

Greer Police Department

General Order 510.1 Operation of Police Vehicles

This order consists of the following numbered sections:

- I. ROUTINE VEHICLE OPERATION
- II. APPLICABLE LAWS
- III. EMERGENCY VEHICLE OPERATION
- IV. VEHICULAR PURSUITS
- V. VEHICLE MAINTENANCE AND INSPECTIONS
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By Order of: *Matt Hamby*
Chief of Police

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CALEA 41.2.1; 41.2.2; 41.2.3; 41.3.1; 41.3.2; 41.3.3; 41.3.7; 41.3.8

I. Routine Vehicle Operation

- A. Under normal, non-emergency situations and when responding to routine calls for service, operators of Police Department vehicles will adhere to all traffic laws and will drive in a safe and courteous manner.
- B. Only authorized persons shall be permitted to operate Police Department vehicles.
 - 1. Authorized persons are defined as sworn personnel, mechanics for the purpose of diagnosing repairs, and other City employees as authorized by the Chief of Police, or by a police supervisor in emergency situations.
 - 2. All operators must possess a valid South Carolina driver's license and must notify their supervisor at any time their driving status changes.
- C. Seat belts and shoulder harnesses shall be used by both the driver and all passengers whenever police vehicles are in motion. A child restraint seat is available at the Police Department and with the on duty Victim Advocate for transport of children as applicable under state law.
- D. Vehicles, whether marked or unmarked, shall be used only for official business or for commuting to and from work when authorized by the Chief of Police.
- E. Police vehicle operators will ensure that the police radio is on at all times while the vehicle is in operation. It is the responsibility of all officers to monitor the radio and respond when called.

II. APPLICABLE LAWS

The South Carolina Code of Laws, Section 56-5-30, provides municipal corporations with the authority to enforce local and state laws on all roads and highways within the municipality relating to the use and operation of vehicles on highways.

- A. The South Carolina Code of Laws, Section 56-5-170, emergency vehicle defined.
- B. Greer City Code, Section 17-33 (b) (2) and South Carolina Code of Laws, Section 56-5-760 (b) (2), emergency vehicles must slow down at red lights as may be necessary for safe operation.
- C. Greer City Code, Section 17-33 (b) (3) and South Carolina Code of Laws, Section 56-5-760 (b) (3), emergency vehicle may exceed the speed limit.
- D. Greer City Code, Section 17-36 and South Carolina Code of Laws, Section, 56-5-2360, right-of-way of emergency vehicles.
- E. South Carolina Code of Laws, Section 56-5-3260 (a). Pedestrians to yield right-of-way to emergency vehicles.
- F. South Carolina Code of Laws, Section 56-5-4700, audible signal devices and signal lamps for emergency vehicles.

The sections of laws enumerated on the previous page place two requirements on the

operator of an emergency vehicle:

1. The operator **must** drive with due regard for the safety of all persons using the streets and highways.
2. An emergency vehicle only gains the right-of-way when using **both emergency lights and siren.**

III. EMERGENCY VEHICLE OPERATION

- A. Officers dispatched to incidents requiring a routine (Code 1) response shall immediately respond to the scene while obeying all traffic laws. If, however, in the officer's opinion, mitigating circumstances known to the officer dictate an emergency response, he/she is authorized to respond in emergency mode (Code 3) upon notifying the dispatcher.
- B. The Patrol Supervisor is the final authority on the response code.
- C. Police Department vehicles may engage in emergency operations when responding to an existing emergency or when in pursuit of an actual or suspected violator of the law.
 1. An emergency is deemed to exist when a request for assistance is characterized by a need for immediate response to alleviate an impending threat to the safety of persons.
 2. The provisions of this section do not relieve the operator of an emergency vehicle from the duty to drive with due regard for the safety of all persons and property upon the highway.
- D. An operator involved in an emergency response shall utilize both the emergency lights and siren to warn vehicular and pedestrian traffic along the emergency route.
- E. A police vehicle in emergency operations may:
 1. Exceed the posted speed limit as long as life and property are not endangered. Speed shall be governed by environmental conditions that may include road, weather and lighting conditions, construction zones, vehicular and pedestrian traffic, and the exercise of good judgment.
 2. Proceed through a red light or stop sign, but only after slowing or stopping as may be necessary for safe operation. In no event shall a controlled intersection be entered against the flow of traffic at a speed greater than that which would allow an operator moving with the flow of traffic to see and/or hear the emergency vehicle and safely come to a stop or yield right-of-way.
 3. Disregard regulations governing direction of movement or turning in specific directions as long as life or property are not endangered.
 4. Park irrespective of the laws governing the parking of vehicles. A police vehicle should avoid blocking access to a fire hydrant at a fire scene.
- F. An emergency escort is one of the most dangerous acts in which an officer can be called upon to participate. As a result of many serious accidents stemming from such escorts, this practice is prohibited.
 1. When an officer is requested to escort a private vehicle which is carrying an ill or

injured person, the officer will determine the severity of the illness or injury. The officer should offer to call an ambulance and administer the appropriate first aid.

2. If the situation is not of a life-threatening nature, the officer should suggest that the driver proceed carefully and obey all traffic regulations and, if it is appropriate, suggest the safest and quickest route to the hospital.
3. If the situation is of a life-threatening nature, the officer will administer what proper aid he is trained and able to perform and request appropriate assistance. The officer will inform the dispatcher of the nature of the problem as best he can with the information available. The dispatcher will then send the appropriate assistance. Officers will not transport unless exigent circumstances exist and it is the only feasible option to provide lifesaving support or assistance.

IV. VEHICULAR PURSUITS

Definition: Pursuit shall mean an active attempt by an officer operating a police vehicle to apprehend an operator of a motor vehicle who, having been given a visual and audible signal by the officer directing such operator to bring the vehicle to a stop, fails to obey such direction and increases the vehicle's speed, extinguishes the vehicle's lights or makes some other overt action designed to avoid apprehension.

- A. No step-by-step procedure can be formulated in advance for such occasions because each pursuit has different factors involved. The officer must continuously weigh all factors such as location, time of day, traffic, pedestrian, and lighting conditions, roadway characteristics such as intersections, hills and curves, visibility, vehicle limitations such as known brake and tire conditions, the officer's familiarity with the area, whether the violator's identity is known, type violations, etc.). The decision to pursue shall be made accordingly. However, the foremost thought in an officer's mind must be safety. The pursuing officer must balance the competing concerns of immediate apprehension versus the safety of the public. He must *continuously* evaluate the need to apprehend the subject versus the danger of the pursuit to the public.
- B. The paramount responsibility of this Department is the protection of life and property. If a motor vehicle pursuit exposes any officer, suspect, or member of the general public to unnecessary risk of injury, then the pursuit is not consistent with this responsibility and must be terminated. The fact that the officer is engaged in the lawful performance of his duties does not relieve him of his obligation to exercise due regard. Excessive or negligent operation of a vehicle may render the officer and the department liable to criminal and/or civil action. The pursuing officer's responsibilities while driving in emergency operations such as a pursuit are detailed in the previous section of this General Order (IIIA-E).
- C. In situations involving a speeding, fleeing violator, the safety of persons can never be compromised to apprehend the violator. The foremost thought in the officer's mind must always be safety.
- D. A motor vehicle pursuit is justified only when the necessity of immediate apprehension outweighs the level of danger created by the pursuit. Pursuits are, therefore, limited to the following situations:
 1. The officer has knowledge that the violator has committed or is attempting to commit a violent felony. Violent crimes are defined, but not limited to, SC Code of Law 16-1-60. Examples of violent felonies not listed in 16-1-60 include, but are not limited to, Assault and Battery 1st degree, Assault and Battery by Mob 2nd degree, and Strong Armed Robbery.
 2. The suspect or suspects pose an immediate threat of death or serious bodily

injury to specific individuals or the public at large unless immediately apprehended.

3. Instances in which the officer initially observes the violator driving in such an outrageous, reckless manner so as to present a serious and immediate threat to public safety. This may include suspicion of DUI based on articulable facts. These articulable facts would precede the officer's intervention through any pursuit mode. Pursuits are not permitted when the only violation known to the officer is a traffic offense.
- E. Because of circumstances which may be present in any pursuit, the following sections are guidelines and considerations which are designed to aid officers in decision making.
- F. The goal of this policy is not to deter pursuits but to promote safety.
- G. Initiating/Primary Unit Responsibilities
1. The responsibility for the decision to initiate pursuits rests with the individual officer. All pursuits must be carried out safely and legally. When deciding to initiate a pursuit the pursuing officer and supervisor, in a short period of time, will have to:
 - a. Use their best judgment.
 - b. Collect their total resources, including training and experience while bearing in mind statutory mandates, procedures and directives outlined in policy and apply them collectively to existing circumstances.
 2. The officer initiating a pursuit shall, in all cases, immediately notify the dispatcher that a pursuit is under way and provide the following:
 - a. Police unit identification.
 - b. Location and direction of travel.
 - c. Vehicle description, including tag number, if known.
 - d. Specific reason for the pursuit, including known laws violated.
 - e. Speeds involved
 - f. Number of occupants
 - g. Presence of other law enforcement agencies
 - h. Location at the time the pursuit is discontinued
 3. Failure to provide the above information may be cause for the supervisor to order termination of the pursuit.
 4. The initiating or primary unit bears operational responsibility for the pursuit, unless relieved by a supervisor.
 5. The primary unit may maintain pursuit, as long as it is safe to do so, until directed to terminate the pursuit by a supervisor, the suspect is stopped or until the pursuit extends three miles beyond the city limits with the following exception: When the driver or passenger in the pursued vehicle is wanted for a violent felony or police assault, the pursuit may continue beyond the three mile limit with the authorization

of the highest ranking on-duty squad supervisor. Such pursuits will only be authorized when justified by the nature of the offense and will be undertaken with extreme caution. Such pursuits will be terminated at any time that the pursuing officer is unable to communicate by radio.

6. The decision to terminate a pursuit may be the most intelligent course of action. Officers must continually question whether the seriousness of the crime justifies continuing the pursuit. A pursuit shall be terminated under any of the following circumstances:
 - a. In all instances, regardless of the initial reason for the pursuit, when it becomes clearly apparent that the suspect is not going to stop or will take extreme measures to evade capture. Certain indicators that the violator will not stop under any circumstance may include but are not limited to the following:
 1. The violator continually increases speed regardless of road or traffic conditions.
 2. The violator makes ever increasing dangerous maneuvers attempting to elude pursuing units.
 3. The violator attempts to ram or otherwise strike pursuing units or civilian vehicles.
 - b. The pursuing officer has been advised by dispatch that a supervisor has not been contacted and is not monitoring the pursuit.
 - c. If, in the opinion of the pursuing officer or the supervisor, there is a clear and unreasonable danger to the officer or other users of the highway created by the pursuit that outweighs the necessity for immediate apprehension.
 - d. The suspect's identity has been established to the point that later apprehension can be accomplished and there is no longer any need for immediate apprehension.
 - e. The prevailing traffic, roadway and environmental conditions indicate the futility of continued pursuit.
 - f. The pursued vehicle's location is no longer known or the distance between the police vehicle and the pursued vehicle is such that speeds required to continue become too great and create unnecessary risk or provide the pursued vehicle avenues of escape without the observation of the pursuing officer.
 - g. The pursuing officer knows, or is reasonably certain, that the fleeing vehicle is operated by a juvenile and the safety factors involved are obviously greater than that with which the juvenile can cope.
7. The termination of the pursuit under the above circumstances is final. The pursuing officer will immediately discontinue the use of emergency equipment, report the termination of the pursuit, and then turn left, right, or in the opposite direction of the path of the pursuit. The BWC and in-car video systems will remain on until the officer has completed the turn away from the path of the pursuit.

8. Police vehicles having prisoners, witnesses, civilian riders, complainants or other non-sworn personnel aboard will not become involved in vehicular pursuit situations.

H. Assisting Unit Responsibility

1. Assistance will be coordinated by the dispatcher under the direction of the shift supervisor. The supervisor and primary unit will be advised of the identity and location of back-up units who can assist.
2. The active pursuit will normally involve not more than two units. If more assistance is specifically requested or needed, the amount will be determined by:
 - a. Nature of the offense.
 - b. Number of suspects.
 - c. Whether the participating units have more than one officer.
 - d. Other clear and articulated facts that would warrant the increased hazard.
3. Only the supervisor or Command Staff may authorize more than two units to be in active pursuit. All other units will remain aware of the direction and progress of the pursuit but shall not actively participate and shall not respond or parallel the pursuit on adjacent streets unless specifically authorized to do so.
4. The assisting unit, upon joining the pursuit, shall immediately notify the dispatcher of its identity. If the primary unit is a one-officer unit, the assisting unit may assume radio communications responsibility, allowing the primary unit to devote full attention to driving.
5. The assisting unit will maintain a safe distance behind the primary unit, but close enough to render back-up and assistance if and when required.
6. Assisting units will, at all costs, avoid intersecting the path of an on-coming high speed vehicle.
7. If the primary unit becomes disabled, the assisting unit will become the primary unit. The dispatcher will advise the supervisor and the other units that a new back-up unit is needed and the next unit to join the pursuit will become the back-up unit.

I. Communications Section Responsibilities

1. Receive and record all incoming information on the pursuit and the pursued vehicle and suspects and alert adjacent jurisdictions.
2. Immediately notify the patrol supervisor when a pursuit is initiated.
3. Clear the radio channel of any non-emergency traffic and advise all other units that a pursuit is in progress and provide all relevant information.
4. Perform relevant record and motor vehicle checks.
5. Coordinate all radio communication during the pursuit.
6. Coordinate assistance under the direction of the pursuing officer or the supervisor.

7. Continue to monitor the pursuit until it is terminated.

J. Supervisory Responsibilities

1. The supervisor is responsible for evaluating the pursuit and determining the need for immediate apprehension of the violator.
2. The supervisor has the immediate responsibility to provide an independent assessment while continually monitoring and directing the following:
 - a. The pursuit.
 - b. Authorize use of pursuit tactics.
 - c. Supervise police response until the pursuit is terminated.
 - d. Ensure completion of necessary reports to document the incident or pursuit.
3. In the absence of adequate information from the primary or back-up unit, or if the supervisor determines that the risk of further pursuit outweighs the benefit of continuing, the supervisor must order the termination of the pursuit.
4. As with any tactical field problem, it is not necessary that the supervisor be physically present in order to begin coordination and assert control over the pursuit, however, the supervisor should proceed to the termination point to provide guidance and necessary supervision, if appropriate.
5. Should a supervisor initiate a pursuit, he/she should relinquish the pursuit to another officer as soon as possible and assume a supervisory role.

K. Vehicle Pursuit Tactics and Prohibited Conduct

1. **Forcible Stopping Techniques:** In the course of pursuit, deliberate contact between vehicles or forcing the pursued vehicle into parked cars, ditches or any other obstacle, boxing in, heading off, ramming or driving alongside the pursued vehicle while it is in motion is prohibited. Reckless or hazardous driving maneuvers shall not be duplicated by any pursuing vehicle. Pulling behind or in front of a stationary vehicle, which has no other escape route (i.e. In a parking space surrounded by other parked cars) in order to prevent a pursuit is not considered a forcible stopping technique or blocking in place, and is common in normal in vehicle stops.
2. **Caravanning-** There shall be no caravanning by field units not directly involved in the immediate pursuit.
3. **Passing-** There shall be no attempt by officers to pass other field units involved in the pursuit unless the passing officer receives specific permission from the primary unit or the supervisor.
4. **Spacing-** All units in pursuit shall space themselves at a distance that will ensure proper braking and reaction time in the event the lead vehicle stops, slows or turns.
5. **Unmarked Police Vehicles-** Officers operating unmarked vehicles equipped with emergency lights and siren may engage in pursuit only when the fleeing vehicle presents an immediate and direct threat to life or property and then only after

supervisory authority has been obtained. Whenever a marked unit becomes available to take over the pursuit, the unmarked vehicle will withdraw and serve in a support role.

6. **Roadblocks-** The use of roadblocks must be authorized by the Supervisor and only under conditions in which a pursuit is warranted. Generally, a roadblock will be employed only as a **last resort**. The use of a roadblock must be directly associated with the seriousness of the crime for which the suspect is wanted. The roadblock must be clearly visible and provide adequate warning to allow vehicles to come to a safe stop. An **unoccupied** police vehicle with emergency lights operating will be used. The roadway shall not be completely blocked unless the use of deadly force would be authorized. In no event will privately owned or other non-police vehicles be used to establish a roadblock. Moving roadblocks are strictly prohibited. For information pertaining to traffic checkpoints, refer to General Order 720.1. Training on the use of roadblocks is part of the annual Emergency Vehicle Operation course or the Pursuit Policy review contained in this General Order***. The use of a roadblock will be included in the Pursuit Form and reviewed by the Chief via the chain of command.

7. **Deployment of Stop Sticks-** The use of stop sticks constitute a seizure i.e. stopping of movement by a means intentionally applied. Further, the application of Stop Sticks could under certain circumstances constitute the use of deadly control. Stop Sticks are for use by personnel trained in their use and are designed to cause a controlled deflation of vehicle tires and should be deployed for vehicles having four or more tires. They may only be deployed on paved surfaces and only under conditions in which a pursuit is warranted. The shift supervisor or command staff must approve the deployment of Stop Sticks.

Conditions such as time of day, lighting, traffic, type of roadway, i.e. curve, hill, oncoming lanes of traffic, as well as the offense the officer's suspects at the time of the deployment of Stop Sticks must be taken into consideration.

- that
- a. Whenever possible, oncoming traffic should be stopped at a distance will reduce the possibility of a lane shift by the vehicle on which the Stop Sticks have been utilized possibly creating a traffic collision.
- b. Nighttime use of the Stop Sticks can decrease officer safety during the use of Stop Sticks. Traffic vests should be worn by all officers at the scene of a Stop Stick deployment.
- c. Officers are not to enter the roadway to position or retrieve Stop Sticks. If the cord cannot be used to position or retrieve the Stop Sticks, a police vehicle should be positioned to prevent traffic from striking the Sticks until the Shift Supervisor advises the incident to be over roadway clear to retrieve the Stop Sticks.
- Stop and the

The following procedures apply when utilizing Stop Sticks:

- a. With Supervisory authority, park patrol vehicle, emergency lights on, on the side of the road on which the target vehicle is approaching. The patrol vehicle will not be placed in a position that does not allow an avenue of escape for the target vehicle.
- b. Connect three Stop Sticks end-to-end and place them across the avenue of escape, or: attach the cord reel, place the Stop Sticks lengthwise to the side of the road, dispense sufficient amount of cord reel (up to 30' or 100') and as the target vehicle approaches, pull the sticks into the

projected path of the target vehicle. Do not wrap the cord reel around any portion of your body and do not wait until the last second to deploy the Stop Sticks. Officers will not enter the roadway to position or re-position the Stop Sticks.

- c. After deploying the Stop Sticks, the deploying officer will position him/herself in a safe location away from the point of contact between the target vehicle and the Stop Sticks. Officers will not enter the roadway to retrieve the Stop Sticks.
- d. The officers involved in the pursuit will be informed of the location of the Stop Sticks in sufficient time to allow them to stop or detour around them.
- e. Once Stop Sticks have been struck by a target vehicle, they are no longer fully functional and must be replaced.
- f. The use of Stop Sticks will be included in the Pursuit Form and reviewed by the Patrol Command and Chief

Officers trained in the use of Stop Sticks will receive annual review of their use.

- 8. **Pursuit of Motorcycles-** Officers shall not engage in pursuits involving motorcycles unless there exists probable cause to believe that the operator has committed a violent felony and that the pursuit is necessary to prevent death or serious injury to others. Officers and supervisors permitting or participating in such pursuits shall be prepared to articulate the facts and circumstances justifying the pursuit.
- 9. **Traffic Control Devices-** Extreme caution shall be used whenever officers disregard traffic signs or signals, even though statutes specifically permit such conduct. Officers shall make use of all available warning devices to alert motorists and pedestrians.
- 10. **Deadly Control Techniques -** Department policy on the use of deadly control techniques shall be strictly followed.
 - a. Officers shall not discharge a firearm at or from a moving vehicle except as the ultimate measure of self-defense or defense of another when the suspect is using deadly techniques by any means. The decision to use firearms on or from a moving vehicle shall take into account the location, vehicular and pedestrian traffic and hazard to innocent persons.
 - b. There may be situations where a higher degree of risk inherent in the pursuit is necessary to apprehend the suspect. Such situations would involve a serious felony crime(s) against persons where the use of deadly control is justified in the apprehension and the escape of the suspect would create a clear and imminent danger to the general public. In these situations, when authorized by a Supervisory/Command level officer, extraordinary means may be used to bring the pursuit to a conclusion as quickly as possible.
 - c. It is recognized that exigent circumstances may exist which require an officer to act independently in terminating the pursuit through the use of potentially deadly control without supervisory approval. In such cases, the officer shall be expected to articulate his/her justifications for any actions taken to the appropriate authority.

- L. Inter/Intra-jurisdictional pursuits: Officers shall comply with authorities, right, privileges, and

immunities as they pertain to officer jurisdiction when in pursuit of offender (17-30-70)

1. The dispatcher, with the approval of the Patrol Supervisor, will notify outside agencies to request their assistance if Greer's pursuit is or is about to enter into their jurisdiction.
2. In instances in which a pursuit initiated by Greer enters another jurisdiction, and that jurisdiction has assumed the primary position in the pursuit, all Greer Police units will immediately terminate the pursuit and return to the City. Communications will advise the outside jurisdiction that we will proceed to the termination of the pursuit to assist with identification and level all appropriate charges.
3. The Supervisor may approve Greer units remaining in the pursuit up to the three mile limit when it is evident that the outside jurisdiction does not have sufficient backup and is specifically requesting our assistance. Greer units involved in such a pursuit must keep the Supervisor advised of the number of outside jurisdiction units involved. The Supervisor in charge of the pursuit must consider all aspects of the Department's pursuit policy when approving Greer units to remain involved in the pursuit.
4. Officers shall not become involved in outside agency pursuits entering the City unless specifically authorized by the patrol supervisor or Command Staff. The Supervisor will base the decision to assist the pursuit on the emergency nature of the situation and whether the outside agency unit has assistance from his/her agency. In these instances, all Department pursuit policies are in effect. If a pursuit involving a Greer unit as the assisting unit leaves the City, the Greer unit may continue until such time as an officer having jurisdiction can assume the assisting officer's role or until the three mile limit has been reached. The Greer unit will then return to the City.

M. Overtaking/Pursuit of Violators

The responsibility for the decision to overtake a violator rests with the individual officer. In arriving at this decision, he must carefully consider all factors involved, including the seriousness of the offense, the possible consequences and, most important, the safety of the general public. In order to diminish the likelihood of a pursuit, officers should, when lights and from occurs, practical, be within close proximity to the vehicle prior to activating the emergency siren. During the course of enforcement activities, specific incidents may escalate routine overtaking situations if the suspect attempts to evade apprehension. If this applicable pursuit policies and procedures apply.

N. Pursuit Reporting

All police pursuits in which Greer officers are participants shall be reported in writing. An incident report and Pursuit Statement will be completed by the primary officer prior to securing from his/her shift. Assisting officers will complete a supplemental report to the initial report detailing their involvement and actions. All reports involving vehicular pursuits shall be reviewed by the supervisor involved for compliance with Departmental policy and forwarded through the chain of command to the Chief of Police. In the event the involved officer(s) is unable to complete the report, the immediate supervisor shall complete the report on the officer's behalf, noting same on the report. The Patrol Commander shall complete an analysis of all pursuit reports annually and submit it to the Chief of Police through the chain of command. This analysis shall include a review of the policy as well as the Pursuit Statement reporting procedures.

O. Accountability

This procedure recognizes the need for pursuit under certain circumstances, but it also recognizes that high speed pursuits must be exercised with caution. Great reliance is placed on the individual officer and the shift supervisor in the application of their experience, common sense and training. All officers involved in pursuits will be held accountable for continuing a pursuit when circumstances call for termination of the pursuit.

P. Pursuit Training

SCCJA

Every Class I law enforcement officer and any other law enforcement officer who drives a police vehicle in pursuit of an actual or suspected violator of the law, as defined in

regulation R. 38-610(c), shall successfully complete a course of instruction approved by the SCCJA relating to pursuit operation of the police emergency vehicle.

All Class I officers and Telecommunicators with the Greer Police Department shall receive initial training on this policy prior to beginning vehicle operations in the PTO program. All Class I officers and Telecommunicators shall receive yearly training on this policy.

V. VEHICLE MAINTENANCE AND INSPECTIONS

A. Maintenance Responsibility

Officers or employees who utilize a police vehicle shall be responsible for the care and custody of the vehicle and for its immediate serviceability. Officers will inspect the vehicle at the beginning of their shift for damage, defects, maintenance problems, and to ensure it is properly equipped. The vehicle will be searched for unauthorized items at the beginning of the shift and immediately following the departure of any non-police personnel who occupied the vehicle, whether in custody or not. Vehicles that do not contain the required bloodborne pathogen protective gear will not be used. Any deficiencies will be called to the attention of the officer's supervisor and documented on the appropriate form. Any damage or malfunction will be noted on a work order and the vehicle will be taken to the maintenance shop.

B. Specialized Equipment Operation

Video cameras and mobile data terminal systems cannot be operated without training on their use and maintenance.

1. Officers must receive instruction on the operation and maintenance of video cameras prior to use. This training is normally accomplished during the PTO process.
2. The Greer Police Department utilizes the Axon in-car video system. The video system is programmed to operate upon activation of the emergency lights and will be used to record all traffic stops. The system will also record the 30 seconds of an event prior to the automatic or manual activation. The system will also automatically activate when the patrol car reaches a speed of 75 mph. In addition, the cameras may be manually activated to record field interviews, traffic collisions, and/or other police actions. The audio portion of the recording device must remain on whenever the video portion is operating. The in-car video system will not be manually turned off or de-activated at any time in which the vehicle operator is on duty or otherwise operating the vehicle. See also General Order 510.9 Body-Worn Camera.

A recorded event will be downloaded automatically to evidence.com through the MDT. In-car system recordings that are not evidence or otherwise flagged to be retained will be maintained in evidence.com for a minimum of ninety days. Retention schedules are pre-set based on category. Those categories and retention schedules are on-file in PowerDMS. In-car system recordings can only be deleted by the Patrol Commander, the Chief of Police, or his designee.

Supervisors shall, at least monthly, randomly review a minimum of three in-car video or BWC recordings per officer (see General Order 510.9 Body-Worn Camera) to ensure that the equipment is operating properly and that officers are using the systems appropriately and in accordance with policy. As with BWC footage, in-car camera footage may be used for administrative review or for training purposes as well as documenting other police actions. The review for the applicable officer will be documented in Guardian Tracking.

3. Mobile data terminals (MDT) will be used for receiving calls for service; completion of incident reports; gathering of information on the status of vehicles via NCIC; and other forms of information research and transfer. The resources provided by the MDT or other electronic media are to be used to further the goals and objectives of the Greer Police Department and the City of Greer.

Officers must be NCIC certified before accessing NCIC files on the MDT terminals. Officers will receive instruction on the MDT during PTO training. NCIC certification for the access of NCIC files via the MDT will be conducted by an NCIC certified Instructor. The unauthorized introduction of software programs or other files or the manipulation or alteration of current software running on agency owned mobile, desktop or handheld computers is prohibited.

The Greer Police Department is responsible for the security of SLED/CJICS/FBI files within our agency. Further, all NCIC/SLED/CJICS/DMV systems are to be used for law enforcement purposes only and should not be disseminated to the public. Each certified operator is responsible for insuring this policy is adhered to at all times through the use of the SLED and other aforementioned functions of the MDT or other SLED terminals which have direct access to SLED. The unauthorized request or receipt of information derived from the aforementioned functions could result in criminal proceedings or interdepartmental disciplinary action of any infraction of the misuse of the aforementioned functions. This policy includes correct documentation for entry purposes as well as inquiries.

Employees have no expectation of privacy in sending or receiving electronic messages and information via the Internet or MDT system. Password and other security inspections and audits are the responsibility of Greenville County's E-911 Department. However, the Greer Police Department reserves the right to monitor, inspect, and audit all electronic messages and information received, sent, or distributed through the MDT or other computer system owned by the Greer Police Department and the City of Greer.

C. Required Equipment

The following equipment should be available in all Greer Police vehicles at all times and shall be contained within the container provided for that purpose or glove box. The fleet manager will serve as the point of contact for the replenishment of any needed equipment.

1. Emergency response guidebook

2. Alcohol hand scrub
3. Eye wash
4. Fire Extinguisher
5. Bloodborne Pathogen Protective Clothing Kit
6. Biohazard bags
7. Sharps containers
8. N95 Mask

All marked Greer Police vehicles will, at a minimum, be equipped with the following equipment;

1. Blue lights
2. Siren
3. Mobile radio transceiver
4. Public address speaker
5. Exterior spot light

All other police vehicles, marked or unmarked, will, at a minimum, be equipped with the following equipment:

1. Blue lights
2. Siren
3. Mobile radio transceiver

Vehicles used by the Victim's Advocate are not equipped with any emergency equipment.

C. Cleanliness of Vehicles

Prior to securing the vehicle, the interior will be checked and all trash and personal items removed. Unsightly vehicles will be washed prior to being placed in service.

D. Towing/Pushing/Use of Jumper Cables

Police vehicles shall not be used for the purpose of towing or pushing another vehicle. Additionally, police vehicles will not be pushed or towed except by an authorized tow service. Use of jumper cables to start vehicles not owned by the City is prohibited unless exigent circumstances require the immediate starting of the vehicle. Jumper cables may be used to start police vehicles. Police vehicles must have all electronic equipment shut off when ever jumper cables are used.

E. Accidents involving Police Vehicles

1. Officers and employees involved in a motor vehicle accident while operating a police vehicle shall immediately notify their immediate supervisor who shall cause the appropriate police and supervisory investigation to be completed. Such reports shall be forwarded to the Chief of Police for review.
2. Employees involved in a motor vehicle collision will be required to take a drug screening test immediately. If the employee has been injured, a blood drug screening test will be requested as part of the medical treatment. uninjured will submit to a urine drug screen. Blood or breath alcohol also be required.

Employees
testing may

- a. If the City's medical provider is open at the time of the collision, the employee should go there. The current provider is Spartanburg Regional Hospital's Occupational Health facility at Village of Pelham.
 - b. If the collision occurs when the City medical provider is closed, that is after their regular business hours or on the weekend or holidays, the test will be collected at Spartanburg Regional Hospital.
 - c. If the employee has been transported to a hospital, the test should be completed at that location.
3. Employees found at fault in a collision may be held responsible for payment of part or all of the City's insurance deductible based on circumstances surrounding the collision. Decision on payment of deductible is at the discretion of the Chief.

VI. TAKE HOME VEHICLES

- A. Participation in the take home vehicle program is a privilege, not a right. Officers must meet and maintain eligibility requirements in order to participate in the program. The privilege of participating in the take home vehicle program may be revoked by the Chief of Police for disciplinary reasons. In order to be eligible for a take home vehicle an officer must:
1. Have one year continuous service with the Greer Police Department or one year service with another law enforcement agency and have completed the probationary period with the Greer Police Department;
 2. Have no disciplinary actions which would preclude participation in the take home vehicle program. As a general guide, disciplinary actions which result in suspension may constitute grounds for revocation of take home vehicle privileges;
 3. Must reside within Greenville or Spartanburg Counties, unless otherwise authorized by the Chief of Police and City Administrator. The Chief and City Administrator may waive this requirement on a case by case basis based on compelling needs of the department and assignment; i.e., on call status.
 4. Have a safe and approved area for parking the vehicle at their residence or at a parking area approved by the Chief of Police;
 5. Issuing take home vehicles is contingent upon availability of vehicles. The Chief of Police may either refrain from issuing an officer a vehicle, or may revoke a vehicle, if the availability of vehicles diminishes to the point where this is necessary.
- B. Limitations and General Responsibilities:
1. Use of the take home vehicle is generally limited to transportation to and from the Department and the officer's primary residence. Take home vehicles may also be used for the transportation to work related functions and activities such as training, work related classes, court attendance, community functions, workout facilities, charitable functions in which the employee is representing the Police Department, and so forth.
 2. Officers may not drive take home vehicles outside of Greenville/

Spartanburg County unless approved by a Supervisor or the Chief of Police. Supervisors may give approval for an officer to drive a take home vehicle out of Greenville/Spartanburg County to attend police related training or events.

3. A Division Commander must approve driving a take home vehicle out of the State of South Carolina to attend police related training or events. Officer are required to submit the form "Authorization to Travel" to receive approval to take the vehicle outside of Greenville/Spartanburg County.
4. While operating a take home vehicle officers are required to monitor the appropriate Department radio frequency at all times. The in-car camera system should be on and operational in the event it is needed.
5. Officers are required to respond to any life threatening call for service in their immediate vicinity and to stay on the scene until properly relieved. When civilians are present in the vehicles officers are to follow guidelines established in General Order 640.3, Ride-Along Program.
6. Officers operating take home vehicles while off duty are expected to provide assistance to all persons in need, including assisting motorists. Officers are to use their own discretion regarding safety concerns while rendering roadside assistance.
7. Officers are responsible for the vehicle at all times. This includes the security of the vehicle while unattended. Officers are to remove portable computers and weapons from vehicles when left overnight. Officers are responsible for storage of the vehicle as well as ensuring that unauthorized persons do not have access to the vehicle.

C. Prohibited Acts:

The following activities are prohibited while operating a take home vehicle:

1. Visiting a bar, purchasing consumable alcoholic beverages, or having alcoholic beverage in the vehicle unless for evidentiary or police related purposes, or operating a vehicle while taking medication that may cause drowsiness or impair driving ability;
2. Consuming any type of alcoholic beverage prior to, or while, operating the vehicle;
3. Assuming special privileges, such as violation of traffic or parking laws;
4. Allowing the vehicle to become unsightly;
5. Allow use of the vehicle by any unauthorized person;
6. Operating vehicle in a careless or reckless manner;
7. Altering the vehicle in any manner without the approval of the Chief of Police, this includes, but not limited to: mechanical alterations, interior modifications, applications to the exterior of vehicle such as bumper stickers, lighting equipment, and so forth.

D. Passengers

1. Generally, citizens are not permitted to ride in a take home vehicle for justified and approved police business.
2. Family members are permitted to ride in a take home vehicle in accordance with General Order 640.1 Ride Along Program if approved the Chief of Police. Such approval may be given for transporting family members to school or community functions if such transportation is made during the travel between work and the officer's primary residence.
- Family members may ride to and from a restaurant during designated meal breaks.
3. If an occasion arises where an officer must pick up a family member for an unexpected reason, such as an illness, an officer may receive permission from his/her supervisor or Division Commander to transport the family member to a residence or medical facility in the take home vehicle for that specific purpose.

E. Attire and Equipment

Officers are required to either wear an approved uniform while operating a take home vehicle or to dress in civilian attire which is appropriate to meet and deal with the public. Officers are to at all time use good judgment regarding appearance while operating a marked take home vehicle. Officers are allowed to wear appropriate athletic attire while operating a take home vehicle to and from a training or exercise activity. This shall not include short-shorts, tank tops or any clothing that would not be in good taste.

1. While operating a take home vehicle officers shall have the following equipment readily available.
- a. A Department issued or approved service pistol;
 - b. Department issued identification;
 - c. Portable radio (Walkie-Talkie);
 - d. Handcuffs;
 - e. Department issued body armor;
 - f. Badge and/or clothing with visible police markings;
 - g. A Department issued reflective vest;

F. Maintenance and Care of the Vehicle

1. It is the responsibility of each officer assigned a take home vehicle to maintain the vehicle. Officers are responsible for regularly checking all fluid levels, keeping the vehicles interior and exterior clean, maintaining the Preventive Maintenance (PM) schedule as prescribed by the City Shop, and having any malfunctioning components of the vehicle repaired by the City Shop.
2. Officers are responsible for preparing the vehicle for inclement weather. Officers are responsible, for instance, for having snow tires installed by the City Shop as

directed by the Department. If inclement weather is anticipated officers are responsible for making contact with the Department to determine if snow tires are available. Officers are expected to exercise due caution when operating a take home vehicle during inclement weather. Under extreme weather conditions, the Division Commander or Chief of Police can order any or all vehicles to remain at the Police Department.

3. Any officer who fails to properly maintain a take home vehicle will be subject to disciplinary action by the Chief of Police and may have the privilege of a take home vehicle revoked either temporarily or permanently.
4. Officers are not to modify the vehicle in any manner without the approval of the Chief of Police. This includes, but not limited to: mechanical alterations, interior modifications, applications to the exterior of the vehicle such as bumper stickers, lighting equipment and so forth.

Parking/ Storage of the Vehicle:

1. Officers must be able to provide a safe place to park the vehicle at their primary residence. Vehicles are to be parked in a driveway if at all possible. Vehicles are not to be parked on a public street, unless no other parking space is available.
2. If an officer is to be on leave or absent from work for a period to exceed seven days the vehicle is to be parked at the Police Department unless authorized by the Chief of Police to park the vehicle at their residence.

H. Off Duty Enforcement

Officers operating marked patrol vehicles are required to stop and render aid if they encounter an incident such as a traffic collision or stranded motorist. Officers are expected to exercise their own judgment concerning safety issues while rendering aid. If an officer determines that rendering aid would not be the best course of action, for example, the poor visibility of an unmarked vehicle, they are to notify Communications, or the appropriate agency, to ensure that appropriate assistance will be sent to the situation. Officers will be compensated in accordance with City policy for any time spent rendering such assistance.

1. Officers are required to render aid whenever they encounter a citizen needing assistance in the City limits as outlined above.
3. Officers are encouraged to take appropriate enforcement action when encountering flagrant traffic violations inside the City limits. Officers are to use their own discretion when operating an unmarked vehicle or if inappropriately dressed to stop a vehicle. Under these circumstances, the officer is to request an on duty patrol vehicle to respond if necessary.
3. Officers are encouraged to render aid to any citizen they encounter needing assistance outside of Department jurisdiction. Officers are reminded that they have no enforcement powers outside of Greer City limits with exception to approved state laws. Officers are required to call the incident in to Dispatch to ensure that the appropriate agency has been notified of the incident.
4. Officers are not to initiate traffic stops outside of the Greer City limits except under extreme circumstances. Such circumstances would include situations which pose a direct and dire threat to the public safety, such as a case of an

or extremely erratic and/ or possibly impaired driver. Only under the most dire life death situation may an officer initiate, or take part in, a vehicle pursuit outside of the City limits of Greer. Any vehicle pursuit in a take home vehicle will follow the same guidelines outlined in the General Order 510.1 "Emergency Vehicle Operations."

I. Documenting and Reporting:

In the event an officer is involved in a traffic collision involving a take home vehicle the procedure outlined in General Order 510.1 Emergency Vehicle Operation will be followed.

J. Light Duty:

1. Officers on light duty may have their take home vehicle privileges temporarily revoked during the period of light duty if the officers Division Commander determines that operation of the vehicle by the officer would constitute a hazard to either the officer, the public, or other officers. Such considerations will be made based upon the officer's ability to operate a vehicle in an incapacitated condition or the possibility that the officer, if operating a marked patrol vehicle, could become involved in a situation that he or she could not physically handle in the impaired condition.
2. If the determination is made to revoke an officer's take home vehicle privileges, and the period of light duty will exceed seven days, the officer is responsible for having the vehicle delivered to the Department.