



# GENERAL ORDER

DURHAM POLICE DEPARTMENT  
DURHAM, NC

NUMBER:

3007

## HISTORICAL COLLECTION OF ARTIFACTS

Effective Date: 10/01/2018

### INTRODUCTION

The Durham Police Department (DPD) may collect and preserve artifacts relevant to the history of the Department. The History Collection will promote a broad understanding of the history of policing in Durham. Collected materials may be used for educational programs, training, exhibition and ceremonial purposes.

The Public Affairs Unit (PAU) is responsible for management of the Department's history and collections inventory. The PAU Manager will designate a staff member to manage the development, coordination, implementation, and promotion of DPD History collections which may include the establishment of committees, community partnerships and/or a volunteer corps. PAU may also engage and/or contract curators, historians and different community stakeholders to create research materials and public history displays such as oral and video histories, reproduction objects, and books based on articles in the Collection.

### DEFINITION

*Artifact:* Any item of potential historical value to the DPD. An artifact may document significant events, actions, decisions, conditions, relations, and similar developments pertinent to the narrative of the DPD. Examples of relevant artifacts may include, but are not limited to:

- Uniforms
- Equipment and tools
- Photographs and/or their negatives
- Documents, articles, and publications

### PUBLIC ENGAGEMENT

The PAU is responsible for facilitating and coordinating any historical display contained in the History Collection. This includes exhibitions in the police headquarters and substations, and city-owned or leased property, and any on-loan displays for museums, educational institutions or special events. The PAU is responsible for ensuring that all solicitations and donations comply with City policy [FP-109, Solicitations, Contributions, and Sponsorships](#).

### ARTIFACT DONATION & COLLECTION

The PAU may advertise for donations of historical items at any time during the year. Persons who want to donate items should first complete a [Durham Police History Collection Inventory Form](#) for the PAU to review to determine if the item is of historical significance and that it is not already represented in the collection. If the PAU accepts the donation, arrangements will be made to receive the item(s) into the History Collection.

The following guidelines for the donation and collection of artifacts by the PAU will help ensure that the collection consists of a diverse set of artifacts while also minimizing excess numbers of the same artifact:

### **Uniforms**

The Historical Collection may include DPD uniforms that are in a condition suitable for display. The number of uniforms in the collection shall be limited to two of each style. Old style uniforms may be donated at any time. If there is a change in uniforms, the PAU may request from supply both the old version and new version of the uniform, if any are available. Officers wishing to submit old uniforms to the PAU will do so only after the PAU have reviewed the [History Collection Inventory Form](#) and accepts the proposed donation.

### **Equipment & Tools**

The Historical Collection may include various law enforcement equipment and tools used by members. When a tool or piece of equipment is scheduled for retirement, the position responsible for its maintenance will complete and submit the [History Collection Inventory Form](#) and wait for a response from the PAU before its disposal.

### **Documents & Photographs**

Any documents or photographs maintained by the Department or the City may be collected with the permission of the Department manager in charge of the document.

### **Personally Owned Artifacts**

PAU may accept donations of artifacts with historical significance to the Department from the general public, including private citizens, in accordance with applicable City policies.


## **EMPLOYEE RESPONSIBILITY**

Durham Police Department employees are expected to consider the historical significance of items and materials in their possession or under their control. Employees will confirm with the PAU designated History Collection manager as to the historical importance of an item. If the PAU Manager determines the item to be an artifact for inclusion in the Historical Collection and the artifact rightfully belongs to the department, employees are expected to turn the artifact over to the PAU.

Artifacts may be turned in anonymously to any Durham Police Department employee. Such artifacts should be promptly given to PAU for evaluation and inventory processing. Any employee receiving an artifact is responsible for turning it over to the PAU as soon as practically possible.

No division, unit, or employee may deface, destroy, or otherwise alter the original condition of any object or classification of objects that might be identified as having historical significance by the department.

Any division, unit, or employee considering disposing of a Department-owned object which may be covered by this directive should they inform the PAU before taking any such action.

  
Cerelyn J. Davis  
Chief of Police