

GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL		
Chapter 41	Patrol	
Date Initially Effective: 11/18/94	By the Order Of: Mark Holtzman, Chief of Police	
Date Revised: 02/22/17	Date Reissued: 05/01/17	Page 1 of 72

This chapter will establish a clear definition of the functions of the patrol operations within the Greenville Police Department. The Greenville Police Department shall provide primary law enforcement functions to the City of Greenville by uniformed police officers on a twenty-four (24) hour basis. The Greenville Police Department shall support patrol operations with organizational and administrative activities that encourage the most efficient and effective use of personnel and supporting resources.

41.1.1 FIELD OPERATIONS BUREAU FUNCTIONS

CALEA Standards 41.1.1, 81.2.4

The Field Operations Bureau is responsible for the protection of life and property, the prevention of criminal activity, the apprehension of criminal offenders, and the preliminary investigation of calls for police service by uniformed police officers in marked and unmarked vehicles. This responsibility will include such activities as:

- Response to calls for service
- Preventive patrol
- Investigation of crimes, offenses, and incidents
- Crime prevention activities
- Traffic direction and control
- Maintenance of public order
- Provision of emergency services
- Reporting information to appropriate organizational components
- Community Policing activities

The Field Operations Bureau will encourage and support the exchange of information with other units and sections in the Department to coordinate work efforts. This exchange of information is accomplished by the following methods:

- Attendance by investigators at shift briefings
- Periodic supervisor meetings
- Crime Stat meetings
- End of Shift Reports (EOS)

Emergency Response Availability

The Greenville Police Department provides police services to the City of Greenville twenty-four (24) hours a day, every day of the week. In order to provide continuous twenty-four (24) hour coverage, on-duty police officers will remain in service until relieved. Off-duty police are subject to call out in the event additional personnel are required to respond to emergencies or to provide uninterrupted police service. The Police Department has signed mutual aid agreements with other local law enforcement agencies to provide uninterrupted police service in the event of an emergency.

Court Procedures

The Pitt County Courts may use written reports, sworn affidavits, or complaints at preliminary court proceedings and court arraignments in lieu of the police officer's presence at the discretion of the District Attorney. Employees who

are subpoenaed or who have a regularly scheduled court day shall be in attendance when court is in session, unless prior authorization to be absent has been obtained, or in exigent circumstances. In such situations where an employee has prior knowledge that they will be unavailable for court on a routinely scheduled day or on a day a subpoena has been issued, shall complete a Leave/Court Absence Notice and submit it through the Chain of Command to the Court Liaison Officer.

Tele-serve Procedures

Response to calls for service that do not require the dispatch of a patrol officer, and can be effectively handled by receiving information in an alternative manner, may be assigned to the Community Services personnel. The intent of this procedure is to improve the use of patrol time through the Call Management System. Tele-Serve procedures and the types of calls that may be handled in this manner are specified in Greenville Police Department Policy and Procedures, Chapter 81.

41.1.2 SHIFT ASSIGNMENTS

CALEA Standard 41.1.1

The Field Operations Bureau (FOB) Commander assigns a Zone Commander to each of the City's three geographic zones. Watch Commanders have authority and command for Shifts A-D. The FOB Commander assigns personnel within the Patrol Division to each of the shifts, according to the following procedure:

- The Field Operations Bureau Commander shall consider the seniority, special skills, knowledge, and abilities of police officers and personnel needs of the Department in making assignments to the four (4) shifts in order to provide effective coverage for each of the three geographic zones.
- On-duty staffing requirements for each shift shall be determined periodically by the Chief of Police based on calls for service, service area population demands, and criminal analysis statistics. Each Watch Commander or other designated supervisor of a shift shall have the authorization to pay overtime when it is operationally necessary to maintain effective shift coverage. If it becomes necessary to pay overtime, the Watch Commander shall document the overtime on the daily time sheet.
- The Chief of Police retains the final authority in assigning police officers to a shift.

In order to provide around the clock availability, Shifts A-D in the Field Operations Bureau shall work overlapping shifts. The shift's early cars will begin their tour of duty on day shift at 0530 and end at 1745. Late cars will begin their tour of duty on day shift at 0630 and end at 1845. On night shift, early cars will begin their tour of duty at 1730 and end at 0545. On night shift, late cars will begin their tour of duty at 1830 and end at 0645.

Patrol Division Assignments

Zone Rotation

The FOB Commander shall have the discretion to assign police officers to a zone on a rotating basis. Assignments should be evaluated periodically. The duration of assignments shall be at least twenty-four (24) months, unless otherwise authorized by the Chief of Police. Other changes may occur to zone assignments based on transfers or on an as needed basis.

Work Rotation and Day-Off Schedules

Police Officers shall work a two-week rotating schedule that allows for predetermined days off.

Span of Control

In order to provide adequate supervision, guidance, and coordination of police officers, the span of control for first line patrol supervisors will be determined by the Chief of Police.

41.1.3 SHIFT BRIEFING FREQUENCY AND PROCEDURES

CALEA Standard 41.1.2

The Watch Commander or an on-duty supervisor shall conduct a shift briefing prior to the start of the tour of duty, based on the needs of the shift. The purpose of shift briefing is to brief police officers on information regarding daily patrol activities, with particular attention being given to situations and events that occurred while the shift was off

duty. Shift briefing shall begin at least twenty minutes before the shift is deployed and shall be conducted in a businesslike and professional manner. Shift briefing should cover the following topics, as needed:

- Replenishment of equipment
- Notification and updates on special investigations or crime patterns by other units
- Notification of new directives or changes in existing directives
- Uniform and equipment inspections
- Notification and updates on the status of wanted or missing persons and stolen vehicles, to include descriptions
- The exchange of information
- Notification of special assignments, directed patrol checks, known or potential hazardous conditions and situations, and other appropriate matters
- Notification of upcoming police officer court dates, Grand Jury hearings, and other court-related information

41.2.1 ASSIGNMENT OF OFFICERS TO CALLS FOR SERVICE

CALEA Standard 81.2.4

The Communications Center is responsible for selecting and dispatching police officers to calls for service. Generally, this is accomplished using a Computer Aided Dispatch System which selects the officer to be dispatched based on zone assignment and proximity. However, telecommunicators should consider each police officer's availability, duties, and special skills for dispatching calls for service. The dispatching of a police officer carries the authority of an order. To facilitate effective dispatching and minimize response time, police officers will remain in their assigned zone unless otherwise directed by the Communications Center or the on-duty supervisor. A supervisor may countermand or modify the dispatching of a police officer. Officers have the ability to assign themselves to a call through the CAD self-dispatching function on their mobile computer. Specific guidelines regarding the use of this function have been established for officers and telecommunicators.

The Communications Center shall call an officer(s) and shall expect the officer(s) to acknowledge the transmission. A police officer that is closer to the location of a call for service than the assigned police officer should notify Communications.

A police officer who is not dispatched to a call for service, but responds to the call, shall inform the Communications Center of their response. Police officers that have knowledge or pertinent information about a pending call for service should transmit the information to the Communications Center so the telecommunicator can dispatch additional police officers if necessary. Police officers responding to calls for service, or supervisors, may direct the Communications Center to dispatch additional police officers as needed.

Situations that require the dispatching of a back-up police officer(s) shall include:

- Police officer(s) calling for help
- Crime in-progress
- Domestic disturbance
- Alarms
- Calls involving weapons
- Fights
- Calls involving large crowds or loud parties
- Request of the initial responding police officer
- Other calls for service that, in the judgment of the supervisor or telecommunicator, indicate the need for additional police officers

As calls for service increase, so does the amount of radio traffic. Enabling officers to self-dispatch silently and electronically will reduce the amount of radio traffic. Officers are provided, on their mobiles, an accurate list of pending and current calls, officers' locations, officer availability, victim contact information, and other pertinent information concerning each individual call.

Quick Calls

The LERMS software provides officers the capability to initiate a call for service silently and offers numerous types of calls that this capability may be used for. The types of approved calls that an officer may use the quick call capability to initiate a new call are:

- Abandoned Vehicle
- Abuse ** *unless in-progress*
- Animal Complaint
- Assist Motorist
- Communicating Threats ** *unless suspect is on scene*
- Damage to Property ** *unless suspect is on scene*
- Deliver Message
- Directed Patrol
- Follow-Up
- Gas Drive-off ** *if there is not any suspect information*
- House Check
- ID Work
- Juvenile Complaint ** *unless a suspect is on scene*
- Keep Check
- Lost Property
- Motor Vehicle Crash ***property damage only*
- Noise complaints
- Parking Violation
- Recovered Property
- Recovered Vehicle ** *unless suspect is on scene*
- Request Officer
- Traffic Complaint
- Trespassing ** *unless suspect is on scene*
- Unlock Vehicle
- MVR/BWC data Submission

The quick call dispatching function shall never be used as the sole method of transmitting the call for those situations that would compromise officer safety. Officers shall remain cognizant, at all times, that a call that was entered in a low-risk category, has the potential to escalate and use of the mobile only may no longer be appropriate at that point.

Self-Dispatching

The LERMS software offers officers the capability to assign themselves in-route to a pending call or in-route to assist another officer on a call. The types of approved calls that an officer may use the self-dispatch aspect of the LERMS are:

- Abandoned Vehicle
- Animal Complaint
- Assist Motorist
- Check on Welfare
- Communicating Threats ** *unless suspect is on scene*
- Damage to Property ***unless suspect is on scene*
- Deliver Message
- Directed Patrol
- Follow-Up
- Funeral Escort
- Gas Drive-Off ** *unless suspect is on scene*
- Harassment ***unless suspect is on scene*
- House Check
- ID Work
- Juvenile Complaint ***unless suspect is on scene*

- Keep Check
- Lost Property
- Noise violations
- Parking Violation
- Recovered Property
- Recovered Vehicle ***unless suspect is on scene*
- Request Officer
- Soliciting
- Traffic Complaint
- Trespassing ***unless suspect is on scene*
- Unlock Motor Vehicle

Officer Status Change

Officers have four options available to change their status using the dispatch message. Officers may use the *In route*, *Arrive*, *Clear Unit* and *Clear Call* options. Officers choosing to self-dispatch or initiate a quick call shall enter in the dispatch message, the appropriate status change, each time a change occurs. An assisting officer should never select the *Clear Call* option. When they are no longer needed on the call, they should use the *Clear Unit* option. Only the primary officer, should use the *Clear call* option, and even then, shall do so with caution, ensuring that no officer remains on scene. Primary units shall ensure that the call has a disposition entered and a narrative before clearing the call.

41.2.2 RESPONSE TO CALLS FOR SERVICE

CALEA Standard: 41.2.1, 81.2.3, 81.2.4

All Greenville Police Department employees operating police vehicles shall exercise due regard for the safety of others. No assignment shall be of such importance, and no police response shall be expedited with such emphasis, that the principles of safety become secondary.

Telecommunicators use a CAD Response file that automatically sets the priority for calls for service. However, telecommunicators have the authority to change the priority of a call for service based on information they have received. Response to calls shall be classified as routine or emergency:

Routine Response

A routine response is a normal operating condition in which police officers respond to calls for service by driving in a safe and courteous manner while adhering to all traffic laws.

Emergency Response

A response without delay condition in which police officers respond to calls in-progress when a person's safety and well-being are directly jeopardized; a potentially life-threatening situation.

For emergency responses, police officers shall simultaneously use emergency lights and siren. Based on the exigencies of the circumstances and the factual, objective judgment of the responding officers, the following actions should be taken in conjunction with the operation of both emergency lights and siren:

- Do not drive at a speed that is greater than is reasonable and prudent under the existing conditions (such as traffic/pedestrian volume, roadway conditions, time of day, lighting conditions, and/or weather conditions) at the time of the response. North Carolina General Statute 20-145 allows police vehicles on an emergency response to exceed the applicable speed limits; however, this exemption does not protect the officer from any consequences of operating their vehicle with a reckless disregard for the safety of others. Police officers shall, when operating their police vehicles, always operate the vehicle with due regard for the safety of others and balance the reason for the emergency response with the interest of public safety.
- Police officers on an emergency response shall slow down and if necessary stop at intersections, especially when the officers do not have the right-of-way, either due to a red light or other duly erected traffic control devices. Officers should amplify emergency horns and sirens when approaching the intersection to afford

vehicles additional warning of approaching emergency vehicles. Officers should proceed through the intersection only after seeing that the movement through the intersection can be made safely.

In-progress Robbery/Burglary/ Calls

While in route to the call location, the responding officers should be alert for suspicious persons or vehicles leaving the area. Other police officers should immediately respond to the areas around the location in an attempt to locate suspects leaving the area.

Responding officers should avoid pulling up directly in front of the incident location and should take care in not destroying any physical evidence in or around the location. The responding officer should be cognizant of any continuing threat, immediately attend to any victims, and request additional assistance as needed. Investigative guidelines as outlined in Greenville Police Department's Policy and procedures, Chapter 42, Investigations should be followed.

Robbery/Burglary Call Already Occurred

Police officers should respond by routine or emergency response, depending upon the urgency of the situation. Otherwise, the call shall be handled in the same manner as outlined above for a robbery/burglary in-progress.

Stopping Suspicious Persons

Police officers should attempt to stop and approach suspicious persons in an area that is well lit, if possible, and in a location that provides as much officer safety as possible. Police officers shall advise Communications of the location of the stop; and a complete description of the person(s). Officers shall complete field interview reports on any suspicious person contacted. Whenever possible, the police officer should request and await assistance from a back-up officer.

Stopping Suspicious Vehicles

Suspicious vehicle stops should be handled as outlined in Greenville Police Department's Policy and procedures, Chapter 61, Traffic, "*Misdemeanor Stops*" or "*Felony Vehicle Stops*". The specific approach to the stop shall depend upon the nature of the situation and the need for officer safety.

41.2.3 USE OF AUTHORIZED EMERGENCY EQUIPMENT**CALEA Standard: 41.2.1**

Police officers shall use emergency equipment only when required by the nature of their dispatched assignment, or when situations confronting them indicate the need for the use of emergency equipment. North Carolina GS 20-156(b) and GS 20-145 do not protect police officers operating vehicles and emergency equipment from the consequences of their reckless disregard of the safety of others. Emergency (blue/white) lights shall be used in the following circumstances:

- During pursuit driving
- When responding to emergency calls
- When stopping traffic violators
- When assisting motorists who are parked or stopped in hazardous locations
- When a patrol vehicle is stopped, or parked on the roadway while the police officer attends to a hazardous condition or other circumstance, such as traffic direction. When a patrol vehicle is stopped, or parked in the roadway, hazardous warning lights shall be used to supplement the emergency lights.

The siren is to be used simultaneously with the emergency lights when in a pursuit situation or when responding to an emergency situation. The siren may be used to signal drivers to stop or yield the right-of-way when other means of attracting the driver's attention have failed.

The spotlight/takedown light should be used as a protection for the police officer, especially when dealing with known or suspected felons. The police officer should exercise care not to be silhouetted by the light. The spotlight/takedown light should not be used routinely to signal violators to stop due to the possibility of temporary blindness to the violator and other drivers from the glare created by its use.

The public-address system should be used when it is necessary to minimize a suspected hazard to the police officer by directing the actions of a violator(s) from a safe distance. The public-address system also is a valuable tool for directing persons during unusual conditions, such as natural or manmade disasters.

41.2.4 RESPONSE TO RESISTANCE AND AGGRESSION (RRA)

CALEA Standard: 1.3.1, 1.3.12

Police Officers will use only the amount of force necessary and reasonable under the circumstances to control a situation, make an arrest, overcome resistance to arrest, or defend themselves or others from harm. Police officers shall be instructed on Greenville Police Department's Policy and Procedures regarding the various authorized responses to resistance and aggression before being authorized to carry firearms and/or any other weapons. Personnel shall receive in-service training on firearms and the RRA policy at least annually. Greenville Police Department's Policy and Procedures, Chapter 1, Section 1.3.3 *Response to Resistance and Aggression (RRA)* details the Department's policy concerning Response to RRA.

41.2.5 ON-SCENE SUPERVISOR NEEDS

CALEA Standard: 81.2.4

Serious incidents often occur that require the presence of a supervisor on the scene to effectively direct police response and determine investigative priorities. It will be the responsibility of the shift supervisor to effectively direct police response and determine investigative priorities. The supervisor will be accountable for ensuring investigations are conducted in an efficient, effective, and professional manner. The following calls for service, however, mandate a supervisor on-scene response, and require Communications to dispatch a Watch Commander or supervisor to the scene:

- Homicide
- Armed Robbery
- Death investigation
- Vehicle/Foot pursuit
- Escapee
- Vehicle Crash: Fatality/Serious or life-threatening injury/City Personnel involved
- Assist Outside Agency
- Kidnapping
- Overdose
- Plane Crash
- Railroad/Train accident
- Suicide
- Officer Injury
- Natural disasters
- Hostage situation
- Barricaded suspect
- Injured police officer
- Bomb threats and/or found explosive devices
- Any situation of a sensitive nature that would require supervisor intervention

Supervisory personnel responding to the scene should acknowledge communications once dispatched and provide notification upon arrival.

41.2.6 On-Scene Response

CALEA Standard: 42.2.1

Complete and accurate investigative information is imperative to not only the individual case, but to statistical information as well. Preliminary investigations, field contacts, arrest and supplemental reports should be documented thoroughly in the records management system. If the form field is available for any of the above reports, at a minimum, the following information should be included:

Incident Type
Incident location
Date/Time of Report: auto-generated
Case number: auto-generated
Date/Time of Incident (or occurrence window)
Victim Business Information:
 Name
 Address
 Phone number
Individual Victim or Witness Information:
 Full name
 Address
 Phone number
 Race: If an officer is unsure, he/she should ask the individual
 Sex: Officers can clarify by asking an individual how they identify

Uniformed patrol officers shall conduct the preliminary investigations for most crimes and calls for service with the following exceptions:

- Murder/Suspicious Death investigations
- Rape

In the exceptions listed above:

- The patrol officer assigned to the incident shall complete an incident report and document all activities prior to the arrival of the police officer assigned to conduct the investigation.
- The appropriate Criminal Investigations Bureau personnel shall be dispatched to the scene as soon as possible to conduct a preliminary and any required follow-up investigation.
- This policy in no way relieves any police officer of their duty to act in circumstances in which immediate action may result in the apprehension or arrest of the offender.

In all cases where a report is required, officers shall document all information obtained and activities regarding the incident and shall complete the report prior to the end of their tour of duty. A report may be submitted the following day with a supervisor's approval. If the officer is not scheduled to work the next day, the report will be completed prior to the end of their tour of duty.

Crime Scenes

Crime Scenes vary in nature and major crime scenes, in-progress scenes, and cold scenes involving minor offenses will not always require the same approach. These guidelines are intended to provide a generalized approach to managing a crime scene and enable responding personnel to have the framework of an investigation already established, regardless if the processing of the scene is handled by shift level ID personnel or Forensics personnel.

The first officer on the scene is responsible for the management of the crime scene until being relieved by the primary investigating officer or the assigned detective.

All officers responding should be observant upon arrival of individuals in the crime scene and their actions. Avoid driving or walking over visible evidence. Do not walk through blood trails, etc. if at all possible. Additionally, all responding personnel shall follow the established guidelines which are:

- In transit to crime scenes, officers shall be cognizant of vehicles that may be in flight from the scene. The officer should relay the description, and direction of travel of any vehicle seen leaving the area or the potential area of the crime scene. Officers who are equipped with an LPR, should activate the LPR while in route to aid in the identification of fleeing vehicles.
- Individuals seen leaving should be detained immediately or as circumstances allow, if possible.
- In the event an officer observes an individual(s) leaving the crime scene, or who are in the immediate area, and the officer is unable to identify the individual, the officer should relay to the other units the description, direction and method of travel of the individual. Assisting officers, as soon as circumstances allow, should detain any person in the immediate area of the crime scene. If the individual cannot be

detained, their description and any unusual actions they may have taken should be documented as soon as possible.

- Visually determine the potential scope of the crime scene in preparation of providing security and protection as soon as circumstances or events allow. Be aware that the scope may change from what was first considered after the security and the safety of the victim or other individuals has been established. Be aware that low lighting and other conditions may have an impact on determining the proper scope.
- Visually observe and be prepared to document the conditions of the scene that are immediately obvious upon arrival.
- Do not drive up directly in front of the residence, business or into the crime scene area. It is recommended that patrol vehicles be stopped one hundred (100) feet, or one house back from the actual location of the call.

Providing Scene Safety and Security

Scene protection includes limiting the number of people entering a scene and restricting access to only those whose purpose is absolutely required and necessary to investigate, render medical aid, or assist when requested to do so, by Forensics or CIB personnel. As expected, all personnel who enter a crime scene may be required to testify in court and therefore, entry and exit of a scene should be kept to a minimum, and only as necessary. Personnel not assigned to a specific role shall not enter the crime scene unless directed to by the officer in control of the crime scene. Once initial responding officers secure the crime scene, no one should remain in or enter the scene until such time as Forensics or CIB personnel arrive to assume the investigation. Responding personnel must understand that once there are no victims within the crime scene requiring assistance and the scene has been secured, there is no reason for any personnel to remain within the crime scene.

In order to minimize any disturbance to potential evidence, EMS personnel shall be guided to the victim by taking the least evidence destroying path possible. Except under emergency circumstances, personnel should never touch, change, or alter anything until it has been documented, identified, and photographed.

Additionally, the primary officer and/or assisting officers shall:

- Immediately begin or designate an officer to assist with starting an official Greenville Police Department Crime Scene Log. The officer designated should maintain the log until the scene is released or unless otherwise directed by a supervisor. The log should include all personnel assisting or present, including those that may have been on-scene prior to the crime scene log being started and the reason for their presence.
- Make every effort to maintain the crime scene in the same physical condition the suspect left it and document the names of all responding personnel.
- Locate, identify and apprehend suspects if possible.
- Locate victims, determine the victims' condition and call for medical assistance, if necessary.
- Determine if the offense committed is such that a shift identification officer can address, or is one that requires Forensics personnel to respond such as a major crime or special circumstance. If a shift identification officer is needed and is not on scene, the primary officer shall request that one respond. In the event, Forensics personnel are needed, the primary officer shall notify the on-duty supervisor.
- Ensure after the potential suspect and/or the medical needs of the victim are being handled by medical personnel, the establishment of the proper scope of the crime scene is completed. Barriers should then be placed on the outer most perimeter of a non-contained crime scene. Crime scene tape is the most commonly used barrier, however; officers are not limited to crime scene tape only, but may use patrol vehicles and fences to contain a scene.
- Document all individuals present and have them detained in a location outside of the crime scene until such time as, a preliminary interview can be conducted and the investigating officer authorizes their release.
- Determine if additional resources are needed to assist in maintaining security of the scene and request assistance in providing additional security, in addition to the barrier if needed.

Protection and Preservation of Evidence

If feasible, photographs of the scene and the victim before either one is disturbed by medical personnel, should be taken immediately if the officer arrives on scene prior to EMS, or prior to EMS moving a victim. These photographs are in addition to any other photographs necessary after the scene is secure and the victim has received medical care.

All departmental personnel shall exercise caution when within the crime scene to avoid unnecessary disturbances of evidence. All departmental personnel are expected to ensure that anyone who is on the scene for a lawful and necessary purpose does not intentionally or unintentionally disturb the scene. Available resources such as blankets, tarps, and tents shall be used to protect evidence from being destroyed by inclement weather or used to hide from public view a deceased subject(s).

Other preservation guidelines require documentation, and may include the following:

- If it becomes necessary to have evidence moved for EMS to render aid to the victim, the evidence moved, its original location, and the reason for the move should be documented. This information should also be relayed to the personnel assigned to process the scene.
- If the crime has just occurred or is still in-progress and a search for weapons is being conducted before the scene is processed, any weapons located should have the location they were found documented.
- To secure and protect contained scenes and the possible destruction of transient evidence, close all open doors and windows. Document the location of any doors or windows that were found open.
- Vehicles that will be processed for DNA evidence should be towed to a secure location and covered.
 - Officers assigned security detail shall complete a supplement identifying any authorized subjects entering the scene, their purpose, and any changes to the scene made while it is still in a protected status.

Extended Scene Security and Protection

In the event, a scene requires extended security and protection, the officers assigned security detail shall be positioned in such a manner, that they are able to maintain a constant visual on the scene. If the scene is a larger scene, the officer shall not remain in a stationary position, but shall periodically check all areas of the scene.

Officers assigned security detail that encounter individuals requesting to enter the scene, shall before allowing entry, confirm with the on-duty supervisor the subjects are authorized.

All officers working a security detail are responsible for relaying any activity occurring in or involving the scene during their assignment to the officer relieving them. The officer shall also relay any information concerning future activity that is expected to occur to the relieving officer.

Release of the Crime Scene

Before the scene is released and normal activity resumed the following shall occur:

- The primary officer and any assisting officers shall relay all visual observations, statements from witnesses/victims/suspects or any other pertinent information to personnel processing the scene and any detectives assigned.
- Personnel processing the scene should contact the primary officer, if the officer left the scene to go to the hospital or to some other location, for possible further information that may assist in their investigation, before releasing the scene.
- All personnel should continue to protect, secure, and maintain integrity of a crime scene until such time as the scene has been processed by the appropriate personnel, and the investigating officer authorizes the release of the scene.

41.2.7 CONDUCTING FOLLOW-UP INVESTIGATIONS

CALEA Standard 42.1.4

All open preliminary investigations will be submitted to the Criminal Investigations Bureau for review. Cases meeting the criteria for further investigation will be assigned to the appropriate CIB personnel. Uniformed patrol officers are responsible for conducting follow-up investigations on traffic-related cases such as hit and run collisions. Follow-up investigations that are the responsibility of uniformed patrol personnel should be conducted in the following manner:

- Review and analyze previous reports prepared in the preliminary investigation
- Conduct additional interviews
- Review Department records
- Collect physical evidence
- Check suspect's criminal history

When a police officer makes an arrest on a warrant that references a case number, the police officer shall prepare a supplemental report and notify the appropriate investigator.

Greenville Police Department's Policy and Procedures Chapter 42, Criminal Investigation, details Department policy concerning investigations procedures.

41.2.8 FIELD INTERVIEWS

CALEA Standard: 1.2.3

Police officers should refer to Greenville Police Department's Policy and Procedures, Chapter 42, Criminal Investigations, for guidelines on conducting field interviews. Field Interviews are documented in the Records Management System and shall be submitted no later than the end of the police officer's tour of duty.

41.2.9 FIRST RESPONDER NOTIFICATION REQUIREMENTS

CALEA Standard: 41.2.4

Fire/Rescue/EMS

If not already on scene or dispatched, Greenville Fire/Rescue/EMS shall be notified and asked to respond to incidents involving fire, hazardous materials, or other such situations, and personal injury unless such injury is minor in nature and medical assistance is declined by the injured party.

Medical Examiner

Medical Examiner shall be promptly notified in incidents of deaths determined to be suspicious or otherwise not of natural causes. The date and time of the notification shall be documented in the preliminary investigation report.

Street/Highway Department Personnel and Public Utilities Personnel

Police officers shall notify the Communications Center of any hazardous roadway conditions or any hazardous conditions caused by a public utility. Telephone numbers shall be maintained in the Communications Center to be used for twenty-four (24) hour contact of responsible parties. If necessary, the police officer shall insure the public is protected from the hazard until the hazard has been alleviated.

News Media

Media notification shall be made by the Department's Public Information Officer (PIO) or other designated spokesperson in accordance with Chapter 54 of the Greenville Police Department's Policy and Procedures. If the Public Information Officer is unavailable, an authorized media back-up spokesperson will make notifications.

Critical Incident Notification – Command Staff

Notification of designated or appropriate members of the Command Staff shall be made as determined by the Chief of Police. Call-out of notified Command Staff shall be at the discretion of the Chief of Police. Critical incident notification shall be accomplished as follows:

TELECOMMUNICATOR

The on-duty telecommunicator will be responsible for notifying the on-duty Watch Commander.

WATCH COMMANDER

The on-duty Watch Commander will be responsible for notifying the appropriate Bureau Commander or the on-call member of Command Staff.

BUREAU COMMANDER

The Bureau Commander or the on-call member of Command Staff will be responsible for notifying the Chief of Police.

INCIDENTS REQUIRING NOTIFICATION OF COMMAND STAFF ARE:

- Serious injury or death of any employee of the Greenville Police Department

- Arrest or restraint of any employee of the Greenville Police Department or City of Greenville Official
- Murder
- Hostage situations and other high risk situations
- Unusual suicides or suspicious deaths
- Railroad train wrecks or derailments
- Serious fires, arsons, explosions, hazardous chemical spills, disasters, or the threat thereof
- Police firearms discharge
- Other occurrences where the on-duty supervisor concludes that the Command Staff should be informed

Notification of Next-of-kin

The Greenville Police Department will undertake the responsibility of notification of next-of-kin when necessary. The notification shall be done in person by a sworn police officer. When notifications of next-of-kin are requested by other law enforcement agencies, documentation shall be included within the CAD entry which indicates the requesting agency, the date and time of the request and the party contacted.

Additional guidelines for notifications to the immediate family of a deceased, seriously injured, or seriously ill person are set forth in Greenville Police Department's Policy and Procedures, Chapter 55, *Victim/Witness Assistance*.

41.2.10 IDENTIFYING POLICE HAZARDS**CALEA Standard 61.4.2**

A police hazard shall be defined as any situation, person, property, or place that may create or contribute to an incident requiring law enforcement intervention. Hazards that may be encountered by patrol officers can be permanent or temporary and may vary hourly, daily, or seasonally. Some hazards may include, but are not limited to, the following:

- Inoperative traffic control signals
- Broken, defaced, or missing traffic control signs
- Open man holes
- Broken water mains
- Severe street potholes
- Downed electrical wires
- Gas leaks
- People, places, or existing situations that have the potential for violence or harm to the police officer due to an established pattern or history.

When a police officer identifies a hazardous condition or situation, the police officer should transmit a report of the hazard to the Communications Center. The officer should safely correct the hazardous condition or situation if possible. A police officer shall not, however, exceed one's scope of authority, level of expertise, or training in an attempt to correct a hazardous condition or situation. When needed, the police officer shall request the Communications Center to notify the appropriate personnel or agency of a hazardous condition or situation so that they may respond to correct it properly. The police officer may be required to maintain a secure perimeter around a hazard and warn people away or otherwise secure an area so that people are not endangered.

Police officers should report long-term hazardous conditions or situations to the on-duty supervisor. Supervisors should disseminate information about known or potential hazardous conditions or situations to police officers during shift briefing.

Notifications critical to the safety or operational effectiveness of the patrol officers on duty shall be made immediately by the Communications Center personnel.

41.2.11 PURSUIT OF MOTOR VEHICLES

CALEA Standard: 41.2.2, 41.2.3

North Carolina General Statute 20-145 allows a law enforcement officer to exceed the speed limit in a police vehicle when operated with due regard for safety in the discharge of official duties. However, law enforcement officers shall be aware of the potential harm to the general public and the emotional engagement that can develop during a motor vehicle pursuit and should, therefore, be directed in their actions by the guidelines for motor vehicle pursuits that have been established by this agency. A motor vehicle pursuit report shall be completed within twenty-four (24) hours of the conclusion of the pursuit.

Definitions***Authorized Pursuit Vehicles***

'Police Package' vehicles with emergency lights and siren are authorized to initiate or participate in a pursuit as either the primary or secondary vehicle in all pursuits. If an undercover vehicle or a police motorcycle initiates a pursuit, a 'Police Package' vehicle should assume the position as the primary vehicle as soon as reasonably possible. Undercover vehicles and police motorcycles should continue as a secondary/back-up officer until such time as a 'Police Package' vehicle becomes available to assume their position.

Following a Vehicle

Officers are following a vehicle, when they mimic the movements of a vehicle, but have not yet engaged in apprehension efforts. Officers may be driving in close proximity to a suspect vehicle, but do not activate emergency lights and siren. If a suspect vehicle increases speed above the legal limit or begins disregarding traffic signs and signals, the officer must either initiate a traffic stop or immediately discontinue following the vehicle unless it meets the criteria for a motor vehicle pursuit.

Reasonable Suspicion

For the purposes of this policy, an officer must be able to articulate specific facts which, when taken in the totality of the circumstances, reasonably indicate that a suspect did commit or has attempted to commit a violent felony or felony controlled substance violation as outlined in this policy.

Termination of Pursuit

The primary unit shall terminate the motor vehicle pursuit when the primary unit believes the danger to the public outweighs the danger of allowing the suspect to escape, or when directed by the supervisor to terminate the pursuit. The Secondary Unit may also call for the termination of the pursuit if they believe that circumstances necessitate the termination for the safety of themselves or others.

It shall be the responsibility and authority of the supervisor to order the motor vehicle pursuit terminated whenever the supervisor believes the risk to the public presented by the pursuit outweighs the danger of allowing the suspect to escape.

A pursuit shall be considered to have been terminated when the suspect vehicle stops or the primary and other participating units have completed all of the following:

- Officers turn off all emergency equipment.
- Officers turn their police vehicles in another direction of travel away from where the suspect's vehicle was last seen heading or pull to the side of the road.
- Officers notify communications that the pursuit has been terminated.

Vehicle Pursuit

A multi-stage process by which a police officer attempts to initiate a traffic stop and a driver resists the directive to stop and increases speed or takes evasive action while refusing to stop their vehicle. Once the driver of a suspect vehicle fails to obey an officer's directive to stop with emergency lights and siren activated, the terms of this pursuit policy will apply.

Violent Felony

For the purpose of this policy, shall be when a suspect has committed or attempted to commit:

- Murder
- Assault with a Deadly Weapon with Intent to Kill or Cause Serious Injury
- Armed Robbery
- Rape
- Use of Explosives/Terrorist Act
- Kidnapping
- Carjacking
- Aggravated Assault on a Law Enforcement Officer

Decision to Pursue

After considering the restrictions contained in this policy, officers may engage in a motor vehicle pursuit when they have a reasonable suspicion to believe that:

- A fleeing suspect has committed or has attempted to commit a violent felony, as defined above
- A fleeing suspect has committed a felony controlled substance violation
- A fleeing suspect has been identified as a wanted felon for one of the above types of offenses
- A suspect vehicle has committed any violation and is not stopping after the activation of emergency equipment; however, the driver is traveling at or below the posted speed limit and has not disregarded traffic lights or road signs. The pursuing officer shall notify communications that the driver "is not fleeing, but has not yet stopped". Once the driver begins to exceed the speed limit or disregard traffic signals, the decision to continue the pursuit must be based on the above restrictions.

Any other pursuits must be based on a totality of the circumstances and require the approval of the on-duty Watch Commander or Command Staff. Therefore, an officer may contact the on-duty Watch Commander or a member of the Command Staff to request permission to pursue a vehicle if he/she has a situation, not covered under the pursuit policy, that presents a clear danger to the public or he/she can articulate.

Officers shall not pursue when the danger to the officer or the public outweighs the need to apprehend the violator.

Prior to and during a motor vehicle pursuit, police officers shall evaluate the circumstances of a pursuit to include:

- Visibility and Weather Conditions
- Traffic Conditions (Both vehicular and pedestrian)
- Road Conditions
- Speed and Posted Speed Limits
- Alternative Means of Apprehension
- Nature of the Offense
- Ability to Identify the Operator and/or Vehicle and Apprehend at a Later Date/Time
- Time of Day
- Type/Condition of Police Vehicle

Officers, supervisors, and commanders at all levels have a responsibility to closely monitor the progress of each pursuit. The need for apprehension must be constantly weighed against the potential danger created by the pursuit.

Initiating Officer

A police officer initiating a motor vehicle pursuit will be the primary unit and shall activate blue lights and siren and inform the Communications Center of:

- The beginning of the motor vehicle pursuit and nature of the suspect violation
- The location and direction of travel of the pursuit
- The description of the suspect vehicle (Color, Make, Model, License plate)
- Other information that could aid in the identification or apprehension of the suspect, or aid in the determination to either continue or terminate the pursuit

Police officers involved in the pursuit shall continue to provide current location and direction of travel information to the Communications Center as often as possible. Officers shall request additional police officers to assist with the

arrest if it appears that the primary and secondary units will be unable to safely affect the arrest of the suspect(s) upon completion of the pursuit.

Secondary Unit

A police officer assigned to act as a back-up officer in motor vehicle pursuits will be the secondary unit and shall:

- Assist the primary unit during the motor vehicle pursuit
- Facilitate communications between the primary unit, the Communications Center, and the supervisor
- Assist the primary unit with the apprehension and security of the suspect when the motor vehicle pursuit is completed
- Assume the role of the primary unit in the event the primary unit is unable to continue the motor vehicle pursuit; and at which time, the new primary unit shall evaluate the pursuit and determine if the pursuit should be terminated or continued and shall request an additional secondary unit if necessary
- Maintain a safe distance behind the primary unit
- Call for the termination of the pursuit, even as the secondary vehicle, if they feel circumstances exist that would necessitate termination

No more than two (2) police vehicles may be involved in a police pursuit, excluding a supervisor. The Watch Commander or other shift supervisor may, however, authorize additional vehicles after considering the nature of the crime and the need for additional back-up.

Telecommunications

Immediately after being informed of a pursuit, its location and direction, the telecommunicator shall notify the supervisor of the motor vehicle pursuit.

The telecommunicator will notify other law enforcement agencies as appropriate and attempt to coordinate the positioning of nearby police officers. The telecommunicator will also broadcast on all operational frequencies an alert tone to be followed by:

- An announcement of the pursuit
- The identification of the primary unit
- The nature of the suspected violation
- The location and direction of travel of the motor vehicle pursuit

Radio communications for all motor vehicle pursuits shall be conducted on the primary police channel. Only those officers directly involved in the pursuit should use the primary channel until it is cleared for regular radio traffic by the on-duty telecommunicator.

Supervision

Immediately upon notification, it shall be the responsibility of the supervisor in charge to:

- Determine if the pursuit falls within the guidelines of Department policy;
- Take appropriate actions to help insure the safety of police officers involved in the pursuit;
- Take appropriate actions to help insure the safety of the general public;
- Monitor the conduct of the pursuit to ensure that the Greenville Police Department policy is followed;
- Ensure that only those vehicles authorized by the on-duty supervisor are involved in the pursuit.

Inter- and Intra- Jurisdiction Pursuits

- Extending Outside the Boundaries of Greenville and the Extra Territorial Jurisdiction, or
- Beginning Outside by Another Law Enforcement and Extending into the Boundaries of Greenville or the Extra Territorial Jurisdiction

The Primary Unit shall inform the Communications Center when crossing city or county lines during a motor vehicle pursuit. For pursuits that enter another jurisdiction and involve other agencies, it shall be the responsibility of the shift supervisor to determine the appropriate communications channel. The Pitt County Law Enforcement Mutual Aid Talk Group is available through the radio system to aid in communication between various other agencies.

Greenville Police Officers will not engage in pursuits initiated by other jurisdictions unless the pursuit would be justified under our pursuit policy *and* if approved by a supervisor. If the pursuit would not be justified under current policy, officers shall be limited to blocking traffic at intersections within the City limits and limiting traffic flow in the pursuit area. Greenville Police Officers may assist the pursuing agency by strategically deploying a tire deflating device with approval of the Watch Commander or other shift supervisor. The supervisor will be responsible for ensuring that the initiating agency is made aware of our expected participation. If the supervisor determines that the pursuit does not fall within our policy guidelines, the supervisor will advise the pursuing agency that back-up will be provided only at the point where the pursuit has been discontinued or terminated.

Forcibly Stopping Vehicles

Using a motor vehicle to forcibly stop a suspect during a motor vehicle pursuit involves the use of deadly force. A police officer involved in pursuits will forcibly stop suspect vehicles only to protect themselves or a third person when the police officer reasonably believes it is necessary to prevent immediate, imminent death or serious bodily injury to themselves or others. A police officer will forcibly stop a vehicle under these circumstances only as a last resort. Police officers are prohibited from engaging in vehicle roadblocks of any kind. Additional policy covering roadblocks can be found in Greenville Police Department's Policy and Procedures, Chapter 61.

A tire deflating device, such as the "Stinger" Spike System, is the only other method authorized by the Department for stopping a suspect during a pursuit without specific approval from a supervisor. A tire deflating device is not considered to be a use of deadly force. Only those police officers trained and authorized in the use of tire deflating devices are authorized to use such devices. When a deflating device is used, the following procedures shall apply:

- The police officer deploying the device will notify police vehicles involved in the pursuit that the deflating device is about to be deployed and the exact location of the device. Upon receipt of notification that deflating device is about to be deployed, police officers involved in the pursuit will allow a sufficient distance between themselves and the suspect vehicle so as to avoid contact with the deflating device.
- Officers deploying the spike strips should do so from a safe location off the edge of the roadway, or only when it is safe to enter the street.
- The police officer deploying the device will advise police vehicles involved in the pursuit when the deflating device has been deployed.
- Such devices are intended to be used against vehicles with four or more tires, except during deadly force situations. A deflating device should not be used against motorcycles, mopeds, or scooters, *unless the operator or passengers are using deadly force against the officer or the public.*
- In the event a tire deflating device is used by a Greenville Police officer during a pursuit situation involving another law enforcement agency, or a non-pursuit situation, a *Forcible Stopping Report* shall be completed.
- The on-duty supervisor shall complete a Forcible Stopping Administrative Review within three (3) working days after the incident involving forcible stopping has ended. The supervisor shall forward the review to the Field Operations Bureau Commander with a copy to Accreditation and a copy to the Internal Affairs Unit.

Critique of Motor Vehicle Pursuits

Within three (3) working days after a motor vehicle pursuit has ended, the on-duty supervisor shall critique the motor vehicle pursuit incident relative to compliance with departmental policy and procedure. The supervisor shall forward the critique to the Field Operations Bureau Commander with a copy to Accreditation and a copy to the Internal Affairs Unit. The critique shall, at a minimum, address the following:

- Reason for the pursuit
- Justification for continuing the pursuit
- Compliance with (or violations of) policy and procedures
- Officers involved as primary and secondary units

All reports of vehicle pursuits will be reviewed by supervisory personnel, as well as by the Internal Affairs Unit. At least annually, the Office of Internal Affairs shall analyze all motor vehicle pursuits with the intent of observing patterns or trends that indicate a need to address:

- Training needs
- Policy modifications
- The reporting process
- Disciplinary concerns

41.2.12 MISSING PERSONS

CALEA Standards: 41.2.5

It is the policy of the Greenville Police Department to investigate all reports of missing persons to the fullest extent possible. North Carolina General Statutes 143b-495 and 143b-496 define "Missing Person" as follows:

- Missing Person— Any individual who is 18 years of age or older, whose temporary or permanent residence is in North Carolina, or is believed to be in North Carolina, whose location has not been determined, and who has been reported as missing to a law enforcement agency.
- Catastrophe Victim— A person missing after a catastrophe.

Procedures

A missing person report will be completed for any person whose last known location was in the City of Greenville, or whose temporary or permanent residence is the City of Greenville and the person's last location is unknown, or whose parents, spouse, guardian, or legal custodian's temporary or permanent residence is the City of Greenville and the person's last location is unknown. When in doubt, officers will take a report.

Missing person reports will be investigated through application of the same basic procedures established for other incidents. Initial complaints of missing persons will normally be assigned to patrol officers, unless compelling circumstances indicate the Criminal Investigations Bureau should handle the case. Preliminary investigative efforts shall include, at a minimum:

- Notify all units within the Department of the person's name, physical description, clothing description, health/general condition, time and location of most recent whereabouts, and vehicles involved, if any, or other specific information that might assist in locating the person. This information should be disseminated as quickly as possible.
- Obtain a photograph of the missing person.
- Inform the reporting person to call the Police Department as soon as possible should the missing person return, or additional information become available.
- Contact persons developed from interviews who may possibly know the whereabouts of the individual.
- Visit possible locations or have other units visit specified areas identified by the reporting person.
- Promptly notify their immediate supervisor when a reported missing person is: mentally and/or physically challenged; an elderly individual who is unable to care for themselves; a person who is believed to be despondent; when the time of day, temperature, and/or length of time before notification of the police mandates immediate action be taken; and/or when the missing person is critically injured, ill, or at-risk in any known way.

As soon as possible, officers will submit a copy of all missing person reports to the Communications Center. Communications personnel, in accordance with North Carolina General Statute 143b-499.1, will immediately:

- Enter data about the missing person into the national missing persons file in accordance with criteria set forth by the NCIC;
- Inform all on-duty officers of the missing person information;
- Initiate a regional broadcast through DCI to all appropriate law enforcement agencies to be on the lookout for the individual; and
- Transmit a copy of the report to the North Carolina Center for Missing Persons.

The shift supervisor, unless relieved by higher authority, will be responsible for the search operation and the coordination of all personnel and agencies involved, and will determine when to terminate the operation.

All reports of missing persons will be referred to the Criminal Investigations Bureau for follow-up investigation when all attempts to locate the individual, as previously outlined, have failed or other compelling circumstances exist. Additional information concerning follow-up investigations of missing persons is outlined in Greenville Police Department Policy and procedures, Chapter 42.

North Carolina Silver Alert

The Silver Alert System was created to provide additional resources to help locate missing individuals that suffer from dementia related disorders or other cognitive impairments. The alert system is operated through the North Carolina Center for Missing Persons.

ALL of the following criteria must be met before the N.C. Center for Missing Persons will activate a Silver Alert:

- The person is believed to be suffering from dementia or other cognitive impairment
- The person is believed to be missing – regardless of the circumstances
- A legal custodian of the missing person has filed a missing person's report
- A law enforcement agency reports the incident to the N.C. Center for Missing Persons

The North Carolina Center for Missing Persons is the only agency that can activate a Silver Alert and will do so ONLY at the request of an investigating law enforcement agency. It is the responsibility of the Center to determine whether there is sufficient identifying data to justify a Silver Alert.

The on-duty supervisor will immediately notify the Field Operations Bureau Commander, or on-call Command staff personnel if after hours, when a reported missing person is an individual who is mentally and/or physically challenged, an elderly individual who is unable to care for themselves, a person who is believed to be despondent, or when the time of day, temperature, and/or length of time before notification of the police mandates immediate action be taken.

The Field Operations Bureau Commander or on-call Command Staff personnel will make an independent judgment as to whether the N.C. Center for Missing Persons should be contacted and whether further personnel needs, special equipment, search patterns, notification of outside emergency agencies for search and rescue, an investigator to respond to the scene, and whether to contact the Chief of Police, etc.

Notification to the N. C. Center for Missing Persons

The supervisor will ensure that the following steps are taken:

- Notification of the N. C. Center for Missing Persons by calling 1-800-522-5437.
- Complete a Silver Alert form and forward it to the Center
- Enter data about the missing person into the National Missing Persons file in accordance with criteria set forth by the NCIC;
- Initiate a regional broadcast through DCI to all appropriate law enforcement agencies to be on the lookout for the individual
- Provide a twenty-four (24) hour phone number to receive calls during the investigation
- Notification of the National Center for Missing and Exploited Children if the person is 21 years old or younger.

If an officer locates a subject who has been reported missing or comes in contact with a person who is believed to be mentally and/or physically challenged, an elderly individual who appears to be unable to care for themselves, or a person believed to be despondent, the locating officer shall do the following:

- Attempt to locate and contact the reporting person or a responsible person (such as a relative) to whom the found person may be released;
- If the individual has been entered into NCIC/DCI, ensure the found individual is removed in accordance with regulations and procedures established by these respective systems;
- If there are circumstances which lead the officer to believe that releasing the person would not be in the person's best interest, the officer should return the person to their home, to a medical facility, or contact the Department of Social Services.

41.2.13 MISSING CHILDREN**CALEA Standard 41.2.6**

It is the policy of the Greenville Police Department to investigate all reports of missing children (runaways, abducted, abandoned or other missing status) to the fullest extent possible. North Carolina General Statute 143b-496 defines a "Missing Child" as follows:

- Missing Child – A juvenile as defined by North Carolina General Statute 7b-101, whose location has not been determined, who has been reported as missing to a law enforcement agency, and whose parent's, spouse's, guardian's, or legal custodian's temporary or permanent residence is in North Carolina, or is believed to be in North Carolina.

Procedures

A missing juvenile report will be completed for any juvenile whose last known location was in the City of Greenville, or whose temporary or permanent residence is in the City of Greenville, their last location is unknown, or whose parent's, guardian's, or legal custodian's temporary or permanent residence is in the City of Greenville and the juvenile's last location is unknown. When in doubt, officers will take a report.

Missing Juvenile investigations will normally be assigned to a patrol officer, unless compelling circumstances indicate the Criminal Investigations Bureau should handle the case. The preliminary investigation shall include, at a minimum:

- Notify all Units within the Department of the missing juvenile's name, physical description, clothing description, health/general condition, time and location of most recent whereabouts, and vehicles involved, if any, or other specific information that might assist in locating the juvenile. This information should be disseminated as soon as possible.
- Obtain a photograph of the missing juvenile if possible.
- Inform the reporting person to call the police department as soon as possible should the missing juvenile return, or if additional information becomes available.
- Contact all persons developed from interviews who may possibly know the whereabouts of the missing juvenile.
- Promptly notify their immediate supervisor of a missing juvenile. Provide the supervisor with all pertinent information on the child's age, history of running away, circumstances of disappearance, suspicions of foul play, etc.

As soon as possible, officers will submit a copy of all missing juvenile reports to the Communications Center. Communications personnel, in accordance with North Carolina General Statute 143b-499.1, will immediately:

- Enter data about the missing juvenile into the National Missing Persons file in accordance with criteria set forth by the NCIC.
- Inform all on-duty police officers of the missing juvenile report and information.
- Initiate a regional broadcast through DCI to all appropriate law enforcement agencies to be on the lookout for the individual
- Transmit a copy of the report to the National Missing Persons file
- If the report meets the criteria established in N.C.G.S. 143B -499.7 (b) then a notification shall be made to the North Carolina Center for Missing and Exploited Children and relevant data provided about the missing child.

Supervisor/Investigations Notifications

The on-duty supervisor will notify the on-call Command Staff member when a reported missing juvenile investigation does not appear to be a runaway. The on-call Command Staff member will make an independent judgment as to further personnel needs, special equipment needs, search patterns, notification of outside emergency agencies for search and rescue, whether a detective should respond to the scene, and whether to contact the Chief of Police and surrounding area agencies, etc.

The on-duty supervisor, unless relieved by higher authority, will be responsible for any search operation and the coordination of all personnel and agencies involved, and will determine when to terminate operations. All reports of

missing juveniles will be referred to the Criminal Investigations Bureau for follow-up when attempts to locate the juvenile have failed or when other compelling or suspicious circumstances exist.

Located Juveniles

If an officer locates a juvenile who has been reported missing, the locating officer shall:

- Attempt to locate/contact the reporting person or parent/guardian of the child.
- If the juvenile has been entered into NCIC/DCI, ensure the found juvenile is removed in accordance with regulations and procedures established by these respective systems.
- If there are circumstances, which lead the officer to believe that releasing the juvenile to their parent, guardian, legal custodian, etc. would not be in their best interest, the officer should contact the Department of Social Services.

If an officer locates a missing juvenile and, during their investigation, determines or suspects unusual circumstances, the officer will comply with procedures for handling juveniles as directed in Chapter 44 of the Greenville Police Department's Policy and procedures. The officer will take the juvenile into protective custody and notify their immediate supervisor if:

- The juvenile is mentally incapacitated and not able to care for themselves.
- The juvenile is dependent on medication or other drugs and may be in physical danger.
- The juvenile appears to be the victim of foul play, violence, or abuse.
- The juvenile is in an environment "dangerous" to the youth whether by proximity or forced compliance

AMBER Alert System

The AMBER Alert System is a critical missing child response program that utilizes the resources of law enforcement and media to notify the public when children are abducted that meet certain critical criteria. NC General Statute 143B-499.7 gives the State of North Carolina authority to develop and maintain the AMBER Alert System. The requirements to activate an AMBER Alert are listed below and all of the conditions must apply. The child must be:

- 17 years old or younger
- believed to have been abducted
- not taken by a parent (unless the child is in danger)
- not believed to be a runaway or voluntarily missing
- and the abduction has been reported to and investigated by a law enforcement agency.

Only the North Carolina Center for Missing Persons can activate an AMBER Alert and will do so ONLY at the request of an investigating law enforcement agency.

Requirements of Law Enforcement Agencies

If a missing child report meets the criteria established in N.C.G.S. 143B-499.7, the law enforcement agency shall notify the NC Center for Missing Persons by calling 1-800-522-5437. Communications personnel will enter the information into NCIC.

41.2.14 INCIDENTS OF DOMESTIC VIOLENCE

CALEA Standard: 55.1.3

Domestic violence differs from other crimes because of the intimate relationship between the parties involved and officers should respond to domestic violence as they would any crime by pursuing the remedies appropriate to the offense. However, calls of this nature may require extra assistance to ensure the victim's safety. This policy establishes procedures for responding to domestic violence related calls and outlines steps that officers should take when dealing with violent acts involving "personal relationships" as defined by N.C.G.S. Chapter 50B-1(b).

Officer Response to Domestic Violence Calls – On Scene Investigation

Officers will respond to all incidents of domestic disturbances as quickly and safely as possible. Due to the volatility of such calls, the telecommunicator will dispatch at least two (2) officers to incidents involving domestic disturbances.

Upon arrival at the scene, the officers will, if necessary, immediately separate the parties if they are involved in immediate or possible physical confrontation. The responding officers will interview each party separately. The officers will ensure the victim's safety and privacy by interviewing the victim in an area out of sight and hearing range of the assailant, witnesses, and bystanders. The officers should not reveal to the victim their intended enforcement action until all available information is collected.

In Questioning the Victim, The Officer Will:

- Use supportive interview techniques
- Ask the victim about previous domestic incidents, their frequency and severity.
- Determine if any special court orders are in effect, such as a N.C.G.S. 50B (Domestic Violence Protective Order). The officer will ask the victim whether there is such an order and if so, attempt to obtain a copy.
- If the victim cannot produce a copy of a valid order but maintains an order is active, verify the existence and effective period of the order by contacting the Greenville Police Department's Communication Center, the Sheriff's Office, or the Office of the Clerk of Court if the order is local.
- If the order is from another jurisdiction, attempt to verify the order through that jurisdiction. If possible, the officer should attempt to obtain a faxed copy of the order. The officer can rely on the order presented by the victim along with a statement from the victim that the order is still in effect. Any false statement made by the victim as to the effectiveness of the order is a misdemeanor offense.

In Questioning the Witness, The Officer Will:

- Interview any witnesses as fully and as soon as circumstances allow.
- If the witnesses provide information about prior incidents, document such incidents to establish a pattern.
- Document names, addresses, and phone numbers of the witnesses for follow-up interviews or possible court testimony.
- Check with neighbors if no witnesses are at the scene.

In Questioning Children, The Officer Will:

- Interview children in an age-appropriate manner, preferably alone.
- Determine if the child was present during the incident or victim was holding the child when the suspect inflicted an injury; possible child abuse charges may be appropriate.
- Document signs of trauma and any apparent healing of abuse wounds.
- Photograph children if appropriate.

Arrest

Officers are authorized by North Carolina General Statute 15A-401(b) to make warrantless arrests for misdemeanor assaults that are committed outside the officer's presence provided the victim and perpetrator are in a personal relationship defined under N.C.G.S. 50B-1 or a valid protective order has been issued excluding the person from the residence or household occupied by a victim of domestic violence or directing the person to refrain from doing any or all acts specified in N.C.G.S. 50B-3(a) 9.

If the officer concludes that a felony assault has occurred, the officer shall make a felony arrest regardless of the relationship of the victim to the perpetrator.

Primary Aggressor

The primary aggressor is the party who is most likely to initiate and continue the violence. Elements to consider when evaluating who the aggressor is:

- Evidence from the involved persons – injuries, statements, etc.
- Evidence from witnesses.
- Self-defense wounds; the aggressor may have scratches on arms and hands or bite marks on the chest or arms; the victim may have bruises on forearms, bilateral injuries, scratches on his/her own neck, etc.
- Existence of a N.C.G.S. 50B order.

Mutual/Dual Arrest

Mutual or dual arrest of both parties in a disturbance where domestic violence is present may trivialize the seriousness of the situation and potentially increase the danger to the victim. Mutual arrest is not encouraged – a supervisor must be notified before a mutual arrest is made. Often injuries are inflicted upon a suspect by a victim while defending himself/herself from the suspect's aggression. Self-defense is not a crime; a person is entitled to use a reasonable amount of force to protect themselves from the assault. A person may not use more than necessary force, nor continue force once the threat has ceased.

- If visible bodily injury exists on both involved parties, before making an arrest the officer will determine if one of the parties was acting in self-defense. If so, arrest only the other party.
- If neither party can be determined to have acted in self-defense, decide if one of the parties was the primary aggressor in the violent incident. If so, arrest only this party.
- If neither party can be determined to have acted in self-defense and the responding officer cannot determine either as a primary aggressor, call a supervisor to determine if one or both parties should be arrested. A supervisor must be called before a mutual/dual arrest is affected.

Suspect Not on Scene

Reasonable efforts should be made to locate the suspect in the area or in frequented places. If the suspect is not taken into custody, but probable cause exists to believe a domestic crime was committed by the suspect, the officer is required to do one of the following:

- Assist the victim in obtaining a warrant by transporting or accompanying the victim to the magistrate's office and providing the necessary assistance; or
- Officer will obtain the warrant; or
- Officer will document the circumstances when probable cause does not exist to obtain a warrant in a Domestic Violence incident report.

These actions must be completed either during the initial response or before the end of the officer's tour of duty. Reasonable efforts should be made to serve the warrant as soon as possible. The officer should emphasize to the victim and the perpetrator that the arrest is initiated by the State's action, not the victim's. The arrest decision is the responsibility of the officer; therefore, the officer should not consider any of the following factors alone as a reason to discredit a victim or to eliminate finding probable cause:

- The victim's opposition to arrest
- Any victim claims of being unwilling to prosecute
- Any speculation that the victim may not follow through with the criminal justice process
- Arrest may not lead to conviction
- The relationship or marital status of the suspect and the victim
- The potential financial consequences of arrest
- The victim's history or prior complaints
- Verbal assurances that the violence will cease
- The victim's emotional state
- The location of the incident, i.e. public or private
- Whether or not the suspect lives on the premises with the victim
- The injuries are not visible

Incident Reporting

Documenting law enforcement response to domestic disputes thoroughly and accurately has the potential to prove invaluable in prosecution of the current case, but to provide necessary information in those cases where there is a history of domestic violence. The Victim Rights Information Card should be provided in all cases to guarantee that victims have information on their legal rights; to include: criminal complaints, civil complaints, and domestic violence protective orders and other local domestic violence programs.

Officers who respond to reports of domestic violence or domestic disputes shall complete an incident report documenting the incident, regardless of the existence of evidence that a crime has occurred. Reports will be taken even in cases of third party complainants or anonymous callers. When probable cause exists that a crime has

occurred, it will be reported and investigated according to policy. Incidents where an assault is reported, however, no probable cause exists, should be titled "Assault" with an "unfounded" disposition.

Incidents that suggest that no criminal act occurred shall be reported on an incident report and entitled "Domestic Call for Service". Pertinent information that should be included in the report includes:

- Any admission of past assaults or domestic violence disputes
- Any physical evidence that could have been the result of a domestic dispute, past or present (damaged furniture, holes in the wall, etc.)
- Any statements made by neighbors, the caller, children, or other witnesses relating to the domestic dispute or past incidents
- Any statements made that involve alleged drug use, depression, or mental health
- Any information on a recent significant event involving the parties such as anniversary, recent separation, extra-marital affair, etc.

In all cases of an officer's response to a domestic dispute where probable cause exists and the suspect is still on the scene, an arrest will be made. The officer will complete the Victim Statement Supplement and the Domestic Violence Supplement reports for all corresponding arrests. The same reports must also be completed for all felonious domestic incidents.

Lethality Screen

It is the policy of this agency to use a Lethality Screen at the scene of domestic violence incidents involving intimate partners to identify victims of domestic violence in potentially lethal situations and follow the established criteria to place those victims in immediate and direct contact with a domestic violence service program hotline advocate. Officers administering the Lethality Screen shall ask the victim the questions on the form during the course of the initial investigation. When a victim is assessed as being in high-danger, the investigating officer should call *The Center for Family Violence* and have the victim to speak with a hotline advocate.

INITIATING A LETHALITY ASSESSMENT

General

The responding officer shall complete the Lethality Screen when he/she responds to a domestic violence complaint involving intimate partners and one or more of the following conditions exists:

1. An act of domestic violence has occurred
2. There is a belief or sense on the part of the responding officer, that once the victim is no longer in the care or presence of the responding officer the potential for assault or danger is high.
3. Repeated calls for domestic violence complaints at the same location or involving the same parties.
4. The responding officer believes one should be administered based on his/her experience and training.

If exigent circumstances prevent the officer from completing the Lethality Screen while on scene, the officer must indicate in the case report narrative why it was not completed. If necessary, responding officers shall engage interpreter services to assist in the process.

Lethality Screen Questions

To initiate the Lethality Screen the responding officer should:

1. Advise the victim that she/he will be asked a series of questions to help the officer determine the immediate potential for danger to the victim.
2. Administer the Lethality Screen outside the presence, hearing and awareness of the abusive partner, family and/or other household members, and any other parties who may also be in the residence.
3. Ask all questions in order as listed on the form.

Assessing the Responses to the Lethality Questions

After the reporting officer asks the questions on the Lethality Screen, he/she shall handle the information as follows:

1. The officer will assess a victim as high danger and trigger the protocol when the victim:
 - a. Answers yes to questions #1, 2, or 3. Officers should ask all remaining questions.
 - b. Answers no to questions, #1-3, but yes to four or more of the remaining questions.

2. The officer may assess the victim as high danger when the victim:
 - a. The victim declines to answer all the questions on the Lethality Screen, or
 - b. The victim answers “no” to all questions, or
 - c. Provides responses that do not reflect high danger; however, the officer’s experience and/or training lead him/her to believe otherwise.

Assessing the Responses to the Lethality Questions – Non-High Danger

If the victim is not assessed as high danger after the Lethality Screen is completed, the officer should:

1. Inform the victim to watch for warning signs listed in the assessment
2. Refer the victim to The Center for Family Violence Prevention and/or the victim’s advocate for follow-up
3. Provide the victim with the victim notification form.

High-Danger Victims and the Hotline Call

If a victim is determined to be high-danger after the assessment is made:

1. Officers should advise the victim that her/his situation has indicated that the victim is at an increased level of danger.
2. Invite the victim to speak with a hotline advocate.
 - a. If the victim initially declines to speak with the hotline advocate, the officer should, if circumstances permit:
 - i. Contact the domestic violence hotline to receive guidance on how to proceed
 - ii. Ask the victim if she/he has reconsidered and offer the opportunity to speak with the hotline advocate.
 - b. If the victim continues to decline to speak with the hotline advocate, the officer should restate safety planning and if possible, obtain a safe phone number to provide to the hotline advocate for follow-up. If the victim refuses, the officer should note the same on the form.
3. If the victim agrees to speak with a hotline advocate, the officer shall call the hotline number, introduce him/herself, and advise the hotline advocate that he/she has made a “high-danger” assessment. The officer shall provide responses to a brief set of questions prompted by the hotline advocate.
4. During the conversation between the hotline advocate and the victim, the officer shall stay on the scene and allow the victim privacy while she/he speaks with the hotline.
5. Officers shall provide reasonable assistance to the victim if help is requested, such as transporting the victim to a safe place.

Working with Parties with Limited English Proficiency (LEP)

1. Officers and advocates should have employed their agency’s language access plan prior to administering the Lethality Screen or performing any part of the protocol.
2. If available, an officer and/or an advocate who speak the victim’s primary language should respond and perform the LAP. If unavailable, officers should make use of the Language Line.
3. The Lethality Screen should proceed according to the protocol, revised only to take into account the requirements of language interpretation.

Filing of the Lethality Screen

Once the Lethality Screen has been completed, officers shall:

1. Upload the form to the report in the records management system.
2. An additional copy shall be emailed by the officer taking the initial report to: pitt-lap@googlegroups.com

These steps shall be completed prior to end of shift. The agency shall maintain a file of all Lethality Screens in the associated case file.

LAP AGENCY REPRESENTATIVE

The LAP agency representative will be the SVU Sergeant, who will be responsible for:

1. Agency training
2. Reporting data as requested and providing it to the LAP team coordinator

3. Serving as a liaison, communicating, and meeting with other agency LAP representatives
4. Maintaining a file of all lethality screens

TRAINING

1. LAP training shall be provided by LAP-trained staff to all new entry-level officers during the mini academy.
2. Refresher LAP training shall be provided as needed.

Evidence Collection and Documentation

Whenever probable cause exists and an arrest is made or pending, the officer must collect relevant evidence and document the incident.

Excited Utterances

The officer shall record any spontaneous declarations or excited utterances made by the victim or the assailant. These are statements relating to a specific event made by the victim while under the stress of excitement caused by the event. The officer must record the demeanor of the victim or assailant at the time in order for such statements to be admissible as evidence. Any statement made by the suspect at any time, before or after arrest, before or after Miranda, may be used in court.

Photographs

The officer will ensure that photos are taken of:

- Visible injuries on the victim; specifically, old scars and fading bruises to establish pattern, fresh injury, "hidden" injuries concealed by clothing
- Visible injuries of the assailant
- Crime scene to include disarrayed or damaged furniture, empty alcohol containers, blood, smashed or broken doors, windows and locks
- Weapons
- Follow-up photos shall be taken twenty-four (24)-forty-eight (48) hours after the incident, if possible based on the officer's duty schedule. At a minimum, photos should be taken within ninety-six (96) hours of the incident.

Evidence

The officer will collect and preserve all physical evidence necessary to support prosecution, including evidence substantiating the victim's injuries, evidentiary articles that substantiate attack or a pattern of abuse, and any other evidence that records the scene. Officers may want to diagram the crime scene. Physical evidence shall include, but not be limited to:

- Weapons used in the assault, even "non-traditional" weapons such as a telephone cord or broomstick
- Torn/bloody clothing
- Destroyed property such as a phone ripped from the wall
- Answering machine messages, text messages, social media documentation, 911 recordings, voicemail messages, letters from suspect, etc.

Arrest with Violation of Domestic Violence Protective Orders

A Domestic Violence Protective Order is issued by the District Court in cases where a victim has been assaulted and is likely to be assaulted again by a spouse. This order grants immediate relief to the victim by ordering the abuser out of the home.

Warrantless arrest is authorized and required by NC General Statute 50B when the officer has probable cause to believe that the suspect has violated a valid domestic violence protective order which contains provisions prohibiting harassment, threats, further abuse, and/or presence at the victim's residence.

The officer must arrest the perpetrator regardless of the present relationship or circumstances between the victim and the perpetrator. Even if the perpetrator has moved back into the residence named on the 50B order, or the victim has invited the perpetrator to his/her residence, the officer must arrest, once the active order is confirmed. Only a subsequent court order dismissing the 50B order can nullify the enforcement of that order.

When the suspect is processed at the Magistrate's Office, the officer may write a citation or may seek a warrant for the violation of the DVPO and any additional criminal charges. (For example- violation of the DVPO and communicating threats)

Ex Parte Orders

An ex parte order is a temporary order valid for up to ten days or until the set court date (not to exceed ten (10) days) for the 50B hearing in which both parties are present. To enforce an ex parte order, the officer should confirm the validity of the order by checking the court date on the Notice of Hearing. If the court date is showing an expired date, then contact the Sheriff's office listed on the ex parte order, for a possible continuation date for the order. If the Sheriff's Office advises the order is expired, then explain to the victim that the complaint must be refiled because the current ex parte order has expired and therefore is null and void. However, check with the victim as to whether the ex parte order has been replaced with a permanent order prior to making the recommendation to refile. If a permanent order has been obtained, then the permanent order takes precedence. If the order is valid, confirm that the restrained party has been served with the notice of the protective order complaint.

- If the restrained party was served, enforce as a 50B order.
- If the restrained party has not been served, attempt to serve through the Pitt County Sheriff's Office.
- Inform the suspect of the order.
- Document actions in a written report.

Other Jurisdiction Orders

Protective orders from another jurisdiction within North Carolina, or from another state should be honored as any other valid protective order as dictated by the full faith and credit section of the Federal Violence Against Women Act of 1994 (VAWA 18 U.S.C. 2265). Officers should check with the issuing jurisdiction to verify the validity and authenticity of the order if the victim cannot produce a valid copy. If the suspect crosses state lines to violate an order, a federal charge is applicable in addition to the state offense.

NC General Statute 50B Order Verification

The officer should carry a printed copy of the 50B order with the arrestee to the Magistrate's Office. The officer may photocopy the victim's copy, or copy the order on file with the Sheriff's Office or Office of the Clerk of Court. Before placing the subject in custody, the officer should confirm the order through a DCI records check, and if unable to locate, check with the originating jurisdictions' Sheriff's Office or Office of the Clerk of Court to confirm:

- The date on the order
- The expiration date
- The terms of the order
- Any exceptions written in the order in regard to child custody or the like that may make the arrest false
- Whether the person restrained has been served with the notice of the order if an ex parte

If the officer cannot verify the existence and status of the order, the victim should be told how to get another copy of the order from the Office of the Clerk of Court. The officer should explain that it is vital that the victim keep a copy available at all times.

Enforcement When Suspect Not on Scene

If a violation occurs and the suspect is not on the scene, officers should attempt to locate the suspect in the immediate area or any other place identified by the victim, such as a place of employment, relatives' house, etc. If located at any time, the suspect can be arrested immediately without a warrant. If the suspect is not found after a reasonable search, officer should assist the victim in obtaining a warrant for the violation and prepare a report documenting the incident.

Other Criminal Action

If another criminal action such as an assault, occurred with the domestic violence protective order violation, the officer shall follow the procedures required for any crime by pursuing the criminal remedies appropriate to the offense.

Disposition of Personal Property

Provisions of a protective order which allocates personal property such as furniture, cars, or other items must be enforced through the civil process and are not within the officer's authority. In the absence of a warrant or probable cause, the officer should remain neutral and be concerned primarily with maintaining the peace and safety of those present. However, the officer(s) may stand by while a victim of domestic violence gathers *necessary* clothing, crucial belongings; tools of the trade, etc.

Federal Crimes

The Safe Homes for Women Section of the Violence Against Women Act (VAWA) creates federal crimes related to domestic violence in the following circumstances:

- If the suspect crosses the state lines with the intent to injure, harass, or intimidate an intimate partner and such action involves a crime of violence by which the victim is injured. (18 U.S.C.A. 2261 (a) (1))
- If the suspect causes a spouse or intimate partner to cross state lines by force, coercion, duress or fraud where such action also results in bodily injury to the victim. (18 U.S.C.A. 2261 (a) (2))
- If the suspect crosses state lines with the intent to violate a protective order and thereafter acts to violate the order either in the issuing state, or another state. (18 U.S.C.A. 2262 (a) (1))

When a Special Victims Unit Investigator of the Greenville Police Department becomes involved in the investigation, he/she shall be responsible for contacting the U.S. Attorney's Office in instances where a federal crime is committed (if contact has not been previously made). The F.B.I. may be called as a liaison for the U.S. Attorney's Office to expedite the warrant process.

Arrest under Special Conditions**Juveniles**

When the accused is less than sixteen (16) years of age, the provisions of this protocol are fully applicable, except that an arrest should be made and the juvenile processed pursuant to the North Carolina General Statutes, Chapter 7B, Article 5.

Mental Illness/Substance Abuse

An officer should not allow the possibility of mental illness or substance abuse to preclude a valid criminal arrest. For more information on dealing with subjects who are believed to have a mental disorder, see *Greenville Police Department Policy and Procedures, Section 41.2.16*

Public Officials

Domestic disturbances involving prominent citizens, public officials, or police officers may present particular difficulties for the responding officer. In such circumstances, the responding officer will request a supervisor to respond to the scene. Once notified, the supervisor shall then make the determination if the on-call Command Staff personnel should be notified. The responding officer should take whatever action is necessary to protect the victim and detain the assailant while waiting for the supervisor. When there is probable cause to believe that the accused has committed a crime, the procedure followed upon arrival of the supervisor should be the same as it would be in any domestic incident. The status of the accused shall not influence the decision to arrest when probable cause exists.

Departmental Employee Involvement in Domestic Abuse

If employees of the Department are involved in a domestic situation and sworn personnel are dispatched or called to the scene, the following procedure shall be applied:

- The first responding officer shall notify the on-duty Watch Commander. The on-duty Watch Commander shall notify the Criminal Investigations Bureau Commander and the Special Victims Unit Supervisor and subsequently an investigator shall respond.
- The responding Special Victims Unit investigator shall notify the Special Victims Unit supervisor as soon as possible after obtaining the facts.
- The Special Victims Unit supervisor will notify the on-call command staff member.
- The on-call command staff member will notify the Chief of Police.
- Assignment to an outside agency for investigation is possible, at the discretion of the Chief of Police or his designee.

- The Special Victims Unit supervisor shall stay in contact with the investigator and remain aware of all circumstances surrounding the case.
- The Special Victims Unit supervisor will periodically provide updates to the Commander of the Criminal Investigations Bureau throughout the entire investigation. In addition to the verbal notifications, copies of the case file must be delivered to the Office of Internal Affairs and the Criminal Investigations Bureau Commander.

If any employee of the Greenville Police Department has knowledge of an on-going domestic violence situation involving another employee, the employee shall notify his/her immediate supervisor, who shall then notify the chain of command. The domestic violence incident shall be reported through the chain of command to the Bureau Commander of the involved employee. The Bureau Commander of the involved employee(s) shall then inform the supervisor of the Special Victims Unit who will initiate a formal investigation or utilize an outside agency to conduct the investigation.

The provisions of this article are intended to further the credibility of the Department and are not to be construed as creating a standard of response or investigation which automatically assumes guilt, penalizes, punishes, or exonerates Department employees.

After the Arrest

After the arrest, the officer should advise the victim of what procedures would occur next, including:

- *Accused's Release from Custody*– The perpetrator could be released in a few hours. The victim should contact the criminal magistrate to find out the disposition of the perpetrator's bond.
- *Pre-Trial Release Conditions*– Conditions such as prohibiting the defendant from abusing or harassing the victim, or excluding the defendant from the home or workplace may be set at the hearing. The victim should obtain a copy of the release conditions at the Criminal Clerk of Court Office to produce in case of violation.
- *Report Information*– The officer will provide the victim with a copy of the Victim/Witness Notification Form and indicate the case number, the officer's name, personnel number, and a follow-up number.

Victim Safety

To ensure victims of domestic violence are adequately protected from future danger, every domestic violence victim will be provided with written victim assistance information. Additionally, officers will:

- Advise victims of legal rights to include criminal complaints, civil complaints, and Domestic Violence Protective Orders.
- Encourage the victim to contact the local domestic violence program for assistance.
- Arrange for or provide transportation to a shelter, a medical facility, the courthouse, or other safe place, if the victim so requests.

Related Calls for Service

Assist a Person Call

Officers are often requested to assist a person in moving belongings, or to escort a victim in domestic situations. If an officer responds to such a domestic related call, the officer will stand by until the caller has completed the task. "Belongings" will be limited to essential clothing, food, tools of the trade, or medical supplies. If the task cannot be completed within a reasonable amount of time, notify the victim that arrangements for further assistance will need to be made at a later time, and then clear the call.

If the suspect is present, officers should not leave until the victim is able to leave as well (unless the victim advises differently and no DVPO exists). If a DVPO exists between the parties, the officer shall take all necessary precautions to ensure the safety of the victim and to prevent any undue harassment. If a DVPO violation should occur, appropriate action outlined above must follow.

Warrant Service

Officers should make every effort to serve any domestic violence warrant in an exigent manner due to the potential for further violence between the perpetrator and the victim.

Professional Conduct

Whenever officers interact with victims of domestic violence, officers should conduct themselves in a professional manner and refrain from making any personal remarks or expressing any personal opinions on the circumstances between the victim and the perpetrator.

41.2.15 RESPONSE TO HATE CRIMES

The Hate Crime Statistics Act of 1990 requires the U.S. Attorney General to gather and report data on particular incidents where hate or bias may or has played a part in a criminal offense. All crimes that manifest evidence of prejudice based on race, color, ethnicity, religion, gender, age, national origin, sexual orientation, gender identity or disability will be documented in a case investigation.

In attempting to determine whether a particular crime or incident should be classified as a Hate Crime/Incident, the responding officer should evaluate the presence of the following factors:

The crime/incident involves:

1. An act, threat or attempt:
 - a. That constitutes an expression of racial, color, religious, ethnic, gender, age, national origin, disability, gender identity, or sexual orientation hostility or
 - b. To injure intimidate, interfere with or oppress any person or group in the free exercise or enjoyment of any right or privilege secured to him or her by the Constitution, or laws of the United States, State of North Carolina or City of Greenville;
2. Against the person or property of another; or
3. By an individual or a group.

The crime/incident involves:

1. Telephone calls or writings that contain slurs or epithets that targets an individual's race, color, religion, ethnicity, gender, age, national origin, disability, gender identity or sexual orientation;
2. Assaults or vandalism attributable to the victim's race, color, religion, ethnicity, gender, age, national origin, disability, gender identity or sexual orientation;
3. Symbolic gestures, drawings markings or graffiti with racial, religious, ethnic/national origin, handicap, sexual orientation or gender connotations.

41.2.16 DEALING WITH THE MENTAL HEALTH CONSUMER

CALEA Standard: 41.2.7

Recognizing Mental Illness

Officers must be aware that mental disorders are health conditions that are characterized by alterations in thinking, mood, or behavior. Officers are trained as part of their basic law enforcement curriculum and during in-service training in recognizing possible verbal, behavioral, or environmental cues that could suggest the existence of a mental illness.

Commitments or Referrals

If an officer believes that an individual may be suffering from a mental illness, the officer should take appropriate action or make the necessary referrals, depending on the situation. Officers should keep personal safety, as well as the safety of the public and the mental health consumer, in mind at all times. If the use of some type of force becomes necessary, officers will attempt to use the least amount of force necessary in responding to any resistance or aggression.

In situations where the individual is mentally ill, or shows behavior that may indicate a mental illness, EMS may be called to transport an individual depending upon the circumstances. If there are no commitment papers and/or the person has not demonstrated intent to harm themselves then officers are not authorized to physically force an individual to be transported by EMS, even if a doctor has ordered EMS to transport.

If the individual with a mental illness is an offender, the officer may determine that an involuntary commitment to a mental facility is necessary. In this case, the officer will restrain the accused and follow emergency commitment procedures as required by the North Carolina General Statutes. The officer should not allow the possibility of mental illness to preclude a valid criminal arrest.

If officers respond to a call involving an individual with a mental disorder who is requesting assistance or resource information, the officer shall refer the individual or family members to a mental health service provider such as the Real Crisis Center, Mobile Crisis Unit, or other similar service agencies as appropriate to the situation. If a voluntary or involuntary commitment is determined to be appropriate, the officer will assist the individual or family in the process.

Involuntary Commitments

Once an officer has obtained the necessary paperwork and transports a mental health consumer to Vidant for an involuntary commitment, the officer will remain with the consumer for a minimum of one hour at the hospital. After one hour has passed, the officer may contact the on-duty Watch Commander to assess the situation. Based on the circumstances, including the reason for the commitment, the consumer's demeanor, and any other factors, the supervisor may relieve the officer to return to other duties. The officer and supervisor must be able to articulate the reasons upon which that determination is based.

If the decision is made that the officer should remain with the consumer, the on-duty supervisor will periodically re-evaluate the situation to determine if the officer may be relieved. Written documentation of those observations shall be included in the officer's report.

If the determination is made that the officer will be relieved, the officer shall notify the appropriate hospital staff personnel, including the on-duty Emergency Department charge nurse and the Vidant Police Officer/Security personnel who are on-duty in the Emergency Department. This notification should be given at least fifteen (15) minutes in advance of actually clearing the hospital.

Mental Illness Training

In addition to the mental illness training received by all entry-level sworn personnel during Basic Law Enforcement Training, all department personnel will receive initial entry-level training and in-service training at least once every three (3) years.

Greenville Police Officers participating in the Mental Health Crisis Intervention Team (CIT) program receive additional specialized training and are available to respond as needed to assist with situations involving persons with mental illness known as "consumers" who are in crisis. Those officers trained as CIT Officers are designated as such in CAD records and shift assignment records. Additionally, telecommunicators receive similar training to allow them to recognize callers in crisis and respond appropriately.

Documentation of Interactions/Incidents

All personnel who respond to incidents involving a suspected mentally ill subject or a known mentally ill subject must evaluate the circumstances and determine if the incident should be documented on an incident report.

All trained CIT Officers shall document all interactions with a known consumer or a subject who is suspected of being mentally ill, on a CIT form. CIT forms shall be submitted to the Department's CIT Coordinators.

41.3.1 UNIFORM SPECIFICATIONS

CALEA Standard: 41.3.4, 22.2.5

All employees of the Greenville Police Department are responsible for conforming with the standards relating to the wearing of uniforms and equipment described herein and as required by Greenville Police Department's Policy and procedures, Chapter 26. No apparel or equipment shall be worn or carried except as authorized by the Chief of Police. Police officers, when performing police-related work in off duty hours, may wear their uniforms as approved by the Chief of Police. The Greenville Police Department provides select positions which are required to wear plain clothes with an annual uniform allowance. The officers who receive the allowance are selected by the Chief of Police.

or his designee. All Greenville Police Department sworn personnel shall maintain at least one complete patrol uniform as issued by the Department and all assigned equipment in operational order, even when assigned to a specialized unit or a non-uniformed position.

Uniform Specifications for Departmental Ceremonies, Funerals, and Special Functions

The issued patrol officer uniform, short or long sleeve depending on the time of year, will be referred to as “the uniform of the day”. This includes the police shirt, pants, shoes, socks, tie, if applicable, and gun belt with issued equipment. When sworn officers attend special ceremonies, funerals, or other significant functions in uniform, the following uniform specifications will be observed.

Funerals

All sworn officers attending funerals or memorial services in uniform, regardless of the season, will wear the long sleeve shirt, tie, and hat. All badges should be shrouded. This includes officers assigned to special units such as Special Operations, Bicycles, Canine, Traffic, Center City, TAC, or the Forensic Services Unit.

Departmental Ceremonies and Special Functions

Any sworn officer attending a special Departmental ceremony, special function, or event in uniform, and as a representative of the Greenville Police Department, will do so in full “uniform of the day” attire, regardless of their assignment within the police department, unless otherwise advised by the Chief of Police or designee. “Uniform of the day” includes police shirt, pants, socks, shoes, and leather gun belt. Issued police shorts, bicycle pants or shirts, etc. shall not be worn.

Uniform Specifications for Patrol Division Shifts

Shirt and Tie

Long and short sleeve shirts for patrol shifts shall be dark blue, with Greenville Police Department insignia patches at the top of each sleeve. Ties will be blue clip-on style issued by the Department. Uniformed Police officers will only wear shirts and ties issued by the Department.

Pants

Pants for patrol shifts shall be dark blue. Uniformed police officers will only wear pants issued by the Department.

Shoes

Uniformed police officers will only wear black shoes issued by the Department or as otherwise approved by the Chief of Police.

Uniform Specifications for Special Operations Division/Bicycle Patrol

Special Operations Division

Special Operations Division Officers will wear the appropriate uniform of the day as worn by Greenville Patrol Officers. This includes issued shirt, pants, shoes, and leather gear. Special Operations Officers who are on a bike the majority of their shift, will wear the uniform designated for bicycle officers.

Bicycle Officers

Special Operations Officers assigned to bicycle patrol will wear bicycle patrol long sleeve shirts and bicycle patrol pants during the winter. For the summer, bicycle patrol officers will wear short sleeve high visibility knit shirts with the Greenville Police Department badge imprinted over the left breast and with the word “POLICE” imprinted across the back shoulders with four-inch letters and issued bicycle shorts.

Special Operations Division Officers will wear black boots with a lug-type sole and plain rounded toe. Boots will have a lace front and may be a combination of leather and nylon. Bicycle Patrol Officers will wear the same type boots for the winter only. For the summer, Bicycle Officers will wear black leather athletic shoes with black ankle length socks.

Special Operations Division Officers and Bicycle Officers will only wear boots and shoes issued by the Department unless otherwise approved by the Chief of Police or designee.

Wearing of Issued Uniforms and Equipment**Hat**

Police officers shall wear issued hats for the following occasions:

- Funerals
- Parades (as designated in plan)
- Formal occasions
- When directed by the Chief of Police
- At the discretion of the supervisor

Toboggan

Employees may wear only the Department issued black toboggan identified by gold GPD letters centered on the front of the toboggan.

Winter Shirts

Long sleeve winter shirts may be worn by officers below the rank of Lieutenant with a clip-on tie or over a black mock neck shirt or approved "dickie" by uniform personnel. All members of the command staff shall wear a tie with long sleeve winter shirts. Collar insignia will be centered on the collar one-half ($\frac{1}{2}$) inch from the collar point toward the neck seam and one-half ($\frac{1}{2}$) inch from the bottom edge. Sergeants and Corporals shall wear chevrons centered below the Department shoulder patch. Master Police Officers shall wear a single chevron with a rocker attachment, and Advanced Police Officers shall wear a single chevron centered below the Department shoulder patch.

Summer Shirts

Uniform personnel shall wear summer shirts when authorized. A tie shall not be worn with the summer shirt. T-shirts worn under the summer uniform shirt shall be v-neck or black crew neck. White crew neck T-shirts are not authorized. Collar insignia shall be centered one-half ($\frac{1}{2}$) inch from the collar point toward the neck seam and one-half ($\frac{1}{2}$) inch from the bottom edge. Sergeants and Corporals shall wear chevrons centered below the Department shoulder patch. Master Police Officers shall wear a single chevron with a rocker attachment, and Advanced Police Officers shall wear a single chevron on the sleeves, centered below the Department shoulder patch.

Collar Stars

Patrol Officers may purchase and wear small collar stars. If worn, collar stars shall be placed in the apex of each corner of the collar.

Badge

The badge shall be worn in the badge holder of the outer most garment.

Name Tag

The name tag shall be worn on the right breast pocket with the top of the plate lined up with the top line of the pocket.

Accessory Pins/Insignia

Approved pins and ribbons shall be worn centered, or by utilizing a rail system directly above the nametag.

Whistles

Whistles shall be carried by all Field Operations Bureau personnel. Whistles shall be worn with the chain hooked underneath the right shoulder epaulet and the whistle placed in the right breast pocket. The chain shall be placed under the right corner of the pocket flap.

Jackets

The only emblems sewn on the jacket will be those issued by the Department or authorized by the Chief of Police. No collar insignias will be shown, however, Lieutenants and above will wear rank insignia on the epaulets with the outside edge three-fourths ($\frac{3}{4}$) inch from the outside seam of the epaulet. Sergeants and Corporals shall wear chevrons centered below the Department shoulder patch. Master Police Officers shall wear a single chevron with a rocker attachment, and Advanced Police Officers shall wear a single chevron on the sleeves, centered below the department shoulder patch.

Gear

Leather and nylon gear shall be worn as issued by the Department or approved for wear by the Field Operations Bureau Commander, the Deputy Chief, or the Chief of Police.

Uniforms and Clothing Allowance

The Greenville Police Department provides each police officer with sufficient uniforms and equipment to perform assigned duties.

Initial Issuance – Police Officer

All new police officers shall be fitted for uniforms and related equipment through the Personnel and Recruiting Officer. An “Initial Issue – Police Officer Form” shall be completed by the Personnel and Recruiting Officer.

Upon notification, new personnel will report to the Personnel and Recruiting Office, where initial uniforms/equipment shall be issued from existing supplies. If equipment must be ordered, the new employee will be notified upon its arrival and will be responsible for picking it up from the Personnel and Recruiting Office.

Initial issue for new police officers shall include, but is not limited to:

- Two long/ four short sleeve shirts
- Two pants
- Winter coat
- Uniform hat
- Hat Badge
- Tie and pin
- Raincoat
- Leather gear set
- Handcuff set
- Traffic vest
- Whistle
- Flashlight
- Badge
- Police photo identification card
- Proximity card
- Name tag
- Protective vest with trauma plate
- Expandable baton and holder
- Radio and accessories
- OC spray and holder
- Metal citation book holder
- Self-Care Kit

Equipment or supplies that are unique to the officer or position, and that require ordering, will be ordered during the initial week of hire, or upon assignment to a specialized position.

A Certified Firearms Instructor shall issue firearms and the appropriate number of rounds of ammunition according to the weapon and magazine capacity. Employee ID cards shall be issued through the Logistics Bureau Commander.

New employees shall inspect equipment issued to them and report any damage or unusual wear to the Personnel and Recruiting Officer before accepting the equipment. Employees shall not permanently mark issued equipment with initials or personal marks. Items marked in such a manner shall be considered damaged and may be billed to the employee upon termination.

A copy of the completed “Initial Issue – Police Officer Form” shall be maintained on file in the Personnel and Recruiting Office for each new employee.

Normal Re-Supply

To replace worn or damaged equipment, employees shall obtain a "Request for Personal Issue Form" from their immediate supervisor. This form should be signed by the supervisor after verifying the items requested are needed as replacement items. The completed "Request for Personal Issue Form" will be submitted to the Personnel and Recruiting Office. A copy of the completed request form will be maintained on file in the Personnel and Recruiting Office.

When the requested order is filled, the employee will be contacted. Employees will report to the Personnel and Recruiting Office to return the worn or damaged items and pick up the replacement equipment. For each replacement item received, a like item must be turned in to the Personnel and Recruiting Office.

Emergency Replacement

When situations necessitate the immediate replacement of damaged equipment, the police officer shall complete the necessary forms and receive replacement items after submitting the damaged equipment to the Personnel and Recruiting Office. A copy of the completed form will be maintained on file in the Personnel and Recruiting Office.

Shift and unit supervisors maintain some items for emergency replacement. Completed forms should be forwarded to the Personnel and Recruiting office.

Lost/Damaged Equipment

Clothing and equipment lost or severely damaged by an employee while in the line of duty shall be reported to the employee's immediate supervisor who will provide the necessary form to obtain replacement item(s). A copy of the replacement issuance form will be maintained on file in the Personnel/Recruiting Office.

Clothing and equipment which is lost or severely damaged as a result of an employee's negligence shall be reported in writing to their immediate supervisor and may be referred to the Office of Internal Affairs for disciplinary action. Replacement costs may be required to be paid by the employee.

Specialized Clothing and Equipment

Certain assignments within the Department require that specialized clothing and equipment be issued in addition to the standard initial issue. Employees transferring to an assignment where specialized clothing and equipment will be needed shall fill out a Personal Issue Form and proceed as outlined under **Normal Resupply**.

Upon transfer of an assignment, where specialized clothing and equipment will no longer be used, the employee shall, within five (5) working days, submit the items to the Personnel/Recruiting Office. The items will then be removed from the employee's records. The employee's immediate supervisor in the new assignment shall be responsible for coordinating this task within the allotted five (5) working days.

Termination of Employment

Immediately upon notice of an employee's termination, the employee's supervisor shall initiate the Employee Departure Checklist. Once terminated, the employee shall, within seventy-two (72) hours, schedule an appointment with the Logistics Division Commander to return all equipment. Uniforms shall be clean and returned on hangers. Leather gear and other equipment shall be clean and in serviceable condition. Lost or damaged equipment, in excess of normal wear, may require compensation. The departing employee will receive a signed receipt for all returned or compensated equipment and a copy shall be kept on file in the Personnel/Recruiting Office.

41.3.2 PROTECTIVE VESTS (BODY ARMOR)

CALEA Standard: 41.3.5, 41.3.6, 22.2.5

The Greenville Police Department provides protective vests to each and every police officer employed with the Department. Protective vests are guaranteed by the manufacturer for a period of five (5) years. The Recruitment Officer will maintain a list of the age of all vests and insure that vests are replaced within this time frame.

Police officers are not required to wear the vests at all times; however, protective vests shall be worn at all times while performing patrol functions, including special events and extra-duty jobs. Protective vests not worn by police

officers shall be kept immediately available in the officer's police vehicle so that it can be put on at will or upon notice.

In cases of Bicycle Officers, during periods of excessively warm weather, wearing protective vests at all times is not mandated; however, the vests shall be kept in the vehicle assigned to the unit and put on as soon as practical during incidents in which there is increased potential for escalating risk to the officer. Officers assigned to the Motorcycle Unit who choose not to wear their vests are required to maintain it in the Traffic Safety Unit office for availability during incidents involving high risk.

When responding to an emergency call that demonstrates a potential for high risk, on-duty personnel shall put on protective vests as soon as possible. Sworn personnel involved in pre-planned high-risk situations shall be required to wear protective vests. If, in the supervisor's opinion, it becomes tactically necessary, a supervisor may require that vests be worn prior to, or at any time during, a law enforcement situation. Such situations include but are not limited to:

- Conducting a raid
- Hostage negotiations
- Active shooter or rapid deployment
- Barricaded gunmen
- Arrest of a known fugitive
- Arrest for unlawful flight
- Manhunts
- Search warrant execution
- Emergency Response Team callouts

41.3.3 POLICE VEHICLE MARKINGS AND EQUIPMENT

CALEA Standard: 41.3.1, 41.3.2

Both marked and unmarked vehicles are assigned for routine, emergency and general patrol.

All vehicles used in routine, emergency and general patrol service are equipped with the following equipment in operational order:

- Emergency blue lights and emergency/hazard warning lights
- Siren
- Mobile radio transceiver
- P.A. system

Each vehicle used in patrol service is equipped with the following supplies:

- First aid kit
- Fire extinguisher
- Blankets (2)
- Flares (minimum of 12)
- Measuring device
- Bloodborne pathogens kit
- Stuffed animals (2)
- Extrication device
- Seat belt cutter

Vehicles assigned to Field Operations Bureau supervisors may be equipped with booster cables or a jump box in addition to those items listed above.

Other Police Vehicles

All other police vehicles, which have the potential to be used for general patrol, traffic enforcement, or emergency response, shall be equipped with a siren and emergency lights in accordance with North Carolina General Statute, 20-125 and 20-183.

Each vehicle is equipped with the following supplies:

- First aid kit
- Fire extinguisher
- Blankets (2)
- Flares (minimum of 12)
- Measuring device (traffic enforcement units only)
- Bloodborne pathogens kit
- Stuffed animals (2)
- Extrication device

Undercover Vehicles

Undercover vehicles assigned to the Criminal Investigations Bureau shall be equipped with sirens and emergency lights. They shall be exempt from all other equipment requirements.

Replenishment of Vehicle Supplies

Officers and supervisors are required to routinely monitor all department-owned vehicles to ensure that all supplies are in good working order and that a sufficient quantity is being maintained in each vehicle as required by policy.

Field Operations Bureau supervisors at any time, have immediate access to a variety of vehicle supplies. Therefore, if a supervisor determines that an item needs replacing or is otherwise notified of a need, and the supervisor has access to the replacement, then the supervisor shall provide the item before the end of their tour of duty. Additionally, Field Operations Bureau supervisors are responsible for notifying the Logistics Division Commander when supplies are getting low and should not wait until all supplies have been depleted.

To ensure that supplies are maintained properly, the following guidelines shall be followed:

- Officers will immediately notify their supervisors when consumable supplies in assigned vehicles need replacement.
- Consumable supplies in pool vehicles will be checked by a supervisor during the monthly inspection.
- If necessary supervisors will notify the Logistics Division Commander or designated Equipment Officer of the need.
- The designated Equipment Officer will ensure that the needed equipment is forwarded to the on-duty supervisor for pool vehicles or the appropriate supervisor for personally assigned vehicles.

As part of being fiscally responsible for department-owned supplies and equipment, supervisors should be aware of any intentional neglect, carelessness or any other issue that may be present if repeated requests for the same item, from the same officer or employee, are routinely received.

41.3.4 SEATBELTS

CALEA Standard: 41.3.3

Police officers of the Greenville Police Department and their passengers shall use the police vehicle's passenger safety restraining belts in all vehicles as required by N.C.G.S. 20-135.2A, including the use of child safety restraints as applicable. When circumstances dictate, such as a violent, resisting suspect, the wearing of seat belts by persons in custody in the rear seat shall be left to the discretion of the police officer.

Any person for whom a licensed physician determines that the use of such a seatbelt system would be impractical by reason of such person's physical condition or other medical reason, provided the person so exempted carries a *written* statement of the physician identifying the exempted person and stating the grounds for the exemption, shall not be made to use the seat belt system. The statement must be in possession of the person or in the vehicle.

41.3.5 PERSONALLY ASSIGNED POLICE VEHICLES

CALEA Standard: 81.2.4

In addition to the vehicles normally operated by on-duty personnel during a watch, police officers may be authorized to drive vehicles to and from their place of residence and to park such vehicles conspicuously at their place of residence as a crime prevention device for the neighborhood in which they reside. Provisions of this policy shall not be intended to authorize operation of police vehicles in a manner inconsistent with the City of Greenville Ordinances or Statutes of the State of North Carolina. Employees participating in the Department's take-home vehicle program must abide by Standard Operating Procedure 17.5.4.

Vehicle Assignments

Police officers assigned to the Field Operations Bureau that live within the city limits and who have seniority at the Department may be eligible for a personally assigned patrol vehicle. Police officers assigned to the Field Operations Bureau will share a police vehicle except those officers having a personally assigned vehicle. Police officers residing within the city limits who are assigned personal vehicles shall be allowed to keep their assigned vehicle at their residence as a general policy. Supervisors and/or Commanders shall be authorized to limit or suspend the take-home privileges or on-duty operations of assigned vehicles when such action is determined to be necessary for achievement of operational police department purposes.

The vehicle is an official piece of equipment and is intended for official police duties only. Reassignment of a vehicle for disciplinary purposes shall require specific approval of the appropriate Bureau Commander.

Vehicle Operation

Personnel operating police vehicles are to be armed with authorized police issued or approved firearm(s). Officers should monitor radio communications and contact the Communications Center when responding to any call for service. Assigned vehicles are not to be operated by any person other than the police officer to whom the vehicle is assigned or by an appropriate supervisor. A supervisor may temporarily reassign a personally assigned vehicle to another driver if it becomes necessary in order to maintain an effective level for patrol and operations.

When operating a police vehicle, police officers are required to stop to render assistance, apprehend violators of serious crimes and/or summon on-duty police officers in circumstances which logically require police attention. No police officer operating a police vehicle is to ignore any call for assistance or fail to render reasonable police service that is reasonably within their traveling vicinity. When initiating or responding to a police situation, personnel are to notify the Communications Center by proper radio procedure and have their badge and service weapon visible. Under normal circumstances, investigations requiring more than short-term on-the-scene action are to be handled by on-duty personnel.

Occasionally, police vehicles will be used to deter criminal activity by parking them in conspicuous business or residential locations. Such crime prevention activity will be coordinated under the direction of the Field Operations Bureau Commander and the immediate supervisor of the police officer to whom the vehicle is assigned.

The use of cellular phones or an MDT while operating any department-owned vehicle is discouraged. Reading or sending text messages is prohibited unless the vehicle is legally parked. The use of a hands-free device is recommended for any task that can be accomplished through this method.

Vehicle Maintenance

Ensuring routine preventive maintenance, including oil change, lubrication, minor adjustments, etc., is the responsibility of the employee to whom a vehicle is assigned. The Logistics Division Commander shall ensure that monthly maintenance schedules for department-owned vehicles are disseminated in a timely manner. When a vehicle is due for routine maintenance or is in need of other repair, the operator is to take the vehicle in for service. Police officers should arrange to take their assigned vehicle to the garage before the end of their tour of duty. Vehicles shall be left and picked up after service has been completed.

In the event of damage to a vehicle or breakdown which renders the vehicle unfit for continued safe use, the police officer to whom the vehicle is assigned is to ensure that proper action is initiated to take the vehicle in for repair.

Fuel for assigned police vehicles is available at the garage. Police officers are to fuel their assigned vehicles during their tour of duty. Police officers are responsible for washing their assigned vehicles. This must be done during the officer's tour of duty, unless directed otherwise by the employee's supervisor. If a supervisor approves off duty maintenance and cleaning in advance, the police officer is to document the date and times. The supervisor shall sign and date the documentation. The record shall be submitted with other payroll documents for proper compensation. Failure to obtain either prior approval for off duty work or falsifying time records for off duty work constitutes willful violation of this policy and shall result in disciplinary action.

Vehicle Inspection

Monthly and annual formal inspections of police patrol vehicles as outlined in Vehicle Inspections, Chapter 53, Greenville Police Department's Policy and Procedures which shall also include personally assigned police vehicles. The formal Annual Vehicle Inspection conducted by the Bureau Commander(s) or designee shall include personally assigned vehicles and reserve vehicles. A formal report is to be prepared by the Field Operations Bureau Commander. The report, prepared in cooperation with the Logistics Division Commander, shall contain information on the general condition, mileage, life expectancy and operating costs of each vehicle assigned to personnel.

41.3.6 MOBILE DATA ACCESS CAPABILITIES

CALEA Standard: 41.3.7

System Access and Use

City of Greenville computer use policies govern the use of all Greenville Police Department computers, computer peripherals, and software, including mobile data access terminals. The introduction of unauthorized software programs or files is prohibited. The unauthorized manipulation or alteration of approved software is also prohibited. Employees having the need to install additional software or alter current software must request and justify the addition or change by completing the appropriate Information Technologies Department Project Request Form. Requests will be processed through the chain of command to the Chief of Police for consideration. Approved requests will be forwarded to the IT Department for action.

The State Bureau of Investigations (SBI) Division of Criminal Investigative Records maintains a computerized criminal history of individuals who have been arrested and/or for which the SBI has a valid criminal fingerprint card. The Greenville Police Department has access to local, state, and federal Criminal Justice Information Systems by means of the Division of Criminal Information (DCI).

Personnel accessing DCI records must complete DCI certification requirements, obtain a DCI Operator Identifier and password, and must be under the management control of an agency assigned an Access Identifier (ORI). Greenville Police Department's Policy and procedures, Chapter 82, *Records*, provides additional information concerning DCI access, use, security, and certification.

Greenville police personnel have access to DCI through the use of laptop computers with mobile data terminal (MDT) capabilities. The MDT's are assigned to certain police vehicles. Access through MDT's is restricted to DCI authorized law enforcement/criminal justice agencies and personnel. The Mobile Data Terminals provide for the following:

- Immediate availability of information from DCI to include the status of driver's license, vehicle registrations and Wanted/Stolen information
- Dispatches for CAD
- Two-way communications with Dispatch
- Car to car communications
- Reduction of radio traffic

Applicant fingerprints must be submitted on each person prior to certification, and upon return from the SBI, the fingerprints must be retained by the agency. Operator certification is valid for two (2) years and recertification must occur for the user to continue to operate the terminal. Individuals who are due to be recertified have an option to "challenge the test". The NCIC/DCI contains basic information on DCI certification and on access and entry of information contained in the DCI files.

All access to information is limited to that allowed by DCI. All information obtained must be used for the official business of the Greenville Police Department. Members shall not knowingly enter, or cause to be entered, false information or data into the system. Each assigned officer shall check the MDT for serviceability. Any deficiency noted of the condition of the MDT should be documented on the Vehicle Inspection Report and the supervisor notified.

System Security

MDT users must first sign onto a statewide mobile switch. All DCI/MDT users must be authorized and must have a valid password and user identification. Access to DCI is gained through the use of an individual password which is selected by the operator and recognized by DCI security programs. DCI monitors systems access, password security, administrative security inspections, information accessed, and usage of the MDT to ensure adherence to DCI, NCIC and federal communications rules and regulations.

Personnel shall not use or permit the use of their passwords or user identification by other persons. Members shall keep their passwords confidential and, in the event a user's password becomes known to another person, the member shall immediately request a new password. Personnel are required to change their passwords every sixty (60) days. Misuse of the DCI system by any Department employee shall result in disciplinary action.

41.3.7 BODY-WORN & IN-CAR MOBILE VIDEO CAMERAS

CALEA Standard 41.3.8

Body-Worn Camera (BWC) – Purpose

The BWC is an "on-the-body" video and audio recording system assigned to an officer as an additional means of documenting specific incidents in the field. BWC is another tool available that enables the officer to document encounters with citizens and/or crime scenes. The camera's ability to record events from the perspective of the officer wearing the camera has the potential to greatly raise solvability factors in the investigation of a crime, provide the investigating officer and any assisting officers the opportunity to review the recording for accurate documentation of an incident and subsequent trial preparation, and to build public trust through accountability and transparency.

Mobile Video Camera (MVR) – Purpose

Mobile video recording (MVR) equipment has been proven to be a valuable law enforcement tool in the prosecution of traffic violations and related criminal offenses, for evaluation of officer tactics and performance and for training purposes.

In order to maximize the utility and benefit of this specialized equipment, officers will follow the procedures set forth in this policy as outlined below.

Evidentiary Value

Camera systems shall be used only for legitimate law enforcement purposes in accordance with applicable law and departmental policy. All data recorded is tamperproof and only information may be added to identify and categorize the incident for future evidentiary use. All evidentiary data stored shall be documented in a corresponding case investigation and saved as evidence.

As with all evidence, data stored is subject to disclosure and discovery rules. The original recording will be stored on the appropriate server. All felony and misdemeanor videos of evidentiary value videos shall be marked "misdemeanor" or "felony" arrest/case investigation for the purpose of complying with state law evidentiary rules. If the video does not contain evidentiary/investigative materials, it will be marked as "other". Recordings which have been marked as part of a felony case file will be maintained indefinitely. Those which are indicated to be part of a misdemeanor case file will be maintained for a period of three (3) years. Any recording that has not been saved as evidence or made a part of any investigation or claim shall be purged from the server at the end of sixty (60) days, and in accordance with North Carolina Records and Retention laws.

Any portion of a recorded image that records events surrounding a violation of the law (which includes a crime or offense prosecutable in the criminal courts in this state or in the United States or an infraction) is considered a record of a criminal investigation, as described in N.C.G.S. 132-1.4, and not a public record, as deemed in N.C.G.S. 132-1. Videos shall be marked and identified in the report as part of the investigatory file.

Any portion of a recorded image that may be used to subject an employee to Departmental disciplinary action is a part of that employee's personnel file as defined in N.C.G.S. 160A-168, and is open to inspection only as provided by that statute unless otherwise required to be disclosed as evidence in a criminal proceeding. Employees who are the subject of an Internal Affairs Investigation may review a recording of an incident prior to providing a statement, whether verbal or in writing. Any requests for copies of recording either as a public records request or by subpoena, except for the U.S. Attorney or District Attorney's requests, shall be forwarded to the Assistant City Attorney for review and preparation of response. Notification to the Assistant City Attorney must occur as soon as the request is made or subpoena is served to ensure statutory compliance.

Officers will document the use of a recording device in all corresponding investigative/arrest records in the records management system.

Department Administrators

The Police Technology Specialist is the primary administrator for all camera systems. Other departmental administrators can be designated by the Chief of Police. Administrators are responsible for:

- Providing training on all aspects and requirements on the use of a camera system
- Overseeing the assignment of the cameras systems
- Maintaining a log of officers assigned a camera system
- Facilitating needed repairs
- Monitoring available storage
- Monitoring purging schedule for compliance

Maintenance

BWC:

- The battery should be charged daily via the docking station or cable
- Videos should be uploaded every other day (minimum expectation)
- Daily inspection should check the lens to ensure there are no cracks and that the LED flashes the appropriate color
- Once the BWC is docked, insure that videos can be viewed through the appropriate software. Video should also be checked for sound, picture clarity and camera positioning/perspective

In Car Camera:

- View videos to inspect daily clarity (clean the lens if there is distortion)
- View videos to inspect microphone clarity
- Inspect LEDs for functionality

If either unit is determined to be in need of maintenance, it should be turned in to the Police Technology Specialist who will handle the needed repairs.

Training

All personnel shall be trained in the use of their camera system by an administrator prior to use. Procedures for saving data, daily inspections and maintenance procedures will be provided to officers prior to issuance.

Supervisors will be trained in review procedures for all video equipment in order to insure accurate use and operational capabilities of any equipment assigned under their command and control. Training will be provided to supervisory personnel immediately after promotion.

Guidelines for Use: General Provisions

Officers should observe the following general procedures to ensure that the camera system equipment will properly record traffic stops or other enforcement action undertaken in the field:

- Prior to beginning a tour of duty, the officer shall determine if the recording equipment assigned to them is working properly, and shall promptly notify their supervisor of any malfunction or problem
- Ensure prior to the start of each shift, that enough media storage is available, at a minimum, to cover the entire shift assignment
- BWC camera setting should be placed in the **HD** recording mode, if the camera settings permit
- Make sure that the video camera is properly positioned and adjusted at the correct viewing angle to visually record events
- All traffic stops without exception shall be recorded. If an officer utilizes two camera systems, both shall be activated
- Officers shall not attempt to erase, alter, or tamper with camera recorded media even in an attempt to correct a potential problem but shall seek assistance from the administrator or his/her designee
- Officers shall upload video recordings to the server no less than every other shift, ensuring adequate space for all citizen interactions
- Officers shall mark video recordings with the appropriate administrative designator at the completion of the upload
- **The Use of Personally Owned Camera Systems Is expressly prohibited.** Violation of this provision will subject the offending person(s) to disciplinary action, up to and including dismissal.

Guidelines for Use: BWC

The Body Worn Camera (BWC) shall be activated to record during all field contacts involving actual or potential violations of law to include:

- Traffic Stops
- Suspicious vehicles or persons
- Arrests
- Voluntary contacts of an investigative nature

The BWC also shall be activated when responding to the following calls for service:

- Disturbances or disorders
- Calls involving emotionally or mentally disturbed subjects, including service of IVC orders
- Offenses involving weapons or violence
- When responding to any “in-progress” call for service

Additionally, the BWC shall be activated during the following situations:

- While operating a vehicle in a manner that requires activation of its blue lights and siren under law
- During tactical activities, including the execution of search warrants
- During warrantless searches of individuals, vehicles, buildings, and other places
- All ‘Terry’ frisks and requests for consent to search
- During the initial inventorying of seized money or any high value property
- Prisoner transport and handling or escorting
- Interviewing juveniles in accordance with departmental policy 44.2.3

Once activated, the BWC recording shall be continuous throughout the duration of the interaction or call for service. If the interaction or call for service results in arrest, it should remain on from the placement of the individual into the transport vehicle, during transport and throughout the booking process.

An exception to the continuous recording requirement is when a discussion is necessary between officers for tactical “secretive” planning prior to engaging a suspect, and only then, shall the recording be paused until activity by the officers is resumed.

While participating in emergency response activities, BWC equipment worn by members of the Emergency Response Team is not required to be activated during planning stages. Activation of BWC equipment utilized by ERT members

is required as soon as intervention starts. For incidents where a scene is fluid, the activation of camera equipment should be as soon as practical. All officers providing perimeter scene security are required to activate their cameras at all times until release of the scene is completed by supervisory personnel.

Due to expectations of privacy and public disclosure laws, a recording should not be done on interactions in the home of a citizen who is not in any way, the subject of a violation of law or criminal investigation, unless the interaction rises to the level that makes it more prudent to begin recording.

It is vital that certain expectations of privacy are observed due to legal requirements or due to other circumstances. Therefore, in certain situations a visual (video) recording shall not be conducted. Examples of those situations include but are not limited to:

- Victims of Sexual Assaults
- Suspects during Rape Kit Processing
- Children
 - Unless classified as a suspect, at which time the officer will comply with departmental policy 44.2.3
 - This does not include the normal response or investigations by officers dealing with persons under the age of 18 (i.e. a school resource officer)
- Confidential Informants
- Hospitals/Doctor's Offices (with some exceptions)
- Bathrooms
- Lockers/Dressing Rooms
- Half-way houses, treatment facilities, sober houses, counseling centers, addiction or mental health treatment facility, or any other similar facility or institution.
- Strip Searches

****Prior to conducting a strip search, the officer will record a three hundred sixty (360) degree video of the location where the strip search will be conducted. During the actual strip search, the BWC shall be utilized to only capture audio of the event by positioning the camera away from the subject of the search.**

If the location or type of interaction with a subject is prohibited by law and/or policy from being in the line-of-sight of an activated camera, then the camera shall be turned away from the location and/or subject, and only an audio recording conducted.

Recording of another officer without the officer's knowledge is prohibited, unless the recording is of a violation of a criminal, traffic, or local law. The camera shall not be used for the recording of an Administrative Investigation without prior approval of the Chief of Police.

Guidelines for Use: MVR (Motor Vehicle Recording)

- MVR equipment will automatically be activated when the vehicle's emergency warning devices are in operation.
- Emergency response requires activation of all emergency equipment which will include MVR equipment.
- The equipment may be deactivated during non-enforcement activities such as protecting collision scenes from other vehicular traffic.
- MVR equipment can also be manually activated by pressing the record button or turning on the wireless microphone transmitter.
- Officers utilizing MVR equipment shall continuously record prisoner transport with both the front and rear camera if equipped.
- The wireless microphone should not be manipulated to decrease the effectiveness of, or eliminate the audio recording. Officers are encouraged to inform their supervisors of any type of recorded sequences that may be of value for training purposes.

BWC Recording Media Management and Control

Each camera is individually identified by the serial number which is entered into the designated server. Officer uploads are password protected and security authorization protected. Tracking access to each uploaded event is done by a digital footprint which protects against unauthorized access.

To protect the credibility of the Department and protect all aspects of a criminal investigation, any copies of recordings with evidentiary value shall be handled immediately as evidence according to Chapters 83 and 84 of the Greenville Police Department's Policy and procedures.

The Administrator shall be responsible for compliance with the retention policy and ensuring all non-evidentiary recordings are purged.

Recording logs are generated through the digital video management system and include: MVR/BWC recording media number; officer to whom MVR recording media is issued; date and time stamp of the recording.

Supervisor Responsibilities

A supervisor with officers assigned a BWC will be responsible for:

- Ensuring all officers follow established procedures for the use and maintenance of the recording equipment, and the completion of camera uploads as required by policy.
- Removing from service any damaged or nonfunctional camera system to return it for repairs to a Department Administrator.
- Ensure that all recorded events are documented by the officer in the associated reports and citations.
- Supervisors will ensure that any recordings relating to an Administrative Investigation are downloaded and stored for inclusion in the investigative file prior to their scheduled purge date from the remote digital storage system
- Supervisors may conduct routine reviews of selected recordings captured by officers assigned to them in order to assess officer performance, ensure that the BWC is being utilized properly, and to identify videos that may be appropriate to enhance training programs or experiences.
- Notification of the existence of recordings which may be beneficial for training purposes shall be forwarded via the chain of command to the Deputy Chief of Police for determination of training value and use. If an involved officer objects to the use of a recording for training purposes, the officer may submit an objection, in writing, via the chain of command to the Deputy Chief of Police who will determine if the training value outweighs the officer's objection.

The Strategic Services Lieutenant will conduct a monthly review of body worn camera footage in accordance with provisions in Chapter 53. A report will be generated documenting any deficiencies in use and forwarded to the Deputy Chief.

Public Access to Recorded Events

All events recorded that are part of a criminal investigation, criminal intelligence, involuntary commitment, or part of an Internal Affairs investigation, shall not be released to the public except as provided by N.C. General Statute 132-1.4. Procedures for release requests can be found in Chapter 83 of the Greenville Police Department Policy and Procedures. In such cases where the recorded events are made part of a personnel file under NCGS §160A-168 (including but not limited to Internal Affairs Investigations), then, the officer's written consent and authorization must be obtained before any release can be made.

Off-duty Recording

BWCs should be worn for all uniformed off-duty jobs. Activation of the camera should take place at whatever point an officer begins any type of law enforcement action. Once a camera is activated, all other policies for use will follow the guidelines set above.

41.4.1 SPECIAL PURPOSE VEHICLES AND UNITS

CALEA Standard: 41.1.3, 41.1.4, 84.1.4

This directive governs the operation of special purpose vehicles and includes the following provisions:

- Authorization, conditions, and limitation of usage
- Qualifications and training for personnel assigned to operate the vehicle
- Designation of person or position responsible for the condition and maintenance of the vehicle
- A listing of equipment, if any, to be kept in or on the vehicle

PRISONER TRANSPORT VAN

The Greenville Police Department maintains a dedicated prisoner transport vehicle (PTV) for use in transporting multiple arrestees/prisoners and for the temporary placement of an arrestee awaiting transport to the appropriate booking/intake facility. This vehicle is specifically equipped for this task and is to be used only for this purpose. The PTV shall not be used in any pursuit. It is to be used only for its intended purpose and shall not be used as a spare vehicle, passenger van, or for hauling cargo. In addition to the specific guidelines established here, officers shall adhere to the procedures and guidelines set forth in Greenville Police Department's Policy and Procedures Chapter 71.

Vehicle Use, Authorization, and Equipment

The PTV shall be equipped as follows:

- Two-way radio
- Fire extinguisher
- First aid kit
- Bloodborne pathogens kit
- Various restraints (handcuffs, flex cuffs, hobble restraints, waist chains, leg chains, etc.)

The decision to use the PTV shall be made by any on-duty bureau, division, shift, unit, or special event supervisor for a situation or event where there is an anticipated need to transport multiple arrestees.

No special certifications or licenses are necessary to operate the van. However, officers assigned as transport officers must be knowledgeable of the operating features of the van including:

- Size of the van
- Prisoner compartments and security features
- Exterior and interior door locks
- Camera and monitor
- Seat belts and adjustments
- Emergency access/exit points

The supervisor/event commander authorizing the use of the van shall designate at least one Greenville Police Officer as the Transport Officer. If necessary and resources allow, a transport team (two officers) may be assigned. In mutual aid situations, an officer from another jurisdiction operating in a mutual aid capacity may be assigned to assist the Greenville Police Officer designated as the Transport Officer. In those circumstances, only the Greenville Police Officer will operate the van.

Keys for the Prisoner Transport Van will be maintained in Communications. Supervisors shall sign out the keys on the designated vehicle use log.

Prior to placing the van in service, the Transport Officer will inspect the van for contraband, damage, missing equipment, cleanliness, and general condition.

At the completion of each transport, the designated transport officer will inspect the prisoner compartment to ensure no contraband, weapons, or personal property has been left in the van.

The supervisor authorizing the use of the van is responsible for ensuring that it is cleaned and refueled, and any items used/removed are replaced/returned at the conclusion of the event or incident. The Logistics Division Commander (Fleet Management) will ensure routine maintenance and repairs are done.

Guidelines for Securing and Transporting Arrestees

The officer(s) assigned as the Transport Officer(s) will ensure that each passenger is appropriately searched and secured before placing them in the van.

Each passenger will be handcuffed prior to being placed in the van. If necessary, additional restraints including leg shackles and/or hobbles and waist chains may be used.

Once a detainee is placed in the van, a transport officer will remain with the van and monitor the occupant(s) either directly or using the camera and monitor.

Detainees shall only be held in the van before transport for a reasonable length of time under the existing circumstances. Such circumstances include but are not limited to: the number of detainees in the van, the temperature and weather conditions, the demeanor and any combative actions of detainees, the number of officers available to assist the transport officer, the likelihood of additional detentions and the need for space on the van. If the van is occupied and it seems likely that additional persons will be transported, the Transport officer may stage in a safe location near the event/incident scene.

No person with obvious injury, illness or mental illness shall be transported in the van. Refer to Chapter 71 of the Greenville Police Department's Policy and Procedures for guidelines in transporting handicapped, sick or injured persons.

Persons exposed to OC spray shall not be placed in the Prisoner Transport Van until they have been treated with post exposure care.

It is the responsibility of the designated transport officer to ensure that persons secured in the transport van are not left unattended under any circumstances.

Females shall always be transported separately from males.

Juveniles will not generally be transported in the Prisoner Transport Van. For the purposes of this policy, juveniles are those individuals under eighteen (18) years of age (N.C.G.S. 7B-1501(17)). However, emergency situations may require the transport of juveniles. An on-scene supervisor will make that determination. If juveniles are transported, they must be separated from adults.

CRIME SCENE SEARCH VEHICLES

Crime Scene Search Vehicles are used to transport the equipment necessary to process, preserve, document, and collect physical evidence. The Crime Scene Search Vehicles will be limited to use by the Crime Scene Investigator for processing crime scenes, special training, and as outlined in Chapter 41 of the Greenville Police Department's Policy and Procedures. The Forensics Specialists, the Forensics Services Supervisor, and their designees are authorized to operate the Crime Scene Search vehicles and equipment. The Chief of Police or a designee must authorize the use of the Crime Scene Search vehicles for other situations. The Forensics Services Unit shall be responsible for the condition and maintenance of the Crime Scene Search vehicles.

A valid NC Driver's License is required to operate Crime Scene Search Vehicles. Forensics Services personnel are responsible for equipping and maintaining Crime Scene Search Vehicles. Generally, use of the specialized equipment in Crime Scene Search Vehicles is restricted to Forensics Unit personnel and other qualified personnel as determined by the Forensics Specialist supervisor or assigned specialist. Equipment maintained in the Crime Scene Search vehicles shall include:

Latent Fingerprint Development Kit

- Brushes

- Lifting tape
- Powder
- Backer cards

Evidence Preservation and Recovery Kit

- Paper bags and envelopes
- Unused paint cans
- Plastic bags with seals
- Measuring tapes

Tool/Impression Recovery Kit

- Casting material
- Lacquer spray
- Pickaxe

EMERGENCY RESPONSE TEAM VEHICLE

The Emergency Response Team (ERT) Vehicle provides the transport of personnel and equipment for the ERT in the event of a high-risk situation, natural disasters, or civil disturbances. The ERT Vehicle shall be limited to use by the Emergency Response Team and for Special Operation's training. The Chief of Police or a designee must authorize the use of the ERT Vehicle in other situations. A valid NC Driver's License is required to operate the ERT vehicle.

The ERT Leader will be responsible for the condition and maintenance of the ERT vehicle. The ERT Leader shall determine what equipment is to be kept in the ERT vehicle to optimize mission capability. Only personnel authorized by the ERT leader or a designee are permitted to operate the vehicle. Equipment stored in the ERT vehicle is restricted to use by the ERT unless otherwise approved by the Chief of Police or a designee. Qualifications, training, and responsibilities for personnel assigned to the ERT are detailed in Greenville Police Department's Policy and procedures, Chapter 46, Special Operations.

CRISIS NEGOTIATION TEAM VEHICLE

The vehicle used by the Crisis Negotiation Team (CNT) is for the exclusive use of CNT members only in the event they are needed to assist the Emergency Response Team. The CNT team leader will be responsible for the condition and maintenance of the CRT vehicle.

- Equipment maintained in the vehicle is as follows:
- Master Control Box for the phone
- Throw Phone
- 1000-foot phone line spool
- 1 encrypted radio, chargers, and spare batteries
- A bank of cellular device chargers for both Apple and Google devices
- Laptop and printer
- 3 flat top monitors
- Dry erase boards/markers

BICYCLE PATROL

The Greenville Police Department utilizes a bicycle patrol for:

- Visibility and accessibility within the community
- Bridging the gap between foot and motor patrols
- Providing better access to restricted areas
- Patrolling high crime areas in a covert manner

The bicycles are utilized by the Field Operations Bureau as a part of its patrol function. A Bicycle Coordinator maintains inventory, assignment and maintenance records for all bicycles in the department. The Bicycle Coordinator is assigned by the Field Operations Bureau Commander. Each Bicycle Officer shall be responsible for reporting maintenance problems to the designated bicycle coordinator not later than the end of the shift.

Equipment maintained on each bicycle shall include:

- Saddlebag
- Headlight
- Personally-assigned equipment
- Taillight

The Bicycle Officers perform duties at the direction of their supervisor. Bicycle Officers will usually be assigned to the following locations:

- Downtown business district
- Parks and green way corridors
- Malls and shopping centers
- School zones
- Residential neighborhoods
- Special events
- Other areas as directed by the Field Operations Bureau Commander

Bicycle Officers shall adhere to the following guidelines:

- All patrol bicycles shall be operated in compliance with applicable state and local laws.
- Bicycle Officers shall use caution when operating bicycles during emergency situations.
- Bicycle Officers shall always wear helmets while operating a bicycle.
- Passengers are not allowed
- The bicycles shall be secured to a permanent fixture when not being used. If a bicycle cannot be secured to a permanent fixture, the Bicycle Patrol Officer shall secure the bicycle in a manner so that it cannot be ridden.
- Damages to bicycle patrol equipment shall be reported to the Field Operations Bureau Commander not later than the next working day after the damage was discovered.
- Traffic collisions involving patrol bicycles shall be immediately reported to the Field Operations Bureau Commander.

Police officers are selected for bicycle patrol by submitting a training request to their immediate supervisor. Following selection for this assignment, the police officers shall receive training and certification through the Police Mountain Bike Association or other appropriate training entity.

MOTORCYCLE TRAFFIC UNIT

The Motorcycle Unit is assigned to the Traffic Safety Unit. The Unit shall be responsible for the enforcement of North Carolina traffic statutes and the City of Greenville Code of Ordinances as they relate to traffic enforcement. The Greenville Police Department further utilizes a Motorcycle Unit to:

- Provide visibility and accessibility within the community
- Provide quicker access into areas of traffic congestion
- Aid in traffic enforcement
- Assist in special events escorts such as funerals, parades, visits by local, state, national, or foreign dignitaries
- Assist in any other assignments as designated by the Traffic Safety Unit Supervisor, Field Operations Bureau Commander, or Chief of Police.

Motorcycle Officers shall be selected through an established selection process. The officers shall receive training at a certified motorcycle training facility. All police officers operating motorcycles shall be required to possess a motorcycle operator's endorsement as outlined by North Carolina General Statute 20-7 prior to assignment as a Traffic Safety Motorcycle Unit Officer and must maintain such an endorsement during the tenure of their assignment.

Operation of the motorcycle shall adhere to all requirements as set forth in the North Carolina General Statutes, Chapter 20, as well as all requirements contained in the Greenville Police Department's Policy and procedures. Equipment to be maintained on each motorcycle shall include:

- All standard emergency operations equipment; front pursuit lights, rear strobe lights, side strobe lights, siren, speaker, two-way mobile radio
- First aid kit
- Bloodborne pathogens kit

Motorcycles are designated as personally assigned vehicles and should be cared for in accordance with policy. Additionally, Motorcycle Unit officers are responsible for ensuring that maintenance and repairs are conducted in accordance with active service contracts governing those vehicles.

SEGWAY PERSONAL TRANSPORTER

Segway Personal Transporters enable personnel to cover more ground in less time, increases carrying capacity, and allows for more productivity. The Segways are assigned to the Field Operations Bureau. The Field Operations Bureau Segways are identified as the property of the Greenville Police Department property by a minimum of two "Police" decals that are clearly visible to the general public.

Limitations / Conditions for Use

The Segways should not be used during inclement weather unless otherwise determined by the on-duty supervisor. Segways assigned to the Field Operations Bureau have off-road capabilities, although this capability should be exercised with caution. Although all Segways are capable of negotiating curbs, they should not be used to go down steps or stairs. The Segways are to be operated on sidewalks when possible.

Personnel will wear the following equipment while operating the Segway Personal Transporters.

- Bicycle helmet
- Reflective yellow traffic vest or Bicycle Patrol shirt/jacket with high-visibility markings

Qualifications and Training

Personnel who operate the Segway Personal Transporters shall receive instruction on proper operation and maintenance by a representative from Segway prior to operating a Segway. Additional personnel can operate the Segways after receiving approval and instruction on operation guidelines from an employee who received the initial training from the Segway representative.

Condition and Maintenance

As with all police vehicles, individual operators shall be responsible for documenting the required daily inspection and maintenance of the Segway when in use. The Logistics Division Coordinator shall appoint a Segway Coordinator to manage inventory and inspection of the Segway personal transporters. Problems encountered by individual operators shall be documented and reported to the Segway Coordinator immediately upon observation of the issue.

Equipment

Each Segway has the following listed equipment.

- One digital key unique for each vehicle. Additional keys are maintained in the Logistics Division Commander's office.
- Battery operated emergency lights
- One charger adaptor per unit
- One attachable storage compartment

ANIMAL PROTECTIVE SERVICES (APS)

APS Officers are not sworn law enforcement officers. They are empowered by City Ordinance to enforce APS violations and are under the command and control of the Administrative Services Bureau. The APS Officers are supervised by the APS Supervisor who shall report directly to the Administrative Services Bureau Commander. APS functions shall include the following responsibilities:

- Respond to complaints and requests for service concerning animal control problems
- Investigate all animal bites and animal cruelty cases within the City limits
- Patrol the city in search of violations of animal control ordinances

- Pick up and transport animals to the Pitt County Animal Shelter
- Issue Citations and testify in court as needed
- Pick up dead animals on public property and dispose of them as required by law

New APS employees are required to work under the supervision of an experienced APS Officer for nine (9) weeks prior to working on their own or being placed on call duty. During the nine-week period, APS employees are trained in the proper handling and operation of assigned equipment, City Code, and Departmental policy. Employees attend training relative to their assignments and shall attend additional training, periodically. Such training includes:

- Rabies Control Conference
- Cruelty Investigation
- National Animal Control Training Academy; Levels I and II

APS Officers may be authorized to carry less-lethal weapons including OC spray and impact weapons to provide protection in the performance of their duties against aggressive animals. They are not authorized to use a *baton* against humans; however, they may use the *OC spray only* in a defensive manner against a human. If any non-sworn employee feels threatened or otherwise believes the use of force may be necessary, they should request a police officer to respond. APS Officers using OC spray as a defensive weapon against a human shall complete a response to resistance aggression report.

Animal Protective Services Vehicles

APS vehicles shall be used for animal patrol and transporting animals to and from the Animal Shelter or other appropriate facility. The APS vehicles and equipment shall be limited to use by the APS Unit for APS functions unless otherwise authorized by the Chief of Police or a designee.

APS officers shall be responsible for the condition and maintenance of their vehicles. The vehicles shall be equipped with:

- Caution lights
- Radios
- Catch sticks
- Cat tongs
- Snake grabbers
- Animal cages
- Computer

MOBILE COMMAND CENTER

The Greenville Police Department maintains a mobile command center (MCC) for use at civil disturbances, man-made or natural disasters, special events and any other event as designated by the Chief of Police. The decision to use the MCC shall be made by the Chief of Police. In the absence of the Chief of Police, the decision shall be made by the officer in charge of the Department.

The MCC is designed to:

- Provide a mobile facility for the coordination and collaboration of emergency management services
- Provide a centralized point of command for administrative staff
- Provide a mobile Communications Center
- Provide visibility and accessibility within the community
- Bridge the gap between Command Staff and field operations
- Provide better access to restricted areas
- Provide access to additional special use equipment

It is to be used only for its intended purpose and shall not be used as a spare vehicle, passenger vehicle, or for hauling cargo.

Vehicle Use, Authorization, and Equipment

The MCC shall be equipped as follows:

- Two-way radio
- Fire extinguisher
- First aid kit
- Bloodborne pathogens kit
- Office supplies
- Logistical supplies
- Cleaning/Toiletry supplies

Only personnel who have been through the six (6) hour orientation training and who have a Class B or higher CDL with airbrake endorsement are authorized to operate the MCC. Personnel selected and authorized to operate the MCC are designated by the Chief of Police. All operators of the MCC must be knowledgeable of the operating features of the vehicle including:

- Size of the vehicle
- Storage compartments and operational features
- Exterior and interior door locks
- Camera and monitor
- Seat belts and adjustments
- Emergency access/exit points
- Maintenance requirements
- Locations of special use equipment

All authorized MCC operators, the Logistics Commander, and Communications will have a key to the MCC. The MCC operator's team leader will have overall responsibility for the condition and maintenance of the MCC vehicle. The MCC operators' team leader shall determine what equipment is to be kept in the MCC vehicle to optimize mission capability. Equipment stored in the MCC is restricted to use, by events requiring the use of the MCC or as designated by the Chief of Police.

Prior to placing the Mobile Command Center in service, the MCC operator will inspect the MCC for damage, missing equipment, cleanliness, and general condition. The MCC operator shall complete a pre-trip inspection report as required by the *Division of Motor Vehicles* and the *Greenville Police Department*. The MCC operator shall also complete a *Greenville Police Department* post-trip inspection report. The MCC operator is responsible for ensuring the vehicle is re-fueled and any items used/removed are replaced/returned at the conclusion of the event or incident. The Logistics Division Commander (Fleet Management) will ensure routine maintenance and repairs are done.

ELECTRIC MOTORCYCLE

The electric motorcycle enables personnel to cover more ground in less time, increases carrying capacity, and allows for more productivity in specific unique areas or during specific events in a more energy efficient, environmentally friendly manner. The electric motorcycle is assigned to the Field Operations Bureau. The electric motorcycle is identified as police department property by a minimum of two "Police" decals that are clearly visible to the general public.

Limitations / Conditions for Use

The electric motorcycle will not be used during inclement weather. The electric motorcycle has the capability to travel on any type of surface. Unless otherwise specified and approved by the Field Operations Bureau Commander, the electric motorcycle will only be used for directed patrols or at specified special events. Personnel operating the electric motorcycle shall at all times, while in operation, wear the following:

- DOT approved motorcycle helmet
- Department approved and issued high-visibility outerwear

Qualifications and Training

All personnel who operate the electric motorcycle must carry a North Carolina driver's license with a motorcycle endorsement prior to operation. Personnel who operate the electric motorcycle shall receive instruction on proper operation and maintenance by one of the officers assigned to the motor unit.

Condition and Maintenance

As required with all police vehicles, individual operators shall be responsible for documenting the required inspection and maintenance on the Electric Motorcycle Inspection form. Problems shall be documented and reported through the Chain of Command to the Division or Bureau Commander who shall then forward the information to the Logistics Division Commander. The Logistics Division Commander shall be responsible for all department-owned electric motorcycles.

Equipment

The Electric Motorcycle has the following listed equipment:

- One digital key, with additional keys maintained in the Logistics Division Commander's office.
- Battery operated emergency lights
- One charger adaptor per unit
- One attachable storage compartment

CANINE UNIT**Selection Criteria for K-9 Units personnel**

Assignment to the K-9 Unit is subject to approval by the Chief of Police. To be eligible for consideration for assignment to the K-9 Unit, a police officer must:

- Not be on any disciplinary or performance probation
- Have one year of continuous service with the Greenville Police Department

The selection process for the K-9 Unit personnel includes:

- Successfully complete physical fitness and agility tests
- Satisfactory completion of an oral interview
- A satisfactory review of candidates' personnel files

Due to the extensive costs associated with the placement of a canine handler in service, the assignment to canine handler is additionally contingent upon the agreement of the police officer to specific conditions as follows:

- Attend and satisfactorily complete training as a canine handler through a police canine training facility approved by the Chief of Police.
- Keep and maintain the canine assigned to the handler in accordance with the training received at a police canine training facility approved by the Chief of Police and with Department Policy.
- Continue to work for the Greenville Police Department in the capacity of a canine handler for a period of three years, unless released from canine responsibilities and reassigned by the Chief of Police.
- In the event the canine handler should voluntarily separate from employment with the City of Greenville, relinquish the position as a canine handler, or fail to discharge any other duties contained within this policy during the three-year period of assignment, the canine handler shall reimburse the City of Greenville on a monthly basis, all costs associated with travel, Canine Handler Certification, and all costs associated with canine housing.

Canine Unit Training and Physical Assessment

All Greenville Police Department personnel assigned to the K-9 Unit shall participate in training and readiness exercises. The personnel assigned to the K-9 Unit will also complete a quarterly physical assessment and K-9 handlers who are unable to complete any phase of the assessment will have 30 days to satisfactorily complete the assessment. The handler will be reassessed and if the handler is unable to complete the assessment, the handler will then be put on six months' probation. At the end of six months the handler will be reassessed. The K-9 Supervisor shall be responsible for documenting the training and physical assessment. The handler's supervisor will be notified if the handler is unable to pass the assessment and the supervisor will forward the results through the chain of command.

Canine Patrol Procedures and Equipment

The Canine Unit is used to support the operations of the Greenville Police Department in criminal apprehension, drug search, building search, area search, bomb search, evidence/article search and tracking.

The activities assigned to the canine shall depend upon the level of training and expertise of the canine and the canine handler. Canine handlers are selected through the use of an assessment process. Following selection as a canine handler, the police officer shall receive formal training at a police canine training facility approved by the Chief of Police.

The canine handler is responsible for the care and handling of the assigned canine at all times. Additional equipment needed for the daily care of the canines shall be the responsibility of the canine handler to ensure the equipment is readily available. Only canine handlers are authorized to handle the canines. The canine handler vehicle is not to be used for Animal Protective Services calls or for transportation of other animals. Canines may also be issued a K-9 vest with a GPD badge to be worn during certain events, at the discretion of the canine officer, or the Chief of Police. Those events may include, but are not limited to:

- Armed Felon
- Active Shooter
- EOD Call
- Demo
- Warrant Service
- Building/Area Search

Canine officers shall be responsible for the condition and maintenance of their vehicles as required by Departmental policy. The canine vehicles shall be equipped as outlined by this directive under *Police Equipment*.

The on-duty canine team will be responsible for, but not limited to, the following:

- Responding to all alarms
- Responding to all felony in-progress calls
- Responding to all open door or window reports if the investigating police officer on the scene suspects persons to be in the building
- Responding to all breaking & entering and burglary in-progress calls
- Responding to all prowler calls when a threat to life has occurred
- Handling any special duties as deemed necessary by the shift supervisor

Upon request, canine teams will respond to the following situations:

- Tracking suspects or lost persons
- Building searches
- Crowd control
- Tactical situations
- Special investigations assistance/narcotics detection

A request for immediate use of the services of the canine team in accordance with guidelines of this directive may be made by any police officer at the scene of the incident. The on-duty Watch Commander will be notified of any canine search situation.

Call Out

If a canine team is not on duty and a police officer believes a canine team is needed, the police officer shall notify the on-duty supervisor. The Watch Commander or on-duty supervisor and the requesting police officer shall evaluate the circumstances surrounding the incident. If the Watch Commander or supervisor determines that the use of the canine team is warranted, the on-call team shall be notified.

Unless otherwise assigned, a canine team on routine patrol may voluntarily respond to any incident where the team may be of assistance. The decision to employ a canine in a search shall rest with the canine holder. At the time the canine is requested, the handler should be advised of the nature and location of the incident, the nature of the canine service desired, and the name of the police officer in charge at the scene. The responding handler may decline to conduct a specific canine operation when, in the handler's opinion, such an operation is outside the capacity of the dog or would present an unnecessary and unacceptable level of danger to the handler, dog, or others present.

Bomb Searches

The K9 Team will be called and the area will be cordoned off. The K-9 Team will search the area in question. Officers on scene will maintain a perimeter until all is cleared by the K-9 Team. No cell phone communication may be made to any member of the K9 Team. The K-9 Team will advise the Incident Commander, when the area is clear.

Building Search

Whenever possible, the owner or other appropriate contact of any public building or business shall be contacted to determine if any authorized personnel should be inside the building. The canine handler shall check with the on-scene police officer in charge for information obtained on anyone suspected of being in a building.

Upon arriving at a scene, the canine handler will assume control of building search activities. No police personnel should enter the building except as directed by the handler. The scene perimeter shall be secured by patrol personnel. When practicable, prior to entering a building, the handler will give a verbal warning in a voice loud enough to be heard inside the search site. The purpose of the warning is to afford any suspects or personnel an opportunity to come out or surrender.

A patrol vehicle public address system, bullhorn, or loudspeaker shall be utilized, if available, to announce the warning. The announcer shall identify the handler, instructions for surrender, and notification that a trained police canine will be released if the occupant(s) fail to surrender according to instructions.

Prior to the canine team entering the building, all exits should be closed. If a controlled (on leash) search is conducted, the handler may request additional police officers to accompany him into the building. Additional police officers shall not be utilized in a building where the canine is released.

When an apprehension is apparent, back-up police officers will not approach the canine team until requested. Once called, back-up officers will assume control of the suspect and the canine team will remain stationary until the suspect is removed. Once perimeter officers are back in position, the search may resume.

Tracking Suspects or Lost Persons

Police officers at the scene will determine the exact location of the suspect or lost person when last seen. All vehicles in the immediate area are to be shutoff. All unnecessary pedestrian traffic should be prevented. No police personnel should enter the area prior to the track.

Police officers should apprise the canine handler of the situation upon the handler's arrival, including the time elapsed since the person to be tracked was last seen. On a criminal suspect track, the immediate establishment of a crime scene perimeter may be the single most important factor that determines the success or failure of the track. The investigating police officer is responsible for the implementation of the perimeter. When tracking a suspect, the canine team will be accompanied by at least one other police officer who shall maintain communications and coordinate with other police officers and Communications.

Area or Article Search

The canine handler will plot the areas to be searched and direct the canine accordingly. Every effort shall be made by the handler, to protect items of an evidentiary nature, so that fingerprints or markings are not disturbed. Police officers should treat any area to be searched by a canine as a crime scene.

Narcotics Detection

The canine handler should be given as much advance notice as possible as to the location of the search and the type of narcotics expected to be present. Upon execution of a search warrant, police officers should secure the scene, contain all persons present in one area, and make no search other than for weapons. Once secured, the canine will enter and begin the search. As the search progresses, persons present will be moved to an area already searched. Once the canine team has completed its search, police officers on the scene should conduct a secondary search.

When a vehicle search is requested, the requesting police officer shall not search the vehicle before the arrival of the canine team. The requesting police officer shall secure the vehicle by turning it off, and closing all doors and

windows of the vehicle. While the canine team is conducting the search, the requesting police officer should instruct the occupants to stand to the rear of the patrol vehicle.

Crowd Control

The canine team will be used for crowd control only upon expressed authorization of the highest ranking on-duty supervisor, or in situations of imminent danger. In crowd control situations, the canine should remain on leash at all times. When subjects are throwing objects and/or are armed, use of the canine should be left to the discretion of that canine's handler.

Apprehension of Suspects and Police Officer Protection

Use of the canine in making and/or maintaining an arrest is considered the use of non-deadly force. Generally, the canine may be used under the same conditions that a police officer would use his baton or other non-lethal weapon.

The canine handler must bear in mind that in responding to a request for the canine team, the handler is responsible for determining whether the use of the canine is justified and feasible. The canine handler must make every effort to ensure that the person to be apprehended has committed a serious offense, is resisting a lawful arrest, or there is imminent danger or potential for bodily harm to a police officer or citizen. The canine handler shall, if possible, verbally warn the suspect that the canine will be released. If the suspect stops fleeing, resisting, or otherwise surrenders, the canine will be recalled. The canine handler will not intentionally send the canine after a suspect being pursued by other police officers. If any police officer is in foot pursuit and finds a police canine approaching, the police officer should stop immediately and stand motionless.

If there are reasonable grounds to believe the offender is a juvenile, the canine handler will exercise due caution unless there is imminent danger or potential for bodily harm to a police officer or citizen.

When an apprehension is made, the person(s) apprehended shall be turned over to the investigating officer or the police officer requesting canine assistance.

Canine Drug Training Protocol

The objective of the Canine Drug Training Protocol is to provide guidelines in the use of the controlled substances as training aids for the Canine Unit. These aids will be used in the training of the canine to search for illegal controlled substances. The Canine Unit will consist of a Canine and the Canine Officer, both trained by a registered canine school.

Aids Used in Training

Training aids will consist of actual controlled substances (cocaine, marijuana, heroin, etc.) to be used in the continued training of the Canine Unit. Training aids will be secured in the Property and Evidence Unit and available only to Canine Officers. The removal and return of training aids shall be documented on a training aid accountability log maintained for that purpose. Any inadvertent destruction of a training aid during training will be noted upon return and witnessed by at least two persons. The addition of any training aids will also be noted on the log. The log will be maintained indefinitely to be used as verification as well as inventory purposes.

Obtaining Training Aids

Controlled substances seized as a result of violations of state or federal law may be converted to training aids upon authorization by a Court Order. The order should specify the drug type, amount, purpose and receiving agency. Drugs may be purchased by following the federal guidelines as described in the Controlled Substances Act. Purchase of drugs as training aids should only be used after other methods have been exhausted. Drugs must be purchased through the Drug Enforcement Administration and the North Carolina Department of Human Resources, Regulatory Branch, according to policies and procedures. The Canine Unit Coordinator is responsible for packaging controlled substances and other substances used as training aids in the manner necessary for that purpose.

Destruction of Training Aids

Should a training aid inadvertently be destroyed during a training session, the loss shall be documented and reported to the Field Operations Bureau Commander and the North Carolina Department of Human Resources, Regulatory Drug Control Division. When a training aid loses its effectiveness, it shall be returned to the Property and Evidence

Unit. The return of training aids for destruction shall be documented on the training aid accountability log. Training aids shall be destroyed by the Property and Evidence Unit in accordance with established destruction procedures for controlled substances.

Biennial Inventory

A complete inventory of all training aids will be maintained and updated at least every two (2) years on the anniversary of the date of this protocol as required by Chapter 1304.04 of the *Code of Federal Regulations*. This inventory, as well as all records, will be maintained and subject to inspection at all times. The biennial inventory will contain a complete and accurate record of all training aids on hand on the date of the inventory.

Training Procedures

The training aids will be utilized in the following manner:

- Preparing the canine to locate narcotics in locations such as vehicles, packages and other searches where narcotics are suspected to be concealed
- "Scenting" the narcotics bag to reward the canine

The Canine Officer will document all training and results. The records will also be retained for court purposes.

Dog Bite Procedure

Canine handlers shall immediately notify the on-duty Watch Commander in the event a Greenville Police Canine bites or otherwise causes injury to any person, whether on or off duty. The Watch Commander will notify the Chief of Police through the Chain of Command whenever a police canine has bitten a 3rd party person or a dog bite to a Department employee results in a serious injury. Canine handlers will immediately render first aid or otherwise provide medical attention to any individual bitten or otherwise injured by a police canine in accordance with Section 1.3.1 "Use of Force" of the Greenville Police Department's Policy and procedures.

Canine handlers will submit appropriate Use of Force forms and statements detailing the circumstances surrounding any bite or other injury caused by using a police canine. Photographs of all dog bites or other injuries will be made whenever possible.

Mutual Aid Requests

All requests for a canine team outside the City shall be directed to and approved by the Watch Commander, Field Operations Bureau Commander, or the Chief of Police. Upon arriving on a scene when requested by another agency, the handler may choose not to participate if, in the handler's judgment, the action would jeopardize the handler, the canine, or the City of Greenville or the request would not be in line with approved canine guidelines.

Requests for Canine Demonstrations

All requests for canine demonstrations will be documented using a Request for Community Activity form, document #129366. The completed form shall be reviewed and approved by the Canine Handler's Bureau Commander, who will then disseminate this information to the appropriate personnel. Demonstrations will be scheduled according to workload demands and the following guidelines shall apply:

- Police Canines must remain on leash at all times
- Handlers are only permitted to demonstrate obedience skills and search techniques
- The public shall be allowed no closer than five (5) feet away from the canine at any time
- Handlers will have another officer available to assist with all canine demonstrations
- Canine teams are **NOT** allowed to demonstrate apprehension techniques
- The public is **NOT** allowed to pet or touch the police canine

Canine Equipment

At a minimum, canine handler will be equipped with the following equipment necessary for the safe, effective use of the animal:

- Kennel with dog house constructed at the handler's residence
- Police vehicle equipped to transport and maintain the animal during duty hours including automatic and remote door opener, and alert system
- Automatic/remote door opener

- Water buckets for home and vehicle and food bowl
- Leash, choke chain, tracking leash and tracking harness
- Reward toy such as Kong dog toy
- Narcotic training bags
- Bite suit and bite sleeve

HONOR GUARD UNIT

The Honor Guard serves as an official representation of the Department's commitment to honor and respect the service of those officers, active, or retired, who have lost their lives.

In order to provide a systematic approach to the operation and performance of the Greenville Police Department's Honor Guard Unit, guidelines have been established. Furthermore, the Department's Honor Guard Unit is automatically authorized to participate in certain types of events as a routine part of their function. For other types of City or departmental events, or for those event requests from other agencies that are not automatically covered, approval shall be on a case-by-case basis by the Chief of Police.

It is important for those officers who desire to be members of the Honor Guard Team to understand the need to always maintain a high level of professionalism and demonstrate a commitment to the team. Due to the limited number of personnel on the Honor Guard, each member will be expected to train in all areas and be prepared to assist in whatever capacity is required for an event.

Selection of Honor Guard Personnel

Members selected to serve on the Honor Guard are expected to display an exemplary manner and maintain a high standard of professional behavior, appearance, decorum, and bearing, while serving in this capacity. Upon the opening of a position on the Honor Guard, the opening shall be advertised within the Greenville Police Department by written announcement and the vacancies for Honor Guard shall be filled through a selection process.

Criteria for selection to the Honor Guard shall be noted in the written announcement, and shall include at a minimum:

- A professional demeanor and appearance
- A motivated and positive attitude
- Be at the rank of a Lieutenant or below
- Have completed at least two (2) years of uninterrupted service.
- Be in good standing with no current disciplinary actions and show evidence of being a team player
- Possess an understanding that the duties and responsibilities of the Honor Guard members will be in addition to the officer's present assignment.
- Be in good physical condition for officer safety and the prevention of injury since marching with equipment is required
- Commit initially to a minimum of three (3) years of active membership and participate in events as directed
- If selected a "letter of intent" must be signed regarding their participation in the Honor Guard and acknowledging the requirements of the Honor Guard. The letter will be a binding agreement between the officer and the Honor Guard Team.

Prior military or honor guard experience is preferred, but not a requirement.

All letters of interest submitted regarding the Honor Guard Team that meet the minimum requirements listed, shall be submitted to their immediate supervisor and then forwarded to the Honor Guard Team Leader. A review process, approved by the Chief of Police, shall evaluate the qualifying candidates through personal interviews. Those assigned to conduct the review process shall make recommendations, through the chain of command, to the Chief of Police. The Chief of Police shall make the final selection.

Officers selected to the team, shall commit to three (3) years of service and are expected to maintain a high level of professionalism, appearance, and decorum. Team members are expected to set an example for other officers within the agency in all aspects of their work and personal conduct.

Selection or removal of personnel from the Honor Guard may be done at any time under the authority of the Chief of Police or his designee as necessary to maintain operational effectiveness. Unless otherwise determined by the Chief of Police, selection of individuals will normally be made in accordance with the same criteria as referenced in Specialized Assignments.

Honor Guard Team Responsibilities

Although the initial commitment to the program will be for a three (3) year term, at the conclusion of the three (3) years, it may be extended by mutual agreement between the officer and the Chief of Police. Any member who has three (3) unexcused absences may be removed as a team member. The Honor Guard complement is at the discretion of the Chief of Police or his designee. Staffing levels and team expectations may be reevaluated on a yearly basis at the direction of the Deputy Chief of Police.

Requirements for Honor Guard members include the following:

- Promptly returning all calls or e-mails regarding Honor Guard activities made by the Team Leader
- The team member shall make immediate notification to their direct supervisor regarding any potential absence from regularly scheduled work hours due to an upcoming event assignment
- Participation by each team member in at least two-thirds (2/3) of all Honor Guard events scheduled in the calendar year.
- Attendance by each team member is required for at least two-thirds (2/3) of all scheduled training practices in a calendar year.
- All team members must remain proficient in all marching and drills.
- If unable to attend a scheduled training session, the team member shall immediately notify the Honor Guard Team Leader.
- If unable to attend a scheduled special event, the team member shall immediately notify the Honor Guard Team Leader.
- If unable to fulfill the aforementioned requirements, the team member shall submit a letter to the Honor Guard Team Leader documenting their reason and the letter shall be submitted through the chain of command to the Chief of Police.

Officers may be removed from the Honor Guard by the Chief of Police or his designee upon recommendation of the Honor Guard Team Leader, if they are unable to demonstrate proficiency in the marching and drills

Honor Guard Team Leader

The Greenville Police Department Honor Guard is organized under the Office of the Deputy Chief of Police. However, the Chief of Police retains the authority to designate the leader of the Honor Guard Team. The team leader will coordinate all activities of the Honor Guard to include: monthly meetings and training, special ceremonies, funerals (in or out of state), graduations (BLET), parades, City Council events such as swearing in ceremonies or other duties as directed by the Chief of Police or his designee. The Honor Guard Team Leader will also discuss any performance issues surrounding the Honor Guard Team with the Deputy Chief to ensure the appropriate personnel are assigned to the team.

The Honor Guard Team Leader will be responsible for:

- Scheduling and documenting training
- Determining the content of the training
- Communicating the necessary activities with the event coordinator, if applicable
- Assisting with the maintenance, procurement, and storage of all equipment as necessary
- Scheduling events and determining the necessary number of personnel with approval of the Chief of Police or his designee
- Making arrangements for transportation, equipment, lodging, expenses, etc., when events are out of town
- Notifying the Chief of Police or his designee of specific dates and times of scheduled events
- Notifying the employee's supervisor and Command Staff when an Honor Guard event is scheduled
- Making notifications to team members during authorized call-outs
- Conducting inspections of personnel and equipment and ensuring compliance with rules and regulations for ceremonial protocol
- For the overall performance and appearance of the Honor Guard Team
- Maintaining all requests forms

- Maintaining a log of all events attended and participating personnel

Event Requests

The Honor Guard may be utilized for the following authorized events:

- Funerals
- Graduations (BLET)
- Parades
- City Council (Swearing in Ceremonies)
- Special Greenville Police Department ceremonies
- Line-of-duty deaths

All other events will be at the discretion of the Honor Guard Team Leader, the Deputy Chief of Police, and/or Chief of Police

All requests for Honor Guard services will be submitted through the Chain of Command to the Deputy Chief of Police on the Police Honor Guard Request Form. In cases where an outside agency is requesting the Department's Honor Guard for a funeral, the request form shall be completed as soon as possible. In all other cases, a request should be made at a minimum of 10 days prior to the scheduled event. This form will detail the event requested, the approximate number of personnel needed, and any other pertinent information.

The request will be evaluated by the Deputy Chief and the Honor Guard Team Leader to determine the amount and type of participation the event would require, the nature of the ceremony, the distance to the location, the availability of the Honor Guard personnel, and how much advance notice was given. After all factors are considered, the Honor Guard Team Leader and the Deputy Chief will make a determination if the request can be fulfilled.

Once a request has been approved, the Honor Guard Team Leader will be notified at which time he/she will make the necessary arrangements to have the appropriate number of personnel in attendance. The Team Leader will contact the event coordinator to review the request and plan for Honor Guard attendance and participation.

Training

In order to maintain the highest level of professionalism and precision required, training is a mandatory element of the team. Monthly training sessions and commitment to an event assignment are considered on duty assignments. Training shall be conducted the second Tuesday of the month with a goal of at least a four (4) hour training session. In addition, a short practice session may be conducted prior to an important or complicated ceremony, like a line-of-duty death funeral. All routine training will be overseen and conducted by the Honor Guard Team Leader. Specific training efforts may be delegated to senior team members.

Monthly training sessions will encompass all Honor Guard drills on a rotating basis. Training on all drills will be cumulative in nature so that as the team member gains experience he/she will be cross trained in all the different skill areas (Color Guard, Casket Guard, Casket/Burial Team, & Rifle Team). It shall be the goal of the team as a whole, and each team member, to ensure all team members are fully cross trained in each Honor Guard skill with the exception of bagpipes. Generally, training will be conducted by dividing team members, by experience level into various practice stations. Each station will practice a specific task like colors, bearer team, marching, rifle team, etc. After a period of practice at each station, the group of team members will rotate to a new station. Occasionally, there will be instances of combined training or participation in events with other agencies within Pitt County or Honor Guards. Most often, this will occur during BLET graduations or other Pitt County Events. Due to possible variations in technique with other agencies, rehearsals shall be conducted before all events with other agencies to identify each member's role in the event and to ensure the coordination and professionalism of movements.

Honor Guard members are subject to removal from the team by the Honor Guard Team Leader and Chief of Police or his designee for:

- Failure to attend scheduled training and required events without authorization from the Honor Guard Team Leader
- Failure to adequately perform any or all assigned duties

- Any behavior or conduct that undermines the competency of the team, confidence in the members of the team, or brings discredit to the team
- Any other reason as determined by the Chief of Police or his designee, when it is believed it would be in the best interest of the Department and/or member to remove the member from the Honor Guard

Uniform, Appearance and Equipment

The Greenville Police Department provides uniforms and all necessary equipment for all Honor Guard team members as describe below. Upon selection to the Honor Guard team, the Honor Guard Team Leader will determine if there is available a uniform and/or equipment not currently in use, that may be reassigned to the new member. If not, the Team Leader will submit a Request for Personal Issue including size to the Office of Personnel and Recruitment. All uniforms or equipment worn-out through normal usage will be replaced by the authorized uniform supplier at no cost to the employee. The Honor Guard uniform will not be worn for any other purpose except at approved Honor Guard events or other events authorized by the Chief of Police or his designee.

Personally-assigned uniforms and equipment will include and be worn as specified below:

- Uniform hat- displayed with GPD hat emblem and gold braid on the brim.
- Navy blue jacket- displayed with GPD on the collar and gold insignia on the sleeve cuffs.
- Long sleeve white uniform blouse
- Navy blue tie
- Badge- placed on the left breast.
- Name plate- placed on the right breast.
- Gold shoulder cord- displayed on the opposite side of the gun.
- White gloves- They shall be worn when actively engaged in an assignment. When not being worn, the gloves will be tucked into the gun belt in front of the gun holster. The fingers of the gloves will be tucked inside with the cuff draped over the front of the gun belt. The right-hand glove, should be removed whenever someone offers to shake hands.
- Navy blue pants (with gold stripe down the side)
- Black high gloss gun belt
- Holster strap- required to be worn on the opposite side of the gun.
- Black gun belt
- Black socks
- High gloss chukka boots
- Honor Guard polo shirt- The black short sleeve and long sleeve polo shirt is an approved casual uniform for use by team members during practice or for long duration travel to and from assignments.
- Honor Guard inclement weather coat

Uniform guidelines will be consistent and personal grooming standards will be maintained at the highest level.

General rules are:

- All uniform brass shall be cleaned, shined, and free of fingerprints.
- Only brass that is free of damage (chipped, discolored) should be used on Honor Guard uniforms.
- Individual team members are responsible for requesting and obtaining extra or replacement standard uniform items.
- All rigging (loose strings) shall be removed from uniform items.
- The overall gig line of the uniform shall be straight.
- All buttons and fasteners shall be secured at all times.
- Buttons on both hat and blouse shall be oriented upwards, as if being read.
- Patrol pins or other team designation pins will not be displayed on the Honor Guard blouse.
- Award pins are to be worn in the following order from top to bottom:
 - Marksmanship
 - Law Enforcement Instructor
 - Firearms Instructor
 - Any subsequent pin(s)

The Honor Guard equipment will be the responsibility of the Honor Guard Team Leader and stored in the Greenville Police Department supply closet. The equipment consists of the following:

- Military rifles
- Flag staffs
- Flag staff ornaments (brass in color)
- Taps- CD
- Flag holders- belt & pedestal
- Flags for folding
- Rifle blanks

Honor Guard Compensation

All Honor Guard Team members will follow the guidelines listed below to ensure they are adequately compensated for hours earned while participating in activities associated with Honor Guard event attendance and training. It is also very important to make every effort to minimize the impact their absence creates on their division, unit, or shift, while attending a scheduled event or required schedule training session.

- Honor Guard members will first attempt to adjust their work schedules to attend authorized events while on duty. If unable to adjust a work schedule, an Exception Time Report shall be completed which shall include the date, hours worked, and event attended.
- If possible, hours earned outside of regularly scheduled work hours should be flexed with the approval of the member's direct supervisor. If flexing is not possible due to existing staffing shortages, or because the member's absence from his/her regularly scheduled work hours would create a shortage, the hours shall not be flexed, and an Exception Time Report shall be completed.

41.5.1 FUNERAL ESCORT REQUESTS

CALEA Standard: 61.3.3

The Greenville Police Department provides funeral escorts upon request. The following procedures ensure that all requests for funeral escorts are handled in a proper and expedient manner.

Receipt of Funeral Requests

Representatives of the funeral homes located within the City limits have been advised to contact a Community Service Clerk or a telecommunicator at least one day in advance to request a funeral escort. The Community Service Clerks or telecommunicators will enter into the CAD the following information:

- Name of the funeral home
- Date and time of the service
- Location of the service
- Escort request from _____ to _____
- Route to be taken

The funeral escort provided by the Department is limited to those funeral homes that are conducting some portion of the service within the City limits of Greenville. If a procession is scheduled to go outside of the city, the escort will be terminated at the City limits unless authorized by the Chief of Police or designee.

Funeral escorts shall be conducted by uniformed personnel utilizing police package patrol vehicles and motorcycles only. Funeral home personnel shall be responsible for providing marking equipment and instructions to drivers of private vehicles participating in the procession.

North Carolina G.S. 20-157.1 authorizes law enforcement to conduct funeral escorts. The guidelines that have been established shall not conflict at any time with the rules established by N.C.G.S. 20-157.1.

Telecommunicator/Community Service Clerk Responsibilities

The funeral home director or authorized representative is required to make the request for a funeral escort directly to a Community Service Clerk, police officer, or a Telecommunicator at least twenty-four (24) hours in advance of the funeral. The employee receiving the call shall advise the caller the following:

- Any delays in the scheduled start time should be communicated to the Communications Center prior to the start time
- Officers will not standby, for extended periods of time, if calls for service are pending

The funeral request should be entered as a scheduled call for service into the CAD system and shall include the following information:

- Name of the funeral home
- Start date
- Start time (time entered should be thirty (30) minutes prior to the actual start time)
- Call type (escort funeral)
- Location of the service
- Escort from _____ to _____
- Anticipated route of the procession

Officer Responsibilities

Prior to conducting the funeral escort, the assigned officer shall:

- Ensure that funeral home personnel have notified all drivers, in the procession, that all traffic laws should be obeyed unless they can proceed safely through a traffic control device
- Discuss with funeral home personnel the route to ensure it is the most expedient and safest route to the final destination

The escorting officer while leading the procession shall:

- Activate headlights, hazard lights and blue lights (unless stopped at a traffic control device)
- Obey all traffic control devices (to include uniformed personnel at intersections)
- Operate the patrol vehicle at an appropriate speed, below the speed limit, to allow the procession to stay together as much as possible

Exceptions

Circumstances may occasionally arise involving an exceptionally large funeral procession or involving a special dignitary. In the event an employee has knowledge that the funeral procession is extremely large then the officer shall notify the on-duty supervisor. The on-duty supervisor shall have the discretion to assign additional personnel to assist as necessary.

Modifications to this policy for funeral escorts involving special dignitaries, shall be based on a case-by-case basis by the on-duty supervisor. Any other exceptions to this policy shall only be approved by the Chief of Police or designee.

41.5.2 CITIZEN OBSERVER PROGRAM (RIDE-ALONG)

In order to establish a better understanding and relationship between the police and the citizens, the Greenville Police Department will allow citizens to ride with on-duty police officers within the guidelines established below.

General Requirements of Citizen Observer Program Participants

Citizens who want to participate in the Citizen Observer Program shall adhere to the following provisions:

- The Citizen Observer Program Application/Waiver Form must be completed and submitted to the Communications Supervisor. The Communications Supervisor shall review the application for completeness and conduct a criminal history check on the applicant.
- Citizen Observers must turn in their application at least five (5) days prior to the requested ride-along date.
- Citizen Observer Program applicants must be at least eighteen (18) years old to participate in a ride-along.
- Citizen Observers shall not be allowed to carry any weapons
- Citizen Observers shall not be permitted to ride-along wearing blue jeans, tennis shoes, t-shirts, or shorts.
- Participation is limited to once every year, unless approved by the Chief of Police, with the exception of field interns participating in a sanctioned internship program.

Approval Procedure

The Communications Supervisor will forward the application with the criminal history check, to the Staff Support Specialist of the Field Operations Bureau within forty-eight (48) hours of its receipt. If there is no criminal record during the history check, the Staff Support Specialist will forward the application through the Chain of Command for appropriate approval. If a criminal record is found during the history check, the application will be forwarded to the Field Operations Bureau Commander who will determine if the application should be forwarded through the Chain of Command. The Chief of Police has the discretion to approve any application or other ride-along request outside of normal guidelines.

Upon receipt of the approved application, the Staff Support Specialist will schedule the ride-along with an experienced Reserve Officer. The Staff Support Specialist will notify the applicant of approval or denial of the application.

When the applicant arrives to ride on the approved date, the Watch Commander or designee will complete the application by signing the form. The Reserve Officer assigned to conduct the ride-along will ensure the participant attends a Roll Call and should familiarize the citizen with the responsibilities and functions of being a police officer in a professional and positive manner. An orientation should be conducted with each participant, providing them with basic rules regarding the program, as well as any safety measures deemed necessary by the officer conducting the ride-along. Upon completion of the citizen's ride-along, the shift supervisor or the reserve police officer may write comments regarding the ride-along, including any problems encountered or observations, on the application form. The shift supervisor shall forward the completed application form to the Field Operations Bureau Staff Support Specialist. The Staff Support Specialist shall maintain the completed application on file for a period of not less than three (3) years.

Guidelines Governing Citizens Observing Police Activities

Officers conducting ride-along activities will be Reserve Officers who are scheduled to assist with the program. Ride-along activity will be limited to a maximum of one day per year and scheduled in advance by the Field Operations Bureau Staff Support Specialist. The timeframe for the ride-along will be limited from 1700-2200 hours, however, the Watch Commander has the discretion to extend the timeframe if circumstances are merited. A maximum of three participants will be assigned to one officer at any given time.

Any officer having a Citizen Observer Program participant with them will not participate at any point in a motor vehicle pursuit.

The citizen is strictly prohibited from assisting the police officer in discharging his/her lawful duties, unless specifically requested by the officer for assistance. Prohibited activities shall include, but not be limited to the following:

- Searching suspects
- Interrogating suspects
- Searching crime scenes
- Interviewing witnesses
- Restraining suspects
- Completing required law enforcement forms

For any in-progress call for service, Citizen Observer Program participants are prohibited from entering any structure at the scene of the call. During non-active calls for service, the program participant shall be permitted to enter a privately-owned structure only after responding police officer has requested and obtained permission from the occupants of the structure.

At all times, the responding police officer shall evaluate the circumstances of the call for service with regard to the safety of the program participant and shall use professional discretion in permitting that person to enter the structure. In general, non-police personnel should be discouraged from entering privately owned structures during a response to a call for service as it may place the individual at a greater risk.

Under no circumstances shall a citizen, including media personnel, be allowed to participate in the execution of a search warrant or arrest warrant. Citizen Observer Program participants are forbidden at all times from entering a

privately-owned structure in these instances. Under no circumstances shall a Citizen Observer Program participant be permitted to carry a weapon whether concealed or not. Photographs, video, or any other type of recording is strictly limited to public spaces accessible to the program participant during the normal course of their ride.

41.5.3 VACATION HOUSE CHECKS/KEEP CHECKS

The Greenville Police Department provides uniformed patrol throughout the City as circumstances and operational needs allow as a routine manner of providing police services. Circumstances often exist, however, at specific locations or addresses that may require additional documented police presence. Therefore, in order to respond to citizen requests, as well as, recognizing a need for follow-up police presence at a specific location after a significant incident, various methods of ensuring additional police patrols are provided, upon request, or as needed.

The person taking a citizen's request should obtain the necessary information needed, to determine if request is reasonable and has merit. Once the decision has been made to proceed with the process, then the request should be designated as a Keep Check, Vacation House Check, or Directed Patrol.

The Greenville Police Department shall provide a vacation house check service to residents of the City of Greenville upon request. A resident planning to be away from home for an extended time may contact the Greenville Police Department and request that a police officer periodically check their residence during their absence. However, an official request must be made by those citizens who desire the house check to be a routine security check.

Routine security checks shall adhere to the following guidelines:

- May not exceed thirty (30) consecutive days (beginning to end)
- No more than three (3) total requests per calendar year, per residence.
- All requests must have a minimum of two (2) weeks in between the end of one request and the beginning of another request.

Persons requesting a house check may either telephone or come to the Police Department to make the request. Vacation house check requests will be electronically entered as a scheduled call for service by a Community Services Clerks, Police Officers, Telecommunicators, or other appropriate personnel into the Department's computer aided dispatch system.

If the request for a Vacation House Check has been approved, the following guidelines shall be followed:

- The individual accepting the request will obtain and record the start and ending date, requesting party's name and phone number, emergency contact information, and any other vital information available that can be documented.
- The information shall be entered immediately in the CAD system as a call for service. Electronically entered vacation house checks will automatically appear as a call for service at the beginning of each day during the requested time frame.
- Field Operations Bureau personnel should monitor the CAD calls for Vacation House Checks
- Once daily, completion of the Vacation House Check shall be done by personnel in the Field Operations Bureau
- Officers should clear the call and document any issues immediately upon completion

The individual accepting the Vacation House Check request will inform the requesting party that this is a maximum thirty (30) day service provided to Greenville residents going on vacation and is limited to three (3) requests per calendar year. Additional requests, must have a two (2) week span in between the end of the first request and the beginning date of the next request. If the request does not meet these criteria, the requesting party may be referred to the on-duty supervisor who will evaluate the request.

KEEP CHECKS

Approval of a Keep Check requests shall be based on a circumstance or reason, which a reasonable person was able to articulate with sufficient facts that supported the need for temporary, increased police presence at a targeted address or location. Those circumstances or reasons include citizen requests or officer concerns.

Requests for a Keep Check may be made by the occupant, manager, Greenville Police officer, or any other person authorized to make such a request, that possesses knowledge of circumstances, for which a Keep Check may be a response. Keep Checks will not generally be granted based on a “failure to act” in a timely manner by a responsible party. If a party requests a Keep Check for an extended period (greater than twenty-eight (28) days) or if there is no justification for the extension, officers may recommend or suggest internal or external security alternatives such as:

- Vacation House Checks for residences that meet that criteria
- Installation of a portable alarm as a short term alternative
- Installation of a permanent alarm system

Recommendation of private security or use of the services of the Department’s Extra-Duty Program

Personnel who receive a request shall inform the requesting party the following:

- Keep Checks are conducted by patrol officers only as time and circumstances allow during their tour of duty
- Are authorized for a maximum of fourteen (14) consecutive days without approval of extenuating circumstances
- May be authorized for a final additional fourteen (14) days, if approved, by the Field Operations Bureau Commander

A Daily Keep Check Report will generate automatically each day. The report will provide active Keep Checks by zone. The report will include the CAD call number, address, time request, if applicable, and a narrative justifying the continuation of a keep check.

Officers who are assigned a Keep Check shall:

- Conduct the Directed Patrol as time and operational circumstances allow within their tour of duty
- Report any problems or other pertinent information
- Take any follow-up actions necessary, if problems are found
- Ensure that the Keep Check conducted is noted as a “Directed Patrol” in the Department’s Computer Aided Dispatch System before the end of their tour of duty

41.5.4 TRESPASSING/SEARCH AGENT AGREEMENT PROCEDURE

The Greenville Police Department has established procedures governing trespassing agreements and search agent agreements that are governed under North Carolina General Statute 14-159.6 through 15-159.14. These forms authorize police officers of the Greenville Police Department to act as an agent of the property and are available to the public for the purpose of enforcing current trespassing laws. These procedures are not intended to limit officer’s abilities to enforce trespassing statutes not related to trespassing agreements as allowed by law.

Procedures have been established governing searches of private property and in an effort to assist property owners, business owners, and residents of Greenville a *Consent Search Rights* form is available. This form is to be used to interdict the possession, sale and distribution of illegal drugs and any other illegal activity that would require it necessary to conduct searches for drugs, contraband, or instrumentalities of a crime on private property.

Trespassing Agreements

Business/Property owners within the City of Greenville, who desire to have trespassing enforced on their property, must adhere to the following guidelines before police officers can act on their behalf:

- The owner must post No Trespassing Signs in conspicuous locations, visible to the general public, on the premises including but not limited to the entrance and exit of the location
- Signs must be posted visibly in common areas such as in parking lots in apartment complexes.
- Property owners, business owners, current residents, property managers, or agents must be willing to testify in court as to the power to delegate such authority.
- The property owner, business owner, current resident, property manager, or agent grants the right of ingress and egress to the officers of the Greenville Police Department for the purpose of enforcing the agreement.

- The property owner, business owner, current resident, property manager, or agent grants officers the right to make inquiries into the person's actions to determine their right to be on the premises.
- The owner/manager/agent shall be responsible for keeping the agreement current and making changes when owners, managers, or tenants change.

Greenville Police Officers who receive a request for a trespassing agreement by a member of the public shall ensure the following:

- A valid NC driver's license or NC identification card is presented
- The requestor's position, telephone number, and address has been verified
- The business name, residential property and/or business address has been verified
- The business telephone number has been verified
- Ensure the form is signed and dated by the requestor and the officer
- Ensure the form is either witnessed by the officer, employee, or notarized.

Upon completion of a form the form shall be forwarded to the Records Unit where it will be scanned and the original maintained. If a completed form is needed for court purposes a copy may be printed and certified as true for introduction into evidence in a court of law. Validity of trespassing agreements can be verified through Communications.

In the event, an officer faces the possibility of enforcement action and when possible the officer should:

- Verify a current trespassing agreement is in place for the location in question
- Request identification from the suspected person and verify legitimacy of being on the property
- Point out no trespassing signs and direct the person to leave the property if the person is on the property without consent
- Advise the person there is a trespassing agreement for the location and that failure to leave the property will result in their arrest or a citation for trespassing
- Take appropriate enforcement action based on the totality of the circumstances

Consent Search Rights Form (Property Owners)

The following guidelines govern the Consent Search Rights form and shall be followed by Greenville Police Officers before any search is authorized:

- Request and receive a valid NC driver's license and or NC identification card
- Verify the requestor's position, telephone number, and address
- Verify the business name, residential property owner's name and/or business address that consent is being given for
- Verify the business telephone number
- Ensure the business owner or resident understands they are authorizing the Greenville Police Department to conduct searches
- Ensure the business owner or resident understands they have the right to withdraw consent to a search, and can limit the scope or time of a search
- Explain that any evidence or instrumentalities of a crime can be seized
- Explain their testimony may be required to verify authenticity of the documents
- Advise the Consent Search Rights form is valid for one (1) year and is renewable at the request of the requestor
- Complete the Consent Search Rights form and ensure that it is signed by the requestor, the officer, and a witness
- Ensure the form is witnessed by the officer or notarized

Each completed Consent Search Rights forms shall be forwarded to the Records Unit where it will be scanned and the original maintained. If a completed form is needed for court purposes a copy may be printed and certified as true for introduction into evidence in a court of law.

Consent to Search Waiver of Rights Form

An officer may search a person, place, or thing without any suspicion if the officer has received verbally and/or in writing, valid consent to the search by the person authorized to give consent. Authorized people who may give consent are:

- An owner or someone in apparent control of the area to be searched
 - Homeowners (excluding a room occupied by a houseguest)
 - Landowners over common areas of property such as parking lots
 - Parents except where the child has complete and exclusive use of a room
 - Spouses and roommates except where one party has complete and exclusive use of the room
 - Two parties with equal privacy interest in the place to be searched (the consenting party overrides the non-consenting) A search warrant should be considered, unless exigent circumstances exist.
- ** Questions concerning authority to give consent can be addressed through consultation with the Assistant City Attorney.**

Officers may choose to have the person sign the Consent to Search Waiver of Rights Form. If an officer elects to utilize this form the officer must:

- Not coerce the person into signing the form; the officer should make it clear this is a voluntary, free will act of the individual
- Ensure the person is authorized to give consent
- Advise the person they can withdraw consent at any time
- Not exceed the authorized scope of consent given
- Additionally, provide the Consent to Search Rights form for all landowners or tenants requesting a search

41.5.5 OPERATION TEDDY BEAR PROGRAM

The purpose of "Operation Teddy Bear" is to provide a means by which police and juvenile officers of the Greenville Police Department can ease the anxiety level of children involved in traumatic situations. By providing a child with a teddy bear, the child can begin to feel a sense of comfort and security by holding on to an object he or she can identify with. Patrol and juvenile officers of the Greenville Police Department shall maintain at least two stuffed animal toys in their vehicles at all times. The distribution of teddy bears or other stuffed animals will be in accordance with the procedures set forth in this policy.

Distribution and Maintenance of Teddy Bears

Shift supervisors, during periodic inspections, will ensure that stuffed animals are issued to all patrol and juvenile officers. In order to protect each of the teddy bears from becoming soiled, they should be kept in a plastic bag for protection.

Dissemination of Teddy Bears

When any officer responds to a call and finds a small child experiencing physical or emotional trauma, a stuffed animal should be given to the child immediately. As a general rule, stuffed animals are to be given to children under the age of six (6) years old. However, an officer may determine that certain situations involving older children may warrant their receiving a stuffed animal.

Once a stuffed animal has been distributed, it is the responsibility of the police or juvenile officer to notify their supervisor to request a replacement. Circumstances where distribution of a stuffed animal would be appropriate, but are not limited to, include:

- Traffic-related collisions
- Domestic dispute
- A child who is lost and awaiting the arrival of parents or guardians
- A child who has been injured in a non-traffic crash
- A child who appears to be emotionally upset

In an incident where more than one child is involved, the police or juvenile officer should request assistance from other police or juvenile officers to supply more stuffed animals.

41.5.6 EMERGENCY ALARMS**CALEA Standard 81.2.13****Responding to Alarms**

Greenville Police Officers may be called upon to respond to a variety of alarms, including commercial and residential burglary alarms, silent alarms, and panic alarms. The Greenville Police Department generally considers an alarm activation to merit an in-progress or emergency response. However, Police officers have the discretion to respond to alarms at a routine response dependent on existing conditions and factors known to the officer at the time the alarm is dispatched to the officer. Conditions to be considered when deciding on the appropriate response should include time of day, traffic/pedestrian volume, weather conditions, roadway conditions, and previous history of alarm activations at the location to which the officer is responding. Police officers shall, when responding to alarms, operate their police vehicles with due regard for the safety of others.

When police officers have been dispatched to an alarm, the assigned units shall approach the structure in a normal manner and speed as if on routine patrol. The officers should be very observant for any unusual activity around the building. The officers should position the police vehicle in such a manner as to give the best possible advantage to viewing suspects leaving the building. The officers should also remain alert for possible accomplices positioned on the outside of the building.

Should the responding units be advised by dispatch that the alarm was false and back-ups have been cleared for further traffic, the assigned officer should check the building using the same caution and care as if the alarm was valid. When a responding unit arrives at the scene, a contact from within the building bearing identification should come into the parking lot of the building to confirm the false alarm. If a contact does not come out of the building, the officer should respond as though a crime is in-progress.

The Greenville Police Department seeks to encourage citizens and businesses to properly use and maintain alarm systems to deter crime and assist in the apprehension of suspects. Officers will respond expeditiously, but safely, to all alarm incidents. The Department will provide the appropriate assistance to resolve the situation in a professional manner. Alarms should be considered as genuine until found otherwise.

Responsibilities of Responding Officers:

1. Upon arrival at the business or residence, the officer will secure the premises and make a cursory check of the exterior for suspicious persons and evidence of possible criminal activity.
2. If no authorized agent for the alarm site is at the scene, the officer will determine if one will be responding. If an authorized agent will be responding, the officer(s) will wait thirty (30) minutes for their arrival.
3. In instances whereby an authorized agent is available and responds, the need to search the premises for suspicious persons and evidence of criminal activity will be determined by the primary officer. If a canine team is available, officers will conduct such searches in accordance with GPD Policy and Procedure 41.4.1, Special Purpose Vehicles and Units, which governs the use of canines for building searches. If no canine team is available, a minimum of two (2) officers will conduct a search of the premises.
4. Based on their observation and investigation, the primary officer responding to the alarm will make a determination regarding the cause of the alarm activation.
5. The primary officer will report one of the following alarm dispositions to Communications:
 - Operator Error
 - Equipment Failure
 - Physical Damage Caused by Weather (physical damage to the alarm system as a result of lightning, wind, or other meteorological event, where there is clear evidence of physical damage to the alarm system)
 - Continuous Electrical Disruption (in excess of four hours)
 - Suspicious/Criminal Activity
 - Alarm Cancelled
6. If the officer determines the cause to be either human error or mechanical failure, the primary responding officer will complete an Alarm Response Notification. The Alarm Response Notification will be presented to the authorized agent or affixed to the building in a prominent location.

Responsibilities of Communications Personnel:

1. Upon receipt of the report of an alarm, the Telecommunicator will dispatch a primary responding officer and a secondary officer unless directed otherwise by the on-duty shift supervisor.
2. The Telecommunicator will obtain the following information from the alarm company. All pertinent information obtained from the contact with the alarm company will be entered into the CAD entry. Pertinent information shall include:
 - A call back number for the alarm company
 - Whether an authorized agent for the premises has or will be contacted.
 - The identity of the authorized agent contacted or to be contacted.
3. The Telecommunicator will provide information to the responding officer regarding the authorized agent for the premises and whether the agent will be responding to the scene.
4. If the Telecommunicator is informed that an authorized agent will not be responding and the officer identifies circumstances that necessitate the authorized agent be present at the scene, the Telecommunicator will inform the alarm company of the reasons that an authorized agent is required.
5. If the alarm company is unable to provide information regarding an authorized agent for the premises, the Telecommunicator will utilize all available departmental resources. If no authorized agent can be located, information regarding all attempts will be documented in the CAD entry.
6. The Telecommunicator will record the disposition determined by the primary officer into the CAD entry.

Responsibilities of the Alarm Reduction Unit:

1. The Alarm Coordinator will manage the daily operation of the Alarm Reduction Program through the use of alarm management software. Daily queries will be run from the CAD to generate and mail letters and invoices to the alarm operators determined to be in violation of the City Ordinance.
2. The Alarm Administrator will hear and respond to all appeals submitted in writing to the Alarm Reduction Unit.
3. The Alarm Reduction Unit will generate annual reports on alarm trends, usage, and response to be reviewed by the Alarm Administrator to identify needs for policy revision and/or other pertinent information.

41.5.7 LINE OF DUTY DEATH/POLICE OFFICER DEATH**CALEA Standard 22.2.2****Line of Duty Deaths/Police Officer Deaths/Funeral Attendance**

Police officers of the Greenville Police Department are encouraged to attend the funeral of police officers that are killed in the line of duty from any law enforcement agency within the state of North Carolina. When unique circumstances occur, which are not covered by this policy, or the funeral involves an out of state line of duty death, the Chief of Police or designee shall determine the appropriate response from the Department.

The Field Operations Bureau Commander will provide one (1) marked police vehicle for each group of four (4) officers attending the funeral. The senior officer will be responsible for the coordination of all police vehicles participating in the funeral procession, as well as the formation of uniformed police officers at the funeral home and cemetery. The uniform of the day when attending any funeral will be the long sleeve shirt, tie, and hat. Mourning bands shall be displayed on the badges of officers attending a funeral involving other police officers. This includes the funeral of officers who are retired.

Although the Department is sensitive to the emotions of friends and co-workers of a deceased officer, it is necessary to maintain appropriate staffing to provide service to the citizens of Greenville. Each Bureau Commander will make the final decisions regarding the attendance of on duty personnel from their respective bureaus.

All personnel, upon becoming aware of the line-of-duty death of a police officer from another agency, should notify the Deputy Chief, along with any information regarding funeral arrangements. If this information is not known at the time of initial notification, it should be obtained as soon as possible. Following notification of the death, one officer will be designated to coordinate plans for attendance by Department officers.

Attendance of officers in uniform at funerals involving the immediate family of Greenville Police Officers, or those involving officers who are retired, must be approved by the appropriate Bureau Commander. This includes both in-state and out-of-state funerals.

The Department's Honor Guard Unit is available for all line-of-duty deaths and any other police officer funeral if so requested by the employee's family.

41.5.8 POLICE CHAPLAINCY PROGRAM

Employees of the Greenville Police Department and their families have access to a chaplain through the Greenville Police Department Chaplaincy Program. The mission of the Police Chaplain is to provide guidance and counseling to all members of the Department upon request. Guidance and counseling may be provided in matters of spiritual, personal, family, health, employment, and financial matters. Services available through the Police Chaplaincy Program include assistance with death or serious injury notifications. Chapter 22, of the Greenville Police Department's Policy and Procedures lists additional services available through the Police Chaplaincy Program.

41.5.9 NARCAN PROGRAM

Nasal Narcan is a single dose cartridge that is intended to reduce deaths associated with opioid overdose by providing Narcan kits in all patrol vehicles. The objective of administering Nasal Narcan is to treat opioid overdoses and to minimize the effects of an overdose caused by opioids. As first responders to most emergency calls, the Field Operations Bureau officers have the ability to assess the situation and administer lifesaving treatment via this drug, if the officer believes or has reason to believe, the overdose is from opioids. The immediate result of reversing the effects of the opioid will allow time for more advanced medical treatment by trained Emergency Medical Services (EMS) personnel. The administration of a Narcan treatment does not mean that officers are operating as emergency personnel.

Upon completion of training and issuance of the Narcan kit, police officers are required to store the kit in their patrol vehicle while on duty. The Narcan kit will be inspected during the personnel uniform and equipment inspection to ensure the kit has not expired and is fully stocked.

Signs of Opioid Overdose (may include one or more of the following):

- Unresponsive, or absence of breathing, or no pulse
- Blood-shot eyes
- Pinpoint pupils, even in a darkened room/area
- Lack of response to sternal rub
- Depressed or slow respiratory rate
- Difficulty breathing (labored breathing or shallow breaths)
- Bluish lips, skin, or nail beds
- Low blood pressure
- Lack of alertness or drowsiness
- Seizures

Side-effects of Narcan (may include one or more of the following):

- Change in mood to include confusion or agitation
- Increased sweating
- Severe nausea and/or vomiting
- Nervousness or anxiety
- Restlessness or trembling

- Allergic reactions such as rash or swelling
- Dizziness or fainting
- Fast pulse, irregular pulse, heart rhythm changes
- Flushing
- Severe headache
- Seizures or convulsions
- Sudden chest pain or pulmonary edema
- Dry cough, wheezing, or shortness of breath

Responsibilities of Responding Officers:

It is the policy of the Greenville Police Department that all sworn officers are required to be trained in the use of Narcan. Officers shall deploy Narcan in accordance with the Greenville Police Department training protocol. The use of Narcan shall be reported by the officer to his/her immediate supervisor. The officer shall also document the use of Narcan in writing in an incident report, detailing the reason it was used, circumstances surrounding the use, and the care the patient received.

At all times, police officers trained in administering Narcan, shall carry a fully stocked Narcan kit and it shall be stored in their patrol vehicle. Missing, damaged or expired kits should be reported, in writing, directly to the officer's immediate supervisor. A replacement request shall then be forwarded to the Office of Personnel and Recruitment on a Request for Personal Issue.

Narcan may be used when responding to an overdose or when an officer reasonably believes that a person is in an overdosed state, based on the following observations/information:

- When advised by the Communications personnel prior to arrival or when advised while on scene.
- When observing drugs, drug paraphernalia or any other drug instruments with the subject (needles, spoons, tourniquets, needle tracks, bloody nose, etc.).

Upon arrival to the incident scene an officer shall:

- 1) Assess the situation.
- 2) Notify the Communications Center that the subject is in a potential overdose state and request EMS.
- 3) Open the Narcan kit, take out the pair of gloves, and place them on. Then determine if the individual that appears to be suffering from an opioid overdose is breathing. If breathing move to step four (4). If not breathing, from the Narcan kit use the face mask to perform a few quick breaths of mouth-to-mouth resuscitation, remembering always to maintain universal precautions while rendering first aid.
- 4) From the Narcan kit, affix the nasal atomizer (applicator) to the needleless syringe and then assemble the glass cartridge of Narcan (refer to your in-service training or see instructions within the kit for the diagram).
- 5) Tilt the head back and spray half of the Narcan up one side of the nose (1cc) and half (1/2) up the other side of the nose one (1cc).
- 6) If there is no breathing or breathing continues to be shallow, continue to perform rescue breathing for them while waiting for the Narcan to take effect or EMS arrives.
- 7) If there is no change in three (3)-five (5) minutes, administer another dose of Narcan (by repeating steps four (4)-five (5) and continue to breathe for the individual. If the second dose of Narcan does not revive the individual, something else may be wrong (it has been too long and the heart has already stopped, there are no opioids in their system, or the opioids are unusually strong and require more Narcan).
- 8) Continue to render first aid until relieved by EMS personnel.

Responsibilities of the Immediate Supervisor:

The supervisor will review the incident report to ensure that the responding officer has documented the incident appropriately and in accordance with the requirements provided by the Pitt County Medical Director as reviewed during in-service training.

Responsibilities of the Program Coordinator:

The Training Coordinator shall meet periodically with the Pitt County Medical Director to create a training curriculum and ensure the Department's lesson plan is up-to-date with current material. The lesson plan must be approved by the Pitt County Medical Director and the Training Coordinator.

The Program Coordinator shall:

- Upon request, provide the Pitt County Medical Director with redacted overdose incident reports pertaining to Narcan administration.
- Maintain records of the receipt and assignment of each Narcan kit and refill, along with the administration of any Narcan kit (per requirements provided by the Pitt County Medical Director).
- Work with the Crime Analyst to monitor the number of reversals and identify any trends. If there are more than two reversals in a week or if there are specific concerns over either the strength or contamination of drugs in the community, the concern will be discussed with the Pitt County Medical Director and reported immediately to the local health department.
- When a Narcan refill is needed, the Program Coordinator will provide direction to the Office of Personnel and Recruitment on how to obtain the refill.

Training and Recertification:

It is the responsibility of the Training Coordinator:

- To meet periodically with the Pitt County Medical Director to ensure the Department's lesson plan is up-to-date with current material
- Upon request from the Program Coordinator or Office of Personnel and Recruitment, provide validation of Narcan training, prior to the issuance of a replacement Narcan kit.
- To maintain Narcan training program records.
- To ensure that the training record of all officers that have completed the training program are updated showing the date of completion.
-

All training will address, at a minimum, the following:

- Risk factors for opioid overdose
- Signs of an overdose
- Actions to be taken
 - Call the Communications Center
 - Rescue breathing
 - Recovery position
 - Use of Narcan

At the conclusion of initial training, each person who has demonstrated adequate understanding of the course material will be issued their Narcan kit from the instructor. This certification is valid for two (2) years. Annual in-service refresher training will be required for all officers to ensure current knowledge regarding overdose protocol is provided and to engage in practical exercises regarding how to properly assemble and administer the Narcan device. Narcan training instructors may include Greenville Police Department personnel; however, they must train with support from a licensed health care professional. Certified EMT's or higher may also conduct training, if appointed, by the Pitt County Medical Director.

The Training Coordinator shall maintain a log of:

- Training Dates
- Training Locations
- Instructor's name
- Attendees names

Storage and Inventory of Narcan:

The Office of Personnel and Recruitment will ensure that the Narcan is stored safely and consistently with the manufacturer's guidelines and that an adequate inventory of Narcan is maintained, based on projected demand. The Narcan inventory shall be routinely monitored, to ensure that all trained overdose responders, are furnished Narcan

that has at least nine (9) months before it expires. The Logistics Commander, or designee, shall maintain Narcan usage records and inventories of Narcan supplies and materials. The Narcan kit will be inspected during the Annual Field Operations Bureau Vehicle Inspection to ensure the kit has not expired and is fully stocked.

If, for any reason, the Narcan kit must be taken out of service, the Office of Personnel and Recruitment shall notify the affected officer's immediate supervisor.

GREENVILLE POLICE 10 CODES

- 10-4 Acknowledgement (Ok)
- 10-6 Busy
- 10-7 Out of Service
- 10-8 Available
- 10-12 Standby
- 10-18 Urgent
- 10-20 Location
- 10-22 Disregard
- 10-23 Arriving at Scene
- 10-24 Clear from Last Call
- 10-27 Driver's License Information
- 10-28 Vehicle Registration Check
- 10-29 Check for Wanted/Stolen
- 10-33 Help Me Quick (Emergency)
- 10-35 Traffic Stop
- 10-36 Clear Traffic Stop
 - A - Citation
 - B - Written Warning
 - C – Verbal Warning
- 10-40 Fight
- 10-41 Beginning Tour of Duty
- 10-42 Ending Tour of Duty
- 10-43 Chase
- 10-50 Vehicle Collision
 - PD – Property Damage
 - PI – Personal Injury
 - F - Fatality
- 10-55 Intoxicated Driver
- 10-56 Intoxicated Pedestrian
- 10-57 Breath Test
- 10-72 In Custody
- 10-73 Mental Patient
- 10-75 Wanted/Stolen