
	Administrative General Order	26 Regulation, Responsibility, & Operation of Official Vehicles	PAGE 1 OF 20
	City of Charleston Police Department Policy and Procedure Manual		EFFECTIVE DATE: 02/01/08
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BY THE AUTHORITY OF THE CHIEF OF POLICE: 			

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26.1 DEPARTMENT VEHICLES (CALEA 41.3.1; 41.3.3)

A Department vehicle will be always operated in strict compliance with all state traffic laws, county and city ordinances, and Departmental directives. It will be operated in a reasonable and safe manner with the exercise of all due care and judgment. It is the policy of the Charleston Police Department that all personnel/passengers occupying city-owned vehicles will make use of occupant safety restraining devices. The only exception to this policy will be specific situations as approved by a supervisor and only if the efficiency of police operations outweighs the safety benefits. No person will operate a Department vehicle of any kind unless they possess a valid vehicle operator's license. Furthermore, no person will operate a Department vehicle without receiving prior permission from an authorized superior.

Only police vehicles equipped with operational emergency lights and siren will be utilized as emergency response vehicles and for general patrol purposes. The Department's marked patrol vehicles will be readily identifiable as law enforcement vehicles from every view and from long distance even at night. Markings will include:

1. Emergency lights;
2. The Department's identification seal or Police Graphics Package;
3. Reflective materials placed on the sides and rear of the vehicle (lettering or decal);
4. All fleet vehicles used in patrol service must be equipped with at least the following equipment in operational order:
 - a. Emergency Lights;
 - b. Siren;
 - c. Blanket;
 - d. Mobile Radio Transceiver;
 - e. Spotlight/Alley Lights;
 - f. Fire Extinguisher;
 - g. Police Jacket;
 - h. Traffic Reflective vest;
 - i. Flares (6);
 - j. Body Armor;
 - k. Blood Borne Pathogens Kit;
 - l. Spare Tire w/Air;
 - m. Handheld Radio (if issued).

The employee must ensure that all items listed on the Vehicle Inspection Form # 436 are replenished to meet minimum requirements. If a deficiency is noted during an inspection, the supervisor will make a notation on the inspection checklist and will be responsible for ensuring the officer obtains, requests, or orders the proper items or submits the vehicle for any necessary maintenance before the end of their shift.

All vehicles will be ordered through the Fleet Director jointly with the Administrative Services Manager.

26.2 PRIVATE USE OF VEHICLES (CALEA 41.3.4)

Department vehicles will not be operated on personal business any distance beyond a twenty-five (25) mile radius from the parking lot of the Charleston Police Department 180 Lockwood Blvd., Charleston, SC, unless the location is within the accepted geographic boundaries of the City of Charleston. Department employees may be allowed a take-home vehicle

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outside of the twenty-five (25) mile radius but may only drive the vehicle to and from work. If an employee lives outside of the twenty-five (25) mile radius, the employee will need to submit a formal request through their chain of command for approval prior to being issued a take-home vehicle. Eligibility for a take-home vehicle will be determined by the employee's assigned position within the Department and at the discretion of the Chief of Police or his designee.

The following specific procedures will be adhered to:

1. The vehicle radio must be operating on an appropriate channel at all times when the vehicle is being used;
2. Officers are expected to assist other officers when off-duty and in a reasonable vicinity of incidents in which an officer requests assistance or a backup unit;
3. Officers will not operate the vehicle without being armed.
4. When approaching an accident scene at any location in radio range of Headquarters, officers should assist, whether or not in the Department's jurisdiction, and give aid and/or request that the proper jurisdictional authority respond;
5. Officers must use common sense when operating vehicles where civilian passengers are present in the vehicle. Officers must determine the level of response that is safe without endangering passengers. Officers must reasonably consider the totality of the circumstances when responding to calls in the Police Unit;
6. All Department Rules and Regulations previously written will apply to the marked units including unnecessary engine idling;
7. Officers must provide off-street parking for all Police vehicles that are taken home;
8. The preventative maintenance schedule must be adhered to even when the officer is off-duty; Vehicles will be delivered to Fleet Operations for preventative maintenance at the scheduled mileage interval, usually every 5000 miles. Vehicles can be delivered to Fleet with as many as 300 miles prior to, but no more than 300 miles beyond, the scheduled mileage interval. Department vehicles and keys will be left at Headquarters or a Team office when an employee is on Sick Leave, Military Leave, or any other leave where the officer is away from their local residence for a period of time longer than seven (7) days. In cases when an officer is absent due to an In-Service Injury or on any other form of extended Leave/Absence during which time they are unable to perform their full police duties, which would include operating their Department vehicles, then the vehicle and keys will be left at Headquarters or their Team office immediately;
10. Non-police employees are not permitted to operate Police vehicles on a public roadway at any time except for; persons employed by automobile dealerships, collision repair shops, transmission shops, police equipment suppliers who sell, deliver, and/or equip police vehicles for the Charleston Police Department, any person that is providing an automobile-related service designated by the Chief of Police, or designee;
11. Appropriate attire should be worn while operating a Department vehicle. Appropriate attire is defined as long pants and an acceptable collared shirt. Employees may wear athletic clothing to include t-shirts, shorts and athletic shoes when traveling to, or from, a workout facility or other Department-sanctioned activity that necessitates athletic clothing. If an employee is in athletic clothing, they must have appropriate attire (collared shirt/long pants or uniform) in the vehicle in case of an incident. Specifically prohibited is the operation of a vehicle while wearing flip-flops, shower shoes, swim clothing, cut-offs, tank tops, and/or clothing containing exterior risqué or offensive nature. Passengers are also required to wear appropriate attire;

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12. In any case where an officer responds to a call or initiates a police action when in civilian clothes, the following procedure will be followed:

- a. Dispatch will be advised that the officer is “on scene” and that the officer is in civilian clothes. This will advise other responding units and provide additional protection to the officer;
- b. The officer will, when responding to a call in progress, wear the Department issued blue police rain jacket or winter jacket to provide additional easy identification of his/her status;
- c. In cases where an officer responds to a call in progress or initiates police action and there is a civilian passenger in their vehicle, the passenger will remain in the vehicle for the duration of the police action.

In order to be eligible for a take-home vehicle an employee must:

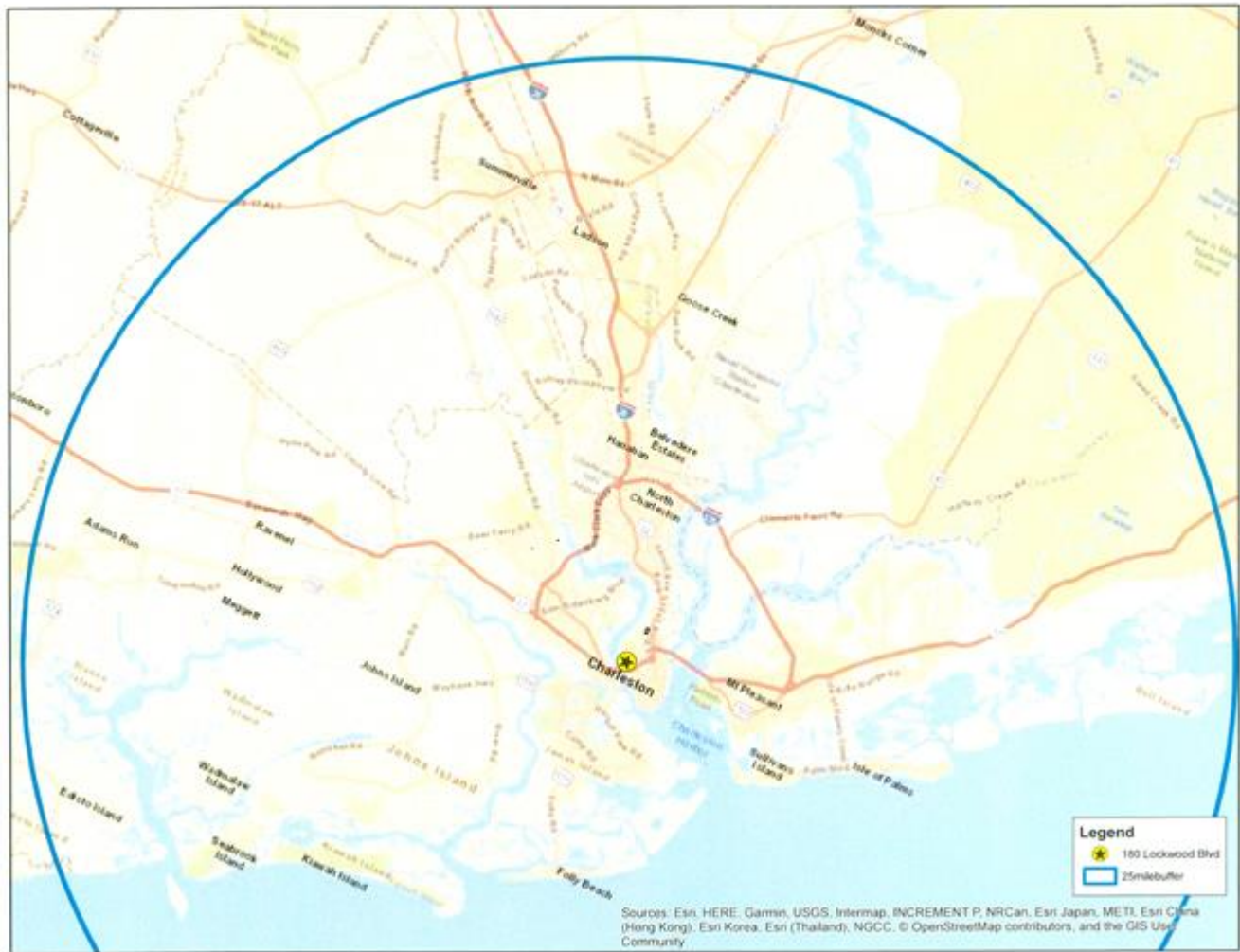
1. Have been released by the Department for independent duty;
2. Have no sustained complaints which resulted in disciplinary action involving more than two (2) days of suspension in a period of eighteen (18) months;
3. Meet the Department’s distance requirement of residing within the twenty-five (25) miles radius from the parking lot of 180 Lockwood Blvd or have approval from the chain of command for the exception;
4. Have reviewed and acknowledge CPD Form #500 (“Take Home Vehicle Acknowledgement Form”) on an annual basis.

In order to maintain a take-home vehicle an employee must have:

1. Maintained a “Meets Requirements” rating on their yearly performance evaluation;
2. No documented history of abuse of sick leave from the previous twelve (12) months;
3. No documented history of tardiness from the previous twelve (12) months;
4. No documented sustained internal and external (citizen’s) complaints involving more than two (2) days of suspension;
5. No more than two (2) preventable motor vehicle accidents within a six (6) month period;
6. Met the requirements for take-home vehicles as established in General Order #26.

Take-home vehicle privileges may be terminated upon violation of any of the provisions of this policy, violation of command directives, or for a series of documented performance issues that are not corrected. The willful negligence, on the part of agency personnel, in the care or operation of a take-home vehicle, or failure to follow these policies, will be cause for the vehicle to be taken away from the member and take-home privileges suspended. Should any of the above occur, the vehicle will be removed from the member for a period of twelve (12) months. If any personnel lose their take-home vehicle privileges, their eligibility for a take-home vehicle can be reviewed by their Bureau Commander after a six (6) month period based on the seriousness of the violation. If the Bureau Commander finds that circumstances warrant a reduction in the twelve (12) month restriction, they will forward to the Chief of Police in writing their recommendation. The Chief of Police will make the final decision whether to reinstate the privilege prior to the member completing the full twelve (12) months.

Members on disciplinary suspension for any reason will automatically lose their take-home vehicle privileges during the period of suspension. The member will be required to turn in his/her take-home vehicle to the appropriate Commanding Officer or designee for the duration of the suspension period.



26.3 PROHIBITED CONDUCT IN DEPARTMENT VEHICLES

Department vehicles will only be operated in accordance with Charleston Police Department and City of Charleston policies. Employees are prohibited from operating Department vehicles within four (4) hours of having consumed alcohol or with any measurable amount of alcohol being present in their system regardless of the amount of time that has passed since consumption. In addition, no employee may consume or use any substance, regardless of legality or prescription status, if by doing so the employee's ability to safely operate a motor vehicle is jeopardized.

26.4 EMERGENCY OPERATION OF VEHICLES (CALEA 41.2.1)

In all cases in which the emergency operation of a vehicle is necessary, the officer will observe all related laws for emergency vehicles and will exercise due care and caution in the operation of the vehicle so as to not place the officer or others in danger. State law designates a police vehicle as an emergency vehicle. When responding to emergency calls, the law permits police vehicles to disregard traffic controls and signals. Officers will operate a vehicle in an emergency response manner when authorized by radio signal, authorized by a supervisor, or when circumstances are such that such emergency response is necessary. However, the responsibility for safe operation of the vehicle while responding rests solely with the operator of the emergency vehicle. While responding to an emergency call and if it is necessary to disregard a traffic control device, the police vehicle's siren must be in operation to be in compliance with the law and with due caution used. However, it will be the policy of the Charleston Police Department that whenever officers are operating in an emergency response

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mode where they disregard traffic control devices or exceed the posted speed limit, they shall utilize both the siren and blue lights to provide every opportunity to alert others of their response. The only exceptions to this policy are when operating the siren in close proximity of a hospital, near unpinned horses, or during the final stages of an in-progress call.

26.5 PRIORITY CLASSIFICATIONS AND VEHICLE RESPONSE LEVELS (CALEA 41.2.1)

Authority for Designation Priorities

After the Dispatcher has assigned a priority status to a call for police service and given the broadcast to the responding unit, the street supervisor will have final authority to upgrade or downgrade the priority status of the response. Field units will be designated to respond. In the event a field unit is in the immediate vicinity of the call, the officer will notify the dispatcher of their location. The dispatcher or field supervisor may assign the unit the call and cancel other units.

Response of Non-Assigned Units

Units not specifically assigned to a call by Dispatch or a Field Supervisor will not respond to the call, however, available units in the area of certain calls should respond to possible escape routes in an attempt to apprehend suspects.

Priority One (1) - Emergency

1. Type of Calls:

Emergency response to calls for police service are justified only by a reported or perceived situation involving (1) a strong possibility of injury or death, (2) officer in trouble situations, (3) an assault or violent felony in progress, or committed so recently that the suspect(s) is likely to be in the vicinity of the crime, and the opportunity for apprehension is great. Emergency response is authorized when in pursuit of a known felony suspect where an officer has reasonable grounds to believe the suspect has committed, or is attempting to commit, one of the following felonies or misdemeanors of a violent nature towards a person: murder; manslaughter, rape or other felonious sex offense; kidnapping, robbery; aggravated assault. (Also see the Department's General Order #27 pertaining to Vehicular Pursuits);

2. Response Level:

Speeds necessary to accomplish the police mission are permitted, with due regard for safety. Full use of blue light(s) and siren are required. "Rolling stops" at traffic control devices are permitted after the responding officer has ascertained the certainty of safe passage while disregarding the device. Priority One Response is limited to fully marked pursuit rated police vehicles and watercraft equipped with permanently affixed emergency blue lights. Vehicles not marked as defined will never respond Priority One (1).

Priority Two (2) - Urgent

1. Type of Calls:

Disturbances, prowlers, suspicious subjects, etc.

2. Response Level:

Officers will respond at a speed that takes into consideration the road conditions, traffic density, visibility, and time of day. Officers responding Priority Two must activate blue lights and siren and may disregard red lights and other traffic control devices *after* the responding officer has first come to a complete stop. Officers will ascertain the certainty of safe passage in disregarding the control device. The officer will be held accountable for their decision to disregard any traffic device. Blue lights and siren are most effective in assisting police vehicles with moving traffic and pedestrians from the forward roadway areas, preventing turns by opposing vehicles and pedestrians and preventing vehicles in rear

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roadway areas from overtaking the police vehicle. Emergency lights and sirens are least effective in controlling or alerting traffic coming from lateral or diagonal directions at intersections. Most police accidents occur at intersections and involve traffic approaching from the lateral or diagonal direction.

Priority Three (3) - Routine

1. Type of Calls:

Routine reports, informational services, minor investigations, etc.

2. Response Level:

All posted speed limits and traffic control devices will be complied with. No use of emergency equipment is authorized.

26.6 USE OF WIRELESS ELECTRONIC COMMUNICATION DEVICES

Employees of the Charleston Police Department will be prohibited from operating any Departmental vehicle on a public street or highway while using a Wireless Electronic Communication Device to compose, send, or read a text-based communication except in the following situations in accordance with SC State Statute 56-5-3890:

1. While lawfully parked or stopped;
2. When using a hands-free wireless electronic communication device;
3. When summoning emergency assistance;
4. When transmitting or receiving data as part of a digital dispatch system;
5. While in the performance of their official duties; or
6. When using a global positioning system device or feature of a wireless electronic communication device for the purpose of navigation or obtaining related traffic and road condition information.

Wireless Electronic Communication Devices include but are not limited to the following:

1. Cell phones;
2. Personal digital assistants;
3. Text messaging devices;
4. Email messaging devices;
5. Computers;
6. Or any other such instrument that allows a person to wirelessly communicate with another while holding or operating such with the hand.

“Hands-free wireless electronic communication device ” shall mean an electronic device, including, but not limited to, a telephone, a personal digital assistant, a text-messaging device, or a computer, which allows a person to wirelessly communicate with another person without holding the device in either hand by utilizing an internal feature or function of the device, an attachment, or an additional device. A hands-free wireless electronic communication device may require the use of either hand to activate or deactivate an internal feature or function of the device.

26.7 RESPONSIBILITY FOR VEHICLE MAINTENANCE

Officers or employees who are assigned to a vehicle will be responsible for the care and custody of such property and its immediate serviceability. Officers will inspect the vehicle when it is initially assigned to them and will advise their supervisor of any defect, damage, or un-serviceability of the vehicle, and report the damage on a Blue Team report.

The employee must ensure that the exterior and interior of the Department vehicle are cleaned on a regular basis. The officer

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shall conduct a daily inspection of the vehicle prior to marking in service. All Department vehicles will be inspected monthly or at the discretion of the Chief of Police and a vehicle inspection form will be completed on each vehicle. It will be assumed that the officer caused all damage discovered while in control of any equipment unless previously indicated otherwise. An officer will not operate any police vehicle when they know or should know that the operation of the vehicle could compound the damage to the vehicle. Further, the officer will inspect the interior of the vehicle for the presence of any unauthorized article or item.

Department members are not authorized to change, modify, or alter any City owned vehicle without the prior written approval of the Chief of Police or his designee. Any proposed changes, modifications, or alterations to a City owned vehicle will be forwarded to the Chief of Police through the Director of City and Police Fleet Management.

If a police officer is operating a Department vehicle while out of town on Department business and the vehicle has mechanical problems, the officer will:

1. Raise Dispatch on the radio; or if out of range of the radio, telephone Dispatch;
2. Advise Dispatch what the exact symptoms of the breakdown are, as best as can be explained;
3. Advise Dispatch of the exact location;
4. Remain with vehicle when practical;
5. Any other information of possible value.

26.8 PROHIBITION AGAINST TOWING AND PUSHING

A Department vehicle not equipped and authorized for such action will not be used for the purpose of towing or pushing another vehicle. A Department vehicle will not be towed by another vehicle except by an authorized Department towing service.

26.09 VEHICLE SECURITY

The ignition key of a vehicle will be removed, and the doors locked when the driver is not in the immediate vicinity of the vehicle. No vehicle will be idled unnecessarily.

26.10 ALTERNATIVE FUELING SITES OF POLICE VEHICLES

The majority of vehicles operated by the Charleston Police Department have been issued a fuel card provided by the State of South Carolina and managed by Mansfield Oil Company. If an assigned vehicle has not been issued a card, the operator may obtain a temporary card from Fleet Operations. The operator will be required to sign for the temporary fuel card and must return the card to Fleet Operations after obtaining the necessary fuel. Fleet Operations will be responsible for ordering a permanent card for the vehicle.

Additionally, every police employee assigned a vehicle is issued a unique personal identification number (PIN). The fuel card, in combination with an authorized PIN, will allow police employees to obtain fuel at most retail outlets. The card operates like a credit card and will be accepted at both the fuel pump and cashier's station. These cards are to be used for fuel purchases only.

In the event of a man-made catastrophe, natural disaster, or other emergency situation that renders the area without power and, in turn disables local fuel stations, police vehicles will be allowed to obtain fuel at the multiple South Carolina Department of Transportation fuel sites available throughout the state. Once this option is judged necessary by the Chief of Police, designee, or command staff member, the SCDOT fueling locations utilized by the Department will be announced via daily orders, administrative message on police radio bands, roll call announcements, and/or any other available means of

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communication deemed necessary to facilitate notification of police employees.

26.11 PUSH-BAR PROCEDURE

The purpose of a push-bar is to push vehicles that have become disabled, due to mechanical problems or vehicle collisions, from the traveled portion of the roadway in an effort to restore the normal flow of traffic and reduce the chance of secondary collisions or other hazards. All push bars will be used in accordance with the following:

1. Only officers who have completed an orientation or training session on the push-bar procedure will be authorized to use the device.
2. Disabled motorists may be assisted with push-bars only after the officer has assessed the road and hazard conditions and ensured that all reasonable precautions are taken to avoid damage to either vehicle.
3. Permission will be gained from the operator or owner of the disabled vehicle and Departmental Form #443 will be completed prior to utilization of the push-bar. An officer may operate the disabled vehicle, in lieu of the operator, if the operator makes such a request and Form #443 is completed and signed. The form will be forwarded to the officer's team commander before the end of his/her shift;
4. Prior to beginning a push-bar procedure, the officer should inspect and document any pre-existing damage to the disabled vehicle, utilizing in-car or body-worn cameras, if available;
5. Patrol vehicles equipped with in-car video systems should be recording during the push-bar procedure and all emergency lighting equipment should be activated;
6. If the operator is maneuvering the vehicle, the officer must fully explain what the operator is to do, and where to go before beginning the maneuvers. No sharp turns are to be made. The patrol vehicle must separate from the operator before braking. The operator's vehicle is to be in neutral, and the ignition should be in the "ON" position to prevent steering lock. Additionally, officers should caution the operator that if the engine is not running, power steering and power brakes will not be operable;
7. Proceed slowly to keep in contact and control of the operator's vehicle;
8. Push bars are to be used only if the operator's bumper matches the vertical edge of the push bar. No attempt is to be made where the operator's bumper rides up on the push bar's curve;
9. Assist only vehicles that are equal to or of lesser size of the patrol vehicle (i.e. no moving trucks);
10. Push-bars may be used to move vehicles that have become disabled due to vehicle collisions when the officer believes no further damage to the disabled vehicle, patrol vehicle, or roadway surface will result. Officers will not use the Department push-bars at any time before, during, or after a vehicle pursuit, unless it is in compliance with another General Order;
11. If, after the use of a push-bar, the owner or operator claims damage to the vehicle, or the officer observes damage to the vehicle as a result of the push-bar procedure, a BlueTeam report detailing the damage should be completed and submitted through the officer's chain of command for review.

26.12 VIDEO & AUDIO RECORDING EQUIPMENT IN DEPARTMENTAL VEHICLES (CALEA 41.3.8)

The purpose of this section is to establish procedures for the use and protection of mobile video and audio equipment utilized in traffic and other uniform enforcement activities.

The Department has adopted the use of in-car video/audio recording systems in order to accomplish several objectives, including, but not limited to:

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1. Accurate documentation of events, actions, conditions and statements made during arrests and critical incidents, so as to enhance officer reports, collection of evidence and testimony in court;
2. Enhance the supervisors' ability to evaluate probable cause for arrest, arrest procedures, officer and suspect interaction and evidence for investigative purposes, as well as for officer evaluation and training.

In order to maximize the utility of this equipment, officers will follow the procedures for MVR Equipment use as set forth in this policy.

Definitions:

MVR stands for Motor Vehicle Recorder and refers to both the video and audio recording equipment as a unit.

Enforcement Activity refers to the time involved between initiating a traffic stop or other action and the time that the citizen departs the scene of the stop.

MVR Monitor refers to the commander that has been appointed by the Chief of Police, or his designee, to monitor the use, care, and proper documentation of mobile video and audio recording equipment and related digital video recordings used in traffic and other uniformed patrol functions.

Metadata refers to the information entered by the recording officer that attaches to the recording. This information should contain, at a minimum, the suspect name, primary offense or nature of the investigation, and any case or ticket numbers.

Form refers to the table of input options available to the officer subsequent to ending a recording and choosing the incident type. The form selected also determines the retention period of the recording.

Role refers to the access rights (permission level) within the system. Personnel will receive varying degrees of access within the system based upon rank and position.

Pre-Watch Equipment Check refers to the required process of testing the activation and functionality of the system and documenting said test.

26.13 UTILIZATION OF MOTOR VEHICLE RECORDER EQUIPMENT (CALEA 41.3.8)

Procedure for GETAC Video MVR

Officers will adhere to the following procedures when utilizing MVR equipment.

1. All officers will receive training on MVR equipment prior to use by the Patrol Training Officers. This training will include the use of the GETAC software on the MDTs, activation of the equipment, the proper information entry into the metadata upon the completion of the recording, the uploading of recordings, and the ability to review video recorded by the officer;
2. MVR equipment installed in vehicles will be documented under the same regulations as radio and other installed equipment;
3. The equipment is the responsibility of the officer assigned to that vehicle and will be maintained in accordance with the manufacturer's recommendations. Equipment in shared or line cars will be maintained by the officers utilizing the vehicle during each shift and by the Team Administrative Sergeant monthly;
4. Prior to each shift, officers will determine whether their MVR equipment is working satisfactorily by conduction of a Pre-Watch Equipment Check and will bring any technical problems to the attention of their immediate supervisor without delay. All issues will then be reported to the City IT Help Desk via e-mail or phone call;
5. Officers operating a vehicle with MVR equipment will have the GETAC software running, though not necessarily recording, at all times while the vehicle is being used for law enforcement purposes;

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6. Officers will wear the provided wireless microphone and ensure it is activated during those times when the officer is performing duties in which the MVR equipment is activated;
7. MVR will automatically begin recording when the cruiser's blue lights are activated, but officers may activate MVR equipment at any time prior to initiating a traffic stop for purposes of recording a driver's actions. In all cases, the officer will ensure that both video and audio are activated and operating prior to performing a traffic stop;
8. MVR will automatically activate when the cruiser reaches a speed of seventy (70) mph, and, if so equipped, in the event of an impact of sufficient severity to cause crash sensor activation;
9. The MVR equipment may be manually activated by activating the record button on the GETAC software or by remote activation using the wireless microphone. The equipment may be manually deactivated during non-enforcement activities such as when protecting accident scenes;
10. Officers will ensure the video recorder is positioned and adjusted to record events and that the MVR is not deactivated until the enforcement action is completed and the offender and/or citizen is leaving the scene;
11. MVR may also be utilized to record suspect actions, surveillance, crime scenes, or other enforcement activities deemed appropriate by the officer. Where possible, officers will use their MVR equipment to record:
 - a. The actions of suspects during interviews;
 - b. When performing field sobriety tests;
 - c. When a subject is placed in custody;
 - d. Circumstances at crime and accident scenes;
 - e. Other events such as the confiscation and documentation of evidence or contraband;
 - f. Training critiques of trainees in the actual performance of field situations; and/or
 - g. While transporting prisoners in the cruiser.

Such digital recordings will be uploaded to the server by the end of the officer's watch.

12. Other media *not* generated by GETAC can also be uploaded to the system and a case file created. For example: If there are several videos, digital photographs, audio recordings, etc., they can all be uploaded into the same case file for easy review and retrieval.

26.14 MOTOR VEHICLE RECORDER MONITOR & SUPERVISOR RESPONSIBILITIES (CALEA 41.3.8)

Procedure for GETAC MVR

The Special Projects Commander will serve as the Department MVR Administrator. This position maintains a permission level in the system sufficient to make any changes necessary to ensure the continuous operation of the system. He/she also maintains contact with the GETAC technical staff to resolve any problems as they arise.

The roles and permissions in the system consist of the following:

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	Senior Staff	Station Admin.	Supervisor	Officer	Records Staff	CIU Staff	Detective	Detective Sergeant	Detective Lieutenant
Record Media	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
View Media	All	Of Team	Of Team	Own	All	All	All	All	All
Burn/Email Video	All	Of Team	No	No	All	No	All	All	All
Create User	Anywhere	In Team	No	No	No	No	No	No	No
View Live Stream	Yes	Yes	No	No	No	Yes	Yes	Yes	Yes
Transfer User	Anywhere	To other Team	No	No	No	No	No	No	To other Team
Deactivate User	Anywhere	In Team	No	No	No	No	No	No	No
Change User Role	Anywhere	No	No	No	No	No	No	No	No
Delete Media	No	No	No	No	No	No	No	No	No

Definitions:

Senior Staff consists of Captains and above.

Station Administrators consist of Team Commanders and Administrative Sergeants.

Supervisors consist of Squad Leaders, as designated by the Team Commanders.

Officers are all other sworn personnel with access to in-car GETAC systems.

Records Staff consists of the Admin. Support personnel responsible for records release duties.

1. After stopping a recording, the officer will choose the incident type by selecting the appropriate form, i.e.: Vehicle Stop, DUI, Narcotics, etc.
 - a. The Form will trigger the retention policy for that recording in accordance with Federal and/or State standards or based on specific retention schedules adopted by the Police Department and approved by the State Archive Division.
2. The officer will then enter metadata for the recording, documenting information relevant to that particular incident type.
 - a. If there is an associated enforcement action, the officer should document the name of the suspect, charge, and case or ticket numbers in the fields provided on the form.
 - b. If the recording officer is not the reporting officer for an event, any recording captured should be saved with the form appropriate to the incident type... Any clarifying notes can be entered in the metadata through notes entered by the officer. Example: "Response to large disturbance at Main and Oak. Audio captured on scene. Officer Smith arrested a suspect under above case number."
3. At the end of each officer's watch, all videos shall be uploaded to the server via the wireless hot-spots located at Headquarters and each Team Station. No user-interaction is required. The system will upload videos on a priority basis as soon as it recognizes the wireless connection.

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- a. In the event of a hot-spot failure, the MDT can simply be plugged into any data cable on the City network.
 - b. If the officer must leave in the middle of an upload, the system will simply pause the upload, and resume upon the next arrival at a hot-spot. Again, no user-intervention is required.
 - c. In the event that all attempts to upload video fail, the issue will be reported to the Help Desk via telephone or e-mail, and the MDT will be brought to City IT as soon as practical.
4. GETACMVR recordings containing information that may be of value for case prosecution or in any criminal or civil proceedings will be safeguarded as any other form of evidence. As such, these recordings will:
 - a. Be subject to the same security restrictions and chain of evidence safeguards as detailed in the Evidence and Recovered Property Management Policy;
 - b. Will not be released to other than bona fide criminal justice agencies without prior approval of the Chief of Police, or his designee.
5. The Administrative Support Records Release staff will be responsible for the release of media via e-mail links and/or digital video disks (DVDs).
 - a. Recordings will only be made available to others upon written request and after approval by the Central Division Captain, Support Services Lieutenant and Legal Counsel. No officers will release copies of recordings outside of the Department. The GETAC system records all views, downloads, and links sent to media within the system.

Additionally, supervisory personnel have the responsibility to ensure that officers assigned to vehicles equipped with MVR abide by the following policy:

1. That all officers equipped with MVR equipment follow established procedures for the use and maintenance of the equipment.
2. As a part of the monthly personnel and equipment inspections, a supervisor will inspect the MVR equipment to ensure it is working properly. This review will be documented on the Line Inspections Checklist. If an officer experiences a malfunction with any part of the MVR equipment, the officer will notify his or her supervisor of the problem immediately. The supervisor will arrange for the repair and replacement of MVR equipment reported to be malfunctioning or found to be in need of repair by reporting the issue to the Help Desk via telephone or e-mail.
3. Each month, all Patrol Captains, Patrol Team Commanders, and Patrol Team Administrative Sergeants will view a random selection of five (5) recorded events from officers within their area of responsibility. These reviews will be documented within the GETAC system. Commanders can generate a report from the GETAC server ensuring that personnel are reviewing recordings as required. Each reviewer will evaluate the recordings for the following:
 - a. Compliance with standard operating procedures, policies and CALEA standards;
 - b. Interactions with the public;
 - c. Professional behavior and demeanor;
 - d. Assist in periodic assessment of officer performance;
 - e. Determine whether MVR equipment is being fully and properly used; and
 - f. Identify the material that may be appropriate for training.

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Appropriate action will be taken to address any issues that arise as a result of the random review. If extraordinary issues are detected that involve serious incidents of misconduct or have the potential for developing into serious incidents of misconduct, they will be immediately reported via the reviewer's chain-of-command and appropriate action will be taken to address those issues including notifying the Chief of Police or his designee, and the Professional Standards Office.

In addition to the random review, each critical incident involving an officer will immediately be reviewed by a higher ranking supervisor to ensure compliance with policy. Any derogatory incident that would place the agency in disrepute or any incident of noncompliance with policy and procedure will be immediately forwarded to the Professional Standards Office.

In the event that a recording needs to be retained longer than the standard retention period for the Incident Type, Station Administrators, Senior Staff, or the Special Projects Director, can increase the retention by selecting the "retain" option on the video.

26.15 SUPPORT VEHICLES

The Charleston Police Department utilizes several multi-purpose support vehicles in order to accomplish a wide variety of missions, both law enforcement and community oriented in nature. These vehicles are designated and kept on record with the Department's Fleet Operations Division.

VEHICLES

The below listed vehicles have the following assignments in addition to their individual responsibilities:

1. The Office of Professional Development and Training Commander will have the ultimate responsibility for maintenance and proper condition of the units through Fleet Services;
2. The Office of Professional Development and Training Commander will ensure operators of these units possess a valid S.C. Driver's License prior to use of this unit and will maintain a record of such usage;
3. No special equipment will be maintained on these units;
4. The units may be utilized for special events (i.e. – parades, Law Day, recruiting, disaster relief, etc.); and
5. The units may be utilized for any event where the Chief of Police, or designee, deems the unit capability or space can be employed.

Additionally due to the listed vehicle's size and high profile they have limitations and restrictions that regular patrol vehicles will not encounter. Due to the size of the local historic streets and cobblestone roads, the following vehicles should only be utilized on roadways that enable the driver to safely navigate the city. Furthermore, due to our city's ocean front location and the opportunity for hurricanes, these vehicles will not be operated during the sustained high-winds of a mid-level or higher hurricane. Operators shall use a spotter for safety when backing any vehicle if **any of the** following criteria exist:

1. The vehicle is larger than a pickup truck;
2. Backward visibility is limited due to the vehicle type; or
3. The operator cannot see the area behind them clearly.

Box Truck Unit

Unit(s) designated as the Department's bulk cargo container vehicle(s) is kept on file with Departmental Fleet Operations. Authorized usages, storage, care, and operation of this vehicle(s) is limited to the following:

1. Any Departmental mission or event where it is necessary for the transportation of bulk items or equipment; and

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2. Operators are limited to those members of the Department who possess and maintain a valid S.C. Commercial Driver's License.

Passenger Van(s)

Vehicle(s) designated as the Department's multi-person transportation unit(s) will be kept on file with Fleet Operations. Authorized usages, storage, care, and operation of this vehicle(s) is limited to the following:

1. Any Departmental mission or event where it is necessary to transport a group of up to ten (10) civilian or sworn personnel in an efficient manner; and
2. Operators are limited to employees of the City of Charleston or persons authorized by the Chief of Police and possess a valid S.C. Driver's License. Special license(s) required for operation of this unit will coincide with State law.

Command Post Unit

The Command Post Vehicle is equipped with communications, computer technology, satellite TVs, closed circuit TV with an exterior camera, and generator to make the unit a self-sufficient emergency command post and provide the capability for extended operations. Uses of the Command Post Unit include an unlimited number of situations where a complex operational response to an emergency or crisis situation is necessary. The vehicle is particularly effective in isolated areas where there may be limited or no access to technical resources necessary for effective on-scene management of an incident or event.

The Command Post Unit will be utilized in special event functions, along with all situations that are determined by the Chief of Police, or designee. In addition, the Command Post Vehicle can function as a mobile platform from which to operate an Incident Command Post (ICP) during those situations which may need a protracted ICP.

The following authorization for usage, storage, care, and operation of this unit includes the following:

1. Any Departmental mission or event where the need for immediate assistance may arise;
2. The Command Post Vehicle is to provide for a mobile platform from which police personnel can operate and control critical incidents;
3. The supervisor of the Fleet Service Unit will have the ultimate responsibility for the maintenance and proper condition of this unit(s); and
4. The Fleet Service unit supervisor will maintain a list of qualified unit personnel who are authorized to operate this unit.

26.16 DEPARTMENTAL BICYCLES (CALEA 41.1.3)

Bicycles are used by assigned bike patrol officers and deployed on normal patrol and as needed for certain areas and functions. Bicycles and all related equipment will be kept secured when not in use at the assigned area office. It is the purpose of this vehicle to supplement patrol beats in situations where more mobility is desired. The normal use of this vehicle is to provide more mobility when desired, but the Chief of Police, or designee, may direct this vehicle be utilized to support other operations of the Department.

Operators of the bicycles will be assigned and are required to possess familiarity with the bicycle and its equipment. Operators will demonstrate proficiency in the operation of the bicycle and its equipment to a certified bicycle operator. Operators who utilize bicycles in a patrol function will be required to attend a Basic Police Bicycle Certification Class within one year of the assignment. Training will cover topics such as:

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1. Safe use and operation of the bicycle,
2. Traffic laws and protocol,
3. Emergency and tactical skills, and
4. First aid.

Bicycles will be assigned to the Team they service. The Bicycle Patrol Supervisor will ensure that their squad's bicycles are properly maintained and will report any deficiencies in their bicycles' condition to the Unit Commander. All maintenance on the bicycles will be performed by the Department's designated bicycle mechanic or by an assigned and approved vendor if the Department does not have the resources to perform the necessary work. A list of specialized equipment, if any, kept with each bicycle is reported and maintained annually by the Commander of the unit.

Due to the city's waterfront location and propensity for foul weather, the Departmental bicycles are limited in their utilization, except by supervisory approval, during the following conditions:

1. Temperatures below 32 degrees;
2. Hurricane conditions; and
3. Sustained heavy rains.

26.17 USE OF DEPARTMENTAL HUMVEES DURING EMERGENCIES, INCLEMENT WEATHER, AND/OR FLOODING

During incidents of inclement weather, emergency situations, and/or flooding, the Department has the ability to utilize the agency owned Humvee's. Requests for activation of the vehicles must be made by the ranking supervisor to the officer's Team Commander, Command/Staff Duty Officer, or the Chief of Police, or designee. Once a request has been approved, the requesting officer will contact the garage personnel to secure access and possession of the vehicle(s). The Humvee may be used for any event, situation, or call that would benefit from the response of such a vehicle.

No special equipment will be kept with this vehicle when not actively being utilized by a member of the Department, SWAT, or other approved division.

The assigned operators of the vehicle will only be required to possess a SC Driver's License to operate the motor vehicle. Operators will be assigned on the scene of the situation by the issued Operational Plan, On-Scene Supervisor, Team Commander, Command/Staff Duty Officer, or the Chief of Police, or designee.

The individual officer is responsible for ensuring the proper operating condition of the vehicle prior to and during utilization. The ultimate responsibility for preventative, scheduled, and corrective maintenance resides with the SWAT Team Commander in coordination with Fleet Services. All maintenance on the vehicle will be performed by the Department's fleet services or by an assigned and approved vendor if the Department does not have the resources to perform the necessary work.

26.18 COLLISIONS INVOLVING DEPARTMENT VEHICLES (CALEA 61.2.2 d)

Officers and employees involved in a collision while operating a Departmental vehicle will immediately notify Consolidated Dispatch. Dispatch will request the SC Highway Patrol (SCHP) to respond and investigate the collision. The involved employee will notify his/ her direct supervisor or designee, who will ensure proper notification of the chain of command, to include the Team Commander / Manager. A supervisor, or designee, will respond to the collision scene, unless extenuating circumstances prevent so, to control the collision scene and collect any necessary information needed.

Collisions without injuries should be moved from the lane of travel, if possible. SCHP may authorize the Charleston County Sheriff's Office (CCSO) or other neighboring jurisdiction to investigate in the event a SCHP Trooper is

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unavailable or has an extended estimated time of arrival. The investigating agency will have full authority of the collision scene and has the right to issue citations where applicable. Officers and employees may receive UTT Citations and are subject to other disciplinary action when found to be driving a Department vehicle in violation of a traffic ordinance.

Collisions involving injuries must be preserved for the investigating agency. In collisions involving injuries, a CPD supervisor should contact SCHP to relay details of the collision for a prioritized response. The on-call departmental legal advisor will be notified and briefed on collisions involving critical/ fatal injuries. CPD's Forensics Services Technician must respond to collisions involving injuries to document the scene. All other collisions must be documented using the camera on a City-issued cellular phone, or designated camera.

All collisions, whether on duty, or off duty, within the corporate limits or not, will be handled within the scope of this policy as practical. If a collision occurs outside the Charleston area, the same procedures should occur- dispatch will be advised or if out of range, contact the proper authorities immediately to report the collision. The SC Highway Patrol (if out-of-state, their equivalent) should be requested and steps taken to notify the involved employee's direct Chain of Command to help facilitate the policies set forth in General Order 26.

Once the investigating agency completes the investigation/ releases the scene, the operator at the time of the collision will follow the City of Charleston Personnel Policy within the Employee Handbook (Substance Abuse and Testing) in reference to submitting to drug and/or alcohol testing. The supervisor / manager at the scene can contact the City of Charleston Safety Management Team at 843-214-0643 for further guidance.

26.19 COLLISION DOCUMENTATION IN BLUE TEAM

A Blue Team report shall be completed anytime an officer is involved in a vehicle accident involving a city-owned vehicle. Found body damage to a city vehicle that occurred from another vehicle in motion should be categorized as a vehicle accident. This Blue Team should be submitted by the officer that is involved in the accident. If the officer is injured or unable to complete the Blue Team submission, it should be completed by the officer's supervisor. The supervisor will also need to ensure that the employee has a post-accident drug/alcohol screening test after being treated for any injuries sustained if required by the City of Charleston Personnel Policy. *HR 4.7 (Substance Abuse and Testing)*

The officer/ employee operating the vehicle at the time of the collision will create a BlueTeam entry delineating the facts of the collision to include the date / time, location of the collision, summary of events, damage, injuries (if any), the investigating agency/ name of officer, contributing units, and issuance of a citation(s). (Refer to BlueTeam Field Guide). If the officer/ employee involved does not have access to BlueTeam, the supervisor, or designee must complete a BlueTeam for the collision and the involved officer/ employee will draft a memorandum as if it were the initial BlueTeam entry specified above. Additional memorandums must be drafted by other officers involved or witnessed the collision.

All vehicle collision entries should include a copy of the FR-10 form, a copy of citation/ warning if issued to CPD officer/ employee, photographs of the damage, all memorandums, and other supporting evidence collected, to include the results of any drug/ alcohol test must be attached to the BlueTeam entry. The BlueTeam report must be submitted by the end of shift. The supervisor will forward the Blue Team entry to the involved officer's Commanding Lieutenant. A copy of the *BlueTeam* entry must include the Fleet Director and Fleet Manager. Additionally, a copy of the FR-10 should be delivered to the Fleet manager/ Director via email or by hand.

26.20 POLICE ACCIDENT AND SAFETY INVESTIGATION BOARD

Police Accident and Safety Investigation Board is established within the Police Department. The Accident and Safety Board is comprised of the Traffic Commander, a supervisor from PD&T, a supervisor from Fleet, a member of OIA Staff, a member of driving staff, a member of legal team (advisory capacity) and three (3) alternate members. The Traffic Division Commander will be the Chairperson of the Police Accident and Safety Board. Regular members will serve for a term of two (2) years. The Chairperson will serve until replaced by a new Traffic Division Commander. The ASRB will convene quarterly to review all Blue Team entries in regard to vehicle collisions, mishaps, and equipment related incidents.

The Accident and Safety Board will examine all evidence and hear all relevant testimony regarding any and all accidents involving police vehicles or other department equipment regardless of whether actual damage or injury occurred and regardless of whether or not a citation was issued or affirmed by a court. The Board will review the facts of each event and determine if it was preventable or non-preventable. In addition, when an accident is determined to have been preventable, the Board will determine if the actions of the employee contributed to the event or if the actions of the employee were intentional. The Board will deliver its determinations and conclusions quarterly to the Chief of Police or his designee. The Board may also recommend modification in the rules and procedures for police pursuit, driver training, and vehicle safety devices. Records from quarterly hearings will be retained by the Chairperson of the Police Accident and Safety Board for a period of five years.

26.21 RESPONSIBILITY OF FINAL DETERMINATION OF ACTION

The Chief of Police, or designee, after a review of the Board's recommendations, may impose one of the following steps or any combination of them. Any imposed action will be administrated by the involved officer's command.

1. Re-Training;
2. Counseling;
3. Oral reprimand;
4. Written reprimand;
5. Restitution;
6. Suspension;
7. Demotion;
8. Termination;
9. Exoneration; and/or
10. Commendation.

26.22 REIMBURSEMENT OF COST OF DAMAGES IN CERTAIN ACCIDENTS

Employee's involved in accidents that were determined to have been preventable, which involved contributing actions or intent will be responsible to reimburse the City for a portion of the cost of the repair or replacement. This reimbursement will not exceed the actual cost of the repair or replacement. When a preventable accident is determined to have been due to contributing actions or intent of the employee, they will reimburse the City up to \$250.00 for the first event and up to \$1,000 for the 2nd and subsequent offenses which is the City's deductible. Once the employee has had 12 months accident free the graduated cost associated with accidents involving contributing actions will reset.

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The same deductibles will apply for lost or damaged equipment where it is determined that the actions of the employee directly led to the damage; up to \$250 for the first event and up to \$1,000 for the 2nd offense.

Employees will be offered monthly payroll deductions.

26.23 REQUIREMENT TO HAVE DAMAGED VEHICLES INSPECTED

All damage to vehicles will be evaluated by Fleet Management. Damage to vehicles will be classified as one of the following: Cosmetic and minor damage must be brought to Fleet Services for inspection no later than 72 hours after the collision / mishap (See definition of cosmetic/ minor damage below). For any damage that exceeds the definition provided below, the vehicle must go directly to Fleet Services immediately for further inspection. The officer/ employee who operated the damaged vehicle and his/her supervisor are both responsible to comply with the timeline.

Cosmetic Damage

Damage consisting of defects that are purely cosmetic in nature and have NO adverse effect on the operation of the vehicle or the safety of the driver and occupants. Further operation of the vehicle WILL NOT cause further damage. Nothing that violates a traffic statute will be considered cosmetic in nature even if it meets the other criteria listed below, i.e. broken or missing mirror, broken taillight.

Examples:

1. A scratch in the paint with no accompanying deformation of the parent material i.e.; metal body panels, rubber components, composite components. No bare metal exposed;
2. A chip in the windshield that does not exceed one inch in diameter, a linear crack that does not exceed one inch and DOES NOT impede the drivers' ability to see through the windshield;
3. Puncture, tears, or cracks in the bumper cover that do not breach the honeycomb substructure or extend into the structural component of the bumper and impact shock absorbers;
4. A lost or damaged wheel cover, provided the wheel/rim and tire are undamaged;
5. A factory installed decorative trim that is completely dislodged from the vehicle. No trim is to be hanging or protruding from the vehicle.

Minor Damage

Some deformation of metal or composite body panels including doors, roof, trunk, fenders that has NO adverse effect on the operation of the vehicle. Also, any defects that cause the inoperability of any component required by statute, i.e. lights, horn, mirror.

Examples:

1. Some deformation of fenders or quarter panels that DOES NOT interfere with wheels/tires and DOES NOT interfere with the travel of suspension or stop-to-stop travel of the steering wheel;
2. Slight deformation of the door outboard surfaces that does not affect the operation of the doors;
3. Cracked head light lenses, taillights lenses, mirrors, hanging trim pieces. All lights must remain operational. Delaying repair WILL NOT cause further damage.

Moderate Damage

Damage to body parts and sub-assemblies, and/or components that adversely affect the operation of the vehicle and/or jeopardize the safety of the driver and/or occupants. Defects that will cause further damage if the vehicle is operated.

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Examples:

1. Bent wheels, spindles, control arms, linkages;
2. Rear axle bent, deformed, or displaced;
3. Deformation of steering or suspension components;
4. Ruptured fluid vessels, radiator, oil pan, transmission pan and/or rear differential cover;
5. Broken windshield and/or side glass;
6. Doors that are inoperable that would inhibit a quick exit from the vehicle;
7. Engine, transmission, rear differential submerged in water.

Major Damage

Extensive structural damage to body panels, frame, suspension, and/or drive train that render the vehicle inoperable. The type of damage that is normally associated with moderate to high-speed frontal, side, or rear impacts.