

NEW BERN POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL

Chapter: 16	Allocation and Distribution of Personnel and Personnel Alternatives
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16.1 Allocation and Distribution of Personnel

16.1.1 Position Management System (CALEA Standard 21.2.3)

The Chief of Police will distribute personnel in a manner consistent with needs of the community and resources available. Personnel allocated to each organizational component will be distributed in a manner consistent with workload demands and/or assessments. These distributions will take into account time and location factors necessary to complete specific tasks and will encourage equalization of individual workloads.

- A. **Number authorized by agency:** The Human Resources and the Police Department will maintain a Position Listing that lists the total number and type of each position authorized by the City of New Bern Board of Aldermen.
- B. **Location within the agency:** The Human Resources and the Police Department will maintain a Position Listing that identifies the location of each authorized position within the agency.
- C. **Position status information:** The Human Resources Department and the Police Department will maintain a Position Listing to include the actual number of personnel by job title currently employed within each organizational component, including civilian non-sworn personnel.

16.1.2 Distribution of Personnel - Workload Assessment Every 4 Years (CALEA Standard 21.2.4)

- A. It is the responsibility of each Division Captain to make personnel assignments based upon departmental needs as determined by current deployment strategies, staffing levels, specialty training and levels of experience.
- B. At the Patrol Team Supervisor's discretion, staffing levels may be altered to accommodate unforeseen circumstances; however, the shift should not operate with less than the minimum staffing level of six officers and one supervisor per team as determined by the Operations Division Captain.
- C. The Division Captains will complete a workload assessment of department assignments at least once every four years to reassess the distribution of personnel in accordance with current workload demands to determine if revisions are necessary.
- D. When completing the workload assessment, information to be used should include agency specific data such as calls for service, dispatch times and number of reports in addition to other qualifying data. Census data should be used in conjunction with departmental data.

16.2.1 *Specialized Assignments*

- A. **Agency's specialized assignments:** When department needs necessitate the Chief of Police or designee may create specialized assignments. The following is a list of the Department's current specialized assignments:
 - 1. Forensics Detective
 - 2. Gang Detective
 - 3. Narcotics Detective
 - 4. Recruitment Officer
 - 5. School Resource Officer
 - 6. Criminal Investigation Detective
 - 7. Traffic Officer

8. Intelligence Detective
9. K-9 Officer

B. Statement of purpose: When the need for a specialty assignment arises and is approved by the Chief of Police, the position will include a specific task description to include responsibilities and duties. Supervisory positions, Sergeant and above, are not specialized positions.

C. Evaluation: A written evaluation will be conducted annually on the effectiveness of each specialized assignment by the unit Lieutenant. Evaluation will be submitted to the Chief of Police with annual budget request submission. Specialized assignments will be evaluated using the following format:

1. Evaluation of the initial condition(s) that required implementation of the specialized assignment.
2. Justification for continuation of the specialized assignment.

16.2.2 Specialized Assignment Selection Process

- A.** Selection of personnel to a specialized assignment will be in accordance with the below listed process.
- 1. Overview:** The police department maintains many specialized assignments, each one having its own selection criteria. The Department has found there are a generic set of minimum requirements that are germane to the various specialized assignments. Additional selection criteria, if any, may be found listed in the Internal Job Assignment announcement.
 - 2. Procedure:** As openings in various specialized assignments occur, the Chief of Police shall publish an Internal Job Assignment announcement via email for review by all eligible employees. Applicants will be required to submit a memorandum to the Chief of Police, via the applicant’s chain of command indicating their interest and qualifications for the open position. Applicants may attach a resume; however, it is not required. Each supervisor in the applicant’s chain of command will note, in writing, that the applicant is either “recommended” or “not recommended” for the specific position and indicate the reason (s).
 - 3. Selection:** Applications will be routed to the appropriate Division Commander after the application deadline. The Division Commander will coordinate a selection process approved by the Chief of Police for all eligible applicants. Applicants will be scheduled to attend an interview panel for the selection of the assignment.
 - 4. Description of the interview panel:** The interview panel will consist of members who are considered knowledgeable in the functions and operation of the specialty assignment being applied for. The Chief of Police, with recommendations from the interview panel and Division Commander, will make the final selection.

16.2.3 Rotating Assignments (CALEA Standard 11.5.1)

A. The below specialized assignments are rotating assignment:

- | | |
|--------------------------------------|--|
| 1. Gang Detective | 3 years (with a possible one-year extension) |
| 2. Narcotics Detective | 3 years (with a possible two-year extension) |
| 3. School Resource Officer | 3 years (with a possible one-year extension) |
| 4. Criminal Investigation Detective* | 3 years (with a possible one-year extension) |
| 5. Traffic Officer* | 3 years (with a possible one-year extension) |
| 6. Intelligence Detective | 3 years (with a possible one-year extension) |
| 7. K-9 Officer | 5 years (service life of dog) |
| 8. Forensics Detective | 5 years |

Note: (*A select number of specialized positions are exempt from the rotation. The Traffic Unit has two (2) positions that are exempt, Criminal Investigations Unit has three (3) positions that are exempt, Forensics and Evidence has one (1) position that is exempt and the Narcotics Unit has one (1) position that is exempt.)

- B. Duration:** The duration for specialized assignments is identified in 16.2.3 (A). The Chief of Police is responsible for granting extensions once requested.
- C. Criteria for selection:** Criteria for assignment will be based on the knowledge, skills and abilities. The Chief of Police may grant a waiver of the minimum qualifications.

Minimum Qualifications:

1. MPO III or below;
 2. Must meet and maintain all requirements for the position as established by the City and the State of North Carolina;
 3. Successfully completed probation, preferably two (2) years of police experience; and
 4. No sustained internal investigations within the past 6 months which resulted in a suspension.
- D. Selection:** Applications will be routed to the appropriate Division Commander after the application deadline. The Division Commander will coordinate a selection process approved by the Chief of Police for all eligible applicants. Applicants will be scheduled to attend an interview panel for the selection of the assignment.
 - E. Probation:** Personnel selected for specialty positions will undergo a six-month documented probationary period as outlined by the Division Captain and administered by the unit Sergeant. At the conclusion of the six-month period, the section Lieutenant will submit a memo to the chief of police via the chain of command with a recommendation endorsing the officer to remain in the position or return to another duty assignment. A Probationary evaluation will be completed and submitted through the chain with the memo.

16.3.1 Reserve Police Officer Program (CALEA Standard 16.1.1)

- A.** The New Bern Police Department Reserve Police Officer Unit has been established, and will be maintained, in order to provide a ready reserve force as detailed in City of New Bern Ordinance Sections 42-26 through 42-31. The Reserve Police Officer will supplement regular sworn personnel, and provide qualified personnel resources to assist in natural disasters, civil disorders, emergencies and ceremonial duties.
- B.** The Reserve Police Officer shall be considered a personnel alternative and not a substitute for trained full-time sworn officers. Recognized as a valuable addition to the Police Department, their selection, training, and assignments will coincide with their role within the department.
- C.** The Professional Standards Lieutenant shall coordinate reserve police officer activities.
- D.** A reserve police officer is fully certified as a non-paid police officer, having full arrest authority. Reserve Police Officers are utilized to supplement agency enforcement activities by performing duties and exercising authority parallel to that of a full-time law enforcement officer. A certified reserve police officer may perform solo patrol duties.
- E.** New Bern Police Officers transitioning into the Reserve Police Officers program will maintain their current rank with no supervisory authority, unless directed by the Chief of Police or his designee.

- F. Reserve police officers on duty are entitled to Workers' Compensation Insurance for any injuries, incurred while on duty.
- G. Reserve police officers will be eligible for extra duty work, only when regular sworn officers are not available.
- H. Reserve police officers who do not satisfy their monthly hours of service requirement (8 hours) will not be eligible for extra duty.
- I. To ensure the maximum benefit of the program, reserve officers are required to work a minimum of one day during Mumfest and at least four (4) City sponsored events [Section 68-85](#) in a calendar year in addition to the required eight (8) hours per month.

16.3.2 Selection Criteria for Reserve Police Officers (CALEA Standard 16.1.2)

- A. **Qualifications:** The rules of the North Carolina Criminal Justice Education and Training Standards Commission will govern the required qualifications of reserve police officers. There shall be no exceptions to these requirements. All reserve police officer applicants must be sworn officers and meet the same minimum qualifications as full-time sworn officer applicants.
- B. **Processing and Selection:** All applicants for the position of reserve police officer shall be processed, selected and appointed consistent with that of full-time police officers
- C. **Monthly hours of service requirement:** The reserve police officer must contribute a minimum of eight (8) voluntary unpaid hours per month unless exempted by the Professional Standards Lieutenant, due to a leave of absence, sick leave or other valid reason.
- D. **Failure to satisfy the monthly hour requirement for two (2) successive months or a total of four (4) months per calendar year,** will subject the reserve police officer to having his/her appointment withdrawn by the Chief of Police.
- E. Reserve police officers are eligible for consideration for full-time positions, when available. Reserve police officers who wish to become full-time officers must submit a memo to the office of the chief via their chain of command.
- F. Full-time officers of the department wishing to move to reserve status must submit a memo, via their chain of command, to the office of the chief for approval. If approved, the Chief of Police or designee will notify the N.C. Training and Standards Commission of the officer's status change.

16.3.3 Reserve Police Officer Field Training (CALEA Standard 16.1.4)

- A. The Field Training and Evaluation Program of the Department will coordinate the Reserve Police Officer Field Training program administered by FTO Supervisors.
- B. Certified New Bern Police Officers transitioning to reserve status are not required to complete Reserve Police Officer's Field Training Program. Reserve Police Officer recruits shall be required to complete a modified Field Training Program administered through the Field Training and Evaluation Program staff. The modified program has been structured to accommodate the varying availability of reserve police officer candidates but at the same time maintain a level of training equal to that required of full-time police officers.
- C. The training hours for all reserve police officer recruits consist of approximately 540 total hours, which is taught in phases. The progress of reserve police officer recruits through the program shall be measured in

hours rather than days. Daily Observation Reports (DORs) shall reflect the total hours of training completed.

- D.** Reserve police recruits shall utilize the same field training manuals and evaluation systems used for full-time police recruits. Reserve police officer recruits must satisfactorily complete all rated performance dimensions including the written tests before being release from the program.
- E.** At the beginning of each phase of training, the reserve police officer recruit must submit to a Field Training Officer (FTO) Sergeant an attendance schedule for a two (2) month period. The schedule must allow for a minimum of eight (8) hours training per month in blocks of not less than two (2) hours.
- F.** A FTO Sergeant shall assign the reserve police officer recruit to an available FTO based upon the schedule submitted by the reserve police officer recruit.
- G.** A FTO Sergeant shall monitor the progress of the reserve police officer recruit as they progress through the field-training program. A FTO Sergeant shall be responsible for the collection of DORs, weekly evaluations and ensuring consistency of training. Shadow Phase of training (84 hours) must be completed within two consecutive months and with the same FTO.
- H.** Time Restrictions for Completion: Reserve police officer recruits must complete the entire 540-hour course of training within two years from the first day of field training, unless granted an extension by the Chief of Police. All Annual In-Service training hours will be included in this requirement.

16.3.4 Uniform and Equipment for Reserve Police Officers

When on duty, reserve police officers will be required to carry the same equipment as a full-time sworn officer as outlined in current Department Rules and Regulations. Reserve police officers will be supplied with all uniforms, equipment and a firearm at the Department's expense.

16.3.5 Reserve Police Officers Annual In-Service Training (CALEA Standard 16.1.5)

Reserve Officers must attend Departmental Annual In-Service training equivalent to that required for full-time officers performing like functions. These hours will be counted towards the reserve police officer's minimum hours' requirement. (Reference Chapter 33.5.1)

16.3.6 Firearms Training for Reserve Police Officer (CALEA Standard 16.1.6)

- A.** Reserve police officers shall receive the same use of force training as that of full-time sworn police officers in accordance with General Order 1.3.11.
- B.** Reserve police officer will not carry any department issued weapon when not on official duty, except as specified under North Carolina law.

16.3.7 Liability Protection for Reserve Police Officers (CALEA Standard 16.1.7)

Reserve police officers are afforded the same public liability protection as that of full-time sworn officers as outlined in City of New Bern Ordinance [Section 54-241](#) (Legal Defense of Employees).

16.3.8 Reserved.

16.3.9 Reserve Police Officer Education Requirement (CALEA Standard 16.1.3)

Reserve police officers must meet the same educational requirements as full-time sworn officers as established by North Carolina Criminal Justice Education and Training Standards Commission.

16.4.1 Volunteer Program (CALEA Standard 45.3.1)

- A.** It is the policy of New Bern Police Department to provide meaningful appointments to qualified volunteers for specified tasks and duties that can create efficiencies for the department and improve services to both its internal and external customers and the community at large. Volunteers are intended to supplement and support, rather than supplant, sworn officers and civilian personnel.
- B.** Volunteer training shall reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are sworn officers. They shall always represent themselves as volunteers.
- C.** Volunteers shall be placed in job assignments or programs that are consistent with their knowledge, skills, abilities, and the needs of the department.
- D.** Volunteers will be bound by the Code of Confidentiality. All information of a personal nature gained from department employees by volunteers while acting in an official capacity will be held in the strictest confidence.
- E.** All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the department.
- F.** Volunteers will not release any information to the news media, insurance agencies, attorneys, or others regarding cases in which they are involved. At the scene of any conflict, emergency, or traffic collision, the volunteer will comply with the instructions of any police officers present, as they relate to police procedures and safety.
- G.** Volunteers shall not address public gatherings, appear on radio, television, prepare any article for publication, act as a correspondent to a newspaper or other periodical, release or divulge any information concerning the activities of the department, or maintain that they represent the agency in such matters without prior written authorization from the Chief of Police or designee.
- H.** Volunteers will not publicly criticize the actions of any member of the Police Department or Departmental policies or actions. Any volunteer having a complaint or grievance must discuss the matter with either their supervisor or the Chief of Police in a timely and professional manner.
- I.** Volunteers will at all times render service with due respect for the beliefs and preferences of the person(s) being served. Volunteers will serve as models of inclusiveness, and be able to assist all Departmental personnel and the public.
- J.** NBPD Police Chaplains are prohibited from proselytizing their particular faith to department employees, their families, or the public with whom they may come in contact while acting in their capacity as a Police Chaplain. Chaplains are also prohibited from on-duty solicitation of attendance at their particular house of worship.
- K.** After receiving their orientation, volunteers will sign their job descriptions, the Volunteer Confidentiality form (NBPD Form #175) and a copy of this policy, pledging to adhere to these guidelines. Any breach of the standards of conduct or other rules of the Volunteer Program, will result in their dismissal from the Program by the Chief of Police.

- L.** A volunteer may be removed from the volunteer program or Citizens on Patrol at the discretion of the Chief of Police. Termination of volunteers shall not be subject to due process considerations and volunteers shall have no property interests in their continued association with the Department.

Supervision

1. The Volunteer Program will be supervised by the Services Civilian Unit Supervisor (CUS).
2. The CUS will screen prospective civilian volunteers and shall complete the volunteer application packet, which includes:
 - a. Volunteer Application
 - b. Background Questionnaire
 - c. Terms & Signature Form
 - d. Shall conduct a face-to-face interview with all civilian volunteer applicants.
 - e. A documented background investigation shall be completed on each civilian volunteer applicant and shall include but not necessarily be limited to the following:
 1. DMV Record Check
 2. Criminal History Clearance
 3. Current Warrant Clearance
 4. Fingerprint Processing
 5. Employment Reference Check
 6. Personal Reference Check
3. The CUS will address and resolve disciplinary issues within the Volunteer program, with the Professional Standard Lieutenant's approval, when necessary.

16.4.2 Volunteer Training (CALEA Standard 45.3.2)

- A.** Civilian volunteers shall be provided with an orientation program, coordinated by the Community Outreach Sergeant. Orientation training will include but is not limited to:
1. Topics that have direct impact on their specific work assignments,
 2. Departmental organization and structure,
 3. Chain of Command,
 4. Police facilities,
 5. General police operations,
 6. Tour of the Police Department.
- B.** Volunteers shall receive position-specific training to ensure they have adequate knowledge and skills to complete the tasks assigned.
- C.** Volunteers shall receive periodic ongoing training as deemed appropriate by their supervisor or the Community Outreach Sergeant.
- D.** Volunteers selected to work at the Police Department must complete the Citizens Police Academy within twelve months or as soon as space is available in the Citizens Police Academy.

16.4.3 Volunteer Dress Code (CALEA Standard 45.3.3)

- A.** Civilian volunteers shall not wear uniforms which resemble those of sworn members. For the most part, volunteers should wear civilian clothes depending on their assignment.

- B. Volunteers shall conform to department-approved dress consistent with their duty assignment.
- C. Uniforms authorized for volunteers (other than reserve police officers) shall be readily distinguishable from those worn by sworn officers.
- D. Volunteers shall be issued an identification card that must be worn at all times while on duty.
- E. No volunteer shall wear his or her uniform or identifiable parts of that uniform while off duty, except in traveling to and from their duty station.
- F. Volunteers shall be required to return any issued uniform or agency clothing at the termination of service.

16.4.4 Citizens on Patrol

Purpose: The Citizens of Patrol (COP) is comprised of Police Volunteers who receive additional training and assist the Operations Division with a multitude of tasks, which will vary, based on the operational needs of the department.

- A. **Administration:** The members of the Citizens on Patrol Program will fall under the supervision of the Traffic Unit Sergeant.
 1. The Traffic Unit Sergeant shall be responsible for the following:
 - a. Recruitment, back ground checks, selection, and organizing training of qualified civilian volunteers for various positions within the Citizens on Patrol Program.
 - b. Maintain personnel records for each volunteer applicant.
 - c. Maintain a record of volunteer schedules and work hours.
 - d. Complete and disseminate as appropriate all necessary paperwork and information.
 - e. Plan periodic recognition events.
 - f. Address and resolve disciplinary issues when necessary.
- B. **Screening:** The Operations Commander and Traffic Unit Sergeant shall conduct a face-to-face interview with all civilian volunteer applicants who would like to participate in the Citizens on Patrol Program.
- C. **Placement:** Volunteers selected to the Citizens on Patrol Program shall be placed in job assignments that are consistent with their knowledge, skills, abilities, and the needs of the department.
- D. **Duties:** Some of duties may include but not limited to;
 1. Traffic control during special events or calls for service.
 2. Speed surveys
 3. Seatbelt surveys
 4. Checking stations
 5. Parking enforcement
 6. Funeral Escorts
 7. Parades
 8. Festivals (i.e. Mum Fest, Duff Fest)
- E. **Training:** Civilian volunteers in the Citizens on Patrol Program shall be provided with an orientation program, coordinated by the Traffic Unit Sergeant. Orientation training will include but is not limited to:
 1. Topics that have direct impact on their specific work assignments,

2. Departmental organization and structure;
 3. Chain of Command;
 4. Police facilities;
 5. General police operations; and
 6. Tour of the Police Station.
 7. Volunteers in the Citizens on Patrol Program shall receive position-specific training to ensure they have adequate knowledge and skills to complete the tasks assigned.
 8. Volunteers in the Citizens on Patrol Program shall receive periodic ongoing training as deemed appropriate by their supervisor or the Accreditation Sergeant.
 9. Training shall reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are, sworn officers (unless a member of the Police Reserve Unit) or other full-time members of the department. They shall always represent themselves as volunteers.
- F. Evaluation:** An evaluation of the Citizens on Patrol Program shall be conducted every three years in conjunction with the Department workload assessment.
- G.** The Traffic Unit Sergeant shall be responsible for the training phase for all volunteers who will be participating in the Citizens on Patrol Program.
- H.** All departmental requests for volunteers in the Citizen on Patrol Program shall be routed through the designated chain of command for review.
- I.** Volunteers who come in to work are encouraged to attend shift briefings and other departmental meetings.
- J.** All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Department.

16.5 Duty Assignments

16.5.1 Sworn Officer Specialized Assignments

Sworn Officer Specialized Assignments: The officer is still responsible for all duties of a police officer in addition to the duties listed in specific assignment areas. All additional duties and/or responsibilities for each assignment is listed below:

A. Criminal Investigations Detective

Responsibilities and duties include:

1. Depending upon the assignment the Detective is responsible for conducting the follow-up investigation of assigned cases.
2. Upon supervisory direction, may initiate the investigation of homicides, bank robberies, white collar crimes, sexual abuse and sexual assault, intelligence gathering and other special cases.
3. A detective's performance, under the direction of the unit supervisor, involves frequent exercise of discretion and judgment.
4. Conduct thorough and comprehensive follow-up investigations making an earnest effort to identify and apprehend the person(s) responsible for the crime and to recover stolen property for return to the rightful owner.
5. Keep abreast of criminal activity occurring in the City of New Bern, with particular attention to assigned specialty.
6. Review all information boards posted within the Criminal Investigations Unit.

7. If, during the follow-up investigation of a reported offense, the detective discovers, or has reported to him/her, an additional offense, it shall be his/her responsibility to ensure that an original offense report is completed on that offense.
8. Maintain a computer or paper log book of assigned cases and file reports according to the standardized filing practices within the unit.
9. Check for telephone messages and e-mail messages at least twice daily.
10. Return all telephone and e-mail messages in a prompt and professional manner.
11. Investigate all cases assigned based on case status and case management directives.
12. Keep unit supervisor updated regarding major or sensitive investigations.
13. Check subpoenas on a daily basis and respond to each subpoena as directed.
14. Prepare supplements on investigations as needed.
15. Ensure that the assigned vehicle is clean both inside and out, and in mechanically safe condition.
16. Maintain work area within the unit in a neat and orderly fashion.
17. Attend patrol roll calls to exchange information and to update patrol units on cases of mutual interest.
18. Attend scheduled section and unit meetings.
19. Perform all other tasks assigned by competent authority.

B. Forensic Detective

Responsibilities and duties include:

1. Responsible for conducting investigations of crime scenes which will include, but not limited to:
 - a. Preserve the crime scene;
 - b. Process for physical evidence; and
 - c. Collect/process the physical evidence.
2. A detective's performance, under the direction of the unit supervisor, involves frequent exercise of discretion and judgment.
3. Check for telephone and e-mail messages at least twice daily.
4. Return all telephone and e-mail messages in a prompt and professional manner.
5. Keep unit supervisor updated regarding major or sensitive investigations.
6. Check subpoenas on a daily basis and respond to each subpoena as directed.
7. Process all major crime scenes for physical evidence.
8. Process and evaluate physical evidence.
9. Select and mix appropriate chemicals for latent fingerprint development.
10. Develop latent fingerprints utilizing powders, chemicals, vapors, and laser light.
11. Preserve latent fingerprints.
12. Evaluate latent fingerprints.
13. Photograph latent fingerprints utilizing a one to one fingerprint camera.
14. Classify latent prints.
15. Enter latent prints from crime scenes into the unsolved latent print database section of the AFIX system, locate ridge characteristics, and compare latent prints with known 10 print cards and palm prints.
16. Eliminate suspects through fingerprint comparisons.
17. Photograph crime scenes utilizing still and video cameras.
18. Prepare a detailed drawing of the crime scene.
19. Collect, package and prepare for submission items of evidence to the appropriate laboratory for analysis.
20. Perform gunshot residue examinations.
21. Perform trace metal detection examinations.
22. Perform number restoration examinations.
23. Perform tissue determination examination.
24. Make/photograph casts of footwear impressions, tire track impressions, and tool mark impressions.

25. Determine bullet trajectory utilizing bullet trajectory laser and probes.
26. Attend autopsies and process decedents for evidence and identification purposes.
27. Prepare supplements on investigations as needed.
28. Perform all other tasks assigned by competent authority.
29. Keep abreast of criminal activity occurring within the city, paying particular attention to similarities in crimes.

C. K-9 Officer

1. Criteria for selection:

- a. Give a five-year minimum commitment to the K-9 unit, unless promoted or removed from the assignment by the Chief of Police.
- b. Be able to keep the dog at his/her residence. The officer's residence must be capable of housing the K-9 and/or have adequate space for the placement of a kennel. In the event that the officer does not own the property, the officer must obtain written permission from the property owner to house the K-9 on said premises.
- c. Prior to selection, applicants for K-9 Handler will be required to complete and successfully pass the Cooper Institute Standards physical fitness assessment. A minimum average score of 65% is required for successful completion.
- d. The Operations Division Captain or designee will interview the officer's family (if applicable) at the officer's residence and neighbors of the officer to determine if there are any objections to the presence of a police K-9 in the neighborhood and provide a written report of the overall findings and results.
- e. Upon selection, successfully complete the course of training and meet the certification requirements of a credible police working dog certifying agency as designated by the New Bern Police Department.

2. Responsibilities and duties include:

- a. Maintain a level of physical fitness sufficient to perform the essential functions of the position.
- b. Handler and K-9 must be certified before being released on the street for assignment.
- c. Participate in scheduled K-9 training exercises and meet all training standards as designated and authorized by the appropriate Operations Lieutenant.
- d. Be continuously alert to the quality of the dog's work and utilize training techniques as recommended and approved by a credible police working dog certifying agency as designated by the New Bern Police Department.
- e. Complete and forward all necessary reports and records in a timely manner.
- f. Annually, all K-9 handlers will be required to complete and successfully pass the Cooper Institute Standards physical fitness assessment. A minimum average score of 65% is required for successful completion.
- g. Maintain in good working order all issued equipment used for the training and control of the K-9. Any miscellaneous equipment such as leashes, collars, etc., must be approved by the Operations Lieutenant prior to use by a K-9 team.
- h. House the K-9 on property where the handler also resides, as authorized by the department. The Operations Lieutenant must authorize the housing of the K-9 at any other location.
- i. Calls for service - In all instances when the ambient temperature is greater than 75 degrees, the handler will make every effort to check on the welfare of his/her dog as the situation allows.
- j. Respond to all calls, which may require the use of a K-9 team. (Reference 41.1.4)
- k. Make a conscious effort at every call for service to utilize the K-9 in the most efficient manner to achieve the desired results.

1. Perform K-9 demonstrations for civic groups, special events and other occasions authorized by the department.

D. Narcotic Detective

Responsibilities and duties include:

1. Target mid to upper level drug dealers for prosecution in state and federal court.
2. Conduct undercover operations.
3. Manage informants.
4. Maintain case files.
5. Work as an undercover officer.
6. Conduct surveillance.
7. Enforce violations of the North Carolina Controlled Substance Act.
8. Attend court and give testimony.
9. Perform all other tasks assigned by competent authority.

E. Intelligence Detective

Responsibilities and duties include:

1. Have an aptitude for utilizing specialized investigative techniques.
2. Identify and analyze data regarding criminal activities and its potential for growth by using all available resources.
3. Review and analyze terrorist threat information from various sources.
4. Prepare and disseminate intelligence and monthly reports to appropriate agencies and personnel as required.
5. Process ABC permits/licenses; precious metals applications; special projects.
6. Motivated to work independently as well as a part of a team.

F. Recruitment Officer

Responsibilities and duties include:

1. Promote a positive image of the department.
2. Recruit qualified applicants from within the community by attending various recruitment events.
3. Motivated to work independently as well as a part of a team.
4. Speak with potential applicants regarding employment procedures and practices.
5. Set up, coordinate and applicant interviews.
6. Inform all applicants in writing at the time of their formal application of all elements of the hiring process.
7. Perform background investigations for all applicants.
8. Coordinate the scheduling of all internal and external pre-employment examinations or testing.
9. Make recommendations regarding applicants' status via the chain of command.
10. Work very closely with the Human Resources Department and the North Carolina Criminal Justice Education and Training Standards Commission to ensure guidelines are followed concerning hiring procedures.
11. Maintain accurate records and recruitment files.
12. Prepare and submit a budget for recruitment activities.
13. Coordinate National Night Out Event.
14. Must have some knowledge of:
 - a. Vacancies within the department
 - b. Career opportunities

- c. Salaries
- d. Benefits
- e. Training
- f. Equal Employment Opportunity
- g. Cultural awareness
- h. Guidelines established by the Employment Security Commission
- i. The community and its needs
- j. Record keeping systems for applicants
- k. Selection process of applicants
- l. Background investigations
- m. Medical requirements
- n. Disqualifications for applicants
- o. Recruitment programs of other jurisdictions.

G. School Resource Officer (Reference 44.2.4)

Responsibilities and duties include:

1. Have some knowledge of juvenile law, school board policies and procedures.
2. Attend meetings and work closely with school staff.
3. Have a desire to assume a leadership role in the agency.
4. After being selected, the successful candidate will attend a School Resource Officer Training Course and become certified by the state as an SRO.

H. Traffic Unit Officer

Responsibilities and duties include:

1. Possess or be able to successfully complete training and/or obtain certifications in the following areas:
 - a. Standardized Field Sobriety Testing
 - b. RADAR
 - c. Permit to Perform Chemical Analysis of Breath.
 - d. Advanced Accident Investigation Courses.
 - e. Ability and willingness to obtain a motorcycle endorsement.
2. Good writing skills.
3. Above average math skills with special emphasis on trigonometry, geometry and algebra, which will be determined by a comprehensive math placement test, 10th, grade minimum.
4. Investigate all complaints relating to Rotation Towing Service companies and prepare a report for the Office of the Chief for review.
5. Inspect wrecker and equipment of Rotation Towing Services companies prior to being placed on eligibility list and periodically after notice is given.
6. Investigation of city vehicle crashes involving extensive property damage, serious injury or the possibility of significant civil liability.

I. Gang Detective

Responsibilities and duties include:

1. Understand the Gang related laws and key legislative issues.
http://www.ncleg.net/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_14/Article_13A.pdf
2. Establish methods in which to identify and validate gang members/gangs through physical Intelligence.

3. Maintain Gang Related intelligence files.
4. Monitor gang members/Gangs and their activities.
5. Identify Gang Recruiting efforts both in the communities and in schools.
6. Develop intelligence assets that reveal gang objectives, resources and plans.
7. Identify gang related clothing, weapons, colors, etc...
8. Become familiar with gang related social media and digital evidence.
9. Prepare Search Warrants for gang related cases.
10. Assist the Major Crimes Unit with Gang related incidents as requested.
11. Work with the District Attorneys' Office and prepare cases for prosecution.
12. Work with local, state, federal and national law enforcement organizations to dismantle gangs.
13. Work with the Agency's' Narcotics Unit and 'Safe Streets Program' representative
14. Develop Gang Awareness training modules/lesson plans and objectives
15. Provide Gang Awareness training to the department and as designated by the Chief of Police.
16. Conduct Gang Suppression operations as necessary, i.e.; warrant service on known gang members.
17. Prepare and submit gang related statistical reports, cases, intelligence, field interviews, updated number of gangs and their members.
18. Seek gang related state/federal grants and apply.
19. Be familiar with the VGTOF (Violent Gang and Terrorist Organization File).
20. Adhere to current laws pertaining to file maintenance procedures.
21. Coordinate with the New Bern Police Department Communications Center to enter supporting data that validates gang members through the National Criminal Information Center (NCIC), and supporting data to purge and/or extend the validation date and NCIC removal of the gang intelligence file, after reaching its' purge date.

J. K-9 Trainer

1. Criteria for selection:
 - a. Have two (2) years of law enforcement experience and at least two years as a K-9 handler and,
 - b. Must be a department certified instructor.
2. Responsibilities and duties include:
 - a. Be certified by and able to perform the duties of the K-9 handler with added responsibilities of administering the weekly training of the K-9 Unit.
 - b. Provide an agenda three days prior to the weekly training date.
 - c. Provide a roster and written summary of all weekly training to include levels of proficiency for all K-9 handlers and dogs

16.5.2 Additional Duty

- A. The Department offers the following additional duty assignments. These duties are performed in addition to department personnel primary duties:
 1. Honor Guard Unit Member (Reference 16.5.3)
 2. Bicycle Patrol Officer (Reference 41.1.3)
 3. Computer Voice Stress Analyst (Reference 16.5.4)
 4. Public Information Officer (Reference 16.5.5)
 5. Special Response Team (Reference 16.5.8; 46.2.2; 46.2.4)
 6. Evidence Technician (Reference Chapter 83)
 7. Field Training Officer (FTO) Sergeant (Reference 33.4.3)
 8. Field Training Officer (FTO) (Reference 33.4.3)

9. Motorcycle Officer (Reference 41.1.3)
10. K-9 Trainer (Reference 41.1.4)

B. Minimum qualification. Minimum qualifications for all below listed assignments will be based on the knowledge, skills and specific requirements of the additional duty assignment. They are as follows:

1. Sworn position with the rank of MPO III or below and,
2. Must meet and maintain all requirements for the position as established by the City and the State of North Carolina and,
3. Have successfully completed probation, preferably two (2) years of police experience,
4. Have no sustained internal investigations which resulted in disciplinary action within the past year which resulted in a suspension,
5. Must be eligible for a pay increase, based on performance appraisal, for the past two (2) years,
6. Members must volunteer for additional duty assignments by submitting a memorandum via the chain-of- command, listing their qualifications and reasons for their interest.
7. A screening committee will give applicants an oral interview.

C. NBPD Communications offers additional duty assignments. These duties are performed in addition to the Telecommunicators primary duties:

1. Terminal Agency Coordinator (TAC)
2. Assistant TAC
3. RUOK Administrator
4. Communications Training Officer (CTO)
5. Emergency(Medical, Fire, Police)Dispatcher Quality Assessment(EMD-Q/EFD-Q/EPD-Q)

D. Minimum Qualification: Minimum qualifications for all the listed assignments will be based on knowledge, skills and any specific requirements of the additional duty assignment. They are as follows:

Communication Training Officer (CTO)

1. Must have two years of police experience or successfully completed probation.
2. Have no sustained internal investigations that resulted in a suspension within the past year.
3. They must understand the Daily Observation Reports, tests and personal observations of recruit performance, as well as reports written by the recruit for spelling, grammar, neatness, attention to detail and general organization.
4. Provide on-going instruction to new TC's utilizing innovative and practical techniques.
5. Develop training aids and specific remedial training plans to help TC's overcome weak areas in their training
6. Maintain the highest standards of performance and personal appearance in order to set an example for all recruits and other officers throughout the Department

Terminal Area coordinator (TAC)/Alternate Terminal Area Coordinator (ATAC)

Monitors and operates law enforcement communication systems to receive and transmit confidential background searches while acting as a liaison between the New Bern Police Department Communications section and the Police department.

1. Ensures that all current policies and procedures regarding NCJIS, or any system accessed through NCJIS, are maintained and updated

- 2 Follows operator security agreement and privacy laws at all times.
- 3 Monitors terminal use ensuring that the NCJIS, NCIC, and other administrative policies and procedures are followed, and validation of all necessary data is conducted.
- 4 Ensures that all Federal Bureau of Investigation (FBI), NCJIS, and NCIC newsletters, operational and technical updates, training material, videos, and other related media are maintained.
- 5 Ensures protection of confidential data within NCIC, and NCJIS files, which are governed by state and/or federal statute, from unauthorized use.
Responsible for the maintenance of secure terminals, with ensures monitors are not visible to the public or visitors. Ensuring at all times that visitors are not left unattended in the terminal area.
- 6 Provides security Awareness training for staff with access to criminal history information to ensure knowledge that visitors and applicants do not receive printed DCI information.
7. Monitors error messages received and follows up to correct the errors.
8. Monitors system entries for accuracy and timeliness.
9. Operates law enforcement computerized communications system for retrieval of confidential records.

RUOK Program Manager

1. Maintains the RUOK telephone listing.
2. Meets with prospective citizens and explains the program to those who would like to sign up for the RUOK Program.
3. Keeps all administrative paperwork relating to the RUOK Program.

PRIORITY DISPATCH EMDQ/EFDQ/EPDQ QUALITY ASSESSMENT (QA) PROGRAM

1. A QA must complete the EMDQ/EFDQ/EPDQ training via Priority Dispatch
2. QA must complete the minimum number of Quality Assessment set forth by Policy 81-C-13
3. QA's should be a TC-III or CUS with at least 5 years communications experience
4. QA will have no sustained internal investigations that resulted in a suspension within the past year.
5. QA's should not have a history of receiving non-compliant ratings after 6 months of beginning a particular priority dispatch discipline

16.5.3 Honor Guard

Responsibilities and duties include:

1. The New Bern Police Department Honor Guard may be utilized for any police department function as authorized by the Chief of Police. The Honor Guard will not exceed ten (10) members.
2. Because this is a position of honor, any member who is suspended as a result of disciplinary action imposed by the department shall be removed from the team for the duration of the suspension.
3. Members must be available to serve with little notification.
4. Training and Equipment: The team shall be allowed a designated time to train at least 2 hours a month. Additional training shall be allowed for Guard personnel prior to any specifically assigned events. Such training/practice shall not interfere with minimum staffing for Operations personnel.

5. Training for funeral and other ceremonial details will be conducted in accordance with Navy/Marine Corps drill and ceremonies manual. (Manual 1) (Manual 2)
6. All Honor Guard members participating in actual ceremonies shall remain under arms.
7. The following equipment shall be issued to each member of the Honor Guard and is to be used only in official Honor Guard functions or training:
 - a. Fitted Class A uniform coat with silver buttons, hooks and Blue-line cord;
 - b. One campaign cover, to be worn with NBPD hat badge;
 - c. One pair gray with blue stripe uniform pants;
 - d. Name tag;
 - e. White long sleeve shirt;
 - f. One high gloss Sam Browne belt;
 - g. One high gloss holster;
 - h. One high gloss magazine pouch;
 - i. One high gloss handcuff case;
 - j. One high gloss cross strap with two keepers.
8. In addition, officers are responsible to provide high gloss shoes and white gloves. The white long sleeve shirt will be worn with blue clip on tie that was provided for the long sleeve uniforms.
9. The Honor Guard Team will be issued the following equipment to be maintained at the Police Department and is to be used only in official Honor Guard functions or training:
 - a. One flag of the United States, cover and pole;
 - b. One flag of the State of North Carolina, cover and pole;
 - c. One flag of the City of New Bern;
 - d. One flag of the New Bern Police Department, cover and pole;
 - e. Four black shoulder flag harnesses;
 - f. Twelve ceremonial M1 Garand rifles with slings;
 - g. Ammunition (blanks) for rifles;
 - h. Two internment flags.

16.5.4 Computer Voice Stress Analyst

Responsibilities and duties include:

1. Make a five (5) year commitment to the New Bern Police Department as a Computer Voice Stress Analyzer (CVSA).
2. Candidate's application for the course must be accepted by the CVSA course.
3. Upon selection must successfully complete a certified training school that will require approximately one week of instruction out-of-state and subsequent biennial re-certification. The course requires written and/or oral examinations. Classes will include specialized areas of instruction including physiology, psychology, legal aspects, chart interpretation, mechanics and instrumentation.
4. Conduct CVS examinations for the department, as required.

16.5.5 Public Information Officer

Responsibilities and duties to include:

1. Respond to the scene of incidents as liaison to the news media.
2. Act as liaison between members of the news media and the Department.
3. Coordinate the release of information to media representatives at incident scenes by establishing media staging areas and conducting timely briefings.
4. Respond by telephone and in person to inquiries from the news media.
5. 24-hour availability for response to major events or operations of considerable media interest, such as, but not limited to: homicides, fatal traffic crashes or critical situations affecting public safety. PIO response is subject to Staff Duty or Criminal Investigations Unit notification.
6. Obtain pertinent information on all significant newsworthy events handled by New Bern Police personnel.
7. Maintain contact with operational personnel to determine the progress of ongoing investigations.
8. Prepare written press releases.
9. Prepare written correspondence relating to public information or community relations.
10. Arrange interviews between other department personnel and the news media when necessary.
11. Assist in crisis situations within the agency.
12. Determine what information relating to a case is exempt from public records disclosure laws and what information may be released to the media, with final review by the Chief.
13. Develop procedures for releasing information when other public service agencies are involved in a mutual effort.
14. Maintain media files to include printed news articles concerning the New Bern Police Department, its operations, members, or policies as well as any articles concerning law enforcement which may impact the department.

16.5.6 Animal Control

- A.** The Animal Control Officer responsibilities and duties include but are not limited to: the pick-up, transportation, and impoundment of stray dogs and cats and the investigation of animal cruelty cases and;

After Hours call-outs which are limited to the following:

1. Animal cruelty cases/incidents.
2. Vicious animals at-large requiring the administration of a tranquilizer in order to be taken into custody.
3. Animals hit by motor vehicle and injured. If the owner is unknown or unable to provide medical treatment, the animal will be euthanized.
4. Whenever an animal bites a person and the owner cannot be located to secure the animal.
5. Snakes only if they are inside the residence.
6. Animal Control Officers generally do not handle reports of non-injured wildlife. In most circumstances, the caller should be referred to an appropriate pest control service. If a wild animal is aggressive and possibly poses a threat to public safety, a Police Officer may be dispatched to assess the situation and to determine the proper course of action.

- B.** Animal Control Officers are authorized to euthanize animals under one or more of the following circumstances:

1. Canines, felines, or small wildlife so severely injured that death is imminent.
2. Pet's that are turned in by the owner that are not suitable for adoption.
3. Feral or tame cats or kittens that are sick and displaying clinical signs of rabies or other diseases including, but not limited to feline distemper, feline leukemia, feline immune deficiency virus, or feline infectious peritonitis. All of these diseases may be fatal and contagious to like species.
4. Stray dogs or puppies that are displaying clinical signs of rabies or infectious diseases including, but not limited to canine distemper or severe mange.

5. Before an animal is euthanized, officers will make a reasonable attempt to contact the owner. If an animal has no tags or collar and identification is impossible, no attempt to locate an owner is necessary after a 72-hour hold and the animal may be euthanized.
 6. In cases where moderate restraint of an animal is not sufficient, Animal Control Officers are authorized to use a tranquilizer to sedate the animal and facilitate safe and humane handling. The use of such drugs, either by direct or remote injection, will be at the discretion of the Animal Control Officer. Only drugs that have been approved for use by a veterinarian will be used, and only by personnel trained in their appropriate use.
- C.** All tranquilizing drugs will be kept in a locked cabinet in the Animal Control office when not in use. While in the field, all tranquilizing drugs will be secured in a locked container that is securely fastened to the vehicle when not in use.
- D.** Persons requesting the use of cages will be referred to an Animal Control Officer. Cages are available to individuals who reside within the City limits and are willing to sign a user agreement stating that they will be responsible for using the device in the manner prescribed by the Animal Control Officer and will reimburse the Department for any negligent damage to or loss of the cage while in their care.
- E.** Any employee receiving a cage or carrier from a citizen should inspect the condition of the device and obtain the name, address, and telephone number of the person returning it. This information should be given to the Animal Control Officer.
- F.** The Animal Control Officer is responsible for maintenance of Animal Control vehicles. Each Animal Control vehicle will be equipped with the following:
1. Basic first aid kit and CPR mask
 2. One animal stretcher
 3. Dry chemical and CO2 fire extinguishers
 4. Reflective vest
 5. Protective mask and eye protection
 6. Rubber gloves
 7. Leather gloves
 8. Leads and leashes
 9. Plastic bags
 10. Control stick
 11. Snake tongs
 12. Dog cages
 13. Cat cages
 14. Disinfectants
 15. Water bottles and bowls
 16. Towels
 17. Spotlight/Flashlight
 18. Lock boxes for Tranquilizer
- G. Dangerous, Potentially Dangerous and Vicious Dogs:**

Chief of Police or his designee, the authority to declare a dog vicious, dangerous, or potentially dangerous. Procedures should be followed per city ordinance, [Sec. 6-14\(k\)](#)

16.5.8 Special Response Team (SRT)

Responsibilities and duties include:

The SRT is an inter-departmental unit. The Chief of Police appoints the Team Commander. Personnel assigned to the team assume the duty as a secondary assignment to their regularly assigned duties.

A. Duties of the SRT Commander:

1. Responds to all SRT activations and coordinate tactical plans with the Incident Commander.
2. Directs the tactical operations.
3. Completes an after-action report and defensive tactics review subsequent to the completion of each SRT operation.
4. Ensures that Communications has a current list of SRT members and their current assignments.
5. Coordinates the SRT training with the Training Unit.
6. Coordinates the selection and evaluation of SRT members.
7. Ensures that SRT equipment is maintained in a state of operational readiness and recommends replacement or additional equipment.
8. Evaluates SRT performance and makes recommendations as necessary.
9. Coordinates all administrative affairs of the SRT, to include maintaining a call out history file.
10. Prepares all budgetary items as needed.
11. Compile the Post WMD Incident Critique to be submitted to the Chief of Police for review by the All Hazards Committee.

B. Responsibilities and duties of a Team Member:

1. Prior to selection, applicants for Special Response Team will be required to complete and successfully pass the Cooper Institute Standards physical fitness assessment. A minimum average score of 65% is required for successful completion.
2. Annually, during the first quarter, all members of the Special Response Team will be required to successfully complete the Cooper Institute Standards physical fitness assessment. A minimum average score of 65% is required for successful completion.
3. Annually, during the third quarter, all members of the Special Response Team shall additionally undergo a functional physical test that is based on the specific requirements of the position.
4. Reports to the SRT Team Leader in matters concerning Team operations.
5. Maintains all issued Special Response Team equipment in a state of operational readiness at all times.
6. Attends scheduled SRT training exercises (absences must be excused in advance).
7. Keeps the Team Leader informed of all developments during a SRT operation.
8. Follows the directions and orders of the assigned Team Leader during a SRT operation.
9. Responds to Special Response Team alerts and activations, which may occur at any time in designated uniform and with all authorized equipment.
10. Although not considered "on call," is generally available for call-ups during off duty hours. (Occasional unavailability is acceptable; consistent unavailability is unacceptable.)
11. Maintains a positive attitude, physical health and conditioning required for Team members.
12. Performs assigned tasks relating to maintenance of equipment, inventories, and other ongoing operational and administrative needs of the team.
13. Maintains standards as set forth in the selection process.
14. A team member who receives an "unsatisfactory" rating in the evaluation process shall be considered "inactive." A team member placed on inactive status must return all SRT equipment to the SRT Commander or designee. Inactive members are not eligible for SRT Alerts or Activations. An inactive member may request reevaluation by submitting a memorandum to the SRT Commander.

16.6 Supervisory Staff Assignments

Assignment of Supervisory Staff

- A.** Assignment of command staff, management staff and supervisory staff throughout the police department will be at the discretion of the Chief of Police.
- B.** All supervisors (Sgt. and above) may stay in an assignment up to a maximum of four (4) years. At the end of such term, the supervisor will be required to request or accept an assignment outside the current unit. There are no term limits for Uniform Patrol Supervisors.
- C.** A supervisor at the end of a full four (4) year term limit and has one year (12 months) or less to work in the Department before retirement may request an exemption to remain in their current assignment, with approval from the Chief of Police.
- D.** Upon transfer due to term limits, the supervisor must transfer out of that unit for a minimum of six months before returning to that unit.

16.6.2 Accreditation Sergeant

Responsibilities and duties include:

1. Prepare and maintain documentation for CALEA assessments.
2. Supervise the Parking Control personnel.
3. Forms Coordinator.
4. Coordinate and administer Citizens Police Academy.
5. Supervise internship program.
6. PowerDMS Administrator.

16.6.3 Community Outreach Sergeant

Responsibilities and duties include:

1. Managing the agencies social media sites.
2. Managing the vehicle fleet.
3. Organizing/promoting community events.
4. Supervise Recruiting Officers.
5. Serve as Public Information Officer (PIO) for the department, in the absence of assigned PIO.
6. Maintain personnel records for each volunteer applicant.
7. Maintain a record of volunteer schedules and work hours.
8. Recruitment, selection, and training of qualified civilian volunteers for various positions.
9. Complete and disseminate as appropriate all necessary paperwork and information.
10. Plan periodic recognition events.