officer determines that an otherwise valid foreign court order cannot be enforced because the subject of the order has not been notified or served with the order, the officer shall (I.C. § 34-26-5-17):

(a) Inform the subject of the order.

(b) Serve the order on the subject of the order.

(c) Ensure that the order and service of the order are entered into the state depository.

(d) Allow the subject of the order a reasonable opportunity to comply with the order before enforcing the order.

(e) Ensure the safety of the protected person while giving the subject of the order the opportunity to comply with the order.

311.7 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and, where appropriate and practicable:

(a) Ask the subject of the order about his/her notice or receipt of the order, knowledge of its terms and efforts to respond to the order.

(b) Check available records or databases that may show the status or conditions of the order.

(c) Contact the issuing court to verify the validity of the order.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

311.8 STANDARDS FOR ARRESTS

Officers investigating a domestic or family violence report should consider the following:

(a) An officer investigating a crime involving domestic or family violence should make an arrest of a suspect when lawful to do so (unless a supervisor grants an exception) (I.C. § 35-33-1-1.5).

(b) A person arrested for an offense or attempted offense involving the use of force or threatened use of a deadly weapon committed against a current or former spouse, parent, guardian, person with whom the person shared a child in common or cohabitant shall be kept in custody for at least eight hours from the time of the arrest even if the person provides bail pursuant to I.C. § 35-33-1-1.7 (I.C. § 35-31.5-2-78).

(c) An officer may arrest a person for the following offenses upon probable cause even if the offense did not rise to the level of a felony or was not committed in the officer's presence (I.C. § 35-33-1-1):

    (a) Domestic battery

    (b) Interference with reporting of a crime

    (c) Preventing the reporting of a crime involving domestic or family violence

311.9 ORDERS REQUIRED TO BE ENTERED INTO IDACS

The Services Captain or other person designated by the Chief of Police shall serve as the Indiana Data and Communications System (IDACS) coordinator for the Department. The Services Captain shall ensure a depository of protective orders is appropriately administered pursuant to I.C. § 5-2-9-5 et seq. and that court orders are entered into IDACS pursuant to I.C. § 34-26-5-18 (I.C. § 5-2-9-1.2).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Search and Seizure

312.1 PURPOSE AND SCOPE

Both the federal and state constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Elkhart Police Department personnel to consider when dealing with search and seizure issues.

312.2 POLICY

It is the policy of the Elkhart Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

312.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions to the rule that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

312.4 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

(a) Members of this department will strive to conduct searches with dignity and courtesy.

(b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.

(c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.

(d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.

(e) Whenever practicable, a search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

(f) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:

1. Another officer or a supervisor should witness the search.
2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

312.5 DOCUMENTATION

Officers are responsible for documenting any search and for ensuring that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search including a description of any property or contraband seized
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Child Abuse

313.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Elkhart Police Department members are required to notify the Department of Child Services (DCS) via the Indiana Child Abuse and Neglect Hotline of suspected child abuse.

313.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency or law enforcement.

313.2 POLICY

The Elkhart Police Department will investigate all reported incidents of alleged criminal child abuse and ensure DCS is notified as required by law.

313.3 MANDATORY NOTIFICATION

Members of the Elkhart Police Department shall notify DCS the Indiana Child Abuse and Neglect Hotline when there is reason to believe a child may be the victim of abuse or neglect, whether or not there exists an imminent danger to the child's health or welfare (I.C. § 31-33-5-1; I.C. § 31-33-7-7).

For purposes of notification, child abuse or neglect means a child described in I.C. § 31-34-1-1 through I.C. § 31-34-1-5, regardless of whether the child needs care, treatment, rehabilitation, or the coercive intervention of a court (I.C. § 31-9-2-14).

Members of the Elkhart Police Department shall also notify DCS anytime a suspected child victim of an offense under I.C. § 35-42-3.5-1 through I.C. § 35-42-3.5-1.4 (e.g., human trafficking, sexual trafficking/conduct, forced labor, forced marriage, prostitution), or I.C. § 35-45-4-1 et seq. (e.g., indecent acts, prostitution) is detained and may be a victim of child abuse or neglect (I.C. § 35-42-3.5-4; I.C. § 35-45-4-7).

313.3.1 NOTIFICATION PROCEDURE

Notification shall occur as soon as practicable as follows (I.C. § 31-33-5-4):

(a) Members should make an oral report by calling DCS or its child abuse and neglect hotline. Members may also fax or email reports of abuse or neglect to the appropriate child protective services agency.

(b) If the child has died, the member shall also call and forward related reports to the appropriate Prosecuting Attorney (I.C. § 31-33-8-4).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

313.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for child abuse investigations. These investigators should:

(a) Conduct interviews in child-appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to child abuse investigations.

(c) Present all cases of alleged child abuse to the Prosecuting Attorney for review (I.C. § 31-33-8-10).

(d) Coordinate with other enforcement agencies, social service agencies, and school administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians, and support for the child and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

313.5 INVESTIGATIONS AND REPORTING

Officers shall collaborate with DCS or the applicable child protective services agency whenever there is reason to believe that an offense has been committed, regardless of whether the officers believe there is an imminent danger to the child's health (I.C. § 31-33-7-7; I.C. § 31-33-8-2).

In all reported or suspected cases of child abuse, a report will be written. Officers shall write a report even if the allegations appear unfounded or unsubstantiated (I.C. § 31-33-8-8).

Investigations and reports related to suspected cases of child abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officers in all circumstances where a suspected child abuse victim was contacted.

(b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.

(c) Any relevant statements the child may have made and to whom he/she made the statements.

(d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(e) Documentation of any visible injuries or any injuries identified by the child. This shall include photographs of such injuries, if practicable.

1. Color photographs should be taken when possible (I.C. § 31-33-8-3).

(f) Whether the child victim was transported for medical treatment or a medical examination.

(g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.

(h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(i) Previous addresses of the victim and suspect.

(j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim’s environment.

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

313.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact DCS. Generally, removal of a child from his/her family, guardian, or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation (I.C. § 31-33-8-8).

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to DCS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian:

(a) Upon a court order or warrant (I.C. § 31-33-8-8; I.C. § 31-21-6-14; I.C. § 31-34-2-1).

(b) When the member has probable cause to believe the child is in need of services and (I.C. § 31-34-2-3):

1. It appears that the child's physical or mental condition will be seriously impaired or seriously endangered if the child is not immediately taken into custody.
2. There is no reasonable opportunity to obtain an order of the court.
3. Consideration for the safety of the child precludes the immediate use of family services to prevent removal of the child.

Appropriate documentation should be completed and forwarded to DCS as soon as practicable whenever an officer takes a child into custody (I.C. § 31-34-2-6).

313.6.1 SAFE HAVEN LAW

Officers shall take custody of a child who appears to be not more than 30 days old who is voluntarily left with the officer by a parent without an expressed intent to return for the child. Whenever practicable and necessary, an officer who takes custody of a child under such circumstances should take appropriate steps to protect the child's physical health or safety. Any person voluntarily

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

leaving the child is not obligated to disclose the parent's or the person's own name (I.C. § 31-34-2.5-1).

The officer taking custody of the child shall immediately notify DCS or a licensed child-placing agency to assume the care, control, and custody of the child (I.C. § 31-34-2.5-2).

313.7 INTERVIEWS

313.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

313.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the child need to be addressed immediately.
2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.

(b) A court order or warrant has been issued.

313.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian, or agency having legal custody of the child. The officer should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

Officers should request and obtain a copy of all photographs and a summary of X-rays and other medical care provided if available (I.C. § 31-33-10-3).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

313.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking, or use of narcotics (I.C. § 31-34-1-2).

313.9.1 SUPERVISOR RESPONSIBILITIES

The Criminal Investigation supervisor should:

(a) Work with professionals from the appropriate agencies, including DCS, other law enforcement agencies, medical service providers, and local prosecutors to develop community-specific procedures for responding to situations where there are children endangered by their exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Criminal Investigation supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives at the scene.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social, and other conditions that may affect the child.

313.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

(a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.

(b) Request Communications notify the on-call CID Detective.

313.10 STATE MANDATES AND OTHER RELEVANT LAWS

This department shall investigate alleged child abuse or neglect in the same manner that the Department conducts any other criminal investigation (I.C. § 31-33-8-2).

313.10.1 PROCESSING REPORTS AND RECORDS

The department shall release or forward any information, including copies of reports, to DCS and the appropriate juvenile court (I.C. § 31-33-7-7; I.C. § 31-33-8-11).

313.10.2 RELEASE OF REPORTS

Information related to incidents of child abuse or suspected child abuse, or the death of a child, shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (I.C. § 31-33-18-1; I.C. § 31-33-18-2).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

313.10.3 CHILD FATALITY REVIEW TEAMS
This department will cooperate with, and provide documents upon request to, a local or state child death review team (I.C. § 16-49-2-1; I.C. § 16-49-2-4; I.C. § 16-49-3-5; I.C. § 16-49-6-4; I.C. § 16-49-5-2).

313.11 TRAINING

The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include (I.C. § 5-2-8-2):

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting forensic interviews.

(c) Availability of therapy services for children and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to child abuse investigations.

(f) Availability of victim advocate or guardian ad litem support.

(g) Recognizing abuse that requires mandatory notification to another agency.

313.12 TRAINING

The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include (I.C. § 5-2-8-1):

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting forensic interviews.

(c) Availability of therapy services for children and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to child abuse investigations.

(f) Availability of victim advocate or guardian ad litem support.

(g) Recognizing abuse that requires mandatory notification to another agency.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Adult Abuse

314.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Elkhart Police Department members as required by law.

314.1.1 DEFINITIONS

Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

314.2 POLICY

The Elkhart Police Department will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

314.3 MANDATORY NOTIFICATION

A member of the Elkhart Police Department shall notify Adult Protective Services (APS) when the member reasonably believes a person has been the victim of adult abuse (I.C. § 35-46-1-13(c); I.C. § 12-10-3-9; I.C. § 12-10-3-10(b)).

For purposes of notification, adult abuse includes the battery, neglect, exploitation, or threat thereof, of a person who is 18 years or older and is incapable by reason of mental illness, developmental or intellectual disability, or dementia, or otherwise lacks the capacity to manage his/her property or to provide or direct the provision of self-care (I.C. § 12-10-3-2).

314.3.1 NOTIFICATION PROCEDURE

Notification shall be made as soon as practicle to the APS hotline or local APS unit, and should include as much of the following as is known (I.C. § 12-10-3-10):

(a) The name, age and address of the victim

(b) The names and addresses of family members or other persons financially responsible for the victim's care or other individuals who may be able to provide relevant information

(c) The apparent nature and extent of the alleged neglect, battery or exploitation and the victim's physical and mental condition

(d) The name, address and telephone number of any person who reported the alleged abuse to the Department and the basis of the reporter's knowledge

(e) The name and address of the alleged offender

(f) Any other relevant information regarding the circumstances of the endangered adult

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

314.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of adult abuse. These investigators should:

(a) Conduct interviews in appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to adult abuse investigations.

(c) Present all cases of alleged adult abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

314.5 INVESTIGATIONS AND REPORTING

All reported or suspected cases of adult abuse require documentation, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.

(b) Any relevant statements the victim may have made and to whom he/she made the statements.

(c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.

(e) Whether the victim was transported for medical treatment or a medical examination.

(f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.

(g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.

(h) Previous addresses of the victim and suspect.

(i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim’s environment.

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

314.6 PROTECTIVE CUSTODY

Removal of an adult abuse victim from his/her family, guardian or other responsible adult is the responsibility of APS (I.C. § 12-10-3-23; I.C. § 12-10-3-28).

When it appears necessary to protect adult abuse victims by taking the victim into protective custody, members should contact APS and request APS to obtain an emergency protective order.

314.7 INTERVIEWS

314.7.1 PRELIMINARY INTERVIEWS

Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available.

314.7.2 DETAINING VICTIMS FOR INTERVIEWS

An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the adult need to be addressed immediately.
2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.

(b) A court order or warrant has been issued.

314.8 MEDICAL EXAMINATIONS

When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

314.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

314.9.1 SUPERVISOR RESPONSIBILITIES

The Criminal Investigation supervisor should:

(a) Work with professionals from the appropriate agencies, including APS, other law enforcement agencies, medical service providers and local prosecutors to develop community-specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Criminal Investigation supervisor that he/she has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives at the scene.

314.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives at the scene should:

(a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate.

(b) Notify thea supervisor so an interagency response can begin.

(c) Provide a copy of the standard case report to APS.

314.10 TRAINING

The Department should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include (I.C. § 5-2-8-2):

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting interviews.

(c) Availability of therapy services for adults and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to adult abuse investigations.

(f) Availability of victim advocates or other support.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Missing Persons

316.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations (I.C. § 5-2-17-1 et seq.).

316.1.1 DEFINITIONS

Definitions related to this policy include:

High risk - A person whose whereabouts are not known and who may be at risk of injury or death. High risk includes, but is not limited to, a missing person (I.C. § 5-2-17-1):

(a) Who is missing as a result of abduction by a stranger.

(b) Whose disappearance may be the result of the commission of a crime.

(c) Whose disappearance occurred under circumstances that are inherently dangerous.

(d) At risk due to abduction by a noncustodial parent.

(e) Who is mentally impaired.

(f) Under the age of 21.

(g) Who has previously been the victim of a threat or act of violence.

(h) Who has been determined by a law enforcement agency to be at risk for injury or death.

Missing person - Any person who is reported missing to law enforcement when that person's location is unknown.

Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC), the Indiana Data and Communication System (IDACS) and the Indiana Clearinghouse for Missing Children and Missing Endangered Adults (I.C. § 10-13-3-35).

316.2 POLICY

The Elkhart Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. Priority shall be given to missing person cases over property-related cases. Members will initiate an investigation into all reports of missing persons, regardless of the length of time the person has been missing.

316.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

The Criminal Investigation supervisor shall ensure the following forms and kits are developed and available:

- Missing person report form
- Missing person investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

- Missing person school notification form
- Medical records release form
- Biological sample collection kits

316.4 ACCEPTANCE OF REPORTS

Any member encountering an individual who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone, electronically or in-person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report (I.C. § 5-2-17-4; I.C. § 5-2-17-5; I.C. § 12-10-18-1; I.C. § 31-36-1-1).

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction.

If jurisdiction is in question, the officer shall advise the individual to also make a report to the law enforcement agency having jurisdiction where the missing person was last seen or, if that place is unknown, where the missing person resides (I.C. § 5-2-17-4).

316.5 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

(a) Respond to a dispatched call as soon as practicable and begin the investigation (I.C. § 31-36-2-1; I.C. § 12-10-18-4).

(b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be high risk (I.C. § 5-2-17-6(b)).

1. If the missing person is under 18 years of age, provide the reporting party with the information pamphlet from the Indiana State Police (ISP) about the National Center for Missing and Exploited Children and the National Runaway Safeline (I.C. § 5-2-17-7; I.C. § 10-11-2-34).

(c) Notify a supervisor immediately if there is evidence that a missing person is either high risk or may qualify for a public alert, or both (see the Public Alerts Policy).

(d) Broadcast an alert if the person is high risk. This shall be immediately broadcast as required by I.C. § 5-2-17-10(d).

(e) Ensure that entries are made into the appropriate missing person networks:

1. Immediately, when the missing person is high risk (I.C. § 5-2-17-10(d)).

2. In all other cases, as soon as practicable, recommended within two hours, but not later than five hours, from the time of the initial report (I.C. § 31-36-1-2; I.C. § 5-2-17-10(c)).

(f) Complete the appropriate report forms accurately and completely as required (I.C. § 5-2-17-6; I.C. § 12-10-18-1; I.C. § 12-10-18-2; I.C. § 31-36-1-1; I.C. § 31-36-1-2).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(g) Initiate a search as applicable under the facts.

(h) Collect and/or review:

1. A photograph and fingerprint card of the missing person, if available.
2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
3. Any documents that may assist in the investigation, such as court orders regarding custody.
4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).

(i) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier.

(j) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to a high-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

(k) If the missing person qualifies for an AMBER Alert™ or a Silver Alert, contact the ISP as soon as practical (I.C. § 12-10-18-3).

(l) As necessary, obtain the assistance of other law enforcement agencies including the ISP (I.C. § 5-2-17-10(a)).

(m) As appropriate, the officer shall inform other law enforcement agencies of a high-risk missing person (I.C. § 5-2-17-10(b)).

(n) If requested, inform the individual making the report, a family member of the missing person and any other individual who may be helpful in locating the missing person of the following (I.C. § 5-2-17-7):

1. The general procedure for handling missing person cases.
2. The approach of the case, unless disclosure would adversely affect the investigation.
3. That additional information may be required if the missing person is not promptly located or if additional information is discovered in the course of the investigation.
4. Provide contact information for the NCMEC or the Americas Missing Adults, or other similar organizations and advise that those organizations may provide additional resources.

316.6 REPORT PROCEDURES AND ROUTING

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

316.6.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include, but are not limited to:

(a) Reviewing and approving missing person reports upon receipt.

1. The reports should be promptly sent to the Records Section.

(b) Ensuring resources are deployed as appropriate.

(c) Initiating a command post as needed.

(d) Ensuring applicable notifications and public alerts are made and documented.

(e) Ensuring that records have been entered into the appropriate missing person networks.

(f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.

1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

(g) Assessing new information that may make the person high risk (I.C. § 5-2-17-6(b)).

(h) Making a determination to stop the investigation if the person is not missing or is voluntarily missing (I.C. § 5-2-17-6(c)).

1. If the investigation is cancelled, ensure the investigative steps and results of the investigation are properly documented (I.C. § 5-2-17-6(d)).

2. Ensure that the location of the missing person is not disclosed to others if the missing person requests confidentiality (I.C. § 5-2-17-6(e)).

(i) Determining if a photograph of the missing person should be released to the public (I.C. § 5-2-17-9).

(j) Making a determination regarding the release of information to other agencies, the media and the public (I.C. § 12-10-18-3).

316.6.2 RECORDS SECTION RESPONSIBILITIES

The responsibilities of the Records Section receiving member shall include, but are not limited to:

(a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.

(b) Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen.

(c) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.

(d) Forwarding a copy of the report to the Criminal Investigation.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(e) Forwarding copies of a missing child report to all agencies as required by I.C. § 31-36-1-3.

(f) Coordinating with the NCIC Terminal Contractor for Indiana to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

316.7 CRIMINAL INVESTIGATION FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

(a) Should ensure that the missing person's school, child care center or child home care is notified no later than 15 days after completion of the report if the missing person is a child less than 13 years of age (I.C. § 31-36-1-4).

1. The notice shall be in writing and should also include a photograph.
2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information, if the school receives a call requesting the transfer of the missing child's files to another school (I.C. § 31-36-1-5).

(b) Should recontact the reporting party and/or other witnesses within 30 days of the initial report and within 30 days thereafter to keep them informed, as appropriate, and to determine if any additional information has become available.

(c) Should consider contacting other agencies involved in the case to determine if any additional information is available.

(d) Shall verify and update IDACS, NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).

(e) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.

(f) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).

(g) Should make appropriate inquiry with the Coroner.

(h) Should obtain and forward medical records, dental records, photos, X-rays and biological samples, as applicable (I.C. § 5-2-17-8; I.C. § 31-36-2-3).

(i) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph as appropriate and enter the photograph into applicable missing person networks (34 USC § 41308).

(j) Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs).

(k) Shall update the NCIC's Missing Person File if an arrest warrant is issued for a person who abducted or unlawfully retained a missing child (I.C. § 31-36-2-5).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(l) Shall search the NCIC's Wanted Person File for reports of arrest warrants issued for persons who allegedly abducted or unlawfully retained children and compare these reports to the missing child's NCIC Missing Person File (I.C. § 31-36-2-2).

(m) Shall update the investigation upon the discovery of new information and forward the information to the appropriate agencies and organizations (I.C. § 31-36-2-2).

(n) Shall report as soon as possible relevant information to the FBI’s Violent Criminal Apprehension Program (ViCAP) (I.C. § 5-2-17-9).

(o) In the case of a high-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

316.8 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies and refer the case for additional investigation if warranted. When a missing child is found, notification shall be promptly made to all involved agencies, and persons as provided in I.C. § 31-36-2-6.

The Services Captain shall ensure that, upon receipt of information that a missing person has been located, the following occurs:

(a) The missing child’s school, child care center or child care home is promptly notified (I.C. § 31-36-2-6).

(b) Entries are made in the applicable missing person networks.

(c) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

316.8.1 UNIDENTIFIED PERSONS

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

(a) Obtain a complete description of the person.

(b) Enter the unidentified person’s description into the NCIC Unidentified Person File.

(c) Use available resources, such as those related to missing persons, to identify the person.

316.9 CASE CLOSURE

The Criminal Investigation supervisor may authorize the closure of a missing person case after considering the following:

(a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(b) If the missing person is a resident of Elkhart or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.

(c) If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.

(d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

316.10 TRAINING

Subject to available resources, the Training Sergeant should ensure that members of this department whose duties include missing person investigations and reports receive training that includes:

(a) The initial investigation:

1. Assessments and interviews
2. Use of current resources, such as Mobile Audio/Video (MAV)
3. Confirming missing status and custody status of minors
4. Evaluating the need for a heightened response
5. Identifying the zone of safety based on chronological age and developmental stage

(b) Briefing of department members at the scene.

(c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).

(d) Verifying the accuracy of all descriptive information.

(e) Initiating a neighborhood investigation.

(f) Investigating any relevant recent family dynamics.

(g) Addressing conflicting information.

(h) Key investigative and coordination steps.

(i) Managing a missing person case.

(j) Additional resources and specialized services.

(k) Update procedures for case information and descriptions.

(l) Preserving scenes.

(m) Internet and technology issues (e.g., Internet use, cell phone use).

(n) Media relations.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(o) Understanding and correctly entering medical or dental information into a database (I.C. § 5-2-17-10(c)).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Public Alerts

317.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

317.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

317.3 RESPONSIBILITIES

317.3.1 MEMBER RESPONSIBILITIES

Members of the Elkhart Police Department should notify their supervisors, Watch Commander or Criminal Investigation supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and the public could assist in locating a missing person, apprehending a dangerous person or gathering information.

317.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible for making the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police, the appropriate Captain and the Public Information Officer when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for:

(a) Updating alerts.

(b) Canceling alerts.

(c) Ensuring all appropriate reports are completed.

(d) Preparing an after-action evaluation of the investigation to be forwarded to the Captain

317.4 AMBER™ ALERTS

AMBER™ Alerts are used to provide a statewide system for the rapid dissemination of information regarding abducted children (I.C. § 10-13-5-1).

317.4.1 CRITERIA

The following criteria are utilized to determine if an AMBER™ Alert should be requested (I.C. § 10-13-5-4):

(a) An officer has a reasonable belief that an abduction has occurred.

(b) An officer believes that a child is in imminent danger of serious bodily injury or death.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(c) Enough descriptive information exists about the victim and the abductor for this department to request that the superintendent of the Indiana State Police (ISP) issue an AMBER™ Alert.

(d) The victim of the abduction is a child less than 18 years of age.

(e) The victim is a temporary or permanent resident of the state of Indiana.

317.4.2 PROCEDURE

The following procedures for initiating an AMBER™ Alert are used when a member of the Elkhart Police Department receives a report from a parent or guardian that a child is missing:

(a) The member receiving the information shall notify all on-duty officers of the existence of a missing child report.

(b) The member receiving the information shall communicate the report to all adjoining and regional law enforcement agencies.

(c) The member receiving the report shall transmit the information to the superintendent of the Indiana State Police.

317.5 BLUE ALERTS

Blue Alerts are used to provide a statewide system for the rapid dissemination of information regarding specific incidents relating to law enforcement officers (I.C. § 10-13-8-1).

317.5.1 CRITERIA

The following criteria are circumstances warranting a Blue Alert (I.C. § 10-13-8-8):

(a) A law enforcement officer has been killed or seriously injured while in the line of duty.

(b) The suspect has not been apprehended and may be a serious threat to the public or other law enforcement personnel.

(c) Sufficient information is available to disseminate to the public that could assist in locating the suspect.

(d) If a law enforcement officer is missing while in the line of duty, sufficient information is available to disseminate to the public that could assist in locating the law enforcement officer.

317.5.2 PROCEDURE

The following is the procedure for initiating a Blue Alert:

(a) Before requesting activation of the Blue Alert system this department shall verify the criteria for activating the Blue Alert System has been met (I.C. § 10-13-8-8).

(b) An officer will notify the superintendent of the Indiana State Police (ISP) and request activation of the Blue Alert System (I.C. § 10-13-8-10).

(c) The superintendent of the ISP will notify the appropriate participants in the Blue Alert System if there is sufficient information available to disseminate to the public that could assist in locating the missing law enforcement officer or a suspect (I.C. § 10-13-8-10).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(d) The superintendent of the ISP shall determine the appropriate geographic boundaries of the alert based on the nature of the suspect and the circumstances surrounding the crime or the last known location of the missing law enforcement officer (I.C. § 10-13-8-8).

(e) The area of the alert may be less than state-wide if the superintendent of the ISP determines that the nature of the event makes it probable that the suspect or the missing law enforcement officer is within a certain geographic location.

(f) An officer shall, as soon as practicable, notify the superintendent of the ISP upon locating the suspect or the missing law enforcement officer (I.C. § 10-13-8-13).

(g) The superintendent of the ISP shall terminate any activation of the Blue Alert System if the suspect or the law enforcement officer is located or if the superintendent of the ISP determines that the Blue Alert System is no longer an effective tool for locating the suspect or law enforcement officer (I.C. § 10-13-8-14).

317.6 SILVER ALERTS

Silver Alerts are used to provide a statewide system for the rapid dissemination of information regarding a missing endangered adult, missing endangered child, or high-risk missing person (I.C. § 10-13-5-4.6).

317.6.1 CRITERIA

A Silver Alert should be activated when:

(a) An officer believes that a missing person meets the criteria for being a missing endangered adult, a missing endangered child, or a high-risk missing person (I.C. § 12-7-2-131.3; I.C. § 12-10-18-0.5; I.C. § 10-13-5-4.4; I.C. § 5-2-17-1).

317.6.2 PROCEDURE

The following is the procedure for initiating a Silver Alert when members of the Elkhart Police Department receive information that a person is missing who is an endangered missing adult, a missing endangered child, or a high-risk missing person. The investigating officer (I.C. § 5-2-17-10; I.C. § 12-10-18-3):

(a) Shall verify that the criteria for requesting a Silver Alert has been satisfied.

(b) Shall instruct the officers of the Elkhart Police Department to be alert for the disabled adult or high-risk missing person.

(c) May notify the ISP and request assistance.

(d) Shall make an entry into the National Crime Information Center (NCIC) within two hours of receiving the report.

(e) Shall make an entry into any other appropriate database within 24 hours of receiving the report.

(f) May forward the missing person report to:

1. Any appropriate law enforcement agency
2. The Indiana Data and Communications System (IDACS)

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

3. Indiana Clearinghouse for Information on Children and Missing Endangered Adults
4. A broadcaster or newspaper

317.7 A CHILD IS MISSING

ACIM may be used in conjunction with the Amber Alert System or as a stand alone system when a child, elderly or disabled person is missing.

317.7.1 CRITERIA

The following criteria are utilized in the use of ACIM.

1. Juveniles

a. The juvenile must be 17 years or younger

b. First time runaway

c. Reporting party must be an adult responsible for the child.

2. Senior Citizen

a. The subject must be 65 years of age or older, unless he/she has been diagnosed with Alzheimer's

b.Being gone is out of character for the subject

3. Disabled Person

a. The person has a physical or mental impairment that severly limits self-care.

b. The person is dependant upon life sustaning medication.

317.7.2 PROCEDURE

1.Verify the criteria for ICIM has been met and notify a supervisor.

2. Notify Communication that ACIM is being contacted.

3. Initial Officer will contact ACIM and give all nessasary information needed to the center.

4. Complete standard case report and follow up paperwork from ACIM.

317.8 COMMUNICATION

Communications will notify all EPD personal through the departments notification/paging system of any Amber, Silver, or Blue alerts.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Victim and Witness Assistance

318.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

318.2 POLICY

The Elkhart Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The members of the Elkhart Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy (Ind. Const. Art. 1 § 13(b)).

318.3 CRIME VICTIM LIAISON

The Chief of Police may appoint a member of the Department to serve as the crime victim liaison. The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Elkhart Police Department regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

318.4 CRIME VICTIMS

Officers should provide all victims with the applicable victim information handouts.

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources.

Members should inform sexual assault victims of their rights and distribute state Sexual Assault Response Team pamphlets upon initial contact or as soon as practicable thereafter (I.C. § 35-40.5-5-1; I.C. § 35–40.5–7–1). The victim may opt for a relative or close friend to act as a representative to receive the information. Members should obtain a signature from the victim or representative confirming receipt of the state required documents.

318.4.1 VICTIM NOTIFICATION

When a person in the custody of the Elkhart Police Department escapes from custody or the victim makes a notification request regarding the release of a suspect, the department shall notify the victim as soon as practicable (I.C. § 35-40-7-1; I.C. § 35-40-7-3).

While in EPD custody and if requested by the victim the Elkhart Police Department shall notify the victim as soon as practicable when the Elkhart Police Department is informed that (I.C. § 35-40-7-2):

(a) A bond hearing is scheduled

(b) The death of the accused individual occurs

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

318.5 VICTIM INFORMATION

The Service Captain shall ensure that victim information handouts are available and current. These should include as appropriate:

(a) Shelters and other community resources for victims including domestic violence and sexual assault victims.

(b) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage, and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109).

(c) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.

(d) A clear explanation of relevant court orders and how they can be obtained.

(e) Information regarding available compensation for qualifying victims of crime.

(f) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.

(g) Notice regarding U visa and T visa application processes.

(h) Resources available for victims of identity theft.

(i) Sexual assault assault victim's rights pamphlets as developed by the state sexual assault response team and related rights and notices regarding sexual assault victims as set forth in I.C. § 35-40.5-5-1 and I.C. § 35-40.5-7-1.

(j) A place for the officer's name, badge number, and any applicable case or incident number.

318.6 WITNESSES

Officers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Bias Crimes

319.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

319.1.1 DEFINITIONS

Definitions related to this policy include:

Bias crime - A crime motivated by prejudice based on actual or perceived race, color, religion, national origin, ethnicity, gender, sexual orientation, gender identity or expression, or disability of the victim. This includes an offense based on actual or perceived creed or because the person or owner or occupant of an affected property was associated with any other recognizable group or affiliation (I.C. § 10-13-3-1).

319.2 POLICY

The Elkhart Police Department recognizes and places a high priority on the rights of all individuals guaranteed under the state and federal constitution and incorporated in state and federal law.

319.3 PREVENTION AND PREPARATION

While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for likely bias crimes by:

(a) Making an affirmative effort to establish contact with persons and groups within the community who are likely targets of bias crimes, and forming networks that address prevention and response.

(b) Providing victim assistance and community follow-up or identifying available resources.

(c) Educating community and civic groups about bias crime laws.

319.4 INVESTIGATIONS

Whenever any member of this department receives a report of a suspected bias crime or other activity that reasonably appears to involve a potential bias crime, the following should occur:

(a) Assigned officers should promptly contact the victim, witness or reporting party to investigate the matter further, as circumstances may dictate.

(b) A supervisor should be notified of the circumstances as soon as practicable.

(c) Once the in-progress aspect of any such situation has been stabilized (e.g., treatment of victims or arrest of suspects at the scene), the assigned officers should take reasonable steps to preserve evidence that establishes a possible bias crime.

(d) Based upon available information, officers should take appropriate action to mitigate further injury or damage to potential victims or the community.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(e) Depending on the situation, the assigned officers or supervisor may request assistance from investigators or other resources.

(f) The assigned officers should interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a bias crime.

(g) The assigned officers should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as required by the Victim and Witness Assistance Policy.

(h) The assigned officers should include all available evidence indicating the likelihood of a bias crime in the relevant reports. All related reports should be clearly marked “bias Crime” to enable identification for federal hate crime reporting.

(i) The assigned officers and supervisor should take reasonable steps to ensure that any such situation does not escalate further and should provide information to the victim regarding legal aid (e.g., a Petition for a Temporary Protective Order) through the courts or City Attorney.

319.4.1 CRIMINAL INVESTIGATION RESPONSIBILITIES

If a bias crime case is assigned to the Criminal InvestigationDivision, the assigned investigator will be responsible for:

(a) Coordinating further investigation with the Prosecuting Attorney and other appropriate law enforcement agencies.

(b) Maintaining contact with the victim and other involved individuals, as needed.

319.5 TRAINING

All members of this department should receive training on bias crime recognition and investigation.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Standards of Conduct

320.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Elkhart Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

320.2 POLICY

The continued employment or appointment of every member of this department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

320.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

320.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict will not be held accountable for disobedience of the lawful order or directive that was initially issued.

The person countermanding the original order shall notify the person issuing the original order, indicating the action taken and the reason.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

320.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

(a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.

(b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.

(c) Directing a subordinate to violate a policy or directive, acquiescing to such a violation, or exhibiting indifference to such a violation.

(d) Exercising unequal or disparate authority toward any member for malicious or other improper purpose.

320.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Indiana Constitutions and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause.When practical a specific policy or rule violation should be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

320.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service.

320.5.1 LAWS, RULES AND ORDERS

(a) Violation of, or ordering or instructing a subordinate to violate, any policy, procedure, rule, order, directive or requirement, or failure to follow instructions, contained in department or City manuals.

(b) Disobedience of any legal directive or order issued by any department member of a higher rank.

(c) Violation of federal, state, local or administrative laws, rules or regulations.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

320.5.2 ETHICS

(a) Using or disclosing one's status as a member of the Elkhart Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.

(b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.

(c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).

(d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.

(e) Offer or acceptance of a bribe or gratuity.

(f) Misappropriation or misuse of public funds, property, personnel or services.

(g) Any other failure to abide by the standards of ethical conduct.

320.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

320.5.4 RELATIONSHIPS

(a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.

(b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.

(c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.

(d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.

(e) Associating on a personal, rather than official, basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of, such criminal activities, except as specifically directed and authorized by this department.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

320.5.5 ATTENDANCE

(a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.

(b) Unexcused or unauthorized absence or tardiness.

(c) Excessive absenteeism or abuse of leave privileges.

(d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without reasonable excuse.

320.5.6 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

(a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member's position with this department.

(b) Disclosing to any unauthorized person any active investigation information.

(c) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.

(d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any department property for personal use, personal gain, or any other improper or unauthorized use or purpose.

(e) Using department resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.

320.5.7 EFFICIENCY

(a) Neglect of duty.

(b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.

(c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.

(d) Unauthorized sleeping during on-duty time or assignments.

(e) Failure to notify the Department within 24 hours of any change in residence address or contact numbers.

(f) Failure to notify the Human Resources Department of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

320.5.8 PERFORMANCE

(a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any workrelated investigation.

(b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive, or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.

(c) Failure to participate in investigations, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.

(d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.

(e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.

(f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:

1. While on department premises.
2. At any work site, while onduty or while in uniform, or while using any department equipment or system.
3. Gambling activity undertaken as part of an officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.

(g) Improper political activity including:

1. Unauthorized attendance while onduty at official legislative or political sessions.
2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while onduty, on department property or while in any way representing him/herself as a member of this department, except as expressly authorized by City policy, the collective bargaining agreement or the Chief of Police.

(h) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the collective bargaining agreement, or the Chief of Police.

(i) Any act on- or off-duty that brings discredit to this department.

320.5.9 CONDUCT

(a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

enforcement agency or that may result in criminal prosecution or discipline under this policy.

(b) Unreasonable and unwarranted force to a person encountered or a person under arrest.

(c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.

(d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.

(e) Engaging in horseplay that reasonably could result in injury or property damage.

(f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City

(g) Criminal, dishonest or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.

(h) Unauthorized possession of, loss of or damage to department property or the property of others, or endangering it through carelessness or maliciousness.

(i) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.

(j) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any collective bargaining agreement including fraud in securing the appointment or hire.

(k) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.

(l) Any conduct, on or off-duty, which adversely affects or impairs the morale, efficiency, or operation of the Department and/or any conduct that has a tendency to adversely affect, lower or destroy public respect and confidence in the Department or members.

320.5.10 SAFETY

(a) Failure to observe or violating department safety standards or safe working practices.

(b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver's license, first aid).

(c) Unsafe firearm or other dangerous weapon handling, including loading or unloading firearms in an unsafe manner, either on- or off-duty.

(d) Unsafe or improper driving habits or actions in the course of employment or appointment.

(e) Any personal action contributing to a preventable traffic accident.

(f) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within a reasonable amount of time.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

320.5.11 INTOXICANTS

(a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, synthetic drugs i.e. marijuana & bath salts, medication or drugs, whether legal, prescribed or illegal.

(b) Possession or use of alcohol while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Department Use of Social Media

322.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

322.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

322.2 POLICY

The Elkhart Police Department will use social media as a method of effectively informing the public about department services, issues, investigations, recruitment and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

322.3 AUTHORIZED USERS

Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member’s chain of command.

322.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the department mission and conforms to all department policies regarding the release of information may be posted.

Examples of appropriate content include:

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(a) Announcements.

(b) Tips and information related to crime prevention.

(c) Investigative requests for information.

(d) Requests that ask the community to engage in projects that are relevant to the department mission.

(e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.

(f) Traffic information.

(g) Media releases.

(h) Recruitment of personnel.

322.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

322.5 PROHIBITED CONTENT

Content that is prohibited from posting includes, but is not limited to:

(a) Content that is abusive, discriminatory, inflammatory or sexually explicit.

(b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.

(c) Any information that could compromise an ongoing investigation.

(d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Elkhart Police Department or its members.

(e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects or the public.

(f) Any content posted for personal use.

(g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this Department's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

322.5.1 PUBLIC POSTING PROHIBITED

Department social media sites shall be designed and maintained to prevent posting of content by the public.

The Department may provide a method for members of the public to contact department members directly.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

322.6 MONITORING CONTENT

The Chief of Police will appoint a supervisor to review, at least annually, the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

322.7 RETENTION OF RECORDS

The Service Captain should work with the Records Manager to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

322.8 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Report Preparation

323.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to those members of the Department who complete investigations and reports as a part of their duties.

323.2 POLICY

It is the policy of the Elkhart Police Department that members shall act with promptness and efficiency in the preparation and processing of all reports. Reports shall document sufficient information to refresh the member's memory and shall provide enough detail for follow-up investigation and successful prosecution.

323.3 EXPEDITIOUS REPORTING

An incomplete report, unorganized reports or reports that are delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or to a special priority made necessary under exceptional circumstances.

323.4 REPORT PREPARATION

Reports should be sufficiently detailed for their purpose and free from errors prior to submission and approval. It is the responsibility of the member to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads or arrest reports where the suspect remains in custody should not be held.

All reports shall accurately reflect the identity of all persons involved; all pertinent information seen, heard or assimilated by any other sense; and any actions taken. Members shall not suppress, conceal or distort the facts of any reported incident, nor shall any member make a false report orally or in writing. Generally, the reporting member's opinions should not be included in reports unless specifically identified as such.

323.4.1 ELECTRONIC SIGNATURES

The Elkhart Police Department has established an electronic signature procedure for use by all members of the Elkhart Police Department. The Patrol Captain shall be responsible for maintaining the electronic signature system, ensuring that each member creates a unique, confidential password for his/her electronic signature and that the use of electronic signatures otherwise complies with the law (I.C. § 26-2-8-101, et. seq.).

(a) Members may only use their electronic signatures for official reports or other official communications.

(b) Each member shall be responsible for the security and use of his/her electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

323.5 REQUIRED REPORTING

In all of the following situations, members shall complete reports using the appropriate department-approved forms and reporting methods, unless otherwise approved by a supervisor.

The reporting requirements are not intended to be all-inclusive. A member may complete a report if he/she deems it necessary or as directed by a supervisor.

323.5.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident as deemed necessary..

Activity to be documented in a written report includes:

(a) All arrests.

(b) All felony crimes.

(c) Incidents involving criminal threats, terrorist threats, and stalking.

(d) Situations covered by separate policy. These include:

1. Use of Force Policy.
2. Domestic or Family Violence Policy.
3. Child Abuse Policy.
4. Adult Abuse Policy.
5. Bias Crimes Policy.
6. Suspicious Activity Reporting Policy.
7. LETB Uniform Statewide Policy on Deadly Force.

(e) All misdemeanor crimes where the victim desires a report.

Misdemeanor crimes where the victim does not desire a report shall be documented using the department-approved alternative reporting method (e.g., a dispatch log).

323.5.2 NON-CRIMINAL ACTIVITY

Non-criminal activity to be documented includes:

(a) Any found property or found evidence.

(b) All protective custody and welfare detentions.

(c) Any time a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy).

(d) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.

(e) Suspicious incidents that may place the public or others at risk.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(f) Any use of force by members of this department against any person (see the Use of Force Policy and the LETB Uniform Statewide Policy on Deadly Force).

(g) Any firearm discharge (see the Firearms Policy).

(h) Any time a member points a firearm at any person.

(i) Any traffic accidents above the minimum reporting level (see the Traffic Accidents Policy).

(j) Whenever the member believes the circumstances should be documented or at the direction of a supervisor.

323.5.3 MISCELLANEOUS INJURIES

Any injury that is reported to this department shall require a report when:

(a) The injury is a result of a known drug overdose.

(b) There is an attempted suicide.

(c) The injury is major or serious, and potentially fatal.

(d) The circumstances surrounding the incident are suspicious in nature and it is desirable to document the event.

323.5.4 DEATHS

Death investigations require specific investigation methods, depending on the circumstances. They should be handled in accordance with the Death Investigation Policy. The handling member should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following incidents shall be appropriately investigated and documented:

(a) Unattended deaths (no physician or qualified hospice care during the period preceding death)

(b) Sudden, accidental or suspicious deaths

(c) Suicides

(d) Homicide or suspected homicide

(e) Found dead bodies or body parts

323.5.5 CITY PERSONNEL OR PROPERTY

Incidents involving City personnel or property shall require a report when:

(a) An injury occurs as the result of an act of a City employee or on City property.

(b) There is damage to City property or equipment.

323.6 ALTERNATIVE REPORTING FOR VICTIMS

Reports that may be submitted by the public via online or other self-completed reporting processes include:

(a) Lost property.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(b) Misdemeanor thefts of property, other than firearms or materials threatening to public safety, when there is no suspect information or serial number or ability to trace the item.

1. Misdemeanor thefts of cellular telephones may be reported even though they have a serial number.

(c) Misdemeanor vandalism with no suspect information and no hate crime implications.

(d) Vehicle burglaries with no suspect information or evidence.

(e) Stolen vehicle attempts with no suspect information or evidence.

(f) Annoying telephone calls with no suspect information.

(g) Identity theft without an identifiable suspect.

(h) Online or email fraud solicitations without an identifiable suspect and if the financial loss classifies the crime as a misdemeanor.

(i) Hit-and-run vehicle accidents with no suspect or suspect vehicle.

(j) Supplemental property lists.

Members at the scene of one of the above incidents should not refer the reporting party to any alternative means of reporting without authorization from a supervisor. Members may refer victims to online victim assistance programs (e.g., the Federal Communications Commission (FCC) website for identity theft; the Internet Crime Complaint Center (IC3) website for computer crimes).

323.7 REVIEW AND CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should complete a correction form stating the reasons for rejection.

The original report and the correction form should be returned to the reporting member for correction as soon as practicable. It shall be the responsibility of the originating member to ensure that any report returned for correction is processed in a timely manner.

323.7.1 CHANGES AND ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Records Section for filing and distribution shall not be modified or altered except by way of a supplemental report.

Reviewed reports that have not yet been submitted to the Records Section may be corrected or modified by the authoring member only with the knowledge and authorization of the reviewing supervisor.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Media Relations

324.1 PURPOSE AND SCOPE

This policy provides guidelines for the release of official department information to the media. It also addresses coordinating media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

324.2 POLICY

It is the policy of the Elkhart Police Department to protect the privacy rights of individuals when releasing non-confidential information to the media regarding topics of public concern. Information that has the potential to negatively affect investigations will not be released.

324.3 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police. In situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval the, (PIOs) or designee, may prepare and release information to the media in accordance with this policy and applicable laws regarding confidentiality.

324.4 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of department members and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception, the Chief of Police will consider, at a minimum, whether the release of information or the presence of the media would unreasonably endanger any individual or prejudice the rights of any person or is otherwise prohibited by law.

324.5 MEDIA REQUESTS

Any media request for information or access to a law enforcement incident shall be referred to the PIO, or if unavailable to the first available supervisor. Prior to releasing any information to the media, members shall consider the following:

(a) At no time shall any member of this department make any comment or release any official information to the media without prior approval from a supervisor or the PIO.

(b) In situations involving multiple agencies or government departments, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(c) Under no circumstance should any member of this department make any comment to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police, the PIO or the Chief's designee. Under these circumstances the member should direct the media to the agency handling the incident.

324.6 ACCESS

Authorized media representatives shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities as required by law.

Access by the media is subject to the following conditions:

(a) The media representative shall produce valid media credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.

(b) Media representatives should be prevented from interfering and may be removed for interfering with emergency operations and criminal investigations.

1. Based upon available resources, reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the PIO .

(c) Media interviews with individuals who are in custody should not be permitted without the approval of the Chief of Police and the express written consent of the person in custody.

(d) No member of this department who is under investigation shall be subjected to media visits or interviews without the consent of the involved member.

324.6.1 CRITICAL OPERATIONS

A critical incident or tactical operation should be handled in the same manner as a crime scene, except the media should not be permitted within the inner perimeter of the incident, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a critical incident or tactical operation in order to accommodate the media. All comments to the media shall be coordinated through the PIO or the Chief's designee.

324.6.2 TEMPORARY FLIGHT RESTRICTIONS

Whenever the presence of media or other aircraft pose a threat to public or member safety or significantly hamper incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Watch Commander. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration (FAA) should be contacted (14 CFR 91.137).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

324.7 CONFIDENTIAL OR RESTRICTED INFORMATION

It shall be the responsibility of the PIO to ensure that confidential or restricted information is not inappropriately released to the media (see the Records Maintenance and Release and Personnel Records policies). When in doubt, authorized and available legal counsel should be consulted prior to releasing any information.

324.7.1 EMPLOYEE INFORMATION

The identities of officers involved in shootings or other critical incidents may only be released to the media upon the consent of the involved officer or upon a formal request filed.

Any requests for copies of related reports or additional information not contained in the information log (see the Information Log section in this policy), including the identity of officers involved in shootings or other critical incidents, shall be referred to the PIO.

Requests should be reviewed and fulfilled by the Custodian of Records, or if unavailable, the Chief's authorized designee. Such requests will be processed in accordance with the provisions of the Records Maintenance and Release Policy and the Indiana Public Records Act (I.C. § 5-14-3-1 et seq.).

324.8 RELEASE OF INFORMATION

The Department may routinely release information to the media without receiving a specific request. This may include media releases regarding critical incidents, information of public concern, updates regarding significant incidents or requests for public assistance in solving crimes or identifying suspects. This information may also be released through the department website or other electronic data sources.

324.8.1 INFORMATION LOG

The Department will maintain a daily information log of significant law enforcement activities. Log entries shall only contain information that is deemed public information and not restricted or confidential by this policy or applicable law. Upon request, the log entries shall be made available to media representatives through the Public Information Officer.

The daily information log will generally include:

(a) The date, time, location, case number, type of crime, extent of injury or loss occurring within this jurisdiction, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation, or the information is confidential (e.g., juveniles or certain victims).

(b) The date, time, location, case number, nameage and charges for each person arrested by this department, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation, or the information is confidential (e.g., juveniles).

(c)

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

324.9 TRAINING

Prior to releasing information to the public, any member designated to serve as the PIO should receive training relevant to the position.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Subpoenas and Court Appearances

325.1 PURPOSE AND SCOPE

This policy establishes the guidelines for department members who must appear in court. It will allow the Elkhart Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

325.2 POLICY

Elkhart Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

325.3 SUBPOENAS

Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so.

325.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf or at the request of any party other than the City Attorney or the prosecutor shall notify his/her immediate supervisor without delay regarding:

(a) Any civil case where the City or one of its members, as a result of his/her official capacity, is a party.

(b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.

(c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.

(d) Any civil action stemming from the member's on-duty activity or because of his/her association with the Elkhart Police Department.

(e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Elkhart Police Department.

The supervisor will then notify the Chief of Police and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

325.3.2 CIVIL SUBPOENA

The Department will compensate members who appear in their official capacities on civil matters arising out of their official duties, as directed by the current collective bargaining agreement.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

The Department should seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

325.3.3 OFF-DUTY RELATED SUBPOENAS

Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

325.4 FAILURE TO APPEAR

Any member who fails to comply with the terms of any properly served subpoena, pre-trial conference or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

325.5 STANDBY

To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Department.

If a member on standby changes his/her location during the day, the member shall notify the designated department member of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

325.6 COURTROOM PROTOCOL

Members must be punctual when appearing in court and shall be prepared to proceed immediately with the case for which they are scheduled to appear.

Members shall dress in the department uniform or business attire when attending City Court. If appearing in any other higher court than City Court, a class "A" uniform or formal business attire must be worn.

Members shall observe all rules of the court in which they are appearing and shall remain alert to changes in the assigned courtroom where their matter is to be heard.

325.6.1 TESTIMONY

Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

325.7 OVERTIME APPEARANCES

When a member appears in court on his/her off-duty time, he/she will be compensated in accordance with the current collective bargaining agreement.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Reserve Officers

327.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Elkhart Police Department reserve officers to supplement and assist regular full-time police officers in their duties. These officers provide volunteer professional and special functions that augment regular staffing levels.

327.1.1 DEFINITIONS

Definitions related to this policy include:

Reserve officer - A person who is a member of the Elkhart Police Department's reserve unit and who is authorized to exercise police powers (250 I.A.C. 2-1-13).

327.2 POLICY

The Elkhart Police Department shall ensure that reserve officers are properly appointed, trained and supervised and that they maintain the appropriate certifications and readiness to carry out their assigned duties.

327.3 RECRUITMENT AND SELECTION

The Elkhart Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment testing procedures as regular police officers before appointment.

327.3.1 APPOINTMENT

Applicants who are selected for appointment as reserve officers shall, on the recommendation of the Chief of Police, be sworn in and take the Oath of Office in accordance with the Oath of Office Policy and as required for the position.

Reserve officers are considered at-will employees and may be dismissed at the discretion of the Chief of Police, with or without cause. Reserve officers shall have no property interest in continued appointment. However, if a reserve officer is removed for alleged misconduct, the reserve officer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

327.4 IDENTIFICATION AND UNIFORMS

Reserve officers will be issued Elkhart Police Department uniforms, badges and identification cards. The uniforms and badges shall be the same as those worn by regular full-time police officers. The identification cards will be the standard Elkhart Police Department identification cards, with the exception that "Reserve" will be indicated on the cards.

327.5 AUTHORITY

Reserve officers shall perform law enforcement officer duties within the scope of their approved training (I.C. § 5-2-1-2; I.C. § 5-2-1-17). Reserve officers:

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(a) Perform law enforcement functions and have the authority to arrest on behalf of this department (I.C. § 35-33-1-1).

(b)

327.6 COMPENSATION

Compensation for reserve officers is provided as follows (I.C. § 36-8-3-20):

(a) Reserve officers shall not be compensated as prescribed by the ordinances of the City of Elkhart.

(b) Reserve officers shall be issued a uniform and all designated attire and safety equipment, as applicable to their positions. All property issued to reserve officers shall be returned to this department upon termination or resignation.

(c) Reserve officers are not eligible to participate in any pension program provided for regular officers.

327.7 PERSONNEL WORKING AS RESERVE OFFICERS

Qualified regular department personnel, when authorized, may also serve as reserve officers. However, this department shall not utilize the services of reserve officers in such a way that it would violate employment laws or labor agreements (e.g., a detention officer working as a reserve officer for reduced or no pay). Therefore, the reserve coordinator should consult with the Human Resources Department prior to allowing regular department personnel to serve in a reserve officer capacity (29 CFR 553.30).

327.8 COMPLIANCE

Reserve officers shall be required to adhere to all department policies and procedures. A copy of the policies and procedures will be made available to each reserve officer upon appointment. The reserve officer shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this Policy Manual refers to a regular full-time police officer, it shall also apply to a reserve officer, unless by its nature it is inapplicable.

Reserve officers are required by this department to meet department-approved training requirements.

All reserve officers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the reserve coordinator.

327.9 FIREARMS

Reserve officers shall successfully complete department-authorized training in the use of firearms. Their appointments must be approved by the City prior to being issued firearms by this department or otherwise acting as reserve officers on behalf of the Elkhart Police Department.

Reserve officers will be issued duty firearms as specified in the Firearms Policy. Any reserve officer who is permitted to carry a firearm other than the assigned duty weapon or any optional firearm may do so only in compliance with the Firearms Policy.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Reserve officers are required to maintain proficiency with firearms used in the course of their assignments. Reserve officers shall comply with all training and qualification requirements set forth in the Firearms Policy.

327.10 RESERVE COORDINATOR

The Chief of Police shall delegate certain responsibilities to a reserve coordinator. The reserve coordinator shall be appointed by and directly responsible to the Patrol Captain or the authorized designee.

The reserve coordinator may appoint a senior reserve officer or other designee to assist in the coordination of reserve officers and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

(a) Assigning reserve officers.

(b) Conducting reserve officer meetings.

(c) Establishing and maintaining a reserve officer callout roster.

(d) Maintaining and ensuring performance evaluations are completed.

(e) Monitoring the field training progress of reserve officers.

(f) Monitoring individual reserve officer performance.

(g) Monitoring overall reserve officer activities.

(h) Maintaining a liaison with other agency reserve coordinators.

327.11 FIELD TRAINING

All reserve officers shall complete the same department-specified field training as regular full-time police officers as described in the Field Training Policy.

327.12 ADDITIONAL TRAINING REQUIREMENTS

Prior to carrying a weapon or making an arrest in any capacity, in addition to completing all department required entry-level training for officers, newly hired reserve officers should complete the ILEA Pre-Basic Training as well as all EPD training required.

Reserve officers should complete the same hours of in-service training as regular full-time officers.

327.13 SUPERVISION

Reserve officers may perform the same duties as regular full-time officers of this department. Reserve officers shall never supervise a regular full-time officer.

327.13.1 EVALUATIONS

While in training, reserve officers should be continuously evaluated using standardized daily and weekly observation reports. The reserve officer will be considered a trainee until he/she has satisfactorily completed FTO training. Reserve officers who have completed their field

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

training should be evaluated annually using performance dimensions applicable to the duties and authorities granted to that reserve officer.

327.13.2 INVESTIGATIONS AND COMPLAINTS

If a reserve officer has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Outside Agency Assistance

329.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

329.2 POLICY

It is the policy of the Elkhart Police Department to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

329.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Watch Commander's office for approval. In some instances, a collective bargaining agreement or other established protocol may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this department, the Watch Commander may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance; however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Only in exceptional circumstances, and subject to supervisor approval, will this department provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, it will be documented in CAD by the handling member unless otherwise directed by a supervisor.

329.3.1 INITIATED ACTIVITY

Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Elkhart Police Department shall notify his/her supervisor or the Watch Commander and the Communication Center as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

329.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Mutual aid assistance may be either interlocal or intrastate.

329.4.1 INTERLOCAL MUTUAL AID

The Elkhart Police Department may enter an interlocal mutual aid agreement with another law enforcement agency for the purpose of providing and receiving aid and assistance (I.C. § 36-1-7-3).

Officers responding to a request for interlocal assistance shall have the same powers and duties as the requesting agency's law enforcement officers during the duration of the request for assistance (I.C. § 36-1-7-7).

Officers responding to a request for assistance remain subject to the rules and regulations of the Elkhart Police Department (I.C. § 36-1-7-7).

329.4.2 REQUESTING INTRASTATE MUTUAL AID

Requests for intrastate mutual aid assistance (I.C. § 10-14-3-10.8):

(a) May be written or oral.

1. An oral request shall be confirmed in writing not later than 72 hours after the oral request is made.

(b) Must include:

1. A description of the incident, disaster, exercise, training activity or planned event; the assistance or aid needed; and an estimate of the length of time that they will be needed.
2. The location and time of staging and the name of the point of contact at the staging location.
3. A statement that the request for mutual aid is made through the intrastate mutual aid program.

329.5 REPORTING REQUIREMENTS

Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in a general case report or as directed by the Watch Commander.

329.6 MANDATORY SHARING

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Service Captain or the authorized designee.

The documentation should include:

(a) The conditions relative to sharing.

(b) The training requirements for:

1. The use of the equipment and supplies.
2. The members trained in the use of the equipment and supplies.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(c) Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to the Communication Center and the Watch Commander to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The Training Sergeant should maintain documentation that the appropriate members have received the required training.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Major Incident Notification

331.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Elkhart Police Department in determining when, how and to whom notification of major incidents should be made.

331.2 POLICY

The Elkhart Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

331.3 CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police, the affected Captain and the City. The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive:

- Officer-involved shooting, whether on- or off-duty (see the Officer-Involved Shootings and Deaths Policy for special notification)
- Homicides, suspicious deaths or deaths related to law enforcement activity
- Crimes of unusual violence or circumstances that may include hostages, barricaded persons, home invasions, armed robbery or sexual assaults
- At-risk missing children or missing endangered adults
- In-custody deaths
- Aircraft, train, boat or other transportation accidents with major damage and/or injury or death
- Traffic accidents with fatalities or severe injuries
- Death of a prominent Elkhart official
- Significant injury or death to a member of the Department, whether on- or off-duty
- Arrest of a member of the Department or prominent Elkhart official
- Equipment failures, utility failures and incidents that may affect staffing or pose a threat to basic police services
- Any other incident that has attracted or is likely to attract significant media attention
- Incidents of a particular gruesome or heinous nature that shock the senses.

331.4 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander is responsible for making the appropriate notifications. The Watch Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification, and shall attempt to make the notifications as soon as practicable.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Notification should be made by using the call notification protocol posted in the Communication Center.

331.4.1 COMMAND STAFF NOTIFICATION
In the event an incident occurs as identified in the Criteria for Notification section above, the Chief of Police and Assistant Chief of Police shall be notified along with the Patrol and Criminal Investigation Division Captains.

331.4.2 INVESTIGATOR NOTIFICATION
If the incident requires that an investigator respond from home, the immediate supervisor of the appropriate detail shall be notified, who will then contact the appropriate investigator.

331.4.3 PATROL DIVISION NOTIFICATION
In the event of a major injury or traffic fatality, the Patrol Division supervisor shall be notified, who will then contact the appropriate investigator. The Patrol Division supervisor will notify the Watch Commander.

331.4.4 PUBLIC INFORMATION OFFICER
After members of the command staff have been notified, the Public Information Officer shall be called if it appears the media may have a significant interest in the incident.

331.5 CHAPLIN NOTIFICATION
After all internal notifications have been made, the supervisor of the incident shall call the Senior Chaplin, or in his/her absence the On-Call Chaplin. The Senior or On-Call Chaplin notified will assess the situation and activate additional chaplains as needed.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Death Investigation

332.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers initially respond to and investigate the circumstances of a deceased person.

Some causes of death may not be readily apparent and some cases differ substantially from what they appear to be initially. The thoroughness of death investigations and use of appropriate resources and evidence-gathering techniques is critical.

332.2 POLICY

It is the policy of the Elkhart Police Department to respond, document and investigate incidents where a person is deceased. Investigations involving the death of a person, including those from natural causes, accidents, workplace incidents, suicide and homicide, shall be initiated, investigated and properly documented.

332.3 INVESTIGATION CONSIDERATIONS

Emergency medical services shall be called in all suspected death cases unless death is obvious (e.g., decapitated, decomposed).

A supervisor shall be notified as soon as possible to assist and provide appropriate personnel and resources. The on-scene supervisor should determine whether follow-up investigation is required and request Dispatch to notify the on-call Elkhart County Homicide Investigator as necessary. The Watch Commander will make notification to command staff in accordance with the Major Incident Notification Policy.

332.3.1 REPORTING

All incidents involving a death shall be documented in RMS and using the appropriate form.

332.3.2 CORONER REQUEST

Officers are not authorized to pronounce death unless they are also Coroners, Deputy Coroners or appointed Coroner investigators. The Coroner shall be called in all sudden or unexpected deaths or deaths due to other than natural causes. State law requires that the Coroner be notified when any person dies (I.C. § 35-45-19-3):

(a) As a result of violence, suicide or accident.

(b) Suddenly when in apparently good health.

(c) While unattended.

(d) From poisoning or an overdose of drugs.

(e) As a result of a disease that may constitute a threat to public health.

(f) As a result of a disease, an injury, a toxic effect or unusual exertion incurred within the scope of the deceased person’s employment.

(g) Due to sudden infant death syndrome.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(h) As a result of a diagnostic or therapeutic procedure.

(i) Under any other suspicious or unusual circumstances.

332.3.3 SEARCHING DEAD BODIES

(a) The Coroner, his/her assistant and authorized investigators are generally the only persons permitted to move, handle or search a dead body.

(b) An officer may make a reasonable search of an individual who it is reasonable to believe is dead, or near death, for the purpose of identification or for information identifying the individual as an anatomical donor. If a donor document is located, the Coroner or his/her assistant shall be promptly notified.

(c) The Coroner, with the permission of the Department, may take property, objects or articles found on the deceased or in the immediate vicinity of the deceased that may be necessary for conducting an investigation to determine the identity of the deceased or the cause or manner of death.

(d) Should exigent circumstances indicate to an officer that any other search of a known dead body is warranted prior to the arrival of the Coroner or his/her assistant, the investigating officer should first obtain verbal consent from the Coroner or his/her assistant when practicable.

(e) Whenever reasonably possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain nearby the scene and available to the officer pending the arrival of the Coroner or his/her assistant. The name and address of this person shall be included in the narrative of the death report.

(f) Whenever personal effects are removed from the body of the deceased by the Coroner or his/her assistant, a receipt shall be obtained. This receipt shall be attached to the death report.

332.3.4 SUSPECTED HOMICIDE

The purpose of the Elkhart County Homicide Unit is to thoroughly investigate all apparent or suspicious unnatural deaths; such as homicide, suicide, death of a child less than eighteen (18) years of age and vehicular deaths where it appears the vehicle was used as a weapon. The Homicide Unit will also investigate all use of deadly force incidents by law enforcement officers resulting in serious bodily injury or death arising within Elkhart County, State of Indiana. If the Elkhart County Homicide Unit assistance is required, the on-scene supervisor shall request Dispatch to contact the on-call Homicide Investigator. The Elkhart County Homicide Unit will assume command of the scene upon arrival and proceed with their investigative protocol.

332.3.5 EMPLOYMENT-RELATED DEATHS OR INJURIES

Any member of this department who responds to and determines that a death, serious illness, or serious injury has occurred as a result of an accident at or in connection with the victim's

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

employment should ensure that the regional Occupational Safety and Health Administration (OSHA) office is notified of all pertinent information.

332.4 UNIDENTIFIED DEAD BODY

If the identity of a dead body cannot be established, the handling officer will request from the Coroner a unique identifying number for the body. The number shall be included in any report.

332.5 DEATH NOTIFICATION

When reasonably practicable, and if not handled by the Coroner’s Office or the Elkhart County Homicide Unit, notification to the next-of-kin of the deceased person shall be made, in person, by the officer assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification.

If a deceased person has been identified as a missing person, this department shall attempt to locate family members and inform them of the death and location of the deceased missing person's remains. All efforts to locate and notify family members shall be recorded in appropriate reports.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Citizen's Arrest

333.1 PURPOSE AND SCOPE

This policy provides guidance for the handling and acceptance of a citizen’s arrest.

333.2 POLICY

It is the policy of the Elkhart Police Department to accept a citizen’s arrest only when legal and appropriate.

333.3 ARRESTS BY CITIZEN

A citizen may arrest another when (I.C. § 35-33-1-4(a); I.C. § 35-33-6-2):

(a) Another person has committed a felony in his/her presence.

(b) A felony has been committed and there is probable cause to believe that the other person has committed that felony.

(c) A misdemeanor involving a breach of peace is being committed and the arrest is necessary to prevent the continuance of the breach of peace.

(d) The citizen is an owner or agent of a business, has probable cause to believe that a theft has occurred or is occurring on or about the business and the person detained is the one who committed or is committing the theft.

333.4 OFFICER RESPONSIBILITIES

An officer confronted with a person claiming to have made a private person’s arrest should determine whether such an arrest is lawful (I.C. § 35-33-1-4(c)).

If the officer determines that the citizen’s arrest is unlawful, the officer should:

(a) Take no action to further detain or restrain the arrested individual, unless there is independent justification for continuing a detention.

(b) Advise the parties that the arrest will not be accepted but the circumstances will be documented in a report.

(c) Document the incident, including the basis for refusing to accept custody of the individual.

Whenever an officer determines that a citizen’s arrest is justified, the officer may take the individual into custody and proceed in the same manner as with any other arrest.

333.5 CITIZEN’S ARREST FORM

The arresting person should be asked to complete and sign a Witness Statement Form. If the person fails or refuses to do so, the arrested individual should be released, unless the has a lawful reason, independent of the citizen’s arrest, to take the individual into custody and determines an arrest is appropriate.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Chaplains

336.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Elkhart Police Department chaplains to provide advice or emotional support to members of the Department, their families and members of the public.

336.2 POLICY

The Elkhart Police Department shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

336.3 ELIGIBILITY

Requirements for participation as a chaplain for the Department may include, but are not limited to:

(a) Being above reproach,, prudent, respectable, hospitable, able to teach, teachable, humble and free from addiction to alcohol or other drugs, and free from excessive debt.

(b) Managing his/her household, family and personal affairs well.

(c) Having a good reputation in the community.

(d) Successful completion of an appropriate-level background investigation.

(e) A minimum of five years of successful advisory experience in helping people through life's challenges.

(f) Possession of a valid driver’s license.

The Chief of Police may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

336.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Elkhart Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet the pre-employment procedures as determained by the department before appointment.

336.4.1 RECRUITMENT

Chaplains should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity and non-discriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Department in serving the public.

336.4.2 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

(a) Submit the appropriate written application.

(b) Include a recommendation from employers or volunteer programs.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(c) Interview with the Chief of Policeor his/her designee.

(d) Successfully complete an appropriate-level background investigation.

(e) Complete an appropriate probationary period as designated by the Chief of Police.

Chaplains are volunteers and serve at the discretion of the Chief of Police. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

336.5 IDENTIFICATION AND UNIFORMS

As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by officers through the inclusion of "Chaplain" on the uniform.

Chaplains will be issued Elkhart Police Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Elkhart Police Department identification cards, with the exception that “Chaplain” will be indicated on the cards. Chaplains shall be required to return any issued uniforms or department property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of this department.

336.6 CHAPLAIN COORDINATOR

The Chief of Police shall delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Service Captain or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Chief of Police. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the Department, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Chief of Police or the authorized designee, chaplains shall report to the chaplain coordinator and/or Watch Commander.

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

(a) Recruiting, selecting and training qualified chaplains.

(b) Conducting chaplain meetings.

(c) Establishing and maintaining a chaplain callout roster.

(d) Maintaining records for each chaplain.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(e) Tracking and evaluating the contribution of chaplains.

(f) Maintaining a record of chaplain schedules and work hours.

(g) Completing and disseminating, as appropriate, all necessary paperwork and information.

(h) Planning periodic recognition events.

(i) Maintaining a liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator.

336.7 DUTIES AND RESPONSIBILITIES

Chaplains assist the Department, its members and the community, as needed. Assignments of chaplains will usually be to augment the Patrol Division, but chaplains may be assigned to other areas within the Department as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department.

All chaplains will be assigned to duties by the chaplain coordinator or the authorized designee.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as chaplains with this department. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service, or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Elkhart Police Department.

336.7.1 COMPLIANCE

Chaplains are volunteer members of this department, and except as otherwise specified within this policy, are required to comply with the Volunteers Policy and other applicable policies.

336.7.2 OPERATIONAL GUIDELINES

(a) Chaplains will be scheduled to be on-call for a period of seven consecutive days during each month, beginning on Monday and ending on the following Sunday.

(b) Generally, each chaplain will serve with Elkhart Police Department personnel a minimum of eight hours per month.

(c) At the end of each watch or call-out the chaplain will complete a chaplain incident report and submit it to the Chief of PoliceSenior Chaplain or the authorized Chief's designee.

(d) Chaplains shall be permitted to ride with officers during any shift and observe Elkhart Police Department operations, provided the Watch Commander has been notified and has approved the activity.

(e) Chaplains shall not be evaluators of members of the Department.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(f) In responding to incidents, a chaplain shall never function as an officer.

(g) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.

(h) Chaplains shall serve only within the jurisdiction of the Elkhart Police Department unless otherwise authorized by the Chief of Police or the authorized designee.

(i) Each chaplain shall have access to current department member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential and each chaplain will exercise appropriate security measures to prevent unauthorized access to the data.

(j) Log in and log out on the Chaplains' sign in sheet for ride a-longs.

336.7.3 ASSISTING DEPARTMENT MEMBERS

The responsibilities of a chaplain related to department members include, but are not limited to:

(a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.

(b) Visiting sick or injured members in the hospital or at home.

(c) Attending and participating, when requested, in funerals of active, retired members, or any memeber of their family.

(d) Serving as a resource for members who are dealing with the public during significant incidents (e.g., accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse).

(e) Providing advice and support for members and their families.

(f) Being alert to the needs of members and their families.

(g) Upon recieving the needed training serve on the department's Critical Incident Debriefing Team.

336.7.4 ASSISTING THE DEPARTMENT

The responsibilities of a chaplain related to this department include, but are not limited to:

(a) Assisting members in defusing a conflict or incident, when requested.

(b) Responding to any significant incident (e.g., natural and accidental deaths, suicides and attempted suicides, family disturbances) in which the Watch Commander or supervisor believes the chaplain could assist in accomplishing the mission of the Department.

(c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.

(d) Being on-call and, if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of department members.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(e) Attending department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.

(f) Participating in in-service training classes.

(g) Training others to enhance the effectiveness of the Department.

336.7.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

(a) Fostering familiarity with the role of law enforcement in the community.

(b) Providing an additional link between the community, other chaplain coordinators and the Department.

(c) Providing a liaison with various civic, business and religious organizations.

(d) Promptly facilitating requests for representatives or leaders of various denominations.

(e) Assisting the community in any other function, as needed or requested.

(f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

336.7.6 CHAPLAIN MEETINGS

All chaplains are required to attend scheduled meetings. Any absences must be satisfactorily explained to the Senior Chaplain.

336.8 PRIVILEGED COMMUNICATIONS

Any person who provides chaplain services to members of the Department may work or volunteer for the Elkhart Police Department in other capacities, but excluded as a Chaplain when fulfilling that role.

Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to a non-department counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any Elkhart Police Department member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

336.9 TRAINING

The Department will establish a minimum number of training hours and standards for department chaplains. The training, as approved by the Training Sergeant, may include:

- Stress management
- Introduction to Law Enforcement Chaplaincy

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

- Death notifications
- Ceremonies and events
- Suicide
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The law enforcement family
- Substance abuse
- Officer injury or death
- Sensitivity and diversity

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Child and Dependent Adult Safety

338.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

338.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Elkhart Police Department will endeavor to create a strong, cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

338.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. If so the Officer should take appropriate steps for the care of the children or dependent adults.

Whenever reasonably possible, officers should consider reasonable alternatives to arresting a parent, guardian or caregiver in the presence of his/her child or dependent adult.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be nonproductive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

338.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee’s disclosed or discovered children or dependent adults.

Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

(a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1. Officers should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.

(b) Unless there is evidence that it would not be in the dependent person's best interest (e.g., signs of abuse, drug use, unsafe environment),officers should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.

   (a) Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.

(c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.

(d) Notify the Department of Child Services or Adult Protective Services, if appropriate.

(e) Notify the field supervisor or Watch Commander of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the appropriate agency such as DCS or the school system to ensure the safety of the children.

338.3.2 DURING THE BOOKING PROCESS

During the booking process, the arrestee may be allowed to make telephone calls to arrange for the care of any child or dependent adult in accordance with the Temporary Custody of Adults Policy.

If an arrestee is unable to arrange for the care of any child or dependent adult through this process or circumstances prevent them from making such arrangements (e.g., their behavior prevents reasonable accommodations for making necessary calls), a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

338.3.3 REPORTING

(a) For all arrests where children or dependent adults are present or known to be living in the household, the reporting Officer may document the following considerations:

   1. Name
   2. Sex
   3. Age
   4. Special needs (e.g., medical, mental health)
   5. How, where and with whom or which agency the child was placed

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

6. Identities and contact information for other potential caregivers
7. Notifications made to other adults (e.g., schools, relatives)

(b)

338.3.4 SUPPORT AND COUNSELING REFERRAL
If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis response telephone number, the appropriate referral information may be provided.

338.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact DCS or-approved social service agency to determine whether protective custody is appropriate.

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a law enforcement vehicle or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

338.5 TRAINING

The Training Sergeant is responsible for ensuring that all members of this department who may be involved in arrests affecting children or dependent adults receive approved training on effective safety measures when a parent, guardian or caregiver is arrested.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Volunteers

340.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Elkhart Police Department volunteers to supplement and assist department personnel in their duties. Trained volunteers are members who can augment department personnel and help complete various tasks.

340.1.1 DEFINITIONS

Definitions related to this policy include:

Volunteer - An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, interns, persons providing administrative support, and youth involved in a law enforcement Explorer Post, among others.

Reserve officers are covered in the Reserve Officers Policy.

340.2 POLICY

The Elkhart Police Department shall ensure that volunteers are properly appointed, trained and supervised to carry out specified tasks and duties in order to create an efficient department and improve services to the community.

340.3 ELIGIBILITY

Requirements for participation as a volunteer for the Department may include, but are not limited to:

(a) Residency in the City of Elkhart.

(b) Being at least 18 years of age for all positions other than Explorer.

(c) Being at least 14 years of age for Explorer.

(d) Possession of a valid driver’s license if the position requires vehicle operation.

(e) Possession of liability insurance for any personally owned equipment, vehicles or horses utilized during volunteer work.

(f) No conviction of a felony, any crime of a sexual nature or against children, any crime related to assault or violence, any crime related to dishonesty, or any crime related to impersonating a law enforcement officer.

(g) Misdemeanor convictions will be looked at on a case by case basis.

(h) No mental illness or chemical dependency condition that may adversely affect the person’s ability to serve in the position.

(i) Ability to meet physical requirements reasonably appropriate to the assignment.

(j) A personal background history and character suitable for a person representing the Department, as validated by a background investigation.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

The Chief of Police may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

340.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Elkhart Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

340.4.1 APPOINTMENT

Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment by the Chief of Police or the authorized designee. Notice may only be given by an authorized representative of the Department, who will normally be the volunteer coordinator.

No volunteer should begin any assignment until he/she has been officially accepted for that position and has completed all required screening and paperwork. At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of the position description and agreement of service with the Department.

All volunteers shall receive a copy of the volunteer orientation materials and shall be required to sign a volunteer agreement. Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department.

Volunteers serve at the discretion of the Chief of Police.

340.5 PERSONNEL WORKING AS VOLUNTEERS

Qualified regular department personnel, when authorized, may also serve as volunteers. However, this department shall not utilize the services of volunteers in such a way that it would violate employment laws or employee bargaining agreements (e.g., a detention officer participating as a volunteer for reduced or no pay). Therefore, the volunteer coordinator should consult with the Human Resources Department prior to allowing regular department personnel to serve in a volunteer capacity (29 CFR 553.30).

340.6 DUTIES AND RESPONSIBILITIES

Volunteers assist department personnel as needed. Assignments of volunteers will usually be to augment the Patrol Division, but volunteers may be assigned to other areas within the Department as needed. Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department.

All volunteers will be assigned to duties by the volunteer coordinator or the authorized designee.

340.6.1 COMPLIANCE

Volunteers shall be required to adhere to all department policies and procedures. A copy of the policies and procedures will be made available to each volunteer upon appointment. The volunteer shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this Policy Manual refers to regular department personnel, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Volunteers are required by this department to meet department-approved training requirements as applicable to their assignments.

340.7 TASK-SPECIFIC TRAINING

Task-specific training is intended to provide the required instruction and practice for volunteers to properly and safely perform their assigned duties. A volunteer's training shall correspond to their assignment as determined by the volunteer coordinator.

Volunteers will be provided with an orientation program to acquaint them with the policies of the Department and law enforcement procedures applicable to their assignments.

Volunteers shall receive position-specific training to ensure they have adequate knowledge and skills to complete the required tasks, and should receive ongoing training as deemed appropriate by their supervisors or the volunteer coordinator.

Training should reinforce to volunteers that they shall not intentionally represent themselves as, or by omission infer that they are, officers or other full-time members of the Department. They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all applicable orders and directives, either oral or written, issued by the Department.

340.8 SUPERVISION

Each volunteer must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the volunteer’s assigned duties. The following are some considerations that supervisors should keep in mind while supervising volunteers:

(a) Take the time to introduce volunteers to members on all levels.

(b) Ensure volunteers have work space and necessary office supplies.

(c) Make sure the work is challenging. Do not hesitate to give volunteers an assignment or task that will tap these valuable resources.

A volunteer may be assigned as a supervisor of other volunteers, provided that the supervising volunteer is under the direct supervision of an employee of the Elkhart Police Department.

340.8.1 FITNESS FOR DUTY

No volunteer shall report for work or be at work when his/her judgment or physical condition has been impaired due to illness or injury, or by the use of alcohol or drugs, whether legal or illegal.

Volunteers shall report to their supervisors any change in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

(a) Driver’s license

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(b) Medical condition

(c) Arrests

(d) Criminal investigations

(e) All law enforcement contacts

340.9 INFORMATION ACCESS

With appropriate security clearance, a volunteer may have access to or be in the vicinity of criminal histories, investigative files or information portals. Unless otherwise directed by a supervisor, the duties of the position or department policy, all such information shall be considered confidential. Only that information specifically identified and approved by authorized members shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by department policy and supervisory personnel.

A volunteer whose assignment requires the use of, or access to, confidential information will be required to have his/her fingerprints submitted to the Indiana State Police IDACS Branch to obtain clearance. Volunteers working this type of assignment will receive training in data practices and be required to sign a nondisclosure agreement before being given an assignment with the Department. Subsequent unauthorized disclosure of any confidential information verbally, in writing or by any other means by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to newspapers or other periodicals, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

340.9.1 RADIO AND MCT USAGE

Volunteers shall successfully complete state and federal database access training and radio procedures training prior to using police radios or MCTs and shall comply with all related provisions. The volunteer coordinator should ensure that radio and database access training is provided for volunteers whenever necessary.

340.10 EQUIPMENT

Any property or equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

340.10.1 VEHICLE USE

Any volunteer who operates any vehicle while acting in the capacity of a volunteer shall receive training in safe driving and defensive driving. The specific training and course of study shall be determined by the volunteer coordinator.

Volunteers assigned to duties that require the use of a vehicle must first complete:

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(a) A driving safety briefing and department-approved driver safety course.

(b) Verification that the volunteer possesses a valid driver's license.

(c) Verification that the volunteer carries current vehicle insurance.

The supervisor should ensure that all volunteers receive safety briefing updates and license and insurance verification at least once a year.

When operating department vehicles, volunteers shall obey all rules of the road, including seat belt requirements.

Volunteers should not operate a marked law enforcement vehicle.

Volunteers are not authorized to operate department vehicles under emergency conditions (lights and siren).

340.11 DISCIPLINARY PROCEDURES/TERMINATION

If a volunteer has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

Volunteers are considered at-will and may be removed from service at the discretion of the Chief of Police, with or without cause. Volunteers shall have no property interest in their continued appointments. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

Volunteers may resign from volunteer service with the Department at any time. It is requested that volunteers who intend to resign provide advance notice and a reason for their decision.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Off-Duty Law Enforcement Actions

342.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines for officers of the Elkhart Police Department with respect to taking law enforcement action while off-duty.

342.2 POLICY

It is the policy of the Elkhart Police Department that officers generally should not initiate law enforcement action while off-duty. Officers are not expected to place themselves in unreasonable peril and should first consider reporting and monitoring the activity. However, any officer who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage or loss, may take reasonable action to minimize or eliminate the threat.

342.3 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action. Officers should consider waiting for on-duty uniformed law enforcement personnel to arrive and while gathering as much accurate intelligence as possible, instead of immediately intervening. However, if an officer decides to intervene, he/she must evaluate whether the action is necessary or desirable, and should take into consideration:

(a) The potential to be misidentified by other law enforcement personnel.

(b) The potential to be misidentified by members of the public, who may be armed or who may take action.

(c) The tactical disadvantage of being alone and the possibility of multiple or hidden suspects.

(d) Limited off-duty firearms capabilities and ammunition.

(e) The inability to communicate with responding law enforcement personnel.

(f) The lack of equipment, such as body armor, handcuffs or control devices.

(g) Unfamiliarity with the surroundings, including escape routes.

(h) The potential for increased risk to bystanders by confronting a suspect or taking action.

342.3.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary, the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. If possible, the dispatcher receiving the call should obtain a description of the off-duty officer from the caller and broadcast that information to responding officers.

Whenever practicable, the officer should loudly and repeatedly identify him/herself as an officer with the Elkhart Police Department until acknowledged. Official identification should also be displayed when possible.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

342.4 CONSIDERATIONS

When encountering a non-uniformed officer in public, uniformed officer should wait for acknowledgement by the non-uniformed officer in case he/she is working in an undercover capacity.

342.4.1 CIVILIAN RESPONSIBILITIES

Civilian members should not become involved in any law enforcement action while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

342.4.2 INCIDENTS OF PERSONAL INTEREST

Department members should refrain from handling incidents of personal interest (e.g., family or neighbor disputes) and should remain neutral. In such circumstances members should call the responsible agency to handle the matter.

342.5 REPORTING

If prior notification to the appropriate local law enforcement agency is not reasonably possible before taking action, the officer shall notify the agency as soon as reasonably practicable. Officers shall cooperate fully with the agency having jurisdiction by providing statements or reports as requested or as appropriate.

Officers shall notify the Watch Commander regarding any law enforcement action taken while off-duty. The Watch Commander may send a supervisor to the location. The supervisor may request assistance from the Professional Standards, if deemed appropriate.

The Watch Commander shall determine whether a criminal or administrative report should be completed by the involved officer.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Community Relations

343.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Bias Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Chaplains Policy.
- Patrol Policy.
- Suspicious Activity Reporting Policy.

343.2 POLICY

It is the policy of the Elkhart Police Department to promote positive relationships between department members and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

343.3 MEMBER RESPONSIBILITIES

Officers should, as time and circumstances reasonably permit:

(a) Make casual and consensual contacts with community members to promote positive community relationships (see the Contacts and Temporary Detentions Policy).

(b) Become reasonably familiar with the schools, businesses and community groups in their assigned jurisdictional areas.

(c) Work with community members and the department community relations coordinator to identify issues and solve problems related to community relations and public safety.

(d) Conduct periodic foot patrols of their assigned areas to facilitate interaction with community members. Officers carrying out foot patrols should notify an appropriate supervisor and the Communication Center of their status (i.e., on foot patrol) and location before beginning and upon completion of the foot patrol. They should also periodically inform the Communication Center of their location and status during the foot patrol.

343.4 COMMUNITY RELATIONS COORDINATOR

The Chief of Police or the authorized designee should designate a member of the Department to serve as the community relations coordinator. He/she should report directly to the Chief of Police or the authorized designee and is responsible for:

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(a) Obtaining department-approved training related to his/her responsibilities.

(b) Responding to requests from department members and the community for assistance in identifying issues and solving problems related to community relations and public safety

(c) Working with community groups, department members and other community resources to:

1. Identify and solve public safety problems within the community.
2. Organize programs and activities that help build positive relationships between department members and the community and provide community members with an improved understanding of department operations.

(d) Working with the Patrol Captain to develop patrol deployment plans that allow officers the time to participate in community engagement and problem-solving activities.

(e) May attend City council and other community meetings to obtain information on community relations needs.

(f) Assisting with the department's response to events that may affect community relations, such as an incident where the conduct of a department member is called into public question.

(g) Informing the Chief of Police and others of developments and needs related to the furtherance of the department's community relations goals, as appropriate.

343.5 INFORMATION SHARING

The community relations coordinator should work with the Public Information Officer to develop methods and procedures for the convenient sharing of information (e.g., major incident notifications, significant changes in department operations, comments, feedback, positive events) between the Department and community members. Examples of information-sharing methods include:

(a) Community meetings.

(b) Social media (see the Department Use of Social Media Policy).

(c) Department website postings.

Information should be regularly refreshed, to inform and engage community members continuously.

343.6 LAW ENFORCEMENT OPERATIONS EDUCATION

The community relations coordinator should develop methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe. Examples of educational methods include:

(a) Development and distribution of informational cards/flyers.

(b) Department website postings.

(c) Presentations to driver education classes.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(d) Instruction in schools.

(e) Department ride-alongs (see the Ride-Alongs Policy).

(f) Scenario/Simulation exercises with community member participation.

(g) Youth internships at the Department.

(h) Citizen academies.

Instructional information should include direction on how community members should interact with the police during enforcement or investigative contacts and how community members can make a complaint to the Department regarding alleged misconduct or inappropriate job performance by department members.

343.7 SAFETY AND OTHER CONSIDERATIONS

Department members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, should not allow them to be present in any location or situation that would jeopardize their safety.

Department members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

Community members are subject to a criminal history check before approval for participation in certain activities, such as citizen academies.

343.8 TRAINING

Subject to available resources, members should receive training related to this policy, including training on topics such as:

(a) Effective social interaction and communication skills.

(b) Cultural, racial and ethnic diversity and relations.

(c) Building community partnerships.

(d) Community policing and problem-solving principles.

(e) Enforcement actions and their effects on community relations.

Where practicable and appropriate, community members, especially those with relevant expertise, should be involved in the training to provide input from a community perspective.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Identity Theft

344.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of identity theft.

344.2 POLICY

It is the policy of the Elkhart Police Department to effectively investigate cases of identity theft.

344.3 ACCEPTANCE OF REPORTS

A report shall be taken any time a person living within the jurisdiction of the Elkhart Police Department reports that he/she has been a victim of identity theft. This includes (I.C. § 35-40-14-3):

(a) Taking a report even if the location of the crime is outside the jurisdiction of this department or has not been determined.

(b) Providing the victim with a copy of the police report.

A report should also be taken if a person living outside the department jurisdiction reports an identity theft that may have been committed or facilitated within this jurisdiction (e.g., use of a post office box in Elkhart to facilitate the crime).

Members taking reports should provide the victim with department information as set forth in the Victim and Witness Assistance Policy, encourage the individual to review the material and assist the victim with any questions.

344.4 FOLLOW-UP INVESTIGATION

A member investigating a case of identity theft should ensure that each case is referred to the appropriate agency if it is determined that this department should not be the investigating agency (e.g., an identity theft ring working from out of state). The victim should be advised that the case is being transferred to the agency of jurisdiction for investigation. The investigating member should also ensure that appropriate entries are made into related databases that have been authorized for department use.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

USE OF FORCE REVIEW BOARD

345.1 PURPOSE

This policy establishes a process for the Elkhart Police Department to review all police use of force (UOF) incidents. The purpose of the Use of Force Board is to provide:

(a) Oversite of all police UOF incidents.

(b) Identify trends related to Police UOF incidents.

(c) Identify departmental training needs related to UOF.

(d) Ensure that all police UOF incidents fall within department policy and procedure.

(e) Identify equipment needs related to UOF.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or the evaluation of the UOF.

345.2 POLICY

The Elkhart Police Department will objectively evaluate the use of force by its members to ensure that their authority is used appropriately and is consistent with training and policy.

345.3 USE OF FORCE REVIEW BOARD

The Use of Force Review Board will convene on a regular basis to review all police use of force incidents, excluding a use of force by a member that results in serious bodily injury or death to another.

The Use of Force Review Board will review the circumstances surrounding every use of force, whether the member was on or off-duty, excluding training or recreational action.

The Use of Force Review Board is not a replacement for the Chief's Review Board.

The Professional Standards Lieutenant (PS Lieutenant) will present all Elkhart Police Department UOF reports generated by officers, to the board members for review. The PS Lieutenant will ensure that all relevant reports, documents and materials are available for consideration and review by the board.

345.4 COMPOSITION OF THE BOARD

The Chief of Police should staff the UOF Review Board with the following as appropriate:

(a) The Assistant Chief of Police

(b) The Special Services Captain

(c) The Professional Standards Lieutenant

(d) A department Physical Tactics Instructor

(e) A department Firearms Instructor

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(f) Any subject matter expert deemed necessary to gain understanding into a specific use of force issue.

345.5 RESPONSIBILITIES OF THE BOARD

The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of police UOF incidents.

The board may request further investigation, request that reports be submitted for the board's review, call persons to present information and request the involved member to appear.

The boards review shall be based upon those facts which were reasonably believed or known by the officer at the time of the incident, applying any legal requirements, department policies, procedures and approved training to those facts. Facts later discovered but unknown to the involved member at the time shall neither justify nor call into question a members decision regarding the use of force.

The Chief of Police will determine whether the board should delay its review of a specific UOF incident until after completion of any criminal investigation, departmental professional standards investigation, and review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges or any other action.

If the board recognizes that a violation of department policy or criminal statute has occurred, the Professional Standards Lieutenant will then notify the Chief of Police of the potential violation. The Chief of Police will determine if a formal investigation is warranted.

The board does have the authority to recommend discipline.

Any questioning of the involved member conducted by the board will be in accordance with Elkhart Police Department disciplinary procedures, the Personnel Complaints Policy, the current collective bargaining agreement and any applicable state or federal law.

The board shall make the following recommendations:

(a) The member's UOF actions were within department policy and procedure.

(b) The member's actions were in violation of department policy and procedure.

(c) The members UOF followed departmental UOF training and tactics.

(d) The member is in need of additional training.

(e) Department training should be developed or revised.

(f) Additional police equipment should be researched or procured.

The recommended finding requires a majority vote of the board. The board chairperson will submit the board's written recommendation to the Chief of Police.

The Chief of Police shall review the recommendation and will determine what future actions are necessary.

The involved member will be notified, through their chain of command, of the board's findings.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

PEPPERBALL LAUNCHING SYSTEM

346.1 PURPOSE

The purpose of this procedure is to establish policy regarding the use of the Pepperball Launching System (PLS) by the Elkhart Police Department.

346.2 POLICY

The PLS provides officers with a safe, effective and simple-to-use alternative to existing compliance systems. PepperBall projectiles combine a safe level of kinetic impact with a pepper powder (PAVA-Capsaicin II). These projectiles are accurately delivered at distances to 60 feet using a compressed air system. As the projectile strike and break apart, the resulting powder envelops the eyes and enters the breathing passages. They can be used in a variety of applications, including control of an uncooperative or violent person, standoff and barricade situations, civil disorder control, prison/cell extraction, suicide-by-cop, drug labs/warrant service, domestic violence, and vessel interdiction.

The use of the PLS should be considered an alternate action in connection with the Use of Force Policy under appropriate circumstances and is not intended as a replacement for the baton or firearm.

346.3 JUSTIFICATION FOR USE

The employment and use of the PLS can assist in overcoming resistance directed at the officer or others; or to protect the officer, or a third party, from unlawful force; or to protect property; or to effect other lawful objectives, such as to make an arrest. Circumstances justifying the use of the PLS include, but are not limited to:

- When a suspect exhibits violent or potentially violent behavior that threatens the safety of others and attempts to subdue the suspect by conventional means of persuasion, escort control, self defense techniques and/or pain compliance measures have not been or reasonably appear unlikely to be effective, or;
- When it is unsafe for an officer to approach a suspect within contact range, or;
-
- To defend ones self or another from an aggressive and/or attacking animal, or;
- To disperse or control an unruly, rioting crowds threatening unlawful property damage or physical force, or;
- Inside the detention area, the PLS may be used after ample verbal warning if a prisoner refuses to comply with the lawful order, and the prisoner takes an aggressive posture (i.e., clenched fists, fight stance, etc.), or makes aggressive movements towards an officer.

346.4 PROCEDURES

(a) Only qualified, trained officers shall be allowed to deploy and use the PLS.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(b) Trained officers will properly care for and maintain the PLS for service.

(c) All problems will be reported to the Patrol Division Commander via Chain of Command.

(d) Officers should only use Pepperball Technologies, Inc. launchers and projectiles.

(e) The PLS will be stored in a secure location as determined by the Patrol Division Commander

(f) Officers encountering a situation, which requires the use of the PLS, when feasible, shall immediately notify a supervisor. This system can be used before the arrival of a supervisor when the situation dictates such use. The supervisor shall respond to all PLS deployments. The supervisor shall make all notifications and ensure reports are submitted as required by the Use of Force Policy.

(g) Officers will target the center mass of the body, unless the suspect is wearing heavy clothing, then he will target less padded areas such as legs and arms, as well as the surfaces around the suspect to disperse the PAVA powder. Officers shall not intentionally target the head, neck, genitals or spine.

(h) When feasible Officers will give a verbal warning, loudly and clearly before dispensing projectiles. Officers hearing this warning should immediately break contact with the intended target and create distance while the projectiles are deployed.

(i) Persons exposed to the PLS shall be provided with decontamination assistance in a reasonable amount of time.

(j) Arrestees who have been struck with projectiles may be transported to a medical facility for evaluation and treatment.

(k) The use of the PLS is considered a reportable use of force, therefore, any reports made necessary by the nature of the underlying incident; and a Use of Force Report shall be completed.

346.5 TRAINING

Only officers who have successfully completed a departmental approved training course in the proper use and deployment of the PLS shall be authorized to use it during actual operations. Recertification will be on an annual basis.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

40 MM LESS LETHAL LAUNCHER

347.1 PURPOSE AND SCOPE

The purpose and scope of the policy is to establish policy regarding the deployment and use of the 40 MM Less Lethal Launcher (LL) by the Elkhart Police Department. The 40 mm Less Lethal (LL) Launchers are designed to temporarily interrupt the behavior of a dangerous subject, so that officers can take enforcement action with less danger of injury or death to themselves and others. The extended standoff distance of the 40 mm LL Launcher may decrease officers' exposure and may provide additional time to bring the situation to a safe resolution.

347.2 USE OF THE 40 MM LESS LETHAL LAUNCHER

Only officers who have been trained and certified with the Elkhart Police Department are allowed to use or deploy the 40 mm Less Lethal Launcher.

Officers may only use 40 mm LL Impact Munitions (LL) in a manner consistent with the Elkhart Police Department Use of Force Policy and training provided by the Department.

1. Officers may use a 40 mm (LL) Launcher in the following circumstances:

a. When a subject poses an imminent threat of harm to any person; or

b. When public safety interests dictate that a subject needs to be taken into custody if possible or the level of resistance presented by the subject is

(1) likely to cause injury to the officer; or

(2) if hands-on control tactics or other force options would be likely to cause greater injury to the subject than the use of the 40 mm Less Lethal Impact Munition (LLIM).

(3) To prevent the substantial destruction of personal property.

2. Officers will consider Department training regarding deployment distances and target areas. Each situation must be evaluated on the totality of the circumstances at the time of the deployment.

3. When feasible, Officers shall issue a verbal warning to the subject and fellow Officers prior to deploying the 40 mm LL Launcher. When feasible Officers shall allow a reasonable amount of time for the subject to comply with commands and warnings of use of less lethal.

Exception: A verbal warning is not required if giving the warning would compromise the safety of the officer or others. In such circumstances, the deploying officer should document his/her reason for believing his/her safety would have been compromised in their use of force statement.

4. Officers shall consider the risk of the 40 mm LLIM round causing serious harm when determining whether to deploy

5. Officers will not intentionally target a subject's head, back, neck or genitals, unless deadly force is justified.

6. Preferred target areas for 40 mm LL launchers are:

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

a. Buttocks

b. Thigh area

c. Calf

d. Large muscle groups

7. Officers deploying 40 mm LL Launchers are responsible for ensuring the proper munitions are loaded. Officers will inspect each 40 mm LLIM round prior to loading it into the launcher to ensure munitions adhere with their training and this policy. Officers will Securely Store 40 mm LL Launchers

8. While on duty, 40 mm LL Launchers will be secured in patrol vehicles when not in use. When not on duty, Officer's will store 40 mm LL Launchers in a secure area of the Department.

9. Officers should also be prepared to employ other means to control the individual if necessary, other force options consistent with Department policy if the individual does not respond sufficiently to the LLIM and cannot otherwise be subdued.

10. Officers will summon medical aid as soon as feasible, whenever a subject has been struck by a 40mm LL Launcher Round

347.3 REPORTING

1. Officers deploying the 40 MM Less Lethal launcher will justify each round and type of round deployed against a subject in their Use of Force Report.

2. Officers shall complete a Use of Force Report regardless of whether the subject was struck by the 40 mm Less Lethal round or if the Officer missed the intended target.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Honor Guard

348.1 PURPOSE AND SCOPE

The Honor Guard represents the Elkhart police Department both within the community and in the greater public safety community at ceremonies such as officer funerals, law enforcement memorials, and promotional ceremonies.The core mission of the Honor Guard is to convey the Department's respect, empathy and condolences in a formal setting in order to assist a grieving community, but it may be utilized to celebrate achievement, and other occasions in which presentation of the colors is appropriate.

348.2 POLICY

The Honor Guard shall provide official Department representation at ceremonial occasions as directed by the Chief of Police or his/her designee. These occasions may include, but are not limited to; officers killed in the line of duty, officers that die during service,officers that die after retirement, out of agency services (e.g. citizen honorariums, parades, civic events, etc.), and National and State memorial services (e.g. National Law Enforcement Memorial Week, Medal of Honor/Life Saving Awards ceremonies, etc.)

The Honor Guard shall aspire to the highest level of professionalism in all aspects of operation, and its members shall maintain the highest standards of professional cleanliness, bearing and integrity while performing their duties.

348.3 ETHICS

Our ethics will be guided by the values of Honor, Integrity and Dedication. The members of the Honor Guard must have strong principals and core values that will determine proper and correct behavior at all times. Every member should always keep in mind that the public will expect a higher level of ethical behaviour and our actions will reflect that. Honor Guard members shall always hold a positive attitude and work as a team.

348.4 COMMAND STRUCTURE

348.4.1 COMMANDER

The Honor Guard Commander will be responsible for planning, organizing, staffing, training, directing and coordinating all ceremonial Honor Guard functions.

348.4.2 ASSISTANT COMMANDER

The Honor Guard Assistant Commander will be appointed by the Commander and will be responsible for on-site implementation and direction of the Honor Guard detail at a ceremonial function. The Assistant Commander may also be responsible for any pre-function arrangements or training as delegated by the Commander.

348.5 MEMBERSHIP

The Honor Guard will consist of at least 14 or more members as a paid position and approved by the Chief of Police.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

348.5.1 REQUIREMENTS

(a) Applicants will have completed the police officers probationary period.

(b) Any vacancy will be posted in the police department.

(c) Applicants shall write a "letter of interest" to the Chief of Police.

(d) Applicants will attend a try-out to judge basic knowledge of drill and ceremonial movements.

(e) Applicants will attend an oral interview consisting of the Chief of Police or designee, Honor Guard Commander and one Honor Guard member

(f) Honor Guard members will be given the opportunity to vote on a new applicant.

(g) The final list of applicants will be given to the Chief of Police for final approval.

(h) New members shall commit to 3 years of service to the unit.

348.5.2 MEMBER RESPONSIBILITIES

Member responsibilities include, but not limited to:

(a) Maintaining all issued equipment and uniform in excellent condition.

(b) No tobacco is permitted while in uniform.

(c) Only approved sunglasses will be worn during Honor Guard details, excluding training.

(d) Members shall conduct themselves with the utmost professionalism at all times.

(e) Attending all assignments, training and other details as assigned unless excused by the unit commander or assistant commander.

348.5.3 REMOVAL/RESIGNATION

(a) Any member who fails to fulfill their obligation to the unit as outlined by this policy may be removed from the unit after appropriate review by the Commander and Chief of Police.

(b) Any member may resign after they have met their 3 year commitment.

(C) Any member who resigns in good standing will be eligible to rejoin the Honor Guard in the future.

(d) Any member who is removed from the unit will not be eligible to rejoin.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Remote Restraint Device

349.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of BolaWrap™ devices in order to minimize injury to suspects, subjects, and officers.

349.2 POLICY

The BolaWrap™ device is intended to immobilize and control resistive/non-compliant people. The BolaWrap™ is also intended to control violent or potentially violent individuals. The BolaWrap™ is a hand-held remote restraint device that discharges an eight-foot bola style Kevlar tether to entangle an individual at an optimal range of 10-25 feet.

349.3 ISSUANCE AND CARRYING BOLAWRAP DEVICES

The following guidelines shall be adhered to:

(a) Only a department-approved BolaWrap™ device that has been issued by the Department shall be utilized by personnel.
(b) Only members who have successfully completed department-approved training may be authorized to carry and deploy the BolaWrap™ device.
(c) All BolaWrap™ devices shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.
(e) Officers shall be responsible for ensuring that their BolaWrap™ device is properly maintained and in good working order.
(f) Officers should not hold both a firearm and the BolaWrap™ device at the same time.

349.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the BolaWrap™ device should precede its application unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

(a) Provide the individual with a reasonable opportunity to voluntarily comply.
(b) Provide other officers and individuals with a warning that the BolaWrap™ device may be deployed.

The aiming laser should never be intentionally directed into a person's eyes as it may permanently impair his/her vision.
The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the BolaWrap™ device in the related report.

349.5 USE OF THE BOLAWRAP DEVICE

The BolaWrap™ device has limitations and restrictions requiring consideration before its use. The device should only be used when its operator can safely approach the subject within the ideal operational range of 10 to 25 feet. The minimum recommended standoff distance is 10 feet.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Officers should be aware that the device may not achieve the intended results and be prepared to transition to other force options.

349.5.1 APPLICATIONS OF THE BOLAWRAP DEVICE

The BolaWrap™ device may be used in any of the following circumstances when the circumstances perceived by the officers at the time indicate that such application is reasonably necessary to control a person:

(a) The subject is violent or is physically resisting.
(b) The subject has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, him/herself, or others.

Mere flight from a pursuing officer, without other known circumstances or factors, is not good cause for the use of the BolaWrap™ device to apprehend an individual.

349.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

De-escalation techniques are always encouraged as a first step in any situation. The use of the BolaWrap™ device on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

(a) Individuals who are known, or believed, to be pregnant.
(b) Elderly individuals or obvious juveniles.
(c) Individuals who are handcuffed or otherwise restrained.
(d) Individuals detained in a police vehicle.
(e) Individuals in confined spaces that may prohibit the eight-foot-wide tether expansion.
(f) Individuals in danger of becoming entangled in machinery or heavy equipment, which could result in death or serious bodily injury.
(g) Individuals near any body of water that may present a drowning risk.
(h) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles)

The BolaWrap™ device shall not be used to psychologically torment, elicit statements or to punish an individual.

349.5.3 TARGETING CONSIDERATIONS

Reasonable efforts should be made to target lower center mass and avoid the head, neck, chest and groin. If the dynamics of a situation or officer safety do not permit the officer to limit the application of the BolaWrap™ device to a precise target area, officers should monitor the condition of the subject if it strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

349.5.4 ACTIONS FOLLOWING DEPLOYMENTS

Following the use of the BolaWrap™ device:

(a) Personnel shall request a supervisor to the scene if possible.
(b) The officer shall determine whether transporting the person to a medical facility is necessary to remove the pellets/barbs.
(c) If the officer determines that removal of non-penetrating Kevlar tether, pellets and barbs from subjects is appropriate at the scene, the officer shall remove the tether using approved methods.
(d) The expended cartridge, pellets, barbs and cord should be collected and submitted into evidence.

349.5.5 DANGEROUS ANIMALS

The BolaWrap™ device should not be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, etc. This device is not intended for use against animals. However, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective, the BolaWrap™ may be deployed to protect against harm to suspects, subjects and officers.

349.5.6 REPORTING THE USE OF THE BOLAWRAP

(a) Officers shall notify a supervisor as soon as practical when the BolaWrap™ is deployed.
(b) The deployment of the BolaWrap™ shall be documented by the officer and/or supervisor using the department Use of Force report.
(c) The supervisor shall determine whether further documentation of the incident is necessary, in accordance with department policy.

349.5.7 OFF-DUTY CONSIDERATIONS

Officers are not authorized to carry department BolaWrap™ devices while off-duty
Officers shall ensure that BolaWrap™ devices are secured while in their homes, vehicles or any other area under their control, in a manner that will keep the device inaccessible to others.

349.6 DOCUMENTATION

All BolaWrap™ device discharges shall be documented in the appropriate Use of Force report by the user. The supervisor handling any use of force inquiry shall also include circumstances surrounding the deployment in the Use of Force report. Unintentional discharges will also require appropriate report documentation.

Things that may be included in the Use of Force report, but not limited to the following:

(a) The BolaWrap™ device & cartridge serial numbers.
(b) Date, time and location of the incident.
(c) Whether any display or laser deterred a subject and gained compliance.
(d) The number of BolaWrap™ device activations and the duration between activations, (as best as can be determined).
(e) The range at which the BolaWrap™device was used.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(f) Location of any deployments impact.
(g) Whether medical care was provided to the subject.
(h) Whether the subject sustained any injuries.
(i) Whether any officers sustained any injuries.

349.7 MEDICAL TREATMENT

All persons who have been struck by BolaWrap™ device shall be assessed as soon as practical and prior to booking. Additionally, any individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

(a) The person is suspected of being under the influence of controlled substances and/or alcohol.
(b) The person may be pregnant or states they are pregnant.
(c) The person reasonably appears to be in need of medical attention.
(d) The BolaWrap™ device pellets are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).
(e) The person requests medical treatment.

Any individual exhibiting signs of distress shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio or BWC recording is made of the contact or an interview with the individual, any refusal should be included, if possible.
The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the BolaWrap™ device.

349.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is likelihood the BolaWrap™ device may be used. A supervisor should respond to all incidents where the BolaWrap™ device was deployed.

A supervisor should review each incident where a person has been exposed to a deployment of the BolaWrap™ device. A supervisor should conduct an appropriate use of force inquiry and ensure a proper investigation is conducted.

349.9 TRAINING

Personnel who are authorized to carry the BolaWrap™ device shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the BolaWrap™ device as a part of their assignment for a period of one year or more shall be re-certified by a department-approved BolaWrap™ device instructor prior to again carrying os using the device.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Remote Restraint Device

Proficiency training for personnel who have been authorized to carry BolaWrap™ devices should occur every year. A reassessment of an officer's knowledge and/or practical skill may be required at any time if deemed appropriate by the Services Division. All training and proficiency for BolaWrap™ devices will be documented in the officer's training file.

Command staff, supervisors and investigators should receive BolaWrap™ device training as appropriate for the investigations they conduct and review.

Officers who do not carry BolaWrap™ devices should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Services Division is responsible for ensuring that all members who carry BolaWrap™ devices have received initial and annual proficiency training.

Application of BolaWrap™ devices during training could result in injury to personnel and should not be mandatory for certification.

The Services Division should ensure that all training includes:

(a) A review of this policy.
(b) A review of the Use of Force Policy.
(c) Device nomenclature, function, manipulation, deployment, storage and maintenance.
(d) Target area considerations, to include techniques or options to reduce the unintentional application of pellets near the head, neck, chest and groin.
(e) Handcuffing a subject during the application of the BolaWrap™ device and transitioning to other force options.
(f) De-escalation techniques.
(g) Restraint techniques that do not impair respiration following the application of the BolaWrap™ device.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Peer Support Program

350.1 PURPOSE AND SCOPE

The Elkhart Police Department (EPD) strives to provide "in house" resources to assist employees and their family members experiencing professional and personal stress and/or crisis. The Peer Support Program is an integral part of that effort.The purpose of this policy is to implement an in-house Peer Support Program which includes the implementation of a Peer Support Team for officer/family support as well as a Critical Incident Stress Management (CISM) Team tasked with assisting in addressing critical incidents and/or crisis as they develop. The CISM Team may also be utilized to support the community in critical incidents, such as, but not limited to, school shootings, bank robberies, natural disasters, etc. The CISM Team may work with other agencies and/or City departments in multi-agency and/or multi-department incidents.

The Peer Support Program will also serve an educational role by sharing preventative and intervention strategies designed to assist officers and their families with maintaining emotional and psychological well-being.

350.2 DEFINITIONS

Critical Incident: means an actual or perceived event or situation that involves crisis, disaster, trauma, or emergency (I.C. 36-8-2.5-1)

Critical Incident Stress: means the acute or cumulative psychological stress or trauma that an emergency responder may experience in providing emergency services in response to a critical incident. The stress or trauma is an unusually strong emotional, cognitive, behavioral, or physical reaction that may interfere with normal functioning by causing:

1. physical and emotional injury or illness;

2. failure of a usual coping mechanism;

3. loss of interest in work or normal life activities;

4. loss of ability to function; or

5. psychological disruption of personal life, including the emergency responder's

relationship with a spouse, child, relative, or friend.

Critical Incident Stress Management (CISM) Services: CISM includes programs and services related to education, prevention, and mitigation of the effects from exposure to highly stressful critical incidents. The term includes services provided by an individual certified to provide group crisis or individual crisis intervention, peer support or any related service (I.C. 36-8-2.5-2 & 36-8-2.5-3)

CISM Debriefing: A 7-phase, structured group discussion, usually provided 1 to 10 days post crisis, and designed to mitigate acute symptoms, assess the need for follow-up, and if possible provide a sense of post-crisis psychological closure.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Defusing: A 3-phase, structured small group discussion provided within hours of a crisis for purposes of assessment, triaging, and acute symptom mitigation.

Confidentiality and Privilege of Communications: A communication made by an emergency responder to a CISM services provider while the emergency responder receives CISM services related to a critical incident is confidential and privileged, and may not be disclosed in a civil, criminal, or administrative proceeding. A record kept by a CISM services provider relating to CISM services provided to an emergency responder relating to a critical incident is confidential and privileged and is not subject to subpoena, discovery or introduction into evidence in a civil criminal or administrative proceeding. Any other communication not particularly relating to a critical incident between a CISM services provider and emergency responder is confidential, but not privileged.

Exceptions to confidentiality include:

1. The CISM services provider makes a referral for the emergency responder.

2. The CISM services provider consults about the emergency responder with another CISM services provider or an appropriate professional associated with the CISM team.

3. The communication conveys information that the emergency provider poses or appears to pose an imminent threat of harm to someone;

4. The communication conveys information relating to child or elder abuse;

5. The emergency responder or their legal representative expressly agrees that the communication is not confidential.

Any violation of this confidentiality by Peer Support Personnel will result in the immediate removal from the Peer Support Team and possible disciplinary actions pending a formal investigation.

350.3 MEMBER SELECTION / COMPOSITION

Peer Support personnel will be selected by an Oversight Committee. This Committee may be comprised of chaplains, current Peer Support Team Members, and departmental mental health professional(s). All members will serve at the discretion of the Chief of Police or his/her designee. The Peer Support Program will be supervised by a Program Coordinator. The Program Coordinator will appoint a Peer Support Team Leader and a CISM Team leader which will oversee the operations of their respective teams. Both will report directly to the Program Coordinator whose immediate supervisor will be the Chief of Police or his/her designee.

Program Coordinator– The Program Coordinator shall be the departmental Senior Chaplain. The Program Coordinator shall be responsible for the peer support budget and coordination of the Peer Support and CISM Teams.

Peer Support Team Leader – The Program Coordinator will appoint a Peer

Support Team Leader. The Team Leader will oversee the operations of the Peer Support Team tasked with general officer and family care.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Critical Incident Team Leader - The Critical Incident Team Leader will oversee team members tasked with assisting officers having been exposed to a critical incident.

Team members – Peer Support Program members are selected from department personnel at large and report generic interaction data, as noted in this policy, to their Team Leader. Team Members will receive training in peer support for emergency responders to include:

- Active listening skills
- Critical Incident Mitigation
- Post Traumatic Stress
- Critical Incident Defusing
- Group/Individual Crisis Intervention
- Coping with grief and loss
- Referral and followup
- Suicide Intervention training.

Team meetings will be held quarterly and Team Members will be required to re-certify as required by the certifying agencies of the specialties they hold.

350.4 PEER SUPPORT TEAM ACTIVATION

Once the Program Coordinator or Team Leader receives or initiates activation, they will be responsible for assessing the situation and determining a course of action that may include conducting a Defusing or Critical Incident Stress Debriefing. The Elkhart Police Department utilizes the Mitchell Model for both.

350.5 DEFUSING AND DEBRIEFING

A defusing immediately follows the critical event and generally lasts no more than an hour. It gives all parties involved in the incident the "Big Picture" of what occurred. It gives involved personnel a reminder about exercise, sleep, the avoidance of depressives such as alcohol, what foods to eat, to drink plenty of water, and to know their thoughts are normal. Staff may be present and give support. A defusing may eliminate the need for a formal debriefing or it may enhance the formal debriefing process. The Program Coordinator or Critical Incident Team Leader will decide on the need for a formal debriefing.

A debriefing ideally happens 24-72 hours after the critical event. It is mandatory for all personnel involved to attend and state their involvement with the incident but are not otherwise required to participate. Debriefings will be organized according to exposure to the incident. One trained CISM mental health professional or chaplain and 1-2 CISM Team members are required to conduct a debriefing. The debriefing may last 1 - 3 hours.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

350.6 PEER SUPPORT TEAM

When possible, Peer Support Team members should represent a cross section of the department which includes all shifts and Divisions. They will be tasked with:

A. Support employees who have undergone critical incidents or crisis as they heal and achieve a new normal.

B. Provide information on other resources available, ie, Departmental Counseling, Employee Assistance Program, Alcohol Anonymous, credit counseling, etc.

C. Conduct or assist supervisors in diffusing;

D. Respond to an employee's request for peer support.

E. Be on the lookout for employees that may be going through family or life challenges and encourage them as able.

E.Assist with new employee orientation / family orientation programs.

Personnel who may possibly be involved in conducting any criminal prosecution or administrative discipline shall avoid any conflict of interest which may arise by placing themselves in both a peer support and investigative role on the same incident.

Peer Support personnel shall also be available for support on any other incident at the discretion of the Chief of Police, Division Supervisors, or Line Supervisors.

350.7 PEER SUPPORT MEMBER ATTIRE

Members responding to "call-outs", functions, and events shall be dressed in casual business attire consisting of dockers/cargo pants and a supplied team polo shirt). Exceptions may be made by the team leader depending on the situation.

350.8 REPORTING REQUIREMENTS

All Peer Support members will be required to complete a generic usage report regarding all peer support interactions. This report will not reflect names of individuals or confidential issues. The Team Leader will consolidate all reports monthly and forward them to the Program Coordinator.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

LETB Uniform Statewide Policy on Deadly Force

351.1 ATTACHMENT

See attachment: 351 LETB-Statewide Use Of Deadly Force Policy.pdf

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Chapter 4 - Patrol Operations

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Patrol

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the patrol function and address intraorganizational cooperation and information sharing.

400.2 POLICY

The Elkhart Police Department provides patrol services 24 hours a day, seven days a week and will prioritize responses to requests for emergency services using available resources to enhance the safety of the public and department members.

400.3 FUNCTION

Patrol will generally be conducted by uniformed officers in clearly marked law enforcement vehicles in assigned jurisdictional areas of Elkhart. The function of patrol is to respond to calls for assistance and reports of criminal activity, act as a deterrent to crime, enforce state and local laws, identify community needs, provide support and assistance to the community and respond to emergencies.

Patrol services include, but are not limited to:

(a) Responding to emergency calls for service.

(b) Apprehending criminal offenders.

(c) Providing mutual aid and assistance to other agencies for emergency and law enforcement-related activities.

(d) Patrol that is directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order and the discovery of hazardous situations or conditions.

(e) Responding to reports of both criminal and non-criminal acts.

(f) Responding to routine calls for service, such as public assistance or public safety.

(g) Traffic direction and control.

(h) Crime prevention activities, such as residential inspections, business inspections and community presentations.

(i) Community-oriented policing and problem-solving activities including the application of resources to improve or resolve specific problems or situations and contacting or assisting members of the public in a positive way.

(j) The application of resources to specific problems or situations within the community that may be improved or resolved by community-oriented policing and problem-solving strategies.

400.3.1 COURTHOUSE/COURTROOM SECURITY

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

400.4 INFORMATION SHARING

To the extent feasible, all information relevant to the mission of the Department should be shared among all divisions and specialized units on a timely basis. Members should be provided with opportunities on a regular basis to share information during the daily briefings and to attend briefings of other divisions or specialized units.

Additionally, information should be shared with outside agencies and the public in conformance with department policies and applicable laws. Members are encouraged to share information with other units and divisions. Additionally, information should be shared with outside agencies and the public in conformance with department policies and applicable laws.

400.5 CROWDS, EVENTS AND GATHERINGS

Officers may encounter gatherings of people, including, but not limited to, civil demonstrations, public displays, parades, sporting events and civic, social and business events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action.

Generally, officers should consider seeking compliance through advisements and warnings for minor violations, and should reserve greater enforcement options for more serious violations or when voluntary compliance with the law is not achieved.

Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety concerns.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Elkhart Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

401.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing or improper profiling - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin (including limited English proficiency), religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement. This includes explicit and implicit biases (i.e., conscious and unconscious beliefs or attitudes towards certain groups).

401.2 POLICY

The Elkhart Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

401.4 MEMBER RESPONSIBILITIES

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any bias-based actions by another member.

401.4.1 REASON FOR CONTACT

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

401.4.2 REPORTING TRAFFIC STOPS
All traffic stops must be logged with dispatch and entered into the CAD system.

401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

(a) Supervisors should discuss any issues with the involved officer and the officer's supervisor in a timely manner.
    1. Supervisors should document these discussions, in the prescribed manner.

(b) Supervisors should periodically review mobile audio/video (MAV) recordings, portable audio/video recordings, Mobile Computer Terminal (MCT) data, and any other available resource used to document contact between officers and the public to ensure compliance with this policy.
    1. Supervisors should document these periodic reviews.
    2. Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.

(c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
    1. Corrective measures shall be taken, in accordance with the Personnel Complaints Policy, for violations of this policy.

(d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

401.6 ADMINISTRATION

The Patrol Captain or designee shall review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police. The annual report should not contain any identifying information about any specific complaint, member of the public or officer. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors should review department information and the annual report and discuss the results with those they are assigned to supervise.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

401.7 TRAINING

Training on fair and objective policing and review of this policy shall be conducted annually and include:

(a) Explicit and implicit biases.

(b) Avoiding improper profiling.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Crime and Disaster Scene Integrity

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

403.2 POLICY

It is the policy of the Elkhart Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

403.3 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, it shall be maintained until the officer is properly relieved by a supervisor or other designated person.

403.4 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

(a) Broadcast emergency information, including requests for additional assistance and resources.

(b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.

(c) Locate or identify suspects and determine whether dangerous suspects are still within the area.

(d) Provide first aid to injured parties if it can be done safely.

(e) Evacuate the location safely as required or appropriate.

(f) Secure the inner perimeter.

(g) Protect items of apparent evidentiary value.

(h) Secure an outer perimeter.

(i) Identify potential witnesses.

(j) Start a chronological log noting critical times and personnel allowed access.

403.5 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

403.5.1 CONSENT

When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

403.6 EXECUTION OF HEALTH ORDERS

Any officer of this department is authorized to enforce lawful orders of the local health officer that have been issued for the purpose of preventing the spread of any contagious, infectious or communicable disease (I.C. § 16-41-9-1.5).

403.7 ILLEGAL DRUG MANUFACTURING REPORTING

Any officer that terminates the use of a property (i.e., a dwelling, building, motor vehicle, trailer, watercraft) in the illegal manufacture of a controlled substance shall report the location of the property to (I.C. § 5-2-15-3):

(a) The state police department.

(b) Any fire department that serves the area where the property is located.

(c) The local health department where the property is located.

(d) The Indiana Criminal Justice Institute.

Officers shall utilize the forms provided by the Superintendent of the Indiana State Police when reporting the existence of the property (I.C. § 10-11-2-31).

403.8 EVIDENCE PRESERVATION AND COLLECTION

The Elkhart Police Department will establish and maintain the ability to have access to trained crime scene technicians to assist with major crime investigations when necessary.

In addition to the provisions of the Evidence Unit Policy, the Criminal Investigation Captain will establish procedures for collection and processing physical evidence including, but not limited to:

(a) Photographing or plotting evidence before collection.

(b) Preserving evidence during and after collection.

(c) Preventing the contamination of evidence.

(d) Obtaining sufficient samples.

(e) Sealing, marking and labeling evidence at the scene.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

SPECIAL WEAPONS AND TACTICS

404.1 PURPOSE AND SCOPE

This policy provides guidelines for the specialized support of the SWAT Team in hanling critical field operations where special tactical deployment methods or intense negotiations are beyond the capacity of field officers.

404.1.1 DEFINITIONS

Definitions related to this policy include:

Negotiation team - Designated officers, including those in a multijurisdictional team, who are specifically trained and equipped to provide skilled verbal communications to de-escalate or effect surrender in situations where suspects have taken hostages or barricaded themselves or who are suicidal.

Tactical team - Designated officers, including those in a multijurisdictional team, who are specifically trained and equipped to resolve critical incidents that are so hazardous, complex or unusual that they may exceed the capabilities of first responders or investigators. This includes, but is not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. As a matter of department policy, a tactical team may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues necessitate such use.

404.2 POLICY

It shall be the policy of the Elkhart Police Department to maintain a SWAT Team, either internally or through participation in a regional team, comprised of negotiation and tactical teams, and to provide the equipment, manpower and training necessary to maintain such teams. The SWAT Team should develop sufficient resources to perform three basic operational functions:

(a) Command and control

(b) Containment

(c) Entry/apprehension/rescue

404.3 MANAGEMENT AND SUPERVISION

Under the direction of the Chief of Police,, the SWAT Team shall be managed by the appointed SWAT Commander. The SWAT Commander shall be selected by the Chief of Police upon recommendation of command staff. If the agency is part of a multi jurisdictional team the SWAT Commander will be appointed by the advisory board.

404.3.1 TEAM SUPERVISORS

The negotiation team and tactical team and Dive Team will be under the direction of SWAT Commander Chief of Police

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

The primary responsibility of the team supervisors is to oversee the operation of their teams, which includes deployment, training, first-line supervisor participation and other duties as directed by the SWAT Commander.

404.4 READINESS

An operational readiness assessment should be conducted to determine the type and extent of SWAT missions and operations appropriate to this department. The assessment should consider the capabilities, training and limitations of the SWAT Team and should be reviewed annually by the SWAT Commander or the authorized designee.

All SWAT members must maintain adequate levels of performance, based on individual, squad, team and leadership skills enumerated in this policy. All SWAT members must maintain the minimum level of physical fitness for their assigned duty. Failure to maintain adequate levels of performance and physical fitness are grounds for dismissal from the team.

404.4.1 EQUIPMENT INSPECTIONS

All SWAT equipment will be governed by SWAT SOP's.

404.4.2 MULTIJURISDICTIONAL OPERATIONS

The SWAT Team, including any relevant specialized teams and supporting resources, should develop protocols, agreements, memorandums of understanding (MOUs) or working relationships to support multi jurisdictional or regional responses.

(a) If it is anticipated that multi jurisdictional SWAT operations will regularly be conducted, multi-agency and multidisciplinary joint training exercises should occur.

(b) Members of the Elkhart Police Department SWAT Team shall operate under the policies, procedures and command of the Advisory Board when working in a multi-agency situation.

404.5 PROCEDURES

Situations that necessitate the need for a SWAT response vary greatly from incident to incident and often demand on-scene evaluation. The guidelines allow for appropriate on-scene decision-making and development of organizational and operational procedures.

404.5.1 ORGANIZATIONAL PROCEDURES

The Department shall develop a separate written set of organizational procedures (SOP) that should address, at a minimum:

(a) Specific missions the SWAT Team is capable of performing.

(b) SWAT Team organization and function.

(c) Member selection, retention and termination criteria.

(d) Training and required competencies, including record production and retention.

(e) Procedures for notification, activation, deactivation and deployment.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(f) Command and control issues, including a clearly defined command structure and dedicated lines of communication.

(g) Multi-agency response.

(h) Out-of-jurisdiction response.

(i) Specialized functions and supporting resources.

404.5.2 OPERATIONAL PROCEDURES

The Department shall develop a separate written set of operational procedures in accordance with the determination of the SWAT's level of capability, using sound risk-reduction practices. The operational procedures should be patterned after the National Tactical Officers Association's (NTOA) SWAT Standard for Law Enforcement Agencies. Because such procedures are specific to SWAT members and outline negotiation, tactical and officer safety issues, they are not included within this policy.

The operational procedures should include, at a minimum:

(a) Designation of members who are responsible for developing an operational or tactical plan prior to, and/or during operations (time permitting).

1. All SWAT members should have an understanding of operational planning.
2. SWAT training should include planning for both spontaneous and planned events.
3. SWAT planning should incorporate medical emergency contingency plans as part of the operational plan.

(b) Plans for SWAT mission briefings conducted prior to an operation, unless circumstances require immediate deployment.

1. When possible, SWAT briefings should include the specialized teams and other supporting personnel.

(c) Protocols for a sustained SWAT operation to be developed that may include relief, rotation of members and augmentation of personnel and resources.

(d) A generic checklist to be worked through prior to initiating a tactical action as a means of conducting a threat assessment to determine the appropriate response and resources necessary, including the use of the.

(e) Roles for the negotiations team and negotiators.

(f) A standard method of determining whether a warrant should be regarded as high risk.

(g) A method for deciding how best to serve a high-risk warrant with all reasonably foreseeable alternatives being reviewed in accordance with risk/benefit criteria prior to selecting the method of response.

(h) Protocols for post-incident scene management, including:

1. Documentation of the incident.
2. Transition to investigations and/or other divisions.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

3. Debriefing after every deployment of the SWAT Team.
    (a) After-action team debriefing provides evaluation and analysis of critical incidents, affords the opportunity for individual and team assessments, helps to identify training needs and reinforces sound risk management practices.
    (b) Such debriefing should not be conducted until involved members have had the opportunity to individually complete necessary reports or provide formal statements.
    (c) In order to maintain candor and a meaningful exchange, debriefing will generally not be recorded.
    (d) When appropriate, debriefing should include specialized teams and supporting or assisting personnel.

(i) A sound risk management analysis.

(j) Standardization of equipment deployed.

404.6 OPERATIONAL GUIDELINES

The following are guidelines for the operational deployment of the SWAT Team. Generally, the tactical team and the negotiation team will be activated together. It is recognized, however, that the teams can be activated independently as circumstances dictate. The tactical team may be used in a situation not requiring the physical presence of the negotiation team, such as warrant service operations. The negotiation team may be used in a situation not requiring the physical presence of the tactical team, such as handling a suicidal person. Operational deployment of the specialized teams shall be at the discretion of the SWAT Commander.

404.6.1 APPROPRIATE USE

Incidents that may result in the activation of the SWAT Team include:

(a) Barricaded suspects who refuse an order to surrender.

(b) Incidents where hostages are taken.

(c) Individuals who are threatening suicide and have refused to surrender.

(d) Arrests of potentially armed or dangerous persons.

(e) Any situation that could threaten or undermine the ability of the Department to preserve life, maintain social order and ensure the protection of persons or property.

(f) Dignitary Protection.

(g) Any special assignment given by the Chief of Police.

(h) High Risk Search Warrant

Deployment of the Elkhart Police DepartmentSWAT Team in response to requests by other agencies must be authorized by the SWAT Commander

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

404.6.2 ON-SCENE DETERMINATION AND NOTIFICATION

The supervisor-in-charge at the scene of a particular event will be designated as the Incident Commander and will assess whether the SWAT Team is to be requested. If the SWAT Commander is unavailable, then the on-call team designee shall be notified.

The Watch Commander requesting supervisor should brief the SWAT Commander about the incident. Such information should include:

(a) The type of crime involved.

(b) The number of suspects, identity and criminal history.

(c) The known weapons and resources available to the suspect.

(d) If the suspect is in control of hostages and/or barricaded.

(e) Whether contact has been made with the suspect and whether there have been demands.

(f) If potential victims are still within the inner perimeter.

(g) If the suspect has threatened or attempted suicide.

(h) The location of the command post and a safe approach to it.

(i) The extent of any inner or outer perimeter and the number of personnel involved.

(j) Any other assets or resources at the scene including other involved agencies.

(k) Any other important facts critical to the immediate situation.

The SWAT Commander or team supervisor shall then follow current call out procedures.

The Watch Commander will notify the Patrol Captain as soon as practicable.

404.6.3 FIELD PERSONNEL RESPONSIBILITIES

While waiting for the SWAT Team to respond, field personnel should, if determined to be safe and practicable and sufficient resources exist:

(a) Establish an arrest/response team in case the suspect takes action. The response team’s tasks may include:

1. Taking action to mitigate a deadly threat or behavior either inside or outside the location.

2. Securing any subject or suspect who may surrender or attempt to escape.

(b) Evacuate any injured persons in the zone of danger.

(c) Evacuate or provide safety instructions to other people in the zone of danger.

(d) Establish an inner and outer perimeter.

(e) Establish a command post outside of the inner perimeter.

(f) Attempt to establish preliminary communication with the suspect.

(g) Plan for and stage anticipated resources.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

404.6.4 ON-SCENE COMMAND RESPONSIBILITIES

Upon arrival of the SWAT Team at the scene, the Incident Commander shall brief the SWAT Commander and team supervisors. Upon review, it will be the SWAT Commander's decision, with input from the Incident Commander, whether to deploy the SWAT Team. Once the SWAT Commander authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical response and negotiations. The Incident Commander shall continue to supervise the command post operation, outer perimeter security, evacuation and media access and will support the SWAT Team. The Incident Commander and SWAT Commander or the authorized designee shall maintain direct communication at all times.

404.6.5 COMMUNICATIONS WITH SWAT MEMBERS

All persons who are non-SWAT members should refrain from any non-emergency contact or interference with any SWAT member during active negotiations. SWAT operations require the utmost in concentration by involved members and, as a result, no one should interrupt or communicate with SWAT members directly. All non-emergency communications shall be channeled through the SWAT Commander or the authorized designee.

404.7 TACTICAL TEAM ADMINISTRATIVE GUIDELINES

The tactical team was established to provide a skilled and trained team for deployment to events that require specialized tactics, in situations where suspects have taken hostages and/or barricaded themselves, and in prolonged or predictable situations where persons who are armed or suspected of being armed pose a danger to themselves or others.

The following procedures serve as directives for the administrative operation of the tactical team.

404.7.1 SELECTION OF TACTICAL MEMBERS

The selection of all SWAT Operators, Marksman and Negotiators will be spelled out in the SWAT SOP"s and include any EPD requirements.

404.7.2 TACTICAL TRAINING

Training shall be coordinated by the SWAT Commander. The SWAT Commander may conduct monthly training exercises that include a review and critique of members and their performance in the exercises, in addition to specialized training.

404.7.3 TACTICAL TEAM EVALUATION

Continual evaluation of a team member’s performance and efficiency as it relates to the positive operation of the team shall be conducted by the team supervisor. The performance and efficiency level, as established by the team supervisor, will be met and maintained by all tactical team members. Any member of the tactical team who performs or functions at a level less than satisfactory shall be subject to dismissal from the team.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

404.8 NEGOTIATION TEAM ADMINISTRATIVE GUIDELINES

The negotiation team has been established to provide skilled verbal communicators who will attempt to de-escalate and effect surrender in critical situations where suspects have taken hostages or barricaded themselves or have suicidal tendencies.

The following procedures serve as directives for the administrative operation of the negotiation team.

404.8.1 SELECTION OF NEGOTIATION MEMBERS

The Crisis Negotiator shall be chosen by the process spelled out in the SWAT SOP's and will include any EPD requirements.

404.8.2 NEGOTIATION TRAINING

Training shall be coordinated by the SWAT Commander. The SWAT Commander may conduct monthly training exercises that include a review and critique of members and their performance in the exercises, in addition to specialized training.

A minimum of one training day per quarter will be required to provide the opportunity for role playing and situational training necessary to maintain proper skills. This will be coordinated by the team supervisor.

404.8.3 NEGOTIATION TEAM EVALUATION

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the team shall be conducted by the team supervisor. Performance and efficiency levels, established by the team supervisor, will be met and maintained by all team members. Any member of the negotiation team who performs or functions at a level less than satisfactory shall be subject to dismissal from the team.

404.9 PROBATIONARY STATUS

Once the applicant has been approved by the Chief of Police they will be placed on a probationary status for 12 months. At any time during the probationary period, upon consensus of the leadership team, the candidate may be dismissed without cause.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Ride-Alongs

405.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for a ride-along with members of the Elkhart Police Department. This policy provides the requirements, approval process, hours of operation and member responsibilities for ride-alongs.

405.2 POLICY

Ride-along opportunities will be provided to the members of the public, City employees and members of this department to observe and experience, first-hand, various functions of the Elkhart Police Department. The term “ride-along” includes riding as a passenger with an officer on patrol or observing the work day of members engaged in other functions within the Department, such as the Communication Center.

405.3 ELIGIBILITY

A ride-along is available to Elkhart residents and business owners, students currently attending class in Elkhart and those employed within the City of Elkhart. Efforts will be made to accommodate all interested persons. However, any applicant may be disqualified without cause from participating.

Factors that may be considered in disqualifying an applicant include, but are not limited to, the following:

- Being under 18 years of age
- Prior criminal history
- Pending criminal action
- Pending lawsuit against anydepartment or the City
- Denial by any supervisor

405.4 AVAILABILITY

A ride-along or job observation is available most days of the week or any shift

405.5 REQUESTS TO PARTICIPATE

Generally, ride-along and job observation requests will be maintained and scheduled by the Watch Commander. Persons wishing to ride with a member of the Elkhart Police Department will complete a Ride-Along form and that form will be forwarded to the appropriate Watch Commander for consideration.

405.6 PROCEDURES

Once approved, ride-along applicants will be allowed to participate no more than once every six months. An exception may apply to the following law enforcement-involved participants:

- Explorers

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

- Volunteers
- Chaplains
- Reserves
- Elkhart Police Department applicants
- Any others with approval of the Watch Commander
-

An effort will be made to ensure that no more than one member of the public will participate in a ride-along or job observation during any given time period. Normally, no more than one ride-along participant will be allowed in department vehicles at a given time.

Ride-along requirements for department Explorers or Cadets are covered in their individual policies..

Ride-along applicants may not carry a firearm during the ride-along with the exception of certified police officers.

This policy does not apply to Officers friends or family when in an off-duty status, refer to Take-Home policy for further.

405.6.1 OFF-DUTY PARTICIPATION

Off-duty members of this department and employees of the City, will not be permitted to participate in a ride-along with on-duty members of this department without the express consent of the Patrol Captain.

Off duty officers from another department should provide a written authorization from their department and have permission from the Elkhart Police Department.

405.6.2 CRIMINAL HISTORY CHECK

All ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and an Indiana State Police Central Repository check prior to approval of the ride-along.

405.6.3 SUITABLE ATTIRE

Any person approved to participate in a ride-along is required to be suitably dressed in a appropriate manner which will be looked at by a case by case basis.. Sandals, tank tops and ripped or torn pants are not permitted. Hats and ball caps will not be worn without the express consent of the Watch Commander. The Watch Commander or a supervisor may refuse a ride-along to anyone who is not dressed appropriately.

405.7 MEMBER RESPONSIBILITIES

The assigned department member shall consider the safety of the ride-along or job observation participant at all times. The member shall maintain control over the participant and shall instruct

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

the individual about the conditions that necessarily limit his/her participation. Instructions should include:

(a) The participant will follow the directions of the department member.

(b) The participant will not become involved in any investigation, handling of evidence, discussions with victims or suspects, reading an individual's criminal history or other protected information, or handling any police department equipment.

(c) Participation may be terminated at any time by the member if the participant interferes with the performance of the member's duties.

1. If the participant is on a ride-along, the member may return the participant to the point the ride originated.

(d) Participants may be allowed to continue a ride-along during the transportation and booking process, provided it does not jeopardize their safety.

(e) Members will not allow participants to be present in any location or situation that would jeopardize the participant's safety or cause undue stress or embarrassment to a victim or any other member of the public.

(f) Participants who are not law enforcement officers shall not be permitted to accompany the department member into a private residence without the express consent of the resident or other authorized person.

The member assigned to provide a ride-along shall advise the dispatcher that a ride-along participant is present in the vehicle before going into service. An officer with a ride-along participant should use sound discretion when encountering a potentially dangerous situation that would reasonably put the civilian rider in harms way. Pursuits with civilian riders are prohibited. If an officers is accompanied by a civilian rider and the officer determines there is an articulable need to participate in a pursuit, prior to engaging in the pursuit the officer shall let the participant rider out of the vehicle in a well lit public place the officer feels it is safe for the civilian rider to be. The officer will notify dispatch that this has taken place. As soon as practicable, dispatch will have another member respond to pick up the participant at the location advised. The ride along may be continued or terminated at this time. The articulable need the officer had to drop off a civilian rider and participate in the pursuit will be documented by the officer in the pursuit report. Elkhart Police Department Chaplains are authorized to be with an officer while the officer is engaged in a vehicle pursuit.

Conduct by a person participating in a ride-along that results in termination of the ride, or is otherwise inappropriate, should be immediately reported to the Watch Commander. The member should enter comments regarding the reasons for terminating the ride-along on the waiver form.

Upon completion of the ride-along, the member shall return the waiver form to the Watch Commander.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Hazardous Material Response

406.1 PURPOSE AND SCOPE

Exposure to hazardous materials presents potential harm to department members and the public. This policy outlines the responsibilities of members who respond to these events and the factors that should be considered while on-scene, including the reporting of exposures and supervisor responsibilities.

406.1.1 DEFINITIONS

Definitions related to this policy include:

Hazardous material - A substance which, by its nature, containment or reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

406.2 POLICY

It is the policy of the Elkhart Police Department to respond to hazardous material emergencies with due regard for the safety of the public and those members responding to such incidents.

406.3 HAZARDOUS MATERIAL RESPONSE

Members may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill or fire. When members come into contact with a suspected hazardous material, they should take certain steps to protect themselves and other persons.

The fire department is the agency trained and equipped to properly respond and mitigate most incidents involving hazardous materials and biohazards.

Responders should not perform tasks or use equipment without proper training. A responder entering the area may require decontamination before he/she is allowed to leave the scene, and should be evaluated by appropriate technicians and emergency medical services personnel for signs of exposure.

406.4 CONSIDERATIONS

The following steps should be considered at any scene involving suspected hazardous materials:

(a) Make the initial assessment of a potentially hazardous material from a safe distance.

(b) Notify the Communication Center, appropriate supervisors, the appropriate fire department and hazardous response units.

1. Provide weather conditions, wind direction, a suggested safe approach route and any other information pertinent to responder safety.

(c) Wear personal protective gear, being cognizant that some hazardous material can be inhaled.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(d) Remain upwind, uphill and at a safe distance, maintaining awareness of weather and environmental conditions, until the material is identified and a process for handling has been determined.

(e) Attempt to identify the type of hazardous material from a safe distance using optical aids (binoculars or spotting scopes) if they are available. Identification can be determined by:

1. Placards or use of an emergency response guidebook.
2. Driver's statements or shipping documents from the person transporting the material.
3. Information obtained from any involved person with knowledge regarding the hazardous material. Information should include:
    (a) The type of material.
    (b) How to secure and contain the material.
    (c) Any other information to protect the safety of those present, the community and the environment.

(f) Provide first aid to injured parties if it can be done safely and without contamination.

(g) Make reasonable efforts to secure the scene to prevent access from unauthorized individuals and to protect and identify any evidence.

(h) Begin evacuation of the immediate and surrounding areas, dependent on the material. Voluntary evacuation should be considered; mandatory evacuation may be necessary and will depend on the type of material.

(i) Establish a decontamination area when needed.

(j) Activate automated community notification systems, if applicable.

(k) Notify the Indiana Department of Environmental Management Hotline (327 I.A.C. 2-6.1-1) This will be done by the Elkhart Fire Department and the Elkhart County Health Department.

406.5 REPORTING EXPOSURE

Department members who believe they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the member in an incident report that shall be forwarded via chain of command to the Watch Commander as soon as practicable. Should the affected member be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the report.

Injury or illness caused or believed to be caused by exposure to hazardous materials shall be reported the same as any other on-duty injury or illness, in addition to a crime report or incident report as applicable.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

406.5.1 SUPERVISOR RESPONSIBILITIES

When a supervisor has been informed that a member has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to mitigate the exposure or continued exposure.

The supervisor should ensure that the Officer's weapons and equipment are secured and all leather gear is disposed of if it is exposed to hazardous liquids.

To ensure the safety of members, safety equipment is available from supervisors. Safety items not maintained by this department may be available through the appropriate fire department or emergency response team.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Hostage and Barricade Incidents

407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

407.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is:

- Unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.
- Unlawfully held against his/her will under threat or actual use of force.

407.2 POLICY

It is the policy of the Elkhart Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

407.3 COMMUNICATION

When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect’s surrender.

When available, department-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands, and the available resources.

407.4 FIRST RESPONDER CONSIDERATIONS

First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

The first responding officer should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

407.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. In the interim, the following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Request additional personnel, resources and equipment as needed (e.g., canine team).

(d) Provide responding emergency personnel with a safe arrival route to the location.

(e) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.

(f) Attempt or obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.

(g) Establish to an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.

(h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(i)

(j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

(k) Establish a command post.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

407.4.2 HOSTAGE SITUATION

Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).

(d) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated, if practicable, pending further interview.

(e) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(f) Provide responding emergency personnel with a safe arrival route to the location.

(g) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.

(h) Coordinate pursuit or surveillance vehicles and control of travel routes.

(i) Attempt to obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.

(j) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.

(k) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(l) Notify supervisor.

(m) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

407.5 SUPERVISOR RESPONSIBILITIES

Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander until properly relieved. This includes requesting the SWAT Team response if appropriate and apprising the SWAT Commander of the circumstances. In addition, the following options, listed here in no particular order, should be considered:

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(a) Ensure injured persons are evacuated and treated by medical personnel.

(b) Ensure the completion of necessary first responder responsibilities or assignments.

(c) Request crisis negotiators, specialized assignment members, additional department members, resources or equipment as appropriate.

(d) Establish a command post location as resources and circumstances permit.

(e) Designate assistants who can help with intelligence information and documentation of the incident.

(f)

(g) Consider contacting utility and communication providers when restricting such services (e.g., electric power, gas, telephone service).

(h) Ensure adequate law enforcement coverage for the remainder of the City during the incident. The supervisor should direct nonessential personnel away from the scene unless they have been summoned by the supervisor or the Communication Center.

(i) Identify a media staging area outside the outer perimeter and have the department PIO or a designated temporary media representative provide media access in accordance with the Media Relations Policy.

(j) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.

(k) Debrief personnel and review documentation as appropriate.

407.6 SWAT RESPONSIBILITIES

It will be the SWAT Commander's decision, with input from the Incident Commander, whether to deploy the SWAT Team during a hostage or barricade situation. Once the SWAT Commander authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical response and negotiations. The Incident Commander shall continue to supervise the command post operation, outer perimeter security, evacuation and media access, and will support the SWAT Team. The Incident Commander and the SWAT Commander or the authorized designees shall maintain direct communications at all times.

407.7 REPORTING

Unless otherwise relieved by a supervisor or Incident Commander, the handling officer at the scene is responsible for completion and/or coordination of incident reports.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Response to Bomb Calls

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Elkhart Police Department in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

408.2 POLICY

It is the policy of the Elkhart Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

408.3 RECEIPT OF BOMB THREAT

Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the Watch Commander is immediately advised and informed of the details. This will enable the Watch Commander to ensure that the appropriate personnel are dispatched, and, as appropriate, the threatened location is given an advance warning.

408.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

408.4.1 ELKHART POLICE DEPARTMENT FACILITY

If the bomb threat is against the Elkhart Police Department facility, the Watch Commander will direct and assign officers as required for coordinating a general building search or evacuation of the police department, as he/she deems appropriate.

408.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the Elkhart Police Department that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Watch Commander deems appropriate.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

408.4.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

408.5 PRIVATE FACILITY OR PROPERTY

When a member of this department receives notification of a bomb threat at a location in the City of Elkhart, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

(a) The location of the facility.

(b) The nature of the threat.

(c) Whether the type and detonation time of the device is known.

(d) Whether the facility is occupied, and if so, the number of occupants currently on-scene.

(e) Whether the individual is requesting police assistance at the facility.

(f) Whether there are any internal facility procedures regarding bomb threats in place, such as:

1. No evacuation of personnel and no search for a device.
2. Search for a device without evacuation of personnel.
3. Evacuation of personnel without a search for a device.
4. Evacuation of personnel and a search for a device.

    (a) Members of the Elkhart Police Department should not force an evacuation of any facility based on a suspicious package.

The member receiving the bomb threat information should ensure that the Watch Commander is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

408.5.1 ASSISTANCE

The Watch Commander should be notified when police assistance is requested. The Watch Commander will make the decision whether the Department will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including police control over the facility.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Should the Watch Commander determine that the Department will assist or control such an incident, he/she will determine:

(a) The appropriate level of assistance.

(b) The plan for assistance.

(c) Whether to assist in the evacuation and/or search of the facility.

(d) Whether to involve facility staff in the search or evacuation of the building.

1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.
2. The safety of all participants is the paramount concern.

(e) The need for additional resources, including:

1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

408.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

(a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.

(b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.

(c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:

1. Two-way radios
2. Cell phones
3. Other personal communication devices

(d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.

(e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.

(f) A safe access route should be provided for support personnel and equipment.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(g) Search the area for secondary devices as appropriate and based upon available resources.

(h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.

(i) Promptly relay available information to the Watch Commander including:

1. The time of discovery.
2. The exact location of the device.
3. A full description of the device (e.g., size, shape, markings, construction).
4. The anticipated danger zone and perimeter.
5. The areas to be evacuated or cleared.

408.7 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, contamination of the scene by gathering crowds or any additional damage from fires or unstable structures.

408.7.1 CONSIDERATIONS

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

(a) Assess the scope of the incident, including the number of victims and extent of injuries.

(b) Request additional personnel and resources, as appropriate.

(c) Assist with first aid.

(d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.

(e) Assist with the safe evacuation of victims, if possible.

(f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.

(g) Preserve evidence.

(h) Establish an outer perimeter and evacuate if necessary.

(i) Identify witnesses.

408.7.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

- Bomb squad
- Additional department personnel, such as investigators and forensic services
- Field supervisor
- Watch Commander
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

408.8 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

408.8.1 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Watch Commander should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be embedded in nearby structures or hanging in trees and bushes.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Crisis Intervention Incidents

409.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

409.1.1 DEFINITIONS

Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; noncompliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

409.2 POLICY

The Elkhart Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

409.3 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

(a) A known history of mental illness

(b) Threats of or attempted suicide

(c) Loss of memory

(d) Incoherence, disorientation or slow response

(e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas

(f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt

(g) Social withdrawal

(h) Manic or impulsive behavior, extreme agitation or lack of control

(i) Lack of fear

(j) Anxiety, aggression, rigidity, inflexibility or paranoia

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Members should be aware that this list is not exhaustive. The presence or absence of any of these signs should not be treated as proof of the presence or absence of a mental health issue or crisis.

409.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

The Chief of Police should designate an appropriate Captain to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources to guide department interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

409.4.1 CRISIS INTERVENTION TEAMS

The designated Captain should coordinate department participation with any local crisis intervention team (CIT), including, as reasonable, identifying CIT-trained officers and incorporating information from the Indiana technical assistance center for CITs into department procedures as appropriate (I.C. § 5-2-21.2-1; I.C. § 5-2-21.2-2; I.C. § 5-2-21.2-6).

409.5 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer's authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

(a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.

(b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.

(c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.

(d) Attempt to determine if weapons are present or available.

(e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.

(f) Secure the scene and clear the immediate area as necessary.

(g) Employ tactics to preserve the safety of all participants.

(h) Determine the nature of any crime.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(i) Request a supervisor, as warranted.

(j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.

(k) If circumstances reasonably permit, consider and employ alternatives to force.

409.6 DE-ESCALATION

Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm and courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (i.e., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

409.7 INCIDENT ORIENTATION

When responding to an incident that may involve mental illness or a mental health crisis, the officer should request that the dispatcher provide critical information as it becomes available. This includes:

(a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.

(b) Whether there have been prior incidents or suicide threats/attempts, and whether there has been previous police response.

(c) Contact information for a treating physician or mental health professional.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Additional resources and a supervisor should be requested as warranted.

409.8 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

(a) Attempt to secure appropriate and sufficient resources.

(b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).

(c) Absent an imminent threat to the public, consider strategic disengagement. This may include removing or reducing law enforcement resources or engaging in passive monitoring.

(d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.

(e) Conduct an after-action tactical and operational debriefing, and prepare an after-action evaluation of the incident to be forwarded to the Captain.

(f) Evaluate whether a critical incident stress management debriefing for involved members is warranted.

409.9 INCIDENT REPORTING

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

409.9.1 DIVERSION

Individuals who are not being arrested should be processed in accordance with the Involuntary Detentions Policy.

409.10 CIVILIAN INTERACTION WITH PEOPLE IN CRISIS

Civilian or clerical members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request and animal control issues.

(a) Members should treat all individuals equally and with dignity and respect.

(b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.

(c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

If a person's behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to him/herself or others, an officer should be promptly summoned to provide assistance.

409.11 EVALUATION

The Captain designated to coordinate the crisis intervention strategy for this department should ensure that a thorough review and analysis of the department response to these incidents is conducted annually. The report will not include identifying information pertaining to any involved individuals, officers or incidents and will be submitted to the Chief of Police through the chain of command.

409.12 SEIZURE OF FIREARMS

An officer may seize a firearm from a person determined to be dangerous. The seizure may occur with or without a warrant (I.C. § 35-47-14-2).

A dangerous person is a person who, for the purposes of these seizures only, (I.C. § 35-47-14-1):

(a) Presents an imminent risk of personal injury to the person or others.

(b) May present a risk of personal injury to the person or others in the future and the person:

1. Has a mental illness as defined in I.C. § 12-7-2-130 that may be controlled by medication, and has not demonstrated a pattern of voluntarily and consistently taking the person’s medication while not under supervision.

2. Is the subject of documented evidence that would give rise to a reasonable belief that the person has a propensity for violent or emotionally unstable conduct.

Having been recently released from a mental health facility or having a mental illness that is currently controlled by medication does not establish that the individual is dangerous.

A firearm seized without a warrant under these circumstances requires the officer to submit to the circuit or superior court having jurisdiction over the individual believed to be dangerous, a written statement under oath or affirmation describing the basis for the belief that the individual is dangerous (I.C. § 35-47-14-3).

An officer is not authorized to perform a warrantless search or seizure if a warrant would otherwise be required.

409.13 TRAINING

In coordination with the mental health community and appropriate stakeholders, the Department will develop and provide comprehensive education and training to all department members to enable them to effectively interact with persons in crisis (I.C. § 5-2-1-9).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Involuntary Detentions

410.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may place a person under involuntary detention.

410.1.1 DEFINITIONS

Definitions related to this policy include:

Immediate detention - When an individual is involuntarily detained by an officer for immediate hospitalization as provided in I.C. § 12-26-5-0.5.

Involuntary detention - Includes both immediate and emergency detentions.

Emergency detention - When an individual is involuntarily detained pursuant to a court approved petition under I.C. § 12-26-5-1.

410.2 POLICY

It is the policy of the Elkhart Police Department to protect the public and individuals through legal and appropriate use of the involuntary detention process.

410.3 AUTHORITY

An officer may take into custody and transport an individual to the appropriate facility in the following circumstances:

(a) There are reasonable grounds to believe that an individual has a mental illness, is either dangerous or gravely disabled, and is in immediate need of hospitalization and treatment (I.C. § 12-26-5-0.5).

(b) Pursuant to a court order (I.C. § 12-26-5-0.5).

(c) Where an emergency detention petition is approved by a judge (I.C. § 12-26-5-2).

Individuals shall not be transported to a state institution (I.C. § 12-26-5-0.5).

410.3.1 VOLUNTARY EVALUATION

If an officer encounters an individual who may qualify for involuntary detention, they may inquire as to whether the person desires to be voluntarily evaluated at an appropriate facility. If the person so desires, the officer should:

(a) Transport the person to an appropriate facility that is able to conduct the evaluation and admit the person.

(b) If at any point the person changes their mind regarding voluntary evaluation, the officers should proceed with immediate detention, if appropriate (I.C. § 12-26-5-0.5).

(c) Document the circumstances surrounding the individual's desire to pursue voluntary evaluation and/or admission.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

410.4 CONSIDERATIONS AND RESPONSIBILITIES

Any officer handling a call involving a person who may qualify for involuntary detention should consider, as time and circumstances reasonably permit:

(a) Available information that might assist in determining the possible cause and nature of the person's action or stated intentions.

(b) Community or neighborhood mediation services.

(c) Conflict resolution and de-escalation techniques.

(d) Community or other resources that may be readily available to assist with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

Involuntary detention should be preferred over arrest for people who have mental health issues and are suspected of committing minor crimes or creating other public safety issues.

410.5 TRANSPORTATION

Officers may transport individuals in the patrol unit and shall secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport vehicle and the safety of any person, including the detainee, requires the presence of an officer during the transport.

410.6 TRANSFER TO APPROPRIATE FACILITY

Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the officer should provide the staff member with the emergency petition or written statement containing the basis for the officer's belief the person qualifies for immediate detention and remain present to provide clarification of the grounds for detention, upon request.

Absent exigent circumstances, the transporting officer should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the officer may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, officers will not apply facility-ordered restraints.

410.7 DOCUMENTATION

The written statement containing the basis for the conclusion that reasonable grounds exist for immediate detention shall be provided to the facility staff member assigned to the individual. A copy shall be retained for inclusion in the case report and filed with the court if any related criminal charges are filed by the officer (I.C. § 12-26-5-0.5).

The officer should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the immediate detention.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

410.8 CRIMINAL OFFENSES

Officers investigating an individual who is suspected of committing a minor criminal offense and who is being taken into custody on an involuntary detention should resolve the criminal matter by issuing a summons or other required paperwork necessary to forward a criminal case to the prosecutors' office.

When an individual who may qualify for an involuntary detention has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

(a) Arrest the individual when there is probable cause to do so.

(b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the involuntary detention.

(c) Facilitate the individual’s transfer to jail.

(d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for an involuntary detention.

In the supervisor’s judgment, the individual may be arrested or booked and transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this department to regain custody of the individual, department resources (e.g., posting a guard) and other relevant factors in making this decision.

410.9 FIREARMS AND OTHER WEAPONS

Whenever a person is taken into custody for an involuntary detention, the handling officers should seek to determine if the individual owns or has access to any firearm or other deadly weapon.

Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent). A firearm may be seized under I.C. § 35-47-14-3 if the officer believes the person presents an imminent risk of personal injury to him/herself or another and the officer submits to the circuit or superior court having jurisdiction over the person a written statement under oath or affirmation describing the basis for the belief that the person is dangerous.

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling officer should further advise the person of the procedure for the return of any firearm or other weapon that has been taken into custody.

410.10 TRAINING

This department will provide department-approved training on interaction with mentally ill persons, involuntary detentions and crisis intervention (I.C. § 5-2-1-9(g)).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Summons and Release

411.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the Elkhart Police Department with guidance on when to release adults who are suspected offenders on a summons and promise to appear in court for a criminal offense, rather than having the person held in custody for a court appearance or released on bail.

Additional release restrictions may apply to those detained for domestic violence, as outlined in the Domestic or Family Violence Policy.

411.2 POLICY

The Elkhart Police Department will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a summons and promise to appear in court, when authorized to do so.

411.3 RELEASE

A suspected offender may be released on issuance of a summons and promise to appear in court for any misdemeanor except when the offender is (I.C. § 35-33-4-1; I.C. § 9-30-2-5):

(a) Arrested for a traffic misdemeanor other than the misdemeanor of operating a vehicle while intoxicated (OWI). The offender shall be immediately taken to court or released from custody upon signing a written promise to appear in court.

(b) Not an Indiana resident and is arrested for a misdemeanor that regulates the use and operation of a motor vehicle. If the offender is not immediately taken to court, he/she shall be released upon the deposit of a security, if required.

411.4 PROHIBITIONS

The release of a suspected offender on a summons and promise to appear in court is not permitted when:

(a) The person is arrested for a felony (I.C. § 35-33-4-1(f)).

(b) The person is arrested for a motor vehicle misdemeanor, except for OWI, when the person (I.C. § 9-30-2-4):

    (a) Demands an immediate appearance before a court.

    (b) Is charged with an offense of causing or contributing to an accident resulting in injury to, or death of, another person.

    (c) Is charged with failure to stop for an accident causing death, personal injuries or damage to property.

    (d) Refuses to give his/her written promise to appear in court.

See the Domestic or Family Violence Policy for release restrictions related to those investigations.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

411.5 CONSIDERATIONS

In determining whether to release a person on a summons and promise to appear in court when discretion is permitted, officers should consider:

(a) The type of offense committed.

(b) The known criminal history of the suspected offender.

(c) The ability to identify the suspected offender with reasonable certainty.

(d) Whether there is any record of the person failing to appear in previous cases or there are other articulable indications that the person may not appear in court for this offense.

(e) The person's ties to the area, such as residence, employment or family.

(f) Whether there is reasonable likelihood that criminal conduct by the person will continue.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Foreign Diplomatic and Consular Representatives

412.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Elkhart Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

412.2 POLICY

The Elkhart Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

412.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

(a) Notify a supervisor.

(b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.

(c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.

(d) Contact the DOS Diplomatic Security Command Center at 571–345–3146 or toll-free at 866–217–2089, or at another current telephone number, and inform the center of the circumstances.

(e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

412.4 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

(a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.

(b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.

(c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.

1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.

(d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:

1. Diplomatic-level staff of missions to international organizations and recognized family members
2. Diplomatic agents and recognized family members
3. Members of administrative and technical staff of a diplomatic mission and recognized family members
4. Career consular officers, unless the person is the subject of a felony warrant

(e) The following persons may generally be detained and arrested:

1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents
2. Support staff of missions to international organizations
3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries
4. Honorary consular officers

412.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

412.6 DIPLOMATIC IMMUNITY

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes (note (a))	Yes	Yes	Yes	No for official acts. Yes otherwise (note (a))	No immunity or inviolability (note (a))
Career Consul Officer	Yes if for a felony and pursuant to a warrant (note (a))	Yes (note (d))	Yes	No for official acts Testimony may not be compelled in any case	No for official acts Yes otherwise (note (a))	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employees	Yes (note (a))	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise (note (a))	No immunity or inviolability (note (a))
Int'l Org Staff (note (b))	Yes (note (c))	Yes (note (c))	Yes	Yes (note (c))	No for official acts Yes otherwise (note (c))	No immunity or inviolability

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Diplomatic-Level Staff of Missions to Int'l Orgs	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity and inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

(a) This table represents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

(b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety or the prevention of serious criminal acts.

(c) A small number of senior officers are entitled to be treated identically to diplomatic agents.

(d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Rapid Response and Deployment

413.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist officers in situations that call for rapid response and deployment.

413.2 POLICY

The Elkhart Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those who are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

413.3 CONSIDERATIONS

When dealing with a crisis situation members should:

(a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.

(b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.

(c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.

(d) Attempt, if feasible and based upon the suspect’s actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

413.4 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably possible, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to incidents at other locations.

When deciding on a course of action officers should consider:

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advancement or engagement should be based on information known or received at the time.

(b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.

(c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.

(d) Whether the suspect can be contained or denied access to victims.

(e) Whether the officers have the ability to effectively communicate with other personnel or resources.

(f) Whether planned tactics can be effectively deployed.

(g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In the case of a barricaded or trapped suspect, with no hostages and no immediate threat to others, officers should consider covering escape routes and evacuating persons as appropriate, while summoning and waiting for additional assistance (e.g., special tactics and/or hostage negotiation team response).

413.5 PLANNING

The Patrol Captain should coordinate critical incident planning. Planning efforts should consider:

(a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment venues and sporting event venues.

(b) Availability of building plans and venue schematics of likely critical incident target sites.

(c) Communications interoperability with other law enforcement and emergency service agencies.

(d) Training opportunities in critical incident target sites, including joint training with site occupants.

(e) Evacuation routes in critical incident target sites.

(f) Patrol first-response training.

(g) Response coordination and resources of emergency medical and fire services.

(h) Equipment needs.

(i) Mutual aid agreements with other agencies.

(j) Coordination with private security providers in critical incident target sites.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

413.6 TRAINING

The Training SergeantTraining Lieutenant should include rapid response to critical incidents in the training plan. This training should address:

(a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment venues and sporting event venues.

(b) Communications interoperability with other law enforcement and emergency service agencies.

(c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.

(d) First aid, including gunshot trauma.

(e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Immigration Violations

414.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Elkhart Police Department relating to immigration and interacting with federal immigration officials.

414.2 POLICY

It is the policy of the Elkhart Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

414.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and not in any way that would violate the United States or Indiana constitutions (I.C. § 5-2-18.2-8).

An officer may not request verification of the citizenship or immigration status of an individual from federal immigration authorities if the individual is only reporting a crime or is a victim or witness to a crime (I.C. § 5-2-20-3).

414.4 DETENTIONS

An officer should not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant.

An officer who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of federal immigration law may detain the person for a reasonable period of time in order to contact federal immigration officials to verify whether an immigration violation is a federal civil violation or a criminal violation. If the violation is a criminal violation, the officer may continue to detain the person for a reasonable period of time if requested by federal immigration officials (8 USC § 1357(g)(10)). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual's status are unresolved.

If the officer has facts that establish probable cause to believe that a person already lawfully detained has committed a criminal immigration offense, he/she may continue the detention and may request a federal immigration official to respond to the location to take custody of the detained person (8 USC § 1357(g)(10)).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

An officer is encouraged to forgo detentions made solely on the basis of a misdemeanor offense when time limitations, availability of personnel, issues of officer safety, communication capabilities, or the potential to obstruct a separate investigation outweigh the need for the detention.

An officer should notify a supervisor as soon as practicable whenever an individual is being detained for a criminal immigration violation.

414.4.1 SUPERVISOR RESPONSIBILITIES

When notified that an officer has detained an individual and established reasonable suspicion or probable cause to believe the person has violated a criminal immigration offense, the supervisor should determine whether it is appropriate to:

(a) Transfer the person to federal authorities.

(b) Lawfully arrest the person for a criminal offense or pursuant to a judicial warrant (see the Law Enforcement Authority Policy).

414.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT

Generally, an officer should not notify federal immigration officials when booking arrestees at a jail facility. Any required notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification.

414.6 FEDERAL REQUESTS FOR ASSISTANCE

Requests by federal immigration officials for assistance from this department should be directed to a supervisor. The Department may provide available support services, such as traffic control or peacekeeping efforts (I.C. § 5-2-18.2-3).

414.7 INFORMATION SHARING

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; I.C. § 5-2-18.2-3):

(a) Sending information to, or requesting or receiving such information from federal immigration officials

(b) Maintaining such information in department records

(c) Exchanging such information with any other federal, state, or local government entity

(d) Exercising any duty to cooperate with state or federal agencies as provided in I.C. § 5-2-18.2-7

414.7.1 IMMIGRATION DETAINERS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 unless the person has been charged with a federal crime or the detainer is accompanied by a warrant, affidavit of probable cause, or removal order. Notification to the federal authority issuing the detainer should be made prior to the release.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

414.8 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Criminal Investigation supervisor assigned to oversee the handling of any related case. The Criminal Investigation supervisor should:

(a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.

(b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.

(c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.

    1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.

(d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

414.9 TRAINING

The Training Sergeant should ensure officers receive training on this policy.

Training should include:

(a) Identifying civil versus criminal immigration violations.

(b) Factors that may be considered in determining whether a criminal immigration offense has been committed.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Aircraft Accidents

416.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Operations Plan and Hazardous Material Response policies.

416.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

416.2 POLICY

It is the policy of the Elkhart Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

416.3 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

(a) Protect persons and property.

(b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.

(c) Preserve ground scars and marks made by the aircraft.

(d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.

(e) Maintain a record of persons who enter the accident site.

(f) Consider implementation of an Incident Command System (ICS).

416.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

416.5 NOTIFICATIONS

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

(a) Fire department

(b) Appropriate airport tower

(c) Emergency medical services (EMS)

416.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

(a) FAA.

(b) Fire department, EMS or other assisting law enforcement agencies.

(c) Coroner.

(d) Air Carrier/Operators investigative teams with NTSB approval.

(e) Appropriate branch of the military, when applicable.

(f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

416.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

- Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

- Pressure vessels, compressed gas bottles, accumulators and tires.
- Fluids, batteries, flares and igniters.
- Evacuation chutes, ballistic parachute systems and composite materials.

416.8 DOCUMENTATION

All aircraft accidents occurring within the City of Elkhart shall be documented. At a minimum, the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of EPD members deployed to assist; other City resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented in the appropriate crime report.

416.8.1 WRECKAGE

When reasonably safe, members should:

(a) Obtain the aircraft registration number (N number) and note the type of aircraft.

(b) Attempt to ascertain the number of casualties.

(c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.

1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).

(d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.

(e) Acquire copies of any recordings from security cameras that may have captured the incident.

416.8.2 WITNESSES

Members tasked with contacting witnesses should obtain:

(a) The location of the witness at the time of his/her observation relative to the accident site.

(b) A detailed description of what was observed or heard.

(c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.

(d) The names of all persons reporting the accident, even if not yet interviewed.

(e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

416.9 MEDIA RELATIONS

The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Field Training

417.1 PURPOSE AND SCOPE

This policy provides guidelines for field training that ensure standardized training and evaluation, facilitate the transition from the academic setting to the actual performance of general law enforcement duties, and introduce the policies, procedures and operations of the Elkhart Police Department. The policy addresses the administration of field training and the selection, supervision, training and responsibilities of the Field Training Officer (FTO).

417.2 POLICY

It is the policy of the Elkhart Police Department that all newly hired or appointed officer trainees will participate in field training that is staffed and supervised by trained and qualified FTOs.

417.3 FIELD TRAINING

The Department shall establish minimum standards for field training, which should be a sufficient duration to prepare officer trainees for law enforcement duties and be in compliance with Indiana Law Enforcement Training Board requirements. The field training is designed to prepare trainees for a patrol assignment and ensure they acquire the skills needed to operate in a safe, productive and professional manner, in accordance with the general law enforcement duties of this department.

To the extent practicable, field training should include procedures for:

(a) Issuance of training materials to each trainee at the beginning of his/her field training.

(b) Daily evaluation and documentation of the trainee's performance.

(c) A multiphase structure that includes:

1. A formal evaluation progress report (DOR) completed by the FTOs involved with the trainee and submitted to the FTO coordinator.
2. Assignment of the trainee to a variety of shifts and geographical areas.
3. Assignment of the trainee to a rotation of FTOs in order to provide for an objective evaluation of the trainee's performance.

(d) The trainee's confidential evaluation of his/her assigned FTOs and the field training process.

(e) Retention of all field training documentation in the officer trainee's training file including:

1. All performance evaluations.
2. A date to verify that the trainee has completed the FTO process.

417.3.1 DURATION OF TRAINING

Newly certified and inexperienced officers are required to complete all phases of the training program before operating as solo officers.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

New hires with prior work experience as officers may qualify for a reduction in the duration of the field training program. Field training for these officers should include, at a minimum, operational procedures and directives specific to the Department.

Field training for all officers shall be a minimum of four weeks.

417.4 FTO COORDINATOR

The Chief of PoliceServices Captain shall delegate certain responsibilities to an FTO coordinator. The FTO coordinator shall be appointed by and directly responsible to the Services Captain the authorized designee.

The FTO coordinator may appoint a senior FTO or other designee to assist in the coordination of FTOs and their activities.

The responsibilities of the coordinator include, but are not limited to:

(a) Assigning of trainees to FTOs.

(b) Conducting FTO meetings.

(c) Maintaining and ensuring FTO and trainee performance evaluations are completed.

(d) Maintaining, updating and issuing department training materials to each FTO and trainee.

(e) Developing ongoing training for FTOs.

(f) Mentoring and supervising individual FTO performance.

(g) Monitoring the overall performance of field training.

(h) Keeping the Watch Commander informed through monthly evaluation reports about the trainees' progress.

(i) Maintaining liaison with FTO coordinators from other law enforcement agencies.

(j) Maintaining liaison with police academy staff on recruit officer performance during academy attendance.

(k) Performing other activities as may be directed by the Services Captain

The FTO coordinator will be required to successfully complete a training course approved by this department that is applicable to supervision of field training within one year of appointment to this position.

417.4.1 PROCESS REVIEW MEETINGS

The FTO coordinator should arrange for periodic meetings with FTOs in order to discuss:

(a) Updates to department directives and procedures.

(b) New information relevant to the FTO training program (e.g., training methods, laws).

(c) Experiences during most recent training cycle (e.g., training problems, suggestions for program improvement).

(d) Any other information pertinent to the FTOs.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Meetings should be documented and include a roster of attendees.

417.5 FTO SELECTION, TRAINING AND RESPONSIBILITIES

417.5.1 SELECTION PROCESS

The selection of an FTO will be at the discretion of the Chief of Police or the authorized designee. Selection will be based on the officer's:

(a) Desire to be an FTO.

(b) .Shall be a first class patrolman.

(c) Demonstrated ability as a positive role model.

(d) Successful completion of an internal oral interview process.

(e) Evaluation by supervisors and current FTOs.

(f) Possession of, or ability to obtain, department-approved certification.

An FTO must remain in good standing and may be relieved from FTO duties due to discipline, inappropriate conduct or poor performance.

417.5.2 TRAINING

An officer selected as an FTO shall successfully complete the department-approved FTO course prior to being assigned as an FTO.

417.5.3 TRAINING MATERIALS

The FTO shall receive training materials outlining the requirements, expectations and objectives of the FTO position. FTOs should refer to their training materials or the FTO coordinator regarding specific questions related to FTO or field training.

417.5.4 RESPONSIBILITIES

The responsibilities of the FTO include, but are not limited to:

(a) Issuing his/her assigned trainee field training materials in accordance with the Training Policy.

1. The FTO shall ensure that the trainee has the opportunity to become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.
2. The FTO shall sign off on all completed topics contained in the training materials, noting the methods of learning and evaluating the performance of his/her assigned trainee.

(b) Completing and reviewing DOR's with the trainee.

(c) Completing and submitting a DOR on the performance of his/her assigned trainee to the FTO coordinator on a daily basis.

(d) Providing the shift supervisor with a verbal synopsis of the trainee's activities at the end of each day or during any unusual occurrence needing guidance or clarification.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Contacts and Temporary Detentions

419.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

419.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When an officer contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

Field interview (FI) - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio/Video (MAV) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

Reasonable suspicion - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporary detention - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person’s freedom of movement.

419.2 POLICY

The Elkhart Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete an FI, pat-down search or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations and constitutional safeguards.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

419.3 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Elkhart Police Department to strengthen community involvement, community awareness and problem identification.

419.3.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

(a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act.

(b) Actions suggesting that he/she is engaged in a criminal activity.

(c) Presence in an area at an inappropriate hour of the day or night.

(d) Presence in a particular area is suspicious.

(e) Carrying of suspicious objects or items.

(f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon.

(g) Location in proximate time and place to an alleged crime.

(h) Physical description or clothing worn that matches a suspect in a recent crime.

(i) Prior criminal record or involvement in criminal activity as known by the officer.

419.4 PAT-DOWN SEARCHES

Once a valid stop has been made, and consistent with an officer's training and experience, an officer may pat a suspect's outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

(a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.

(b) Where more than one suspect must be handled by a single officer.

(c) The hour of the day and the location or area where the stop takes place.

(d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.

(e) The actions and demeanor of the suspect.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(f) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

419.5 FIELD PHOTOGRAPHS

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

419.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent.

419.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

419.5.3 SUPERVISOR RESPONSIBILITIES

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

419.6 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

(a) Identifying all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by department members.

1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Watch Commanders

421.1 PURPOSE AND SCOPE

This policy provides guidelines for the designation of a Watch Commander and, as needed, an acting Watch Commander for each shift.

421.2 POLICY

Each shift will be directed by a Watch Commander capable of making decisions and managing in a manner consistent with the mission of the Elkhart Police Department. To accomplish this, a Lieutenant shall be designated as the Watch Commander for each shift.

421.3 DESIGNATION AS ACTING WATCH COMMANDER

421.4 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander shall have overall responsibility and accountability for the operation of this department on an assigned shift. Duties may include, but are not limited to:

(a) Ensuring at least one uniformed patrol supervisor is deployed during each shift..

(b) Ensuring sufficient members are on-duty to accomplish the mission of the Elkhart Police Department.

(c) Providing command-level oversight of major crime scenes, tactical situations or disasters.

(d) Establishing service-level priorities.

(e) Providing job-related training and guidance to subordinates.

(f) Acquiring outside resources or providing assistance to other agencies, when applicable.

(g) Handling service inquiries or complaints from the public.

(h) Acting as the Public Information Officer when appropriate.

(i) Managing risk exposure.

(j) Ensuring the security of all department facilities.

(k) Ensuring the proper equipment and vehicles are available for member use.

(l) Representing the Department at community functions.

(m) Serving as a temporary Captain when so designated.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Mobile Audio/Video

422.1 PURPOSE AND SCOPE

(a) The purpose and objective of this policy is provide officers with guidelines, rules and regulation regarding the use of body worn camera equipment ("BWC") and mobile video recordings. BWC/mobile in-car video are an integral tool for today's law enforcement officer. As with all of our equipment, BWC/mobile in-car video will offer each officer increased level of protection while the officer is executing his or her duties. As law enforcement officers and professional, Elkhart City Police Department ("EPD") holds all of its officers accountable for their actions and expects each officer to act responsibly using professional language, respect, courtesy, and conduct while executing each officer's obligations and duties.

(b) POLICY – The policy of EPD regarding the use of BWC requires each officer who is assigned to wear a BWC as follows: the officer shall activate the BWC when such use is appropriate to the proper performance of his or her official duties and when the recordings are consistent with this policy and law. The BWC shall be activated when responding to a call for service or at the initiation of any other law enforcement or investigative encounter between a police officer and a member of the public. Examples of the use would include stops, frisks, searches, arrests, consensual interviews and searches, enforcement actions of all kinds. This policy does not govern the use of surreptitious recording devices used in undercover operations. This policy will also establish guidelines for the operation of vehicles equipped with mobile recording systems.

422.1.1 OBJECTIVES

(a) **Strengthening police accountability** by documenting incidents and encounters between officers and the public

(b) **Preventing confrontational situations** by improving officer professionalism and the behavior of the people being recorded

(c) **Resolving officer-involved incidents and complaints** by providing a more accurate record of the events

(d) **Improving agency transparency** by allowing the public to see video evidence of police activities and encounters

(e) **Strengthening officer performance** by using footage for officer training and monitoring

(f) **Improving evidence documentation** for investigations and prosecutions

422.2 MANDATORY ASSIGNMENT

The wearing and use of BWC is mandatory to any officer assigned to wear a BWC. The use of the mobile in-car camera is mandatory for any vehicle equipped with an in-car mobile video system. Failure not to follow all policies and procedures regarding BWC may result in disciplinary action against the officer who so failed.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

422.3 PROCEDURES

(a) ASSIGNMENTS – The Chief of Police or another designated EPD officer granted authority to make such assignment shall assign the wear and use of BWC to officers of the EPD. No appointment shall be made to any person who is not an officer of EPD.Assignments should be made primarily to unformed officers or officers where the general public would have an expectation that the officer is wearing a BWC.

(b) TRAINING – Any officer assigned to a BWC/mobile in-car camera and the recording equipment must complete an EPD approved and/or provided training program in the operation of the equipment. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates and other revisions in policy and equipment. The training shall include when and how to use the BWC/mobile in-car camera, the operations of the equipment, managing and securing recorded files, maximizing the chain-of-custody of a downloaded files, access to the files, retention of the files, exceptions to using the BWC/mobile in-car camera.

(c) WHEN AND HOW TO USE THE BWC/mobile in-car camera

1. Officer shall activate his or her BWC/mobile in-car video when exiting the vehicle to perform official's duties.
2. If an officer fails to activate the BWC, fails to record the entire contact or interrupts the recording, the officer shall document why a recording was not made, was interrupted or was terminated. No person shall be allowed to review the recording at the location where the recording was made.
3. The BWC/mobile in-car camera and equipment that so issued to the officer is the only authorized equipment that must be used by the officer unless otherwise authorized by supervisory personnel. All equipment issued and all recordings made, produced, downloaded, or otherwise captured is the sole property of the EPD.
4. No officer issued a BWC/mobile in-car camera or other equipment shall use the BWC/mobile in-car camera or equipment for any other purpose other than the official business of the EPD.
5. BWC/mobile in-car video equipment that has been issued to any officer is the responsibility in terms of reasonable care to ensure the proper functioning of the equipment. Any malfunctioning in any of the equipment shall be brought immediately to the officer's supervisor so that replacement equipment may be procured. Any officer using BWC/mobile in-car video equipment shall inspect and test the BWC/mobile in-car video equipment prior to each shift to verify to their immediate superior proper functioning and shall confirm that the equipment is functioning or if a problem exists.
6. The Digital Video Recorder ("DVR") shall be positioned in an area on the officer's uniform that permits the camera to be mounted in the center of or near the officer's chest area so that the recording will be consistent with what the officer saw while facing forward. No officer shall tamper with hardware, software or

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

any part of the BWC equipment. Each officer shall be responsible for having sufficient battery power for the DRV for his or her full shift.

7. An officer assigned any BWC/mobile in-car video equipment shall not alter, edit, erase, duplicate, copy, share of otherwise distribute in any manner or form any BWC/mobile in-car video recording without prior written authorization and approval from the Chief of Police.

8. If the officer believes that any recording would be valuable for training purpose, the officer is encouraged to inform his or her immediate supervisor.

9. If an officer is suspected of wrongdoing or involved in the officer-related shooting or other serious offense, EPD reserves the rights to limit or otherwise restrict viewing the file.

10. Any officer who requests the deletion of a recording or a portion of a recording for good cause (i.e. accidentally recording a person event), the request must be submitted in writing and approved by the Chief of Police or the Chief's designee in accordance with State record retention laws. All requests and final decisions shall be kept on file for a period of time not less than three years from the date of the final decision.

(d) The officer shall note in incident, arrest, and other reports, if the recording has been marked as evidence.

422.4 RESTRICTIONS ON USING THE BWC

(a) BWC SHALL BE USED ONLY IN CONJUNCTION WITH OFFICIAL LAW ENFORCEMENT DUTIES

1. BWC will not be used to record communications with other police personnel, while on breaks or engaged in personal activities.

2. BWC will not be used to record encounters with undercover officers or confidential informants.

(b) BWC, officer's will have the discretion, of not recording during certain circumstances such as a sexual assault victim, an intimidated witness, a violent crime or violent accident scene, or other such circumstances that could cause great distress in the individual being recorded, the person's family or relatives.

422.4.1 SUPERVISORY RESPONSIBILITIES

(a) Supervisors will review BWC/mobile in-car recordings to ensure the equipment is operating properly and that the officers are using the devices pursuant to these policies. The supervisors must also identify any area in which additional training or guidance is required.

422.4.2 ACCESSING BWC/MOBILE IN-CAR CAMERA FILES

(a) A public request for a law enforcement recording must be in writing.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(b) The written request must be reasonably particular and must provide the following information regarding the law enforcement activity depicted on the recording as follows:

1. The date and approximate time of the law enforcement activity.
2. The specific location where the law enforcement activity occurred.
3. The name of at least one individual other than the law enforcement officer who was directly involved in the law enforcement activity.

(c) Prior to allowing any access to ant law enforcement recording, the request must be reviewed by the officer or employee with EPD who is on duty at the time of the request and who is trained in public access to law enforcement records.

(d) The officer or employee with EPD who is on duty at the time of the request and who is trained in public access to law enforcement records shall contact the City legal department prior to allowing access to any law enforcement recording to ant person or entity in the public.

(e) Subject to an officer or other employee informing a public person of the existence or content of a law enforcement recording for the purpose of refuting a minor public complaint, no officer or any other employee of the EPD shall inform any public person of the existence or content of any law enforcement recording at any time, including after such time as a public person or entity may have access to the law enforcement recording. if the complaint is not criminal in nature nor a complaint regarding a serious and substantial violation of the complainant's constitutional rights. An EPD Supervisor may show the complainant the law enforcement recording subject to the access not compromising any on-going investigation or any individual's privacy. The EPD Supervisor allowing the complainant access to the law enforcement recording must have a reasonable belief that allowing such access will allow the complaint to be resolved in an efficient and timely manner.

(f) Prior to allowing access to any law enforcement recording, the identities of any law enforcement officer operating in an undercover capacity or a confidential informant shall be properly obscured.

(g) Prior to allowing access to any law enforcement recording, the depiction of:

1. An individuals death or dead body.
2. Acts of severe violence that are against any individual who is clearly visible and that result in serious bodily injury.
3. Nudity
4. Any person reasonably believed to be less than 18 years of age.
5. Personal medical records.
6. A crime victim if the exposing victim's identity is necessary for the individual's safety.
7. The identity of a person who reported a crime shall be properly obscured.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

422.4.3 STORAGE/RETENTION

All recordings, including sounds, images and associated metadata, shall be securely downloaded periodically in a timely manner or at the direction of a supervisor.

(a) All recordings by the BWC/mobile in-car camera, including sounds, images and associated metadata are the sole and exclusive property of EPD. Accessing, copying, releasing, or otherwise publishing and such file for non-law enforcement purposes is strictly prohibited.

(b) Any access to BWC/mobile in-car camera recordings, including sounds, images and associated metadata, must be specifically authorized by the Chief of Police or his or her designee. All authorized access must be audited to ensure that the person authorized access to the file is accessing the file for a legitimate and authorized purpose.

(c) The BWC/mobile in-car camera recordings including, sounds, images and associated metadata, shall be securely stored in accordance with Indiana Code §5-14-3-5.3 for a period longer than one hundred ninety (190) days after the date of recording unless a formal or informal complaint is filed with the EPD regarding a law enforcement activity then the recording shall be retained for a period longer than two (2) years after the date of recording. If the recording is used in a criminal, civil, or administrative proceeding, the video recordings will be retained until final disposition of all appeals and order of the court. No minimal retention time is established for any video recording that is retained for training purposes.

(d) If a BWC/mobile in-car camera recording contains any sounds, images and associated metadata that has a reasonable likelihood of threatening public safety by exposing police tactics, area, system or vulnerability to a terrorist attack, the video recording must be clearly mark “confidential and not subject to public disclosure under IC 5-14-3-4(b) (19) (K) without approval of (the submitting public agency or public agency that owns, leases maintains or occupies the airport).”

422.5 IN-CAR MOBILE CAMERA USE

The following procedures shall be used by officers operation department vehicles with mobile in-car camera systems:

a. The mobile in-car camera shall be properly positioned and adjusted at the correct viewing angle to visually record events.

b. The mobile in-car camera system shall be activated when the emergency lights are activated and should not be stopped until the vehicle stop or other enforcement action is complete, including prisoner transport.

c. The mic pack shall be worn, turned on and activated when the in-car camera is activated.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Mobile Computer Terminal Use

423.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Computer Terminal (MCT) system in order to ensure proper access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and the Communication Center.

423.2 POLICY

Elkhart Police Department members using the MCT shall comply with all appropriate federal and state rules and regulations and shall use the MCT in a professional manner, in accordance with this policy.

423.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

423.4 RESTRICTED ACCESS AND USE

MCT use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MCT system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MCT by another member to their supervisors or Watch Commanders.

Use of the MCT system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MCT system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member’s name or to use the password of another member to log in to the MCT system unless directed to do so by a supervisor. Members are required to log off the MCT or secure the MCT when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

423.4.1 USE WHILE DRIVING

Use of the MCT by the vehicle operator should generally be limited to times when the vehicle is stopped. When the vehicle is in motion, the operator should only attempt to read messages that are likely to contain information that is required for immediate enforcement, investigative or safety needs.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

423.5 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the Watch Commander or other department-established protocol, all calls for service assigned by a dispatcher should be communicated by voice over the police radio and electronically via the MCT unless security or confidentiality prevents such broadcasting.

MCT and voice transmissions are used to document the member's daily activity. To ensure accuracy:

(a) All contacts or activity shall be documented at the time of the contact.

(b) Whenever the activity or contact is initiated by voice, it should be documented by a dispatcher.

(c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MCT.

423.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio or through the MCT system.

423.5.2 EMERGENCY ACTIVATION

(a)

(b)

423.6 EQUIPMENT CONSIDERATIONS

423.6.1 NON-FUNCTIONING MCT

Whenever possible, members will not use vehicles with malfunctioning MCTs. Whenever members must drive a vehicle in which the MCT is not working, they shall notify the Communication Center. It shall be the responsibility of the dispatcher to document all information that will then be transmitted verbally over the police radio.

423.6.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MCTs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MCT could cause some devices to detonate.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Public Recording of Law Enforcement Activity

425.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence.

425.2 POLICY

The Elkhart Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

425.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

(a) Recordings may be made from any public place or any private property where the individual has the legal right to be present.

(b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:

1. Tampering with a witness or suspect.
2. Inciting others to violate the law.
3. Being so close to the activity as to present a clear safety hazard to the officers.
4. Being so close to the activity as to interfere with an officer's effective communication with a suspect or witness.

(c) The individual may not present an undue safety risk to the officer, him/herself or others.

425.4 OFFICER RESPONSE

Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

425.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

(a) Request any additional assistance as needed to ensure a safe environment.

(b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior.

(c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior. When practical, the encounter should be recorded.

(d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.

(e) Explain alternatives for individuals who wish to express concern about the conduct of department members, such as how and where to file a complaint.

425.6 SEIZING RECORDINGS AS EVIDENCE

Officers should not seize recording devices or media unless (42 USC § 2000aa):

(a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.

1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.

(b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.

(c) The person consents.

1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.

2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the evidence is to transmit a copy of the recording from a device to a department-owned device.

Recording devices and media that are seized will be submitted within the guidelines of the Evidence Unit Policy.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Automated License Plate Readers (ALPRs)

427.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

427.2 POLICY

The policy of the Elkhart Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

427.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Elkhart Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Service Captain. The Service Captain will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

427.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

(a) An ALPR shall only be used for official law enforcement business.

(b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.

(c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped vehicles to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.

(d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.

(e) No ALPR operator may access confidential department, state or federal data unless authorized to do so.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(f) If practicable, the officer should verify an ALPR response through the appropriate official law enforcement database before taking enforcement action that is based solely on an ALPR alert.

427.5 DATA COLLECTION AND RETENTION

The Service Captain is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

All stored ALPR data should be retained in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances, the applicable data should be downloaded onto portable media and booked into evidence.

427.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Elkhart Police Department will observe the following safeguards regarding access to and use of stored data:

(a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.

(b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.

(c) ALPR system audits should be conducted on a regular basis.

427.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

(a) The agency makes a written request for the ALPR data that includes:

1. The name of the agency.
2. The name of the person requesting.
3. The intended purpose of obtaining the information.

(b) The request is reviewed by the Service Captain or the authorized designee and approved before the request is fulfilled.

(c) The approved request is retained on file.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Homeless Persons

428.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department members understand the needs and rights of the homeless, and to establish procedures to guide them during all contacts with the homeless, whether consensual or for enforcement purposes.

This policy establishes a liaison to the homeless community, addresses the responsibilities of the department member appointed to act as a liaison to the homeless, and details the need for special protection and services for homeless persons.

428.2 POLICY

It is the policy of the Elkhart Police Department to protect the rights, dignity and private property of all members of the community, including people who are homeless. Abuse of authority to harass any member of the community will not be permitted. The Elkhart Police Department will address the needs of homeless persons in balance with the overall mission of this department.

Homelessness is not a crime and members will not use homelessness as the sole basis for detention or law enforcement action.

428.3 LIAISON TO THE HOMELESS COMMUNITY

The Chief of Police shall delegate certain responsibilities to a liaison to the homeless community. The liaison shall be appointed by and directly responsible to the Patrol Captain or the authorized designee.

The responsibilities of the liaison include, but are not limited to:

(a) Maintaining and making available to all department members a list of assistance programs and other resources that are available to homeless persons.

(b) Meeting with social services and representatives of other organizations that render assistance to the homeless community.

(c) Maintaining a list of the areas within and near the jurisdiction of this department that are used as frequent homeless encampments.

(d) Remaining abreast of laws dealing with homelessness, including personal property rights.

(e) Being present during any clean-up operation conducted by this department that involves the removal of personal property of the homeless. This is to ensure that the established rights of the homeless are not violated.

(f) Developing training to assist members in understanding current legal and social issues relating to the homeless.

428.4 FIELD CONTACTS

Officers are encouraged to contact a homeless person to render aid, offer assistance or to check on the person’s welfare. Officers also will take enforcement action when information supports a

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

reasonable and articulable suspicion of criminal activity. However, such contacts shall not be used for harassment.

When encountering a homeless person who has committed a nonviolent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, officers are encouraged to consider long-term solutions, such as shelter referrals and counseling, in lieu of an arrest and criminal charges. Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent that such services may be appropriate.

428.4.1 CONSIDERATIONS

A homeless person will receive the same level and quality of service provided to other members of the community. The fact that a victim, witness or suspect is homeless can, however, require special consideration for a successful investigation and prosecution. When handling investigations involving victims, witnesses or suspects who are homeless, officers should consider:

(a) Documenting alternate contact information. This may include obtaining addresses and telephone numbers of relatives and friends.

(b) Documenting locations the person may frequent.

(c) Providing victim/witness resources, when appropriate.

(d) Obtaining sufficient statements from all available witnesses in the event that a victim cannot be located and is unavailable for a court appearance.

(e) Arranging for transportation for investigation-related matters, such as medical exams and court appearances.

(f) Whether a crime should be reported and submitted for prosecution, even when a victim who is homeless indicates that he/she does not desire prosecution.

(g) Whether the person may be an adult abuse victim, and if so, proceed in accordance with the Adult Abuse Policy.

428.5 MENTAL HEALTH ISSUES

When mental health issues are evident, officers should consider referring the person to the appropriate mental health agency or providing the person with contact information for mental health assistance, as appropriate. In these circumstances, officers may provide transportation to a mental health facility for voluntary evaluation if it is requested or offered and accepted by the person, and approved by a supervisor. Officers should consider detaining the person under involuntary commitment or emergency admission when facts and circumstances reasonably indicate such a detention is warranted (see the Involuntary Detentions Policy).

428.6 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the community. Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

When a homeless person is arrested or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, it should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure it. It will be the supervisor's responsibility to coordinate its removal and safekeeping.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the homeless liaison. When practicable, requests by the public for clean-up of a homeless encampment should be referred to the liaison.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the liaison if such property appears to involve a trespass, is a blight to the community or is the subject of a complaint. It will be the responsibility of the liaison to address the matter in a timely fashion.

428.7 ECOLOGICAL ISSUES

Sometimes homeless encampments can have an impact on the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or City departments when a significant impact to the environment has or is likely to occur. A significant impact to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Medical Aid and Response

429.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

429.2 POLICY

It is the policy of the Elkhart Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

Whenever practicable, members should provide medical aid, first aid, CPR and use of an automated external defibrillator (AED) in accordance with their training and current certification levels. This should be done for those in need of care and when the member can safely do so.

429.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an AED) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact the Communication Center and request response by emergency medical services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide the Communication Center with information for relay to EMS personnel in order to enable an appropriate response including:

(a) The location where EMS is needed.

(b) The nature of the incident.

(c) Any known scene hazards.

(d) Information on the person in need of EMS, such as:

    1. Signs and symptoms as observed by the member.

    2. Changes in apparent condition.

    3. Number of patients, sex, and age, if known.

    4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.

    5. Whether the person is showing signs of extreme agitation or is engaging in violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Members should not direct EMS personnel whether to transport the person for treatment.

429.4 TRANSPORTING ILL AND INJURED PERSONS

Except in exceptional cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

429.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive medical care or be transported.

However, members may assist EMS personnel when EMS personnel determine the person lacks the mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should proceed with an involuntary commitment in accordance with the Involuntary Detentions Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

429.6 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, LETB Uniform Statewide Policy on Use of Force, Handcuffing and Restraints, Control Devices and Conducted Energy Device policies.

429.7 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

The Elkhart Police Department should train all members on the operation of the AED.

Following use of an AED:

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(a) The member shall notify an ambulance service provider or a fire department that provides ambulance services as soon as practicable (I.C. § 16-31-6.5-6).

(b) The device shall be cleaned and/or decontaminated as required.

(c) The electrodes and/or pads will be replaced as outlined by the AED manufacturer.

The Training Lieutenant is responsible for maintenance tasks according to procedures outlined by the manufacturer. The Training Lieutenant will maintain records of all maintenance work on each device and retain those records in accordance with the established records retention schedule.

The Elkhart Police Department shall notify the ambulance provider that provides emergency services to the City or the Indiana Emergency Medical Services Commission of the location of AEDs maintained by the Department (I.C. § 16-31-6.5-5).

429.7.1 AED TRAINING AND MAINTENANCE

The Training Lieutenant should ensure appropriate training is provided to members authorized to use an AED.

The Training Lieutenant responsible for ensuring AED devices are appropriately maintained and will retain records of all maintenance in accordance with the established records retention schedule.

429.8 FIRST AID TRAINING

Subject to available resources, the Training Sergeant should ensure officers receive periodic first aid training appropriate for their position.

429.9 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor’s approval.

Nothing in this section should delay an officer from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the officer’s training.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

First Amendment Assemblies

430.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

430.2 POLICY

The Elkhart Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

430.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter.

These rights may be limited by laws or ordinances regulating such matters as:

- Obstruction of traffic (I.C. § 35-44.1-2-13)
- Trespass (I.C. § 35-43-2-2)
- Noise (I.C. § 35-45-1-3)
-
- Unlawful Assembly (I.C. § 16-41-22-1 et seq.)
-
-
- Rioting (I.C. § 35-45-1-2)
- Disruptive conduct at funerals or memorial services (I.C. § 35-45-1-3)
- Disorderly conduct (I.C. § 35-45-1-3)
- Control of mass gatherings (I.C. § 16-41-22-1 et seq.)
- Flag desecration (I.C. § 35-45-1-4)
- Unlawful promotion, organization or participation in combative fighting (I.C. § 35-45-18-2; I.C. 35-45-18-3)
- Obstruction of a firefighter (I.C. § 35-44.1-4-8)
- Obstruction of an emergency medical person (I.C. § 35-44.1-4-9)
- Resisting law enforcement (I.C. § 35-44.1-3-1)

However, officers shall not take action or fail to take action based on the opinions being expressed.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential.

The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Officers should not:

- Engage in assembly or demonstration-related discussion with participants.
- Harass, confront or intimidate participants.
- Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

430.3.1 PHOTOGRAPHS, VIDEO RECORDINGS AND OTHER INFORMATION

Photographs, video recordings and other information may be collected at assemblies and demonstrations as they can serve a number of purposes, such as support of criminal prosecutions, assistance in evaluating department performance, serving as training material, recording the use of dispersal orders and facilitating a response to allegations of improper law enforcement conduct.

Photographs, video recordings and other information shall not be maintained on the political, religious or social activities, views or associations of any individual, group or organization unless those activities, views or associations directly relate to an investigation of criminal activity and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

430.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to the Communication Center, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

430.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

430.5.1 INFORMATION GATHERING AND ASSESSMENT

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.
- The potential time, duration, scope, and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

430.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

(a) Command assignments, chain of command structure, roles and responsibilities.

(b) Staffing and resource allocation.

(c) Management of criminal investigations.

(d) Designation of uniform of the day and related safety equipment (helmets, shields, etc.).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(e) Deployment of specialized resources.

(f) Event communications and interoperability in a multijurisdictional event.

(g) An established liaison with demonstration leaders and external agencies.

(h) An established liaison with City government and legal staff.

(i) Media relations.

(j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.

(k) Traffic management plans.

(l) First aid and emergency medical service provider availability.

(m) Prisoner transport and detention.

(n) Review of policies regarding public assemblies and use of force in crowd control.

(o) Parameters for declaring an unlawful assembly.

(p) Arrest protocol, including management of mass arrests.

(q) Protocol for recording information flow and decisions.

(r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.

(s) Protocol for handling complaints during the event.

(t) Parameters for the use of body-worn cameras and other portable recording devices.

430.5.3 MUTUAL AID AND EXTERNAL RESOURCES

The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

430.5.4 MASS GATHERING LICENSE

Any event that is likely to attract 5,000 or more people and continue for more than 18 consecutive hours requires a license. Applicants for such a license shall be submitted to the Chief of Police (I.C. § 16-41-22-5).

The Chief of Police shall forward the application with recommendations to the health department on the same day the application is received. Upon return of the application from the health department the Chief of Police shall notify the applicant within five days that the application has been disapproved by the health department or whether the Chief of Police will issue the license (I.C. § 16-41-22-12).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

430.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear, standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

430.7 USE OF FORCE

Use of force is governed by current department policy and applicable law (see the Use of Force, LETB Uniform Statewide Policy on Deadly Force, Handcuffing and Restraints, Control Devices, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and conducted energy devices should be considered only when the participants' conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and the Conducted Energy Device policies).

Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

430.8 ARRESTS

The Elkhart Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been or reasonably appear likely to be unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

(a) Reasonable measures to address the safety of officers and arrestees.

(b) Dedicated arrest, booking and report writing teams.

(c) Timely access to medical care.

(d) Timely access to legal resources.

(e) Timely processing of arrestees.

(f) Full accountability for arrestees and evidence

(g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Summons Release Policy).

430.9 MEDIA RELATIONS

The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media, to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

430.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

430.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

(a) Operational plan

(b) Any incident logs

(c) Any assignment logs

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(d) Vehicle, fuel, equipment and supply records

(e) Incident, arrest, use of force, injury and property damage reports

(f) Photographs, audio/video recordings, the Communication Center records/tapes

(g) Media accounts (print and broadcast media)

430.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with City legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used, to include:

(a) Date, time and description of the event

(b) Actions taken and outcomes (e.g., injuries, property damage, arrests, costs)

(c) Problems identified

(d) Significant events

(e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

430.12 TRAINING

Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Department should, when practicable, train with its external and mutual aid partners.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Suspicious Activity Reporting

431.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting and investigating suspicious and criminal activity.

431.1.1 DEFINITIONS

Definitions related to this policy include:

Involved party - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

Suspicious activity - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity that should be reported through Nationwide Suspicious Activity Reporting Initiative may include but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., "dry run," creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.
- Cyberattacks on critical computer or technology equipment.
- Unusual aviation activity (e.g., learning to operate, or operating an aircraft, or interfering with the operation of an aircraft in a manner that poses a threat to persons or property and that would arouse suspicion of terrorism or other criminal behavior).
- Damaging, manipulating, defacing, or destroying part of a facility/infrastructure or secured protection site.

Suspicious Activity Report (SAR) - An incident report used to document suspicious activity.

431.2 POLICY

The Elkhart Police Department recognizes the need to protect the public from criminal conduct and acts of terrorism, and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

431.3 RESPONSIBILITIES

The Criminal Investigation Captain and authorized designees will manage SAR activities. Authorized designees should include supervisors who are responsible for department participation in criminal intelligence systems as outlined in the Criminal Organizations policy.

The responsibilities of the Criminal Investigation Captain include, but are not limited to:

(a) Remaining familiar with those databases available to the Department that would facilitate the purpose of this policy.

(b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.

(c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.

(d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Department.

(e) Ensuring that SAR information is appropriately disseminated to members in accordance with their job responsibilities.

(f) Coordinating investigative follow-up, if appropriate.

(g) Coordinating with any appropriate agency or fusion center.

(h) Ensuring that, as resources are available, the Department conducts outreach that is designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

431.4 REPORTING AND INVESTIGATION

Any department member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any civilian member who receives such information should ensure that it is passed on to an officer in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare a SAR and include information about involved parties and the circumstances of the incident. If, during any investigation, an officer becomes aware of suspicious activity that is unrelated to the current investigation, the information should be documented separately in a SAR and not included in the original incident report. The report number of the original incident should be included in the SAR as a cross reference. A SAR should be processed as any other incident report.

431.5 HANDLING INFORMATION

The Records Section will forward copies of SARs, in a timely manner, to the following:

- Criminal Investigation supervisor

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

- The Crime Analysis unit
- Other authorized designees

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Civil Disputes

432.1 PURPOSE AND SCOPE

This policy provides members of the Elkhart Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic or Family Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Indiana law.

432.2 POLICY

The Elkhart Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this department will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

432.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

(a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.

(b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.

(c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.

(d) Members are reminded that they shall not enter a residence or other non-public location without legal authority.

(e)

432.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor prior to making any arrest.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document the following:

(a) The person's knowledge of the court order or whether proof of service exists.

(b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

432.4.1 STANDBY REQUESTS

Officers responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

432.5 VEHICLES AND PERSONAL PROPERTY

Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

432.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Service of Court Documents

433.1 PURPOSE AND SCOPE

This policy provides guidelines for serving court documents to parties in civil matters.

This policy does not apply to the service of court orders as provided in the Domestic or Family Violence Policy.

433.2 POLICY

The Elkhart Police Department will deliver court documents such as subpoenas or court orders with efficiency and due care. The Department will give higher priority to the service of court orders in cases when the Department reasonably believes delay may impact a person's safety.

433.3 RESPONSIBILITIES

Requests that the Elkhart Police Department serve court documents should be forwarded to the Patrol Captain.

433.3.1 PATROL CAPTAIN RESPONSIBILITIES

The Patrol Captain is responsible for developing procedures to ensure:

(a) Court documents received for service are logged, dated and time stamped.

(b) A service application request form is received from the person requesting service that includes:

1. The date service is due.
2. Whether substitute service is authorized by the requestor.
3. Risk-related information such as the subject's prior acts of violence, and the presence of aggressive dogs, narcotics or other hazardous substances.

(c) Inquiries are made in law enforcement records management systems to determine if there are additional entries that would impact officer safety when serving the papers. Proper notations should be entered on or attached to the service application request form.

(d) A fee schedule is maintained and applicable fees are collected. No fees shall be required when fees have been waived by a court or are prohibited by statute.

(e) A schedule is maintained with the number of copies of each type document the Elkhart Police Department requires when a person requests service by the Department.

(f) Data entry regarding the service is made in a timely fashion. This includes data entry regarding the status of the service (e.g., served, attempted and returned), if appropriate.

(g) Court documents and accompanying service application request forms are forwarded to Patrol Captain for service.

(h) The court and person requesting service are promptly notified that service has been made or that attempts at service were unsuccessful. Returns of service or

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

documentation related to failure of service for out-of-county courts may be returned by mail to the person from whom it was received.

(i) The Department maintains a record that contains a list of all court documents received for service, including:

1. The date and time received.
2. The date service is due.
3. The type of court document (e.g., civil subpoena, civil summons).
4. The source of the document(s).
5. The names of the parties to the action.
6. The name and address of the person to be served unless confidential under law.
7. The date and time of service.
8. The number of attempts to serve.
9. Mileage for service.
10. The officer assigned to serve the document and date of assignment.

(j) The Elkhart Police Department periodically confers with applicable courts regarding the service of documents by the Elkhart Police Department and any relevant court procedural changes or possible areas of concern or improvement that need to be addressed, as appropriate.

433.3.2 PATROL CAPTAIN RESPONSIBILITIES

The Patrol Captainor designee is responsible for tracking requests for service received and officers assigned to such requests to ensure service efforts are diligently made.

Upon receipt of the service application request form and court documents for service, the Patrol Captain should assign service to an officer. Court documents reasonably known to be related to a person’s immediate safety should be served as soon as practicable. Any reasonably known information related to a heightened risk in the service should be addressed and communicated to the department member assigned to serve the document(s).

The Patrol Captainor designee will send the completed documentation of service backto ensure timely notification to the court.

The Patrol Captainor designee will also ensure that sufficient documentation related to the service and attempted service of court documents has occurred.

433.3.3 OFFICER RESPONSIBILITIES

Officers assigned to serve court documents shall do so diligently and with due regard for privacy and property rights.

If service of a court order is not immediately possible, officers are expected to make reasonable inquiries and investigative actions to complete the service. This may include using the following resources to locate persons:

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(a) National Motor Vehicle Title Information System

(b) Public records databases and other commercial Web-based sources used to find people (skip tracing tools)

(c) Relevant court records and contact information for parties

Officers are required to complete and submit to their supervisor a return of service for each document served or attempted to be served.

Officers are expected to complete and submit a report any time there is reasonable suspicion to believe a person is attempting to evade service or is being assisted by another person to avoid service.

Officers shall not give legal advice or express opinions as to the merit of civil issues.

Officers shall document all court documents served or attempted to be served. The documentation should include the address where service was attempted, the date and time of attempted service, any reasons or circumstances why service was unsuccessful, the date and time of service, the name of the person served and description of the service, and the mileage used for each service or service attempt.

433.4 OFFICER SAFETY

Members should always review risk-related information in the service application request form prior to service. Members may contact the requestor with any questions related to information on the form that indicate an unusual risk to safety. Members should notify a supervisor if they identify any particular safety concerns that have not been addressed.

Members may consider requesting assistance from another officer and/or avoiding confrontation at a residence or business by contacting the party and requesting to meet at a location that may pose a lower risk.

433.5 CANCELED SERVICE

Any member of the Elkhart Police Department who becomes aware of the cancellation of court document service request should promptly inform the Patrol Captain or designee. The Patrol Captain should promptly notify the assigned officer.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

School Resource Officers

434.1 PURPOSE AND SCOPE

This policy describes the Elkhart Police Department School Resource Officer (SRO) program.

434.2 POLICY

The Elkhart Police Department is committed to enhancing the safety of students and faculty on campuses located in the department's jurisdiction by forming a partnership with school administrators, faculty members and students.

434.3 SCHOOL RESOURCE OFFICER PROGRAM

The Chief of Police should appoint SRO(s) to serve in public elementary and secondary schools upon agreement with local school corporations or charter schools. The agreement should cover paid services, where applicable. The agreement should also include the SRO's duties and responsibilities as outlined below (I.C. § 20-26-18.2-2).

The goals and objectives of the SRO program include, but are not limited to (I.C. § 20-26-18.2-1):

(a) Assisting with the development and implementation of a school safety plan (I.C. § 20-40-20)..

(b) Protecting the school against external threats to the safety of the students, preventing unauthorized access to school property, and securing the school against a natural disaster or other violence.

(c) Creating respect for law and order in the public school system and minimizing criminal activity.

(d) Identifying students at risk of becoming involved in the criminal justice system and guiding them toward more positive and socially acceptable ways to behave.

(e) Reducing criminal activity on or near a school campus.

(f) Enhancing communication and understanding between students, their families, district staff and the Department.

(g) Assisting with the coordination of security measures for school activities such as sports events, dances and other large gatherings.

(h) Auditing security measures, at least annually, throughout the school and making recommendations to enhance safety and reduce risk.

434.4 SCHOOL RESOURCE OFFICER DUTIES

The Chief of Police or the authorized designee should appoint members as SROs whose duties and responsibilities include:

(a) Responding to calls and the preliminary investigation of criminal offenses that occur on student-occupied property while the SRO is on-duty or during school hours.

(b) Conducting follow-up investigations of misdemeanor offenses that occur on student-occupied property during school hours.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(c) Assisting the Criminal Investigation Division with follow-up investigations that originate on student-occupied property or involve a student.

(d) Providing education for students, faculty and administrators as requested and when available regarding law enforcement functions.

(e) Assisting faculty and administrators in establishing policies that contribute to the safety of school staff and students.

(f) Participating in student conferences, as requested and appropriate.

(g) Providing youth gang task force intelligence as appropriate.

(h) Assisting the school corporation's school safety specialist with the development and implementation of a school safety plan that will address security and protection (I.C. § 20-26-18.2-2).

(i) Participating in the development of programs designed to identify, assess, and provide assistance to troubled youth (I.C. § 20-26-18.2-2).

434.4.1 CHAIN OF COMMAND

Officers should follow their assigned department chain of command during investigations of criminal activity. Assigned activities that are not criminal in nature may be overseen or directed by the school principal or the authorized designee or as otherwise provided in the agreement for services.

434.5 SCHOOL RESOURCE OFFICER QUALIFICATIONS

Members appointed as SROs should be selected using criteria that includes, but is not limited to:

(a) The ability of the appointee to foster an optimal learning environment and educational community.

(b) Whether the candidate has specialized training in:

1. Child and adolescent development.
2. De-escalation and conflict resolution techniques with children and adolescents.
3. Behavioral health disorders in children and adolescents.
4. Alternatives to arrest and other juvenile justice diversion strategies.
5. Behavioral threat assessment methods.

The selection should not be based solely on seniority. The performance of SROs should be reviewed annually by the school district superintendent and the Chief of Police or the authorized designee.

434.6 TRAINING

Prior to assignment as an SRO, officers shall complete required SRO training through the Indiana Law Enforcement Training Board, the National Association of School Resource Officers or another school resource officer training program approved by the Indiana Law Enforcement Training Board (I.C. § 20-26-18.2-1).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Marine Unit

435.1 PURPOSE

A. Establish procedures and guidelines for department personal working within the Elkhart Police Department Marine Unit.

B. The Marine Unit is maintained to effectively provide services to the citizens on the waterways surrounding the City of Elkhart; to include the St. Joe River and Elkhart River

435.2 POLICY

A. Primary Responsibilities

1. To ensure waterway safety within the City of Elkhart's jurisdiction to include, but not limited to;

a. Promoting boating safety.

b. Provide boating education.

c. General law enforcement responsibilities.

B. Secondary Responsibilities

1. To assist with emergency related issues to include, but not limited to;

a. Natural disasters.

b. Search, rescue and recovery missions.

c. To be utilized with other EPD specialty units (SWAT,EOD,Dive Team).

C, The Marine Unit will work in conjunction with Indiana Conservation Officers to investigate, interdict, and apprehend waterborne violators.

D. Marine Unit Officers will wear a full police uniform or modified police uniform while performing marine patrol duties.

1. Only trained and qualified personal will operate a vessel.

2. All personal aboard a vessel will wear a USCG approved Personal Flotation Device (PFD)

3. A minimum of (2) law enforcement officers will work aboard a vessel and no more than (4) should work at one time.

435.3 PROCEDURE

A. Communication

1. Coordinated through the Elkhart Communications Center.

2. Each vessel will be equipped with an 800 Mhz radio.

3. Vessel stops - give general location and description of vessel.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

4. Advise Patrol Shift Supervisor that unit is on patrol.

B. Transporting Violators

1. Handcuffed and fitted with personal flotation device prior to movement from one vessel to another and while on vessel at all times.

2. Communicate with uniform patrol to meet at nearest boat dock to transport to the police department detention facility.

3. Seated in view of vessel operator and restrained from excessive movement. (i.e. seat belt)

C. Towing, Impoundment Alternatives

1. Limited to emergency situations only unless requested by the vessel owner.

2. If operator is arrested;

a. Ascertain if any additional pilots can pilot the vessel.

b. If no person is available, the OIC can designate a Marine Unit member to pilot the violator's vessel with the violator's permission.

3. Waiver of Liability signed by the owner/operator.

D. Use of Force

1. Refer to Use of Force Policy

a. Given the unique environment of the water setting; officers should take extra consideration and be prepared to provide assistance if a subject(s) falls or jumps overboard.

E. Pursuits

1. Generally vessel pursuits are prohibited.

2. Only under the most serious situations will any pursuit be authorized.

F. Use of Marine Unit outside City Limits

1. Only authorized by Marine Unit Command Staff or Uniform Patrol captain

435.4 UNIT ORGANIZATION

A. During routine river patrol and marine emergencies, Marine Unit members will report to Marine Unit Command Staff (OIC) regardless of department rank or seniority.

B. Chain of Command

1. Command Staff (OIC)

2. Vessel operators

3. Vessel crew

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

435.5 TRAINING

A. Training is a continual process

B. Members will conduct in-service training and will follow recommendation and advice from the United States Coast Guard, NASBLA and the Indiana Department of Natural Resources (Conservation Officers)

C. Vessel operators must have completed an Indiana Boater's Education Course.

435.6 VESSEL EQUIPMENT

A. Each vessel should be equipped with the following:

1. Personal floatation device - one per member, one additional for violator/citizen transport (Type I, II, II and V)
2. Fire extinguisher
3. First aid kit
4. Navigational aids
5. Vessel lighting
6. Anchor / tow line / hand held spotlight
7. Prisoner restraint system
8. 800 Mhz mobile radio
9. Specific mission equipment

B. Prior to going on duty, officers shall inspect the vessel and all of the equipment. Officers shall ensure the vessel is in safe working condition and contains all the required equipment.

C. If an item is used or missing, the officer shall contact Marine Unit Command staff for replacement.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Use of Narcan (Naloxone)

436.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and regulations governing the utilization of Narcan by Elkhart Police Department employees with the objective to reduce the number of fatal opiate overdoses and increase employee safety.

436.2 POLICY

It is the policy of the Elkhart Police Department that employees are required to be trained in the use and appropriate administration of Narcan.

436.3 DEFINITIONS

Naloxone Hydrochloride (Narcan): A prescription medication used for the treatment of a known or suspected opioid overdose; a narcotic antagonist which works by affecting opiate receptor sites within the brain.

Intranasal: Administered through the nose; the nasal cavity is covered by a thin mucosa, which is extremely vascular and provides a direct route into the blood stream of the subject. Therefore, when Narcan is administered, via spray into the subject's nose it can be quickly effective.

Opioid Overdose: An acute, life threatening medical condition caused by the excessive intake of opiates (e.g. heroin, morphine, fentanyl, tramadol, oxycodone, etc.). This serious medical condition causes the victim to suffer from an altered level of consciousness, pinpoint pupils, respiratory arrest, and can lead to death.

Employee: Any sworn or non-sworn member of the Elkhart Police Department who is likely to be in a location where narcotics are found, tested or stored.

436.4 PROCEDURE

(a) Only employees who have completed authorized training in the use and application of Narcan shall be assigned to carry and utilize Narcan.
(b) The Watch Commander, or their designee, shall ensure there are adequate numbers of trained employees on every shift who carry Narcan in the field.
(c) Employees who are trained in accordance with the Elkhart Police Department mandated training guidelines shall deploy with Narcan kits in the field.
(e) Employees who administer Narcan are protected from civil and criminal liability if they "act with reasonable care" and "in good faith." This is accomplished by administering Narcan according to the established training protocol.
(f) Narcan must be stored in a climate controlled area and in a location where access to the medication can be secured and controlled.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(g) Each assigned employee shall conduct a pre-service inspection of the Narcan kit and confirm its condition. The employee shall inspect the secured safety case to ensure it is clean and not damaged or expired.
(h) Assigned employees shall carry the Narcan kit in a location that can be easily accessed and utilized when needed but out of direct sunlight.

436.5 NARCAN ADMINISTRATRION

(a) Employees trained in the use of Narcan are authorized to use it without prior approval in cases where an opiate overdose is suspected.
(b) When using Narcan employees should maintain universal precautions against blood borne pathogens.
(c) Prior to administration of Narcan, employees must assess the victim for lack of breathing, pulse and unresponsiveness. Employees should conduct a brief visual survey for any obvious evidence of drug use or exposure.
(d) If an employee suspects a victim is suffering from opiate based over-dose, the employee shall request Emergency Medical Services (EMS) immediately prior to the administration of Narcan.

436.6 DOCUMENTATION AND REPORTING

(a) Any employee administering Narcan shall detail its use in the Department Information Report.
(b) The supervisor approving the report shall ensure it contains enough information to meet applicable state reporting requirements and a copy of the report is routed to the Patrol Captain for auditing purposes.

436.7 TRAINING

Prior to being issued and/or administering Narcan, personnel must complete an Opioid Overdose Prevention Training conducted by a person authorized by the Department to serve as a trainer. The authorized trainer must be trained or authorized by the Elkhart Police Department to conduct Opioid Overdose Responder training. The training shall only be offered to Elkhart Police Department employees and shall be conducted every two years during departmental continued yearly training.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Dive Team

437.1 PURPOSE AND SCOPE

The Dive Team has been established to provide a skilled and trained team to be deployed in a marine environment for purposes of arrest, rescue, recovery, and general support of the law enforcement mission. The following procedures serve as directives for the administrative operation of the Dive Team.

437.2 POLICY

The Dive Team can provide the Department with the capability of responding to emergencies in and around water that require a coordinated team effort in response to potential search and recovery operations.

437.3 PROCEDURE

Dive Team personnel can respond to water related incidents involving, but not limited to:

(a) Drowning

(b) Death Investigations

(c) Crime Scene Investigations in or near water

(d) Requests to search for and recover evidence

(e) Requests from other agencies

Dive Team personnel may also respond to or participate in:

(a) Special patrols or surveillance on or near water

(b) Rescue missions

(c) Other operational activities designed by the Dive Team Commander

Operational dives are voluntary and will not be required if an individual diver believes any dive is beyond the diver's capability, or if a dive is believed to be unsafe.

Operational dives will normally be made with the assistance of at least one (1) other certified Department diver. The team leader at the scene, or most senior diver if team leader is unavailable, will assume command of the diving operations.

If EPD divers respond to an already established Elkhart Fire Department scene, EFD commanders will have overall scene command.

437.4 STRUCTURE

The Dive Team will fall under the operation of a Dive Team Leader and will report to the Patrol Captain for all activations and overall direction of the unit. There may be Assistant Team Leaders assigned to further break down into individual teams as the numbers increase.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

437.5 ACTIVATION OF DIVE TEAM

A supervisor may request the Dive Team deployment for water search/rescue needs within the city and will communicate the request to dispatch or may contact the Dive Team Leader directly. The Dive Team leaders will determine team response and coordinate notification to the rest of the team members.

437.6 SELECTION PROCESS

When Dive Team vacancies exist, a posted vacancy letter can be posted upon the Patrol Captain's request. The posting shall be left up for a minimum of five (5) days.

(a) All applicants must:

(a) (a) Have at least 2 years of law enforcement experience.

(b) Be willing to make a 5 year commitment to the team.

(c) Be an above average swimmer.

(d) Have good physical fitness and able to perform strenuous physical tasks in the marine environment.

(e) Be PADI Open Water Certified or able to be certified.

(a) The screening process may consist of:

(a) (a) A physical fitness test

(b) Swimming skills assessment

(c) Oral Interview

(a) After completion of the selection process, the Chief of Police or designee shall make the final decision and shall notify all applicants of the final decision.

437.7 SUPPORT PERSONNEL

Support personnel may be assigned for the following duties:

(a) Provide surface support and safety

(b) Keep applicable records

(c) Measure the scene

(d) Diagram the scene

(e) Collect equipment

(f) Photographing

(g) Other responsibilities assigned by the Team Leader

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Chapter 5 - Traffic Operations

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Traffic

500.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for improving public safety through education and enforcement of traffic-related laws.

500.2 POLICY

It is the policy of the Elkhart Police Department to educate the public on traffic-related issues and to enforce traffic laws. The efforts of the Department will be driven by such factors as the location and/or number of traffic accidents based on citizen complaints, traffic volume, traffic conditions and other traffic-related needs. The ultimate goal of traffic law enforcement and education is to increase public safety.

500.3 DEPLOYMENT

Enforcement efforts may include such techniques as geographic/temporal assignment of department members and equipment, the establishment of preventive patrols to deal with specific categories of unlawful driving and a variety of educational activities. These activities should incorporate methods that are suitable to the situation; timed to events, seasons, past traffic problems or locations; and, whenever practicable, preceded by enforcement activities.

Several factors will be considered in the development of deployment schedules for department members. State and local data on traffic accidents are a valuable resource. Factors for analysis include, but are not limited to, the following:

- Location
- Time
- Day
- Violation factors
- Requests from the public
- Construction zones
- School zones
- Special events

Department members assigned to uniformed patrol or traffic enforcement functions will emphasize the enforcement of violations that contribute to traffic accidents, and also will consider the hours and locations where traffic accidents tend to occur. Members will take directed enforcement action on request, and random enforcement action when appropriate. Members shall maintain high visibility while working general enforcement, especially in areas where traffic accidents frequently occur.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

500.4 ENFORCEMENT

Traffic enforcement will be consistent with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas. The number of arrests or summons issued by any member shall not be used as the sole criterion for evaluating member overall performance.

Several methods are effective in the reduction of traffic accidents including but not limited to:

500.4.1 WARNINGS

Warnings are a non-punitive option that may be considered by the member when circumstances warrant, such as when a minor violation was inadvertent.

500.4.2 TRAFFIC INFORMATION AND SUMMONS

Traffic information and summons should be issued when a member believes it is appropriate. When issuing a summons for a traffic violation, it is essential that the rights and requirements imposed on motorists be fully explained. At a minimum, motorists should be provided with (I.C. § 9-30-3-6):

(a) An explanation of the violation or charge.

(b) The court appearance procedure, including the optional or mandatory appearance by the motorist.

(c) A notice of whether the motorist can enter a plea and pay the fine by mail or at the court.

500.4.3 PHYSICAL ARREST

Physical arrest can be made on a number of criminal traffic offenses. These cases usually deal with, but are not limited to:

(a) Accidents resulting in death (I.C. § 9-26-1-1.1).

(b) Felony or misdemeanor hit-and-run (I.C. § 9-26-1-1.1).

(c) Felony and misdemeanor driving under the influence of alcohol or drugs (I.C. § 9-30-5-1 et seq.).

(d) Refusal to sign a notice to appear (I.C. § 9-30-2-4).

500.5 SUSPENDED OR REVOKED LICENSES

If an officer contacts a traffic violator who is also driving on a suspended or revoked license, the officer should issue a traffic information and summons or make an arrest as appropriate (I.C. § 9-24-19-1; I.C. § 9-24-19-2; I.C. § 9-24-19-3).

500.6 HIGH-VISIBILITY VESTS

The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members, who may be exposed to hazards presented by passing traffic or will be maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601; I.C. § 22-8-1.1-2).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

500.6.1 REQUIRED USE

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn when increased visibility would improve the safety of the department member or when the member will be exposed to the hazards of passing traffic, maneuvering or operating vehicles, machinery and equipment (I.C. § 22-8-1.1-2).

Examples of when high-visibility vests should be worn include traffic control duties, traffic accident investigations, lane closures and disaster scenes.

When emergency conditions preclude the immediate donning of the vest, members should retrieve and wear the vest as soon as conditions reasonably permit.

Use of the vests shall also be mandatory when directed by a supervisor.

500.6.2 CARE AND STORAGE

High-visibility vests shall be maintained in the trunk of each patrol and investigation vehicle, in the side box of each police motorcycle and in the gear bag of each patrol bicycle. Each vest should be stored inside a resealable plastic bag to protect and maintain the vest in a serviceable condition. Before going into service, each member shall ensure that a serviceable high-visibility vest is properly stored.

A supply of high-visibility vests will be maintained and made available for replacement of damaged or unserviceable vests. The Quartermaster should be promptly notified whenever the supply of vests needs replenishing.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Traffic Accidents

501.1 PURPOSE AND SCOPE

This policy provides guidelines for responding to and investigating traffic accidents.

501.2 POLICY

It is the policy of the Elkhart Police Department to respond to traffic accidents and render or summon aid to injured victims as needed. The Department will investigate and prepare reports according to the established minimum reporting requirements with the goal of reducing the occurrence of accidents by attempting to identify the cause of the accident and through enforcing applicable laws. Unless restricted by law, traffic accident reports will be made available to the public upon request.

501.3 RESPONSE

Upon arriving at the scene, the responding member should assess the need for additional resources and summon assistance as appropriate. Generally, the member initially dispatched to the scene will be responsible for the investigation and report, if required, unless responsibility is reassigned by a supervisor.

When practical a supervisor should respond to the scene when the incident:

(a) Is within the jurisdiction of this department and there is:
    (a) Any injury.
    (b) A fatality.
    (c) A City vehicle involved.
    (d) A City official or employee involved.
    (e) Involvement of an on- or off-duty member of this department.
(b) Is within another jurisdiction and there is:
    1. A City of Elkhart vehicle involved.
    2. A City of Elkhart official involved.
    3. Involvement of an on-duty member of this department.

501.3.1 MEMBER RESPONSIBILITIES

Upon arriving at the scene, the responding member should consider and appropriately address:

(a) Traffic direction and control.
(b) Proper placement of emergency vehicles, cones, roadway flares or other devices if available to provide protection for members, the public and the scene.
(c) First aid for any injured parties if it can be done safely.
(d) The potential for involvement of hazardous materials.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(e) The need for additional support as necessary (e.g., traffic control, fire department, hazardous materials response, tow vehicles).

(f) Clearance and cleanup of the roadway.

501.4 NOTIFICATION

If a traffic accident involves a life-threatening injury or fatality, the responding officer shall notify a supervisor or.The supervisor may assign a traffic investigator or other appropriate personnel to investigate the incident. The supervisor will ensure notification is made to the Watch Commander,in accordance with the Major Incident Notification Policy.

501.4.1 NOTIFICATION OF FAMILY

In the event of a life-threatening injury or fatality, the supervisor responsible for the incident should ensure notification of the victim's immediate family or coordinate such notification with the Coroner, department chaplain or another suitable person. Notification should be made as soon as practicable following positive identification of the victim.

The identity of any person seriously injured or deceased in a traffic accident should not be released until notification is made to the victim's immediate family.

501.5 MINIMUM REPORTING REQUIREMENTS

An accident report should be taken when:

(a) A fatality, any injury (including complaint of pain), operating while intoxicated, or a hit-and-run is involved (I.C. § 9-26-2-1).

(b) The accident results in a collision with an unattended vehicle and/or damage to property other than a vehicle and the owner of that vehicle or property cannot be located.

(c) An on-duty member of the City of Elkhart is involved.

(d) The accident results in any damage to any City-owned or leased vehicle.

(e) The accident involves any other public agency driver or vehicle.

(f) There is damage to public property.

(g) There is damage to any vehicle to the extent that towing is required.

(h) There is property damage of at least $1,000 (I.C. § 9-26-2-1).

(i) Prosecution or follow-up investigation is contemplated.

(j) Directed by a supervisor.

501.5.1 PRIVATE PROPERTY

Generally, reports should not be taken when a traffic accident occurs on private property unless the accident occurs on property that is open to the public and involves personal injury or death or property damage of at least $1,000 (I.C. § 9-26-2-4).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

501.5.2 CITY VEHICLE INVOLVED
A traffic accident report shall be taken when a City vehicle is involved in a traffic accident that results in property damage or injury.

A general information report may be taken in lieu of a traffic accident report at the direction of a supervisor when the incident occurs entirely on private property or does not involve another vehicle.

Whenever there is damage to a City vehicle, a vehicle damage report shall be completed and forwarded to the appropriate Captain. The traffic investigator or supervisor at the scene should determine what photographs should be taken of the scene and the vehicle damage.

501.5.3 INJURED ANIMALS
Department members should refer to the Animal Control Policy when a traffic accident involves the disposition of an injured animal.

501.6 INVESTIGATION
When a traffic accident meets minimum reporting requirements the investigation should include, at a minimum:

(a) Identification and interview of all involved parties.

(b) Identification and interview of any witnesses.

(c) A determination of whether a violation of law has occurred and the appropriate enforcement action.

(d) Identification and protection of items of apparent evidentiary value.

(e) Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence and reporting) on the appropriate forms.

501.6.1 INVESTIGATION BY OUTSIDE LAW ENFORCEMENT AGENCY
The supervisorWatch Commander should request that the Fatal Alcohol Crash Team (FACT) or other outside law enforcement agency investigate and complete a traffic accident investigation when a life-threatening injury or fatal traffic accident occurs within the jurisdiction of the Elkhart Police Department and involves:

(a) An on- or off-duty member of the Department.

1. The involved member shall complete the department traffic accident form. If the member is unable to complete the form, the supervisor shall complete it.

(b) An on- or off-duty official or employee of the City of Elkhart.

Department members shall promptly notify a supervisor when any department vehicle is involved in a traffic accident. The accident investigation and report shall be completed by the agency having jurisdiction.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

501.6.2 REMOVAL FROM LINE DUTY ASSIGNMENT

When an on-duty member is involved in a traffic accident that involves a life-threatening injury or fatality, the member should be placed in a temporary administrative assignment pending an administrative review. The Chief of Police may exercise discretion and choose not to place a member in an administrative assignment.

501.7 ENFORCEMENT ACTION

After a thorough investigation in which physical evidence or independent witness statements indicate that a violation of a traffic law contributed to the accident, authorized members may issue a summons or arrest the offending driver, as appropriate.

More serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter or other felonies, shall be enforced. If a driver who is subject to enforcement action is admitted to a hospital, a supervisor shall be contacted to determine the best enforcement option.

501.8 REPORTS

Department members shall utilize the Aries reporting system as required for the reporting of traffic accidents. All such reports shall be forwarded to the Records for approval and filing (I.C. § 9-26-2-2).

501.8.1 REPORT MODIFICATION

A change or modification of a written report that alters a material fact in the report may be made only by the member who prepared the report, and only prior to its approval and distribution. Once a report has been approved and distributed, corrections shall only be made by way of a written supplemental report.

501.8.2 RECORDS RESPONSIBILITIES

The responsibilities of the Watch Commander include, but are not limited to:

(a) Ensuring the monthly and quarterly reports on traffic accident information and statistics are forwarded to the Patrol Captain or other persons as required.

(b) Ensuring that the accident report is filed with the Indiana State Police within 24 hours after the investigation is complete (I.C. § 9-26-2-2).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Vehicle Towing

503.1 PURPOSE AND SCOPE

This policy provides guidance related to vehicle towing. Nothing in this policy shall require a member of this department to tow a vehicle.

503.2 POLICY

The Elkhart Police Department will tow vehicles when appropriate and in accordance with the law.

503.3 REMOVAL OF VEHICLES DUE TO HAZARD

When a vehicle should be towed because it presents a hazard, the owner or operator should arrange for the towing. Department members may assist by communicating requests through the Communication Center to expedite the process.

If the owner or operator is unable to arrange for towing and the vehicle presents a hazard, the vehicle may be towed at the direction of the department member (I.C. § 9-21-16-3; I.C. § 9-21-16-4).

Vehicles that are not the property of the City should not be driven by department members unless it is necessary to move the vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or comply with posted signs.

503.4 ARREST SCENES

Whenever the owner or operator of a vehicle is arrested, the arresting officer should provide reasonable safekeeping by leaving the vehicle secured and lawfully parked at the scene or, when appropriate, by having the vehicle towed, such as when the vehicle presents a traffic hazard or the vehicle would be in jeopardy of theft or damage if left at the scene.

Officers are not required to investigate whether alternatives to towing a vehicle exist after an arrest. However, a vehicle should not be towed if reasonable alternatives exist. When considering whether to leave a vehicle at the scene, officers should take into consideration public safety as well as the reasonable safety of the vehicle and its contents.

The following are examples of situations where a vehicle should not be towed:

- The vehicle can be legally parked, left in a reasonably secure and safe location and is not needed as evidence.
- The vehicle is parked on private property, on which the arrestee or owner is legally residing, or the property owner does not object to the vehicle being parked at that location.
- The arrestee or owner of the vehicle requests that it be released to a person who is present, willing and able to legally take control of the vehicle.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

- The vehicle is legally parked and the arrestee or owner requests that it be left at the scene. In such cases the requester should be informed that the Department will not be responsible for theft or damages.

503.5 VEHICLES RELATED TO CRIMINAL INVESTIGATIONS

Officers should tow vehicles that are needed for the furtherance of an investigation or prosecution of a case, or that are otherwise appropriate for seizure as evidence. Officers should make reasonable efforts to return a recovered stolen vehicle to its owner rather than have it towed, so long as the vehicle is not needed for evidence.

503.5.1 UNAUTHORIZED USER

503.6 RECORDS

Records Section members shall ensure that pertinent data regarding a towed vehicle is promptly entered into the appropriate database.

503.6.1 VEHICLE STORAGE REPORT

Department members towing a vehicle shall complete an Vehicle Tow report. The report should be submitted to the Records Sectionbefore the end of shift.

503.6.2 NOTICE TAG

When an officer is notified of an abandoned vehicle on public property, the officercan attach, in a prominent place, a notice tag. The notice tag shall include the following information (I.C. § 9-22-1-11):

(a) The date and time

(b) The officer’s name

(c) The name, address and telephone number of the Elkhart Police Department

(d) Notice that he vehicle is considered abandoned

(e) Notice that the vehicle will be removed after:

1. 24 hours, if the vehicle is located on or within the right-of-way of an interstate highway or any highway that is part of the state highway system
2. 72 hours, for any other vehicle

(f) Notice that the person who owns the vehicle will be held responsible for all cost incidental to the removal, storage and disposal of the vehicle

(g) Notice that the person who owns the vehicle may avoid costs by removal of the vehicle within the time designated on the notice

If a tagged vehicle is not removed within the applicable time period, the officer shall prepare a written abandoned vehicle report indicating the condition of the vehicle. Any photographs of the vehicle, if available, should be attached to the report (I.C. § 9-22-1-12).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

503.6.3 NOTICE OF TOW

Within 72 hours, excluding weekends and holidays, of a vehicle being towed, it shall be the responsibility of the Records Section to send a notice of tow to all registered owners and others having a recorded interest in the vehicle. Notice shall be sent to all such individuals by certified mail or by means of electronic service if approved by the Bureau of Motor Vehicles. The notice shall include (I.C. § 9-22-1-19):

(a) The name, address and telephone number of the Elkhart Police Department.

(b) The location where the vehicle is stored.

(c) A description of the vehicle, including the following:

1. Color
2. Manufacturer year
3. Make and model
4. License plate number and/or Vehicle Identification Number (VIN)
5. Mileage

(d) The authority and purpose for the removal of the vehicle.

(e) An explanation of the procedure for release of the vehicle and for obtaining a vehicle tow hearing.

(f) Other information as may be required by I.C. § 9-22-1-19 in cases of abandoned vehicles or vehicles towed after a collision.

If a vehicle is in such a condition that the vehicle identification number or other means of identification are not available to determine the registered owner or others having a registered interest in the vehicle, the vehicle may be disposed of without notice (I.C. § 9-22-1-21).

503.7 TOWING SERVICES

Members shall not show preference among towing services that have been authorized for use by the Department. A rotation or other system established by the Department for tow services should be followed.

503.8 VEHICLE INVENTORY

The contents of all vehicles towed at the request of department members shall be inventoried and listed on the inventory report. When reasonably practicable, photographs may be taken to assist in the inventory.

(a) An inventory of personal property and the contents of open containers will be conducted throughout the passenger and engine compartments of the vehicle including, but not limited to, any unlocked glove box, other accessible areas under or within the dashboard area, any pockets in the doors or in the back of the front seat, in any console between the seats, under any floor mats and under the seats.

(b) In addition to the passenger and engine compartments as described above, an inventory of personal property and the contents of open containers will also be

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

conducted in any other type of unlocked compartments that are a part of the vehicle, including unlocked vehicle trunks and unlocked car top containers.

(c) Any locked compartments including, but not limited to, locked glove compartments, locked vehicle trunks, locked hatchbacks and locked car-top containers should be inventoried, provided the keys are available and released with the vehicle to the third-party towing company or an unlocking mechanism for such compartment is available within the vehicle.

(d) Closed containers located either within the vehicle or any of the vehicle's compartments will not be opened for inventory purposes except for the following: wallets, purses, coin purses, fanny packs, personal organizers, briefcases or other closed containers designed for carrying money, small valuables or hazardous materials.

Members should ask the occupants whether the vehicle contains any valuables or hazardous materials. Responses should be noted in the inventory report. If the occupant acknowledges that any closed container contains valuables or a hazardous material, the container shall be opened and inventoried. When practicable and appropriate, such items should be removed from the vehicle and given to the owner, or booked into property for safekeeping.

Any large amounts of cash, jewelry or firearms located during the inventory process will be held for safekeeping, in accordance with the Evidence Unit Policy. A copy of the property receipt should be given to the person in control of the vehicle or if that person is not present, left in the vehicle.

A copy of the vehicle inventory will be given to the tow truck operator.

These inventory procedures are for the purpose of protecting the vehicle owner's property, providing for the safety of department members and protecting the Department against fraudulent claims of lost, stolen or damaged property.

Towing a vehicle in order to perform an inventory should not be used as a pretext for an evidence search. Nothing in this policy prevents the towing of a vehicle that would occur for reasons independent of any suspicion that the vehicle may contain evidence if it is otherwise justified by law or this policy.

503.9 SECURITY OF VEHICLES AND RETRIEVAL OF PROPERTY

If the search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, the department member conducting the search shall take such steps as are reasonably necessary to secure or protect the vehicle or property from such hazards.

Unless it would cause an unreasonable delay in towing the vehicle or create an issue of officer safety, reasonable accommodations should be made to permit the owner, operator or occupant to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions), that are not considered evidence or contraband.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Vehicle Towing

Members who become aware that a vehicle may have been towed by the Department in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the owner or his/her agent to request a hearing to contest the tow.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Traffic Information and Summons and Parking Citations

504.1 PURPOSE AND SCOPE

This policy outlines the responsibilities for issuing, correcting, voiding and dismissing traffic information and summons and parking citations.

504.2 POLICY

It is the policy of the Elkhart Police Department to enforce traffic laws fairly and equally. Authorized members may issue a traffic information and summons, parking citation or written or verbal warning based upon the circumstances of the contact and in the best interest of the motoring public and community safety.

504.3 RESPONSIBILITIES

The Records Section shall be responsible for the supply and accounting of all traffic information and summons and parking citations issued to members of this department. Traffic information and summons and parking citations will be kept in a secure location and issued to members by a supervisor. Members will sign for the summons and books when issued or upon return of unused summons and citations.

Members of the Elkhart Police Department shall only use department-approved traffic information and summons and parking citation forms.

504.3.1 WRITTEN OR VERBAL WARNINGS

Written or verbal warnings may be issued when the department member believes it is appropriate. The Records Section should maintain information relating to traffic stops in which a written warning is issued. Written warnings are retained by this department in accordance with the established records retention schedule.

504.4 TRAFFIC CITATIONS

504.4.1 RECORDS SECTION

Officers shall only use department-issued traffic information and summons. The Records Section shall ensure that (I.C. § 9-30-3-6):

(a) Traffic information and summons are available and accessible as appropriate.

(b) Each traffic information and summons shall have a unique number which will include the identifying number of the Elkhart Police Department.

(c) A system of accountability is in place for each traffic information and summons in the possession of the Elkhart Police Department.

(d) Adequate records are maintained to establish:

1. The date of distribution of each blank traffic information and summons, or block of summons, and the officer to whom it is issued.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

2. An accounting system for all voided traffic information and summons.
3. The circumstances under which any traffic information and summons, or block of summons, has been lost or misplaced.

504.4.2 BOND

Any person may be released with a traffic information and summons for a minor traffic offense in lieu of either posting a bail presentation to a magistrate or incarceration provided that the person (I.C. § 9-30-3-6):

(a) Presents a driver's license.

(b) Signs a traffic information and summons acknowledging receipt and his/her obligation to appear.

504.4.3 CORRECTION

When a traffic information and summons is issued but is in need of correction, the member issuing the summons shall submit the summons and a letter to his/her immediate supervisor requesting a specific correction. Once approved, the summons and letter shall then be forwarded to the Records Section. Records personal shall prepare a letter of correction to the court having jurisdiction and notify the summons recipient in writing.

504.4.4 VOIDING

Voiding a traffic information and summons may occur when the summons has not been completed or when it is completed but not issued. All copies of the voided summons shall be presented to a supervisor for approval. The summons and copies shall then be forwarded to the Records Section.

504.4.5 DISPOSITION

The summons copies shall then be filed with the Records Section on a daily basis.

Upon separation from appointment or employment with this department, all members who were issued traffic information and summons books shall return any unused summons to the Records Section.

504.4.6 JUVENILE CITATIONS

Completion of traffic information and summons forms for juveniles may vary slightly from the procedure for adults. The juvenile's age, place of residency and the type of offense should be considered before issuing a juvenile a summons.

504.5 PARKING CITATION APPEALS

Parking citations may be appealed in accordance with local and state law.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Operating While Intoxicated

505.1 PURPOSE AND SCOPE

This policy provides guidance to those department members who play a role in the detection and investigation of drivers operating vehicles while intoxicated (OWI).

505.2 POLICY

The Elkhart Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Indiana's OWI laws.

505.3 INVESTIGATIONS

officers

The Patrol Captain will develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating officers in documenting relevant information and maximizing efficiency. Any OWI investigation will be documented using these forms. Information documented elsewhere on the form does not need to be duplicated in the report narrative. Information that should be documented includes, at a minimum:

(a) The field sobriety tests (FSTs) administered and the results.

(b) The officer's observations that indicate impairment on the part of the individual, and the officer's health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).

(c) Sources of additional information (e.g., reporting party, witnesses) and their observations.

(d) Information about any audio and/or video recording of the individual's driving or subsequent actions.

(e) The location and time frame of the individual's vehicle operation and how this was determined.

(f) Any prior related convictions in Indiana or another jurisdiction.

505.4 FIELD TESTS

The Patrol Captain should identify standardized FSTs for officers to use when investigating violations of Indiana OWI laws.

505.5 CHEMICAL TESTS

A person implies consent to a chemical test or tests, and to providing the associated chemical sample, under any of the following (I.C. § 9-30-6-1 et seq.; I.C. § 9-30-7-2):

(a) The officer has probable cause to believe that the person has committed an offense under any of the following:

1. OWI (I.C. § 9-30-5-1 et seq.)
2. Implied Consent (I.C. § 9-30-6-1 et seq.)

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

3. Circuit Court Alcohol Abuse Deterrent Programs (I.C. § 9-30-9-1 et seq.)
4. Open Alcoholic Beverage Containers/Consumption of Alcohol in Motor Vehicles (I.C. § 9-30-15-1 et seq.)

An officer may administer more than one chemical test during the course of an OWI investigation (I.C. § 9-30-6-2; I.C. § 9-30-7-3).

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the officer should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

505.5.1 STATUTORY NOTIFICATIONS

Officers should advise a person that in order to comply with the implied consent laws of Indiana, the person must submit to each chemical test offered (I.C. § 9-30-6-2).

505.5.2 BREATH SAMPLES

The Watch Commander shall ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Watch Commander.

505.5.3 BLOOD SAMPLES

Only persons authorized by law to draw blood shall collect blood samples. The blood draw should be witnessed by the assigned officer. No officer, even if properly certified, should perform this task (I.C. § 9-30-6-6).

The blood sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

If an arrestee cannot submit to a blood draw because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test shall not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

505.5.4 PORTABLE BREATH TEST

A portable breath test (PBT) shall not be offered when an officer has reasonable suspicion to believe that a person is OWI or has been involved in an accident resulting in actual or imminent death, or serious bodily injury (I.C. § 9-30-6-6).

505.6 REFUSALS

When an arrestee refuses to provide a chemical sample, officers (I.C. § 9-30-6-7; I.C. § 9-30-6-8):

(a) Should advise the arrestee of the requirement to provide a sample.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(b) Should audio- and/or video-record the admonishment and the response when it is practicable.

(c) Shall document the refusal in the appropriate report.

(d) Shall prepare a probable cause affidavit to be forwarded to the prosecuting attorney of the county where the alleged offense occurred.

505.6.1 STATUTORY NOTIFICATIONS UPON REFUSAL

Upon refusal to submit to a chemical test, officers shall inform the person that refusal will result in the suspension of his/her driving privileges and take possession of the person's driver's license or permit. The officer shall issue the person a receipt (I.C. § 9-30-6-7).

505.6.2 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist:

(a) A search warrant has been obtained.

(b) The officer can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person's bloodstream. Exigency can be established by the existence of special facts, such as a lengthy time delay resulting from an accident investigation or medical treatment of the person.

1. An exigent circumstance occurs when the officer has probable cause to believe that the person has violated OWI laws and has been involved in an accident that caused serious bodily injury or death of another and the offense occurred no more than three hours prior to the sample being requested (I.C. § 9-30-6-6).

505.6.3 FORCED BLOOD SAMPLE

If an arrestee indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor to respond.

The responding supervisor should:

(a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.

(b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes, a viable form of testing in a timely manner.

(c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer), and attempt to persuade the individual to submit to providing such a sample without physical resistance.

1. This dialogue should be recorded on audio and/or video when appropriate and practicable.

(d) Ensure that the blood sample is taken in a medically approved manner (I.C. § 9-30-6-6).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(e) Ensure that the forced blood draw is recorded on audio and/or video when appropriate and practicable.

(f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances (I.C. § 9-30-6-6)

(g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform the duties of a supervisor, as set forth above.

505.7 ARREST AND INVESTIGATION

If an officer has probable cause to believe that a person committed an OWI offense, the person may be arrested. However, if the chemical test results in prima facie evidence that the person is intoxicated, the person shall be arrested for an OWI offense (I.C. § 9-30-6-3).

505.7.1 TIME TO ADMINISTER TEST

All chemical tests shall be administered to a person within three hours after an officer has made the determination that the person is OWI or that the person has been involved in an accident resulting in serious bodily injury, or actual or imminent death (I.C. § 9-30-6-2; I.C. § 9-30-6-6; I.C. § 9-30-6-7).

505.7.2 MEDICAL TEST RESULTS

For the criminal investigation, officers should obtain chemical test results conducted by medical personnel acting under the direction or protocol of a physician. The test results shall be provided to an officer even if the person has not consented or authorized his/her release (I.C. § 9-30-6-6).

505.8 RECORDS RESPONSIBILITIES

The Records Personal will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office.

505.9 ADMINISTRATIVE HEARINGS

The Records Personal will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to the Indiana Bureau of Motor Vehicles (BMV).

Any officer who receives notice of required attendance at an administrative license suspension hearing should promptly notify the prosecuting attorney.

An officer called to testify at an administrative hearing should document the hearing date and the BMV file number in a supplemental report. Specific details of the hearing generally should not be included in the report unless errors, additional evidence or witnesses are identified.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Disabled Vehicles

506.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for department members who provide assistance to motorists in disabled vehicles within the primary jurisdiction of the Elkhart Police Department.

506.2 POLICY

It is the policy of the Elkhart Police Department to assist motorists with disabled vehicles until those vehicles are safely removed from the roadway. Members should take appropriate action to mitigate potential problems when a vehicle constitutes a traffic hazard or the safety of the motorist is a concern.

506.3 RESPONSIBILITIES

When an on-duty member of this department sees a disabled vehicle on the roadway, the member should make a reasonable effort to provide assistance. If this is not reasonably possible, the dispatcher should be advised of the location of the disabled vehicle and the need for assistance. The dispatcher should then assign another department member to respond as soon as practicable.

506.4 ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department members will be contingent on the time of day, the location, the availability of department resources and the vulnerability of the disabled motorist.

506.4.1 MECHANICAL REPAIRS

Department members shall not make mechanical repairs to a disabled vehicle. The use of push bumpers, with consent of the owner, to relocate vehicles to a position of safety is not considered a mechanical repair.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

School Crossing Guards

507.1 PURPOSE AND SCOPE

This policy provides guidelines for paid school crossing guard programs.

507.2 POLICY

It is the policy of the Elkhart Police Department to provide school crossing guards, subject to available resources, at strategic locations to enhance the safety of school children while crossing the roadway.

507.3 SCHOOL CROSSING GUARD COORDINATOR

The Chief of Police or the authorized designee should designate a school crossing guard coordinator. The coordinator's responsibilities include:

- Coordinating the recruiting, selection and training of school crossing guards with the Human Resources Department.
- Scheduling school crossing guards and assignments.
- Monitoring and evaluating the performance of school crossing guards.
- Developing and maintaining written procedures for school crossing guard duties and responsibilities.
- Preparing reports and other documentation as needed.
- Assisting schools in creating a school route plan.
- Ensuring that a documented review of crossing guard locations is conducted annually.

507.4 SELECTION

To be eligible for appointment as a school crossing guard, the candidate should possess the following qualifications:

- Be an adult over 18 years of age
- Be of good character and have no convictions for crimes of moral turpitude
- Be sufficiently physically fit to be able to carry out all duties of the position, including good sight, hearing and coordination skills
- Be able to work independently
- Be able to communicate effectively, both verbally and through the use of appropriate traffic-related hand signaling
- Present a neat appearance
- Be able to provide clear, firm but courteous direction and signals

If the candidate is a volunteer, a waiver of liability should be executed.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

School crossing guards should be required to pass a background investigation including fingerprinting. In addition, school crossing guards may be subject to the hiring standards required of all city employees.

507.5 UNIFORMS AND EQUIPMENT

Each school crossing guard shall be provided a stop paddle that is compliant with the U.S. Department of Transportation Manual on Uniform Traffic Control Devices (MUTCD), yellow or orange reflective gloves and an American National Standards Institute (ANSI) Class II high-visibility vest. Inclement weather gear may be provided as needed.

507.6 SCHOOL CROSSING GUARD DEPLOYMENT

Locations for school crossing guard assignments should be based on traffic engineering studies and guidelines established by the MUTCD and where authorized by law. Additional factors to consider may include:

- Age of school children crossing
- Number of students and others crossing
- Vehicle speeds in the area of the crossing
- Volume of traffic
- Length of safe traffic gaps
- Width of the roadway and number of lanes
- Sight distance at crossing
- Accident history
- Control devices present

507.7 SCHOOL CROSSING GUARD RESPONSIBILITIES

The primary responsibility of the school crossing guard is to assist children with crossing the street safely. School crossing guards should also:

(a) Report to their assignment by their scheduled start time properly attired and remain at their post throughout their assigned shift.

(b) Notify their supervisor at least one hour before the start time of their assigned shift if they will be unable to cover their assignment for any reason.

(c) Use only department-supplied safety and control equipment to perform their duties.

(d) Wear the approved high-visibility vest on the outside of their clothing at all times while at their crossing assignment (23 CFR 655.601).

(e) Refrain from conducting personal business or engaging in any activities, such as reading, that may distract their attention from their crossing responsibilities.

(f) Except for emergencies, refrain from using cellular phones or other personal electronic devices while on assignment.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(g) Report to the coordinator any injuries to themselves or others that occur during the shift.

(h) Report any incidents or conditions that may present a potential hazard to the school crossing guard or school children.

507.8 TRAINING

Prior to assignment, school crossing guards should have successfully completed department-approved training. The training should include both classroom instruction and practical application on the following:

- Relevant city laws and regulations
- School zone signage, markings and regulations
- Basic first-aid
- Proper signaling and use of signaling equipment
- Proper use of safety equipment
- Emergency procedures in the event of an accident or other emergency
- Procedures for safely crossing children
- Other topics as deemed appropriate by the coordinator or training instructor

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Chapter 6 - Investigation Operations

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and dispositions of criminal investigations.

600.2 POLICY

It is the policy of the Elkhart Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INITIAL INVESTIGATION

600.3.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

(a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
    1. An initial statement from any witnesses or complainants.
    2. A cursory examination for evidence.

(b) If information indicates a crime has occurred, the officer shall:
    1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
    2. Determine whether additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
    3. If assistance is warranted, or if the incident is not routine, notify a supervisor..
    4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
    5. Collect any evidence.
    6. Take any appropriate law enforcement action.
    7. Complete and submit the appropriate reports and documentation.

(c) If the preliminary determination is that no crime occurred, determine what other action may be necessary and what other resources may be available, and advise the informant or complainant of this information. Make appropriate documentation in MCT.

600.3.2 CIVILIAN MEMBER RESPONSIBILITIES

A civilian member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

600.4 FOLLOW-UP INVESTIGATIONS RESPONSIBILITIES

Follow-up investigations may be conducted by either uniformed officers or detectives, depending on the criteria established by this department. Investigative steps include, but are not limited to:

(a) Reviewing and analyzing all previous reports, agency records, laboratory examination results and external sources of information.

(b) Conducting additional interviews.

(c) Seeking additional information (e.g. from law enforcement officers or informants).

(d) Conducting searches for additional evidence.

(e) Identifying and apprehending suspects.

(f) Determining the suspect's involvement in other crimes.

(g) Checking the suspect's criminal history.

(h) Preparing cases for court presentation.

600.4.1 INVESTIGATION CASE FILES

The Criminal Investigation Captain should develop procedures for the maintenance of case files to include, but not limited to:

- Types of records to be maintained
- Accessibility to the files
- Security of the files
- Purging of files

600.5 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.5.1 AUDIO/VIDEO RECORDINGS

Any custodial interrogation of an individual who is suspected of having committed any felony offense shall be recorded (audio or video with audio as available) in its entirety, unless it is an exception pursuant to Indiana Rules of Court Evidence, Rule 617. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Criminal Investigation supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

recording, provided the copies are true, accurate and complete, and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews.

600.6 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

(a) All reasonable investigative efforts have been exhausted, there is no reasonable belief that the person who committed the crime can be identified and the incident has been documented appropriately.

(b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.

1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.
2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.

(c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.

(d) The case has been submitted to the appropriate prosecutor; charges have been filed; further investigation is not reasonable, warranted or requested; and there is no need to take the suspect into custody.

(e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.

(f) Investigation has proved that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic or Family Violence, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.7 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

600.8 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and Criminal Organizations policies).

600.8.1 ACCESS RESTRICTIONS

Information that can be accessed from any department computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses,with the exception of social media sites,requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.8.2 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

600.9 MODIFICATION OF CHARGES FILED

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a Captain or the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Sexual Assault Investigations

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notification requirements are addressed in the Child Abuse and Adult Abuse policies.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Sexual assault - Any crime or attempted crime of a sexual nature, to include, but not limited to, offenses defined in I.C. § 35-42-4-1 et seq.

Sexual Assault Response Team (SART) - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

601.2 POLICY

It is the policy of the Elkhart Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

601.3 QUALIFIED INVESTIGATORS

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

(a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations.

(b) Conduct follow-up interviews and investigation.

(c) Present appropriate cases of alleged sexual assault to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.

(e) Provide referrals to therapy services, victim advocates and support for the victim.

(f) Participate in or coordinate with the SART or other multidisciplinary investigative teams as applicable.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

601.4 REPORTING

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

601.5 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations, which begin with the initial call the victim makes to the Communication Center, should be the health and safety of the victim, the preservation of evidence and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

Whenever possible, a member of the SART should be included in the initial victim interviews.

An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

No opinion of whether the case is unfounded should be included in a report.

An officer shall not require a victim to submit to a polygraph or other truth telling device examination (34 USC § 10451; I.C. § 35-37-4.5-2). An officer shall not refuse to investigate, charge or prosecute a sexual assault offense solely because the victim has not submitted to a polygraph or other truth telling device examination (I.C. § 35-37-4.5-3).

Victims shall be notified that biological samples will be removed from secured storage and may be destroyed if the victim does not report the sexual assault offense to a law enforcement agency within one year after the sample is placed in secured storage (I.C. § 16-21-8-10).

Victims shall not be compelled to provide testimony during any judicial, legislative or administrative proceeding that would identify the name, address, location or telephone number of any facility that provided emergency shelter to the victim (I.C. § 35-37-6-9).

Victims should be apprised of applicable victim's rights provisions, as outlined in the Victim and Witness Assistance Policy.

601.6 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim.

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be submitted for testing.

Victims who choose not to assist with an investigation, do not desire that the matter be investigated or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should be collected and stored appropriately according to I.C. § 16-21-8-10.

601.6.1 COLLECTION AND TESTING REQUIREMENTS

Within 48 hours of receiving notification that a sample has been collected, officers shall receive the sample and secure the sample in accordance with the Evidence Unit Policy (I.C. § 16-21-8-10).

601.6.2 DNA TEST RESULTS

Members investigating sexual assault cases should notify victims of any DNA test results as soon as reasonably practicable.

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

Members investigating sexual assault cases should ensure that DNA results are entered into databases when appropriate and as soon as practicable.

601.7 DISPOSITION OF CASES

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Criminal Investigation supervisor.

Classification of a sexual assault case as unfounded requires the Criminal Investigation supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

601.8 CASE REVIEW

The Criminal Investigation supervisor should ensure cases are reviewed on a periodic basis, at least annually, using an identified group that is independent of the investigation process. The reviews should include an analysis of:

- Case dispositions.
- Decisions to collect biological evidence.
- Submissions of biological evidence for lab testing.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

The SART and/or victim advocates should be considered for involvement in this audit. Summary reports on these reviews should be forwarded through the chain of command to the Chief of Police.

601.9 RELEASING INFORMATION TO THE PUBLIC

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Criminal Investigation supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

601.10 TRAINING

Subject to available resources, periodic training will be provided to:

(a) Members who are first responders. Training should include:

  (a) Initial response to sexual assaults.

  (b) Legal issues.

  (c) Victim advocacy.

  (d) Victim's response to trauma.

(b) Qualified investigators, who should receive advanced training on additional topics. Advanced training should include:

  1. Interviewing sexual assault victims.

  2.SART.

  3.Medical and legal aspects of sexual assault investigations.

  4.Serial crimes investigations.

  5.Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP).

  6.Techniques for communicating with victims to minimize trauma.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Asset Forfeiture

602.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

602.1.1 DEFINITIONS

Definitions related to this policy include:

Fiscal agent - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Elkhart Police Department seizes property for forfeiture or when the Elkhart Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture reviewer - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and acting as the liaison between the Department and the forfeiture counsel.

Property subject to forfeiture - Property that may be subject to forfeiture includes (I.C. § 34-24-1-1):

(a) A vehicle used or intended for use to transport or facilitate the transportation of:

1. A controlled substance used to commit specific offenses (I.C. § 35-48-4-1 et seq.).
2. Stolen or converted property if the retail or repurchase value of that property is $100 or more (I.C. § 35-43-4-2; I.C. § 35-43-4-3).
3. Hazardous waste in violation of I.C. § 13-30-10-1.5.
4. A bomb or weapon of mass destruction used to commit or attempt an act of terrorism.

(b) Money, weapons, cell phones, or other property used to commit, attempt to commit, or conspire to commit an act of terrorism under I.C. § 35-50-2-18 or an offense under Article 47 of the Criminal Procedure Law (Weapons and Instruments of Violence) relating to an act of terrorism.

(c) Money, weapons, cell phones, or other property used as consideration for a violation of certain offenses relating to controlled substances (I.C. § 35-48-4-1 et seq.).

(d) Real or personal property purchased with money that is traceable as a proceed of a violation of a criminal statute.

(e) A vehicle that is used to commit, attempt to commit, or conspire, to commit: murder, dealing in a controlled substance resulting in death, kidnapping, criminal confinement, rape, child molesting, child exploitation, or terrorism.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(f) Real property owned by a person who has used it to commit a specified Level 1, Level 2, Level 3, Level 4, or Level 5 felony involving controlled substance offenses.

(g) Equipment and recordings used by a person to commit credit card fraud in violation of I.C. § 35-43-5-4(10).

(h) "Bootlegged" recordings sold, rented, transported, or possessed in violation of I.C. § 24-4-10-4.

(i) Property or an enterprise that is the object of a corrupt business influence in violation of I.C. § 35-45-6-2.

(j) Unlawful telecommunications devices and plans, instructions, or publications used to commit an unauthorized use of telecommunications services (I.C. § 35-45-13-6; I.C. § 35-45-13-7).

(k) Equipment, including computer equipment and cellular telephones, used for or intended for use in preparing, photographing, recording, videotaping, digitizing, printing, copying, or disseminating matter in violation of specific sex crimes (I.C. § 35-42-4-1 et seq.).

(l) Destructive devices used, possessed, transported, or sold in violation of I.C. § 35-47.5-5-2.

(m) Tobacco products that are sold or attempted to be sold in violation of I.C. § 24-3-5-0.1, et seq.

(n) Property used by a person to commit counterfeiting or forgery (I.C. § 35-43-5-2).

(o) Property used or intended to be used to commit, facilitate, or promote the commission of a prescription drug offense or facilitate such an offense, and where there has been a conviction (I.C. § 25-26-14-26(b)).

(p) A vehicle operated by the owner or spouse of the owner while intoxicated or with suspended driving privileges after being convicted of two or more related offenses within the previous five years.

(q) Real or personal property used or intended to be used to commit or derived from fraud related to funeral or cemetery services.

(r) An automated sales suppression device or phantom-ware related to cash register fraud.

(s) Real or personal property, including a vehicle, used or intended to be used to commit, facilitate, or escape from a violation of human trafficking (I.C. § 35-42-3.5-1 through I.C. § 35-42-3.5-1.4) or promoting prostitution (I.C. § 35-45-4-4).

Seizure - The act of law enforcement officials taking property, cash or assets that have been used in connection with or acquired by specified illegal activities.

602.2 POLICY

The Elkhart Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential of

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

revenue shall not be allowed to jeopardize the effective investigation and prosecution of criminal offenses, officer safety, the integrity of ongoing investigations or any person's due process rights.

It is the policy of the Elkhart Police Department that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeitures.

602.3 ASSET SEIZURE

The following property may be seized for forfeiture as provided in this policy:

602.3.1 PROPERTY SUBJECT TO SEIZURE

The following property may be seized upon review and approval of a supervisor and in conjunction with the forfeiture reviewer (I.C. § 34-24-1-2):

(a) Property subject to seizure as identified in a court order

(b) Property that is not identified in a court order when an officer has probable cause to believe there is a nexus between the property and the underlying offense and the seizure is incident to a lawful arrest, search, or administrative inspection.

Whenever practicable, obtaining a search warrant or court order for seizure prior to making a seizure is the preferred method.

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

602.3.2 PROPERTY NOT SUBJECT TO SEIZURE

The following property should not be seized for forfeiture:

(a) Cash and property that does not meet the forfeiture counsel's current minimum forfeiture thresholds.

(b) Property, when there is reason to suspect that the owner did not knowingly permit the property to be used in a way that subjects it to seizure (i.e., "innocent owner") (I.C. § 34-24-1-1).

602.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following:

(a) Complete the applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the officer must leave the copy in the place where the property was found, if it is reasonable to do so.

(b) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(c) Forward the original seizure forms and related reports to the forfeiture reviewer within 24 hours of the seizure, if practicable.

The officer will book seized property as evidence with the notation in the comment section of the property form, “Seized Subject to Forfeiture.” Property seized subject to forfeiture should be booked on a separate property form. No other evidence from the case should be booked on this form.

Photographs should be taken of items seized, particularly cash, jewelry and other valuable items.

Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere; the whereabouts of the property is unknown; it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

602.5 MAINTAINING SEIZED PROPERTY

The Evidence Unit supervisor is responsible for ensuring compliance with the following:

(a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.

(b) All property received for forfeiture is checked to determine whether the property has been stolen.

(c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.

(d) Property received for forfeiture is not used unless the forfeiture action has been completed.

(e) Forfeitable property is retained until such time as its use as evidence is no longer required.

602.6 FORFEITURE REVIEWER

The Chief of Police will appoint a forfeiture reviewer. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture reviewer should attend a course approved by the Department on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

(a) Remaining familiar with forfeiture laws, particularly I.C. § 34-24-1-1 et seq., and the forfeiture policies of forfeiture counsel.

(b) Serving as the liaison between the Department and the forfeiture counsel and ensuring prompt legal review of all seizures.

(c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing and tracking forfeitures.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(d) Reviewing each seizure-related case and deciding whether the seizure is more appropriately made under state or federal seizure laws. The forfeiture reviewer should contact federal authorities when appropriate.

(e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.

(f) Ensuring that seizure forms are available and appropriate for department use. These should include notice forms, a receipt form and a checklist that provides relevant guidance to officers. The forms should be available in languages appropriate for the region and should contain spaces for:

1. Names and contact information for all relevant persons and law enforcement officers involved.
2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).
3. A space for the signature of the person from whom cash or property is being seized.
4. A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure and a detailed description of the items seized.

(g) Ensuring that officers who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs) or Special Orders. The training should cover this policy and address any relevant statutory changes and court decisions.

(h) Reviewing each asset forfeiture case to ensure that:

1. Written documentation of the seizure and the items seized is in the case file.
2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
3. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property.
4. Property is promptly released to those entitled to its return.
5. All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.
6. Any cash received is deposited with the fiscal agent.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
8. Current minimum forfeiture thresholds are communicated appropriately to officers.
9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.

(i) Ensuring that a written plan is available that enables the Chief of Police to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information for other law enforcement personnel and attorneys who may assist in these matters is available.

(j) Ensuring that the process of selling or adding forfeited property to Department inventory is in accordance with all applicable laws and consistent with the use and disposition of similar property.

(k) Upon completion of any forfeiture process, ensuring that no property is retained by the Elkhart Police Department unless the Chief of Police authorizes in writing the retention of the property for official use.

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures.

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and City financial directives.

602.7 DISPOSITION OF FORFEITED PROPERTY

Court orders may permit the Elkhart Police Department to use the forfeited property for up to three years and then be put up for public sale. No property shall be used in any way or kept longer than allowed by any associated court order (I.C. § 34-24-1-4).

Federal forfeiture funds received by the Elkhart Police Department are required to be deposited in a non-reverting fund and expended only with proper approval (I.C. § 34-24-1-9).

No member of this department may use property that has been seized for forfeiture until the forfeiture action has been completed and the Chief of Police has given written authorization to retain the property for official use. No department member involved in the decision to seize property should be involved in any decision regarding the disposition of the property.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Informants

603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

603.1.1 DEFINITIONS

Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction or request of, or by agreement with, the Elkhart Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the Elkhart Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

603.2 POLICY

The Elkhart Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

603.3 USE OF INFORMANTS

603.3.1 INITIAL APPROVAL

Before using an individual as an informant, an officer must receive approval from his/her supervisor. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

603.3.2 JUVENILE INFORMANTS

The use of informants under the age of 13 is prohibited.

In all cases, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

(a) The juvenile’s parents or legal guardians

(b) The juvenile’s attorney, if any

(c) The court in which the juvenile’s case is being handled, if applicable

(d) The Chief of Police or the authorized designee

Decoy operations involving the purchase or receipt of tobacco, e-liquids, or electronic cigarettes by persons under 21 years of age require written parental permission (I.C. § 7.1-6-2-4).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

603.3.3 INFORMANT AGREEMENTS

All informants are required to sign and abide by the provisions of the designated department informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant.

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

603.4 INFORMANT INTEGRITY

To maintain the integrity of the informant process, the following must be adhered to:

(a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Captain, Patrol supervisor or their authorized designees.
    (a) Identities of informants acting in a confidential capacity shall otherwise be kept confidential.

(b) Criminal activity by informants shall not be condoned.

(c) Informants shall be told they are not acting as police officers, employees or agents of the Elkhart Police Department, and that they shall not represent themselves as such.

(d) The relationship between department members and informants shall always be ethical and professional.
    1. Members shall not become intimately involved with an informant.
    2. Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Patrol supervisor.
    3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.

(e) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the Patrol supervisor.
    1. Officers may meet informants alone in an occupied public place, such as a restaurant.

(f) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.

(g) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.

(h) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

603.4.1 UNSUITABLE INFORMANTS

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the Department and,

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

if so, what conditions will be placed on his/her participation or any information the informant provides. The supervisor shall document the decision and conditions in file notes and mark the file “unsuitable” when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

(a) The informant has provided untruthful or unreliable information in the past.

(b) The informant behaves in a way that may endanger the safety of an officer.

(c) The informant reveals to suspects the identity of an officer or the existence of an investigation.

(d) The informant appears to be using his/her affiliation with this department to further criminal objectives.

(e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.

(f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.

(g) The informant commits criminal acts subsequent to entering into an informant agreement.

603.5 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Patrol. The Patrol supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, Captain, Patrol supervisor or their authorized designees.

The Criminal Investigation Captain should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Patrol supervisor is replaced, the files will be audited before the new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.

603.5.1 FILE SYSTEM PROCEDURE

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(a) Name and aliases

(b) Date of birth

(c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features

(d) Photograph

(e) Current home address and telephone numbers

(f) Current employers, positions, addresses and telephone numbers

(g) Vehicles owned and registration information

(h) Places frequented

(i) Briefs of information provided by the informant and his/her subsequent reliability

1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.

(j) Name of the officer initiating use of the informant

(k) Signed informant agreement

(l) Update on active or inactive status of informant

603.6 INFORMANT PAYMENTS

No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant’s previous criminal activity
- The level of risk taken by the informant

The Patrol supervisor will discuss the above factors with the Patrol Captain and recommend the type and level of payment, subject to approval by the Chief of Police.

603.6.1 PAYMENT PROCESS

Approved payment to an informant should be in cash using the following process:

(a) Payments of $500 and under may be paid in cash from a Patrol buy/expense fund.

1. The Patrol supervisor shall sign the voucher for cash payouts from the buy/expense fund.

(b) Payments exceeding $500 shall be made by issuance of a check, payable to the officer who will be delivering the payment.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1. The check shall list the case numbers related to and supporting the payment.
2. A written statement of the informant's involvement in the case shall be placed in the informant's file.
    (a) The statement shall be signed by the informant verifying the statement as a true summary of his/her actions in the case.
3. Authorization signatures from the Chief of Police and the Safety Board are required for disbursement of the funds.

(c) To complete the payment process for any amount, the officer delivering the payment shall complete a cash transfer form.

1. The cash transfer form shall include the following:
    (a) Date
    (b) Payment amount
    (c) Elkhart Police Department case number
    (d) Written statement that the informant is receiving funds in payment for information voluntarily rendered.
2. The cash transfer form shall be signed by the informant.
3. The cash transfer form will be kept in the informant's file.

603.6.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed $600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as “other income” and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant’s file.

603.6.3 AUDIT OF PAYMENTS

The Patrol supervisor or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six months, the Chief of Police or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., petty cash records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Eyewitness Identification

604.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques.

604.1.1 DEFINITIONS

Definitions related to this policy include:

Photo Lineup - A photo lineup, also known as a photo array and or photo display, is a procedure used by law enforcement personal to discover or confirm the identity of a criminal suspect and/ or involved other.

Identity Confirmation - A confirmation of identity by presenting a single subject photo (through RMS or other approved database) to a witness, whom by all accounts clearly knows the individual.

Mug Shot - A photograph of usually a person's head and especially face; specifically: a police photograph of a suspect's face or profile.

604.2 POLICY

The Elkhart Police Department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

604.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

604.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM

The investigating officer/detective shall be responsible for the development of any photo arrays used during the investigation, Photo lineups shall be developed with the use of the department's Record management System (RMS). In the event RMS does not contain a useful photo of the suspect or involved party, a photo array may be constructed from photos acquired from approved outside agencies such as the State BMV and outside law enforcement agencies. CID Evidence Technicians may assist in this process in a formal request for the lineup is made.

The photo lineup process should include appropriate forms or reports that provide:

(a) The date, time and location of the photo lineup procedure.

(b) The name and identifying information of the witness.

(c) The name of the person administering the identification procedure

(d)

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

When constructing photo lineups, photos of subjects selected should be similar in age range and physical characteristics as the subject. Additionally, judgment should be exercised during the photo lineup construction to exclude any photographic biases, ie., unique clothing, glasses, facial hair, etc. When feasible, have a supervisor check the photo lineup before presenting it to the witness.

604.5 IDENTITY CONFIRMATION

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case. Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

During routine investigation it is common practice for the officer and/or detectives to use photo lineups to positively identify an unknown suspect. However, a photo lineup may not be necessary to identify known suspects or persons involved in a crime. Using the proper criteria and reasonable thinking, an officer or detective may employ a single photograph of a subject to merely "CONFIRM THE IDENTIFICATION" of an alleged suspect or persons involved in a crime.

604.6 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup.

604.7 MUG SHOT BOOK REVIEW

In limited cases where little is known of possible suspects(s), officer/investigators may use the RMS module. Mugshot Review Book, designed to be shown to witnesses for the purpose of viewing larger segments of photos of possible suspects.

604.8 DOCUMENTATION

If a photographic lineup was utilized during an investigation, it is the responsibility of the officer/ investigator to properly document the process in the case report whether or not a positive identification was made. Any original documents (photo lineups) should be secured into evidence and a copy of the same scanned into RMS. If a single photo or the Mugshot Review Book was utilized as part of the investigation, the procedures used shall also be documented accordingly in a written supplemental to the case report.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Unmanned Aerial System

606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

606.1.1 DEFINITIONS

Definitions related to this policy include:

Unmanned aerial system (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means (I.C. § 35-31.5-2-342.3; I.C. § 35-33-5-0.5(7); I.C. § 35-33-5-0.5(8)).

606.2 POLICY

A UAS may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

606.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure) (I.C. § 35-33-5-9). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

606.4 PROGRAM COORDINATOR

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.
- Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies and procedures regarding use of the UAS.
- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Deployment of a UAS shall require written authorization of the Chief of Police or the authorized designee, depending on the type of mission.

- Developing protocol for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing an operational protocol governing the deployment and operation of a UAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.

606.5 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protect able privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

Absent a warrant or consent of the property owner, a UAS shall not be used to gather evidence, surveil, or record private property or a person on private property who has a reasonable expectation of privacy (I.C. § 35-33-5-9).

606.6 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

- To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized.

606.7 RETENTION OF UAS DATA

Data collected by the UAS shall be retained as provided in the established records retention schedule.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Warrant Service

607.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this department. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

607.2 POLICY

It is the policy of the Elkhart Police Department to balance the safety needs of the public, the safety of department members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

607.3 OPERATIONS DIRECTOR

The operations director (see the Operations Planning and Deconfliction Policy) shall review all risk assessment forms with the involved supervisor to determine the risk level of the warrant service.

The operations director will also have the responsibility to coordinate service of those warrants that are categorized as high risk. Deconfliction, risk assessment, operational planning, briefing and debriefing should follow guidelines in the Operations Planning and Deconfliction Policy.

607.4 SEARCH WARRANTS

Officers should receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the officer will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. He/she will also complete the risk assessment form and submit it, along with the warrant affidavit, to the appropriate supervisor and the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

607.5 ARREST WARRANTS

If an officer reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the officer should complete the risk assessment form and submit it to the appropriate supervisor and the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

If the warrant is classified as high risk, service will be coordinated by the operations director. If the warrant is not classified as high risk, the supervisor should weigh the risk of entry into a residence to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

607.6 WARRANT PREPARATION

An officer who prepares a warrant should ensure the documentation in support of the warrant contains as applicable:

(a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime or no-knock warrant execution.

(b) A clear explanation of the affiant's training, experience and relevant education.

(c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.

(d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.

(e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.

(f) A specific description of the location to be searched, including photographs of the location, if reasonably available.

(g) A sufficient description of the items to be seized.

(h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the *Brady* Information Policy).

607.7 HIGH-RISK WARRANT SERVICE

The operations director or the authorized designee shall coordinate the service of warrants that are categorized as high risk and shall have sole authority in determining the manner in which the warrant will be served, including the number of officers deployed.

The member responsible for directing the service should ensure the following as applicable:

(a) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.

(b) The warrant service is audio- and video-recorded when practicable and reasonable to do so.

(c) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.

(d) Reasonable efforts are made during the search to maintain or restore the condition of the location.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(e) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.

(f) Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).

(g) A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.

(h) A copy of the search warrant is left at the location.

(i) The condition of the property is documented with video recording or photographs after the search.

607.8 DETENTIONS DURING WARRANT SERVICE

Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, officers must be mindful that only reasonable force may be used, and weapons should be displayed no longer than the officer reasonably believes is necessary (see the Use of Force Policy and LETB Uniform Statewide Policy on Deadly Force).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Officers should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

607.9 ACTIONS AFTER WARRANT SERVICE

The supervisor shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant.

607.10 OTHER AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The operations director will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

- Identity of team members
- Roles and responsibilities
- Familiarity with equipment
- Rules of engagement
- Asset forfeiture procedures

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the operations director. The director should review and confirm the warrant, including

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The director should ensure that members of the Elkhart Police Department are utilized appropriately. Any concerns regarding the requested use of Elkhart Police Department members should be brought to the attention of the Chief of Police or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the operations director is unavailable, the Watch Commander should assume this role.

If officers intend to serve a warrant outside Elkhart Police Department jurisdiction, the operations director should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Officers will remain subject to the policies of the Elkhart Police Department when assisting outside agencies or serving a warrant outside Elkhart Police Department jurisdiction.

607.11 MEDIA ACCESS

No advance information regarding warrant service operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

607.12 TRAINING

The Training Sergeant should ensure officers receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

607.13 NO-KNOCK ENTRIES

No-knock entries are only authorized if a warrant has been obtained or if exigent circumstances arise at the scene such that knocking and announcing the officer's presence would create an imminent threat of physical violence to the officer or another person.

607.14 DOCUMENTATION

Documentation related to the service of a warrant shall be maintained in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Operations Planning and Deconfliction

608.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Policy.

608.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk operations - Operations, including service of pre-planned enforcement actions and investigative operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

608.2 POLICY

It is the policy of the Elkhart Police Department to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

608.3 RISK ASSESSMENT

608.3.1 RISK ASSESSMENT FORM PREPARATION

Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a risk assessment memo.

When preparing the form, the officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the officer should also submit information to these resources.

The officer should gather if readily available, available information that includes, but is not limited to:

(a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.

(b) Maps of the location.

(c) Diagrams of any property and the interior of any buildings that are involved.

(d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).

(e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).

(g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).

(h) Other available options that may minimize the risk to officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

608.3.2 RISK ASSESSMENT REVIEW

Officers will present the risk assessment form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor.

The supervisor shall confer and determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

608.3.3 HIGH-RISK OPERATIONS

If the supervisor, after consultation with the involved determines that the operation is high risk, the supervisor should:

(a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:
    (a) SWAT
    (b) Additional personnel
    (c) Outside agency assistance
    (d) Special equipment
    (e) Medical personnel
    (f) Additional surveillance
    (g) Canines
    (h) Evidence Unit or analytical personnel to assist with cataloguing seizures
    (i) Forensic specialists
    (j) Specialized mapping for larger or complex locations

(b) Contact the appropriate department members or other agencies as warranted to begin preparation.

(c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.

(d) Coordinate the actual operation.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

608.4 DECONFLICTION

Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The supervisor/investigator who is the investigation lead shall ensure that reasonable attempts based on known size and scale of the operation or investigation to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation. The officer should also enter relevant updated information when it is received.

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

608.5 OPERATIONS PLAN

The supervisor/investigator should ensure that a written operations memo is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

(a) Operation goals, objectives and strategies.

(b) Operation location and people:

1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)
2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids
3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)
4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children

(c) .The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment memo to ensure clarity and highlighting of critical information.

(d) Participants and their roles.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(a) An reasonable number of uniformed officers should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.

(b) How all participants will be identified as law enforcement.

(e) Whether deconfliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.

(f) Identification of all communications channels and call-signs.

(g) Use of force issues.

(h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).

(i) Plans for detaining people who are not under arrest.

(j) Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control policies.

(k) Communications plan

(l) Responsibilities for writing, collecting, reviewing and approving reports.

608.5.1 OPERATIONS PLAN RETENTION

Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

608.6 OPERATIONS BRIEFING

A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

(a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.

(b) All participants should review a copy of the operations plan, if applicable. Any items to be seized should be identified at the briefing.

(c) The supervisor/investigator shall ensure that all participants are visually identifiable as law enforcement officers.

(a) Exceptions may be made by the supervisor for officers who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.

(d) The briefing should include details of the communications plan.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(a) It is the responsibility of the supervisor/investigatror to ensure that the Communication Center is notified of the time and location of the operation plan prior to officers arriving at the location.

(b) If the radio channel needs to be monitored by the Communication Center, the dispatcher assigned to monitor the operation should attend the briefing, if practicable.

(c) The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

608.7 SWAT PARTICIPATION

If the operations director determines that SWAT participation is appropriate, the director and the SWAT Commander shall work together to develop a written plan. The SWAT Commander shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the SWAT Commander shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present.

608.8 MEDIA ACCESS

No advance information regarding planned operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

608.9 OPERATIONS DEBRIEFING

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any SWAT debriefing.

608.10 AFTER-ACTION REPORTS

After-action reports should be prepared for any unusual extraordinary operations, as determined by the Chief of Police.

a. The date, time and description of the event.

b. The actions taken and outcomes (e.g., injuries, property damage, arrests, costs).

c. Any identified problems.

d. Significant events.

e. Recommendations for improvement. Opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

608.11 TRAINING

The Training Sergeant should ensure officers and SWAT team members who participate in operations subject to this policy receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Chapter 7 - Equipment

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Department-Owned and Personal Property

700.1 PURPOSE AND SCOPE

This policy addresses the care of department-owned property and the role of the Department when personal property or department-owned property is damaged or lost.

700.2 POLICY

Members of the Elkhart Police Department shall properly care for department property assigned or entrusted to them. Department-owned property that becomes damaged shall be promptly replaced. Members' personal property that becomes damaged during the performance of assigned duties will be reimbursed in accordance with this policy.

700.3 DEPARTMENT-ISSUED PROPERTY

All property and equipment issued by the Department shall be documented in the appropriate property sheet or equipment log. Receipt of issued items shall be acknowledged by the receiving member's signature. Upon separation from the Department, all issued property and equipment shall be returned. Documentation of the return shall be acknowledged by the signature of a supervisor.

700.3.1 CARE OF PROPERTY

Members shall be responsible for the safekeeping, serviceable condition, proper care, proper use, and replacement of department-owned property that has been assigned or entrusted to them. All stored and issued law enforcement-related equipment (e.g., firearms, civil disturbance gear, speed measuring devices) shall be maintained in a state of operational readiness by the member to whom it has been assigned or entrusted.

Intentional or negligent abuse or misuse of department-owned property may lead to discipline including but not limited to the cost of repair or replacement.

(a) Members shall promptly report, through their chain of command, any loss, damage to, or unserviceable condition of any department-issued property or equipment.

    1. A supervisor receiving such a report shall conduct an investigation and direct a memo to the appropriate Captain, which shall include the result of the investigation and whether misconduct or negligence caused the loss, damage, or unserviceable condition.

    2. A review by command staff should determine whether additional action is appropriate.

(b) The use of damaged or unserviceable property should be discontinued as soon as practicable, and the item replaced with a comparable item as soon as available and following notice to a supervisor.

(c) Except when otherwise directed by competent authority or otherwise reasonable by circumstances, department-owned property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(d) Department-owned property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.

(e) A supervisor's approval is required before any attempt to repair damaged or unserviceable property is made by a member.

700.3.2 QUARTERMASTER RESPONSIBILITIES
The Quartermaster is responsible for developing procedures that include:

(a) Developing and maintaining appropriate forms, checklists and logs to document property issuance, returns, and inventories.

(b) Conducting department property and equipment including inventories at least annually.

(c) Maintaining accurate inventory and control records.

700.4 PERSONAL PROPERTY

Carrying and/or using personal property or equipment on-duty requires prior written approval by the Services Captain. The member should submit a request that includes a description of the property and the reason and length of time it will be used. Personal property of the type routinely carried by persons who are not performing law enforcement duties, and that is not a weapon, is excluded from this requirement.

The Department will not replace or repair costly items (e.g., jewelry, expensive watches, exotic equipment) that are not reasonably required as part of work.

700.5 DAMAGE TO PROPERTY OF ANOTHER PERSON

Anyone who intentionally or unintentionally damages or causes to be damaged the real or personal property of another person while performing any law enforcement function shall promptly report the damage through their chain of command.

The supervisor receiving such a report shall conduct an investigation and direct a memo to the Services Captain, which shall include the result of the investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition.

A review of the incident by command staff to determine whether misconduct or negligence was involved should be completed.

700.5.1 DAMAGE BY PERSONNEL OF ANOTHER AGENCY
Personnel from another agency may intentionally or unintentionally cause damage to the real or personal property of the City of Elkhart or of another person while performing their duties within the jurisdiction of this department. It shall be the responsibility of the department member present or the member responsible for the property to report the damage as follows:

(a) A verbal report shall be made to the member’s immediate supervisor as soon as circumstances permit.

(b) A written report shall be submitted before the member goes off-duty or as otherwise directed by the supervisor.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

The supervisor receiving such a report shall conduct an investigation and direct a memo to the appropriate Services Captain, which shall include the result of the investigation and whether misconduct or negligence caused the loss, damage or unserviceable condition.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

701.2 POLICY

The Elkhart Police Department allows members to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under the Indiana Access to Public Records Act.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCD issues or funded by the department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities.

701.4 DEPARTMENT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue or fund a PCD for the member's use to facilitate on-duty performance. Such devices and the associated telephone number, if any, shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

a. Members who have been issued a department owned PCD shall have it immediately available and powered on while on duty or in an on-call status.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

b. Members who are off duty are not mandated to have their department issued PCD immediately available unless they are a part of a specialty unit such as SWAT, EOD, K-9 etc.

c. Members who are on vacation, personal days or comp time are not mandated to have their department owned PCD available.

d. Members who lose or damage their department owned PCD shall notify their supervisor ASAP.

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

(a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.

(b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.

(c) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.

(d) The device shall not be utilized to record disclose any department business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the Department, without the express authorization of the Chief of Police or the authorized designee.

(e) Use of a personally owned PCD for official police business is not recommended, unless an emergency where the department issued PCD is not available. Use of the personally owned PCD for official police business may require giving access to the PCD for inspection of limited areas of the PCD for inspection and to copy data to meet the needs of the Department, which may include litigation, Indiana Access to Public Records Act retention and release obligations and internal investigations. If the PCD is carried on-duty and used for official police business, members will provide the Department with the telephone number of the device.

(f) All work-related documents, e-mails, photographs, recordings or other public records created or received on a member's personally owned PCD should be transferred to the Elkhart Police Department and deleted from the member's PCD as soon as reasonably practicable.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from his/her supervisor, the member may engage in department business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate record keeping.

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

(a) All PCDs in the workplace should be set to silent or vibrate mode.

(b) A PCD may not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.

(c) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible.

(d) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the express authorization of the Chief of Police or the authorized designee, may result in discipline.

(e) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor and that supervisor shall conduct an investigation according to policy guidelines (1010 Personal Complaints).

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.

(b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.

1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
2. Before conducting any administrative search of a member’s personally owned device, supervisors should consult with the Chief of Police or the authorized designee.

701.8 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

701.9 PHOTOGRAPHS

Department owned PCDs may be used with limited scope to collect photographs for evidence or other department documentation.

(a) Incidents when PCD photos are permissible:
    1. Damage to city property
    2. Found property
    3. Graffiti
    4. Shoplifting (recovered merchandise)
    5. Exigent circumstances (ex. transient evidence)

(b) PCD photos collected shall be sent by the end of shift to the CID Evidence Unit.

(c) The photos shall be sent to the Evidence Unit including the following information:
    1. Incident number
    2. Crime/type of incident
    3. Location
    4. Name of officer

(d) Photos must be deleted from the PCD upon obtaining confirmation from the Evidence Unit or after 14 days from the date of the photo(s).

701.10 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Officers operating emergency vehicles shall not hold or use a cell phone unless it is used with a hands free or voice operated technology or being used to call 911 to report a bona fide emergency..

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Vehicle Maintenance

702.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department vehicles are appropriately maintained.

702.2 POLICY

The Elkhart Police Department will service department vehicles to ensure they remain operational and maintain their appearance, as resources allow.

702.3 GENERAL DUTIES

Members are responsible for assisting in verifying that department vehicles s are properly equipped, properly maintained and properly refueled and present a clean appearance.

702.4 DEFECTIVE VEHICLES

When a vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service. Proper documentation shall be promptly completed by the member who becomes aware of the defective condition and forwarded for action.

702.4.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

702.4.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer’s parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

702.4.3 REMOVAL OF WEAPONS

All firearms and weapons shall be removed from a vehicle and properly secured. prior to the vehicle being released for maintenance, service or repair.

702.5 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles.

702.5.1 PATROL VEHICLES

Officersshould inspect the patrol vehicle at the beginning of the shift and ensure that the assigned or pool car being driven contains the items listed on the vehicle inspection form.

702.5.2 UNMARKED VEHICLES

Members driving unmarked department vehicles should l ensure that the vehicle contains those items listed on the vehicle inspection form.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

702.6 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, patrol vehicles shall not be placed into service with less than one-quarter tank of fuel. Patrol vehicles should not be retired at the end of shift with less than one-quarter tank of fuel. Vehicles shall only be refueled at the authorized location.

702.7 WASHING OF VEHICLES

Vehicles shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to maintain the professional appearance of the Department.

Members using a vehicle shall remove any trash or debris at the end of their shifts. Confidential material should be placed in a designated receptacle that has been provided for shredding this material.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Vehicle Use

703.1 PURPOSE AND SCOPE

It is the purpose for this policy to outline guidelines for the operation of all Department vehicles utilized within the take-home police vehicle program.It is the responsibility of the Elkhart Police Department to provide the citizens of our community with the best possible police service available.In order to provide greater service, the Elkhart Police Department has developed a take-home police vehicle program.The benefits of this program include:

- Deter crime through a greater and more visible police presence within the community.
- Decrease the response time to critical incidents within the City of Elkhart, by officers assigned to specialty units. (SRT, EOD, Evidence Techs., etc.)
- Decrease officer response times to a major incident such as a civil disturbance, natural disaster, or a hazardous materials incident.
- Increasing officer safety by having off duty officers in position to provide back-up to on duty personnel.
- Provides the officer with a sense of ownership, which in turn prolongs the service life of the police vehicle fleet.
- Ensure required maintenance takes place.
- Greater officer accountability for any damage done to the police vehicle.

703.2 POLICY

Department Vehicles- Any motor-vehicle owned by the City of Elkhart and the Elkhart City Police Dept. utilized for routine patrol and investigative duties.

Take Home Vehicle- Department vehicle assigned to an individual officer and the officer is allowed to take the vehicle home when officer is off-duty.

On-Duty- Period of time when officer is working in their official capacity as an Elkhart Police Officer, and being paid by the Elkhart Police Department.

Off-Duty- Period of time when the officer is not working.

Extra Duty Employment- Any service rendered outside of the Department for work during the off-duty period for which goods, services or pay are received in return and where the actual or potential use of law enforcement authority is reasonably anticipated.

Call-in- On-duty police work outside of the officer’s normal shift or tour of duty (officer is “called-in” from his/her off-duty status.

Enforcement Action – Any normal action taken by a police officer in the performance of his/her official duties as a police officer.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Unmarked Police Vehicle – Any Elkhart City Police Department vehicle that is equipped with red/ light and siren, where the exterior of the vehicle is not visibly marked with police lettering, decals or paint, identifying the vehicle as a police vehicle.

FOP Contract – The collective bargaining agreement between the City of Elkhart and The Fraternal Order of Police, Lodge #52.

703.3 USE OF VEHICLES

703.3.1 ISSUING OF TAKE HOME VEHICLES

(a) Officers of the Elkhart Police Department shall be assigned a take-home vehicle upon the completion of one (1) year of service with the Elkhart Police Department and when a departmental vehicle is available. (FOP Contract 2018-2019, Article 35 Sec. 1)

(b) Each shift, per Division will be allocated a number of department vehicles.The department vehicles will be issued by seniority to the officers that live within the city limits of Elkhart first.Then to “on call” specialty unit personnel.And finally to the officers who reside within Elkhart County and then lastly to those who reside outside Elkhart County.

(c) The Division Captain or Shift Commanders will issue take home vehicles.

(d) Probationary Officers may be assigned to a vehicle; however they will not be eligible for a take home vehicle until the conclusion of their probationary period.

703.3.2 OPERATING REQUIREMENTS

(a) All Department vehicles will be operated within existing department rules and regulations and the Indiana vehicle code.

(b) While operating department vehicle, officers must have the following items in their possession:

1. A valid Indiana operator’s license
2. Elkhart Police Dept. issued I.D. card.
3. Department approved handgun with a minimum of one extra magazine.
4. It is recommended that officer carry a jacket or other clothing visibly marked with “Police” which can quickly be worn if enforcement action should arise.Jacket should clearly identify the officer as a police officer.

(c) All occupants of the department vehicle, including the officer, must wear safety restraints, both on and off duty, in accordance with department policy and State Law.

(d) While operating a department vehicle off-duty, Officers and passengers must be dressed in appropriate attire.Attire should be sensible in nature and not cause embarrassment to the department (no tank tops, sleeveless shirts, halter tops or cut off shorts).All occupants must wear shirt and shoes.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(e) All officers, while operating department vehicles, whether on or off duty, will refrain from consuming any alcoholic beverages and shall not to any degree, be under the influence of alcoholic beverages.

(f) Only Officers of the Elkhart City Police Department to whom the take-home vehicle has been assigned are authorized to operate the vehicle.Only in extreme emergency circumstances may the department vehicle be operated by a civilian or a member of the officer's family.

703.3.3 EMERGENCY VEHICLE OPERATION

(a) It is the policy of the Elkhart Police Department that all department vehicles shall be operated so that pedestrians, other traffic and the operator of the department vehicle are not placed in physical jeopardy while engaged in emergency operation.

(b) Emergency vehicles have been afforded special privileges regarding traffic laws and regulations.These special privileges apply only when the vehicle is readily identifiable as an emergency vehicle by the use of flashing red/blue lights and siren.These privileges however do not relieve the officer of the responsibility of reasonable operation of the vehicle.

(c) All officers are required to review and keep current with the Indiana Code 9-21-1-8, which further defines or restricts operators' discretion during emergency vehicle operation.

(d) Police vehicles must always be operated in a reasonable manner with due regard for the safety and rights of others.Irresponsible, careless or reckless driving of department vehicles, while both on and off-duty, will not be tolerated.

(e) Officers that are assigned an "unmarked" take-home vehicle shall not conduct traffic stops unless the vehicles are equipped with red/blue lights and siren, and in accordance with Indiana Law.In the event that an officer in an unmarked police vehicle needs to make traffic stop, he/she shall call for assistance where possible.If the suspect flees, the officer in the unmarked vehicle may pursue, provided the vehicle is equipped with red/blue lights and siren.A pursuit by an unmarked vehicle shall discontinue immediately when a marked or on-duty vehicle engages in the pursuit.Pursuits in unmarked vehicles should be undertaken only in situations involving extreme jeopardy.

703.3.4 VEHICLE SECURITY

(a) When out of service, all take home department vehicles shall be locked and secured.

(b) No weapons, shall be left in any vehicle when unattended unless locked in the trunk.

(c) Department long-guns (rifles and shotguns) shall be left in the racks of marked vehicles at all times.(Personally owned rifles authorized by the department are the responsibility of the officer and should also be properly secured.)

703.3.5 COMPENSATION

(a) If while off-duty an officer must generate some type of police related paperwork, the officer shall be compensated for all time necessary in fulfilling his/her duty if called

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

while off- duty; pursuant to the terms of the agreement with the City and the Fraternal Order of Police.

(b) If an off-duty officer is requested by a supervisor to assist with an incident such as, an accident where no on-duty personnel are available then that officer shall be compensated in accordance with the terms of the agreement with the City and the Fraternal Order of Police.

703.3.6 MOTOR VEHICLE CRASHES

(a) If, while off-duty and during the operation of a take-home vehicle, an officer is involved in a motor vehicle crash **within Elkhart City Limits**.

1. The officer shall immediately notify the Communications Center of the crash.
2. Request an on duty supervisor respond for a crash report.
3. If there are injuries resulting from the crash, and if the officer is uninjured, the officer shall render aid to the injured.
4. Damage to city property report shall be completed.
5. The division Captain shall be notified of the crash and in turn he/she shall notify the Chief of Police.

(b) Motor vehicle crash **outside the City of Elkhart**.

1. Immediately aid the injured until appropriate medical personnel arrive to the scene.This does not apply if the officer is unable to perform emergency medical aid due to personal injury.
2. Officer shall immediately notify the local law enforcement agency with jurisdiction, and request that a traffic accident report and investigation be completed.
3. Officer shall request photographs be taken if possible.
4. Officer shall request a copy of the accident report and investigation.If a copy cannot be obtained, request that a copy be sent to the officer’s division Captain.
5. The officer shall notify the on duty supervisor and provide pertinent information regarding the accident.This information will include, but not be limited to, the following:
   (a) Date, time, and location of the accident.
   (b) The nature of any injury/damage;
   (c) Information regarding the vehicle tow; and
   (d) Name of agency and officer investigating the accident.
6. The notified supervisor shall determine further action to be taken.
7. At no time shall the officer authorize vehicle repair without permission from Central Garage or his/her watch supervisor.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

703.3.7 VEHICLE MAINTENANCE AND CARE

(a) It is the responsibility of the officer with an assigned take-home vehicle to ensure its proper maintenance and clean condition.It is also the officer's responsibility to regularly check fluid levels and notify the department mechanic of any problems between scheduled preventative maintenance services.

(b) Officers shall ensure that the exterior and interior of the assigned vehicles are reasonable clean at all times.

(c) Officers shall not undertake any mechanical work on department vehicles.

(d) No additional equipment or personal items shall be installed in any department vehicle without the approval of the Services Division Captain and Central Garage.

703.3.8 TAKE - HOME VEHICLE DAMAGE

(a) The Elkhart Police Department shall investigate all incidents involving department vehicles when:

1. Damage is due to a criminal act;
2. Damage is due to a non-criminal act;
3. Theft from the vehicle; and/or
4. The department vehicle is stolen.

(b) If damage occurs **within Elkhart City Limits**:

1. Officers shall immediately report, in writing, all damage to police vehicles and equipment and file reports which contain all known facts surrounding the cause and nature of the damage or loss.
2. If the damage or loss does not impair the vehicle operation, the officer may continue to operate the vehicle.
3. If the damage or loss will impair the vehicle operation, the officer will contact the on duty supervisor.The supervisor will determine further action.
4. Photograph any damage to department vehicle.
5. Forward a copy of the report to the Division Captain whom will in turn notify the Chief of Police.
6. A copy of the damage report shall also be forwarded to Central Garage.

(c) If damage occurs **outside Elkhart City Limits**.

1. Officer shall notify the police agency that has jurisdiction over the incident and request a report on the loss or damage.The officer shall obtain the following:
   (a) Date and time of the report (incident);
   (b) Name of reporting agency and reporting officer;
   (c) Location of incident;
   (d) Agency case or incident number assigned by the reporting agency.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

2. The officer shall request a copy of the report be sent to the Division Captain.
3. Officer shall complete damage to city property report at his/her earliest convenience.

703.3.9 VACATION OR LEAVE

The Take-Home police vehicle shall be returned and parked at the Elkhart Police Dept. when:

(a) When the assigned officer is on vacation and will be away from the residence, where the take-home vehicle is kept, for a period greater than three consecutive days.

(b) When the assigned officer is on light duty for medical reasons or FMLA.

(c) When the assigned officer has been placed on administrative leave. (unless authorized by the Chief of Police)

(d) Has been suspended from duty.

(e) At the direction of a supervisor for disciplinary reasons.

(f) Has been placed on “limited duty status” for failure to qualify with a firearm.

(g) For special circumstances which may include, large events, severe weather, or other incidents were police vehicles may need to be shared.

703.3.10 OFF - DUTY OPERATION PROHIBITED

(a) Officers are prohibited from operating assigned police vehicles off duty under the following:

1. As a delivery vehicle for outside employment (pizza delivery, newspaper, etc.).
2. For the transportation of non-police related items which could potentially damage the vehicle (Heavy equipment, construction supplies, etc.).
3. For towing trailers unless specifically for police purposes

703.4 STANDARD OF CONDUCT

(a) A take-home vehicle is not only a benefit to the assigned officer it is a privilege.Any use of the department vehicle for anything other than for what it was intended, is prohibited. All officers assigned a take-home vehicle, are expected to operate the assigned vehicle in a professional and lawful manner.Officers are reminded that they not only represent the Elkhart City Police Department, but the Law Enforcement Profession as a whole.Elkhart City Police Officers are expected to hold themselves to a higher standard of conduct while operating a take-home vehicle off-duty.While operating the take-home vehicle, officers will obey all Indiana traffic laws.Any violation of Indiana traffic laws for unlawful purposes constitutes a breach of trust between the officer and the community he/she has sworn to protect.Officers will be held accountable for any abuse of public trust resulting from the improper use of the take-home vehicle.Such behavior may result in disciplinary action and/or the removal of the officer from the take-home vehicle program.

(b) Officers are expected to use common sense when frequenting certain establishment or public events, while operating an Elkhart Police Dept. Vehicle off-duty.Officers should

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

recognize that the public is always watching and must take into consideration, whether the public view of the police vehicle would reflect negatively upon the Elkhart Police Dept.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Cash Handling, Security and Management

704.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure department members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Evidence Unit and Informants policies.

704.2 POLICY

It is the policy of the Elkhart Police Department to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of department operations and ensure the public trust.

704.3 PETTY CASH FUNDS

The Chief of Police shall select a member of the Department as the fund manager. This person is responsible for maintaining and managing petty cash funds. In the absence of the fund manager, the Chief of Police may delegate this responsibility to an authorized designee.

Each petty cash fund requires the creation and maintenance of an accurate and current transaction ledger and the filing of invoices, receipts, cash transfer forms and expense reports by the fund manager.

704.4 PETTY CASH TRANSACTIONS

The fund manager shall document all transactions on the ledger and any other appropriate forms. Each person participating in the transaction shall sign or otherwise validate the ledger, attesting to the accuracy of the entry. Transactions should include the filing of an appropriate receipt, invoice or cash transfer form. Transactions that are not documented by a receipt, invoice or cash transfer form require an expense report.

704.5 PETTY CASH AUDITS

The fund manager shall perform an audit no less than once every six months. This audit requires that the fund manager and at least one command staff member, selected by the Chief of Police, review the transaction ledger and verify the accuracy of the accounting. The fund manager and the participating member shall sign or otherwise validate the ledger attesting to the accuracy of all documentation and fund accounting. A discrepancy in the audit requires documentation by those performing the audit and an immediate reporting of the discrepancy to the Chief of Police.

Transference of fund management to another member shall require a separate petty cash audit and involve a command staff member.

A separate audit of each petty cash fund should be completed on a random date, approximately once each year, by the Chief of Police or the City.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

704.6 ROUTINE CASH HANDLING

Members who handle cash as part of their regular duties (e.g., evidence technicians, the Patrol supervisor, those who accept payment for department services) will discharge those duties in accordance with the procedures established for those tasks (see the Evidence Unit and Informants policies).

704.7 OTHER CASH HANDLING

Members who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Evidence Unit Policy.

Cash in excess of $500.00requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Personal Protective Equipment

705.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

705.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

705.2 POLICY

The Elkhart Police Department endeavors to protect members by supplying certain PPE to members as provided in this policy.

705.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

705.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection shall meet or exceed the requirements provided in 29 CFR 1910.95 and 620 I.A.C. 1-1-24.

705.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

705.6 HEAD AND BODY PROTECTION

Members who make arrests or control crowds should be provided ballistic head protection with an attachable face shield.

Padded body protection consisting of chest, arm, leg and groin protection should be provided as required by any collective bargaining agreement.

705.7 RESPIRATORY PROTECTION

The Service Captain is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan shall include procedures for (29 CFR 1910.134; 620 I.A.C. 1-1-1):

(a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.

(b) Fit testing, including identification of members or contractors qualified to conduct fit testing.

(c) Medical evaluations.

(d) PPE inventory control.

(e) PPE issuance and replacement.

(f) Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities.

(g) Regularly reviewing the PPE plan.

(h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

705.7.1 RESPIRATORY PROTECTION USE

Designated members may be issued respiratory PPE based on the member's assignment (e.g., a narcotics investigator who is involved in clandestine lab investigations).

Respiratory PPE may be worn when authorized by a scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

Scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the scene commander shall reevaluate the continued effectiveness of the respirator and direct the member to leave the respirator use area when the scene commander reasonably believes (29 CFR 1910.134; 620 I.A.C. 1-1-1):

(a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.

(c) The member needs to replace the respirator, filter, cartridge or canister.

705.7.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION

Members shall not use self-contained breathing apparatus (SCBA), full-face respirators or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke or vapors shall use respiratory PPE.

Members using respiratory PPE shall (29 CFR 1910.134; 620 I.A.C. 1-1-1):

(a) Ensure that they have no facial hair between the sealing surface of the face piece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-face piece seal or the valve function.

(b) Not wear corrective glasses, goggles or other PPE that interferes with the seal of the face piece to the face, or that has not been previously tested for use with that respiratory equipment.

(c) Perform a user seal check per department-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.

(d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their face piece and ensure that the respirator is replaced or repaired before returning to the affected area.

705.7.3 GAS MASK

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Members must identify and use the correct cartridge based on the circumstances (29 CFR 1910.134; 620 I.A.C. 1-1-1).

A scene commander may order the use of gas masks in situations where the use of a SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

(a) They smell, taste or are irritated by a contaminant.

(b) They experience difficulty breathing due to filter loading.

(c) The cartridges or filters become wet.

(d) The expiration date on the cartridges or canisters has been reached.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

705.7.4 SELF-CONTAINED BREATHING APPARATUS

Scene commanders may direct members to use SCBA when entering an atmosphere that may pose an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. These situations may include, but are not limited to:

(a) Entering the hot zone of a hazardous materials incident.

(b) Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.

(c) Entering a smoke- or chemical-filled area.

The use of SCBA should not cease until approved by a scene commander.

705.7.5 RESPIRATOR FIT TESTING

No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (29 CFR 1910.134; 620 I.A.C. 1-1-1).

After initial testing, fit testing for respiratory PPE shall be repeated (29 CFR 1910.134; 620 I.A.C. 1-1-1):

(a) At least once every 12 months.

(b) Whenever there are changes in the type of SCBA or facepiece used.

(c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

705.7.6 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE

No member shall be issued respiratory protection that forms a complete seal around the face until (29 CFR 1910.134; 620 I.A.C. 1-1-1):

(a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.

(b) A physician or other licensed health care professional has reviewed the questionnaire.

(c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

705.8 RECORDS

The Training Sergeant is responsible for maintaining records of all:

(a) PPE training.

(b) Initial fit testing for respiratory protection equipment.

(c) Annual fit testing.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(d) Respirator medical evaluation questionnaires and any subsequent physical examination results.

1. These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the established records retention schedule (29 CFR 1910.134; 620 I.A.C. 1-1-1).

705.9 TRAINING

Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove and adjust PPE; how to care for the PPE; and the limitations (29 CFR 1910.132; 620 I.A.C. 1-1-1).

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (29 CFR 1910.134; 620 I.A.C. 1-1-1).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Emergency Restraint Chair

706.1 PURPOSE
The purpose of this policy is to establish guidelines for members in the use of the Emergency Restraint Chair.

706.2 POLICY
It is the policy of the Elkhart Police Department that the Emergency Restraint Chair (ERC) be used by only authorized trained employees to provide safe containment of jail inmates exhibiting violent or uncontrollable behavior and to prevent self injury, injury to others or property damage when other techniques are not effective.

706.3 DEFINITION
Emergency Restraint Chair (ERC); A black and gray colored chair with small wheels that is equipped with a seven point restraint system for violent and uncontrolled jail inmates.

706.4 PROCEDURE
(a) Jail video recording shall be used throughout the use of the ERC process.

(b) Whenever possible all security applications shall be approved by a Watch Supervisor.

(c) The ERC will only be used when a jail inmate is destroying departmental property and to prevent self injury or injuries to others.

(d) Placement of a jail inmate will only be accomplished by authorized trained departmental personal.

(e) A Watch Supervisor will be present for the application of the ERC unless a life threatening situation necessitates immediate action.

706.5 APPLICATION
(a) The jail inmate should only be clothed in their shirt and pants (if wearing same) and ensure that all of the inmate's personal property has been removed such as ring(s), glasses, shoes, boots, socks, hat and belt.

(b) Have the inmate sit in the ERC seat, if the inmate is handcuffed at the time of being placed in the chair attach the handcuff tether to the handcuffs once the inmate is seated. If the inmate has leg irons on place the chain of the irons behind the chain retainer after the inmate is seated.

(c) Secure the lap belt free end in the lap belt clevis and pull the handle until snug, to loosen the belt insert a standard handcuff key in the lap belt buckle and push in while pulling slack on the lap belt.

(d) Release the inmate's left wrist from the handcuffs and secure it into the arm of the ERC by pulling the belt snug. Do not cut off the circulation to the hands, if you need to loosen the wrist straps, press in on the wrist strap buckle while pulling slack on the wrist belt. Release the inmate's right wrist from the handcuff and repeat the same procedure as the left wrist. Recover the handcuffs from the tether strap.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(e) Fasten the shoulder strap by passing the free ends over the shoulders and under the armpits securing them to the shoulder strap clevises located on the back of the chair. Then tighten by pulling down the shoulder strap handle. Do not wrap the straps around the chest, neck or head.

(f) Secure the right ankle strap by passing the free end around the front of the ankle and securing it to the ankle strap handle until snug. Repeat the process for the left ankle.

706.6 RESPONSIBILITIES

Violent behavior may mask dangerous medical conditions, so inmates must be monitored continuously to ensure no medical attention is needed. If medical assistance is deemed necessary the Watch Supervisor shall make arrangements for the inmate to be transferred to a medical facility.

(a) Inmates will not be left in the ERC for more then two hours at a time, the belts and straps may need to be loosened to ensure adequate blood flow.

(b) Inmates placed in the ERC shall be checked every 15 minutes, this will include circulation checks to ensure the well being of the inmate.

(c) If it is absolutely necessary to keep an inmate in the ERC for more then two hours a Watch Supervisor will conduct a review and determine if it is acceptable to keep the inmate in the ERC past the two hour time period.

(d) All members utilizing the ERC will complete a USE of Force form including all relevant information concerning the use of the ERC.

(e) Any maintenance issues or defective equipment on the ERC shall be reported to the Services Division immediately.

706.7 TRAINING

All members shall be trained on the proper use of the ERC. Refresher training should be conducted biennially and the Services Division will maintain documentation for all training.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Chapter 8 - Support Services

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Crime Analysis

800.1 PURPOSE AND SCOPE

This policy provides guidelines for utilizing crime analysis to support the overall law enforcement efforts of the Elkhart Police Department. It addresses the collection and dissemination of crime analysis data that is useful to long-range planning and that can assist in identifying enforcement priorities, strategies and tactics.

800.2 POLICY

It is the policy of the Elkhart Police Department to utilize crime analysis as a tool in crime control and prevention efforts. This entails gathering, analyzing and correlating data to effectively deploy the resources of this department.

800.3 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to, the following:

- Crime reports
- Field Interview (FI) cards
- Parole and probation records
- Activity records from the Communication Center
- Criminal Intelligence Section of the Indiana State Police
- Indiana Criminal Justice Institute

800.4 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for crime analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information

800.5 CRIME ANALYSIS DISSEMINATION

Information developed through crime analysis should be disseminated to the appropriate divisions or members on a timely basis. Information that is relevant to the operational or tactical plans of

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

specific line members should be sent directly to them. Information relevant to the development of department strategic plans should be provided to the appropriate command staff members.

When information pertains to tactical and strategic plans, it should be provided to all affected members.

In addition to internal distribution, the Service Captain should ensure that data and analysis is disseminated as needed to community stakeholders.

800.5.1 EXTERNAL DISTRIBUTION

The Criminal Investigation Captain should ensure that crime data and analysis is disseminated to other local agencies, community groups, or individuals, as appropriate.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Evidence Unit

802.1 PURPOSE AND SCOPE

This policy provides guidelines for the proper processing, storage, security and disposition of evidence and other property. This policy also provides for the protection of the chain of custody and identifies those persons authorized to remove and/or destroy property.

802.1.1 DEFINITIONS

Definitions related to this policy include:

Property - All articles placed in secure storage within the Evidence Unit, including the following:

- Evidence - Items taken or recovered in the course of an investigation that may be used in the prosecution of a case, including electronic or digital files, photographs and latent fingerprints.
- Found property - Items found by members of the Department or the public that have no apparent evidentiary value and where the owner cannot be readily identified or contacted.
- Safekeeping - Items received by the Department for safekeeping, such as a firearm, the personal property of an arrestee that has been not taken as evidence and items taken for safekeeping under authority of law.

802.2 POLICY

It is the policy of the Elkhart Police Department to process and store all property in a manner that will protect it from loss, damage or contamination, while maintaining documentation that tracks the chain of custody, the location of property and its disposition.

802.3 EVIDENCE UNIT MANAGEMENT RESPONSIBILITIES

The Criminal Investigation Captain is responsible for the management of the Evidence Unit. The Criminal Investigation Captain should direct the evidence room supervisor to assist with documenting, classifying, storing, tracking and disposing of property received by or managed by the Evidence Unit.

The Criminal Investigation Captain should ensure:

(a) Procedures are established to preserve the safety, security and chain of custody for all property received or handled by the Evidence Unit.

(b) Property and evidence facilities include:

  (a) A package, submission and intake area separate from the secure storage area.

  (b) Separate secure storage areas for controlled substances/narcotics and dangerous drugs, firearms and cash.

  (c) Adequate ventilation systems to manage air quality around controlled substances/narcotics and dangerous drugs.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(d) Adequate freezer storage with temperature controls.

(e) A secure area for drying moist items (e.g., items stained with bodily fluids) before packaging.

(f) An orderly system for numbering and storing property/evidence being retained by the property room should be provided.

(c) Facility security and access control, including separate secure access (which may include video surveillance) for controlled substances/narcotics and dangerous drugs, firearms and cash storage areas.

(d) Procedures are established for packaging, submission, storage and disposition of all property, as well as items requiring special packaging such as:

1. Bicycles
2. Biological items
3. Cash
4. Controlled substances/narcotics and dangerous drugs
5. Explosives, ammunition and fireworks
6. Firearms and other weapons
7. Hazardous or flammable substances
8. Homicide evidence
9. Motor vehicles
10. Sharps
11. Items requiring refrigeration or freezing

(e) Appropriate property management forms and automated systems are developed and available as appropriate.

(f) Procedures for conducting inventories are developed.

(g) Issues identified through any audits or inspections are appropriately addressed.

802.4 EVIDENCE UNIT SECURITY

The Evidence Unit shall maintain secure storage and control of all property in the custody of this department. A evidence technician shall be appointed by and will be directly responsible to the Criminal Investigation Captain or the authorized designee. The evidence technician is responsible for the security of the Evidence Unit.

802.4.1 REFUSAL OF PROPERTY

The evidence technician or evidence clerk has the obligation to refuse any piece of property that is hazardous or that has not been properly documented or packaged. Should the evidence technician refuse an item of property, he/she shall maintain secure custody of the item in a temporary property locker or other safe location and inform the submitting member's supervisor of the reason for refusal and the action required for acceptance into the Evidence Unit.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

802.4.2 KEY CONTROL

Evidence Unit keys should be maintained by the evidence technician and members assigned to the Evidence Unit. An additional set of keys should be kept in a sealed and initialed envelope in an after-hours key box. Evidence Unit keys shall not be loaned to anyone and shall be maintained in a secure manner. If a Evidence Unit key is lost, all access points shall be re-keyed and new keys issued as necessary. After-hours access to the Evidence Unit via the additional set of keys must be documented in a memorandum and submitted to the Criminal Investigation Captain as soon as practicable.

802.4.3 ACCESS

Only authorized members assigned to the Evidence Unit shall have access to property storage areas. Any individual who needs to enter a property storage area (e.g., maintenance or repair contractors) must be approved by the Criminal Investigation Captain and accompanied by the evidence personal. Each individual must sign the Evidence Unit access log and indicate:

(a) The date and time of entry and exit.

(b) The purpose for access, including the specific case or property number.

Each access log entry shall be initialed by the accompanying department member.

802.5 PROPERTY HANDLING

The member who first comes into possession of any property is generally responsible for the care, custody and control of such property until it is transferred to the evidence technician and/or processed and placed in a temporary property locker or storage area. Care shall be taken to maintain the chain of custody for all items of evidence.

Whenever property is taken from an individual, a property receipt form will be completed. The receipt shall describe the property and a copy of the property receipt form shall be given to the individual from whom the property was taken.

802.5.1 PROCESSING AND PACKAGING

All property must be submitted by the responsible member prior to the member going off-duty, unless otherwise approved by a supervisor. Members shall process and package property as follows:

(a) A property voucher shall be completed describing each item. List all known information, including the following:

1. Serial number
2. Owner's name
3. Finder's name
4. Other identifying information or marking

(b) Each evidence package shall be marked with the member's initials using a method that will not damage, deface, degrade or devalue the item.

(c) Property shall be packaged in a container suitable for its size.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(d) A property voucher shall be completed and attached to the property or container in which the property is stored.

(e) The case number shall be indicated on the property voucher and the container.

(f) The property voucher shall be submitted with the property directly to the evidence technician or secured in a temporary property locker. Items too large to fit in a temporary property locker may be secured in a designated storage area that can be secured from unauthorized entry, and the property voucher placed in a temporary property locker.

802.5.2 EXCEPTIONAL PROCESSING

The following items require special consideration and shall be processed as follows, unless special conditions dictate a reasonable deviation:

Bicycles - Bicycles and bicycle frames shall have a property tag securely attached and should be placed in the bicycle storage area.

Biological and related items - Evidence that may contain biological samples shall be indicated as such on the property form along with a biohazard sticker attached to the container.

Property stained with bodily fluids, such as blood or semen, shall be air-dried in a secure location (e.g., locked drying cabinet) prior to processing.

Items that are potential biohazards shall be appropriately packaged and procedures should be in place to ensure the timely delivery of blood and other perishable evidence to refrigerated storage or a laboratory. Potential biohazards shall be marked "Biohazard" to reduce the risk of exposure or contamination.

Cash - Cash over $50.00 shall be counted in the presence of another member. The cash shall be placed in a property envelope and initialed by both members.

Explosives and fireworks - Explosives will not be retained in the police facility. Fireworks that are considered stable and safe, as well as road flares or similar signaling devices, may be stored in proper containers in an area designated for storage of flammable materials.

The evidence technician is responsible for safely transporting and facilitating the safe destruction, on a regular basis, of any fireworks or signaling devices that are not retained as evidence.

Firearms and other weapons -Firearms shall be unloaded and packaged in a gun box or a plastic bag. Knife boxes should be used to package knives.

City property that is of no evidentiary value should be released directly to the appropriate City department. No formal property processing is required.

If no responsible City personnel can be located, the property should be held for safekeeping.

Sharps - Syringe tubes should be used to package syringes, needles, razorblades, glass, etc.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

802.5.3 CONTROLLED SUBSTANCE/NARCOTICS AND DANGEROUS DRUGS

(a) Controlled substances/Narcotics and dangerous drugs shall not be packaged with other property.

(b) The member processing controlled substances/narcotics and dangerous drugs shall retain such property in his/her possession until it is weighed, packaged, tagged and placed in the designated controlled substances/narcotics and dangerous drugs locker, accompanied by the property voucher.

(c) Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected controlled substances/narcotics. If conducted, the result of the test shall be included in the crime report.

1. The member shall package controlled substances/narcotics and dangerous drugs as follows:

(a) Maintain the property in the container in which it was seized and place it in a property package of appropriate size.

(b) Seal and initial the property envelope and cover the initials with cellophane tape.

(d) When the quantity of controlled substances/narcotics and dangerous drugs exceeds the available safe storage capacity as determined by the evidence technician, the quantity shall be photographed and weighed.

(a) A representative sample of sufficient quantity to allow scientific analysis of the controlled substances/narcotics and dangerous drugs should be taken as allowed by state law and placed in a separate package or container.

(b) Excess quantities should be stored or disposed of as required by law or directed by court order.

(e) Marijuana with any perceptible moisture content shall be loosely packaged in a container that allows for drying or shall be dried prior to storage. The evidence technician shall monitor stored marijuana for growth of mold.

802.6 RECORDING OF PROPERTY

The evidence technician/ evidence clerk receiving custody of property shall ensure a property voucher for each item or group of items is created. The property voucher will be the permanent record of the property in the Evidence Unit. The evidence technician/ evidence clerk will record on the property voucher his/her signature, the date and time the property was received and where the property will be stored.

A unique property number shall be obtained for each item or group of items from the property log. This number shall be recorded on the property form, property tag and the property voucher. The property log shall document the following:

(a) Property number

(b) Case number

(c) Item description

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(d) Item storage location

(e) Receipt, release and disposal dates

Any change in the location of property held by the Elkhart Police Department shall be noted in the computer.

802.7 PROPERTY CONTROL

The evidence technician/evidence clerktemporarily relinquishing custody of property to another person shall document the date and time the property was released, the name and signature of the person accepting custody of the property and the reason for release.

Any member receiving property shall be responsible for such property until it is returned to the Evidence Unit or released to another authorized person or entity.

802.7.1 EVIDENCE

Every time evidence is released or received, an appropriate documentation shall be completed to maintain the chain of custody. No evidence is to be released without first receiving written authorization from the Criminal Investigation supervisor, investigator or prosecutor assigned to the case.

The temporary release of evidence to members for investigative purposes or for court proceedings shall be noted stating the date, time and to whom it was released. Requests for items of evidence needed for court proceedings shall be submitted to the evidence technician/evidence clerkat least one day prior to the court date.

Requests for laboratory analysis shall be completed on the appropriate lab form and submitted to the evidence technician/evidence clerk. This request must be submitted 45 days prior to needed court date.

802.7.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The evidence technician/evidence clerk releasing items of evidence for laboratory analysis must complete the required information on the property voucher. The transporting member will acknowledge receipt of the evidence by indicating the date and time on the property voucher. The lab form will be transported with the evidence to the examining laboratory. Upon delivering the item, the member will record the delivery time on the lab form and the property voucher, and obtain the signature of the person accepting responsibility for the evidence. The original copy of the lab form will remain with the evidence and a copy of the form will be returned to the Records Section for filing with the case.

802.7.3 CONTROLLED SUBSTANCES/NARCOTICS AND DANGEROUS DRUGS

The Evidence Unit will be responsible for the storage, control and destruction of all controlled substances/narcotics and dangerous drugs coming into the custody of this department.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

802.7.4 UNCLAIMED MONEY

The evidence technician/evidence clerk shall submit an annual report, or more frequently as directed, regarding money that is presumed to have been abandoned to the Chief of Police and the City department responsible for auditing property. The evidence technician/evidence clerk may deposit such money in compliance with existing laws upon receipt of proper authorization from the Chief of Police.

802.8 RELEASE OF PROPERTY

No items of evidence should be released from the Evidence Unit without documented authorization.

Release of property shall be made upon receipt of an authorized property release form, listing the name and address of the person to whom the property is to be released along with proper identification. The property release form shall be signed by the authorizing supervisor or investigator and must conform to the items listed on the property voucher or must specify the specific items to be released. Release of all property shall be documented on the property voucher.

Firearms or ammunition should only be released upon presentation of valid identification and authorized documents showing that the individual may legally possess the item.

All reasonable attempts shall be made to identify the rightful owner of found property and items held for safekeeping.

Found property and property held for safekeeping shall be retained for the period of time required by law. During such period, Evidence Unit members shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. The final disposition of all such property shall be fully documented on the property voucher.

A evidence technician/evidence clerk shall release such property when the owner presents proper identification and an authorized property release form has been received. The signature of the person receiving the property shall be recorded on the property voucher.

If any item listed on a property voucher has not been released, the property voucher will remain with the Evidence Unit. When all property listed on the voucher has been released, the voucher shall be forwarded to the Records Section for filing with the case, and the release of all items shall be documented in the property log.

802.8.1 FIELD RELEASE OF PROPERTY

Members may release certain property or evidence in the field to the lawful owner if the property or evidence can be sufficiently documented with photography or other recording mechanism and release of the item will not compromise the case. Prior to release of any evidence, a property release card should be completed as provided for in this policy.

The release of any evidence should be documented on a property release card which should include the signature of the recipient of the item as proof of the release. If the recipient refuses to sign for the item, the return should be audio/video recorded.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

802.8.2 DISCREPANCIES
The Watch Commander shall be notified whenever a person alleges that there is a shortage or discrepancy regarding his/her property. The Watch Commander will interview the person claiming the shortage. The Watch Commander shall ensure that a search for the alleged missing items is completed and shall attempt to prove or disprove the claim.

802.8.3 DISPUTED CLAIMS TO PROPERTY
Occasionally, more than one party may claim an interest in property being held by this department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or establishes an undisputed right to the property.

All parties should be advised that their claims are civil. In extreme situations, legal counsel for this department should be contacted.

802.9 DESTRUCTION OR DISPOSAL OF PROPERTY
An authorized Criminal Investigation investigator or supervisor shall approve the destruction or disposal of all property held by this department.

All property not held for evidence in a pending criminal investigation or proceeding may be destroyed or disposed of in compliance with existing laws upon receipt of proper authorization from a supervisor. The disposition of all property shall be entered on the property voucher and property log.

The following types of property shall be destroyed or disposed of in the manner and at the time prescribed by law, unless a different disposition is ordered by a court:

- Weapons or devices declared by law to be illegal to possess
- Controlled substances/narcotics or dangerous drugs declared by law to be illegal to possess without a legal prescription

802.9.1 BIOLOGICAL EVIDENCE
The evidence technician shall ensure that no biological evidence held by this department is destroyed without adequate notification to the following persons, when applicable:

(a) The defendant

(b) The defendant's attorney

(c) The appropriate prosecutor

(d) Any sexual assault victim (I.C. § 16-21-8-10)

(e) The Criminal Investigation Captain

Biological evidence shall be retained for a minimum period established by law (I.C. § 16-21-8-10 :I.C. § 35-33-5-5: I.C. § 35-38-7-14).. Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice unless a motion seeking an order to retain the sample is filed and served on this department within 90 days. A record of all certified mail receipts shall

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Criminal Investigation Captain.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Chief of Police and the head of the applicable prosecutor's office.

Biological evidence from an unsolved sexual assault should not be disposed of prior to expiration of the statute of limitations. Even after expiration of the applicable statute of limitations, the Criminal Investigation Captain should be consulted and the sexual assault victim should be notified.

802.9.2 MARIJUANA

At the first sign of mold growth, stored marijuana shall be photographed showing the mold growth. As soon as practicable, the evidence technician shall make efforts to lawfully destroy the contaminated marijuana, in compliance with this policy. The evidence technician should consult with the member assigned to the case investigation for authorization to destroy the remaining marijuana, after taking representative samples, and should request assistance from the appropriate prosecutor in obtaining a court order for immediate destruction.

802.9.3 BIOLOGICAL EVIDENCE FROM VIOLENT OFFENSE CASES

The evidence technician/evidence clerk is responsible for notifying the defendant and the defendant's attorney as set forth in I.C. § 35-33-5-5 when evidence related to a violent offense that could be subjected to DNA testing is removed from the Evidence Unit.

802.10 INSPECTIONS, INVENTORIES AND AUDITS OF THE EVIDENCE UNIT

The Criminal Investigation Captain shall ensure that Evidence Unit operations and storage facilities are inspected for compliance with applicable policies and procedures, including periodic unannounced inspections.

The Criminal Investigation Captain shall also ensure that audits are conducted as directed by the Chief of Police.

Inspections and audits should be conducted by a member of this department who is not routinely or directly connected with the Evidence Unit operations.

The results of all inspections and audits should be documented and forwarded to the Chief of Police.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Records Section

803.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Elkhart Police Department Records Section. The policy addresses department file access and internal requests for case reports.

803.2 POLICY

It is the policy of the Elkhart Police Department to maintain department records securely, professionally and efficiently.

803.3 RESPONSIBILITIES

803.3.1 RECORDS MANAGER

The Chief of Police shall appoint and delegate certain responsibilities to a Records Manager The Records Manager shall be directly responsible to the CID Captain.or the authorized designee.

The responsibilities of the Records Manager include, but are not limited to:

(a) Overseeing the efficient and effective operation of the Records Section.

(b) Scheduling and maintaining Records Section time records.

(c) Supervising, training and evaluating Records Section staff.

(d) Maintaining and updating a Records Section procedure manual.

(e) Ensuring compliance with established policies and procedures.

(f) Supervising the access, use and release of protected information (see the Protected Information Policy).

(g) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include, but are not limited to:

1. Homicides
2. Cases involving department members or public officials
3. Any case where restricted access is prudent

803.3.2 RECORDS SECTION

The responsibilities of the Records Section include, but are not limited to:

(a) Maintaining a records management system for case reports.

1. The records management system should include a process for numbering, identifying, tracking and retrieving case reports.

(b) Entering case report information into the records management system.

1. Modification of case reports shall only be made when authorized by a supervisor.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(c) Providing members of the Department with access to case reports when needed for investigation or court proceedings.

(d) Maintaining compliance with federal, state and local regulations regarding reporting requirements of crime statistics (I.C. § 10-13-2-6).

(e) Maintaining compliance with federal, state and local regulations regarding criminal history reports and auditing (I.C. § 10-13-2-6).

(f) Identifying missing or incomplete case reports and notifying the responsible member's supervisor.

803.3.3 WARRANT AND WANTED PERSONS FILES

If the Department is responsible for maintaining a warrant and wanted persons file, the Records Manager should also develop procedures for establishing warrant service files. This includes:

(a) Criteria for receiving information from other jurisdictions.

(b) Recording information into department files.

(c) Verifying information.

(d) Canceling information.

(e) Ensuring 24-hour access to warrants.

803.4 FILE ACCESS AND SECURITY

The security of files in the Records Section must be a high priority and shall be maintained as mandated by state or federal law. All case reports including, but not limited to, initial, supplemental, follow-up, evidence and any other reports related to a police department case, including field interview (FI) cards, criminal history records and publicly accessible logs, shall be maintained in a secure area within the Records Section, accessible only by authorized members of the Records Section..

The Records Section will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

803.4.1 ORIGINAL CASE REPORTS

Generally, original case reports shall not be removed from the Records Section. Should an original case report be needed for any reason, the requesting department member shall first obtain authorization from the Records Manager. All original case reports removed from the Records Section shall be recorded on a designated report check-out log, which shall be the only authorized manner by which an original case report may be removed from the Records Section.

803.5 CONFIDENTIALITY

Records Section staff has access to information that may be confidential or sensitive in nature. Records Section staff shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether in hard copy or electronic file format, or any other confidential, protected or sensitive information except in accordance with the Records

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Maintenance and Release and Protected Information policies and the Records Section procedure manual.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Records Maintenance and Release

804.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

804.2 POLICY

The Elkhart Police Department is committed to providing public access to records in a manner that is consistent with the Indiana Public Records Act (I.C. § 5-14-3-1 et seq.).

804.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Chief of Police shall designate a Records Manager. The responsibilities of the Records Manager include, but are not limited to:

(a) Managing the records management system for the Department, including the retention, archiving, release and destruction of department public records.

(b) Maintaining and updating the department records retention schedule, including:

1. Identifying the minimum length of time the Department must keep records.
2. Identifying the department division responsible for the original record.

(c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records and to regulating any material interference with the regular discharge of the functions or duties of the Department and its members (I.C. § 5-14-3-7).

(d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.

(e) Establishing rules regarding the processing of subpoenas for the production of records.

(f) Ensuring the availability of a current schedule of fees for public records as allowed by law is available (I.C. § 5-14-3-8).

(g) Ensuring a daily log is maintained that lists suspected crimes, accidents or complaints and makes available information relating to arrests, summons and jailed persons as required by I.C. § 5-14-3-5.

804.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any department member who receives a request for any record shall route the request to the Records Manager or the authorized designee.

804.4.1 REQUESTS FOR RECORDS

The processing of requests for any record is subject to the following:

(a) All requests for public records shall be in writing or on a form supplied by the Department and shall identify with reasonable particularity the record being requested (I.C. § 5-14-3-3).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(b) A written response shall be provided to the requester within seven days.

(c) Within a reasonable time after the request, the Records Manager or the authorized designee shall make records or copies available to the requester as provided by I.C. § 5-14-3-3.

(d) Copies of electronic data may be provided in the medium requested if it is compatible with the department's system (I.C. § 5-14-3-3).

(e) The Department is not required to create records that do not exist.

(f) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released (I.C. § 5-14-3-6).

(a) A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redaction. If the record is audio/video, a copy of the redacted audio/video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.

804.4.2 DENIALS

The denial of a written request for records shall (I.C. § 5-14-3-9):

(a) Be made within seven days of receipt of the request.

(b) Be in writing.

(c) Include the reason for the denial.

(d) Contain a citation to the specific authority that authorizes the denial.

(e) Contain the name and position title of the person denying the request.

804.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

(a) Any personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver's license record, motor vehicle record, or any department record, including traffic accident reports, is restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722; I.C. § 5-14-3-4).

(b) Personnel files and files of applicants except for names; compensation; job title; business address and telephone number; job description; education and training background; previous work experience or dates of first and last employment of present or former members; information relating to the status of any formal charges against a member; and the factual basis for a disciplinary action in which final action has been taken and that resulted in the member being suspended, demoted, or discharged (I.C. § 5-14-3-4).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1. Job titles and job descriptions of officers shall remain confidential (I.C. § 5-14-3-4.3).
2. The home address, telephone number, and contact information of an officer shall remain confidential (I.C. § 5-14-3-4(b)(19)).
3. If an officer is operating undercover, the name, compensation, business address and telephone number, education and training background, previous work experience, or dates of first employment shall also remain confidential.

(c) Records that are either intra-agency/interagency advisories or deliberative material that are expressions of opinion or of a speculative nature and that are communicated for the purpose of making a decision (I.C. § 5-14-3-4).

(d) Work product of an attorney for the Department (I.C. § 5-14-3-4).

(e) Administrative or technical information that would jeopardize a record keeping or security system (I.C. § 5-14-3-4).

(f) The telephone number and address of a complainant contained in department records except if the address is the location of the suspected crime, infraction, accident, or complaint reported (I.C. § 5-14-3-4).

(g) Records requested by an offender that contain personal information about a correctional officer, law enforcement officer, judge, the victim of a crime, or a family member of any of the preceding (I.C. § 5-14-3-4).

(h) Certain law enforcement juvenile-related records (I.C. § 31-39-3-4).

(i) Investigatory records (I.C. § 5-14-3-2(i); I.C. § 5-14-3-4).

(j) Criminal intelligence information (I.C. § 5-14-3-2(c); I.C. § 5-14-3-4).

(k) Certain types of reports involving but not limited to child abuse and molestation (I.C. § 31-33-18-1; I.C. § 31-33-18-2) and endangered adult abuse (I.C. § 12-10-3-15).

(l) Personal identifying information submitted by a person to obtain or renew a license to carry a handgun, or information obtained by a federal, state, or local government entity in the course of an investigation concerning a person who applies to obtain or renew a license to carry a handgun (I.C. § 35-47-2-3).

(m) Audio, visual, or audiovisual recordings of law enforcement activities captured by a body-worn camera or MAV system (I.C. § 5-14-3-4):

(a) If disclosure of any law enforcement recording is required under I.C. § 5-14-3-5.1 or I.C. § 5-14-3-5.2, the Services Captain should ensure applicable portions are obscured as required, before releasing the recordings.

(n) A recording that has captured information about airport security, procedures, areas, or systems, unless there is approval by an appropriate public agency.

(o) A record assembled, prepared, or maintained to prevent, mitigate, or respond to an act of terrorism, including a record which, if released, would have a reasonable likelihood of threatening public safety by exposing a vulnerability of locations or structures to a terrorist attack (I.C. § 5-14-3-4(b)(19)).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(p) Any other information that may be appropriately denied by those records declared confidential by a rule adopted by the Department granted by statute, state statute, rules adopted by the Indiana Supreme Court, or federal law (I.C. § 5-14-3-4).

804.6 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Records Manager for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the Prosecuting Attorney, City Attorney or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

804.7 RELEASED RECORDS TO BE MARKED

Each page of any written record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the department name and to whom the record was released.

Each audio/video recording released should include the department name and to whom the record was released.

804.8 EXPUNGEMENT

Expungement orders received by the Department shall be reviewed for appropriate action by the Records Manager. Records may include, but are not limited to, a record of arrest, investigation, detention or conviction.

The Records Manager shall expunge such records as ordered by the court. Once expunged, members shall respond to any inquiry as though the record did not exist (I.C. § 35-38-9-6).

A court order that requires records to be marked as expunged shall be clearly and visibly marked by the Records Manager. These records shall remain public records (I.C. § 35-38-9-7).

804.9 TRAINING

All members authorized to manage, release or facilitate public access to department records shall complete a training program that includes identification of material appropriate for public access and the department systems and procedures guiding such release and access.

804.10 SECURITY BREACHES

Any member who becomes aware that any Elkhart Police Department system has been subject to a cybersecurity incident should notify the Services Captain as soon as practicable (I.C. § 4-13.1-1-1.5).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

The Services Captain should provide notice to all entities in the form and manner required by federal, state, and local law. Notice should be given as soon as practicable but not later than two business days after discovery (I.C. § 4-13.1-2-9).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Protected Information

805.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Elkhart Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

805.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Elkhart Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

805.2 POLICY

Members of the Elkhart Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

805.3 RESPONSIBILITIES

The Chief of Police shall select a member of the Department to coordinate the use of protected information (IDACS Cordinator).

The responsibilities of this position include, but are not limited to:

(a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Bureau of Motor Vehicles (BMV) records and the Indiana Data and Communications System (IDACS).

(b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice’s current Criminal Justice Information Services (CJIS) Security Policy.

(c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.

(d) Developing procedures to ensure training and certification requirements are met.

(e) Resolving specific questions that arise regarding authorized recipients of protected information.

(f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

805.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Elkhart Police Department policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.

805.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Services Captain for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Section to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

805.6 SECURITY OF PROTECTED INFORMATION

The Chief of Police or designee will select an IDACS Coordinator for the department.

The responsibilities of this position include, but are not limited to:

(a) Developing and maintaining security practices, procedures and training.

(b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.

(c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.

(d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

805.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal).

805.7 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Animal Control

806.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals.

806.2 POLICY

It is the policy of the Elkhart Police Department to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

806.3 ANIMAL CONTROL RESPONSIBILITIES

Animal control services are generally the primary responsibility of Animal Control and include the following:

(a) Animal-related matters during periods when Animal Control is available.

(b) Ongoing or persistent animal nuisance complaints. Such complaints may be scheduled, if reasonable, for handling during periods that Animal Control is available for investigation and resolution.

(c) Follow-up on animal-related calls, such as locating owners of injured animals.

806.4 MEMBER RESPONSIBILITIES

Members who respond to or assist with animal-related calls for service should evaluate the situation to determine appropriate actions to control the situation.

Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture or pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

(a) There is a threat to public safety.

(b) An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.

(c) An animal is creating a traffic hazard.

(d) An animal is seriously injured.

(e) The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.

1. This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

2. With the owner's consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.
3. If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

806.5 ANIMAL CRUELTY COMPLAINTS

Laws relating to the cruelty to animals should be enforced, including but not limited to Abandonment or Neglect of Vertebrate Animals (I.C. § 35-46-3-7); Beating Vertebrate Animals (I.C. § 35-46-3-12); Domestic Violence Animal Cruelty (I.C. § 35-46-3-12.5); Purchase or Possession of Animals for Fighting Contests (I.C. § 35-46-3-8).

806.6 ANIMAL BITE REPORTS

Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities. Efforts should be made to capture or otherwise have the animal placed under control. Members should attempt to identify and notify the owner of the final disposition of the animal.

806.7 STRAY ANIMAL

If the animal has a valid license and currently vaccinated the owner should be contacted, if possible. If the owner is contacted, the animal can be released to the owner and a citation may be issued, if appropriate. If a animal is taken into custody, it shall be transported to the appropriate shelter/holding pen.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

806.8 DANGEROUS ANIMALS

In the event responding members cannot fulfill a request for service because an animal is difficult or dangerous to handle, the Watch Commander will be contacted to determine available resources, including requesting the assistance of animal control services from an allied agency.

806.9 PUBLIC NUISANCE CALLS RELATING TO ANIMALS

Members should diligently address calls related to nuisance animals (e.g., barking dogs), as such calls may involve significant quality-of-life issues.

806.10 DECEASED ANIMALS

When a member becomes aware of a deceased animal, all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.

If a member becomes aware of a deceased animal and the owner is not known or the owner is refusing to pick up the animal the Street Department should be notified for pick-up.

Members should not climb onto or under any privately owned structure for the purpose of removing a deceased animal.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

806.11 INJURED ANIMALS

When a member becomes aware of an injured domesticated animal, all reasonable attempts should be made to contact an owner or responsible handler. If an owner or responsible handler cannot be located, the animal should be taken to a designated animal care facility.

806.12 DESTRUCTION OF ANIMALS

When it is necessary to use a firearm to euthanize a badly injured animal or stop an animal that poses an imminent threat to human safety, the Firearms Policy shall be followed. A badly injured animal shall only be euthanized with the approval of a supervisor.

806.13 DISEASED ANIMALS

Officers shall provide assistance, as requested to the Indiana State Board of Animal Health, the lopcal and state health department, the state veterinarian, a county veterinarian or an agent of the U.S. Department of Agriculture (I.C. § 15-17-19-1).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Chapter 9 - Custody

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Temporary Custody of Adults

900.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the Elkhart Police Department for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

900.1.1 DEFINITIONS

Definitions related to this policy include:

Holding cell/cell - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Department.

Safety checks - Direct, visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

Temporary custody - The period an adult is in custody at the Elkhart Police Department prior to being released or transported to a housing or other type of facility.

900.2 POLICY

The Elkhart Police Department is committed to releasing adults from temporary custody as soon as reasonably practicable, and to keeping adults safe while in temporary custody at the Department. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

900.3 GENERAL CRITERIA AND SUPERVISION

900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Elkhart Police Department, but should be transported to a jail facility, a medical facility or other type of facility as appropriate. These include:

(a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.

(b) Any individual who has a medical condition, including pregnancy, that may require medical attention, supervision or medication while in temporary custody.

(c) Any individual who is seriously injured.

(d) Individuals who are a suspected suicide risk (see the Involuntary Detention Policy).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1. If the officer taking custody of an individual believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.

(e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.

(f) Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.

(g) Any individual who has exhibited extremely violent or continuously violent behavior.

(h) Any individual who has claimed, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk.

(i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to his/her health or safety.

Officers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation.

900.3.2 SUPERVISION IN TEMPORARY CUSTODY

An authorized department member capable of supervising shall be present at all times when an individual is held in temporary custody. The member responsible for supervising should not have other duties that could unreasonably conflict with his/her supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, the subject shall be transported to another facility immediately.

Absent exigent circumstances, such as a medical emergency or a violent subject, members should not enter the cell of a person of the opposite sex unless a supervisor or a member of the same sex as the person in custody is present.

No individual in custody shall be permitted to supervise, control or exert any authority over other individuals in custody.

900.3.3 ENTRY RESTRICTIONS

Entry into any location where a person is held in custody should be restricted to:

(a) Authorized members entering for official business purposes.

(b) Emergency medical personnel when necessary.

(c) Any other person authorized by the Watch Commander.

When practicable, more than one authorized member should be present for entry into a location where a person is held in custody for security purposes and to witness interactions.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

900.4 INITIATING TEMPORARY CUSTODY

The officer/Safety Officer responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The officer should specifically ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent.

The receiving officer should ask the arresting officer if there are any statements, indication or evidence surrounding the individual's arrest and transportation that would reasonably indicate the individual is at risk for suicide or critical medical care. If there is any suspicion that the individual may be suicidal, he/she shall be transported to the county jail or the appropriate mental health facility.

The officer should promptly notify the supervisorof any conditions that may warrant immediate medical attention or other appropriate action. The supervisor shall determine whether the individual will be placed in a cell, immediately released or transported to jail or another facility.

900.4.1 SCREENING AND PLACEMENT

If The officer/Safety Officer responsible for an individual in custody shall:

(a) Advise the supervisor any significant risks presented by the individual (e.g., suicide risk, health risk, violence).

(b) Evaluate the following issues against the stated risks in (a) to determine the need for placing the individual in a single cell:

1. Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141), or whether the person is facing any other identified risk.
2. Provide an individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):
    (a) Continuous, direct sight and sound supervision.
    (b) Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.
3. Ensure males and females are separated by sight when in cells.
4. Ensure restrained individuals are not placed in cells with unrestrained individuals.

(c) Ensure separation, as appropriate and practical, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

900.4.2 CONSULAR NOTIFICATION

Consular notification may be mandatory when certain foreign nationals are arrested. The Patrol Captain will ensure that the U.S. Department of State’s list of countries and jurisdictions that

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

require mandatory notification is readily available to department members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

The arresting officer who is assigned to process a foreign national shall:

(a) Inform the individual, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.
    1. This notification should be documented.

(b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.
    1. If the country is on the mandatory notification list, then:
        (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
        (b) Tell the individual that this notification has been made and inform him/her without delay that he/she may communicate with consular officers.
        (c) Forward any communication from the individual to his/her consular officers without delay.
        (d) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.
    2. If the country is not on the mandatory notification list and the individual requests that his/her consular officers be notified, then:
        (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
        (b) Forward any communication from the individual to his/her consular officers without delay.

900.5 USE OF RESTRAINT DEVICES

Individuals in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk, handcuffs should generally be removed when the person is in a cell.

The use of restraints, other than handcuffs or leg irons, generally should not be used for individuals in temporary custody at the Elkhart Police Department unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.

Individuals in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

900.5.1 PREGNANT ADULTS
Women who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

900.6 PERSONAL PROPERTY

The personal property of an individual in temporary custody should be removed, inventoried and processed as provided in the Custodial Searches Policy, unless the individual requests a different disposition. For example, an individual may request property (e.g., cash, car or house keys, medications) be released to another person.. Release of the property requires the recipient's signature on the appropriate form.

Upon release of an individual from temporary custody, his/her items of personal property shall be compared with the inventory, and he/she shall sign a receipt for the property's return. If the individual is transferred to another facility or court, the member transporting the individual is required to obtain the receiving person's signature as notice of receipt. The Department shall maintain a copy of the property receipt.

The supervisor shall be notified whenever an individual alleges that there is a shortage or discrepancy regarding his/her property. The supervisor shall attempt to prove or disprove the claim.

900.7 HOLDING CELLS

A thorough inspection of a cell shall be conducted before placing an individual into the cell to ensure there are no weapons or contraband and that the cell is clean and sanitary. An inspection also should be conducted when he/she is released. Any damage noted to the cell should be photographed and documented.

The following requirements shall apply:

(a) The individual shall be searched (see the Custodial Searches Policy) and anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces, and jackets, shall be removed

(b) The individual's initial placement into and removal from a locked enclosure shall be logged.

(c) Safety checks by department members shall occur no less than every 30 minutes.

1. Safety checks should be at varying times.
2. All safety checks shall be logged.
3. The safety check should involve questioning the individual as to his/her well-being.
4. Requests or concerns of the individual should be logged.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

900.8 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY

The Patrol Captain will ensure procedures are in place to address any suicide attempt, death or serious injury of any individual in temporary custody at the Elkhart Police Department. The procedures should include:

(a) Immediate request for emergency medical assistance if appropriate.

(b) Immediate notification of the Watch Commander, Chief of Police and Criminal Investigation Captain.

(c) Notification of the spouse, next of kin or other appropriate person will be done per Death Notification.

(d) Notification of Elkhart County Homicide Unit

900.9 RELEASE AND/OR TRANSFER

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

(a) All proper reports, forms and logs have been completed prior to release.

(b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.

(c) It has been confirmed that the correct individual is being released or transported.

(d) All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual.

(e) All pertinent documentation accompanies the individual being transported to another facility (copies of booking forms, medical records, an itemized list of his/her property, warrant copies).

(f) The individual is not permitted in any nonpublic areas of the Elkhart Police Department unless escorted by a member of the Department.

(g) Any known threat or danger the individual may pose (escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.

1. The department member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.

(h) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, officers should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.

(i)

900.10 ASSIGNED ADMINISTRATOR

The Patrol Captain will ensure any reasonably necessary supplemental procedures are in place to address the following issues:

(a) General security

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1. Areas used for temporary custody, including any cell areas, should be inspected for safety hazards and contraband at the beginning of each shift.

(b) Key control

(c) Sanitation and maintenance

(d) Emergency medical treatment

(e) Escapes

(f) Evacuation plans

(g) Fire and life-safety

(h) Disaster plans

(i) Building and safety code compliance

900.11 TRAINING

Department members should be trained and familiar with this policy and any supplemental procedures.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Temporary Custody of Juveniles

901.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Elkhart Police Department (34 USC § 11133).

901.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent, or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person.

Juvenile offender - A juvenile 17 years of age or younger who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) (I.C. § 31-37-1-2). It also includes an offense for possession of a handgun (I.C. § 35-47-10-5; 28 CFR 31.303).

Non-secure custody - When a juvenile is held in the presence of an officer or other department member at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision through direct visual monitoring and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

Safety checks - Direct visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of juveniles in temporary custody.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object.

Examples of secure custody include:

(a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.

(b) A juvenile handcuffed to a rail.

(c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.

(d) A juvenile being processed in a secure booking area when a non-secure booking area is available.

(e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.

(g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation, and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

901.2 POLICY

The Elkhart Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and to keeping juveniles safe while in temporary custody at the Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

901.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit certain behaviors or conditions should not be held at the Elkhart Police Department. These include:

(a) Unconsciousness or having been unconscious while being taken into custody or transported.

(b) Serious injuries or a medical condition requiring immediate medical attention.

(c) A suspected suicide risk or showing obvious signs of severe emotional or mental disturbance (see the Involuntary Detentions Policy).

1. If the officer taking custody of a juvenile believes that he/she may be a suicide, risk, the officer shall ensure continuous direct supervision until evaluation, release or transfer to an appropriate facility is completed.

(d) Significant intoxication or showing signs of having ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.

(e) Extremely violent or continuously violent behavior.

(f) Afflicted with, or displaying symptoms of, a communicable disease that poses an unreasonable exposure risk.

Officers taking custody of a juvenile exhibiting any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and should notify a supervisor of the situation. These juveniles should not be held at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

901.4 CUSTODY OF JUVENILES

Officers should take custody of a juvenile and temporarily hold the juvenile at the Elkhart Police Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile who is suspected of being a victim.

Any juvenile taken into custody shall be released to the care of the juvenile's parent, legal guardian, or other responsible adult or transferred to a juvenile custody facility or to other authority as soon as practicable. In no event shall a juvenile be held beyond six hours from the time of his/her entry into the Department (34 USC § 11133; I.C. § 31-37-7-2).

901.4.1 CUSTODY OF JUVENILE NON-OFFENDERS

Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133).

901.4.2 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the Elkhart Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Juvenile offenders may be taken into custody under the following circumstances:

(a) Pursuant to a court order (I.C. § 31-37-4-1).

(b) When the officer has probable cause to believe that the juvenile has committed an act that would subject an adult to an arrest (I.C. § 31-37-1-2; I.C. § 31-37-4-2).

901.5 JUVENILE CUSTODY LOGS

Any time a juvenile is in temporary custody at the Elkhart Police Department, the custody shall be promptly and properly documented in the juvenile custody log (RMS), including:

(a) Identifying information about the juvenile.

(b) Date and time of arrival and release from the Department.

(c) Watch Commander notification and approval to temporarily hold the juvenile.

(d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender or non-offender.

(e) Any changes in status (e.g., emergency situations, unusual incidents).

(f) Time of all safety checks including documentation.

(g) Any medical and other screening requested and completed.

(h) Circumstances that justify any secure custody.

(i) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The Watch Commander should initial the log to approve the temporary custody, including any secure custody, and should initial the log when the juvenile is released.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

901.6 NO-CONTACT REQUIREMENTS

Sight separation shall be maintained between all juveniles and adults while in custody at the Elkhart Police Department (34 USC § 11133; I.C. § 31-37-7-2). There should also be sight separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Department shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

901.7 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Elkhart Police Department shall ensure:

(a) The Shift Supervisors notified if it is anticipated that a juvenile may need to remain at the Department more than four hours. This will enable the Watch Commander to ensure no juvenile is held at the Department more than six hours.

(b) Safety checks and significant incidents/activities are noted on the log.

    1. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.

    2. This does not apply to surreptitious and legally obtained recorded interrogations.

(c) A member of the same sex will supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.

(d) There is reasonable access to toilets and wash basins.

(e) There is reasonable access to a drinking fountain or water.

(f) Food may be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.

(g) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.

(h) There is privacy during family, guardian and/or attorney visits.

(i) Juveniles are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

(j) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.

    1. The supervisor should ensure that there is an adequate supply of clean blankets.

(k) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.

(l) Adequate furnishings are available, including suitable chairs or benches.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(m) Juveniles have the right to the same number of telephone calls as adults in temporary custody (see the Temporary Custody of Adults Policy).

(n) Discipline is not administered to any juvenile, nor will juveniles be subjected to corporal or unusual punishment, humiliation or mental abuse.

901.8 RELIGIOUS ACCOMMODATION

Juveniles have the right to the same religious accommodation as adults in temporary custody (see the Temporary Custody of Adults Policy).

901.9 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Elkhart Police Department when the juvenile presents a heightened risk.

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Watch Commander. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

901.9.1 PREGNANT JUVENILES

Juveniles who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

901.10 PERSONAL PROPERTY

The personal property of a juvenile shall be processed in the same manner as an adult in temporary custody (see the Temporary Custody of Adults Policy).

901.11 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY

The Patrol Captain will ensure procedures are in place to address any suicide attempt, death or serious injury of any juvenile held at the Elkhart Police Department. The procedures should include the following:

(a) Immediate request for emergency medical assistance if appropriate.

(b) Immediate notification of the Watch Commander, Chief of Police and Criminal Investigation Captain

(c) Notification of the parent, guardian or person standing in loco parentis of the juvenile

(d) Notification of the appropriate prosecutor

(e) Notification of the City Attorney

(f) Notification of the Coroner

(g) Notification of the juvenile court

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(h) Evidence preservation

901.12 INTERVIEWING OR INTERROGATING

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent, to an interview or interrogation. Also that an attorney, parent or guardian with no interest adverse to the child has been advised of the reason the juvenile has been taken into custody, and has consented to the interview or interrogation. The juvenile must also knowingly and voluntarily consent to the interview or interrogation (I.C. § 31-32-5-1).

901.12.1 RECORDING INTERROGATIONS

Custodial interrogations of juveniles that take place at the Elkhart Police Department or other place of detention shall be audio and video recorded (Ind. Evid. R. 617; I.C. § 31-30.5-1-2). Audio-only recording is permitted when the interrogation occurs at a non-detention location (e.g., home, school) (I.C. § 31-30.5-1-3). Recordings shall be retained as required by I.C. § 31-30.5-1-4.

901.13 RESTRICTION ON FINGERPRINTING AND PHOTOGRAPHING

A juvenile offender may be fingerprinted or photographed if he/she was taken into custody for an offense that would be a felony if committed by an adult and was at least 14 years of age when the offense was committed (I.C. § 31-39-5-1). The fingerprints and photographs will be maintained separately from those of adults (I.C. § 31-39-5-2).

The officer who takes the juvenile's fingerprints or photographs shall notify the juvenile's parent, guardian, or custodian, in writing, of the juvenile's rights to request that fingerprints or photographs be destroyed or delivered to the juvenile in accordance with I.C. § 31-39-5-4. The department shall comply with any such request within 60 days if the conditions in I.C. § 31-39-5-4 are satisfied (I.C. § 31-39-5-5).

901.14 TRAINING

Department members should be trained on and familiar with this policy and any supplemental procedures. Training should specifically include the school notification requirements set forth in I.C. § 31-37-4-3.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Custodial Searches

902.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Elkhart Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

902.1.1 DEFINITIONS

Definitions related to this policy include:

Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

902.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

902.3 FIELD AND TRANSPORTATION SEARCHES

An officer should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.

902.4 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the Elkhart Police Department facilities. Except in exigent circumstances, the search should be conducted by a

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

902.4.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Evidence Unit Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another department member. The inventory should include the date, time, member's Elkhart Police Department identification number and information regarding how and when the property may be released.

902.4.2 VERIFICATION OF MONEY

All money shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate container. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The department member sealing it should place his/her initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope. If amount is over $200.00, two Officers should verify and initial the amount.

902.5 STRIP SEARCHES

No individual in temporary custody at any Elkhart Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband (210 I.A.C. 3-1-13). Factors to be considered in determining reasonable suspicion include, but are not limited to:

(a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.

(b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.

(c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).

(d) The individual's actions or demeanor.

(e) Criminal history (i.e., level of experience in a custody setting).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

902.5.1 STRIP SEARCH PROCEDURES

Strip searches at Elkhart Police Department facilities shall be conducted as follows (28 CFR 115.115):

(a) authorization from the supervisor shall be obtained prior to the strip search.

(b) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.

(c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that the search cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.

(d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.

(e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.

(f) The primary member conducting the search shall document the search to include:

1. The facts that led to the decision to perform a strip search.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The authorization for the search, obtained from the supervisor.
4. The name of the individual who was searched.
5. The name and sex of the members who conducted the search.
6. The name, sex and role of any person present during the search.
7. The time and date of the search.
8. The place at which the search was conducted.
9. A list of the items, if any, that were recovered.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

10. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.

(g) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.

902.5.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES

A strip search may be conducted in the field only with Watch Commander authorization and only in exceptional circumstances, such as when:

(a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.

(b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the Watch Commander authorization does not need to be in writing.

902.6 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following (210 I.A.C. 3-1-13):

(a) No individual shall be subjected to a physical body cavity search without approval of the Watch Commander and only upon a search warrant A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).

(b) Only medical personnel may conduct a physical body cavity search.

(c) Except for the medical personnel conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.

(d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.

(e) All such searches shall be documented, including:

1. The facts that led to the decision to perform a physical body cavity search of the individual.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The Watch Commander's approval.
4. A copy of the search warrant.
5. The time, date and location of the search.
6. The medical personnel present.
7. The names, sex and roles of any department members present.
8. Any contraband or weapons discovered by the search.

(f) A copy of the written authorization shall be retained and shall be made available to the individual who was searched or other authorized representative upon request.

902.7 TRAINING

The Training Sergeant shall ensure members have training that includes (28 CFR 115.115):

(a) Conducting searches of cross-gender individuals.

(b) Conducting searches of transgender and intersex individuals.

(c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Chapter 10 - Personnel

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Elkhart Police Department and that are promulgated and maintained by the Human Resources Department.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Elkhart Police Department provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Service Captain should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

(a) Identification of racially and culturally diverse target markets.

(b) Use of marketing strategies to target diverse applicant pools.

(c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.

(d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.

(e) Employee referral and recruitment incentive programs.

(f) Consideration of shared or collaborative regional testing processes.

The Service Captain shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1000.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

(a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)

(b) Driving record

(c) Reference checks

(d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.

(e) Information obtained from public internet sites

(f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)

(g) Local, state, and federal criminal history record checks

(h) Polygraph, truth telling device, or voice stress analyzer (VSA) examination (when legally permissible)

(i) Medical and psychological examination (may only be given after a conditional offer of employment)

(j) Review board or selection committee assessment

1000.4.1 EXAMINER QUALIFICATIONS

Polygraph, truth telling device, or VSA examiners should have a certification on file with the Service Captain.

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Elkhart Police Department.

1000.5.1 INVESTIGATOR TRAINING

Members who conduct background investigations should receive department-approved training in collecting the required information.

1000.5.2 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1000.5.3 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private or protected information, the Service Captain should not require candidates to provide passwords, account information or access to password-protected social media accounts.

The Service Captain should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

(a) The legal rights of candidates are protected.

(b) Material and information to be considered are verified, accurate and validated.

(c) The Department fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Service Captain should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.4 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.5.5 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Human Resources Department should maintain validated standards for all positions.

1000.7.1 STANDARDS FOR OFFICERS

Candidates shall meet minimum standards established by Indiana law, including the following (I.C. § 36-8-3.5-12; 250 IAC 2-3-1 et seq.):

(a) Be a citizen of the United States.

(b) Be at least 21 years of age, but less than the maximum age as established by law when applicable.

1. Veterans are exempt from the maximum age restriction (I.C. § 36-8-4.7-5).

(c) Have obtained a high school degree or a recognized equivalent.

(d) Be free from any felony convictions or any other crime or series of crimes that would indicate to a reasonable person that the applicant is potentially dangerous, violent, or has the propensity to break the law.

(e) Demonstrate successful completion of minimum agility and aptitude tests.

(f) Be free from any physical, emotional, or mental condition that might adversely affect the exercise of police powers.

1. Before a candidate may be selected as an officer, he/she shall be examined by a licensed medical doctor according to the requirements in I.C. § 36-8-8-19, which must include the following:

(a) A general medical history.

(b) A determination of the candidate's ability to perform the essential functions of the position of officer.

2. Before a candidate may be selected as an officer, he/she must obtain a positive recommendation of emotional and mental fitness.

(g) Be of good moral character as determined by a thorough background investigation and criminal history investigation.

(h) Possess a valid driver's license.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(i) Be fingerprinted for both a state and federal criminal records check.

(j) The Elkhart Police Department may establish additional standards for selection of a candidate for the position of officer pursuant to I.C. § 36-8-3.2-6.

1000.8 JOB DESCRIPTIONS

The Service Captain should ensure that a current job description is maintained for each position in the Department.

1000.9 PROBATIONARY PERIODS

In the absence of a collective bargaining agreement stating otherwise, a probationary period of at least 12 months should be required before employees are considered for permanent status. The probationary period should include periodic performance reviews and documentation upon the successful completion of the probationary period.

If an employee does not successfully complete probation, it is within the discretion of the Chief of Police to determine what actions will be taken.

1000.10 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

(a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)

(b) Driving record

(c) Reference checks

(d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.

(e) Information obtained from public internet sites

(f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)

(g) Local, state, and federal criminal history record checks

(h) Polygraph, truth telling device, or voice stress analyzer (VSA) examination (when legally permissible)

(i) Medical and psychological examination (may only be given after a conditional offer of employment)

(j) Review board or selection committee assessment

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(k) Entire employment file from law enforcement agencies that have employed, or currently employ, a law enforcement officer candidate, including findings and orders related to prior disciplinary action or internal investigations (I.C. § 36-8-2-2)

1000.10.1 EXAMINER QUALIFICATIONS
Polygraph, truth telling device, or VSA examiners should have a certification on file with the Service Captain.

1000.10.2 HIRING PREFERENCE
The Department will provide preference as required by I.C. § 36-8-10-10.4.

1000.11 SELECTION PROCESS
The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

(a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)

(b) Driving record

(c) Reference checks

(d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.

(e) Information obtained from public internet sites

(f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)

(g) Local, state, and federal criminal history record checks

(h) Polygraph, truth telling device, or voice stress analyzer (VSA) examination (when legally permissible)

(i) Medical and psychological examination (may only be given after a conditional offer of employment)

(j) Review board or selection committee assessment

1. The Chief of Police should establish qualifications and prerequisites, devise and administer examinations, and prepare a list of applicants jointly with the approval of the merit board when required (I.C. § 36-8-10-10).

(k) Entire employment file from law enforcement agencies that have employed, or currently employ, a law enforcement officer candidate, including findings and orders related to prior disciplinary action or internal investigations (I.C. § 36-8-2-2)

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1000.11.1 EXAMINER QUALIFICATIONS
Polygraph, truth telling device, or VSA examiners should have a certification on file with the Service Captain.

1000.11.2 HIRING PREFERENCE
The Department will provide preference as required by I.C. § 36-8-10-10.4.

1000.12 PROBATIONARY PERIODS

The Service Captain should coordinate with the Elkhart Human Resources Department to identify positions subject to probationary periods and procedures for (I.C. § 36-8-3.5-12):

(a) Appraising performance during probation.

(b) Assessing the level of performance required to complete probation.

(c) Documenting successful or unsuccessful completion of probation.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Performance Evaluations

1001.1 PURPOSE AND SCOPE

This policy provides guidelines for the Elkhart Police Department performance evaluation system.

1001.2 POLICY

The Elkhart Police Department shall use a performance evaluation system to measure, document, and recognize work performance. The performance evaluation will serve as an objective guide for the recognition of good work and the development of a process for improvement.

The Department evaluates employees in a nondiscriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

1001.3 TYPES OF EVALUATIONS

The Department shall use the following types of evaluations:

Regular - An evaluation completed at regular intervals by the employee's immediate supervisor. Employees who have been promoted should be evaluated as established by the Human Resources Department or, minimally, on the anniversary of the date of the last promotion.

When an employee transfers to a different assignment in the middle of an evaluation period and less than six months has transpired since the transfer, the evaluation should be completed by the current supervisor with input from the previous supervisor.

Special - An evaluation that may be completed at any time the supervisor and Captain or the authorized designee determine an evaluation is necessary to address less than standard performance. The evaluation may include a plan for follow-up action (e.g., performance improvement plan (PIP), remedial training, retraining).

1001.3.1 RATINGS

When completing an evaluation, the supervisor will identify the rating category that best describes the employee's performance. The definition of each rating category is as follows:

Outstanding - Performance is well beyond that required for the position. It is exceptional performance, definitely superior or extraordinary.

Exceeds standards - Performance is better than demonstrated by a competent employee. It is performance superior to what is required, but is not of such nature to warrant a rating of outstanding.

Meets standards - Performance of a competent employee. It is satisfactory performance that meets the standards required of the position.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Needs improvement - Performance is less than the standards required of the position. A needs improvement rating shall be thoroughly discussed with the employee.

Unsatisfactory - Performance is inferior to the standards required of the position. It is inadequate or undesirable performance that cannot be allowed to continue.

Unobserved - Standard in not applicable in the position the member holds or does not apply to currant job.

Supervisor comments may be included in the evaluation to document the employee's strengths, weaknesses and requirements for improvement. Any job dimension rating marked as unsatisfactory or outstanding shall be substantiated with supervisor comments.

1001.3.2 PERFORMANCE IMPROVEMENT PLAN
Employees who receive an unsatisfactory rating may be subject to a PIP. The PIP shall delineate areas that need improvement, any improvement measures and a timetable in which to demonstrate improvement. The issuing supervisor shall meet with the employee to review his/her performance and the status of the PIP at least monthly.

1001.4 EVALUATION PROCESS

Supervisors should meet with the employees they supervise at the beginning of the evaluation period to discuss expectations and establish performance standards. Each supervisor should discuss the tasks of the position, standards of expected performance and the evaluation criteria with each employee.

Performance evaluations cover a specific period and should be based upon documented performance dimensions that are applicable to the duties and authorities granted to the employee during that period. Evaluations should be completed by each employee’s immediate supervisor. Other supervisors directly familiar with the employee’s performance during the rating period should be consulted by the evaluating supervisor for input.

Assessment of an employee’s job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise and to acknowledge good work. Periodic discussions with the employee during the course of the evaluation period are encouraged. Supervisors should document all discussions in the prescribed manner.

Non-probationary employees demonstrating substandard performance shall be notified in writing as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur at the earliest opportunity, with the goal being a minimum of 90 days written notice prior to the end of the evaluation period.

All supervisors shall receive training on performance evaluations within one year of a supervisory appointment.

1001.5 EVALUATION FREQUENCY

Supervisors shall ensure that all employees they supervise are evaluated at least once every year..

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Those employees who are required to successfully complete a probationary period may be evaluated monthly.

1001.6 EVALUATION INTERVIEW

When the supervisor has completed his/her evaluation, a private discussion of the evaluation should be scheduled with the employee. The supervisor should discuss the evaluation ratings and respond to any questions the employee may have. The supervisor should provide relevant counseling regarding advancement, specialty positions and training opportunities. Any performance areas in need of improvement and goals for reaching the expected level of performance should be identified and discussed. If the employee has reasonable objections to any of the ratings, the supervisor may make appropriate adjustments to the evaluation. The reason for such adjustments shall be documented.

Employees may write comments in an identified section of the evaluation. The supervisor and employee will sign and date the evaluation.

1001.7 APPEAL

An employee who disagrees with his/her evaluation may provide a formal written response that will be attached to the evaluation, or may request an appeal.

To request an appeal, the employee shall forward a written memorandum within three days to the evaluating supervisor's Captain or the authorized designee. The memorandum shall identify the specific basis for the appeal and include any relevant information for the reviewer to consider.

1001.8 CHAIN OF REVIEW

The signed performance evaluation and any employee attachment should be forwarded to the evaluating supervisor's Captain or the authorized designee. The Captain or the authorized designee shall review the evaluation for fairness, impartiality, uniformity and consistency, and shall consider any written response or appeal made by the employee.

The Captain or the authorized designee should evaluate the supervisor on the quality of ratings given.

1001.9 RETENTION AND DISTRIBUTION

The original performance evaluation and any original correspondence related to an appeal shall be maintained by the Department in accordance with the Personnel Records Policy.

A copy of the evaluation and any documentation of a related appeal shall be provided to the employee and also forwarded to the Elkhart Human Resources Department.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Special Assignments

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Elkhart Police Department.

1002.2 POLICY

The Elkhart Police Department determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

1002.3 SPECIAL ASSIGNMENT POSITIONS

The following positions are considered special assignments and not promotions:

(a) SWAT member

(b) Motorcycle officer

(c) Bicycle Patrol officer

(d) Canine handler

(e) Accident investigator

(f) Field Training Officer

(g) Community Relations/Training Officer

(h) Court Officer

(i) Elkhart County Drug Unit

(j) Elkhart County Homicide Unit

(k) Any other position appointed by the Chief of Police.

1002.3.1 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

(a) Three years of experience

(b) Off probation

(c) Possession of or ability to obtain any certification required by the Indiana Law Enforcement Training Board or law

(d) Exceptional skills, experience or abilities related to the special assignment

1002.3.2 EVALUATION CRITERIA

The following criteria will be used in evaluating candidates for a special assignment:

(a) Presents a professional, neat appearance.

(b) Maintains a physical condition that aids in his/her performance.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(c) Expressed an interest in the assignment.

(d) Demonstrates the following traits:

1. Emotional stability and maturity
2. Stress tolerance
3. Sound judgment and decision-making
4. Personal integrity and ethical conduct
5. Leadership skills
6. Initiative
7. Adaptability and flexibility
8. Ability to conform to department goals and objectives in a positive manner

1002.4 PROBATIONARY PERIODS

In the absence of a collective bargaining agreement stating otherwise, members who are promoted to supervisory or managerial positions should be required to serve a probationary period of at least six months, which should include periodic performance reviews and documentation upon successful completion of the probationary period.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Grievances

1003.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the Elkhart Police Department grievance system. The grievance system is intended to facilitate communication and to promptly and equitably address employee grievances in the workplace.

1003.1.1 GRIEVANCE DEFINED

A grievance is a difference of opinion or dispute regarding the meaning, interpretation, or application of any of the following:

- The collective bargaining agreement
- This Policy Manual
- Rules and regulations governing personnel practices or working conditions
- Any grievance listed immediately above should follow the grievance process as outlined in the applicable collective bargaining agreement. If the member is not covered under a collective bargaining agreement the grievance process for those members is outlined in policy 1003.3.
-

Should any police officer have a grievance concerning any disciplinary matter, or the results of any disciplinary matter, his/her sole and exclusive remedy shall be to submit the grievance in accordance with I.C. 36-8-3.5 as applicable.

Specifically outside the category of grievances are complaints related to allegations of discrimination or harassment subject to the Discriminatory Harassment Policy. Also outside the category of grievances are personnel complaints regarding any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy or federal, state, or local law, as set forth in the Personnel Complaints Policy.

1003.2 POLICY

It is the policy of the Elkhart Police Department to provide a just and equitable system for the prompt handling of employee grievances without discrimination, coercion, restraint or retaliation against any employee who submits or is otherwise involved in a grievance.

1003.3 PROCESS

Grievances may be brought by an individual employee or by an employee group representative. Employees may have representation during the grievance process.

Except as otherwise required under a collective bargaining agreement, if an employee believes that he/she has a grievance as defined above, that employee shall:

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(a) Attempt to resolve the issue through informal discussion with his/her immediate supervisor.

(b) If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the employee may request an interview with the appropriate Captain.

(c) If a successful resolution is not found with the Captain, the employee may request a meeting with the Chief of Police.

(d) If the employee and the Chief of Police are unable to arrive at a mutual solution, the employee shall proceed as follows:

1. Submit a written statement of the grievance to the Chief of Police and provide a copy to the employee's immediate supervisor.
2. Include the following information in the written statement:
    (a) The basis for the grievance (i.e., the facts of the case).
    (b) The allegation of any specific wrongful act and the harm done.
    (c) The specific policies, rules or regulations at issue.
    (d) The remedy or goal being sought by the grievance.

(e) The supervisor shall provide the employee with a signed acknowledgment of the grievance that shall include the date and time of receipt.

(f) The Chief of Police and the Safety Board should review the grievance and respond to the employee within 14 calendar days.

1. The response will be in writing, and will affirm or deny the allegations.
2. The response shall include any remedies, if appropriate.
3. The decision of the Safety Board is considered final.

1003.4 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Service Division for inclusion into a secure file for all written grievances. Copies of the documents should also be sent to the Human Resources Department.

1003.5 POLICY OR TRAINING IMPLICATIONS

If an employee who participates in the grievance review process identifies any issue that may warrant an immediate revision to this Policy Manual, a procedural change or an immediate training need, the employee should promptly notify the Chief of Police in the memorandum.

1003.6 GRIEVANCE AUDITS

The Training Sergeant should perform an annual audit of all grievances filed the previous calendar year to evaluate whether any change in policy, procedure or training may be appropriate to avoid future grievances. The Training Sergeant should record these findings in a confidential memorandum to the Chief of Police without including any identifying information about any individual grievance.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Anti-Retaliation

1004.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or collective bargaining agreement.

1004.2 POLICY

The Elkhart Police Department has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1004.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1004.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, Chief of Police, or the City Human Resources Department Head.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1004.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.

(b) Receiving all complaints in a fair and impartial manner.

(c) Documenting the complaint and any steps taken to resolve the problem.

(d) Acknowledging receipt of the complaint, notifying the Chief of Police via the chain of command and explaining to the member how the complaint will be handled.

(e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.

(f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.

(g) Following up periodically follow-up with the complainant to ensure that retaliation is not continuing.

(h) Not interfering with or denying the right of a member to make any complaint.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

1004.6 COMMAND STAFF RESPONSIBILITIES

The Chief of Police should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

(a) Communicating to all members the prohibition against retaliation.

(b) The timely review of complaint investigations.

(c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.

(d) The timely communication of the outcome to the complainant.

1004.7 WHISTLE-BLOWING

Indiana law protects public employees who disclose a violation of a law, rule, regulation, or ordinance of a political subdivision or the misuse of public resources to a supervisor or the inspector general (I.C. § 36-1-8-8). Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Professional Standards for investigation pursuant to the Personnel Complaints Policy.

1004.8 RECORDS RETENTION AND RELEASE

The Professional Standards Lieutenant shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1004.9 TRAINING

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Reporting of Arrests, Convictions and Court Orders

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the notification requirements and procedures that members must follow when certain arrests, convictions and court orders restrict their ability to perform the official duties and responsibilities of the Elkhart Police Department. This policy will also describe the notification requirements and procedures that certain retired officers must follow when an arrest, conviction or court order disqualifies them from possessing a firearm.

1005.2 POLICY

The Elkhart Police Department requires disclosure of member arrests, convictions and certain court orders to maintain the high standards, ethics and integrity in its workforce, and to ensure compatibility with the duties and responsibilities of the Department.

1005.3 DOMESTIC VIOLENCE CONVICTIONS AND COURT ORDERS

Federal and Indiana law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing firearms. Such convictions and court orders often involve allegations of the use or attempted use of force, or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; I.C. § 35-47-4-6; I.C. § 34-26-5-9; I.C. § 35-47-4-6.5).

All members and retired officers with identification cards issued by the Department are responsible for ensuring that they have not been disqualified from possessing firearms by any such conviction or court order, and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1005.4 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS

Persons convicted of committing or attempting to commit a serious violent felony may not possess a firearm (I.C. § 35-47-4-5).

While legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust, and shall be reported as provided in this policy.

1005.5 REPORTING

All members and all retired officers with identification cards issued by the Department shall immediately notify their supervisors (retired officers should immediately notify the Watch Commander or the Chief of Police) in writing of any past or current criminal detention, arrest, charge or conviction in any state or foreign country, regardless of whether the matter was dropped or rejected, is currently pending or is on appeal, and regardless of the penalty or sentence, if any.

All members and all retired officers with identification cards issued by the Department shall immediately notify their supervisors (retired officers should immediately notify the Watch

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Commander or the Chief of Police) in writing if they become the subject of a domestic violence-related order or any court order that prevents the member or retired officer from possessing a firearm or requires suspension or revocation of applicable Indiana Law Enforcement Training Board certification.

Any member whose criminal arrest, conviction or court order restricts or prohibits that member from fully and properly performing his/her duties, including carrying a firearm, may be disciplined. This includes, but is not limited to, being placed on administrative leave, reassignment and/or termination. Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the member, on his/her own time and at his/her own expense.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline, up to and including termination.

Retired officers may have their identification cards rescinded or modified, as may be appropriate (see the Retired Officer Identification Card Policy).

1005.5.1 NOTIFICATION REQUIREMENTS

The Service Captain should submit the proper notice to the Indiana Law Enforcement Training Board of any convictions that could disqualify an employee.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Communicable Diseases

1008.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

This policy also addresses the requirement that the Elkhart Police Department have a policy on communicable diseases and provide related training (I.C. § 16-41-11-6).

1008.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include but are not limited to hepatitis B virus (HBV), HIV, and tuberculosis.

Exposure - When an eye, mouth, mucous membrane, or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Elkhart Police Department (see the exposure control plan for further details to assist in identifying whether an exposure has occurred).

1008.2 POLICY

The Elkhart Police Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1008.3 EXPOSURE CONTROL OFFICER

The Chief of Police will assign a person as the Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

(a) Exposure-prevention and decontamination procedures.

(b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.

(c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) that is appropriate for each member's position and risk of exposure.

(d) Evaluation of persons in custody for any exposure risk and measures to separate them.

(e) Compliance with all relevant laws or regulations related to communicable diseases, ensuring that:

1. Procedures are implemented ensuring members follow universal precautions, including any standards adopted and requirements imposed by the Indiana

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Occupational Safety and Health Administration (IOSHA) (I.C. § 16-41-11-3; 410 I.A.C. 1-4-8; 29 CFR 1910.1030).

2. Members having direct contact with blood or bodily fluids in the scope of their duties follow universal precautions and apply disciplinary measures for failure to follow universal precautions (I.C. § 16-41-11-3; I.C. § 16-41-11-4; 410 I.A.C. 1-4-8).
3. Training and equipment is provided to members pursuant to I.C. § 16-41-11-5.
4. Procedures are implemented to ensure the appropriate handling of infectious waste (I.C. § 16-41-16-1; 410 I.A.C. 1-3-23).
5. Procedures are implemented regarding provision of appropriate testing, treatment and counseling through I.C. § 16-41-10-1 et seq.
6. Responses are made to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).

The ECO should also act as the liaison with IOSHA and may request voluntary compliance inspections. The ECO should periodically review and update the exposure control plan and review implementation of the plan.

1008.4 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well (I.C. § 16-41-10-5).

1008.5 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training shall (I.C. § 16-41-11-5):

(a) Be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.

(b) Be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.

(c) Provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

(d) Be properly documented.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Smoking and Tobacco Use

1009.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Elkhart Police Department facilities or vehicles.

For the purpose of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device that is intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1009.2 POLICY

The Elkhart Police Department recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings and vehicles, and as is further outlined in this policy.

1009.3 SMOKING AND TOBACCO USE

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside City facilities and vehicles.

1009.4 ADDITIONAL PROHIBITIONS

No employee shall smoke tobacco products within eight feet of an entrance to a City facility. A sign that reads “State Law Prohibits Smoking within 8 Feet of this Entrance” shall be conspicuously displayed at every public entrance of the Elkhart Police Department (I.C. § 7.1-5-12-4).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Personnel Complaints

1010.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation, and disposition of complaints regarding the conduct of members of the Elkhart Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment, or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation. Any formal supervisor counseling that is documented in the appropriate software system will be reviewed by the office of Professional Standards.

1010.2 POLICY

The Elkhart Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints in accordance with this policy and applicable federal, state, and local laws; municipal and county rules; and the requirements of any collective bargaining agreements.

It is also the policy of this department to ensure that the community can report complaints without concern for reprisal or retaliation.

1010.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of a policy violation if true, would constitute a violation of department policy or federal, state, or local law, policy, or rule. Personnel complaints may be generated internally or by the public.

1010.3.1 SOURCES OF COMPLAINTS

(a) Individuals from the public may make complaints in any form, including in writing, by email, in person, or by telephone.

(b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.

(c) Supervisors shall initiate a complaint based upon observation of or receipt from any source alleging a policy violation that, if true, could result in disciplinary action.

(d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

(e) Tort claims and lawsuits may generate a personnel complaint.

1010.4 SUPERVISOR RESPONSIBILITIES

A supervisor who becomes aware of an alleged complaint shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include, but are not limited to:

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(a) Ensuring that documentation in the proper software system is completed upon receiving or initiating any complaint.

1. The Watch Commander of the accused member shall be notified and take the appropriate action based on the nature of the complaint.

(b) Responding to all complainants courteously and professionally.

(c) Resolving those personnel complaints that can be resolved immediately.

1. If the matter is resolved and no further action is required, the supervisor will note the resolution in the complaint module and notify and the Watch Commander.

(d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Watch Commander and the Chief of Police are notified via the chain of command as soon as practicable.

(e) Administration or Professional Standards will contact Human Resources in addressing a complaint that relates to sexual, racial, ethnic, or other forms of prohibited harassment or discrimination

(g) Investigating a complaint as follows:

1. Making reasonable efforts to obtain witnesses names, addresses, and telephone numbers.

2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.

(h) Ensuring that the procedural rights of the focus member are followed.

(i) Ensuring interviews of the complainant are generally conducted during reasonable hours.

(j) Professional Standards may notify the Chief of Police about the complaints

1010.5 DOCUMENTATION

Supervisors shall ensure that all complaints are documented in the proper complaint software or form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

1010.6 COMPLAINT NOTIFICATION

Every member that has a complaint documented against them will be notified of the documentation by the supervisor that is entering the complaint. The notification will be sent by department email and addressed to the accused member, the accused member's Division Captain and the office of Professional Standards Lieutenant. The documentation will include the nature of the complaint and that the complaint will be sent to the office of Professional Standards for assessment. If the member documenting the complaint feels, with just cause, that immediate notification of the accused member will jeopardize an investigation, the documenting member can withhold the notification. Any delay in notification will be approved in writing by the Chief of Police or the Chief's Designee. That written approval will be part of the documentation for the investigation.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1010.7 INITIAL ASSESSMENT

Professional Standards will review all complaints and determine how the complaint will be handled. Complaints may be handled in the following manner:

(a) Professional Standards can review the complaint then assign the complaint to the appropriate Division / Shift Lieutenant to conduct either supervisor counseling or training that can be handled by an immediate supervisor or to request additional information from an immediate supervisor.

(b) Professional Standards may send a complaint that includes clearly defined and easily recognizable facts and does not require an Administrative Investigation to the Captain's Review Board. Professional Standards will notify the focus members' division Captain of this decision. The division Captain will set a date to convene the Captain's Review Board and send the focus member a notification letter for the Captain's review board.

(c) Professional Standards can conduct an administrative investigation.

(d) If the complaint can be closed "Exonerated" or "Unfounded" during the initial assessment, Professional Standards will document it in the complaint module. Professional Standards will close the complaint in the proper software system.

1010.8 TIME FRAME FOR COMPLETION OF COMPLAINT / ADMINISTRATIVE INVESTIGATION TO CAPTAIN'S REVIEW BOARD

Every complaint (being a complaint that is sent to the Captain's Review Board without an administrative investigation) or completed administrative investigation shall proceed with due diligence to be completed and forwarded to the Captain's review board within 45 business days (Monday - Friday) not to include City recognized Holidays from the date the complaint was entered into the appropriate software system used to document the complaint.

1010.9 ADMINISTATIVE INVESTIGATIONS

Administrative investigations will be conducted as follows:

1010.9.1 ADMINISTRATIVE INVESTIGATION

Administrative investigations may be conducted by:

1. Elkhart Police Department's Office of Professional Standards

2. A member of the Elkhart Police Department assigned by the Chief of Police or their designee

3. A member of the City of Elkhart's H.R. Department

4. An independent investigator appointed by the Chief of Police, the Chief's designee, or the City of Elkhart's H.R. Department

1010.9.2 ADMINISTRATIVE INVESTIGATION STATUS NOTIFICATION

The investigator conducting the administrative investigation should provide the focus member with a copy of the complaint if one exists as required in i.c. 36-8-2.1-5(b)(5) as well as the policy(s) that the investigator is reviewing for the complaint. The investigator will provide the Chief of Police

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

with periodic updates on the status of the investigation. The investigator will also provide the focus member with status updates upon the request of the focus member.

After an administrative investigation is completed, the office of Professional Standards will notify the focus member that the administrative investigation is complete and that the completed investigation was forwarded to the focus member's Division Captain. .

1010.9.3 ADMINISTRATIVE INVESTIGATION PROCEDURES

When an administrative investigation is conducted, the following applies to members covered by I.C. § 36-8-2.1-4 (I.C. § 36-8-2.1-5; I.C. § 36-8-2.1-11):

(a) Prior to any interview, a member should be informed of the nature of the investigation.

1. The member should be informed of who will be in charge of the investigation, the identity of the interviewer(s), and any other person who will be present during the interview.
2. A statement of rights should be presented to the member and signed by the member and the interviewer.

(b) Interviews of a focus officer should be conducted during reasonable hours and preferably when the member is on-duty. If the member is off-duty, he/she should be compensated.

(c) Unless waived by the member, interviews of a focus officer shall be at the Elkhart Police Department or other reasonable and appropriate place.

(d) No more than two interviewers should ask questions of an accused member.

1. Questions should be specific and directly related to the performance of duties or fitness for service as an officer.

(e) All interviews should be for a reasonable period, and the member's personal needs should be accommodated.

(f) No member should be subjected to offensive or threatening language, nor shall any promises, rewards, or other inducements be used to obtain answers.

(g) Any member refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.

1. A member should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Garrity* advisement. Administrative investigators should consider the impact that compelling a statement from the member may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

2. No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation, or to any prosecutor.

(h) The interviewer should record all interviews of members and witnesses.

1. Upon request, the member should be provided with a written transcript of the recorded interview, at no cost.

(i) All members subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, in order to maintain the integrity of each individual's statement, involved members shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

1. Unrepresented members shall be provided with reasonable time to obtain representation.

(j) All members shall provide complete and truthful responses to questions posed during interviews.

(k) No member may be compelled to submit to a polygraph or truth-telling device examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

(l) No member shall be required to disclose information about the possession of property, income, debts, or personal expenditures unless the information is obtained through legal process or indicates a conflict of interest that affects the member's official performance of duties (I.C. § 36-8-2.1-11).

(m) Notice should be provided to members before the effective date of an adverse action as provided in I.C. § 36-8-2.1-9.

1010.9.4 ADMINISTRATIVE INVESTIGATION FORMAT

Administrative investigations shall be thorough and complete and shall essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date, and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Alleged Member / Allegations – A list of each focus member and the alleged policy violation for each officer.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements.

Other evidence related to each allegation should also be detailed in this section.

Conclusion / Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended disposition should be provided for each allegation.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1010.9.5 DISPOSITIONS

Each personnel complaint / administrative investigation shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful, and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

Policy failure – When there is no policy which addresses the member's conduct, or the policy needs to be re-evaluated or re-written.

If an investigation discloses criminal misconduct or additional policy violations that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1010.9.6 COMPLETION OF INVESTIGATIONS

The Office of Professional Standards or assigned investigator will forward all completed administrative investigations to the focus member's Division Captain, who will then be responsible for convening the Captain's Review Board. The focus member will receive notification from the Office of Professional Standards or assigned investigator that the completed investigation has been forwarded.

1010.9.7 EXTENSIONS

When an investigator determines additional time is necessary to complete the administrative investigation, a written request to extend the investigation beyond 45 days time frame (as outlined in 1010.8) should be submitted to the Chief of Police for approval and the focus officer shall be notified. Upon the approval for the extension by the Chief of Police, the requesting supervisor/ investigator will be granted an additional 20 days (as outlined above in the section of this policy regarding time frames for complaints and administrative investigations).

1010.10 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces, and other areas, including desks, offices, department issued electronics, and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio, or other document or equipment.

1010.11 ADMINISTRATIVE LEAVE

When a complaint against a member of the police department is criminal in nature, involves misconduct, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused member to administrative leave. Members involved in an encounter where deadly force was used will be subject to the following requirements of being placed on administrative leave only at the written directions of the Chief or their designee. Any member placed on administrative leave:

(a) Shall relinquish any department badge(s) (not to include cloth badges that are sewn onto uniforms), identification, assigned weapons (to include issued magazines, ammunition and accessories), body armor,issued vehicle, department phone, issued keys, police radio, any issued chemical spray or agent (commonly referred to as pepper spray), electronic control weapon (ECW) and any other department equipment requested at the direction by the Chief or authorized designee.

(b) Shall be notified that all police authority is suspended for the duration of the administrative leave

(c) Shall not be granted access to buildings or facilities used for operations by the police department unless authorized in writing by the Chief or authorized designee. This does not apply if the individual on leave is summoned by a supervisor, Professional Standards, Elkhart City legal council, Elkhart City Humane Resources, the Chief of Police or his designee to one of the facilities.

(d) Shall have all the rights to the following suspended; email, record management system (RMS), police department computer access, all messaging systems (i.e. critical app), any and all camera systems operated by the police department, access to IDACS/ NCIC and any other access or systems unless authorized in writing by the Chief or authorized designee.

(e) All authorized approved part-time employment approved by the Chief that could involve anything listed above in this section shall be prohibited during the duration of the Administrative Leave.

(f) Shall be required to continue to comply with all policies and lawful orders of a supervisor.

(g) May be temporarily reassigned to a different shift and/or different job responsibilities, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

1010.12 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

The Elkhart Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

1010.13 CAPTAIN'S BOARD

(a) The Division Captain of the focus member will convene a panel of up to 5 but no less than three (3) members for the Captain's Board.

1. The board will be comprised of:

(a) The focus member's Division Captain as well as additional members as applicably described below.

(b) Two additional Captains

(c) If three Captain's are unavailable, the Chief of Police shall designate the Assistant Chief of Police or another lieutenant(s) who is not involved in the investigation, to be on the Captain's Board.

(d) In addition to the 3 Captains as described above, If the rank of the focus member is Detective, Corporal, Patrolman or non-sworn member the board shall be comprised of one Sergeant from the same watch/ division that did not document the complaint(s) being reviewed by the selected board and one Lieutenant from the same watch/division that did not document the complaint(s) being reviewed by the selected board . The selection of the Sergeant and Lieutenant will be done by the individual that is convening the board. The Chief or the Division Captain of the focus member may appoint a Sergeant or Lieutenant from another watch or division to the board if they believe it would protect the objectivity of the board.

(e) In addition to the 3 Captains as described above, If the rank of the focus member is Sergeant the board shall include 2 lieutenants from the same watch/division that did not document the complaint(s) being reviewed by the selected board. If there are not two (2) Lieutenants that can be selected from the same division due to their involvement in the investigation the person in charge of convening the board may select a Lieutenant(s) from a different Division.The selection of the Lieutenants will be done by the individual that is convening the board. The Chief or the Division Captain of the focus officer may appoint a Lieutenant from another division to the board if they believe it would protect the objectivity of the board.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(f) If the rank of the focus member is Lieutenant the board shall consist of 3 Captains as out lined above.

2. The focus member may choose any of the below options to address the Captain's Review Board:

(a) The focus member may choose not to appear before the Captain's Review Board and not provide additional documentation to be considered.

(b) The focus member may submit a written response to their Captain or Professional Standards, which will be forwarded to the Captain's Review Board to be considered.

(c) The focus member may appear in person in front of the Captain's Review Board.

3. If the focus member chooses to appear before the Captain's Review Board, it will be on a voluntary basis. The board may or may not choose to ask questions of the focus member. If any questions are asked of the focus member, the focus member may choose to answer or not answer any or all of the questions asked. If a member chooses not to answer the questions of the Captain's Review Board it will have no bearing on the recommendation made by the board.

4. Appearing before the Captain's Review Board is completely voluntary for the focus member. The focus member is not entitled to representation from legal counsel of any kind when appearing before the Captain's Review Board. The focus member is allowed to have a non-legal Fraternal Order of Police (F.O.P.) representative with them during the focus member's time appearing before the Captain's Review Board.

5. The person convening the Captain's Board will notify the focus member of the date and time of the Captain's Board.

(b) The Captain's Board will review the investigation and any other relevant materials. At a minimum, the Captain's Board will make two (2) recommendations, one for the status of the investigation and one for discipline. Only after it is determined that discipline is needed, the Captain's Board may then review the member's personnel file before any recommendation for discipline is decided.

(c) The Captain's Board will fill out the Captain's Board Recommendation Form, providing a written recommendations to the Chief of Police.

1. Recommendations by the Captain's board:

(a) The status of the case

(b) Not sustained

(c) Exonerated

(d) Unfounded

(e) Sustained

(f) Policy Failure

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

2. For any discipline (if needed)
3. For policy changes (if needed)

(d) The Captain's Board will forward the completed investigation and the Captain's Board Recommendation Form to the Chief of Police.

1010.13.1 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES TIMELINES

The Captain's review board should complete their review and forward their recommendation to the Chief of Police within 30 business days (Monday - Friday) not to include City recognized holidays after their review is complete unless the Captain's review board requests additional investigation from the submitting supervisor or administrative investigator. If additional investigation is requested the supervisor or administrative investigator will have an additional 30 business days (Monday - Friday) not to include City holidays to have the additional request completed. The request for additional investigation will be documented by the individual that convened the Captain's review board and given to the supervisor or administrative investigator for that case. The supervisor or administrative investigator will ensure that the documentation will be in the complaint file. The supervisor or administrative investigator will document the date they receive the request from the Captain's Review Board in the complaint file. The date the administrative investigator receives the request for follow up is the start of the 30 day extension.

Once the additional information is completed and sent to the Captain's Review Board, the board will have an additional 30 business days (Monday - Friday) not to include City holidays to complete their review and make their recommendation to the Chief of Police. The date that the additional information is sent to the Captain's Review Board will be documented in by the supervisor or administrative investigator in the complaint and that will be the start date for the additional 30 days for the Captain's Review Board to review the completed complaint/investigation with additional material as requested.

1010.13.2 CHIEF OF POLICE RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Chief of Police may modify any recommendation. The Chief of Police may also return the file to the supervisor or administrative investigator for further investigation or action. The Chief of Police has 15 business days (Monday - Friday) not to include City recognized holidays to review the investigation/ complaint and to evaluate the recommendation from the Captain's Review Board. If the investigation is returned for further investigation the supervisor or administrative investigator will have 30 business days (Monday - Friday) not to include City recognized holidays to complete the requested action or investigation. The 30 days will start on the day the supervisor or administrative investigator receives the request from the Chief of Police. The request and date of the request will be documented in the complaint file by the supervisor or the administrative investigator.

The date that the additional information is sent to the Chief of Police will be documented by the supervisor or administrative investigator in the complaint.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police or the Chief's designee will have 15 business days (Monday - Friday) not to include City recognized holidays from the day the completed complaint or administrative investigation, with any requested additional action or investigation, to review the investigation/complaint with the additional information as well as the recommended action by the Captain's Review Board. Prior to any discipline action, the Chief of Police or his designee shall provide the focus member with the following:

(a) An opportunity to respond orally or in writing to the Chief of Police within five days of receiving the notice. A written response from the focus member must be received by the Chief of Police no later than the end (4:00p.m.) of the fifth business day (Monday - Friday) from the date listed on the notification given to the focus member by the office of the Chief of Police. If the focus member chooses not to meet with the Chief no meeting will be required. If the focus officer wishes to respond orally to the Chief of Police then the focus officer must submit the request for scheduling to the Chief of Police by email before the end (4:00p.m.) of the fifth business day (Monday - Friday). The meeting for the oral response will be scheduled at the Chief's earliest convenience. A response from the focus member is not required.

(b) The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral statement to the Chief of Police, prior to of any discipline. The employee shall consider the following:(a) The response is not intended to be an adversarial or a formal hearing.(b) The response is not designed to accommodate the presentation of testimony or witnesses.(c) The employee may offer additional information or mitigating factors for the Chief of Police to consider.

    1. Upon a showing of good cause by the member, the Chief of Police may grant a reasonable extension of time for the member to respond.

Once the member has completed their response or if the member has elected to waive any such response, the Chief of Police shall consider all information received in regards to the recommended action to be implemented in regards to the focus member. The Chief of Police will render a written decision to the member and specify the grounds and reasons for the action that will be taken and any effective date if applicable. The Chief of Police or their designee will have 15 business days (Monday -Friday) not to include City recognized holidays to deliver to the member the written decision. The 15 days as listed in this paragraph will start immediately after the date the focus member has submitted their written response to the Chief or the day after the meeting with the Chief of Police or their designee has taken place. The date the written response is received by the office of the Chief will be documented in complaint/administrative investigation file. Once the Chief of Police has issued a written decision, the action shall become effective adherent to IC 36-8-3.5.

1010.13.3 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT

The Chief of Police or the authorized designee should ensure that the complainant is provided written notification of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1010.14 LEVELS OF DISCIPLINE / ACTIONS

The following are corrective action(s) / levels of discipline(s) from least to the greatest:

1010.14.1 CORRECTIVE ACTION

1. Counseling – talking to the officer and documentation in the employee module in the RMS.

2. Corrective Remedial training – additional training to correct deficiencies.

1010.14.2 LEVELS OF DISCIPLINE

1. Verbal Reprimand – after a review from the Captain's board, a verbal reprimand that is documented for tracking purposes.

2. Written reprimand – a written reprimand from the Chief of Police.

3. Reassignment – a changing of job duties or position.

4. Suspension – loss of work without pay.

5. Demotion – loss of rank.

6. Termination - loss of employment.

1010.15 POST-DISCIPLINE APPEAL RIGHTS

Should any police officer have a grievance concerning any disciplinary matter, or the results of any disciplinary matter, his/her sole and exclusive remedy shall be to submit the grievance in accordance with I.C. 36-8-3.5 as applicable.

1010.16 CLOSED COMPLAINT/ADMINISTRATIVE INVESTIGATION

A complaint or administrative investigation is "closed" after any discipline that was recommended has been completed by the focus member or any appeals, as described in I.C. 36-8-3.5 have been completed and the outcome of any appeal has been fulfilled.

1010.17 TRAINING OF DISCIPLINARY MEASURES

The Services Captain should ensure all members are trained in this policy.

1010.18 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1010.19 FRINGE BENEFITS

If the discipline issued is dismissal, the employee shall be provided written notice as to the status of his/her fringe and retirement benefits after dismissal.

1010.20 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause, at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

released for misconduct should be afforded an opportunity solely to clear their names, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

1010.21 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

1010.22 NOTIFICATION OF THE LAW ENFORCEMENT TRAINING BOARD

The Chief of Police or the authorized designee shall notify the Law Enforcement Training Board (LETB) of the final determination of discipline of an officer in the following circumstances (I.C. § 5-2-1-12.5):

1. Conviction of a felony or a finding of not guilty for a felony by reason of mental disease or defect.
2. Conviction of a misdemeanor under circumstances that would cause a reasonable belief that the officer is dangerous, violent, or has a demonstrated propensity to violate the law.
3. Falsification of qualifications for employment as an officer.
4. Participation in criminal conduct that was uncharged.

The notification shall occur within 30 days of the imposition of the discipline.

If an officer resigns or retires during an administrative investigation of any of the above grounds for discipline, the Chief of Police or the authorized designee shall notify the LETB within 30 days of the resignation or retirement (I.C. § 5-2-1-12.5).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Safety Belts

1011.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of safety belts and child restraints. This policy will apply to all members operating or riding in department vehicles.

1011.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and regulations set forth in 49 CFR 571.213 (I.C. § 9-19-11-1 et seq.).

Safety belt system - A system utilizing a lap belt, a shoulder belt or any other belt or combination of belts installed in a motor vehicle to restrain drivers and passengers, and that conforms to federal regulations (49 CFR 571).

1011.2 POLICY

It is the policy of the Elkhart Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle accident.

1011.3 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Department, are properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a safety belt would endanger the department member or the public. Members must be prepared to justify any deviation from this requirement.

1011.4 TRANSPORTING CHILDREN

Child passengers shall be transported using an approved child restraint system in compliance with I.C. § 9-19-11-1 et seq.

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of safety belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer’s design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side air bag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1011.5 INOPERABLE SAFETY BELTS

Department vehicles shall not be operated when the safety belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the safety belt is inoperable.

Department vehicle safety belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1011.6 VEHICLES MANUFACTURED WITHOUT SAFETY BELTS

Vehicles manufactured and certified for use without safety belts or other restraint systems are subject to the manufacturer’s operator requirements for safe use.

1011.7 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Body Armor

1012.1 PURPOSE AND SCOPE

The purpose of this policy is to provide officers with guidelines for the proper use of body armor.

1012.2 POLICY

It is the policy of the Elkhart Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1012.3 ISSUANCE

The Service Captain shall ensure that body armor is issued to all officers and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice (I.C. § 36-8-9-9; I.C. § 36-8-10-4.5).

Body armor shall be issued when an officer begins service at the Elkhart Police Department and shall be replaced when the body armor at the end of it's 5 year life or becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

The Chief of Police may authorize issuance of body armor to uniformed, civilian members whose jobs may make wearing of body armor advisable.

1012.3.1 USE

Generally, the required use of body armor is subject to the following:

(a) Members shall only wear department-approved body armor.

(b) Members shall wear body armor any time they are in a situation where they could reasonably be expected to take enforcement action.

(c) Members shall wear body armor when working in uniform or taking part in department range training.

(d) Members are not required to wear body armor when they are functioning primarily in an administrative or support capacity and would not reasonably be expected to take enforcement action.

(e) Officers may be excused from wearing body armor when they are involved in undercover or plainclothes work that their supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.

1. In those instances when body armor is not worn, officers should have reasonable access to their body armor.

1012.3.2 CARE AND MAINTENANCE

The required care and maintenance of body armor is subject to the following:

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(a) Members are responsible for inspecting their body armor for signs of damage, wear and cleanliness at the start of each shift.

1. Unserviceable body armor shall be reported to the supervisor.

(b) Members are responsible for the proper storage of their body armor.

1. Body armor should not be stored for an extended period of time in an area where environmental conditions (e.g., temperature, light, humidity) could potentially degrade its effectiveness.

(c) Members are responsible for the care and cleaning of their body armor pursuant to the manufacturer's care instructions.

1. Body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer.

2. Failure to follow manufacturer's care instructions may damage the ballistic performance capabilities of the body armor. If care instructions for the body armor cannot be located, the manufacturer should be contacted to request the instructions.

(d) Body armor should be replaced in accordance with the manufacturer's recommended replacement schedule, or when its effectiveness or functionality has been compromised (I.C. § 36-8-9-9; I.C. § 36-8-10-4.5).

1012.4 FIREARMS INSTRUCTOR RESPONSIBILITIES

The responsibilities of the Services Divisioninclude, but are not limited to:

(a) Monitoring technological advances in the body armor industry for any appropriate changes to department-approved body armor.

(b) Assessing the level of weapons and ammunition currently utilized by the public and the suitability of approved body armor to protect against those threats.

(c) Educating officers about the safety benefits of wearing body armor.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Personnel Records

1013.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name.

1013.2 POLICY

It is the policy of this department to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of Indiana (I.C. § 5-14-3-4(b)(8)).

1013.3 DEPARTMENT FILE

The department file shall be maintained as a record of a person’s employment/appointment with this department. The department file should contain, at a minimum:

(a) Personal data, including photographs, marital status, names of family members, educational and employment history or similar information. A photograph of the member should be permanently retained.

(b) Election of employee benefits.

(c) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.

(d) Original performance evaluations. These should be permanently maintained.

(e) Discipline records, including copies of sustained personnel complaints.

(f) Adverse comments such as supervisor notes or memos may be retained in the department file after the member has had the opportunity to read and initial the comment.

1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment.
2. Any member response shall be attached to and retained with the original adverse comment.
3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment. Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file.

(g) Commendations and awards.

(h) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1013.4 DIVISION FILE

Division files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The Division file may contain supervisor comments, notes, notices to correct, and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

1013.5 TRAINING FILE

An individual training file shall be maintained by the Training Sergeant for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

(a) The involved member is responsible for providing the Training Sergeant or the Services Division with evidence of completed training/education in a timely manner.

(b) The Training Sergeant or supervisor shall ensure that copies of such training records are placed in the member’s training file.

1013.6 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Professional Standards in conjunction with the office of the Chief of Police. Access to these files may only be approved by the Chief of Police or the Professional Standards supervisor.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition. Investigations of complaints that result in the following findings shall not be placed in the member's department file but will be maintained in the internal affairs file:

(a) Not sustained

(b) Unfounded

(c) Exonerated

1013.7 MEDICAL FILE

A medical file shall be maintained separately from all other personnel records and shall contain all documents relating to the member’s medical condition and history, including but not limited to:

(a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).

(b) Documents relating to worker's compensation claims or the receipt of short- or long-term disability benefits.

(c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.

(d) Medical release forms, doctor’s slips and attendance records that reveal a member’s medical condition.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(e) Any other documents or materials that reveal the member's medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

1013.8 SECURITY

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the Safety Board, City Attorney, Police Merit Commission or other attorneys or representatives of the City in connection with official business.

1013.8.1 REQUESTS FOR DISCLOSURE

Any member receiving a request for a personnel record shall promptly notify the Records Manager or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made.

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member's personnel records, shall be logged in the corresponding file.

1013.8.2 RELEASE OF PERSONNEL INFORMATION

The Department may release any factual information concerning disciplinary action:

(a) In which final action has been taken and that resulted in the member being suspended, demoted or discharged (I.C. § 5-14-3-4(b)(8)).

(b) If the member who is the subject of the investigation (or the member's representative) publicly makes a statement that is published in the media and that the member (or representative) knows to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement.

1013.9 MEMBER ACCESS TO HIS/HER OWN PERSONNEL RECORDS

Any member or their representative may request access to his/her own personnel records during the normal business hours of those responsible for maintaining such files (I.C. § 5-14-3-4(b)(8)).

Any member seeking the removal of any item from his/her personnel records shall file a written request to the Chief of Police through the chain of command. The Department shall remove any such item if appropriate, or within 30 days provide the member with a written explanation of why the

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

contested item will not be removed. If the contested item is not removed from the file, the member's request and the written response from the Department shall be retained with the contested item in the member's corresponding personnel record.

Members may be restricted from accessing files containing any of the following information:

(a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.

(b) Confidential portions of internal affairs files that have not been sustained against the member.

(c) Criminal investigations involving the member.

(d) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.

(e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.

(f) Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for Department planning purposes.

(g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.

(h) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding.

1013.10 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

(a) During the preparation of each member's performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.

(b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief of Police.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(c) If, in the opinion of the Chief of Police, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of such matter may be destroyed in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Request for Change of Assignment

1014.1 PURPOSE AND SCOPE

This policy establishes guidelines for department members to request a change of assignment in response to an announced vacancy.

1014.2 POLICY

It is the policy of the Elkhart Police Department that all requests for change of assignment be considered in an equitable and nondiscriminatory manner.

1014.3 REQUEST FOR CHANGE OF ASSIGNMENT

Members requesting a change of assignment shall submit a request document through the chain of command to their Captains. In the case of patrol officers, the chain of command must include the Watch Commander.

The change of assignment request document provides members with the opportunity to list their qualifications for specific assignments. It should include:

(a) The member's relevant experience, education and training.

(b) All assignments in which the member is interested.

The document will remain in effect until the end of the calendar year in which it was submitted. Effective January 1 of each year, members still interested in a change of assignment should complete and submit a new request.

1014.4 RESPONSIBILITIES

1014.4.1 SUPERVISORS

Upon receipt of a change of assignment request document, the supervisor shall make appropriate comments in the space provided on the document and forward it to the member's Captain.

In the case of patrol officers, the Watch Commander shall make appropriate comments on the form regarding his/her recommendation and forward the request to the Captain.

1014.4.2 CAPTAINS

If the Captain receives a change of assignment request document from a patrol officer that does not contain Watch Commander comments, he/she will make appropriate comments and return it to the member without consideration.

The Captain will review all change of assignment requests and submit his/her recommendation to the Chief of Police.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Commendations and Awards

1015.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Elkhart Police Department and individuals from the community.

1015.2 POLICY

It is the policy of the Elkhart Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1015.3 COMMENDATIONS

Commendations for members of the Department or for individuals from the community may be initiated by any department member or by any person from the community.

1015.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond typical duties.

1015.4.1 DEPARTMENT MEMBER DOCUMENTATION

Members of the Department should document meritorious or commendable acts. The documentation should contain:

(a) Identifying information:

1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
2. For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the member submitting the documentation.

1015.4.2 COMMUNITY MEMBER DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Department members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

(a) Identifying information:

1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

2. For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the person submitting the documentation.

1015.4.3 PROCESSING DOCUMENTATION

Documentation regarding the meritorious or commendable act of a member of the Department should be forwarded to the appropriate Captain for his/her review. The Captain should sign and forward the documentation to the Chief of Police for his/her review.

The Chief of Police or the authorized designee will present the commendation to the department member for his/her signature. The documentation will then be returned to the Administrative Assistant for entry into the member's personnel file.

Documentation regarding the meritorious or commendable act of an individual from the community should be forwarded to the appropriate Captain. The documentation will be signed by the Captain and forwarded to the Chief of Police for his/her review. An appropriate venue or ceremony to acknowledge the individual's actions should be arranged. Documentation of the commendation shall be maintained in a file designated for such records.

1015.5 AWARDS

Awards may be bestowed upon members of the Department and individuals from the community. These awards include: See attachment: Photo Awards Desctiption 12-24-2019.xlsx

- Award of Valor.
- Award of Merit.
- Lifesaving Award.
- Meritorious Conduct.
- Medal of Honor
- Distinguished Services Award
- Meritorious Service Medal
- Human Relations Medal
- Meritorious Unit Medal
- Commendation
- Officer of the Year
- FBI National Academy
- Detective Service
- Patrol Service

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Commendations and Awards

Criteria for each award and the selection, presentation and display of any award are determined by the Chief of Police.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Fitness for Duty

1016.1 PURPOSE AND SCOPE

Monitoring members' fitness for duty is essential for the safety and welfare of the members of the Department and the community. The purpose of this policy is to ensure that all members of this department remain fit for duty and able to perform their job functions.

1016.2 POLICY

The Elkhart Police Department strives to provide a safe and productive work environment and ensure that all members of this department can safely and effectively perform the essential functions of their jobs. Under limited circumstances, the Department may require a professional evaluation of a member's physical and/or mental capabilities to determine his/her ability to perform essential functions.

1016.3 MEMBER RESPONSIBILITIES

It is the responsibility of each member of this department to maintain physical stamina and psychological stability sufficient to safely and effectively perform the essential duties of his/her position.

During working hours, all members are required to be alert, attentive and capable of performing their assigned responsibilities.

Any member who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that a member believes that another department member is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1016.4 SUPERVISOR RESPONSIBILITIES

All supervisors should be alert to any indication that a member may be unable to safely perform his/her duties due to an underlying physical or psychological impairment or condition.

Such indications may include:

(a) An abrupt and negative change in the member's normal behavior.

(b) A pattern of irrational conduct, hostility or oppositional behavior.

(c) Personal expressions of instability.

(d) Inappropriate use of alcohol or other substances, including prescribed medication.

(e) A pattern of questionable judgment, impulsive behavior or the inability to manage emotions.

(f) Any other factor or combination of factors causing a supervisor to believe the member may be suffering from an impairment or condition requiring intervention.

Supervisors shall maintain the confidentiality of any information consistent with this policy.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1016.4.1 REPORTING

A supervisor observing a member, or receiving a report of a member who is perceived to be unable to safely or effectively perform his/her duties shall promptly document all objective information and/or observations.

The supervisor should attempt to meet with the member to inquire about the conduct or behavior giving rise to the concerns.

If a meeting does not resolve the supervisor's concerns or does not take place, the supervisor shall promptly document his/her observations and actions in a written report and inform the Watch Commander or the member's Captain.

1016.4.2 DUTY STATUS

In conjunction with the Watch Commander or the member's Captain, the supervisor should make a preliminary determination regarding the member's duty status.

If a determination is made that the member can safely and effectively perform the essential functions of his/her job, the member should be returned to duty and arrangements made for appropriate follow-up.

If a preliminary determination is made that the member's conduct or behavior represents an inability to safely and effectively perform the essential functions of his/her job, the Watch Commander or the member's Captain should immediately relieve the member of duty pending further evaluation.

Employees relieved of duty shall comply with the administrative leave provisions of the Personnel Complaints Policy.

The Chief of Police shall be promptly notified in the event that any member is relieved of duty.

1016.5 FITNESS-FOR-DUTY EVALUATIONS

A fitness-for-duty evaluation may be ordered whenever circumstances reasonably indicate that a member is unfit for duty or following an officer-involved shooting or death-in-custody incident.

1016.5.1 PROCESS

The Chief of Police, in cooperation with the Human Resources Department, may order the member to undergo a fitness-for-duty evaluation.

The examining practitioner will provide the Department with a report indicating whether the member is fit for duty. If the member is not fit for duty, the practitioner will include the existing restrictions or conditions in the report.

In order to facilitate the evaluation of any member, the Department will provide all appropriate documents and available information.

All reports and evaluations submitted by the examining practitioner shall be part of the member's confidential medical file.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Any member ordered to undergo a fitness-for-duty evaluation shall comply with the terms of the order and cooperate fully with the examining practitioner. Any failure to comply with such an order and any failure to cooperate with the practitioner may be deemed insubordination and shall subject the member to discipline, up to and including termination.

Determinations regarding duty status of members who are found to be unfit for duty or fit for duty with limitations will be made in cooperation with the Human Resources Department.

1016.6 LIMITATION ON HOURS WORKED

Absent emergency operations, members should not work more than the maximum number of hours permitted by law or more than:

- 16 hours in a one-day (24 hours) period
- 30 hours in any two-day (48 hours) period
- 84 hours in any seven-day (168 hours) period

Except in unusual circumstances, members should have a minimum of eight hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve any member who has exceeded the above guidelines to off-duty status.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other work assignments.

1016.7 APPEALS

Employees disputing the application or interpretation of this policy may submit a grievance as provided in the Grievances Policy.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Outside Employment and Outside Overtime

1021.1 PURPOSE AND SCOPE

This policy provides guidelines for department members who seek to engage in authorized outside employment or outside overtime.

1021.1.1 DEFINITIONS

Definitions related to this policy include:

Outside employment - Duties or services performed by members of this department for another employer, organization or individual who is not affiliated directly with this department when wages, compensation or other consideration for such duties or services is received. Outside employment also includes duties or services performed by those members who are self-employed and receive compensation or other consideration for services, products or benefits rendered.

Outside overtime - Duties or services performed by members of this department for a private organization, entity or individual, that are requested and scheduled directly through the Department. Member compensation, benefits and costs for such outside services are reimbursed to the Department.

1021.2 POLICY

Members of the Elkhart Police Department shall obtain written approval from the Chief of Police or the authorized designee prior to engaging in any outside employment or outside overtime. Approval of outside employment or overtime shall be at the discretion of the Chief of Police in accordance with the provisions of this policy. Failure to obtain prior written approval for outside employment or overtime, or engaging in outside employment or overtime that is prohibited by this policy, may lead to disciplinary action.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Work-Related Illness and Injury Reporting

1022.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding timely reporting of work-related injuries and occupational illnesses.

1022.1.1 DEFINITIONS

Definitions related to this policy include:

Work-related illness or injury - An injury or a disease arising out of and in the course of employment. This includes a disease that is a result of a work-related injury (I.C. § 22-3-6-1; I.C. § 22-3-7-10).

1022.2 POLICY

The Elkhart Police Department will address work-related injuries and occupational illnesses appropriately, and will comply with applicable state worker's compensation requirements.

1022.3 OTHER ILLNESS OR INJURY

Illnesses and injuries caused or occurring on-duty that do not qualify for worker's compensation reporting shall be documented in RMS, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Captain through the chain of command and a copy sent to the Service Captain.

1022.4 SETTLEMENT OFFERS

When a member sustains an occupational illness or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1022.4.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational illness or work-related injury, the member shall provide the Chief of Police with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Chief of Police. The purpose of such notice is to permit the City to determine whether the offered settlement will affect any claim the City may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the illness or injury, and to protect the City's right of subrogation, while ensuring that the member's right to receive compensation is not affected.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Personal Appearance Standards

1023.1 PURPOSE AND SCOPE

This policy provides guidelines for the personal appearance of members of the Elkhart Police Department.

Requirements for department uniforms and civilian attire are addressed in the Uniforms and Civilian Attire Policy.

1023.2 POLICY

Elkhart Police Department members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this department and for their assignments. Department personal appearance standards are primarily based on safety requirements, appearance conformity and the social norms of the community served, while considering matters important to members of the Department.

1023.3 GROOMING

Unless otherwise stated and because deviations from these standards may present officer safety issues, the following appearance standards shall apply to all members, except those whose current assignments would deem them not applicable, and where the Chief of Police has granted an exception.

1023.3.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Chief of Police.

1023.3.2 HAIR

Hair shall be professional, clean, neatly trimmed or arranged, and of a natural hair color. Hairstyles with shaved designs in the scalp are prohibited. Hair adornments shall be primarily for the purpose of securing the hair and must present a professional image.

Hairstyles for male department members must not fall over the ears, eyebrows or extend below the top edge of a uniform or dress shirt collar while assuming a normal stance.

When working a field assignment, hairstyles for female department members must not extend below the bottom edge of a uniform or dress shirt collar while assuming a normal stance. Longer hair shall be worn up or in a tightly wrapped braid or ponytail that is secured to the head above the bottom edge of the shirt collar.

1023.3.3 MUSTACHES

Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip and shall be short and neatly trimmed.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1023.3.4 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1023.3.5 FACIAL HAIR

Facial hair is permitted according to the following guidelines:

(a) Beard length shall not exceed three-quarter (3/4) inch and shall be maintained in a neat and trimmed manner.

(b) No designs, parts, or patterns shall be cut into the beard and the beard shall not extend down the neck.

(c) Braids, beads, and tie-ins are not authorized.

(d) Beard coloring, if used, shall appear natural and be the same as your natural hair color.

(e) The neck shall be clean shaven.

The department recognizes growing facial hair and how facial hair grows is unique to an individual. Further, the way in which facial hair grows can vary widely from one individual to another. Some members are able to grow a fully filled-in beard or modest goatee beard while others may have only patches of growth or single hair growths which looks unkempt and detract from a member's professional appearance.

(a) All members shall maintain a professional appearance, regardless of the actual length of their facial hair or the time spent attempting to grow facial hair.

(b) A modest goatee beard is permissible, provided it is neatly groomed according to the specifications in this policy, and contiguous with the mustache so as to not constitute a clump or patch of hair.

(c) Once a member has grown their permissible facial hair to a fully filled-in professional length it is to be consistently maintained.

(d) This policy is not intended to allow members to avoid shaving during their regular duty days.

1023.3.6 FINGERNAILS

Fingernails shall be clean and neatly trimmed to a length that will not present a safety concern. The color of fingernail polish shall present a professional image.

1023.4 APPEARANCE

1023.4.1 TATTOOS

Tattoos, regardless of subject matter, are prohibited on the head, face, neck (anything above the t-shirt neckline to include on/inside the eyelids, mouth, and ears), (below the wrist bone), and hands, except members may have one ring tattoo. Hand is defined as any location below the wrist bone.
a. No face, neck, or hand tattoos

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

b. Members may not cover tattoos or brands with bandages or make up in order to comply with the tattoo policy.
c. All tattoos must not be visible when wearing long sleeve and tie dress Class A's or long sleeve shirt collared that does not go past the wrist.
d. Previously documented tattoos on the neck (hidden) or hands (hidden), for which members will continue to be grandfathered. Large top of the hand or palm tattoos will not be grandfathered in. No new tattoo or modifications to current tattoo would be allowed. Accessing applicants must adhere to this same policy and existing hand, face or neck tattoos may not be grandfathered in.

1023.4.2 BODY PIERCING OR ALTERATION

Body piercing (other than earlobes) or alteration to any area of the body that is visible while on-duty or while representing the Elkhart Police Department in any official capacity, that is a deviation from normal anatomical features and that is not medically required, is prohibited. Such body alteration includes, but is not limited to:

(a) Tongue splitting, forking or piercing.

(b)

(c) Abnormal shaping of the ears, eyes, nose or teeth (i.e., enlarged or stretched out holes in the earlobes).

(d) Branding, scarification or burning to create a design or pattern.

(e) Gauges or enlarged holes in ears

(f) Dental ornamentation such as gold, platinum or other veneers or caps used for decorative purposes.

1023.4.3 GLASSES AND CONTACT LENSES

Eyeglasses and sunglasses shall be conservative and present a professional image. Contact lenses with designs that change the normal appearance of the eye and that are not medically required are prohibited while on-duty or while representing the Elkhart Police Department in any official capacity.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Uniforms and Civilian Attire

1024.1 PURPOSE AND SCOPE

This policy provides guidelines for Elkhart Police Department-authorized uniforms and civilian attire regulations. It is established to ensure that uniformed members will be readily identifiable to the public through the proper use and wearing of department uniforms, and that the appearance of members who wear civilian attire reflects favorably on the Department.

This policy addresses the wearing and maintenance of department uniforms, accessories, insignia, patches and badge; the requirements for members who wear civilian attire; and the authorized use of optional equipment and accessories by members of the Department.

Other related topics are addressed in the Badges, Patches and Identification, Department-Owned and Personal Property, and Personal Appearance Standards policies.

1024.2 POLICY

The Elkhart Police Department will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement. The Department may provide other department members with uniforms at the direction of the Chief of Police.

All uniforms and equipment issued to department members shall be returned to the Department upon termination or resignation.

1024.3 UNIFORMS

The Chief of Police or the authorized designee shall maintain and update uniform and equipment specifications, which should be consulted by all members as needed. Uniforms shall be worn as described therein and as specified in this policy.

The following shall apply to those assigned to wear department-issued uniforms:

(a) Uniforms and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear pressed.

(b) Officers in a non-uniformed assignment shall possess and maintain at all times a serviceable uniform of all types and the necessary equipment to perform uniformed field duty.

(c) Uniforms shall be worn in compliance with any applicable department specifications.

(d) Members shall wear only the uniforms specified for their ranks and assignments.

(e) Civilian attire shall not be worn in combination with any distinguishable part of a uniform.

(f) Uniforms are only to be worn while on-duty, for court, at official department functions or events, while in transit to or from work, or when authorized by the Chief of Police or the authorized designee.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(g) Members are not to purchase or drink alcoholic beverages while wearing any part of department-issued uniforms, including the uniform pants.

(h) All supervisors will perform periodic inspections of members under their commands to ensure conformance to this policy.

1024.3.1 ACCESSORIES

Members shall adhere to the following when wearing department uniforms:

(a) Jewelry shall be in accordance with the specifications in the Personal Appearance Standards Policy. Unless specifically authorized by the Chief of Police or the authorized designee, only the following jewelry may be worn with the uniform:

1. Earrings shall be stud-style and only one earring may be worn in each ear.
2. Necklaces must be worn inside the uniform shirt and must not be able to fall out.
3. Rings
4. Wristwatch
5. Medical alert bracelet

1024.3.2 INSIGNIA, PATCHES AND BADGE

Only the following elements may be affixed to department uniforms unless an exception is authorized by the Chief of Police:

(a) Shoulder patch - The authorized shoulder patch shall be machine stitched to the sleeves of all uniform shirts and jackets.

(b) Badge - The department-issued badge, or an authorized sewn-on cloth replica, must be worn and visible at all times while in uniform.

(c) Nameplate - The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform.

(d) Rank insignia - The designated insignia indicating the member’s rank must be worn at all times while in uniform.

(e) Service insignia - The designated insignia indicating the member’s length of service may be worn on long-sleeve shirts and jackets. The insignia shall be machine stitched to the left sleeve of the uniform.

(f) Assignment insignias - Assignment insignias (e.g., SWAT, Field Training Officer (FTO) may be worn as designated by the Chief of Police.

1024.3.3 MOURNING BAND

Uniformed members shall wear a black mourning band across the department badge whenever a law enforcement officer is killed in the line of duty or as directed by the Chief of Police. The following mourning periods will be observed:

(a) Elkhart Police Department officer - From the time of death until midnight on the 14th day after the death.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(b) An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.

(c) Funeral attendee - While attending the funeral of an out-of-region fallen officer.

(d) National Peace Officers' Memorial Day (May 15) - From 0001 hours until 2359 hours.

(e) As directed by the Chief of Police.

1024.4 UNIFORM CLASSES

The Chief of Police or the authorized designee shall determine the uniform to be worn by each department member or any deviations that may be authorized

Uniforms are classified as follows:

(a) Class A - Full dress uniform to be worn by designated department members on special occasions, such as funerals, graduations, ceremonies, or as directed by the Chief of Police or the authorized designee.

(b) Class B - Standard issue uniform to be worn daily by designated department members.

(c) Class C - General utility uniform to be worn by designated Department members.

(d) Specialized assignment - Specific uniforms to be worn by members in special assignments or divisions.

(e) See attachment: UNIFORM-PATROL.pdf

(f) See attachment: UNIFORM-4-CORPRAL.pdf

(g) See attachment: UNIFORM-DETECTIVE.pdf

(h) See attachment: UNIFORM-LIEUT-SS.pdf

(i) See attachment: UNIFORM-4-CAPT-SS.pdf

1024.4.1 CLASS A UNIFORM

The Class A uniform consists of the following:

(a) Dress hat

(b) Long/short-sleeve shirt

(c) Tie tack or tie bar (optional)

(d) Trousers

(e) Black belt

1. Belts shall be equipped as needed for the member's assignment.

(f) Dark blue or black socks

(g) Black polished dress shoes

1. Boots with pointed toes are not permitted.

(h) A white crew neck t-shirt must be worn with the short sleeve shirt.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1024.4.2 CLASS B UNIFORM

The Class B uniform consists of the following:

(a) Long- or short-sleeve shirt with the collar open and no tie
    1. A black crew neck t-shirt must be worn under the uniform shirt.
    2. All shirt buttons must remain buttoned except for the top button at the neck.
    3. Long sleeves must be buttoned at the cuff.
(b) Trousers
(c) Black belt
    1. Belts shall be equipped as needed for the member's assignment.
(d) Dark blue or black socks
(e) Black polished shoes/boots
    1. Approved black unpolished shoes may be worn.
    2. Boots with pointed toes are not permitted.
    3. Decorative stitching or adornment is not permitted.
(f) Weather-appropriate items
    1. Dark blue or black authorized hat
    2. Dark blue or black mock turtleneck may be worn under the long-sleeve uniform shirt
    3. Jacket
    4. Rain gear.
(g) Trousers or shorts
    1. Specialty Units may wear uniform shorts as authorized be the Chief of Police or his authorized designee.
    2. Shorts may be approved by a shift supervisor on a day to day bases for special assignments (i.e. Bike Patrol, Boat Patrol, and Special Events).

1024.4.3 CLASS C UNIFORM

The Chief of Police or the authorized designee will establish the specifications, regulations and conditions for wearing the Class C uniform.

1024.4.4 SPECIALIZED ASSIGNMENT UNIFORM

The Chief of Police or the authorized designee may authorize certain uniforms to be worn by members in specialized assignments, such as canine handlers, the SWAT, bicycle patrol, motor officers and other specific assignments.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1024.5 CIVILIAN ATTIRE

There are assignments within the Department that do not require a uniform because recognition and authority are not essential to their functions. There are also assignments for which civilian attire is necessary.

(a) Civilian attire shall fit properly, be clean and free of stains, and not be damaged or excessively worn.

(b) Members assigned to administrative, investigative and support positions shall wear business-appropriate clothing that is conservative in style.

(c) Variations from this policy are allowed at the discretion of the Chief of Police or the authorized designee when the member's assignment or current task is not conducive to wearing such clothing.

(d) No item of civilian attire may be worn while on-duty that would adversely affect the reputation of the Elkhart Police Department or the morale of the members.

(e) The following items shall not be worn while on-duty or when representing the Department in any official capacity:

1. Clothing that reveals cleavage, the back, chest, stomach or buttocks
2. T-shirt alone or exposed undergarments
3. Swimsuits, tank tops, tube tops or halter tops
4. Sweatshirts, sweatpants or similar exercise clothing
5. Transparent clothing
6. Shorts
7. Flip flops
8. Clothing, buttons or pins displaying racial, sexual, discriminatory, gang-related or obscene language

1024.6 OPTIONAL EQUIPMENT

Any items that are allowed by the Elkhart Police Department but that have been identified as optional shall be purchased entirely at the expense of the member. No part of the purchase cost shall be offset by the department.

Maintenance of optional items shall be the financial responsibility of the purchasing member (e.g., repairs due to normal wear and tear).

Replacement of items listed in this policy as optional shall be managed as follows:

(a) When the item is no longer functional because of normal wear and tear, the member bears the full cost of replacement.

(b) When the item is no longer functional because of damage in the course of the member's duties, it shall be replaced in accordance with the Department-Owned and Personal Property Policy.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1024.7 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Elkhart Police Department members may not wear any uniform item, accessory or attachment unless specifically authorized by the Chief of Police or the authorized designee.

Department members may not use or carry any safety item, tool or other piece of equipment unless specifically authorized by the Chief of Police or the authorized designee.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Badges, Patches and Identification

1027.1 PURPOSE AND SCOPE

The Elkhart Police Department (EPD) badge, patch and identification card, as well as the likeness of these items and the name of the Department, are property of the Department. Their use shall be restricted as set forth in this policy.

1027.2 POLICY

The Elkhart Police Department issues each member appropriate identification, which may include a badge, patch and/or identification card, depending on the member's position within the Department.

1027.3 MEMBER RESPONSIBILITIES

Members of the Elkhart Police Department will use the EPD badge, patch and identification card, as well as the likeness of these items, appropriately and professionally. The EPD badge, patch and identification card shall only be displayed or used by a member when acting in an official or authorized capacity.

Department members shall not:

(a) Display or use the EPD badge, patch or identification card for personal gain or benefit.

(b) Loan the EPD badge, patch or identification card to others or permit these items to be reproduced or duplicated.

(c) Use images of the EPD badge, patch or identification card, or the likeness thereof, or the Elkhart Police Department name, for personal or private reasons including, but not limited to, letters, memoranda and electronic communications, such as email, blogs, social networking or websites.

1027.4 BADGES

The Chief of Police shall determine the number and form of badges authorized for use by department members.

Only badges issued by this department are authorized to be used, displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

1027.4.1 RETIREE BADGES

The Chief of Police may establish rules for allowing honorably retired members to keep their badges in some form or possess a retirement badge upon retirement.

1027.4.2 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the EPD badge shall not be used for any purpose without the express authorization of the Chief of Police and shall be subject to the following:

(a) An authorized employee group may use the likeness of the EPD badge for merchandise and official employee group business provided it is used in a clear

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

representation of the employee group and not the Elkhart Police Department. The following modification shall be included:

1. Any text identifying the Elkhart Police Department is replaced with the name of the employee group.
2. A badge number is not included. That portion of the badge may display the acronym of the employee group.

1027.5 IDENTIFICATION CARDS

All members will be issued an official EPD identification card bearing the member's name, full-face photograph, member identification number, member's signature and signature of the Chief of Police or the official seal of the Department. All members shall be in possession of their department-issued identification cards at all times while on-duty or in department facilities.

(a) Whenever on-duty or acting in an official capacity representing the Department, members shall display their department-issued identification cards in a courteous manner to any person upon request and as soon as practicable.

(b) Officers or other members working specialized assignments may be excused from the possession and display requirements when directed by their Captains.

1027.6 LOST BADGE, PATCH OR IDENTIFICATION CARD

Department members shall promptly notify their supervisors whenever their EPD badges, patches or identification cards are lost, damaged or are otherwise removed from their control.

1027.7 PATCHES

The Chief of Police shall determine the form of patches authorized for use by the Department. Any request to modify the authorized patches for specialty divisions (e.g., K-9, SWAT) should be submitted to the Chief of Police in writing.

Only patches issued by this department are authorized to be displayed or worn by members while on-duty or otherwise acting in an official or authorized capacity.

Members, with the written approval of the Chief of Police, may request additional patches, at their own expense.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Temporary Modified-Duty Assignments

1028.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, City rules or current collective bargaining agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

1028.2 POLICY

Subject to operational considerations, the Elkhart Police Department may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

1028.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the Indiana Civil Rights Act shall be treated equally, without regard to any preference for a work-related injury.

No position in the Elkhart Police Department shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle or engaging in outside employment, or may otherwise limit them in employing their law enforcement officer powers.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

1028.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Employees seeking a temporary modified-duty assignment should submit a written request to their Captains or the authorized designees. The request should, as applicable, include a certification from the treating medical professional containing:

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(a) An assessment of the nature and probable duration of the illness or injury.

(b) The prognosis for recovery.

(c) The nature and scope of limitations and/or work restrictions.

(d) A statement regarding any required workplace accommodations, mobility aids or medical devices.

(e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Captain will make a recommendation through the chain of command to the Chief of Police regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Chief of Police or the authorized designee shall confer with the Human Resources Department or the City Attorney as appropriate.

Requests for a temporary modified-duty assignment of 20 hours or less per week may be approved and facilitated by the Watch Commander or Captain, with notice to the Chief of Police.

1028.5 DRESS

Any member that is assigned to temporary modified duty assignment must wear appropriate clothing and present a professional look. A collared shirt and clean pants must be worn, no t-shirts, holes in pants or flip flop will be worn.

1028.6 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee's medical appointments, as mutually agreed upon with the Captain.

1028.6.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include, but are not limited to:

(a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.

(b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.

(c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.

(d) Submitting a written status report to the Captain that contains a status update and anticipated date of return to full-duty when a temporary modified-duty assignment extends beyond 60 days.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1028.6.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified-duty.

The responsibilities of supervisors shall include, but are not limited to:

(a) Periodically apprising the Captain of the status and performance of employees assigned to temporary modified duty.

(b) Notifying the Captain and ensuring that the required documentation facilitating a return to full duty is received from the employee.

(c) Ensuring that employees returning to full duty have completed any required training and certification.

1028.7 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1028.8 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)).

1028.8.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the City's personnel rules and regulations regarding family and medical care leave.

1028.9 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Speech, Expression and Social Networking

1030.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with the use of social networking sites, and provides guidelines for the regulation and balancing of member speech and expression with the needs of the Elkhart Police Department.

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech and use of all Internet services, including the Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit a member from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisors regarding any questions arising from the application or potential application of this policy.

1030.2 POLICY

Members of public entities occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of the Elkhart Police Department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that members of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Department will carefully balance the individual member’s rights against the needs and interests of the Department when exercising a reasonable degree of control over its members’ speech and expression.

1030.3 SAFETY

Members should carefully consider the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of Elkhart Police Department members, such as posting personal information in a public forum or posting a photograph taken with a GPS-enabled camera, can result in compromising a member’s home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member’s family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover.
- Disclosing the address of a fellow department member.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

- Otherwise disclosing where another officer can be located off-duty.

1030.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the safety, performance and public-trust needs of the Elkhart Police Department, the following are prohibited unless the speech is otherwise protected (for example, a member speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Department or its members.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Department and tends to compromise or damage the mission, function, reputation or professionalism of the Department or its members. Examples may include:

1. Statements that indicate disregard for the law or the state or U.S. Constitutions.
2. Expression that demonstrates support for criminal activity.
3. Participation in sexually explicit photographs or videos for compensation or distribution.

(c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting to a website statements or expressions that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the Department (e.g., a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape).

(e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Department.

(f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment or appointment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.

(g)

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1030.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens or as authorized members of recognized bargaining units or employee groups, members may

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

not represent the Elkhart Police Department or identify themselves in any way that could be reasonably perceived as representing the Department in order to do any of the following, unless specifically authorized by the Chief of Police:

(a) Endorse, support, oppose or contradict any political campaign or initiative

(b) Endorse, support, oppose or contradict any social issue, cause or religion

(c) Endorse, support or oppose any product, service, company or other commercial entity.

(d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video or public broadcast or on any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization, including as an authorized member of a recognized bargaining unit or an employee group, is affiliated with this department, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Elkhart Police Department.

Members retain their rights to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of recognized bargaining units or employee groups, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of elections or nominations for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1030.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published or maintained through file-sharing software or any Internet site (e.g., Facebook, MySpace) that is accessed, transmitted, received or reviewed on any department technology hardware (see the city Information Technology Use Policy for additional guidance).

1030.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or the authorized designee should consider include:

(a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.

(b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.

(c) Whether the speech or conduct would reflect unfavorably upon the Department.

(d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(e) Whether similar speech or conduct has been previously authorized.

(f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

1030.7 TRAINING

Subject to available resources, the Department should provide training regarding the limitations on speech, expression and use of social networking to all members of the Department.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Line-of-Duty Deaths

1032.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Elkhart Police Department in the event of the death of a member occurring in the line of duty and to direct the Department in providing proper support for the member's survivors.

The Chief of Police may also apply some or all of this policy in situations where members are injured in the line of duty and the injuries are life-threatening.

1032.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of a sworn member during the course of performing law enforcement-related functions while on- or off-duty, or a civilian member during the course of performing their assigned duties.

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

1032.2 POLICY

It is the policy of the Elkhart Police Department to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this department to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1032.3 INITIAL ACTIONS BY COMMAND STAFF

(a) Upon learning of a line-of-duty death, the deceased member's supervisor should provide all reasonably available information to the Watch Commander and the Communication Center.

1. Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Public Information Officer section of this policy).

(b) The Watch Commander should ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.

(c) If the member has been transported to the hospital, the Watch Commander or the designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(d) The Chief of Police or the authorized designee should assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve the temporary Hospital Liaison) and the Department Liaison as soon as practicable (see the Notifying Survivors section and the Department Liaison and Hospital Liaison subsections in this policy).

1032.4 NOTIFYING SURVIVORS

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Chief of Police or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Chief of Police, Watch Commander, or the authorized designee should select at least two members to conduct notification of survivors, one of which may be the Department Chaplain.

Notifying members should:

(a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.

(b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity, and current location (e.g., small children at home, children in school).

(c) Plan for concerns such as known health concerns of survivors or language barriers.

(d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in department vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital and should remain at the hospital while the survivors are present.

(e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities, and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.

(f) If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.

(g) Offer to call other survivors, friends, or clergy to support the survivors and to avoid leaving survivors alone after notification.

(h) Assist the survivors with meeting childcare or other immediate needs.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes, and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.

(j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Department Liaison.

(k) Provide their contact information to the survivors before departing.

(l) Document the survivors' names and contact information, as well as the time and location of notification. This information should be forwarded to the Department Liaison.

(m) Inform the Chief of Police or the authorized designee once survivor notifications have been made so that other Elkhart Police Department members may be apprised that survivor notifications are complete.

1032.4.1 OUT-OF-AREA NOTIFICATIONS

The Department Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

(a) The Department Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the department member that the survivors can call for more information following the notification by the assisting agency.

(b) The Department Liaison may assist in making transportation arrangements for the member’s survivors, but will not obligate the Department to pay travel expenses without the authorization of the Chief of Police.

1032.5 NOTIFYING DEPARTMENT MEMBERS

Supervisors or members designated by the Chief of Police are responsible for notifying department members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shift. Members reporting for duty from their residence should be instructed to contact their supervisor as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support group, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Department regarding the deceased member or the incident.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1032.6 LIAISONS AND COORDINATORS

The Chief of Police or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including, but not limited to:

(a) Department Liaison.

(b) Hospital Liaison.

(c) Survivor Support Liaison.

(d) Critical Incident Stress Management (CISM) coordinator.

(e) Funeral Liaison.

(f) Mutual aid coordinator.

(g) Benefits Liaison.

(h) Finance coordinator.

Liaisons and coordinators will be directed by the Department Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available department resources. The Department Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed.

1032.6.1 DEPARTMENT LIAISON

The Department Liaison should be a Captain or of sufficient rank to effectively coordinate department resources, and should serve as a facilitator between the deceased member's survivors and the Department. The Department Liaison reports directly to the Chief of Police. The Department Liaison's responsibilities include, but are not limited to:

(a) Directing the other liaisons and coordinators in fulfilling survivors' needs and requests. Consideration should be given to organizing the effort using the National Incident Management System (NIMS).

(b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.

(c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.

(d) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.

(e) Coordinating all official law enforcement notifications and arrangements.

(f) Making necessary contacts for authorization to display flags at half-mast.

(g) Ensuring that department members are reminded of appropriate information–sharing restrictions regarding the release of information that could undermine future legal proceedings.

(h) Coordinating security checks of the member's residence as necessary and reasonable.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

1032.6.2 HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

(a) Arrange for appropriate and separate waiting areas for:

1. The survivors and others whose presence is requested by the survivors.
2. Department members and friends of the deceased member.
3. Media personnel.

(b) Ensure, as much as practicable, that any suspects who are in the hospital and their families or friends are not in close proximity to the member's survivors or Elkhart Police Department members (except for members who may be guarding the suspect).

(c) Ensure that survivors receive timely updates regarding the member before information is released to others.

(d) Arrange for survivors to have private time with the member, if requested.

1. The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
2. The Hospital Liaison should accompany the survivors into the room, if requested.

(e) Stay with survivors and ensure that they are provided with other assistance as needed at the hospital.

(f) If applicable, explain to the survivors why an autopsy may be needed.

(g) Ensure hospital bills are directed to the Department, that the survivors are not asked to sign as guarantor of payment for any hospital treatment and that the member's residence address, insurance information and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include, but are not limited to:

- Arranging transportation for the survivors back to their residence.
- Working with investigators to gather and preserve the deceased member's equipment and other items that may be of evidentiary value.
- Documenting his/her actions at the conclusion of his/her duties.

1032.6.3 SURVIVOR SUPPORT LIAISON

The Survivor Support Liaison should work with the Department Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term department contact for survivors.

The Survivor Support Liaison should be selected by the deceased member's Captain. The following should be considered when selecting the Survivor Support Liaison:

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

- The liaison should be an individual the survivors know and with whom they are comfortable working.
- If the survivors have no preference, the selection may be made from names recommended by the deceased member's supervisor and/or coworkers. The deceased member's partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.
- The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include, but are not limited to:

(a) Arranging for transportation of survivors to hospitals, places of worship, funeral homes and other locations, as appropriate.

(b) Communicating with the Department Liaison regarding appropriate security measures for the family residence, as needed.

(c) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.

(d) Providing assistance with travel and lodging arrangements for out-of-town survivors.

(e) Returning the deceased member's personal effects from the Department and the hospital to the survivors. The following should be considered when returning the personal effects:

1. Items should not be delivered to the survivors until they are ready to receive the items.
2. Items not retained as evidence should be delivered in a clean, unmarked box.
3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).
4. The return of some personal effects may be delayed due to ongoing investigations.

(f) Assisting with the return of department-issued equipment that may be at the deceased member's residence.

1. Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors' wishes.

(g) Working with the CISM coordinator to ensure that survivors have access to available counseling services.

(h) Coordinating with the department's Public Information Officer (PIO) to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Public Information Officer section of this policy).

(i) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal and administrative investigations.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(j) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.

(k) Introducing survivors to prosecutors, victim's assistance personnel and other involved personnel as appropriate.

(l) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).

(m) Inviting survivors to department activities, memorial services or other functions as appropriate.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Department recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Department to facilitate communications necessary to the assignment. The department-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1032.6.4 CRITICAL INCIDENT STRESS MANAGEMENT COORDINATOR

The CISM coordinator should work with the Chief of Police or the authorized designee, liaisons, coordinators and other resources to make CISM and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the CISM coordinator include, but are not limited to:

(a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for CISM and counseling services, including:

1. Members involved in the incident.
2. Members who witnessed the incident.
3. Members who worked closely with the deceased member but were not involved in the incident.

(b) Ensuring that members who were involved in or witnessed the incident are relieved of department responsibilities until they can receive CISM support as appropriate and possible.

(c) Ensuring that CISM and counseling resources (e.g., peer support, debriefing, grief counselors) are available to members as soon as reasonably practicable following the line-of-duty death.

(d) Coordinating with the Survivor Support Liaison to ensure survivors are aware of available CISM and counseling services and assisting with arrangements as needed.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional CISM or counseling services are needed.

1032.6.5 FUNERAL LIAISON

The Funeral Liaison should work with the Department Liaison, Survivor Support Liaison and survivors to coordinate funeral arrangements to the extent the survivors wish. The Funeral Liaison's responsibilities include, but are not limited to:

(a) Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures.

(b) Completing funeral notification to other law enforcement agencies.

(c) Coordinating the funeral activities of the Department, including, but not limited to the following:

1. Honor Guard
    (a) Casket watch
    (b) Color guard
    (c) Pallbearers
    (d) Bell/rifle salute
2. Bagpipers/bugler
3. Uniform for burial
4. Flag presentation
5. Last radio call

(d) Briefing the Chief of Police and command staff concerning funeral arrangements.

(e) Assigning an officer to remain at the family home during the viewing and funeral.

(f) Arranging for transportation of the survivors to and from the funeral home and interment site using department vehicles and drivers.

1032.6.6 MUTUAL AID COORDINATOR

The mutual aid coordinator should work with the Department Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

(a) Traffic control during the deceased member's funeral.

(b) Area coverage so that as many Elkhart Police Department members can attend funeral services as possible.

The mutual aid coordinator should perform his/her duties in accordance with the Outside Agency Assistance Policy.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1032.6.7 FINANCE COORDINATOR

The finance coordinator should work with the Chief of Police and the Department Liaison to manage financial matters related to the line-of-duty death. The finance coordinator's responsibilities include, but are not limited to:

(a) Establishing methods for purchasing and monitoring costs related to the incident.

(b) Providing information on finance-related issues, such as:

1. Paying survivors' travel costs if authorized.
2. Transportation costs for the deceased.
3. Funeral and memorial costs.
4. Related funding or accounting questions and issues.

(c) Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member's survivors.

(d) Providing accounting and cost information as needed.

1032.6.8 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and will assist them in applying for benefits. Responsibilities of the Benefits Liaison include but are not limited to:

(a) Confirming the filing of worker's compensation claims and related paperwork (see the Work-Related Illness and Injury Reporting Policy).

(b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the:

1. Public Safety Officers' Educational Assistance (PSOEA) Program.
2. Social Security Administration.
3. Department of Veterans Affairs.

(c) Researching and assisting survivors with application for state and local government survivor benefits.

1. Survivor monthly benefit and health insurance coverage (I.C. § 36-8-8-14.1).
2. Lump sum death benefit (I.C. § 36-8-8-16).
3. Special lump sum death benefit for line of duty death (I.C. § 36-8-8-20).
4. Tuition and fee exemptions for eligible survivors of a public safety officer killed in the line of duty (I.C. § 21-14-4-1).

(d) Researching and assisting survivors with application for other survivor benefits such as:

1. Private foundation survivor benefits programs.
2. Survivor scholarship programs.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(e) Researching and informing survivors of support programs sponsored by police associations and other organizations.

(f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.

1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.

(g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.

(h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

1032.6.9 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and will assist them in applying for benefits. Responsibilities of the Benefits Liaison include but are not limited to

(a) Confirming the filing of worker's compensation claims and related paperwork (see the Work-Related Illness and Injury Reporting Policy).

(b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the:

1. Public Safety Officers' Educational Assistance (PSOEA) Program.
2. Social Security Administration.
3. Department of Veterans Affairs.

(c) Researching and assisting survivors with application for state and local government survivor benefits as applicable, such as:

1. Death benefits (I.C. § 36-8-10-14).
2. Dependent pension benefits (I.C. § 36-8-10-16).
3. Health insurance benefits (I.C. § 36-8-10-16.5).
4. Cost of living payments (I.C. § 36-8-10-23).
5. Tuition and fee exemptions for eligible survivors of a public safety officer killed in the line of duty (I.C. § 21-14-4-1).

(d) Researching and assisting survivors with application for other survivor benefits such as:

1. Private foundation survivor benefits programs.
2. Survivor scholarship programs.

(e) Researching and informing survivors of support programs sponsored by [police_sheriffs] associations and other organizations.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

(f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.

1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.

(g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.

(h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

1032.7 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the department's PIO should be the department's contact point for the media. As such, the PIO should coordinate with the Department Liaison to:

(a) Collect and maintain the most current incident information and determine what information should be released.

(b) Ensure that department members are instructed to direct any media inquiries to the PIO.

(c) Prepare necessary press releases.

1. Ensure coordination with other entities having media roles (e.g., outside agencies involved in the investigation or incident).

2. Ensure that important public information is disseminated, such as information on how the public can show support for the department and deceased member's survivors.

(d) Arrange for community and media briefings by the Chief of Police or the authorized designee as appropriate.

(e) Respond, or coordinate the response, to media inquiries.

(f) If requested, assist the member's survivors with media inquiries.

1. Brief the survivors on handling sensitive issues such as the types of questions that reasonably could jeopardize future legal proceedings.

(g) Release information regarding memorial services and funeral arrangements to department members, other agencies and the media as appropriate.

(h) If desired by the survivors, arrange for the recording of memorial and funeral services via photos and/or video.

The identity of deceased members should be withheld until the member's survivors have been notified. If the media has obtained identifying information for the deceased member prior to survivor notification, the PIO should request that the media withhold the information from release until proper notification can be made to survivors. The PIO should ensure that media are notified when survivor notifications have been made.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1032.8 DEPARTMENT CHAPLAIN

The Department chaplain may serve a significant role in line-of-duty deaths. His/her duties may include, but are not limited to:

- Assisting with survivor notifications and assisting the survivors with counseling, emotional support or other matters, as appropriate.
- Assisting liaisons and coordinators with their assignments, as appropriate.
- Assisting department members with counseling or emotional support, as requested and appropriate.

Further information on the potential roles and responsibilities of the chaplain is in the Chaplains Policy.

1032.9 INVESTIGATION OF THE INCIDENT

The Chief of Police shall ensure that line-of-duty deaths are investigated thoroughly and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved department members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

1032.10 LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL

The Chief of Police may authorize appropriate memorial and funeral services for law enforcement animals killed in the line of duty.

1032.11 NON-LINE-OF-DUTY DEATH

The Chief of Police may authorize certain support services for the death of a member not occurring in the line of duty.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Promotion

1033.1 PURPOSE

The purpose of this policy is to establish policy and guidelines in regards to the promotional process.

1033.2 POLICY

The Elkhart Police Department will have specific steps and requirements that must be met before it's members may be promoted to Detective, Sergeant or Lieutenant. The promotion process will follow the Elkhart City Police Merit Commission rules as outlined within this policy. This policy does not impact the Special Assignment policy for establishing acting positions.

1033.3 PROMOTIONAL PROCESS

A. After at least one full year of service at the status of First Class Patrolman, a police officer becomes eligible to seek promotion to the next higher rank.

B. To seek promotion, an officer must have (1) held the status of First Class Patrolman for a period of at least 12 months, (2) served at least 12 months in the officer's current rank (not including officers holding a temporary appointment), and (3) served at least 36 months in total service as certified full-time police officer.

C. To participate in a promotion process for Sergeant or Lieutenant, an officer (1) must not have received a demotion due to a disciplinary action, (2) must not have self-demoted due to or while under investigation for policy violation(s) which could lead to demotion, and (3) must not have received more than 45 cumulative days of unpaid suspension due to disciplinary action while serving while serving with the Elkhart Police Department.

D. Officers who do not qualify to participate in a promotion process due to demotion or cumulative days of suspension may appeal that inability to the Chief beginning five years from the day of demotion or the day after service of the most recent suspension. In submitting an appeal, an officer must submit a written statement of the officer's inability to seek promotion, documenting the officer's reason(s) for reconsideration. If the Chief denies the appeal, that decision shall be final. If the Chief does not deny the appeal, the Chief shall forward the appeal to the Police Merit Commission. The Commission shall review the documentation and may in its discretion set the appeal for a public hearing. The Commission's decision not to set a hearing shall constitute a denial of the appeal. If granted, a hearing must be scheduled within thirty days but the hearing itself need not be held within

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

those thirty days. At the hearing, the officer shall present the reasons why the officer should be permitted to participate in the promotion process. The Chief may be represented and present information as well. Upon conclusion of the hearing, the Commission shall have 15 working days to render its decision whether the officer will be allowed to participate in future promotion processes, which decision shall be final. In reaching this decision, the Commission shall consider:

1. The officer's acknowledgment of and responsibility taken for actions which led to the disqualification for participation;
2. The officer's demonstration of change and improvement;
3. The officer's rebuilding of trust and relationships;
4. The officer's maintaining and demonstrating a positive outlook;
5. The officer's performance reviews both pre- and post-discipline; and
6. The time elapsed from discipline to appeal.

E. An officer who desires to seek a promotion under these rules and has received during the officer's career at the Elkhart Police Department cumulative discipline of 6 to 20 unpaid suspension days shall be ineligible to participate in a promotion process for 12 months after completion of the most recent discipline.

F. An officer who desires to seek a promotion under these rules and has received during the officer's career at the Elkhart Police Department cumulative discipline of 21 to 45 unpaid suspension days shall be ineligible to participate in a promotion process for 24 months after completion of the most recent discipline.

G. An officer who desires to seek a promotion to Detective under these rules and has received during the officer's career at the Elkhart Police Department cumulative discipline of more than 45 unpaid suspension days shall be ineligible to participate in a promotion process for 24 months after completion of the most recent discipline.

H. An officer pending a disciplinary hearing, or under appeal from a hearing, or currently the focus of any criminal or internal investigation may participate in the promotion process but will receive a ranking on the promotional list only if there has been a final finding in favor of the officer. Formulation of a promotional list shall not be delayed by reason of an officer's pending discipline, appeal from discipline, or any ongoing investigations.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Promotion

I. A promotion process for one or more ranks may be held at least every two years. The Commission shall approve this process and shall enforce its procedures and schedule. The Commission shall give all officers at least 30 days' notice of the eligibility requirements, testing dates, and enrollment procedure, and a reading list serving as a basis for written examinations.

J. Any officer enrolling in the promotion process shall initially submit a letter of interest and a resume of qualifications.

K. A Promotion Review Board consisting of at least 2 members of the Commission chosen by its President (or designee) and at least 3 members of the department chosen by the Chief (or designee) shall individually rate each applicant in the following areas:

1. Written competitive examination – Maximum score: 45 points

2. Oral competitive examination – Maximum score: 20 points

3. Seniority – Maximum score: 15 points, based on one point per full year served.

4. Performance Evaluations in previous two years – Maximum score: 20 points

Average of ratings greater than 3.1: 10 points

Average of ratings between 3.0 and 2.5 5 points

Average of ratings below 2.5 0 points

L. When all ratings have been completed, the scores for each segment shall be forwarded to the Commission, which will compute final scores for each applicant and rank the scores from highest to lowest to create an Eligibility List.

M. Written Competitive Examination

1. A written examination shall be given to each eligible applicant.

2. To take the examination for Detective or Sergeant, an applicant must have at least one year of continuous service as a First Class Patrol Officer or above.

3. To take the examination for Lieutenant, an applicant must have at least one year of continuous service as a Sergeant or above.

4. The Commission shall oversee the creation, administration, and grading of the examination, which shall be conducted by an independent professional organization. The examination shall include, but not be limited to, subject matter presented to applicants at the beginning of the process. Persons grading the examinations shall not be informed of the

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

name, rank, or other identifying information of any applicant. Each applicant's examination shall be identified by only a unique number.

5. The graders shall independently evaluate each applicant's completed examination and then award that applicant a score based on the following formula:

(Number of applicant's correct answers) – divided by (Total number of questions on examination) – multiplied by 45 = Applicant's promotion points

6. An applicant who receives a score below 32 points shall be ineligible to continue in the process.

7. If more than one-third of the officers taking the examination for a specific rank receive a score below 16 points, the Commission in its discretion may cause a new examination to be created and given to all applicants for that rank, unless one-third of the applicants receive a score of at least 32 points.)

8. An applicant aggrieved by the score received may appeal in writing to the Commission requesting a review of the score pursuant to Indiana Code 36-8-3.5-14(c). The applicant shall have the burden to convince the Commission that a mistake in grading has occurred.

N. Oral Competitive Interview

1. The oral competitive interview shall be conducted by the Promotion Review Board.

2. The Commission shall notify each applicant in writing of the date, time, and location of that applicant's interview at least 10 days prior to commencing the interviews.

3. In advance of the interview process and after consulting with members of the Department's Administration and Shift Supervisors, the Commission shall determine the questions to be asked of the applicants. All interviews shall be conducted in private, with only the applicant and Board members present. Each Board member shall ask each applicant the same question(s) in the same order. All interviews will terminate after a fixed period of time set by the Board.

4. At the conclusion of each interview, and after considering factors such as the applicant's responses, demeanor, self-confidence, and mental agility, each Board member shall independently award up to 20 points to the applicant. The average of the sum of those awards shall produce the applicant's final score on the oral interview.

5. To the extent practicable, all initial members of the Board shall conduct the interviews

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

of applicants seeking a specific rank.

O. The Commission shall provide the individual applicants' scores to the Chief, who shall inform the applicants of their individual scores in writing. The notification shall be maintained in the applicant's personnel file. Concurrently, the Chief shall notify the Commission of the dates when the applicants received their interview scores.

P. Promotion Eligibility List

1. A separate Promotion Eligibility List of ranked applicants and their scores shall be securely maintained in Police Headquarters.

2. If scores of applicants are tied, the initial tie-breaking factors shall be first, Length of Service, next Written Competitive Examination score, and finally Oral Competitive Examination score.

3. The Commission shall certify the Promotion Eligibility List within 60 days after the completion of the two Competitive Examinations and the individual interviews.

Q. Promotion Appointment

1. When a vacancy in rank occurs, the Commission shall certify to the Chief the names of the three officers with the highest scores for that rank. Within 6 months thereafter, the Chief shall recommend to the Commission that it consider the promotion of one of those officers. In reaching their respective decisions, the Chief and the Commission may consider, among other matters:

a. Areas of the officer's resume showing initiative and experience;

b. The officer's written and oral skills;

c. The officer's past performance;

d. The officer's disciplinary history; and

e. The officer's supervisory experience.

2. If more than one vacancy exists for a specific rank, then once the first vacancy is filled, the Commission shall certify to the Chief the names of the three officers then having the highest remaining scores and the promotion process shall be repeated until all vacancies are filled.

3. If the Commission is unable to provide three names of promotion applicants due to an insufficient number of remaining applicants, the Chief may select one of the

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

remaining applicants for promotion or may decline to select an applicant, in which event the Promotion Eligibility List shall be voided and a new promotion process shall be started.

4. Date of rank for any promotion shall be the date of date of appointment to the vacant position.

5. An officer offered a promotion may refuse to accept that promotion by sending to the Commission and the Chief a letter of refusal within 10 days after the promotion offer. After refusal, the officer's name shall remain on the Eligibilty List for future consideration. If an officer should refuse an offered promotion, that officer will remain on the List until the officer accepts an offered promotion or refuses to accept promotion three times, at which time the officer's name shall be removed from the Eligibility List. That officer must then reapply to a subsequent Promotion Process to be considered further for promotion.

6. In the event of circumstances which could impair Police Department operations, the Chief may request in writing that the Commission make a temporary appointment to a rank having a vacancy. The Commission shall consider the Chief's reasons for the request and if convinced of the need, may make a temporary appointment for a period not to exceed 180 days. If an extension of the temporary appointment is needed, then prior to the extension of the temporary appointment the Chief shall request an extension in writing setting for the reasons for the extension.

R. PROBATIONARY STATUS

1. All promotions shall be probationary for 1 year, at which time the Chief (or designee) and the promotee's immediate supervisor shall review the performance of the probationary officer, after which the Chief (or designee) shall recommend to the Commission that:

a. The promotion be made permanent; or

b. The probationary appointment be revoked.

2. In recommending revocation of a probationary appointment, the Chief (or designee) shall submit in writing the reasons of both the Chief and the immediate superior officer for the recommendation. The probationary officer may request a hearing before the Commission by sending a written request within 10 days of the revocation. The probationary officer shall have a right to be represented by counsel at the hearing. The

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Promotion

Commission shall set a date for the hearing and notify the parties at least 5 days in advance of the hearing.

3. The Commission shall determine the procedure for the hearing and shall issue findings and conclusions within 30 days after the conclusion of the hearing.

4. The written recommendations of the Chief and the immediate supervising officer shall be signed by the President of the Commission and shall be placed in the probationary officer's personnel file along with the hearing's final decision.

5. The probationary officer may appeal the Commission's decision pursuant to I.C. 36-8-3.5-16(d).

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Chapter 11 - Special Order

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Facial Hair Special Order

1100.1 PURPOSE AND SCOPE

This Special Order provides guidelines in immediately authorizing members of the Elkhart Police Department to grow facial hair (beards).

1100.2 POLICY

Employees of the Elkhart Police Department will report for duty with a neat and well groomed appearance, facial hair is permitted according to the following guidelines:

(a) Beard length shall not exceed three-quarter (3/4) inch and shall be maintained in a neat and trimmed manner.

(b) No designs, parts, or patterns shall be cut into the beard and the beard shall not extend down the neck.

(c) Braids, beads, and tie-ins are not authorized.

(d) Beard coloring, if used, shall appear natural and be the same as your natural hair color.

(e) The neck shall be clean shaven.

1100.3 ADDITIONAL GUIDELINES

The department recognizes growing facial hair and how facial hair grows is unique to an individual. Further, the way in which facial hair grows can vary widely from one individual to another. Some members are able to grow a fully filled-in beard or modest goatee beard while others may have only patches of growth or single hair growths which looks unkempt and detract from a member's professional appearance.

(a) All members shall maintain a professional appearance, regardless of the actual length of their facial hair or the time spent attempting to grow facial hair.

(b) A modest goatee beard is permissible, provided it is neatly groomed according to the specifications in this policy, and contiguous with the mustache so as to not constitute a clump or patch of hair.

(c) Once a member has grown their permissible facial hair to a fully filled-in professional length it is to be consistently maintained.

(d) This policy is not intended to allow members to avoid shaving during their regular duty days.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Collection and Preservation of Evidence Procedure

1101.1 PURPOSE AND SCOPE

In order to ensure a successful investigation, apprehension, and prosecution, this chapter establishes
procedures to ensure the preservation and proper processing of crime scenes and the collection, preservation and disposition of evidence.

1101.2 ADMINISTRATION

24 Hour Availability

A. Patrol Officers handle and investigate most incidents of crime. Therefore, the initial officer at the crime
scene is responsible for securing and protecting the scene (423.2) until relieved by a Supervisor or an
Evidence Technician.
1. Criminal Investigation Technician
a. Criminal Investigation Technician are Investigators assigned to the Criminal Investigations Division. They are responsible for the identification, collection, preservation, and recording of evidence, and photographs at major crime scenes. The Criminal Investigation Technicians may be responsible for the collection and processing of evidence at all major crime scenes including, but not limited to:
Homicides and Death Investigations
Suicides
Robberies
Police Action Shootings
Rapes
Fire scenes when requested
Batteries with serious injuries
Autopsies
Child abuse cases where evidence collection is necessary
Major residential or commercial burglaries
(high dollar loss, extensive damage to property etc.)

b. In addition to collection of evidence the Investigations Technician shall be able to articulate in reports and in testimony concerning the collection of evidence for reports and / or trial.

2. Uniform Evidence Technicians
a. Uniform Evidence Technicians are assigned to the department's patrol watches. They

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

are responsible for the identification, collection, preservation and recording of evidence, including photographs at minor crime scenes including, but not limited to:
Residential and Commercial Burglaries (minor or limited damage)
Thefts
Stolen vehicle recoveries
Recovered property
Robberies
Vandalism
Property released at the scene
Minor batteries
Assisting Criminal Investigation Technicians at the scene of major incidents
b. In addition to collection of evidence the Uniform Technicians shall be able to articulate in reports and in testimony concerning the collection of evidence for reports and / or trial.

B. At the discretion of the Patrol and / or Investigations Supervisor; the Uniform Technician may assist
and or totally process any of the above scenes.

C. Investigation Technicians are responsible for the over-all evidence processing effort, including specialized photography (close-up or detailed such as faint bruising etc.), specialized latent print development, potential serology/ DNA collection and handling, court presentations, photographs, videotapes, and assisting other officers, including Patrol Evidence Technicians.

D. Evidence Technicians and Accident Re-constructionists are available on a 24-hour basis.
1. There may be times when a Uniform Technician is not on-duty or unable to properly process a crime scene. The Criminal Investigations Captain is responsible for ensuring that a Criminal Investigation Technician on call list is prepared and a copy is available to Watch Supervisors and Communications Center personnel.

a. This applies to Accident Re-constructionists also.
b. It should be noted that while the Criminal Investigation Technician and Accident Reconstructionist
both collect and preserve evidence, Criminal Investigation Technicians
are not Accident Re-constructionists and Accident Re-constructionists are not Criminal Investigation Technicians. Both functions are separate from each other.

E. When the immediate service of an Criminal Investigation Technician is required, a Watch Supervisor
will be contacted for authorization. The Watch Supervisor will then make the decision to call the on-call
Criminal Investigation Technician.

1. It is the responsibility of the officer in charge (OIC) to ensure that the scene is secured until the Investigator or Criminal Investigation Technician arrives.
2. If the on-call Criminal Investigation Technician cannot be reached, the Supervisor shall

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

ensure that attempts are noted and the next on-call Criminal Investigation Technician is to be contacted.

1101.3 OPERATIONS

Guidelines and Procedures

A. Evidence handling bulletins, provided by the Indiana State Police and Internal Policies and Procedures will be used as guidelines for field processing and packaging of evidence.

B. All latent print evidence (lifts and/or photos) recovered from cases assigned an Elkhart Police Department case number shall be submitted to the Evidence Room.
1. Multi-agency units involving Elkhart Police Officers may be exempt from following this order unless the incident carries an Elkhart Police Department case number.

PROCESSING RECOVERED STOLEN VEHICLES

C.The officer conducting the initial investigation and recovery of a stolen vehicle shall notify a Uniform
Technician to process the vehicle.
1. If no technician is available it shall be the Watch Supervisors discretion to hold the vehicle in storage and process it later or call an off-duty technician in for processing.
2. The technician will have the responsibility of deciding if the vehicle should be processed where found or removed to another location for processing.
a. If the vehicle is towed to a processing location, the officer should:
i. Avoid unnecessary contact with the vehicle or its contents
ii. Take steps to ensure other personnel will avoid unnecessary contact with the vehicle or its contents.

D. The officer will also request that Communications notify,
1. IDACS to remove the vehicle from the computer if it is an Elkhart Police Department case.
2. The reporting agency if it is an outside agency's case and determine what action they would like our personnel to take;
3. The owner or other appropriate person if it is an Elkhart Police Department case.
a. The owner should be advised that their vehicle will not be released until processed.
4. If the Evidence Technician determines that the vehicle should be processed he/she will be responsible to properly document and submit all evidence collected and complete the vehicle inventory.
5. When processing is completed, the vehicle should be released to the owner if possible.
a. If the owner cannot be located the next towing service on the list shall impound the vehicle until the owner is located. Attempts of notification shall be documented in the Officer's recovery report.

MARKING AND LABELING EVIDENCE

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

E. Physical evidence collected by investigating officers or evidence technicians shall be properly packaged, sealed and labeled as soon as possible. The seal shall consist of the officer's initials marked
with permanent black marker in a location both front and back crossing the seal itself.

F. Officers submitting collected evidence shall submit a completed Elkhart Police Department property
voucher containing the following information: case number, type of report, date of recovery, reporting
officer's unit number, as well as all other applicable information.
1. All collected evidence along with the Elkhart Police Department property voucher shall be placed into the Waiting Evidence Transfer (W.E.T.) room evidence locker.
Special Considerations Weapons, Dangerous Drugs, Money, Explosives and Hazardous Materials

WEAPONS

G. Weapons involved in major cases should be secured in place and left alone. The Criminal Investigation Technician will process, collect and submit this evidence to the property room.
1. All other submitted firearms must be unloaded.
2. Knives should be placed in a safe container such as a cardboard knife box.
3. Weapons submitted to the W.E.T. room will be placed in an evidence locker.
4. When possible and practical firearms submitted to the property/evidence room may be test fired. (See Special Order)
5. If a firearm is needed to be shipped to another agency it must be shipped overnight.

NARCOTICS

H. Illegal drugs. (including but not limited to narcotics, hallucinogens and narcotic implements)

I. Prescription Pills or capsules shall be counted and separated according to type.

J. The property/evidence voucher will list all drugs, including the number of bags and items submitted.

K. All prescription and illegal drugs submitted to the W.E.T. room as evidence will be placed in a plastic
bag or paper sack and secured in a locker in the W.E.T. room.

CURRENCY

L. All monies or items containing, money will be counted by the submitting officer and a witnessing officer if over fifty ($50.00) dollars.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

M. All monies will be submitted in a sealed package and initialed by the submitting officer and if over fifty
($50.00) dollars signed by a witnessing officer. The evidence voucher must identify the amount of money, who submitted it, and who verified the count (if over fifty dollars) and additionally must be signed
by both of these officers.
1. Money submitted to the W.E.T. room will be placed in an evidence locker.

EXPLOSIVES or HAZARDOUS MATERIALS

N. No items will be stored in the W.E.T. room under this sub-section unless the item(s) can be stored
without posing a risk to life, property or the environment. For proper packaging under this section, the
Evidence Technician shall be contacted or the item may be placed in the temporary evidence storage
bin in the garage. If the Evidence Technician make the decision to store items of this nature in the property/evidence room, the following guidelines shall apply:
1. Volatile fluid of evidentiary value may be stored in the property / evidence room. A maximum of one gallon will be stored. It will be kept inside a metal or glass container.
2. The evidence voucher should indicate the total amount of fluid taken, the amount retained for evidence, and the amount disposed of.
3. The total volume of fluid should be photographed prior to disposal.
4. Fireworks, railroad flares, fusees, or ammunition less than.50 caliber may be submitted. All other explosives will be considered unsafe. Such material will be photographed and safely disposed of after consultation with the Elkhart Police Bomb Squad Personnel.
5. Other hazardous materials such as chemicals, biological specimens, nuclear material, or other unsafe matter will be photographed and disposed of according to applicable law.

O. Non-evidentiary items may be referred to the Hazardous Materials Unit of the Elkhart Fire Department for disposal.

Property/Evidence Entry

P. The submitting Officer is required to record the following information with each item of evidence/ property entered.
1. Case number;
2. A complete description of each item (including make, model and serial number, if any, quantity/weight and owner applied identifiers such as name, address or telephone number);
3. Type and location of offense;
4. Collection location (from whom or the exact location of where the item was taken);
5. Name of the collecting officer, date and time of collection;
6. Submitting Officer's name, date and time; and

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Q. For each item of evidence, the Evidence Technician shall verify the required information in the evidence tracking system computer to maintain a chain of custody.

1101.4 INCIDENT SCENE PHOTOGRAPHY AND VIDEOGRAPHY

A. Incident scene photographs are necessary to accurately document evidentiary items and scene details. Major crimes will produce evidence of value that must be collected and preserved properly. If
photographs are not taken or when evidence is not gathered from a major crime scene, the reasons and conditions must be fully documented and filed with the original report.

STILL PHOTOGRAPHY

1. Items of evidence shall be photographed as found and prior to collection, utilizing a scale if necessary to depict dimensions. Whenever possible, the photographer should include reference points in the photograph.
2. Photographs of incident scenes are to be taken by properly trained personnel.
3. Procedures for the taking of photographs (image capture)
a. The first photograph taken for each scene or case should be an "ID Photo". The ID photo must show the case number of the incident being investigated as well as the date and time that the tech work begins. If emergency circumstances prohibit an ID photo from being taken at the beginning of the photo series it may be done at a later time.
b. Subject matter should progress from the general to specific.

Overall photographs of the entire scene to show its location and relationship to the surrounding area.
Mid-range photographs to show the relationship of the evidence in the scene.
Close-up photographs of evidence for identification and comparison.

c. When photographing persons:

Identification photographs - full frontal and facial for identification
Midrange photographs to show extent of injuries and other body parts.
Close-up photography with and without scale for scars, marks, tattoos and injuries.
Photos of injuries in private areas of the body (genitals, buttocks, females' breasts) must be done discretely. If photos must be taken of an unclothed person, the technician shall suggest options to display the wound without exposing themselves unnecessarily. This does not apply if the person is deceased. If juvenile, a parent or guardian must be present.

d. Report Preparation should include the information detailed in 609.3.6 as well as;

Type of Camera used
What is being depicted in the photographs

4. Photos should not be taken solely for insurance company reports.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

5. There may be occasions where it is necessary to document the lack of physical evidence.

DIGITAL IMAGING

A. The purpose of this procedure is to set standards for the use of digital imaging technologies by the
personnel of the Elkhart Police Department.

B. It shall be the policy of the Elkhart Police Department to insure that images utilized to document incident scenes be preserved to maintain their integrity as evidence.

C. Definitions:

1. Image - An imitation or representation of a person or thing, drawn, painted, photographed, etc.
2. Digital Image - An image that is stored in numerical form
3. Primary Image - An original, unaltered digital image.
4. Duplicate Image - An accurate and complete replica of an original image irrespective of media.
5. Processed Image -An output image.
6. Working Image - Any image subjected to processing.
7. Capture - The process of recording an image.
8. Capture Device - A device used in the recording of an image or audio / video footage.
9. Image Enhancement -Any process intended to improve the visual appearance of an image.
10. Image Processing - Any activity which transforms an input image into an output image.
11. Image Verification - A process by which personnel identify an image as being an accurate representation.
12. Storage - The act of preserving an image.
13. Media - Storage medium for digital data such as memory card, CD/DVD disk, flash drive, hard disk; or of analog data such as video tape.
14. Evidence.com - the Cloud storage system used for storage of all EPD evidentiary digital photos/video.

PROCEDURES

A. Photographic equipment
1. All technicians will be issued the appropriate photographic equipment. Only agency issued capture devices and media are to be utilized by personnel for use in the course of an investigation unless extreme exigent circumstances exist and are thoroughly documented.
2. All technicians will be trained on the proper operation and care of their photographic equipment upon its issue.
3. Prior to each use, technicians must verify all settings on the camera are correct.
4. All equipment shall be maintained in good working order and handled per manufacturers' specifications and recommendations as well as EPD photography policies and procedures.

B. Handling and Storage of photos

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Collection and Preservation of Evidence Procedure

1. All EPD primary evidentiary images will be stored on Evidence.com.
2. All technicians will be issued a login for the Evidence.com, which will be kept confidential.
3. Memory cards containing evidentiary images will not be placed in any device other than the issued camera or Evidence.com. Exceptions to this may be made for memory card error/image recovery and only under supervision of the CID technicians.
4. All photos will be transferred to Evidence.com prior to the technician going off duty. Any exceptions must be documented.
5. Images will be kept confidential and not shown or distributed in any way to any person not entitled to see them.
6. The Criminal Investigation Technician or Technician/Evidence Sergeant may view images on the Evidence.com server to assess the quality of the photos and to determine any training needs for the Uniform technicians.
7. The administrators for the Evidence.com will be the Services Sergeant and Services Captain, and they will have sole access to the administrative functions of the system.
8. Access to the Evidence.com system will be strictly controlled by the system administrators.
9. Any attempt to circumvent the safety/ security safeguards of the Evidence.com will be forwarded to internal affairs and/or CID for investigation.

C. Distribution of images
1. Images will be provided, upon completion of an Evidence/Photograph Request Form to EPD personnel for investigative purposes.
2. Images will also be provided, upon request, to members of the Elkhart County Prosecutor's office for court purposes.
3. All requests for images from public defenders, private attorneys, insurance agents, or any other non law enforcement entity or individual must be accompanied by an Access to Public Records Request approved by City legal department, a court ordered subpoena or written request (as required). These requests are handled through the Elkhart Police Records Department. A monetary fee may be charged to fill these requests.
4. All photo/ evidence request forms will be submitted to be scanned into RMS with the respective case.
5. Images will be distributed in electronic form, on an optical disk, flash drive, or shared through Evidence.com whenever possible. Prints may be provided on specific request.
6. Images may be produced in JPG format without the original metadata unless otherwise requested.

D. Image processing/ enhancement
1. Primary image files from digital cameras or other digital image files will be archived to Evidence.com in a verifiable unaltered state.
2. Image enhancement will be performed on a working image, with the primary image remaining intact
on Evidence.com.
3. Under no circumstances will a processed or enhanced image be substituted for the original/ primary

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

image. All processed images will be saved as a separate processed file. The processed file may be
stored on Evidence.com with other files from the case, but it will be identified as a processed image.
4. Any processing or enhancement of an image must be logged and documented, such documentation
to remain with the image. This will most commonly be stored as Photoshop history in the image's metadata.
5. When applying any processing or enhancement to an image, it must remain a true and accurate representation of the subject as photographed.

E. Additional procedures
1. Additional procedures may be recorded in a departmental special order.

Department Issued Cell Phones

Officers are permitted to photograph minor cases such as damage to city property, found property, graffiti,
shoplifting, or exigent circumstances. These images must be uploaded to Evidence.com prior to end of shift.
These images shall not be shared or viewed by anyone outside the scope of the investigation.

VIDEOGRAPH/FARO Scanner

A. It shall be the policy of the Elkhart Police Department to utilize videography and/or FARO scanner at
major crime scenes where possible.

B. Video recordings serve to supplement, but shall not replace, still photography.

C. Only agency issued video devices and media are to be utilized by personnel for use in the course of
an investigation unless extreme exigent circumstances exist and are thoroughly documented.

D. All videotapes/FARO scans with incident scene footage can be packaged and submitted as evidence.

E. Video footage may be stored on Evidence.com.

PROCEDURE

A. The beginning of the videotape should document the date, time, case number (if known), and location.

B. The recording officer will not narrate the video, and all extraneous conversation should be kept to a

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

minimum while recording. If camera audio can be disabled, it is recommended that it be.

C. Video should be recorded showing similar views to those noted above for still photography, i.e. - moving from wide zoom showing location to close up for identification.

1101.5 FINGERPRINTING

A. In some instances latent print identifications become a crucial aspect of criminal prosecution. Therefore, all department Criminal Investigation Technician and Uniform Technicians will receive specialized training in the processing, developing, lifting and preservation of fingerprints.

1. All fingerprints from known sources as well as latent prints will be handled in accordance with all Indiana State Police Physical Evidence Bulletins as well as Departmental Policies and Procedures.

B. All lifted fingerprint impressions will be packaged, sealed and vouchered; then placed in the W.E.T.
room as any other piece of evidence.

1101.6 EQUIPMENT AND SUPPLIES

A. There will be officers assigned to the Criminal Investigations Division to serve as Criminal Investigation Technician who are specially trained to handle major crime scenes.

B. The Criminal Investigation Technicians and the Uniform Technicians will be equipped with the proper containers, plastic and paper bags, photographic supplies, lights etc. for the proper protection
and packaging of evidence in the field.

C. The Criminal Investigation Technician Major Scene Vehicle will have, at a minimum, equipment to
be used for the following purposes:

Recovery of latent fingerprints
Photography / Video Documentation
FARO/Sketch and measurements of crime scene
Collection and preservation of physical evidence.

D. Criminal Investigation Technicians and Uniform Technicians are also provided with tools and supplies necessary to effectively process minor crime scenes for their assigned vehicles.

E. Each crime scene is unique and additional equipment or devices may be needed to effectively process a crime scene and may be available from other police, private or public service agencies.

1101.7 PROCEDURES, SEIZURES OF COMPUTER EQUIPMENT

A. If during an investigation it becomes necessary to seize an item of computer equipment, or probable
cause exists that a computer or any of its components are:

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

contraband
the fruits of a crime
the means by which a crime has been committed
the evidence of a crime.

B. The investigating officer will immediately secure the scene, protecting the computer, its components
and any other item(s) immediately connected to the computer. Immediately restrict access to the computer. Isolate the computer from telephone lines, networking devices, Wi-Fi, and Bluetooth.
1. Generally, a warrant should be obtained to search and seize the computer and components although a consent may be sufficient in certain circumstances. It should be verified that the consenter has administrative right to the computer in question.
2. Only under exigent circumstances should a computer and its components be seized without a warrant and then only to prevent the computer, its data or components from being damaged or destroyed.

C. If the computer is "off'; Do not turn it "on".

D. If the computer is "on", DO NOT turn off and contact a Criminal Investigation Technician.

E. If personnel from the Criminal Investigations Division (CID) are not present at the scene, the investigating officer will notify his/her supervisor. The supervisor will request that an investigator be notified and assist at the scene.

F. Due to the technical nature of computer searches and associated liabilities, the investigator should
take control of the seizure.
1. The computer should be examined to see if it is on or off. Moving the mouse or listening for fans running should be sufficient. If it is running, take pictures of the screen.
2. If the computer is not running, or it is running and you have taken pictures of the screen, you may now proceed to document and collect the item(s) sought. Pictures of the computer and surround area should be taken. This includes the rear of the computer to show all the connections.
3. Next, all the connections should be labeled before disassembly so it can be re-constructed exactly like it was, should that be necessary. It is imperative that all cords be collected at this time also. The next step is to remove the power cord from the back of the computer before removing it from the wall outlet. If the computer is a laptop and does not turn off after removing power cord, locate and removed the battery. (Usually in a compartment on bottom or side of Laptop). After battery removal secure it separately to prevent an accidental restart.
4. Collect all items relevant and or specified through the search warrant, recording serial numbers off all the items, when present and viewable.
a. This may include, but is not limited to the computer, all connected and unconnected peripherals, digital storage media (i.e. CD's, Floppy's, etc) as well as software, manuals, etc.
b. Additional effort should be made to obtain any necessary passwords to access the computer and determine, if possible, determine what type of operating system is installed.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

NOTE: IF ANY KEYS ARE INADVERTANTLY DEPRESSED ON THE KEYBOARD THIS INFORMATION
MUST BE DOCUMENTED IN THE REPORT

G. Items collected should be carefully packaged at the location, prior to their removal. They should then be
transported to the desired property room or examination facility for processing. Collectors should be aware that
moisture, magnetic fields and static electricity are some of the most common methods of damaging electronics,
and they should be avoided. Detailed documentation of this entire process must be completed upon collection.

1101.8 REPORT PREPARATION

A. The officer who processes a crime scene shall include in a report the events that transpire including, but not
limited to:

1. Date and time of arrival at the scene;
2. Case number and location of the scene;
3. Name of victim(s) and suspect(s), if known;
4. Action taken at the scene (i.e. photographs, video, evidence collected etc.).
5. Additionally the officer should detail and describe his/her observations at the scene.

1101.9 DNA EVIDENCE COLLECTION

This section covers collection of evidence for DNA analysis. With procedures and recommendations from the
Indiana State Police, Laboratory Division

A. DNA analysis of biological evidence has the potential of eliminating possible sources of a sample, or in the
case of matches, indicating what percentage of the population has the same characteristics. The ability to
successfully perform DNA analysis will often depend on how well the specimens are collected and how well
they are preserved.

B. Potentially, DNA analysis can be performed on any human material containing cellular nuclei. The following
are examples of evidence that should be considered for DNA analysis.

1. Blood and bloodstains
2. Semen and semen stains
3. Saliva stains from cigarettes, envelopes, and stamps
4. Skin and other tissues
5. Bones

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

6. Organs
7. Hair

C. The first officer on the scene shall protect the crime scene by ensuring it is sealed and no unauthorized persons, either law enforcement or civilian enter. The scene is to be protected until the
appropriate police personnel, trained in the collection of DNA evidence arrives to process the scene.

LIQUID BLOOD STANDARDS

A. From living subjects for DNA analysis.
1. One sample of venous blood, at least 5 ml, should be collected by qualified medical staff if conventional serological analysis is to be conducted. The blood should be collected in a red stoppered preservative-free vacutainer.
2. Blood samples must be refrigerated (not frozen) until transported to the laboratory.
3. The Indiana State Police Laboratory must be informed if the subject has received a blood transfusion within the last 120 days.
4. DNA Standards can also be obtained using Buccal swabs, following the approved method of collection by trained individuals.

B. From deceased subjects for DNA analysis
1. One sample of venous blood, at least 5 ml, should be collected by qualified medical staff if conventional serological analysis is to be conducted. The blood should be collected in a red stoppered preservative-free vacutainer.
2. Blood samples must be refrigerated (not frozen) until transported to the laboratory.
3. If a blood sample is unobtainable, a bone or tissue sample should be collected. A bone sample, at least the size of a die (about 1/2 inch cubed), should be collected from any bone that is relatively dry, without pooled blood (for example a rib or leg bone). A tissue sample, at least the size of a quarter, should be collected from any muscle that is free of pooled blood. Bone and tissue samples should be packaged in a clean container without any fixatives and frozen until transported to the laboratory.

CRIME SCENE EVIDENCE HANDLING

D. Photograph, videotape and/or FARO the evidence and its relative position at the crime scene before it is touched, moved or collected.

E. Sketch the crime scene to establish spatial relationships if FARO scanner is unavailable.

F. Collect latent print evidence.

G. Collect footprint, tire track and tool mark evidence.

H. Collect physical evidence for DNA analysis.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

1. Garments bearing wet body fluid stains should be completely air-dried out of direct sunlight. Once dried, package the articles in separate paper bags. If the item is saturated contact should be made with the Criminal Investigations Technicians.
2. Small objects bearing wet body fluid stains should be air-dried. The entire object should be collected and packaged in paper.
3. Objects too large to be removed from the crime scene that are stained with body fluids should be processed in the following manner:
a. If stain is dry, place a fingerprint lifter over the stain, press and lift. Replace the backing and package in paper.
b. If stain is dry, scrape the stain onto a clean sheet of paper using a clean scalpel or similar instrument. Carefully fold the paper and package in a paper envelope.
c. If unable to lift or scrape, moisten a sterile swab with water (distilled water if possible) and collect the stain and package in provided swab box.
d. For pooled liquid body fluid stains, use a sterile swab and collect the stain and package in provided swab box.
e. Samples such as cigarette butts, envelopes, stamps, etc., to be analyzed for saliva/ DNA should be collected with tweezers or gloves and packaged in paper.
f. A standard rape kit should be collected by medical personnel from sexual assault victims. Once completed this will be secured as evidence by Officers.
g. Hair evidence should be picked up using clean tweezers or gloved hands. Each group of hairs should be packaged separately. If hairs are mixed with wet body fluids, they must be air dried. Seal all hair evidence in paper.

GENERAL EVIDENCE HANDLING

I. Keep all body fluid evidence as cool as possible to minimize degradation. Evidence items such as disposable diapers, used condoms etc. that can not be dried will be secured under refrigeration, preferably frozen, until transported to the laboratory.

J. Package all body fluid evidence separately and in paper. The DNA test is very sensitive and will detect contamination of evidence packaged together. Never use plastic bags or containers to store stained articles. Be sure body fluid stains are air dried before packaging. Bacterial action is accelerated
under damp conditions. Bacteria can destroy DNA and make analysis impossible. If these DNA evidence items are requested for testing, they will be submitted to the Indiana State Police Laboratory,
DNA Analysis Unit.

1101.10 EVIDENCE HANDLING
Evidence Handling

Collecting From a Known Source

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Collection and Preservation of Evidence Procedure

A. Upon request the Criminal Investigation Technician will determine if standards are needed following
ISP Laboratory policies and protocol. They will contact the requesting party so they can make arrangements to obtain these standards.

B. Known source samples and evidence collected from the crime scene must be kept in evidence until
submitted to laboratory for testing.

C. Examples of materials and substances commonly collected for comparison include, but are not limited
to:
1. Serological standards/evidence
2. Pulled hairs (collected by medical staff from multiple pulls);
3. Fabrics (sample or item);
4. Paints;
5. Fingerprints, palm prints and/or major case prints; and Tools.

Evidence, Laboratory Submission

A. A record of all evidence transfers shall be kept in the computer tracking system used to document
every custody transfer of physical evidence. The record will indicate the following at a minimum:

1. The date and time of transfer;
2. The receiving person's name;
3. The reason for transfer; and where the storage location will be
4. The date and time the transferred item is returned.

B. All evidence or property that is to be housed in the evidence/property area shall be entered into the
RMS.

Submitting Evidence to Forensic Laboratory

A. The officer in charge of an investigation is responsible for requesting lab examinations for any evidence concerning his / her case. Any request must be made to the Criminal Investigation Technician/Evidence Technician by completing a Evidence/Photographic Request Form.

B. Upon receipt of a request for laboratory analysis, members of the Criminal Investigation Technician/
Evidence Technician are responsible for the maintenance, preparation and submission of evidence in
a timely manner.
1. If the item to be examined cannot be personally delivered to an external laboratory, the U. S. Postal Service (USPS), United Parcel Service (UPS) or other overnight carrier may be used.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

2. If the USPS is used, the item shall be sent via certified mail. The Evidence Technician shall use an alternate delivery service if necessary with the same certification standards.
3. All evidence packing will be completed in accordance with that laboratory's standards to ensure acceptance.

C. A record of all evidence submitted to any forensic laboratory will be maintained by the Evidence Technician and will include the following;

1. Submitting Officer,
2. Date and time of submission;
3. Date and time received at the laboratory; and
4. The name and signature or Unit number and initials of the person receiving the evidence.

D. Written reports of laboratory analysis are provided by the testing laboratory upon completion of the
examination.
1. Upon receipt of a certificate of analysis or fingerprint case report, the receipt will be noted in a follow-up supplement report. Once the follow-up report has been completed, the paperwork will be disseminated as follows:

a. Fingerprint case reports where individualization has been made – One copy submitted to be scanned. A second copy to the Investigating Detective if an assigned case, if not an assigned case, to the CID Lieutenant.
b. Fingerprint case reports where no individualization has been made – One copy submitted to be scanned. If an arrest or warrant referral has been made, one additional copy to Records Department for delivery to the Prosecutor's Office.
c. Certificates of analysis for drug testing – One copy submitted to be scanned, if arrest has been made one copy to the Records Department for delivery to the Prosecutors Office. If not, a second copy to the Investigating Detective if an assigned case
d. Certificates of analysis in homicide unit cases – To the Homicide Unit Lieutenant.
e. Certificates of analysis in all other cases – submitted to be scanned.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Policy Title Special order Regarding Mobile Audio/Video

1102.1 PURPOSE AND SCOPE

The purpose and scope of this special order is to address any member of the department that is issued a body worn camera or operates a police department vehicle equipped with an audio / video recording system.

1102.2 SPECIAL ORDER

Any member of the police department that is issued an body worn audio/video recording devise or that operates a department vehicle equipped with an audio/video system is required to adhere to policy 422 of the Elkhart Police Department policy manual.

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Terms for Traffic Safety Education and Enforcement

1103.1 TERMS

The term "Traffic Safety Education and Enforcement" includes activities with a primary purpose of educating the motoring public, bicyclists, and pedestrians, and enforcement of State Traffic Laws pertaining to them and their safety on all applicable thoroughfares.

Traffic Safety Education and Enforcement Overtime is assigned by the Elkhart Police Department command personnel or their designee to Officers who have volunteered to work an approved Traffic Safety Education and Enforcement assignment in excess of their normally scheduled hours of work. Traffic Safety Education and Enforcement Overtime shall be paid at a rate two times that of the Officer's regular hourly duty rate of pay regardless of the funding source.

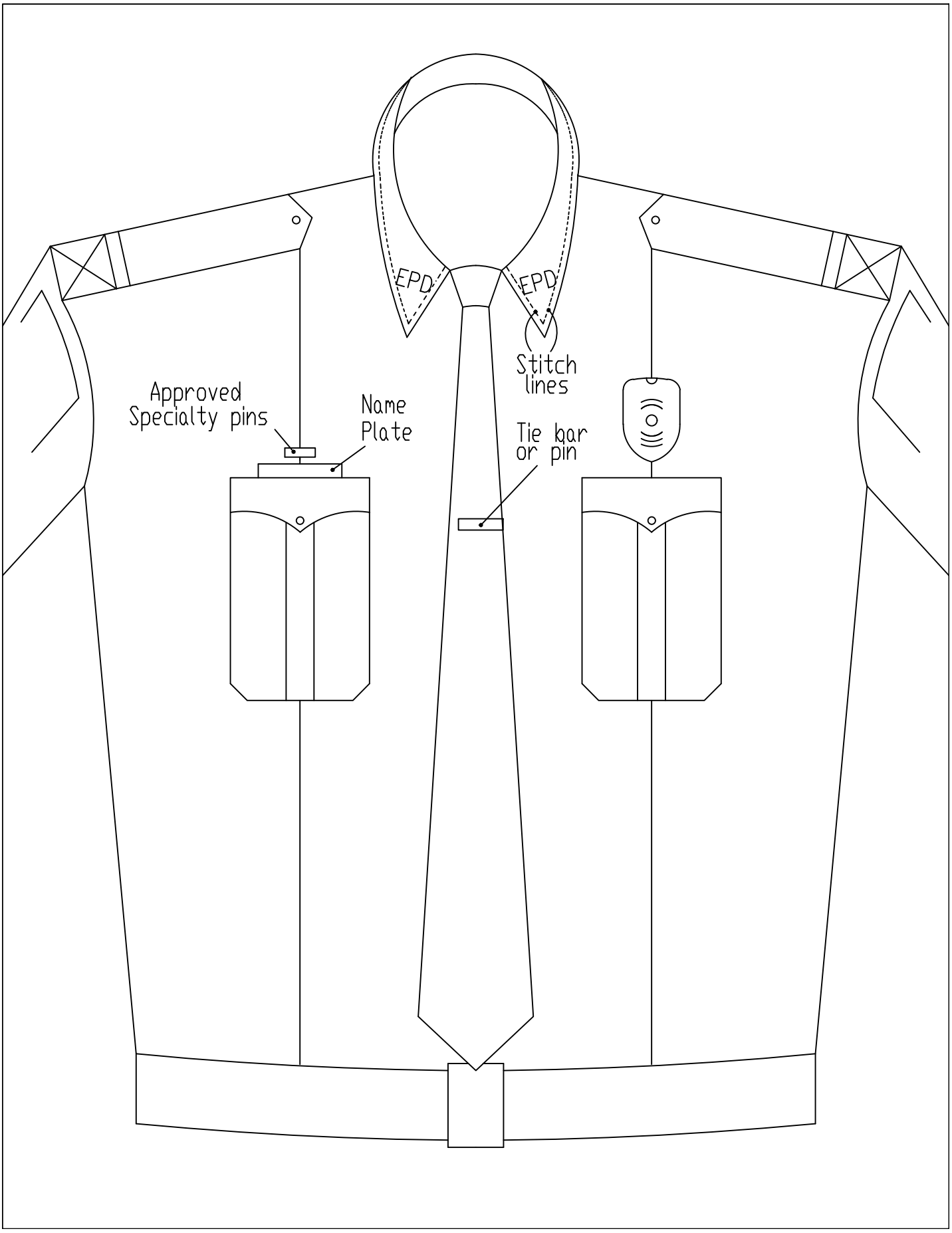
Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Attachments

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

UNIFORM-4-PTRL.pdf

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department


EPD
EPD
Stitch lines
Approved Specialty pins
Name Plate
Tie bar or pin

LETB Uniform Statewide Policy on Deadly Force.pdf

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

	LETB UNIFORM STATEWIDE POLICY	Agency Policy/General Order Number:
	Subject: Deadly Force	
	Effective: **January 1, 2024**	Revised: **August 22, 2023**

I. PURPOSE

In accordance with IC 5-2-1-1, the Law Enforcement Training Board hereby establishes this consistent and uniform statewide deadly force policy in order to ensure the public safety and general welfare of the people of the state of Indiana and to promote equity for all segments of society. This policy may not be added to, modified, or altered in any way by any Indiana law enforcement agency, office, or department.

II. POLICY

It is the policy of the LETB to value and preserve the sanctity of human life. Law enforcement officers shall only use force, non-deadly or deadly, in compliance with the law, this policy, and the Board established training program to further an enforcement action. Officers shall use only the force that is objectively reasonable, while protecting the safety of officers and others. Officers shall use only the level of force which a reasonably prudent officer would use under the same or similar circumstances.

III. DEFINITIONS

The following definitions correspond to terminology used within this policy and the statewide training program:

A. CHOKE HOLD (IC 35-41-3-3) – Applying pressure to the throat or neck of another person in a manner intended to obstruct the airway of the other person.

B. DEADLY FORCE (IC 35-31.5-2-85) – Force which creates a substantial risk of serious bodily injury.

C. DEADLY WEAPON (IC 35-31.5-2-86) – Means the following:

1. A loaded or unloaded firearm.

2. A destructive device, weapon, device, taser (as defined in IC 35-47-8-3) or electronic stun weapon (as defined in IC 35-47-8-1), equipment, chemical substance, or other material that in the manner it is used; could ordinarily be used; is intended to be used; is readily capable of causing serious bodily injury.

3. An animal (as defined in IC 35-46-3-3) which is readily capable of causing serious bodily injury, and which is used in the commission or attempted commission of a crime.

4. A biological disease, virus or organism which is capable of causing serious bodily injury.

5. The term does not include:

   a. a taser (as defined in IC 35-47-8-3);

   b. an electronic stun weapon (as defined in IC 35-47-8-1);

   c. a chemical designed to temporarily incapacitate a person; or

   d. another device designed to temporarily incapacitate a person;

   if the device described in subdivisions (a) through (d) is used by a law enforcement officer who has been trained in the use of the device and who uses the device in accordance with the law enforcement officer's training and while lawfully engaged in the execution of official duties.

D. DE-ESCALATION – Actions taken in an attempt to stabilize the situation in an effort to reduce or eliminate the necessity of using force against subjects.

E. FORCIBLE FELONY - a felony that involves the use or threat of force against a human being in which there is imminent danger of serious bodily injury to a human being.

F. RESISTANCE –

1. PASSIVE RESISTANCE - a non-forcible act that is intended to impede, hinder, or delay complying with a lawful order or effecting an arrest (e.g., "going limp," "dead weight," ignoring a lawful command, or holding on to something while disobeying verbal orders to release, wherein no force is directed toward the officer).

2. ACTIVE RESISTANCE – a physical action(s) that prevent(s) an officer from being able to lawfully exercise their duties (e.g., subject walking away after being told to stop, subject fleeing from arrest, or subject tensing/pulling away/breaking officer's grip involving force demonstrated by the individual's use of power, strength, or violence directed at or against the officer).

   Passive resistance may turn into active resistance. For example, holding onto a steering wheel is passive resistance; however, if an officer attempts to remove the hands and the subject reacts by tensing or pulling away using power, strength, or violence, then this becomes active resistance.

3. FORCIBLE RESISTANCE - the use or imminent use of force (non-deadly or

deadly) directed toward an officer which interferes with the law enforcement officer's rightful exercise of their duties (e.g., hitting, punching, use of instruments or weapons).

G. SERIOUS BODILY INJURY (IC 35-31.5-2-292) – Impairment of physical condition which creates a substantial risk of death or causes serious permanent disfigurement, unconsciousness, extreme pain, permanent or protracted loss or impairment of the function of a bodily member or organ, or loss of a fetus.

IV. PROCEDURE

A. De-escalation: an officer shall attempt to engage in de-escalation prior to using force when safe and feasible to do so.

B. Officers shall only use police vehicles as a weapon in situations where deadly force is allowed by law.

However, use of a precision immobilization technique (PIT) maneuver, when used in accordance with agency, department or office training guidelines, is not considered deadly force.

C. Officers shall not:

1. Discharge any warning shot. The objectively reasonable discharge of a firearm in the direction of an individual, against whom deadly force is allowed by law, with the intent to assist an officer or third-party who is in imminent danger, is not considered a warning shot;

2. Discharge a firearm at or from a vehicle except in situations where deadly force is allowed by law;

3. Use force against a person who is merely verbally abusive; or

4. Use a choke hold except in situations where deadly force is allowed by law.

D. Use of Force:

1. A law enforcement officer is justified in using reasonable force if the officer reasonably believes that the force is necessary to enforce a criminal law or to effect a lawful arrest.

2. A law enforcement officer is justified in using reasonable force against any other person to protect the person or a third person from what the officer reasonably believes to be the imminent use of unlawful force.

3. A law enforcement officer is justified in using deadly force if the officer has probable cause to believe that deadly force is necessary to prevent the imminent threat of serious bodily injury to the officer or a third person or the commission of a forcible felony.

4. A law enforcement officer who has an arrested person in custody is justified in using the same force to prevent the escape of the arrested person from custody that the officer would be justified in using if the officer was arresting that person.

5. The use of deadly force against persons by officers relating to arrest or escape shall be restricted to the following:

   a. The officer has probable cause to believe that the deadly force is necessary:

      i. to prevent the commission of a forcible felony; or

      ii. to effect an arrest of a person who the officer has probable cause to believe poses an imminent threat of serious bodily injury to the officer or a third person; and

      iii. has given a warning, if feasible, to the person against whom the deadly force is to be used.

   b. An officer who has an arrested person in custody is justified in using deadly force to prevent the escape of the arrested person from custody only if the officer:

      i. Has probable cause to believe deadly force is necessary to prevent the escape from custody of a person who the officer has probable cause to believe poses an imminent threat of serious bodily injury to the officer or a third person; and

      ii. Has given a warning, if feasible, to the person against whom the deadly force is to be used.

   c. A guard or other official in a penal facility or a law enforcement officer is justified in using reasonable force, including deadly force, if the officer has probable cause to believe that the force is necessary to prevent the escape of a person who is detained in the penal facility.

E. Duty to Intervene:

1. A law enforcement officer who is present and observes another officer using force that the officer has reason to know is excessive under the circumstances shall have a duty to intervene when it is safe and feasible to do so.

2. Law enforcement officers who intervene shall immediately report the incident to a

supervisor or commanding officer.

F. Each law enforcement officer involved in a use of force incident shall:

1. Cease using force when the subject is properly secured, provided that the subject has stopped any active or forcible resistance; and

2. If needed, as soon as safe and practical, provide appropriate medical aid (e.g. first aid, CPR, or activation of available EMS) after any use of force.

3. Complete the appropriate report(s) and/or notifications in accordance with agency, department or office reporting policies and procedures. However, if the use of force incident involves serious bodily injury or death, the officer shall immediately notify a supervisor, or the appropriate command personnel of the agency, department or office.

V. ANNUAL TRAINING

The uniform statewide deadly force policy and corresponding training program shall be reviewed annually during the mandatory in-service training adopted by the Law Enforcement Training Board.

AMENDED-LETB-Statewide-Defensive-Tactics-Training-Policy-APPROVED-2.17.26.pdf

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

	LETB UNIFORM STATEWIDE POLICY	Agency Policy/General Order Number:
	Subject: Uniform Statewide Defensive Tactics Training Program	
	Effective: **February 17, 2026**	Revised: **February 17, 2026**

I. PURPOSE

In accordance with IC 5-2-1-1, the Law Enforcement Training Board ("LETB") hereby establishes this Uniform Statewide Defensive Tactics Training Policy and Program in order to ensure the public safety and general welfare of the people of the state of Indiana and to promote equity for all segments of society. This policy may not be added to, modified, or altered in any way by any Indiana law enforcement agency, office, or department.

II. POLICY

It is the policy of the LETB to value and preserve the sanctity of human life. To ensure the safety of law enforcement officers and others, it is essential that officers are trained in defensive tactics to ensure the officer uses only objectively reasonable force to enforce the law, to effect a lawful arrest, and/or to prevent the escape of the person from custody.

III. UNIFORM STATEWIDE DEFENSIVE TACTICS TRAINING PROGRAM

The Uniform Statewide Defensive Tactics Training Program ("Training Program") requires that every Indiana law enforcement officer must train in the following mandatory categories annually to ensure Indiana's law enforcement officers are skilled in defensive tactics.

A. All law enforcement officers subject to mandatory in-service training must complete four (4) hours of active hands-on defensive tactics training in the following mandatory skills to satisfy the requirement established in IC 5-2-1-9 and 250 IAC 2-7-1:

1. Strikes: Training in this mandatory skill will incorporate strikes that an officer may execute using hands, arms, elbows, knees, legs, feet, and/or head. These may include strikes from both a standing and grounded position.

2. Standing Control Skills: Training in this mandatory skill will incorporate standing control and/or escape techniques. Clinches, takedowns, and standing escapes are fundamental elements of standing grappling that prepare an officer to control, transition, or disengage during a standing resistance situation.

3. Ground Fighting: Training in this mandatory skill will incorporate offensive and/or defensive techniques, including ground escapes, that an officer may use during a grounded

confrontation.

4. Weapons Defense, Retention, and Use of Impact Weapon: Training in this mandatory skill will incorporate techniques that an officer may use to defend against an attempt to disarm, retain the officer's weapon(s), and/or use to gain compliance, defend an attack, or maintain control. Weapons include firearms, edged-weapons, intermediate weapons, and/or impact weapons. Training in this skill should include techniques from a standing and grounded position.

   Law enforcement officers who are issued intermediate weapons, to include: conducted energy weapon ("CEW"), chemical designed to temporarily incapacitate a person, and/or another device designed to temporarily incapacitate a person, shall be trained on those issued intermediate weapons, as specified by the manufacturer's training requirement, however, this may not be used for any portion of the required four (4) hours of in-service defensive tactics training.

B. Defensive Tactics Instructors must develop a training program that incorporates the four (4) mandatory skills each year. In addition to the four (4) mandatory skills, instructors should use any remaining time within the four (4) annual hours to incorporate training in other defensive tactics skills to address the needs of the agency. The following skills may be incorporated as time allows:

   1. Blocks: Training in this skill includes defense against strikes thrown from the hands, arms, elbows, legs, knees, feet, and head, including blocks from both a standing and grounded position.

   2. Positioning: Training in this skill includes positioning techniques to gain or maintain control over an individual.

   3. Subject Control, Displacement, Transition: Training in this skill includes techniques used to gain or maintain control over an individual.

   4. Scenario-based Training: Training in this area should include use of force decision-making practice and incorporate two or more additional skills in a scripted dynamic scenario.

   5. Handcuffing: Training in this skill should include handcuffing practice in standing, kneeling, and prone positions.

   6. Vascular Neck Restraint: A control technique characterized by vascular body compression, applying pressure to the vascular structures of the neck, with no compression of the respiratory structures of the throat, such as the trachea or the windpipe. Training in this skill will continue the education officers received during basic training including the effective and safe use of the technique to gain compliance and escape techniques for officers.

      Agencies using Vascular Neck Restraint must conduct annual hands-on training to ensure proper application during active resistance.

7. Any additional defensive tactics skill developed by an approved training provider for use by a law enforcement officer.

C. To ensure that officers are competent and knowledgeable in defensive tactics, each officer shall correctly demonstrate and explain each skill trained for successful completion of the in-service requirement. Defensive Tactics Instructors shall affirm that each officer in attendance demonstrated a clear understanding of the defensive tactics skills trained or provide remedial training until the officer correctly demonstrates his/her understanding. An officer who fails to successfully complete the training by the end of the calendar year will lose law enforcement authority until the training is successfully completed.

D. The LETB, through the Executive Director of the Indiana Law Enforcement Academy or designee, may waive the active participation requirement of the mandatory defensive tactics in-service training only for officers on limited duty status, as reflected in ACADIS. Waiver will only be available to officers whose limited duty status will continue for the remainder of the calendar year. The waiver must be requested by the chief executive officer or training coordinator of the law enforcement agency, office, or department and the request should include the anticipated duration of the officer's limited duty.

IV. CERTIFIED INSTRUCTORS

A. Psychomotor skill instructors certified in defensive tactics must complete a LETB-approved instructor course(s) that provides instructor-level training in the mandatory defensive tactics skills and receive a certificate as a Defensive Tactics Instructor.

B. Indiana Law Enforcement Academy ("ILEA") Defensive Tactics Instructors will be responsible for reviewing and approving all defensive tactics training provider applications. ILEA is responsible for maintaining the list of LETB-approved defensive tactics instructor programs and shall maintain updated copies of any approved program for review.

C. All Defensive Tactics training providers must notify ILEA of any changes to the approved program and provide an updated instructor manual to maintain approval status as a LETB-approved course for in-service training and LETB Defensive Tactics Instructor certification.

D. Defensive Tactics Instructors must hold a valid and current certification in a LETB-approved instructor course to provide defensive tactics in-service training and may not provide instruction outside of their certified program(s).

E. Defensive Tactics Instructors must maintain a lesson plan that documents the skills trained and practiced during in-service training as well as the training objectives. The lesson plan must be maintained by the law enforcement agency and/or the Defensive Tactics Instructor for a minimum of three (3) years from the date of training, a copy of which shall be provided to the LETB upon request.

F. Instructors are responsible for accurately documenting any in-service training provided to maintain their LETB instructor certificate.

LETB Uniform Statewide Defensive Tactics Training Program Policy.pdf

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

LETB Uniform Statewide Defensive Tactics Training Program 2.17.26.pdf

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

AMENDED-LETB-Statewide-Defensive-Tactics-Training-Policy-APPROVED-2.17.26

	LETB UNIFORM STATEWIDE POLICY	Agency Policy/General Order Number:
	Subject: Uniform Statewide Defensive Tactics Training Program	
	Effective: **February 17, 2026**	Revised: **February 17, 2026**

I. PURPOSE

In accordance with IC 5-2-1-1, the Law Enforcement Training Board ("LETB") hereby establishes this Uniform Statewide Defensive Tactics Training Policy and Program in order to ensure the public safety and general welfare of the people of the state of Indiana and to promote equity for all segments of society. This policy may not be added to, modified, or altered in any way by any Indiana law enforcement agency, office, or department.

II. POLICY

It is the policy of the LETB to value and preserve the sanctity of human life. To ensure the safety of law enforcement officers and others, it is essential that officers are trained in defensive tactics to ensure the officer uses only objectively reasonable force to enforce the law, to effect a lawful arrest, and/or to prevent the escape of the person from custody.

III. UNIFORM STATEWIDE DEFENSIVE TACTICS TRAINING PROGRAM

The Uniform Statewide Defensive Tactics Training Program ("Training Program") requires that every Indiana law enforcement officer must train in the following mandatory categories annually to ensure Indiana's law enforcement officers are skilled in defensive tactics.

A. All law enforcement officers subject to mandatory in-service training must complete four (4) hours of active hands-on defensive tactics training in the following mandatory skills to satisfy the requirement established in IC 5-2-1-9 and 250 IAC 2-7-1:

1. Strikes: Training in this mandatory skill will incorporate strikes that an officer may execute using hands, arms, elbows, knees, legs, feet, and/or head. These may include strikes from both a standing and grounded position.

2. Standing Control Skills: Training in this mandatory skill will incorporate standing control and/or escape techniques. Clinches, takedowns, and standing escapes are fundamental elements of standing grappling that prepare an officer to control, transition, or disengage during a standing resistance situation.

3. Ground Fighting: Training in this mandatory skill will incorporate offensive and/or defensive techniques, including ground escapes, that an officer may use during a grounded confrontation.

4. Weapons Defense, Retention, and Use of Impact Weapon: Training in this mandatory skill will incorporate techniques that an officer may use to defend against an attempt to disarm, retain the officer's weapon(s), and/or use to gain compliance, defend an attack, or maintain control. Weapons include firearms, edged-weapons, intermediate weapons, and/or impact weapons. Training in this skill should include techniques from a standing and grounded position.

   Law enforcement officers who are issued intermediate weapons, to include: conducted energy weapon ("CEW"), chemical designed to temporarily incapacitate a person, and/or another device designed to temporarily incapacitate a person, shall be trained on those issued intermediate weapons, as specified by the manufacturer's training requirement, however, this may not be used for any portion of the required four (4) hours of in-service defensive tactics training.

B. Defensive Tactics Instructors must develop a training program that incorporates the four (4) mandatory skills each year. In addition to the four (4) mandatory skills, instructors should use any remaining time within the four (4) annual hours to incorporate training in other defensive tactics skills to address the needs of the agency. The following skills may be incorporated as time allows:

   1. Blocks: Training in this skill includes defense against strikes thrown from the hands, arms, elbows, legs, knees, feet, and head, including blocks from both a standing and grounded position.

   2. Positioning: Training in this skill includes positioning techniques to gain or maintain control over an individual.

   3. Subject Control, Displacement, Transition: Training in this skill includes techniques used to gain or maintain control over an individual.

   4. Scenario-based Training: Training in this area should include use of force decision-making practice and incorporate two or more additional skills in a scripted dynamic scenario.

   5. Handcuffing: Training in this skill should include handcuffing practice in standing, kneeling, and prone positions.

6. Vascular Neck Restraint: A control technique characterized by vascular body compression, applying pressure to the vascular structures of the neck, with no compression of the respiratory structures of the throat, such as the trachea or the windpipe. Training in this skill will continue the education officers received during basic training including the effective and safe use of the technique to gain compliance and escape techniques for officers.

   Agencies using Vascular Neck Restraint must conduct annual hands-on training to ensure proper application during active resistance.

7. Any additional defensive tactics skill developed by an approved training provider for use by a law enforcement officer.

C. To ensure that officers are competent and knowledgeable in defensive tactics, each officer shall correctly demonstrate and explain each skill trained for successful completion of the in-service requirement. Defensive Tactics Instructors shall affirm that each officer in attendance demonstrated a clear understanding of the defensive tactics skills trained or provide remedial training until the officer correctly demonstrates his/her understanding. An officer who fails to successfully complete the training by the end of the calendar year will lose law enforcement authority until the training is successfully completed.

D. The LETB, through the Executive Director of the Indiana Law Enforcement Academy or designee, may waive the active participation requirement of the mandatory defensive tactics in-service training only for officers on limited duty status, as reflected in ACADIS. Waiver will only be available to officers whose limited duty status will continue for the remainder of the calendar year. The waiver must be requested by the chief executive officer or training coordinator of the law enforcement agency, office, or department and the request should include the anticipated duration of the officer's limited duty.

IV. CERTIFIED INSTRUCTORS

A. Psychomotor skill instructors certified in defensive tactics must complete a LETB-approved instructor course(s) that provides instructor-level training in the mandatory defensive tactics skills and receive a certificate as a Defensive Tactics Instructor.

B. Indiana Law Enforcement Academy ("ILEA") Defensive Tactics Instructors will be responsible for reviewing and approving all defensive tactics training provider applications. ILEA is responsible for maintaining the list of LETB-approved defensive tactics instructor programs and shall maintain updated copies of any approved program for review.

C. All Defensive Tactics training providers must notify ILEA of any changes to the approved program and provide an updated instructor manual to maintain approval status as a LETB-approved course for in-service training and LETB Defensive Tactics Instructor certification.

D. Defensive Tactics Instructors must hold a valid and current certification in a LETB-approved instructor course to provide defensive tactics in-service training and may not provide instruction outside of their certified program(s).

E. Defensive Tactics Instructors must maintain a lesson plan that documents the skills trained and practiced during in-service training as well as the training objectives. The lesson plan must be maintained by the law enforcement agency and/or the Defensive Tactics Instructor for a minimum of three (3) years from the date of training, a copy of which shall be provided to the LETB upon request.

F. Instructors are responsible for accurately documenting any in-service training provided to maintain their LETB instructor certificate.

LETB Uniform Statewide Defensive Tactics Training Program Policy.pdf

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

	LETB UNIFORM STATEWIDE POLICY	Agency Policy/General Order Number:
	Subject: Uniform Statewide Defensive Tactics Training Program	
	Effective: **January 1, 2024**	Revised: **June 19, 2023**

I. PURPOSE

In accordance with IC 5-2-1-1, the Law Enforcement Training Board ("LETB") hereby establishes this Uniform Statewide Defensive Tactics Training Policy in order to ensure the public safety and general welfare of the people of the state of Indiana and to promote equity for all segments of society. This policy may not be added to, modified, or altered in any way by any Indiana law enforcement agency, office, or department.

II. POLICY

It is the policy of the LETB to value and preserve the sanctity of human life. To ensure the safety of law enforcement officers and others, it is essential that officers are educated, trained, and proficient in defensive tactics techniques to ensure the officer uses only objectively reasonable force to enforce the law, to effect a lawful arrest, and/or to prevent the escape of the person from custody.

The defensive tactics techniques documented in the Uniform Statewide Defensive Tactics Training Program have been approved by the LETB and shall be trained within a two (2) year training cycle by law enforcement officers to ensure proficiency. The statewide defensive tactics training program may not be added to, modified, or altered in any way by any Indiana law enforcement agency, office, or department.

III. UNIFORM STATEWIDE DEFENSIVE TACTICS TRAINING PROGRAM

The Uniform Statewide Defensive Tactics Training Program ("Training Program") contains the approved defensive tactics techniques that will be trained within a two (2) year training cycle to ensure proficiency of Indiana's law enforcement officers in the area of defensive tactics.

A. The Training Program contains the following mandatory categories of techniques that will be trained with demonstrated proficiency, as defined in the Training Program:

1. Positioning;

2. Strikes;

3. Kicks;

4. Blocks;

5. Handcuffing;

6. Takedowns;

7. Offensive Ground Fighting;

8. Defensive Ground Fighting;

9. Subject Control/Displacement/Transition Techniques;

10. Basic Self-Defense Escapes;

11. Intermediate Weapons;

12. Weapon Defense/Retention;

13. Scenario-Based Training; and

14. Vascular Neck Restraint.

B. Defensive Tactics Instructors must train a minimum of one (1) approved technique listed in the Training Program in each of the mandatory categories listed above within a two (2) year training cycle.

C. All law enforcement officers subject to the mandatory in-service training requirement adopted by the LETB, must attend training course(s) that train a minimum of one (1) approved technique listed in the Training Program in each of the mandatory categories listed above, within a two (2) year training cycle, to fulfill the mandatory defensive tactics in-service training requirement.

D. Law enforcement officers who are issued intermediate weapons, to include: conducted energy weapon ("CEW"), chemical designed to temporarily incapacitate a person, and/or another device designed to temporarily incapacitate a person, shall be trained on those issued intermediate weapons, as specified by the manufacturer's training requirement. At this time, this policy and Training Program does not include less-lethal projectiles, and these weapons may be independently trained as directed by law enforcement agencies.

E. All law enforcement officers subject to the mandatory in-service training requirement adopted by the LETB, shall annually complete a minimum of four (4) hours of active hands-on participation in defensive tactics training to fulfill the requirement.

F. The LETB, through the Executive Director of the Indiana Law Enforcement Academy, may waive the active participation requirement, and physical demonstration of proficiency, of the mandatory defensive tactics in-service training for officers on limited duty status, if a waiver is requested by the chief executive officer or training coordinator of the law enforcement agency,

office, or department.

G. Law enforcement officers shall demonstrate proficiency, as defined in the Training Program, in each trained technique for successful completion of the in-service requirement. Defensive Tactics Instructors shall certify the proficiency of each officer trained or provide remedial training until proficiency is demonstrated.

H. The mandatory category, Vascular Neck Restraint, is a control technique characterized by vascular body compression, applying pressure to the vascular structures of the neck, with no compression of the respiratory structures of the throat, such as the trachea or the windpipe. The Vascular Neck Restraint, when properly applied by a trained law enforcement officer, is not a chokehold as defined in IC 35-41-3-3.

IV. CERTIFIED INSTRUCTORS

A. Psychomotor skill instructors certified in physical tactics, hereby known as defensive tactics, (hereinafter referred to as "psychomotor skill instructors") must complete a LETB-approved instructor course or courses that provides instructor-level training under each of the categories of mandatory defensive tactics instruction. This training shall be completed prior to providing any certified defensive tactics instruction under those categories**.**

B. Psychomotor skill instructors who are not currently certified to instruct each of the mandatory categories of defensive tactics instruction, may only train the categories for which they hold current certification.

C. Psychomotor skill instructors may only train the approved technique(s) for which they hold current certification.

D. Psychomotor skill instructors previously certified to instruct all the mandatory categories of defensive tactics instruction will be re-issued a certificate as a Defensive Tactics Instructor.

E. Psychomotor skill instructors who are not currently certified to instruct all the mandatory categories of defensive tactics instruction, shall have one (1) year from the effective date of this policy to obtain the training under subsection A, and submit a request for a re-issued certificate as a Defensive Tactics Instructor, or they forfeit instructor certification.

F. Defensive tactics instructors shall document the approved technique or techniques, and the defensive tactics category or categories, trained for each defensive tactics course. This information will be documented on an Indiana Law Enforcement Academy's Defensive Tactics In-Service Training form, and a copy maintained on file with the hiring or appointing law enforcement agency.

G. Certified instructors are responsible for accurately documenting the defensive tactics training to maintain the instructor certificate.

H. The re-issuance of instructor certificates will not affect the Term of Certification under 250 IAC 2-10-6.

	LETB UNIFORM STATEWIDE POLICY	Agency Policy/General Order Number:
	Subject: Uniform Statewide Defensive Tactics Training Program	
	Effective: **January 1, 2024**	Revised: **June 19, 2023**

I. PURPOSE

In accordance with IC 5-2-1-1, the Law Enforcement Training Board ("LETB") hereby establishes this Uniform Statewide Defensive Tactics Training Policy in order to ensure the public safety and general welfare of the people of the state of Indiana and to promote equity for all segments of society. This policy may not be added to, modified, or altered in any way by any Indiana law enforcement agency, office, or department.

II. POLICY

It is the policy of the LETB to value and preserve the sanctity of human life. To ensure the safety of law enforcement officers and others, it is essential that officers are educated, trained, and proficient in defensive tactics techniques to ensure the officer uses only objectively reasonable force to enforce the law, to effect a lawful arrest, and/or to prevent the escape of the person from custody.

The defensive tactics techniques documented in the Uniform Statewide Defensive Tactics Training Program have been approved by the LETB and shall be trained within a two (2) year training cycle by law enforcement officers to ensure proficiency. The statewide defensive tactics training program may not be added to, modified, or altered in any way by any Indiana law enforcement agency, office, or department.

III. UNIFORM STATEWIDE DEFENSIVE TACTICS TRAINING PROGRAM

The Uniform Statewide Defensive Tactics Training Program ("Training Program") contains the approved defensive tactics techniques that will be trained within a two (2) year training cycle to ensure proficiency of Indiana's law enforcement officers in the area of defensive tactics.

A. The Training Program contains the following mandatory categories of techniques that will be trained with demonstrated proficiency, as defined in the Training Program:

1. Positioning;

2. Strikes;

3. Kicks;

4. Blocks;

5. Handcuffing;

6. Takedowns;

7. Offensive Ground Fighting;

8. Defensive Ground Fighting;

9. Subject Control/Displacement/Transition Techniques;

10. Basic Self-Defense Escapes;

11. Intermediate Weapons;

12. Weapon Defense/Retention;

13. Scenario-Based Training; and

14. Vascular Neck Restraint.

B. Defensive Tactics Instructors must train a minimum of one (1) approved technique listed in the Training Program in each of the mandatory categories listed above within a two (2) year training cycle.

C. All law enforcement officers subject to the mandatory in-service training requirement adopted by the LETB, must attend training course(s) that train a minimum of one (1) approved technique listed in the Training Program in each of the mandatory categories listed above, within a two (2) year training cycle, to fulfill the mandatory defensive tactics in-service training requirement.

D. Law enforcement officers who are issued intermediate weapons, to include: conducted energy weapon ("CEW"), chemical designed to temporarily incapacitate a person, and/or another device designed to temporarily incapacitate a person, shall be trained on those issued intermediate weapons, as specified by the manufacturer's training requirement. At this time, this policy and Training Program does not include less-lethal projectiles, and these weapons may be independently trained as directed by law enforcement agencies.

E. All law enforcement officers subject to the mandatory in-service training requirement adopted by the LETB, shall annually complete a minimum of four (4) hours of active hands-on participation in defensive tactics training to fulfill the requirement.

F. The LETB, through the Executive Director of the Indiana Law Enforcement Academy, may waive the active participation requirement, and physical demonstration of proficiency, of the mandatory defensive tactics in-service training for officers on limited duty status, if a waiver is requested by the chief executive officer or training coordinator of the law enforcement agency,

office, or department.

G. Law enforcement officers shall demonstrate proficiency, as defined in the Training Program, in each trained technique for successful completion of the in-service requirement. Defensive Tactics Instructors shall certify the proficiency of each officer trained or provide remedial training until proficiency is demonstrated.

H. The mandatory category, Vascular Neck Restraint, is a control technique characterized by vascular body compression, applying pressure to the vascular structures of the neck, with no compression of the respiratory structures of the throat, such as the trachea or the windpipe. The Vascular Neck Restraint, when properly applied by a trained law enforcement officer, is not a chokehold as defined in IC 35-41-3-3.

IV. CERTIFIED INSTRUCTORS

A. Psychomotor skill instructors certified in physical tactics, hereby known as defensive tactics, (hereinafter referred to as "psychomotor skill instructors") must complete a LETB-approved instructor course or courses that provides instructor-level training under each of the categories of mandatory defensive tactics instruction. This training shall be completed prior to providing any certified defensive tactics instruction under those categories**.**

B. Psychomotor skill instructors who are not currently certified to instruct each of the mandatory categories of defensive tactics instruction, may only train the categories for which they hold current certification.

C. Psychomotor skill instructors may only train the approved technique(s) for which they hold current certification.

D. Psychomotor skill instructors previously certified to instruct all the mandatory categories of defensive tactics instruction will be re-issued a certificate as a Defensive Tactics Instructor.

E. Psychomotor skill instructors who are not currently certified to instruct all the mandatory categories of defensive tactics instruction, shall have one (1) year from the effective date of this policy to obtain the training under subsection A, and submit a request for a re-issued certificate as a Defensive Tactics Instructor, or they forfeit instructor certification.

F. Defensive tactics instructors shall document the approved technique or techniques, and the defensive tactics category or categories, trained for each defensive tactics course. This information will be documented on an Indiana Law Enforcement Academy's Defensive Tactics In-Service Training form, and a copy maintained on file with the hiring or appointing law enforcement agency.

G. Certified instructors are responsible for accurately documenting the defensive tactics training to maintain the instructor certificate.

H. The re-issuance of instructor certificates will not affect the Term of Certification under 250 IAC 2-10-6.

351 LETB-Statewide Use Of Deadly Force Policy.pdf

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

	LETB UNIFORM STATEWIDE POLICY	Agency Policy/General Order Number:
	Subject: Deadly Force	
	Effective: **July 1, 2024**	Revised: **October 23, 2023**

I. PURPOSE

In accordance with IC 5-2-1-1, the Law Enforcement Training Board hereby establishes this consistent and uniform statewide deadly force policy in order to ensure the public safety and general welfare of the people of the state of Indiana and to promote equity for all segments of society. This policy may not be added to, modified, or altered in any way by any Indiana law enforcement agency, office, or department.

II. POLICY

It is the policy of the LETB to value and preserve the sanctity of human life. Law enforcement officers shall only use force, non-deadly or deadly, in compliance with the law, this policy, and the Board established training program to further an enforcement action. Officers shall use only the force that is objectively reasonable, while protecting the safety of officers and others. Officers shall use only the level of force which a reasonably prudent officer would use under the same or similar circumstances.

III. DEFINITIONS

The following definitions correspond to terminology used within this policy and the statewide training program:

A. CHOKEHOLD (IC 35-41-3-3) – Applying pressure to the throat or neck of another person in a manner intended to obstruct the airway of the other person.

B. DEADLY FORCE (IC 35-31.5-2-85) – Force which creates a substantial risk of serious bodily injury.

C. DEADLY WEAPON (IC 35-31.5-2-86) – Means the following:

1. A loaded or unloaded firearm.

2. A destructive device, weapon, device, taser (as defined in IC 35-47-8-3) or electronic stun weapon (as defined in IC 35-47-8-1), equipment, chemical substance, or other material that in the manner it is used; could ordinarily be used; is intended to be used; is readily capable of causing serious bodily injury.

3. An animal (as defined in IC 35-46-3-3) which is readily capable of causing serious bodily injury, and which is used in the commission or attempted commission of a crime.

4. A biological disease, virus or organism which is capable of causing serious bodily injury.

5. The term does not include:

   a. a taser (as defined in IC 35-47-8-3);

   b. an electronic stun weapon (as defined in IC 35-47-8-1);

   c. a chemical designed to temporarily incapacitate a person; or

   d. another device designed to temporarily incapacitate a person;

   if the device described in subdivisions (a) through (d) is used by a law enforcement officer who has been trained in the use of the device and who uses the device in accordance with the law enforcement officer's training and while lawfully engaged in the execution of official duties.

D. DE-ESCALATION – Actions taken in an attempt to stabilize the situation in an effort to reduce or eliminate the necessity of using force against subjects.

E. FORCIBLE FELONY - a felony that involves the use or threat of force against a human being in which there is imminent danger of serious bodily injury to a human being.

F. RESISTANCE –

1. PASSIVE RESISTANCE - a non-forcible act that is intended to impede, hinder, or delay complying with a lawful order or effecting an arrest (e.g., "going limp," "dead weight," ignoring a lawful command, or holding on to something while disobeying verbal orders to release, wherein no force is directed toward the officer).

2. ACTIVE RESISTANCE – a physical action(s) that prevent(s) an officer from being able to lawfully exercise their duties (e.g., subject walking away after being told to stop, subject fleeing from arrest, or subject tensing/pulling away/breaking officer's grip involving force demonstrated by the individual's use of power, strength, or violence directed at or against the officer).

   Passive resistance may turn into active resistance. For example, holding onto a steering wheel is passive resistance; however, if an officer attempts to remove the hands and the subject reacts by tensing or pulling away using power, strength, or violence, then this becomes active resistance.

3. FORCIBLE RESISTANCE - the use or imminent use of force (non-deadly or

deadly) directed toward an officer which interferes with the law enforcement officer's rightful exercise of their duties (e.g., hitting, punching, use of instruments or weapons).

G. SERIOUS BODILY INJURY (IC 35-31.5-2-292) – Impairment of physical condition which creates a substantial risk of death or causes serious permanent disfigurement, unconsciousness, extreme pain, permanent or protracted loss or impairment of the function of a bodily member or organ, or loss of a fetus.

IV. PROCEDURE

A. De-escalation: an officer shall attempt to engage in de-escalation prior to using force when safe and feasible to do so.

B. Officers shall only use police vehicles as a weapon in situations where deadly force is allowed by law.

However, use of a precision immobilization technique (PIT) maneuver, when used in accordance with agency, department or office training guidelines, is not considered deadly force.

C. Officers shall not:

1. Discharge any warning shot. The objectively reasonable discharge of a firearm in the direction of an individual, against whom deadly force is allowed by law, with the intent to assist an officer or third-party who is in imminent danger, is not considered a warning shot;

2. Discharge a firearm at or from a vehicle except in situations where deadly force is allowed by law;

3. Use force against a person who is merely verbally abusive; or

4. Use a chokehold except in situations where deadly force is allowed by law.

D. Use of Force:

1. A law enforcement officer is justified in using reasonable force if the officer reasonably believes that the force is necessary to enforce a criminal law or to effect a lawful arrest.

2. A law enforcement officer is justified in using reasonable force against any other person to protect the person or a third person from what the officer reasonably believes to be the imminent use of unlawful force.

3. A law enforcement officer is justified in using deadly force if the officer has probable cause to believe that deadly force is necessary to prevent the imminent threat of serious bodily injury to the officer or a third person or the commission of a forcible felony.

4. A law enforcement officer who has an arrested person in custody is justified in using the same force to prevent the escape of the arrested person from custody that the officer would be justified in using if the officer was arresting that person.

5. The use of deadly force against persons by officers relating to arrest or escape shall be restricted to the following:

    a. The officer has probable cause to believe that the deadly force is necessary:

        i. to prevent the commission of a forcible felony; or

        ii. to effect an arrest of a person who the officer has probable cause to believe poses an imminent threat of serious bodily injury to the officer or a third person; and

        iii. has given a warning, if feasible, to the person against whom the deadly force is to be used.

    b. An officer who has an arrested person in custody is justified in using deadly force to prevent the escape of the arrested person from custody only if the officer:

        i. Has probable cause to believe deadly force is necessary to prevent the escape from custody of a person who the officer has probable cause to believe poses an imminent threat of serious bodily injury to the officer or a third person; and

        ii. Has given a warning, if feasible, to the person against whom the deadly force is to be used.

    c. A guard or other official in a penal facility or a law enforcement officer is justified in using reasonable force, including deadly force, if the officer has probable cause to believe that the force is necessary to prevent the escape of a person who is detained in the penal facility.

E. Duty to Intervene:

1. A law enforcement officer who is present and observes another officer using force that the officer has reason to know is excessive under the circumstances shall have a duty to intervene when it is safe and feasible to do so.

2. Law enforcement officers who intervene shall immediately report the incident to a

supervisor or commanding officer.

F. Each law enforcement officer involved in a use of force incident shall:

1. Cease using force when the subject is properly secured, provided that the subject has stopped any active or forcible resistance; and

2. If needed, as soon as safe and practical, provide appropriate medical aid (e.g. first aid, CPR, or activation of available EMS) after any use of force.

3. Complete the appropriate report(s) and/or notifications in accordance with agency, department or office reporting policies and procedures. However, if the use of force incident involves serious bodily injury or death, the officer shall immediately notify a supervisor, or the appropriate command personnel of the agency, department or office.

V. ANNUAL TRAINING

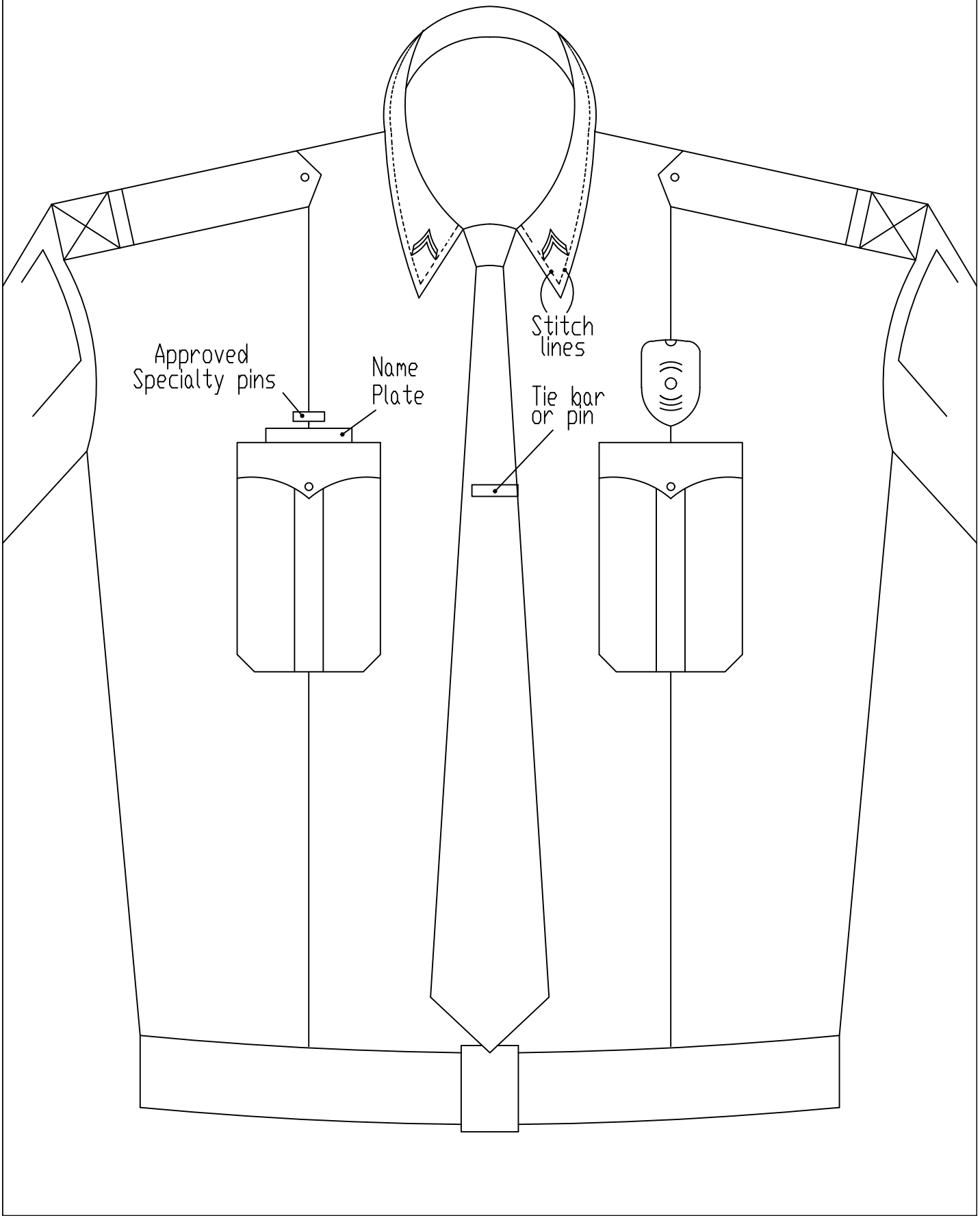
The uniform statewide deadly force policy and corresponding training program shall be reviewed annually during the mandatory in-service training adopted by the Law Enforcement Training Board.

Photo Awards Desctiption 12-24-2019.xlsx

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

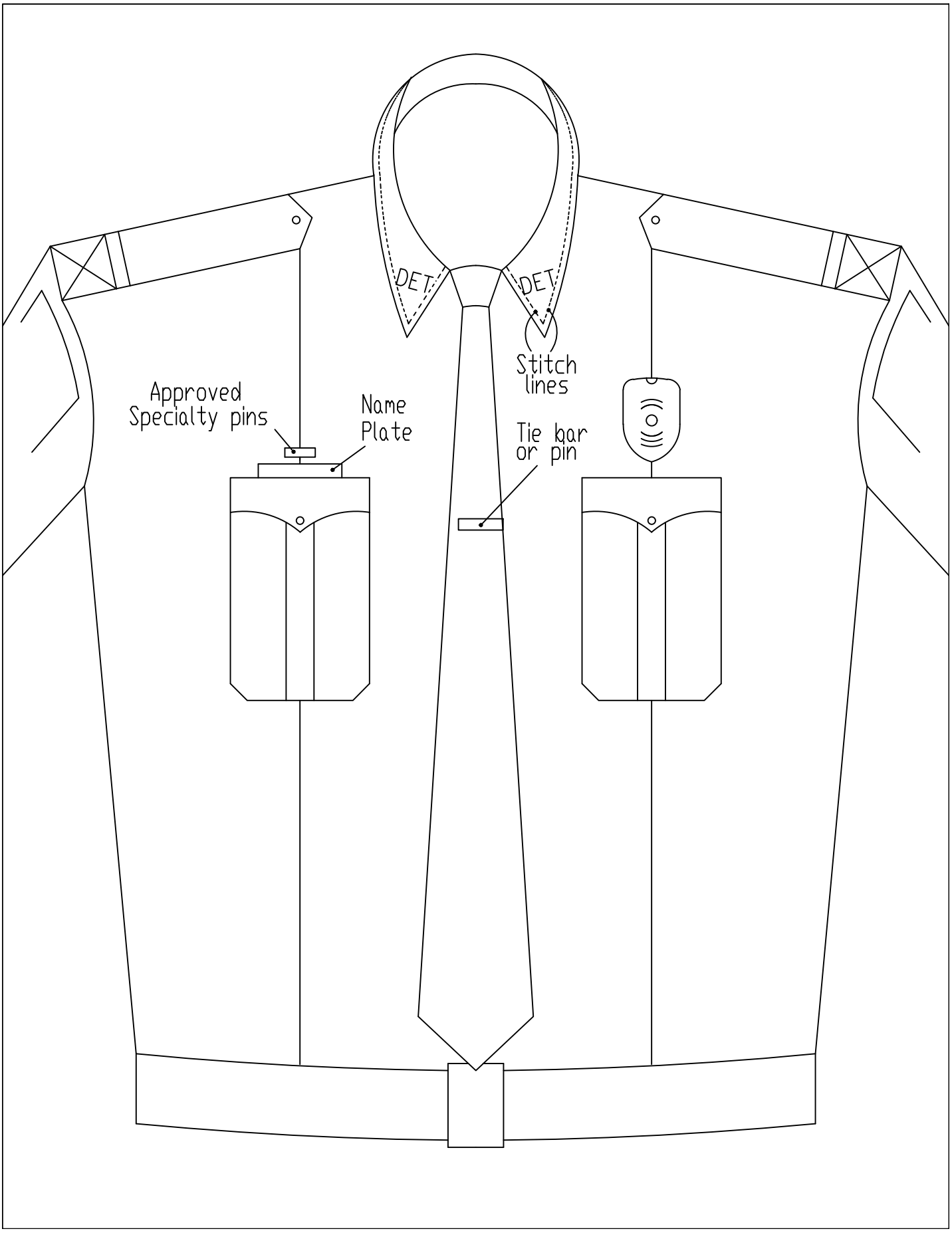
UNIFORM-4-CORP.pdf

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department


Approved
Specialty pins
Name
Plate
Stitch
lines
Tie bar
or pin

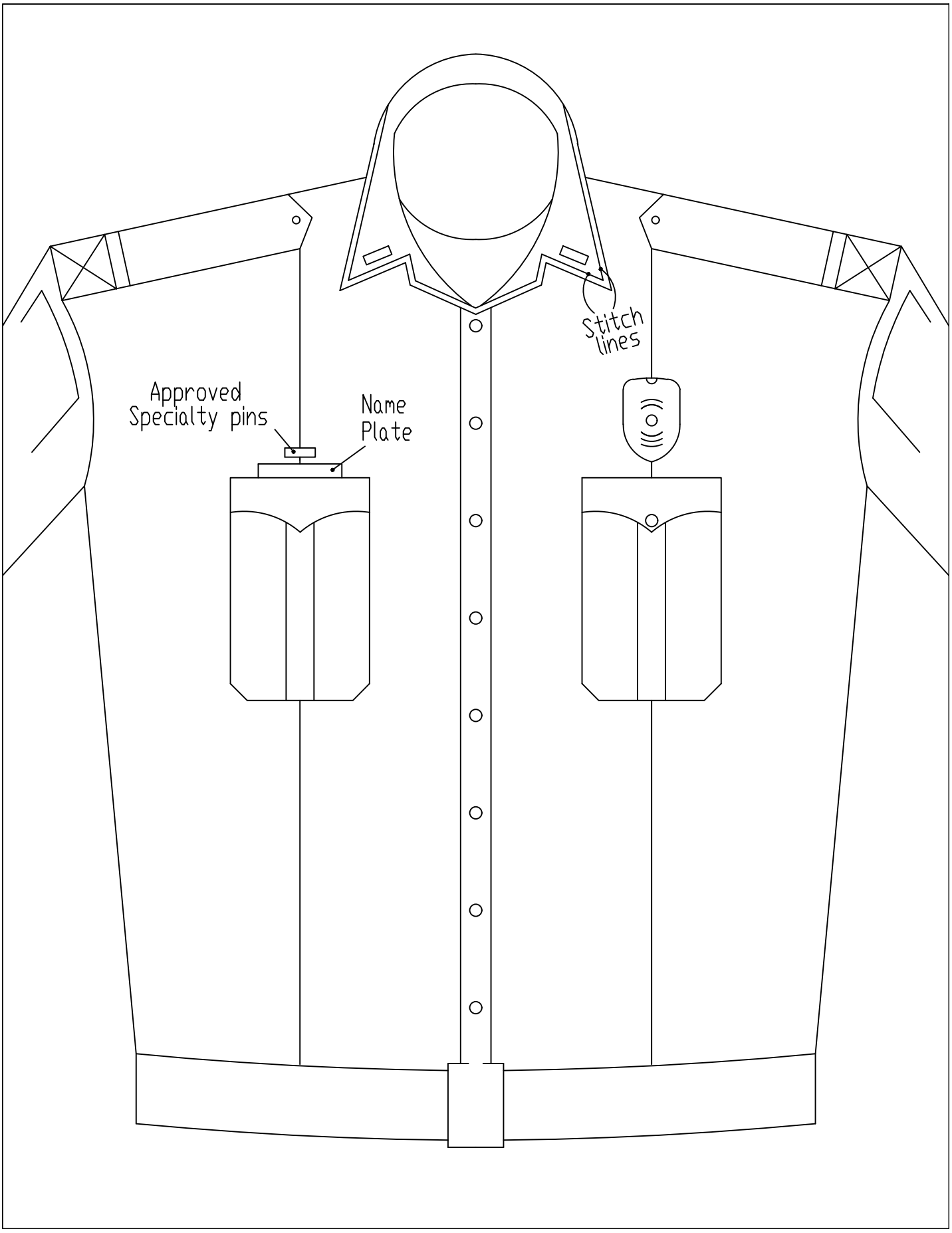
UNIFORM-4-DET.pdf

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department


DET
DET
Stitch lines
Approved Specialty pins
Name Plate
Tie bar or pin

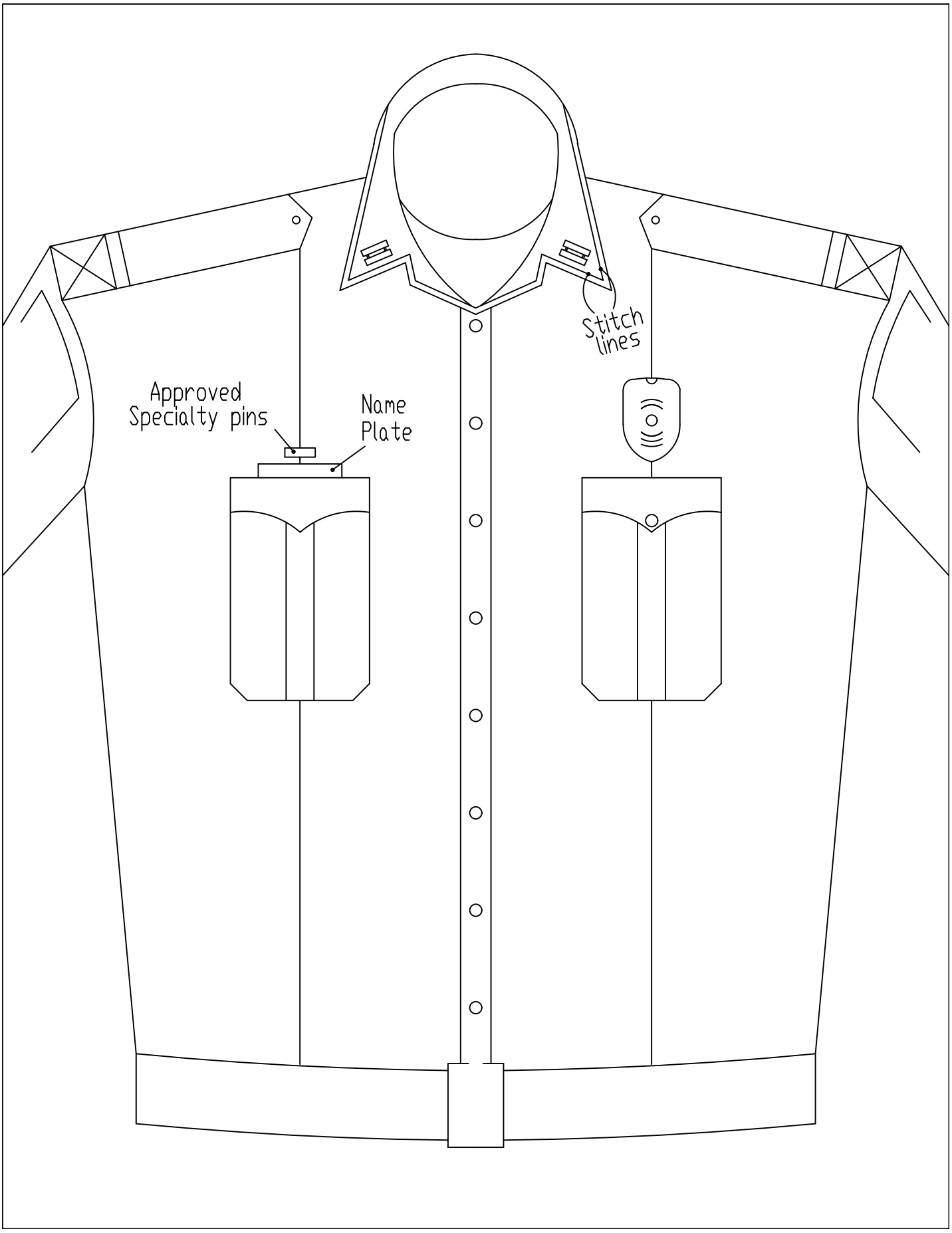
UNIFORM-4-LIEUT-SS.pdf

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department


Approved
Specialty pins
Name
Plate
Stitch
lines

UNIFORM-4-CAPT-SS.pdf

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department


Approved
Specialty pins
Name
Plate
Stitch
lines

ETB_Uniform_Statewide_Defensive_Tactics_Training_Program-2.17.26.p

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

AMENDED-LETB-Statewide-Defensive-Tactics-Training-Policy-APPROVED-2.17.26

	LETB UNIFORM STATEWIDE POLICY	Agency Policy/General Order Number:
	Subject: Uniform Statewide Defensive Tactics Training Program	
	Effective: **February 17, 2026**	Revised: **February 17, 2026**

I. PURPOSE

In accordance with IC 5-2-1-1, the Law Enforcement Training Board ("LETB") hereby establishes this Uniform Statewide Defensive Tactics Training Policy and Program in order to ensure the public safety and general welfare of the people of the state of Indiana and to promote equity for all segments of society. This policy may not be added to, modified, or altered in any way by any Indiana law enforcement agency, office, or department.

II. POLICY

It is the policy of the LETB to value and preserve the sanctity of human life. To ensure the safety of law enforcement officers and others, it is essential that officers are trained in defensive tactics to ensure the officer uses only objectively reasonable force to enforce the law, to effect a lawful arrest, and/or to prevent the escape of the person from custody.

III. UNIFORM STATEWIDE DEFENSIVE TACTICS TRAINING PROGRAM

The Uniform Statewide Defensive Tactics Training Program ("Training Program") requires that every Indiana law enforcement officer must train in the following mandatory categories annually to ensure Indiana's law enforcement officers are skilled in defensive tactics.

A. All law enforcement officers subject to mandatory in-service training must complete four (4) hours of active hands-on defensive tactics training in the following mandatory skills to satisfy the requirement established in IC 5-2-1-9 and 250 IAC 2-7-1:

1. Strikes: Training in this mandatory skill will incorporate strikes that an officer may execute using hands, arms, elbows, knees, legs, feet, and/or head. These may include strikes from both a standing and grounded position.

2. Standing Control Skills: Training in this mandatory skill will incorporate standing control and/or escape techniques. Clinches, takedowns, and standing escapes are fundamental elements of standing grappling that prepare an officer to control, transition, or disengage during a standing resistance situation.

3. Ground Fighting: Training in this mandatory skill will incorporate offensive and/or defensive techniques, including ground escapes, that an officer may use during a grounded confrontation.

4. Weapons Defense, Retention, and Use of Impact Weapon: Training in this mandatory skill will incorporate techniques that an officer may use to defend against an attempt to disarm, retain the officer's weapon(s), and/or use to gain compliance, defend an attack, or maintain control. Weapons include firearms, edged-weapons, intermediate weapons, and/or impact weapons. Training in this skill should include techniques from a standing and grounded position.

   Law enforcement officers who are issued intermediate weapons, to include: conducted energy weapon ("CEW"), chemical designed to temporarily incapacitate a person, and/or another device designed to temporarily incapacitate a person, shall be trained on those issued intermediate weapons, as specified by the manufacturer's training requirement, however, this may not be used for any portion of the required four (4) hours of in-service defensive tactics training.

B. Defensive Tactics Instructors must develop a training program that incorporates the four (4) mandatory skills each year. In addition to the four (4) mandatory skills, instructors should use any remaining time within the four (4) annual hours to incorporate training in other defensive tactics skills to address the needs of the agency. The following skills may be incorporated as time allows:

   1. Blocks: Training in this skill includes defense against strikes thrown from the hands, arms, elbows, legs, knees, feet, and head, including blocks from both a standing and grounded position.

   2. Positioning: Training in this skill includes positioning techniques to gain or maintain control over an individual.

   3. Subject Control, Displacement, Transition: Training in this skill includes techniques used to gain or maintain control over an individual.

   4. Scenario-based Training: Training in this area should include use of force decision-making practice and incorporate two or more additional skills in a scripted dynamic scenario.

   5. Handcuffing: Training in this skill should include handcuffing practice in standing, kneeling, and prone positions.

6. Vascular Neck Restraint: A control technique characterized by vascular body compression, applying pressure to the vascular structures of the neck, with no compression of the respiratory structures of the throat, such as the trachea or the windpipe. Training in this skill will continue the education officers received during basic training including the effective and safe use of the technique to gain compliance and escape techniques for officers.

   Agencies using Vascular Neck Restraint must conduct annual hands-on training to ensure proper application during active resistance.

7. Any additional defensive tactics skill developed by an approved training provider for use by a law enforcement officer.

C. To ensure that officers are competent and knowledgeable in defensive tactics, each officer shall correctly demonstrate and explain each skill trained for successful completion of the in-service requirement. Defensive Tactics Instructors shall affirm that each officer in attendance demonstrated a clear understanding of the defensive tactics skills trained or provide remedial training until the officer correctly demonstrates his/her understanding. An officer who fails to successfully complete the training by the end of the calendar year will lose law enforcement authority until the training is successfully completed.

D. The LETB, through the Executive Director of the Indiana Law Enforcement Academy or designee, may waive the active participation requirement of the mandatory defensive tactics in-service training only for officers on limited duty status, as reflected in ACADIS. Waiver will only be available to officers whose limited duty status will continue for the remainder of the calendar year. The waiver must be requested by the chief executive officer or training coordinator of the law enforcement agency, office, or department and the request should include the anticipated duration of the officer's limited duty.

IV. CERTIFIED INSTRUCTORS

A. Psychomotor skill instructors certified in defensive tactics must complete a LETB-approved instructor course(s) that provides instructor-level training in the mandatory defensive tactics skills and receive a certificate as a Defensive Tactics Instructor.

B. Indiana Law Enforcement Academy ("ILEA") Defensive Tactics Instructors will be responsible for reviewing and approving all defensive tactics training provider applications. ILEA is responsible for maintaining the list of LETB-approved defensive tactics instructor programs and shall maintain updated copies of any approved program for review.

C. All Defensive Tactics training providers must notify ILEA of any changes to the approved program and provide an updated instructor manual to maintain approval status as a LETB-approved course for in-service training and LETB Defensive Tactics Instructor certification.

D. Defensive Tactics Instructors must hold a valid and current certification in a LETB-approved instructor course to provide defensive tactics in-service training and may not provide instruction outside of their certified program(s).

E. Defensive Tactics Instructors must maintain a lesson plan that documents the skills trained and practiced during in-service training as well as the training objectives. The lesson plan must be maintained by the law enforcement agency and/or the Defensive Tactics Instructor for a minimum of three (3) years from the date of training, a copy of which shall be provided to the LETB upon request.

F. Instructors are responsible for accurately documenting any in-service training provided to maintain their LETB instructor certificate.

INDEX / TOPICS

A

ACKNOWLEDGEMENTS
Evidence. 414
Policy manual. 17
Policy revisions. 17
ADMINISTRATIVE COMMUNICATIONS. . 29
ADMINISTRATIVE INVESTIGATION. . . 476
ADMINISTRATIVE INVESTIGATIONS
Criminal parallel. 480
ADMINISTRATIVE LEAVE
Employee convictions. 469
Firearms. 81
Fitness for duty. 501
OIS. 73
ADMISSIONS
Homeless persons. 294
ADULT ABUSE. 128
Homeless persons. 294
Investigations. 349
Sexual Assault. 351
AIRCRAFT
Accidents. 269
Flying while armed. 88
Temporary flight restrictions. 163
ALCOHOL
Firearms. 84
Intoxicants. 154
AMBER ALERTS. 140
AMMUNITION
Kinetic energy projectiles. 59
AMMUNITION. 82
Body armor. 490
Property packaging. 412
ANIMALS
Euthanize. 87
Injured. 87, 329
Line-of-duty deaths. 534
ANTI-RETALIATION. 466
APPOINTMENTS
ALPR operations coordinator. 290
Canine coordinator. 106
Chaplain coordinator. 182
Chief executive officer. 13
Community relations coordinator. 197
Crisis response unit commander. 227
Custodian of records. 421
Forfeiture Reviewer. 358
FTO coordinator. 274
Liaison to the homeless community. . . . 293
Operations director. 371
Petty cash fund manager. 397
Press information officer (PIO). 162
School crossing guard coordinator. . . . 343
Training committee. 26
TSA instructor. 88
Unmanned aerial system coordinator. . . 368
APPOINTSMENTS
Line-of-duty death liaisons and coordinators 526
ARRESTS
Child and dependent adult safety. 187
Citizen's. 180
Consular notifications. 435
Control devices. 56
Diplomatic immunity. 259
Domestic or family violence. 117
First amendment assemblies. 304
Handcuffs and restraints. 54
Homeless persons. 294
Juveniles. 164
Log. 164
Mass. 301
Response team. 231
Summons. 257
Towed Vehicles. 331
ARRESTS,
Employee. 469
ASSET FORFEITURE. 355
AUDIO/VIDEO RECORDING
Custodial Interrogation. 348
First amendment assemblies. 300
Holding cells. 437
OIS. 77
AUDITS
ALPR system. 291
Asset forfeiture. 358
Grievances. 465
Informant files. 363
Informant funds. 365
Petty cash. 397
Records. 418
AUTHORITY. 10
Abuse of. 293
Canine handler. 107, 108
Command. 20
Member. 20
Official. 520
Policy manual. 15
Use of force. 50
AUTOMATED EXTERNAL DEFIBRILLATORS (AED). 297

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

AUTOMATED LICENSE PLATE READERS (ALPR). 290

B

BACKGROUNDS
Ride-alongs. 235
BADGES. 514
BADGES, PATCHES AND IDENTIFICATION
Speech, expression and social networking. 520
Temporary modified-duty assignment. . 516
Uniforms. 509
While armed. 81
BARRICADE INCIDENTS. 240
BATONS. 57
BIAS-BASED POLICING. 222
BIAS CRIMES. 146
BICYCLES
Property storage. 412
Special assignment. 462
Uniforms. 511
BIOLOGICAL SAMPLES
Evidence. 416
Hazards. 270
Property packaging. 412
BODY ARMOR
Suspects. 80
BODY PIERCING. 507
BOMBS
Aircraft accidents. 270
Canine detection. 110
Chaplains. 184
Explosive training aids. 113
Mobile Digital Terminal. 287
Radios. 246

C

CANINES
Pursuits. 96
Special assignment. 462
Uniforms. 511
CASH
Audit. 365
Custody. 437
Informants. 364
Property packaging. 412
Searches. 447
Unclaimed. 415
Vehicle Inventory. 333
CHANGE OF ASSIGNMENT. 496
CHAPLAINS. 181
Line-of-duty deaths. 534
Ride-alongs. 234
Volunteers. 190
CHIEF EXECUTIVE OFFICER. 13
CHILD AND DEPENDENT ADULT SAFETY 187
CHILDREN
Amber alerts. 140
Child safety. 187
Missing persons. 132
Safety. 117
Transporting. 487
CITATIONS
Diplomatic immunity. 260
Parking. 337
CITIZEN'S ARREST. 180
CIVIL
Disputes. 309
Subpoenas. 166
COMMAND STAFF
Anti-retaliation. 468
Petty cash audit. 397
Policy review. 17
Protocol. 19
Training recommendations. 26
Use of force review. 49
COMMENDATIONS AND AWARDS
Administrative communications. 29
COMMUNICABLE DISEASES
Custody. 433
Juvenile custody. 441
COMMUNICATIONS
CRU Mobilization list. 231
COMMUNITY RELATIONS. 197
COMPUTERS
Digital evidence. 349
DTBs. 27
Protected information. 427
CONDUCT
Anti-retaliation. 466
Criminal. 469
Fitness for duty. 500
Meritorious. 498
OIS. 71
Prohibited speech, expression and social networking. 520
Ride-alongs. 235
Standards of conduct. 152
CONFIDENTIALITY
ALPR data. 290
Chaplains. 185
Communicable disease information. . . 472
Crisis intervention incidents. 252
Custodian of records. 421
Fitness for duty. 500
Informants. 361

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Media. 164
Protected information. 193, 426
Radio broadcasts. 287
CONTACTS AND TEMPORARY DETENTIONS
Bias-based policing. 222
CONTROL DEVICES. 56
Training. 265
COURT APPEARANCES. 166
COURT ORDERS
Adult abuse. 130
Canine controlled substance. 113
Child custody. 187
Civil disputes. 309
Domestic or family violence. 115
Marijuana destruction. 417
Members. 469
Property. 413, 416
Service of court documents. 311
Subpoena. 166
Summons releases. 257
CRIME ANALYSIS. 407
CRIME AND DISASTER SCENE INTEGRITY. 225
CRISIS INTERVENTION INCIDENTS. . . 249
CUSTODIAL INTERROGATIONS. . . . 348
CUSTODIAL SEARCHES. 446
CUSTODIAN OF RECORDS
OIS. 164

D

DAILY TRAINING BULLETINS (DTBS). . 27
DEATH. 160
Chaplains. 184
Custody-Adults. 438
Custody-juveniles. 444
Investigations. 177
Mourning bands. 509
Traffic related. 328
DEBRIEFING
Crisis intervention incidents. 252
Warrant service. 373
DECONFLICTION. 377
DEPARTMENT-OWNED AND PERSONAL PROPERTY. 381
DEPENDENT ADULTS
Safety. 117, 187
DIPLOMATIC IMMUNITY. 261
DISABLED
Involuntary detentions training. 256
Motorist. 342
Pregnancy. 518
Vehicles. 342
DISCIPLINE. 149
Custody-juveniles. 443
Volunteers. 194
DISCLAIMER. 15
Administrative communications. 29
DISCRIMINATION
Racial or bias-based profiling. 222
DOMESTIC OR FAMILY VIOLENCE. . . 115
DRIVING
Defensive. 193
Mobile Data Terminal. 286
Personal Communication Devices. . . . 387
Pursuit tactics. 95
Safety. 153
Seat belts. 487
Severe use. 388

E

ELECTRONIC CIGARETTES. 473
ELECTRONIC MAIL
Personal communication devices. . . . 384
Speech, expression and social networking. 519
EMERGENCY OPERATIONS PLAN. . . . 23
ETHICS
authority. 150
EVIDENCE
Bombs. 248
Custodial searches. 446
Digital. 349
Seizing recordings. 289
EXPLOSIONS. 247
EXPOSURE CONTROL
HAZMAT. 237
Property packaging. 412
EYEWITNESS IDENTIFICATION
Field identification. 367
EYEWITNESS IDENTIFICATION. . . . 278

F

FIELD TRAINING OFFICERS. 273
Special assignments. 462
FIREARMS. 79
Conduct. 153
Destruction of animals. 431
Involuntary detentions. 256
Property packaging. 412
Property releases. 415
Pursuits. 99
Vehicle maintenance. 388

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

FIRST AMENDMENT ASSEMBLIES. . . 299
FITNESS FOR DUTY
OIS. 73
Temporary modified-duty assignments. . 518
Volunteers. 192
FLYING WHILE ARMED. 88
FOREIGN
Country convictions. 469
Currency. 447
Diplomatic and consular representatives. 259
Nationals. 435
FORMS
Eyewitness identification. 366

G

GANGS
Civilian attire. 512
Member affiliation. 150
Personal appearance standards. 506
GRIEVANCES
Fitness for duty. 502
Supervisor authority. 15

H

HANDCUFFING AND RESTRAINTS. . . . 52
HANDCUFFING AND RESTRAINTS
Custody. 436
HAZARDOUS MATERIAL (HAZMAT)
RESPONSE. 237
Aircraft accidents. 270
Traffic. 327
Vehicle Inventory. 333
HIGH-VISIBILITY VESTS. 325
HOMELESS PERSONS. 293
HOSTAGE AND BARRICADE INCIDENTS
Notifications. 175
Rapid response and deployment. 263
HOSTAGE SITUATIONS. 242

I

IDENTIFICATION CARDS. 515
IDENTITY THEFT. 200
IMMEDIATE DETENTIONS. 254
INFORMANTS. 361
INFORMATION AND SUMMONS
Traffic. 336
INSPECTIONS
Control devices. 56
Crisis response unit - operational readiness 228
Firearms. 79, 84
Holding cells. 437
Personal communication devices. . . . 384
Personnel. 508
INTERNAL AFFAIRS
Personnel records. 492
INVESTIGATION AND PROSECUTION. . 347
INVOLUNTARY DETENTIONS. 254

J

JURISDICTION
Aircraft accidents/collisions/crashes. . . 270
Consular notification. 435
Death notifications. 179
Emergency management. 23
Identity theft. 200
Multijurisdictional negotiation teams. . . 227
OIS. 71
Pursuits. 97
Traffic accidents. 327

K

KEYS
Searches. 121
KINETIC ENERGY PROJECTILE. 58

L

LAW ENFORCEMENT AUTHORITY. . . 10
LIMITED ENGLISH PROFICIENCY
Interpreter. 366
LINE-OF-DUTY DEATHS. 523

M

MAJOR INCIDENT NOTIFICATION. . . 175
MEDIA
Aircraft accidents. 272
First amendment assemblies. 304
Line-of-duty deaths. 533
Major incidents. 175
OIS. 78
Operations plans. 379
Warrant service. 374
MEDICAL
Aircraft accidents. 269
Barricade situation. 241
Canine bites. 109
Child involuntary detention. 125

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

Domestic or family violence. 117
Examinations - Adult abuse. 130
Examinations - temporary modified-duty. 518
File. 501
For canines. 111
HAZMAT exposure. 237
Homeless persons. 294
Jail notification. 52
Personnel-body cavity searches. 449
Personnel records. 492
Screening-custody-juveniles. 441
Treatment for OC spray. 58
Treatment for tear gas. 57
MISSING PERSONS
ALPR. 290
MUTUAL AID
Emergency operations plan activation. . . 23
First amendment assemblies. 302
Warrant service. 373

N

NOTIFICATIONS
Aircraft accidents. 270
Biological evidence. 416
Bombs. 247
Cash. 398
Consular. 435
Custody suicide attempt, death or serious injury. 438, 444
Death. 179
Department of Child Services. 122
Member arrests, convictions and court orders. 469
Member convictions. 470
OIS. 72
Operating while intoxicated. 340
Post-OC application. 58
Pregnancy. 518
Restraints. 52
Traffic death. 328
vehicle towing. 332

O

OATH OF OFFICE. 14
OC SPRAY
Decontamination. 53
OFFICER INVOLVED SHOOTING (OIS)
Fitness for duty. 501
OFFICER-INVOLVED SHOOTING (OIS). . 70
Notifications. 175
OFFICER SAFETY
Asset forfeiture. 356
Body armor. 489
Contacts and temporary detentions. . . . 276
Crime and disaster scene integrity. . . . 225
Crisis intervention incidents. 250
Custodial searches. 446
Domestic or family violence. 115
Emergency assistance. 103
Emergency responses. 104
Firearm confiscation. 72
Handcuffing and restraints. 52
Informants. 362
Personal appearance standards. 505
Personal communication devices. . . . 384
Search and seizure. 121
Seat belts. 487
Vehicle pursuits. 90
Vehicle Towing. 334
Warrant service. 371
OPERATING UNDER THE INFLUENCE. . 338
OPERATIONS PLANNING AND DECONFLICTION. 375
ORGANIZATIONAL STRUCTURE AND RESPONSIBILITY. 19
OUTSIDE AGENCY ASSISTANCE. . . . 172
OUTSIDE EMPLOYMENT. 503
OVERTIME
Court. 167
Limitation on hours worked. 502

P

PARKING
Citations. 337
PATCHES. 515
PATROL. 220
PAYROLL RECORDS
Limitation on hours worked. 502
PERFORMANCE EVALUATIONS
Field training. 275
PERSONAL APPEARANCE STANDARDS. 505
PERSONAL COMMUNICATION DEVICES 384
PERSONAL PROTECTIVE EQUIPMENT. 399
PERSONNEL COMPLAINTS
Protected information. 427
Volunteers. 194
PERSONNEL ORDERS. 29
PERSONNEL RECORDS. 491
PHOTOGRAPHS
Aircraft accidents. 271
Field. 278

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

First amendment assemblies. 300
Photo lineup. 367
POLICY MANUAL. 15
PREGNANCY
Custody. 437
CUSTODY. 433
Juveniles. 444
PRIVACY EXPECTATIONS
Mobile Data Terminal. 286
Speech, expression and social networking. 521
PROPERTY BUREAU
Canine controlled substances. 113
PROTECTED INFORMATION
Ride-alongs. 235
PROTECTIVE CUSTODY
Dependent adults. 130
PUBLIC ALERTS. 140
PUBLIC RECORDING OF LAW ENFORCEMENT ACTIVITY. 288
PUBLIC RECORD REQUEST. 421
PURSUITS
Vehicle. 90

R

RANGEMASTER
Firearms. 79
Inspections. 79
Qualifications. 84
RAPID RESPONSE AND DEPLOYMENT. 263
RECORDS
Suspicious activity reports. 307
RECORDS BUREAU
Service of court documents. 311
RECORDS RELEASE
ALPR data. 291
Media. 164
OIS. 164, 164
Subpoenas and discovery requests. . . . 424
RECORDS REQUESTS
Personnel records. 493
RECORDS RETENTION
Personal protective equipment. 402
Recruitment and selection. 454
Unmanned aerial system. 370
RECRUITMENT AND SELECTION. . . . 452
RELIGION
Accommodations in temporary custody of juveniles. 444
REPORTING OF ARRESTS, CONVICTIONS AND COURT ORDERS. 469
REQUEST FOR CHANGE OF ASSIGNMENT 496
RESERVE OFFICERS. 168
RESPIRATORY PROTECTION. 400
REVIEWS
Anti-retaliation. 468
Asset forfeiture seizures. 358
Chaplain program - annual. 182
Crisis intervention in incidents - annual. . 253
Emergency operations plan. 24
Eyewitness identification process - annual. 366
Incident review - training. 26
Policy manual. 17
Post pursuit. 96, 97
Public records on social media. 157
Racial or bias-based profiling - annual. . 223
Reports. 161
Training plan. 25
Unclaimed money - annual. 415
Use of force review board. 49
RIDE-ALONGS. 234
RISK ASSESSMENT. 375

S

SAFETY
Anti-retaliation. 466
Bomb calls. 244
Conduct. 153
Defective vehicles. 388
Explosive training aids. 113
Firearms. 83
First responder. 225
Fitness for duty. 500
Hazardous material response. 237
Inspections (vehicle). 388
Media relations. 162
Personal protective equipment. 399
Release of protected information. . . . 427
Shotguns. 80
Speech, expression and social networking. 519
Temporary flight restrictions. 163
Unlawful or conflicting orders. 148
SAFETY EQUIPMENT
Body armor. 489
Chaplains. 182
First amendment assemblies. 301
Hazardous material response. 239
High-visibility vests. 325
Seat belts. 487
Unmarked vehicles. 388
Volunteers. 193
SCHOOL CROSSING GUARDS. 343
SCHOOL RESOURCE OFFICERS. 314

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department

SEARCHES. 120
Body cavity. 449
Custodial. 446
Dead bodies. 178
Strip. 447
SEARCH WARRANTS. 371
SEAT BELTS. 487
SECURITY
Personnel records. 493
SERVICE OF COURT DOCUMENTS. . . 311
SEXUAL ASSAULT. 351
SMOKING AND TOBACCO USE. 473
SOCIAL MEDIA. 155
Backgrounds. 454
Media relations. 304
Speech, expression and social networking. 519
SPECIAL ASSIGNMENTS
School resource officer. 315
SPECIAL ASSIGNMENTS AND PROMOTIONS. 462
SPEECH, EXPRESSION AND SOCIAL NETWORKING. 519
STANDARDS OF CONDUCT. 148
SUBPOENAS. 166
Records release and discovery requests. . 424
Service of court documents. 311
SUMMONS. 257
Accountability. 337
Juvenile. 337
Traffic. 325
SUPERVISION STAFFING LEVELS. . . . 30
SUSPICIOUS ACTIVITY REPORTING. . 306

T

TATTOOS. 506
TEAR GAS. 57
TEMPORARY CUSTODY
Adults. 433
TEMPORARY MODIFIED-DUTY ASSIGNMENTS. 516
TRAFFIC. 324
Accidents. 327
Citations. 336
TRAINING
AED. 298
Bias or prejudice crimes. 147
Chaplains. 185
Child and dependent adult safety. . . . 189
Communicable disease. 472
Crisis intervention incidents. 253
Custodial searches. 450
Custody. 439
Emergency operations plan. 24
Fair and objective policing. 224
Firearms. 84
First amendment assemblies. 305
Involuntary detentions. 256
Negotiation team. 233
Open Records Request Response. . . . 424
Operations planning and deconfliction. . 379
Personal protective equipment. 403
Personnel records. 492
Protected information. 428
Pursuits. 102
Rapid response and deployment. 265
School resource officer. 315
Social media. 157
Speech, expression and social networking. 522
Volunteers. 192
Warrant service. 374

U

UNIFORMS
Badges, patches and identification. . . . 514
Courtroom attire. 167
Ride-along attire. 235
UNLAWFUL ASSEMBLY. 303
UNMANNED AERIAL SYSTEM. 368
USE OF FORCE
Review boards. 49
USE OF SOCIAL MEDIA. 155

V

VEHICLE MAINTENANCE. 388
VEHICLES
Inventory. 333
Pursuits. 90
Towing. 331
Volunteers. 193
VOLUNTEERS. 190

W

WARNINGS
Canine. 108
Traffic. 325
WARRANT SERVICE. 371
WATCH COMMANDERS. 280
WORK-RELATED INJURY AND ILLNESS REPORTING. 504

Copyright Lexipol, LLC 2026/06/11, All Rights Reserved.
Published with permission by Elkhart Police Department