
	Administrative General Order	3 Core Law Enforcement Operations	PAGE 1 OF 16
	City of Charleston Police Department Policy and Procedure Manual		EFFECTIVE DATE: 02/01/08
			SOURCE: Operations Bureau
			REVISED: 01/02/24
	DISTRIBUTION: ALL	CALEA: 1.2.1; 1.2.3; 1.1.4; 2.1.1; 4.1.5; 11.3.1; 12.1.1; 21.1.1 a; 22.1.10; 41.1.1; 41.1.2; 41.3.5; 41.3.6; 42.2.2; 55.1.2; 55.2.6	
BY THE AUTHORITY OF THE CHIEF OF POLICE: 			

CONTENTS

- 3.1 Peace Officer Authority
- 3.2 Responsibility of On-Duty Officers
- 3.3 Responsibility of Off-Duty Officers
- 3.4 Accountability Objective & Identification Cards
- 3.5 Liability Protection for Police Department Employees
- 3.6 Patrol Component
- 3.7 Geographic Limits of City Jurisdiction
- 3.8 Team Areas of Responsibility
- 3.9 Shift Assignments and Rotation
- 3.10 Workload Assessment
- 3.11 Shift or Duty Assignments and Transfers
- 3.12 Reporting Use of Sick Leave
- 3.13 Reporting for and going Off-Duty
- 3.14 Required Wear of Body Armor
- 3.15 Roll Call and Information Exchange
- 3.16 Priority of Handling Calls-For-Service
- 3.17 Report Taking by Alternative Methods
- 3.18 Civil Dispute Calls-For-Service
- 3.19 Civilian Emergency Property Repair Calls-For-Service
- 3.20 Ancillary Services
- 3.21 Alarm Response
- 3.22 Assisting Motorists
- 3.23 Financial Transaction Escorts by Officers
- 3.24 Officers Rendering Medical Aid Following Police Actions

GENERAL ORDER #3

- 3.25 Officers Extinguishing Fires
- 3.26 Transporting Civilians Refusing Medical Treatment
- 3.27 Distribution of Narcotics Offense Reports
- 3.28 Homeland Security Report Distribution
- 3.29 Back-Up Officer Assignment and Response
- 3.30 Supervisory Response
- 3.31 Foot/Bicycle Pursuits
- 3.32 Handcuffing of Prisoners
- 3.33 Detainee Identification Following Arrest
- 3.34 Miranda Warning Following Arrest
- 3.35 Diplomatic Immunity & Alien Arrest
- 3.36 Death of Foreign Nationals
- 3.37 Accidents involving Aircraft or Ships Registered in Foreign Countries
- 3.38 Handling of Detainee or Other's Money and/or Property
- 3.39 Misappropriation of Detainee or Other's Property
- 3.40 Handling of Legal Firearms Found at the Time of Arrest
- 3.41 Notification of Next-of-Kin for Serious Injury, Illness or Death
- 3.42 Outside Jurisdiction's Request for Next-of-Kin Notification

3.1 PEACE OFFICER AUTHORITY (CALEA 1.2.1, 11.3.1; 12.1.1)

As provided for in the Code of Laws of South Carolina 5-7-30 and the Charleston City Code Chapter 25, Article II, Sections 25-16 through 25-20, police officers employed by the City of Charleston are responsible for the provision of a professional public service police agency that facilitates the reduction of crime, the detection and apprehension of criminals, and the promotion of public cooperation in the accomplishment of this goal.

The management of the organization is vested in the Chief of Police, appointed by the Mayor and approved by City Council. Police officers may be hired, suspended or dismissed by the Chief of Police upon approval of the Mayor and consistent with pre-established policy and state and federal laws.

Each police employee will have and is hereby-delegated authority commensurate with responsibility and will be held accountable for use of that authority. Peace officer powers of Charleston Police Officers do not extend beyond this State except as provided for in the Uniform Act on Fresh Pursuit.

Officers who are outside the boundaries of this State for extradition or other matters of direct concern to the City of Charleston are not to engage in police activities unless necessary in the performance of their duties as an agent of the City of Charleston and the Charleston Police Department, and then only after consideration of the tactical situation.

3.2 RESPONSIBILITY OF ON-DUTY OFFICERS (CALEA 21.1.1 a.)

GENERAL ORDER #3

On-Duty, Within City, Fully Responsible: On-duty officers within the City limits, after considering the tactical situation, are to take all steps reasonably necessary and consistent with their assignment to affect the enforcement of the Penal provisions of the City, State, and Nation, and to protect life and property.

On-Duty, Outside of City, Fully Responsible for City-Matters: On-duty officers outside of the City limits who become aware of a situation requiring police action must first consider the tactical situation, and then take all steps reasonably necessary in police matters of direct concern to the City of Charleston.

3.3 RESPONSIBILITY OF OFF-DUTY OFFICERS (CALEA 21.1.1 a.)

Off-duty officers have the same police authority within jurisdiction of employment as on-duty officers. An off-duty officer, outside the City limits, will give full consideration to the fact that any action taken of a law enforcement nature does not have the sanction of law; such action is that of a private citizen. Therefore, the first consideration will be given to having appropriate action initiated by the concerned law enforcement agency of that jurisdiction.

3.4 ACCOUNTABILITY OBJECTIVE & IDENTIFICATION CARDS (CALEA 22.1.8)

The Department achieves its accountability objective through the creation of personalized employee identification cards. All staff members are issued Identification Cards upon their employment with the Charleston Police Department. The identification card contains, at a minimum, the employee's photograph, signature, name, sworn status and/or title, reporting/employee number, date of issue, and date of expiration.

In no case will any employee permit any other person to borrow or use the item of identification issued to the individual. Any loss of such item will be reported immediately to the individual's superior officer.

Sworn Officers are required to keep their Credential Identification Cards on their person at all times. The only exception to this policy will be when the Officer is working in an undercover position and possession of such identification would jeopardize the operation, officer anonymity, and/or officer safety.

To promote public confidence and employee accountability, at any time when a member of the general public requests to view an employee's Identification Card, when it is reasonable to do so and in accordance with departmental policy, the employee will allow them to view the card.

3.5 LIABILITY PROTECTION FOR POLICE DEPARTMENT EMPLOYEES (CALEA 22.1.10)

The City of Charleston has been issued a general liability policy by the State's Insurance Reserve Fund that covers all employees of the Charleston Police Department for damages the employees are legally obligated to pay because of personal injury or property damages.

Under the terms of this policy:

1. The Fund will pay on behalf of all employees of the City of Charleston for personal injury and property damages when the employee is acting in the scope of his or her official duties.
2. The Fund will provide legal counsel to represent and defend those employees at no cost to the employee until the matter is resolved.
3. The Fund's policy does not apply to intentionally unlawful or wrongful conduct by an officer, regardless of where or when the conduct occurred. The policy contains other exclusions not discussed here. A copy of the policy is maintained by the City of Charleston Real Estate Management Division.
4. Each full-time police officer and Reserve Police Officer of the Charleston Police Department when acting in the scope of his or her official duties will have the following insurance and bonding:

GENERAL ORDER #3

- a. Liability Insurance - \$1,000,000(This includes personal injury liability as well as property damage liability);
- b. Crime Policy Bond- \$1,000,000 (For faithful performance/employee dishonesty for police officers).

This policy and the indemnity it addresses does not apply to intentionally unlawful or wrongful conduct by an officer, regardless of where or when the conduct occurred.

3.6 PATROL COMPONENT (CALEA 41.1.1a.)

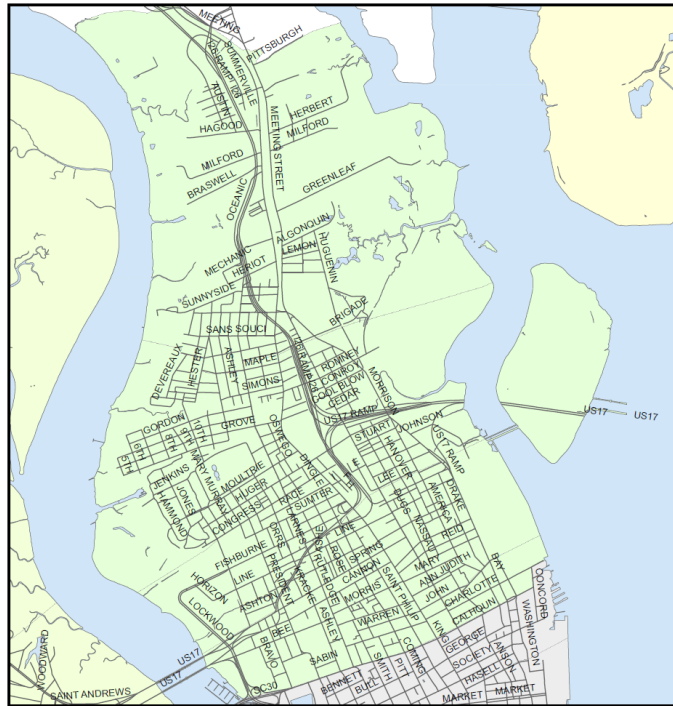
The Charleston Police Department has a Patrol Division that is commanded by a Captain, who reports to the Operations Bureau Commander. Patrol is responsible for delivering police services on a twenty-four (24) hour basis, including preventive patrol, protection of life and property, apprehending law violators, responding to citizen calls-for-service, and the preliminary investigation of crimes and accidents.

3.7 GEOGRAPHIC LIMITS OF CITY JURISDICTION (CALEA 2.1.1, 41.1.1d.)

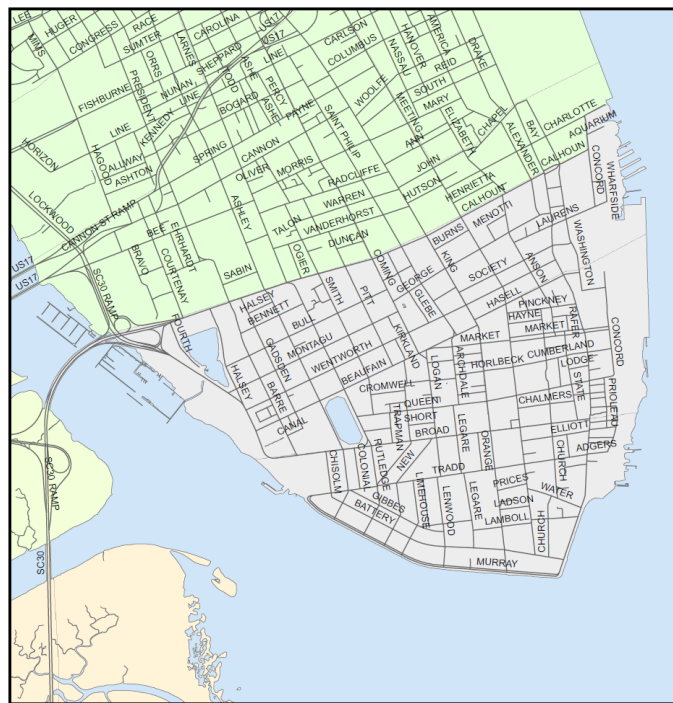
Due to the dynamics of annexation, the boundaries of the City of Charleston are expanding. This creates the necessity of insuring that all personnel are aware of the geographic limitations of their jurisdiction.

In order to ensure that proper information is provided to all personnel in an expeditious manner, the following responsibilities are established:

1. **Criminal Intelligence Unit:** The City of Charleston's GIS Department maintains the official geographical boundaries of the City of Charleston in the City's Geographic Information System (GIS). These boundaries are updated regularly as annexations occur. This information is made available to the Police Department in real time via an intranet map service, and to all personnel with access to and knowledge of GIS. These interim changes to the master map will be published by memorandum to all addresses of the master map;
2. **Charleston County Consolidated Dispatch Center:** Will maintain an up-to-date master map and cross reference file to ensure inquiries made by field units can be answered by on-duty dispatch personnel;
3. **Division/Unit Commanders:** Will ensure that all received changes are published to their personnel and will make such inquiries of their personnel to ensure that they know these boundaries;
4. **Personnel:** All personnel will have access to an up-to-date copy of the master map which is published on the City's Mapnet site: <https://gis-web/>
5. **Map Distribution.** Copies of the master map and all revisions will be distributed via the intranet through GIS or on computer aided dispatch (CAD).



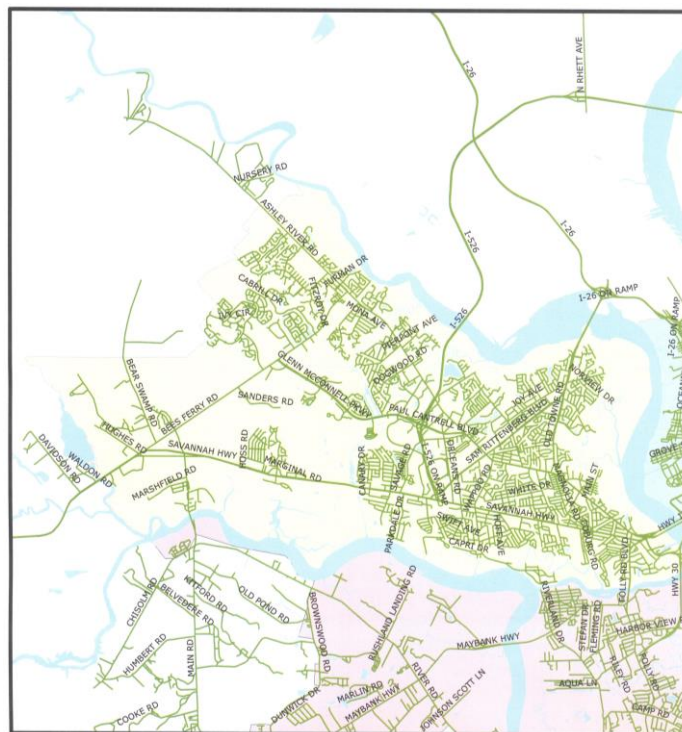
Team One- Serves the area of the Peninsula City on a line north of Calhoun Street to the North Charleston City line between the Cooper River and the Ashley River



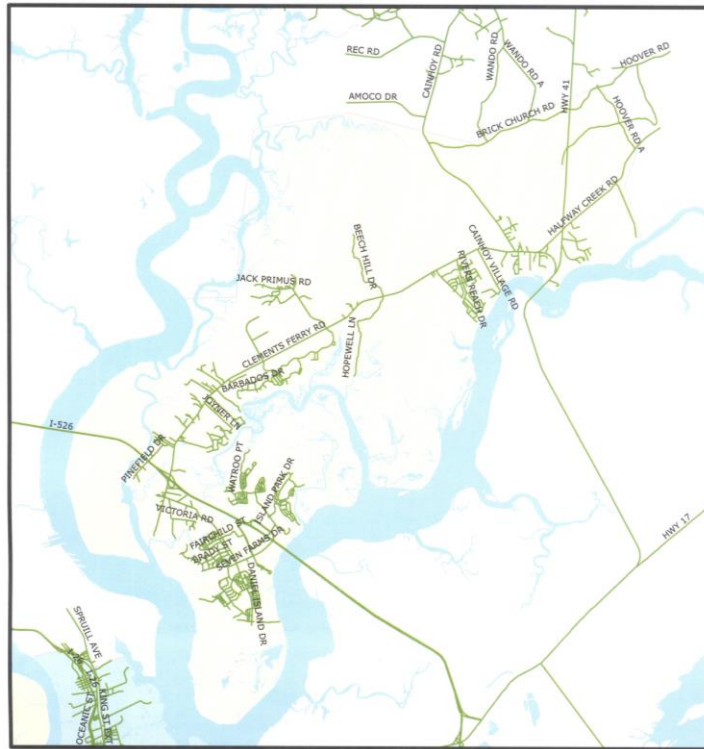
Team Two- Serves the area of the Peninsula City on a line south of Calhoun Street between the Cooper River and the Ashley River. Team Two also serves Fort Sumter and Morris Island in Charleston Harbor.



Team Three-Serves the City of Charleston annexed portions of James Island and some areas of Johns Island, including the Charleston Executive Airport.



Team Four-Serves the City of Charleston annexed portions of the St. Andrews/West Ashley areas, extending from the Intercoastal Waterway on Charleston Harbor to Magnolia Gardens on State Highway 61, and on Main Road and U.S. Highway 17 between the Ashley River and the Stono River to Rantowles Creek.



Team Five-Serves Rodden Island, Daniel Island, some the City of Charleston annexed portions of Cainho Road, Highway 98, areas adjacent to Highway 41, and approximately nine (9) square miles within the Francis Marion National Forest bordered by the Wando River in Berkeley County.

3.8 **TEAM AREAS OF RESPONSIBILITY** (CALEA 41.1.1 e)

It will be the responsibility of the Team Commanders to assign fixed beats within their Team areas of responsibility to provide accountability for law enforcement services consistent with analysis by the Criminal Intelligence Unit. Beat assignments may be rotated on a regular basis, however, flexibility will be provided to best utilize personnel resources. Copy of Team beat maps must be provided, kept on file, and readily available in the assigned Team's office.

3.9 **SHIFT ASSIGNMENTS AND ROTATION** (CALEA 41.1.1)

This Department provides police services continuously on a twenty-four (24) hour basis. For this reason, personnel are assigned to work particular hours and days. Patrol Officers and first-line supervisors are assigned shifts through the annual stabilized shift bid process (see Stabilized Shift Assignments Program Field Guide). Schedules are published well in advance; however, the Chief of Police exercises the authority to modify or alter any shift as necessary. At no time will any shift be relieved until sufficient staffing has checked on from the relieving shift.

The procedure for determining days off for patrol officers and first-line supervisors will reflect officers on any particular shift for twenty-eight (28) days. The shifts are numbered from I through III. The typical shift hours are listed below but can change depending on Team assignment and the needs of the Department.

1. Shift I - 0730-1730
2. Shift II - 1700-0300 for Patrol Teams 1, 2 and 9 and 1600-0200 for Teams 3, 4, and 5
3. Shift III - 2230-0830

GENERAL ORDER #3

A typical work week is: work for four (4) days, off three (3) days. Adjustments in the schedule are required when switching between weekdays and weekends and vice versa.

3.10 WORKLOAD ASSESSMENT

In order to ensure that distribution of sworn personnel is in accordance with current workload demands, it is incumbent upon every unit supervisor to reassess the workloads of their particular unit, at least annually. This will be done during the annual budget process. Every unit supervisor will prepare a written report to the Chief of Police that will indicate their workload demands versus the number of personnel in such unit. This report will be due 1 August each year in order to be included with budget preparation.

3.11 SHIFT OR DUTY ASSIGNMENTS AND TRANSFERS (CALEA 41.1.1)

The main criteria for determining shift or duty assignments are the needs of the Department. Shift assignments are made in conjunction with the Stabilized Shift Assignments Program; however, shifts may be altered by the Chief due to operational necessity, and transfers are a matter of supervisory discretion. Officers who are in doubt as to the nature or details of an assignment may seek clarification from supervisors by using the chain-of-command.

All anticipated specialized assignment openings will be advertised by written announcement agency wide. This will not apply to openings for undercover or similar assignments, or officers assigned to the Professional Standards Office. The criteria for these assignments will be based on the skills, knowledge and abilities required for the specialized assignment, and will include, at a minimum, formal education requirements and the length of experience required. Other criteria, as may be determined by the Chief of Police, may vary with the different assignments.

3.12 REPORTING USE OF SICK LEAVE

All Police Department employees are required to call in sick to the Duty Officer each day they are to be on sick leave from work. The employee must call at least one (1) hour before their tour of duty begins. An employee may not call in and report two (2) or more days sick leave at one time.

The employee must report each day to the Duty Officer by telephone, and the Duty Officer will make the appropriate entry on the duty roster. This does not apply to persons who are hospitalized or injured in service, when the term of illness will be a significant period of time.

This procedure does not relieve the supervisor's responsibility of ensuring that the daily rosters are accurately marked as to an employee's duty status.

3.13 REPORTING FOR AND GOING OFF-DUTY

Officers will report for duty at the time and place specified and will be attired in their prescribed uniform. When reporting for duty and for all other assignments, officers will be punctual and will remain in service for the duration of their assigned shift unless otherwise authorized or relieved by a supervisor.

3.14 REQUIRED WEAR OF BODY ARMOR (CALEA 41.3.5; 41.3.6)

It is the policy of the Department to issue each officer body armor as part of his or her standard equipment. No personally owned body armor is approved. All officers on patrol are required to maintain the body armor in a clean and serviceable condition. Supervisors are charged with the responsibility to ensure that each officer reporting for duty has their body armor in the condition as described.

Body Armor Replacement

Body armor will be replaced upon the manufacturer's recommended life expectancy specifications. Any body armor past that date of manufacturer is considered expired. Body armor will be immediately turned in for examination and possible replacement anytime it has been subjected to a knife or bullet assault, or its integrity is questionable.

Body Armor Training

The Office of Professional Development & Training will be tasked with the responsibility to provide continuing in-service training for all personnel on the value of wearing body armor while on duty. Body armor is required to be worn anytime any employee is on the police firing range and any live-fire exercise is being conducted.

Field Activities

Officers that are assigned to a uniformed function and non-uniformed sworn officers are required to wear body armor while engaged in *field activities* both on duty and during off-duty employment unless exempt as follows:

1. When an agency-approved physician determines that an officer has a medical condition that would preclude wearing body armor;
2. When the officer is involved in undercover or plain clothes work that his or her supervisor determines could be compromised by wearing body armor; or
3. The Chief of Police, or his designee, may provide exceptions to the required wearing of body armor for individuals, assignments, organizational units, climate related situations, or other factors that may be determined necessary at the local level.

Field activities are defined as a duty assignment and/or task that place or could reasonably be expected to place, officers in situations where they would be required to act in enforcement rather than investigative, administrative, or support capacities.

The wearing of body armor is required by personnel under the following circumstances/assignments:

1. High Risk Warrants;
2. Pre-Planned Tactical Operations;
3. Narcotic Operations;
4. Motorcycle Unit;
5. Bicycle Unit.

Investigative/Support Staff

The following examples provide guidance but are not all inclusive of when body armor is mandatory for those sworn officers not assigned to the Operations Bureau or engaged in patrol related functions on a daily basis. Body armor will be worn by investigative or support personnel when involved in a tactical field situation in which a reasonable threat of great bodily injury or death to an officer exists or may develop. This includes all circumstances when arrest and search warrants are being executed, during stake outs, and when surveillance operations are ongoing that involve suspects who are being investigated for crimes of violence or narcotics and other tactical situations that call upon investigative or support personnel for assistance. Additionally, staff officers who are engaged in patrol, tactical, or CDO duties will wear body armor during the period of time they are engaged in these activities.

GENERAL ORDER #3

Mandatory Body Armor Incident / Assignment

The Chief of Police, a designee, or Incident Commander may, at his or her discretion, determine that the wearing of body armor will be mandatory for any, or every, member of the Department engaged in any field assignment based on the known or perceived threat, whether in uniform or plainclothes.

3.15 ROLL CALL AND INFORMATION EXCHANGE (CALEA 41.1.2)

Unless otherwise directed, officers will report to roll call at the time and place specified, properly attired and equipped. Prior to each duty shift, a roll call will be conducted. At a minimum, the following four (4) basic tasks will be accomplished:

1. All officers are briefed with information regarding daily patrol activity, with particular attention given to unusual situations and the status of wanted persons, stolen vehicles and major investigations;
2. Notification of schedule and assignment changes;
3. Notification of changes in directives or new directives;
4. Evaluating officers' readiness;
 - a. Uniform and vehicle inspections;
 - b. Equipment testing (Taser, BWC, etc.); and
 - c. Checking out equipment needed for the shift, if not already individually assigned (MDT, rifle, etc.).

The investigating supervisors and the investigator on duty, or either's designee, will attend patrol roll calls weekly to enhance cooperation and exchange information between patrol and investigations.

3.16 PRIORITY OF HANDLING CALLS-FOR-SERVICE

It is not possible for the Department to handle all calls-for-service immediately. The Department must therefore organize the available resources toward offering the most efficient level of service directed toward the most urgent need for such service. Priority of call assignment depends on many factors, and it is normally the responsibility of Charleston County Consolidated Dispatch Center personnel to make such assignments; however, an officer in the field may be required to decide whether to continue on an assigned call or handle a citizen's complaint or an observed event. The officer will, if circumstances permit, either give directions for obtaining such assistance or initiate the necessary notifications himself/herself.

3.17 REPORT TAKING BY ALTERNATIVE METHODS (CALEA 82.2.5)

The Charleston Police Department typically requires that victims and/or complainants request the response of an officer to their location, or for the individual to respond to the police station or sub-station, to file an incident report. Such a requirement is needed so that officers may confirm the identity of the victims and/or complainants by a valid picture ID.

Officers are not allowed to take a report by means of letter, email, or fax; however, to ensure the most effective and efficient patrol response, certain reports may be taken over the phone. Examples of the types of reports that can be filed over the phone include thefts, bicycle thefts, lost property, and telephone calls-obscene or harassing. At no time are officers allowed to take a report over the phone if the incident includes any type of personal injury.

3.18 CIVIL DISPUTE CALLS-FOR-SERVICE

Officers are frequently called to the scene of civil disputes where no crime has been committed. The presence of officers at such disputes is primarily to preserve the peace and to prevent crime from occurring; it is not to give legal advice. Officers will

GENERAL ORDER #3

avoid becoming unnecessarily involved in civil disputes and may advise the parties to seek advice of an attorney or, if a City ordinance violation has occurred, the City Attorney's Office.

3.19 CIVILIAN EMERGENCY PROPERTY REPAIR CALL-FOR-SERVICE

Occasionally police officers will find buildings that have been left unsecured due to owner neglect, illegal entry, storm damage, vehicle accidents, or, in some cases, damage caused by police officers in the performance of their duties, serving search warrants, in hot pursuit of suspects, or other forced entry.

It is the policy of this Police Department to secure such buildings, autos, or other damaged property to protect such property from further damage or theft that may occur if left unattended. Every attempt will be made to contact the lawful owner of such property or the appropriate caretaker of the property.

Damage to civilian property should be documented via Blue Team and routed through the chain of command, to include the Administrative Services Director. Property will not be left unsecured except in the most extreme circumstances, such as a natural disaster. Persons seeking reimbursement for damages to their property should be directed to the following website to fill out a tort claim form: <https://www.charleston-sc.gov/DocumentCenter/View/44/Tort-Instructions-and-Form?bidId=>

3.20 ANCILLARY SERVICES

Often, because there are no other public or private agencies available, the public relies upon the police for assistance and advice in the many routine and emergency situations that develop. For this reason, the police regularly respond to incidents where it is not contemplated that an arrest or other enforcement action will be required.

To perform their basic duty of promoting safety, protecting human life, and preserving the streets and highways, officers will, by means of a thorough knowledge of their assigned area, employ diligent patrolling practices to be in the area of need at the time of need. Saving lives and aiding the injured, locating lost persons, keeping the peace, and providing for other miscellaneous needs are basic services provided by the Department. To satisfy these requests, the Department responds to calls-for-service and renders such aid or advice as is necessitated or indicated by the situation.

3.21 ALARM RESPONSE

Anytime an officer is dispatched to a Burglar/Security alarm, it will be handled as if it were an actual alarm according to established policies and procedures. Once the officer has established that the area is secure, the following data will be reported to the dispatcher:

1. Name and street address of the premises. If it is a private residence, attempt to ascertain who the owner is;
2. If no visible signs of forced entry are observed, report that the area is secured;
3. If any alarm has been set off accidentally by an employee or resident, this information must be given to the controller; and
4. Lastly, attempt to establish the alarm company that maintains the alarm.

Once a controller has dispatched a unit to an alarm, certain information will be placed into the dispatcher's electronic log:

1. Name of business or residence with street address.
2. Any reason the alarm was activated.
3. What alarm company either maintains or installed the alarm equipment.

Alarms at any given location are to be dispatched Priority 2. At the discretion of the Chief of Police, or designee, dispatchers may be allowed to have officers keep-a-check at a building after a flagrant number of false alarms have been received by this Department from the same location and until the alarm can be repaired by the owner, or designee.

GENERAL ORDER #3

3.22 ASSISTING MOTORISTS

Because of the overall danger to the stranded motorist, and to the motorists on the highway potentially affected by the stranded motorist, the Department will always offer reasonable assistance to the motorist who appears to be in need of aid. This will apply at all hours of the day, but particularly during the nighttime hours, when the hazards are commensurately increased.

Officers will be constantly alert for highway users who appear to need assistance. Whenever it is possible and does not impede the apprehension of actual or suspected violators, response to calls-for-service or assignment completion, officers will stop and offer their services to highway users who appear to need assistance.

Officers may, at their discretion, transport stranded motorists to the nearest convenient location where assistance may be obtained; however, officers will be certain that assistance is available.

3.23 FINANCIAL TRANSACTION ESCORTS BY OFFICERS

Local businesses may request for an officer to escort an employee during financial transactions at locations within the City of Charleston limits. In the event of this call, the Charleston County Consolidated Dispatch Center will dispatch the officer and state that the call-for-service is a financial escort. The officer will respond and contact the business to advise them of the Department's policy on escorts, inquire as to the destination of the escort, and discuss the route to be utilized. The officer will then advise Dispatch that the escort has begun before following behind the business employee's vehicle to the pre-determined location. Once on scene at the financial institution, the officer may be requested by the employee to stay on scene for a reasonable amount of time until the transaction is completed. A return trip to the originating business may be performed if the employee is returning with monies and/or further deposits. At no time will an officer transport an individual in a Departmental vehicle other than a City of Charleston employee during financial transaction escorts. All such requests must be performed as a vehicle escort only. Additionally, escorts will only be performed when staffing and higher-priority calls-for-service allow.

3.24 OFFICERS RENDERING MEDICAL AID FOLLOWING POLICE ACTIONS (CALEA 4.1.5)

Officers will render appropriate medical aid as quickly as reasonably possible following any law enforcement action in which injuries have been sustained. Officers will immediately contact the Emergency Medical Services (EMS) and/or the Fire Department when obvious severe injuries have occurred, medical distress is apparent, or the individual is unconscious. The first responder will continue with first aid until the victim is stable or relieved by either the Fire Department or EMS personnel.

3.25 OFFICERS EXTINGUISHING FIRES

In the event of a fire, Officers will immediately notify the dispatcher of this information and the location and request the assistance of the closest Fire Department. They then may attempt to extinguish the fire with their fire extinguisher if it is safe and reasonable to do so.

3.26 TRANSPORTING CIVILIANS REFUSING MEDICAL TREATMENT

Since this agency is a public service agency, if the victim of an accident requires medical attention but refuses the assistance of EMS and requests the assistance of a private ambulance services, the officer on the scene will make arrangements accordingly.

3.27 DISTRIBUTION OF NARCOTICS OFFENSE REPORTS (CALEA 43.1.1 c)

It is the objective of the Special Investigative Unit to abate the distribution and use of narcotics and other dangerous substances in the City of Charleston. Information on narcotics offenses is crucial intelligence for the Narcotics Unit. Any

narcotic complaints received from outside agencies are notated on the SIU Narcotics Activities Log. It is essential for the unit to be abreast of the ever-changing climate and extent of narcotics activity within the City of Charleston.

3.28 HOMELAND SECURITY REPORT DISTRIBUTION

Any officer who observes suspicious activity believed to be linked to possible terrorism will complete an incident report and appropriate supplemental reports. The report will be created with the appropriate crime-type title as required by the incident. The incident will be investigated as outlined by departmental policy. Any incident that does not involve a crime will be submitted as a "General Information" report.

Following approval of the report, the supervisor will immediately email an electronic copy to the CIU email distribution list with the subject line of "HOMELAND SECURITY INCIDENT REPORT." The Criminal Intelligence Unit Supervisor, or designee, will review and authorize the sharing of information with outside agencies and/or initiate additional internal investigations as appropriate.

If an officer or other employee feels that there is an urgency involved, the Command Duty Officer will be immediately contacted for guidance as to whether a federal or state agency should be immediately notified and/or the Incident Command System be implemented to control a situation. If it is necessary to provide immediate information or evacuation of an area within the City of Charleston, the reverse 911 system may be initiated by the Chief of Police, or designee.

3.29 BACK-UP OFFICER ASSIGNMENT AND RESPONSE

Officers who believe they need the assistance of a back-up officer will request such assistance from the dispatcher. The dispatcher will assign such back-up officer as requested. The back-up officer will:

1. Assist the primary officer in the expedient handling of the matter;
2. Be under the direction of the primary officer;
3. Initiate and submit reports of the incident as required;
4. Be relieved by the primary officer when their presence is no longer required. This may be done by either radio or direct communication.

3.30 SUPERVISORY RESPONSE

An on-duty supervisor shall respond to the incident scene of all calls involving an armed person or persons. An on-duty field supervisor shall also respond to the incident scene and confer with the primary officer on the following calls for service:

1. All death calls;
2. Attempted homicides or any call involving serious bodily injury or potential for death;
3. Reported forcible sex offenses;
4. Reported robberies;
5. Aggravated assaults with serious injuries;
6. Burglaries in progress;
7. In-progress crimes of violence;
8. In-progress crimes in a search for a suspect;
9. Reported kidnappings/abductions;
10. Missing child considered endangered or where an immediate search is required;
11. Civil disorders;

GENERAL ORDER #3

12. Bomb Threats;
13. At the request of the Bureau Commander;
14. At the request of the Division Commander; and
15. At the request of an officer.

If an on-duty supervisor is unavailable to physically respond to the incident scene, they should minimally consult with the on-scene officer through alternate means of communications and ensure proper command and control of the incident takes place and all necessary actions are being taken as required of the call. If there will be an unusually delayed response, the supervisor should contact the Command Duty Officer or other Command Officer who may be responding and advise them of the delay. The on-duty supervisor shall respond to the incident scene as soon as they become available.

Charleston County 9-1-1 Consolidated Dispatch personnel will make an entry in the CAD log when the field supervisor was contacted and time of arrival at the scene of the incident.

3.31 FOOT/BICYCLE PURSUITS

Officers of this Department may become involved in foot/bicycle pursuit situations when a suspect attempts to flee during an investigative approach or apprehension situation. While in a foot/bicycle pursuit, many of the elements of danger inherent to vehicle pursuits are missing, but there are still safety factors that must be considered. The objective of any pursuit is its successful termination with apprehension without causing unnecessary injury to the officer, suspect or member of the public. In order to ensure maximum safety in such situations, the following procedures are in effect regarding foot/bicycle pursuits:

1. Under no circumstances will a vehicle be used to pursue, hit, block, grab or inhibit the movement of a fleeing suspect;
2. When vehicles are used in a foot/bicycle pursuit situation, they will be used only to transport officers to locations where they can be placed in an advantageous position to intercept the fleeing suspect. Whenever possible, when transporting the officers to these strategic locations, vehicles will follow a route that runs parallel to the actual foot/bicycle pursuit route and will not follow directly behind the fleeing suspect. This will avoid the possibility of the vehicle involved striking any of the participants in the foot/bicycle pursuit;
3. Those officers involved in a foot/bicycle pursuit must take a number of conditions into consideration when determining whether to continue a foot/bicycle chase. These conditions include, but are not limited to:
 - a. The nature of the offense;
 - b. The probability of serious injury to the suspect;
 - c. The safety of members of the public in the area of the foot/bicycle pursuit; and
 - d. Whether or not the suspect is known and can be identified or apprehended later.
 - e. In the event that the suspect enters into a building, structure, confined spaces, wooded area or otherwise isolated area, the primary officer shall radio the location, standing by on the outside of the structure, building, confined space, wooded area or otherwise isolated area, awaiting the arrival of assisting officers to establish an outer perimeter around the area.

3.32 HANDCUFFING OF PRISONERS

GENERAL ORDER #3

It is the policy of the Department that all persons being held in custody be handcuffed behind the back, with proper spacing and utilizing the double lock mechanism, while being transported to the police facility. However, officers may use their own discretion when handcuffing injured persons, the elderly, pregnant females, or juveniles.

3.33 DETAINEE IDENTIFICATION FOLLOWING ARREST

Officers will utilize every source of information available to ensure correct identification of a person arrested or confined. Total dependency will not be placed on similarity of names, nor upon information received from other law enforcement agencies.

3.34 MIRANDA WARNING FOLLOWING ARREST

A subject in police custody must be advised of pertinent constitutional rights prior to interrogation. In every instance, the full Miranda warning will be read from a prepared text to prevent inadmissibility of any statements due to an insufficient warning.

3.35 DIPLOMATIC IMMUNITY & ALIEN ARREST (CALEA 1.1.4; 55.2.6)

Officers will be familiar with the applicable laws regarding diplomatic immunity. In such instances of immunity from arrest, the officer will report details of the incident on appropriate departmental forms.

In accordance with state statute, upon the arrest of an alien the officer will notify the nearest consul or embassy of that nation or, if none are available, notify a state judge.

Upon determining that the arrested or detained person is a foreign national, officers will follow the following procedure:

1. Determine the foreign national's country. Normally, this is the country on whose passport or other travel document the foreign national travels;
2. Determine if the foreign national's country is on the U.S. Department of State's list of mandatory notification countries;
3. If the foreign national is on the list of mandatory notification countries:
 - a. <https://travel.state.gov/content/travel/en/consularnotification/QuarantinedForeignNationals/countries-and-jurisdictions-with-mandatory-notifications.html>
 - b. Notify that country's nearest consular official without delay of the arrest/detention;
 - c. Advise the foreign national of the notification.
4. If the foreign national is **not** from a country requiring mandatory notification by the U.S. Department of State:
 - a. Offer without delay, to notify the foreign national's consular officials of the arrest/detention. If the foreign national requests such notification be given, notify the nearest consular officials of the foreign national's country without delay.

3.36 DEATH OF FOREIGN NATIONALS

Upon the death of a foreign national within the jurisdictional limits of the City of Charleston, the investigating or reporting officer will report the death to the nearest consular official of the foreign national's country.

3.37 ACCIDENTS INVOLVING AIRCRAFT OR SHIPS REGISTERED IN FOREIGN COUNTRIES

In the event that an aircraft or ship registered in a foreign country crashes or wrecks within the jurisdictional limits of the City of Charleston, the responding incident commander will ensure that notification is made without delay to the consular official of the country in which the aircraft or vessel is registered.

3.38 HANDLING OF DETAINEE OR OTHER'S MONEY AND/OR PROPERTY

GENERAL ORDER #3

Officers who have a person or persons in their custody due to arrest/detention will be responsible for the proper safe-guarding of such person or persons' property for the entire period of custody.

All money or property coming into the possession of any officer through the normal course of police duty will be delivered to the proper custodian of the Department and a report will be made of the matter.

3.39 MISAPPROPRIATION OF DETAINEE OR OTHER'S PROPERTY

Officers and employees will not appropriate any lost, found, or stolen property for their own use. Nor will they convert for their own use any property held by the Department as evidence and belonging to the City of Charleston.

3.40 HANDLING OF LEGAL FIREARMS FOUND AT TIME OF ARREST

Officers may arrest a suspect who is in the lawful possession of a firearm. In these cases, it is necessary to secure the firearm for public safety and the security of the weapon.

In the event a lawful weapon is located at the time of an arrest and no weapon charges are pending, the following will be done with the weapon:

1. It will be confiscated and tagged as **Confiscated Personal Property**. Under no circumstances will a firearm be left in an impounded vehicle;
2. The firearm will then be placed in the weapons locker or other secure designated place, as directed by the Evidence Custodian;
3. Firearms so designated will not be released to the defendant or any other person at the time of release or prisoner transport. Release of these firearms will be on a case-by-case basis as directed by the Chief of Police, or designee;

3.41 NOTIFICATION OF NEXT-OF-KIN FOR SERIOUS INJURY, ILLNESS, OR DEATH (CALEA 55.1.2, 55.2.6)

Whenever necessary, the county coroner will contact this agency to accompany them when notifying next-of-kin concerning deaths which occur in our jurisdiction. Under no circumstances will a notification be made by members of this agency without a member of the county coroner's office being present.

If possible, when it becomes necessary to make a notification concerning a seriously injured or ill person, consideration should be given to include a member of the clergy or a known family member to assist. Officers should provide the family with the name of the medical facility and telephone number when the person was transported, and refrain from giving any medical prognosis. If the circumstances warrant it, the officer will be prepared to provide transportation to the medical facility.

Upon checking back into service on all notification calls, officers will inform the dispatcher of the disposition so that it can be documented in the records management system. Whenever possible, notifications will be made within twenty-four (24) hours.

3.42 OUTSIDE JURISDICTION'S REQUEST FOR NEXT-OF-KIN NOTIFICATION (CALEA 55.2.6)

Under no circumstances will a member of this department make a death notification for another jurisdiction. When requests of this type are made, this department is prepared to contact the family requested and provide them with the name and telephone number provided to the department. No other information should be relayed.