

Chapter: 41	Operations
Effective: 04/01/2014	By the Order of: Toussaint E. Summers, Jr., Chief of Police
Revised 11/03/2020	

41.1 Administration

- 41.1.1 [Deployment](#)
- 41.1.2 [Shift Briefing](#)
- 41.1.3 [Special-purpose vehicles](#)
- 41.1.4 [Police K9](#)

41.2 Operations

- 41.2.1 [Routine and emergency calls](#)
- 41.2.2 [Vehicle Pursuits](#)
- 41.2.3 [Roadblocks and forcible stopping](#)
- 41.2.4 [Procedures for first responder's notifications during emergency situations](#)
- 41.2.5 [Reporting and investigating adult missing persons](#)
- 41.2.6 [Missing Children](#)
- 41.2.7 [Directive for interaction with the mentally ill](#)
- 41.2.8 [Naloxone Program](#)

41.3 Equipment

- 41.3.1 [Fleet Vehicles: Equipment and assignment](#)
- 41.3.2 [Equipment to be included in every patrol vehicle/system for replacement](#)
- 41.3.3 [Use of occupant safety restraints in every vehicle](#)
- 41.3.4 [Equipment not issued by the agency](#)
- 41.3.5 [Protective vests](#)
- 41.3.6 [Requirement to wear protective vest](#)
- 41.3.7 [MDT](#)
- 41.3.8 [In-car audio or video recording systems and Body Worn Cameras](#)
- 41.3.9 [License Plate Recognition System](#)

41.4 Internet

- 41.4.1 [Internet Usage](#)

41.1.1 Deployment

- A. Continuous Coverage** - The Operations Division is the uniformed patrol component of the New Bern Police Department providing 24-hour coverage of the City of New Bern.
- B. Assignment to Patrol Shift** - When assigning officers to patrol teams, the Operations Captain or designee will make provisions for an adequate number of officers per team based upon departmental needs as determined by documented workload assessments conducted at least once every three years, levels of experience, specialty training and any other factors deemed necessary.
- C. Shift Rotation** – The Operations Division has rotating assignments consisting of day shifts and night shifts. The deployment will be based on current trends and the needs of the department at the discretion of the Chief of Police or designee.

Emergency Transfer Procedures:

1. Officers may request a transfer at any time during a twelve-month period when unforeseen circumstances arise that present a severe hardship for the individual. The request should be made in writing to the Operations Division Captain, detailing the nature of the hardship and expected period in which the hardship will be resolved.
2. In those cases that would best serve the interests of the Department, nothing in this policy will preclude a re-assignment by the Division Captain or Chief of Police.

D. Community Policing Districts (CPD) - At the discretion of the Patrol Team Supervisor, officers are assigned to a specific community policing district during a given shift, taking into consideration staffing needs, resource availability, minimum staffing levels, and other such requirements. Each team has officers permanently assigned to each Community Policing District when staffing numbers permit. All requests for permanent CPD reassignment request must be sent to the Operations Division Captain.

E. Rotation of CPD Assignments - Officers are assigned to a particular Community Policing District for an indefinite time period in order to enhance communications, develop working partnerships with the public, officer accountability and to become better acquainted with persons, businesses, and hazards within their Community Policing District.

F. Leave - The following criteria will be used in order to grant non-emergency leave for patrol officers and Patrol Team Supervisors:

1. Patrol Team Supervisors will coordinate leave and absences via their chain of command.
2. Leave requests will be considered based upon the minimum staffing needs of the team and the order in which requests were made.
3. Leave is granted on a first come first served basis.

41.1.2 Shift Briefing

Each Patrol Team Supervisor or designee will conduct a shift briefing promptly at the beginning of each shift to review information and/or conduct training. The purpose of the shift briefing is to provide officers and supervisors with the opportunity for face-to-face interaction. To ensure that constant coverage is maintained and officers are on and off duty at the appointed times, shift briefings should be no longer than 30 minutes in duration.

41.1.3 Special-purpose vehicles

A. Authorization, Conditions and Limitations of Usage

1. **Bicycle** - The primary function of a police bicycle is to enhance officers' mobility and stealth when responding to certain types of calls for service. Additionally, police bicycles provide a highly visible presence in residential neighborhoods, city parks and in the downtown area. The police bicycle also provides the opportunity for officers to become more directly involved with citizens and perform public relations functions.

Due to the limitations of the police bicycle, discretion must be exercised in the deployment of the Bicycle Officer. Some of the excluded duties include:

- a. Detainee transport
- b. Routine motor vehicle traffic control
- c. Traffic crash investigation.

Directed patrol duties for the Bicycle Officer may include, but are not limited to, patrol of city sponsored events, parades and festivals where normal vehicular traffic is prohibited.

Weather Conditions – Supervisors of officers assigned a police bicycle should use discretion in assigning officers to bike duty. Supervisors should consider available light, temperature and other weather conditions prior to assigning officers to bike patrol.

Any officer may utilize a bicycle, with the approval of their Section Lieutenant for the purpose of surveillance or tactical operations, as long as the purpose is not for bicycle patrol functions. (Bicycle Officer Certification is not required for special operations.)

2. **Police Motorcycle** – The primary purpose of the Police motorcycle is to enhance the department’s ability to enforce traffic laws and respond to traffic related incidents. Police Motorcycle Officers will be used to increase public relations by providing funeral escorts, participating in parades and providing static displays upon request. The Police Motorcycle Officer will direct vehicular and pedestrian traffic, promptly investigate traffic collisions, enforce all North Carolina Motor Vehicle Laws consistent with departmental policy, and render courteous service. Only authorized personnel will operate department motorcycles. A department motorcycle will not engage in a vehicle pursuit.

Requests for the services of a Motorcycle Officer shall be made through the Traffic Enforcement Unit supervisor, who authorizes assignments.

Weather Conditions – Considerations should be given to weather conditions when operating a Police Motorcycle. Officers should consider available light, temperature and other weather conditions prior to operating a Police Motorcycle.

3. **Special Response Team/Negotiations Vehicle** – The Department shall maintain and operate special purpose vehicles for negotiation operations and tactical team activations. The Special Response Team vehicles shall be utilized only upon the authorization of the SRT Team Commander or designee.
4. **Prisoner Transport Vehicle** – The primary purpose of the prisoner transport vehicle is the transportation of multiple prisoners at one time and the transportation of a single prisoner as necessary. The use of the prisoner transport vehicle must be authorized by a first line supervisor or higher prior to use.
5. **Ready Response Vehicles (RRVs)** – The RRVs are assigned to officers who are required to respond to city emergencies without unnecessary delays. RRVs are properly equipped emergency vehicles affording officers the ability to respond to assignments directly from their residence with essential equipment onboard. RRVs

enhance the agency efficiency by drastically decreasing response time to critical events.

6. **Patroller** – The Police Patroller is an alternative electric transport unit to be utilized during routine patrols and events. The purpose of the Police Patroller is to maintain high visibility throughout the city, while maintaining and increasing public relations. The Patroller will provide officers the ability to access locations inaccessible by patrol vehicles.
7. **Police Can-Am** – The primary purpose of the Police Can-am is to enhance the department’s ability to enforce traffic laws and respond to traffic related incidents. The Police Can-Am will be used to increase public relations by providing funeral escorts, participating in parades and providing static displays upon request. The Police Can-Am officer will direct vehicular and pedestrian traffic, promptly investigate traffic collisions, enforce all North Carolina Motor Vehicle Laws consistent with Department policy, and render courteous service. Only authorized personnel will operate the Police Can-Am. The Police Can-Am will not engage in a vehicle pursuit.

Requests for the services the Can-Am shall be made through the Traffic Enforcement Unit supervisor, who authorizes assignments.

Weather Conditions – Considerations should be given to weather conditions when operating the Can-Am. Operators of the Police Can am should consider available light, temperature and other weather conditions prior to operation.

B. Qualifications and Training for Operations

1. Bicycle

- a. Training: Officers assigned a Police Bicycle shall complete a department approved bicycle training course prior to assuming solo patrol duties.
- b. Untrained officers may be paired with an experienced bicycle officer for field training purposes, with prior supervisory approval. All bicycle training shall be coordinated through the Department Training Unit.
- c. In recognition of the physical demands and special characteristics unique to police bicycle duty, only officers who volunteer for bicycle patrol duties shall be used in this program. The bicycle patrol officer should have good interpersonal skills and should be in good physical condition. In addition, officers must demonstrate the ability to successfully complete the training required for assignment to a Police Bicycle. Thereafter, they must maintain a level of physical fitness sufficient to perform the essential functions of the position.

2. Police Motorcycle – The purpose of the Police Motorcycle is to conduct traffic enforcement, parades, funeral details, special events, motorcycle educational event and enhancing public relations.

- a. Officers assigned to the Police Motor Unit must possess a current North Carolina motorcycle endorsement, which shall be displayed on their driver’s license.

Within a reasonable time, the officer must attend and successfully pass an agency approved Police Motor Officer course. Until such time the officer attends the approved course, the officer may operate a police motorcycle when paired up with a current certified motor officer for training purposes only.

- b. Special Response Team/Negotiations Vehicle** - Special Response Team vehicles shall be operated only by those personnel who have received training in the operation of the vehicle.
3. **Prisoner Transport Vehicle** - The Prisoner Transport vehicle shall be operated only by those personnel who have received training in the operation of the vehicle.
4. **Patroller – T3 Motion Patroller** - The T3 Motion Patroller (hereafter referred to as Patroller) shall be operated only by those personnel who have received the department approved training course in the operation of the unit. The Patroller is operated by only one officer at a time, who shall wear a Department approved bicycle helmet during operation. Patrollers will not be operated in inclement weather. During the hours of darkness, officers must use all the illumination equipment installed.
5. **Police Can-Am** – Only officers assigned to the Police Motor Unit will operate this vehicle and must possess a current North Carolina motorcycle endorsement, which shall be displayed on their driver’s license.

C. Maintenance

1. **Bicycle** - Trained officers seeking to use a bicycle, but not permanently assigned one, shall coordinate the use of a bicycle with the primary assigned officer. Prior to use, all officers shall conduct a safety inspection of their bicycle. Special attention should be given to proper adjustments, worn parts, defects, tires and/or any other condition affecting the safe operation of the bicycle. Bicycle officers shall maintain their assigned bicycle in a clean, safe, and good working order at all times. Any damage or inoperable conditions shall be reported to the officer’s immediate supervisor. All routine maintenance shall be performed during normal working hours. No modifications will be made to a bicycle without the prior approval of their chain of command. Repairs will be coordinated through the Office of the Chief. The Facility Unit will be responsible for inspection for operational readiness of stored bicycles.
2. **Police Motorcycle** - The Traffic Enforcement Unit supervisor will schedule preventive maintenance as required by manufacturer’s specifications in addition to other maintenance necessary for all department motorcycles. Motorcycles and all associated gear will be inspected monthly in the same manner as all fleet vehicles.

Motorcycle officers shall provide routine care and maintenance for their assigned motorcycle and shall inspect prior to each use.

3. **Special Response Team/Negotiations Vehicle** – The Special Response Team Commander or designee will be responsible for ensuring that the vehicles are maintained with the city garage.

4. **Prisoner Transport Vehicle** - The Community Outreach Sergeant will be responsible for ensuring that the vehicles are maintained with the city garage.
5. **Patroller** – The Community Outreach Sergeant will be responsible for ensuring that Patrollers are maintained with an approved vendor.
6. **Police Can-Am** - The Traffic Enforcement Unit supervisor will schedule preventive maintenance as required by manufacturer’s specifications in addition to other maintenance necessary for the Police Can-Am. The Police Can-Am and all associated gear will be inspected monthly in the same manner as all fleet vehicles.

D. Inventory.

1. **Bicycle** - Bicycle riding helmets and eye protection shall be worn at all times when the bicycle is in operation. During the hours of darkness, officers must use the illumination equipment installed on department bicycles.

The following items will be issued to bicycle officers by the Facility Unit:

- a. Uniform shirt
 - b. Uniform shorts or bicycle pants
 - c. Other required protective gear
2. **Police Motorcycle** - The following items will be issued to motorcycle officers by the Facility Unit:
 - a. Department of Transportation approved Motorcycle Helmet
 - b. Eye protection
 - c. Gloves
 - d. Inclement weather gear
 - e. Motorcycle riding jacket
 - f. Riding boots
 - g. Motorcycle officer uniform and
 - h. Other required protective gear
 3. **Special Response Team/Negotiations Vehicle** – The Special Response Team Commander or designee shall maintain an inventory listing of departmental equipment to be stored in Special Response Team vehicles. A copy of this inventory shall be retained in the vehicle.
 4. **Prisoner Transport Vehicle** – The Operations Captain or designee shall maintain an inventory listing of departmental equipment to be stored in the Prisoner Transport vehicle. A copy of this inventory shall be retained in the vehicle.
 5. **Patroller** – Department issued bicycle riding helmet and eye protection shall be worn at all, times when the Patroller is in operation.
 6. **Police Can-Am** - The following items will be issued to motorcycle officers by the Facility Unit:
 - a. Department of Transportation approved Motorcycle Helmet
 - b. Eye protection

- c. Gloves
- d. Inclement weather gear
- e. Motorcycle riding jacket
- f. Riding boots
- g. Motorcycle officer uniform and
- h. Other required protective gear

41.1.4 Police K-9

A. Authorization, Conditions and Limitations

All K-9s are owned by the New Bern Police Department. Police K-9 teams are maintained by the department as a valuable law enforcement tool for use in criminal apprehension, evidence detection, control of civil disturbances, and public relations activities.

Unauthorized use of K-9's shall be considered just cause for disciplinary action and removal from the K-9 program.

K-9 Teams, when at all possible, should not be assigned to a specific patrol area, but should be allowed to patrol throughout the city. K-9 vehicles are generally not to be used to transport prisoners.

Types of calls: The following types of calls should be evaluated for K-9 response:

1. Burglary in progress calls, intrusion and/or robbery alarms, and events in progress or just occurred.
2. Felony or misdemeanor crimes where the suspect has fled on foot and K-9 tracking is possible.
3. Alarm or open door/window calls where the K-9 Team will be the primary building search unit.
4. Locating lost adults or children.
5. Locating discarded evidence or contraband.
6. Searching for narcotics if the Team is certified for use in this area.
7. Any other call where, in a supervisor's opinion, a K-9 Team would be an asset as a back-up or primary unit.
8. Authorized pursuits as an additional back-up, in the event the suspect flees.
9. All other calls for services assigned by Communications upon approval of the shift supervisor.

Whenever possible, a warning shall be announced prior to releasing the K-9 in accordance with approved departmental training.

The activities and operations of the K-9 Teams are reported through the use of the following forms and records:

- a. K-9 Utilization Report
- b. Use of Force Report
- c. Police Service Dog Training Form
- d. Report of Injury or Illness of Police Dog
- e. Health and Vaccination Records

All mutual aid requests shall be coordinated and approved by the Patrol Team Sergeant or Lieutenant; however, subsequent to review of the situation, the decision to physically apply the K-9 to a specific operation will remain with the handler.

Any police officer at the scene of an incident may make a request for the immediate use of a K-9 team. The requesting police officer shall ascertain from the Communications Center if a K-9 team is currently on duty. If on-duty, the K-9 team will respond to the location of the requesting/investigating police officer. If a K-9 team is not on-duty, the immediate supervisor of the requesting police officer shall evaluate the circumstances surrounding the incident. If the supervisor determines that the use of the K-9 team is warranted, the supervisor shall request the Communications Center personnel to contact the on-call K-9 team.

K-9 Standby

K-9 handlers are responsible for K-9 utilizations when their assigned teams are on-duty. If the on-duty team's handler is not available, the on-duty supervisor, at their discretion, may request the on-call handler.

The K-9 Supervisor will maintain a call schedule that will be posted on the department's shared calendar. K-9 handlers will report all planned absences from normal duty to the K-9 Supervisor. If an employee is placed on stand-by, they are expected to remain at home or in close contact in order to be available to answer emergency calls during off-duty hours. When placed on standby, handlers will be compensated in accordance with City Code 54-77. The K-9 Supervisors will be responsible for placing a K-9 handler on stand-by.

K-9 handlers shall receive cell phone reimbursement consistent with the City of New Bern cell phone policy, as funding allows.

All requests for K-9 demonstrations will be made in writing to the Office of the Chief of Police or designee. Requests approved by the Chief will be forwarded via Chain of Command to the appropriate K-9 officer and his/her supervisor.

Use of Force Situations: Utilizing the K-9 in bite situations is considered a use of force and shall be limited to the following situations:

- a. Apprehension of a fleeing suspect when probable cause exists that the suspect has committed a felony or violent misdemeanor and the appropriate warnings have been given.
- b. Building and area searches for suspect(s) when the appropriate warnings have been given.
- c. Handler protection when there is an assault upon an officer or the K-9 such as a suspect resisting arrest at the time of apprehension.

The K-9 handler will not use the K-9 in a bite situation for any minor offenses, such as a suspect refusing to cooperate after the suspect has been secured in restraints.

The Operations Captain or designee, shall keep health records and vaccination reports on all police K-9's. By authorization of the Chief of Police, these reports may be made available to Health Department authorities or bite victims.

Building and Area Searches: During building and area searches, the perimeter of the building or area will be secured by patrol units. If possible, the owner or the person legally in control of the property should be contacted to determine if anyone has permission to be inside or if anyone is possibly working late. Contacting the owner or person legally in control of the property will also allow easier access to the building if needed, and will minimize any damage to the property in order to clear the building.

The K-9 handler will alert the building or area verbally and if feasible, especially for larger structures, K-9 handlers may use the patrol vehicle public address system or other approved form of amplification. The warning should be given prior to releasing the K9 to search at the point of entry into the building that a police K-9 will be entering to locate and apprehend anyone inside. The K-9 handler will provide a 5-minute warning, a second warning at 2.5 minutes prior to release and a final warning just prior to time of release. All warnings will be logged with communications and placed into the CAD of the call. The police K-9 may then be released into the building or area.

A K-9 handler will alert verbally each floor or section of any multi-level building.

Patrol units will not search the building regardless of how minor the situation, if there is a K-9 Team available to perform the search.

No one will be allowed into the building during the K-9 Team's search of the building. The only exception to this rule will be if the K-9 handler requests a patrol unit to accompany them on a search as added cover.

Tracking: During tracking, the perimeter will be secured by patrol units while the K-9 Team proceeds with the track. The K-9 handler will keep the perimeter units updated with location and direction of the track by radio communications, to allow the perimeter units to move accordingly, in an effort to keep the perimeter secure. An additional patrol unit should, whenever possible, accompany the K-9 Team on a track for security reasons if requested by the K-9 handler.

Narcotics Searches: During narcotics searches, the area to be searched will be secured by officers or detectives on the scene.

When an article search is to be conducted for discarded narcotics, the officer should indicate the type of narcotics to be located (if known) to protect the K-9 from any exposure to open narcotics.

Prior to the commencement of a narcotics search, the investigating officer shall remove all persons and plain view narcotics. The investigating officer must note the location of the plain view narcotics or paraphernalia and inform the K-9 handler of this information upon his/her arrival. Turn off the motor of any vehicle, vessel or aircraft to be searched. Leave the vehicle, vessel or aircraft in the condition found.

The areas to be searched should not be disturbed to prevent spreading and diminishing the odor of the narcotics. Upon arrival, the K-9 handler will adjust the condition of the vehicle, vessel or aircraft in accordance with his/her training.

Under no circumstances will the K-9 be used to search a person.

If K-9 vehicles become engaged in a pursuit, the K9 vehicle shall relinquish any position to officers in marked units as soon as possible.

Only trained K9 handlers shall:

- a. Reach into the K-9 cruiser while the K-9 is inside.
- b. Agitate the police K-9 at any time.
- c. Attempt to feed the police K-9.

B. Qualifications and Training for Handlers - All applicants for K-9 handler must meet the following minimum qualification standards. (See also 16.5.1)

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. Be physically fit and able to complete the Police Obstacle Physical Agility Test (POPAT) or other approved essential skills training tests set forth by the K-9 Trainer. Must be able to lift and carry a weight of 75lbs for a distance of 100 feet and place the weight into the cargo portion of a K-9 vehicle.
- 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 creditable 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 creditable 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. 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.
- g. 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.
- h. 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.

- i. Respond to all calls, which may require the use of a K-9 team. (Reference 41.1.4)
- j. Make a conscious effort at every call for service to utilize the K-9 in the most efficient manner to achieve the desired results.
- k. Perform K-9 demonstrations for civic groups, special events and other occasions authorized by the department.

C. Care and Maintenance – Handlers shall:

1. Take the necessary actions to ensure the good health and welfare of their assigned K-9, both on and off duty. Failure to provide for the reasonable care and attention of the assigned K-9 shall be considered just cause for disciplinary action.
2. In emergency situations, ensure that the K-9 receives immediate medical attention. The handler will then notify the Operations Division Captain or designee as soon as possible.
3. Administer any medication as prescribed by the veterinarian.
4. Arrange for an annual medical examination of the K-9 and other examinations as may be necessary due to injury or illness.
5. Prevent the use of the K-9 for breeding purposes without written authorization from the department.
6. Conduct a daily grooming and check of the assigned K-9. K-9 Handlers will be compensated at 7 hours per pay period for K9 maintenance.
7. Not allow the K-9 to be left unattended in a vehicle with the windows rolled up and the air conditioner on for longer than ten (10) minutes at a time, any time the ambient temperature exceeds 75 degrees unless the vehicle is equipped with a functioning heat sensor alarm system.
8. On assigned court/training dates, the K-9 is to be kenneled at the handler's residence until after the completion of court/training. The on duty K-9 officer may choose to kennel the K-9 in the kennel provided by the Police Department. If a handler is unexpectedly called to court, training or other function not related to calls for service that may require an extended absence, more than 10 minutes, from the handler's police vehicle, the handler will secure the K-9 in the Department kennel.
9. On those occasions when the handler is on annual leave, training or otherwise away from the K9 for more than 24 hours, the K9 will be boarded in the kennel at the Police Department. The handler will be responsible for scheduling the daily maintenance of the K9 with other department trained K9 Handlers.
10. During emergency situations, the handler will take every precaution possible to protect the K-9.

D. Equipment – The New Bern Police Department shall make the following items available to each assigned K-9 Team:

1. K-9 Equipped vehicle that will include a heat sensor alarm system that will notify the handler of a dangerous condition and will ventilate the car automatically or by pager. The heat sensor will be tested prior to start of each shift.
2. Food and Water Bowl
3. Brush, Rake and Comb
4. Tracking Line
5. Leash
6. Choke Collar
7. Heart worm and Flea/tick preventative

8. Any other equipment as designated by the Chief of Police
9. Dog House
10. Level 3 holster light combo

Training Aids: The following items will be made available for the K-9 Function:

1. Controlled Substance Training Aids (Reference 84.1.4)
2. Regular Bite Sleeve
3. Hidden Sleeve
4. Full Bite Sleeve
5. Full body bite suit
6. Any other training aids as designated by the Chief of Police

K-9 handlers will be responsible to maintain in good working order all issued equipment used for the training and control of the K-9. The Operations Division Captain or designee prior to use by a K-9 Team must approve any miscellaneous equipment such as leashes, collars, etc.

The department shall purchase all necessary food supplies needed for the K-9 and shall provide for necessary veterinary care of the K-9 through department approved veterinarians or veterinary clinics/hospital. In addition, the department shall purchase all necessary material needed for the construction of the doghouse. In addition, all certified K-9 handlers and K-9s will be designated on the posted Departmental Employee Roster.

41.2.1 Routine and emergency calls - Under normal, non-emergency driving conditions, and while responding to routine calls for service, department personnel operating all department emergency vehicles shall strictly adhere to all traffic laws and drive defensively in a safe and courteous manner.

Emergency vehicles may be operated in an emergency mode only by sworn personnel and only under one or more of the following conditions as authorized under specific sections of this policy.

1. When responding to an emergency.
2. While engaged in a vehicle pursuit.
3. To alert the driver of a vehicle being stopped.
4. When authorized by a supervisor.

Officers are authorized to respond to a call in emergency mode after informing Communications (if not previously stated on the radio group) of their unit number, present location, type of emergency and intention to respond "Priority 1" to the location where the emergency currently exists.

When operating a police unit in emergency mode, officers must exercise extreme caution at all times. The safety of the officer and citizens must be of paramount concern. Officers are responsible for maintaining proper control of their vehicle at all times. An officer operating a vehicle in emergency mode may:

1. Exceed the speed limit after weighing the risks of danger to life and property and after considering the condition of the road, traffic, and weather.

2. Proceed past a red or stop signal or stop sign, but only after slowing down or stopping as may be necessary for safe operation. The driver shall ensure that cross-traffic flow has yielded in each lane before attempting to cross that lane.
3. Disregard regulations governing direction or movement or turning in specified directions after considering or weighing the risks of injury to life or damage to property.
4. Disregard the laws governing the parking of vehicles under ordinary circumstances, except that a police vehicle shall neither block access to a fire hydrant at a fire scene, nor obstruct the passage of fire apparatus. Marked police vehicles should be strategically parked in roadways to protect crash scenes, injured persons, or officers directing traffic, when such use is practical, with the emergency lights and four-way flashers activated.

Supervisors shall monitor the initiation of an emergency response mode by an officer and may elect to downgrade the response as appropriate for the situation. Officers who are engaged in an emergency response mode will downgrade their response to routine when they receive information that the emergency no longer exists or when directed by a supervisor or an officer on scene.

41.2.2 Vehicle Pursuits

It is the policy of the New Bern Police Department to regulate the manner in which vehicular **pursuits** are undertaken and performed.

DEFINITIONS:

Vehicular Pursuit: A deliberate attempt by an officer in an authorized emergency vehicle to apprehend a fleeing suspect who is actively attempting to elude apprehension.

Caravanning: More than two emergency vehicles in close pursuit.

Paralleling: Driving a police vehicle on a street parallel to a street on which a pursuit is occurring.

A. Authorization - The primary purpose of a pursuit is to apprehend a suspect with the least amount of force necessary and to minimize the risk of harm to persons and property. An officer may initiate a pursuit when:

1. The officer (primary unit) has emergency equipment activated and is in close proximity to a suspect driving a motor vehicle and the suspect fails to yield; and
2. Knows or has a reasonable belief that the fleeing suspect has committed, has attempted to commit, or is attempting to commit a violent crime against another person; and
3. Reasonably believes that the immediate danger to the public created by the pursuit is less than the immediate or potential danger to the public should the suspect remain at large.

Factors to be considered in initiating a pursuit:

1. The seriousness of the originating crime and its relationship to community safety;
2. Danger presented to the public if suspect is not immediately apprehended;
3. Danger to the public caused by the pursuit;
4. Visibility, weather condition, road conditions and the volume of pedestrian and vehicular traffic;
5. Time of day;
6. Location of pursuit;
7. Potential speeds of both vehicles;
8. Familiarity of officer and supervisor with the area of pursuit;
9. Capability of the police vehicle involved;
10. Quality of radio communications between pursuing vehicle, Communications, and supervisor;
11. The violator can be identified to the point where later apprehension can be accomplished, and the delayed apprehension or arrest of the violator is not a threat to the public.

Pursuits shall not occur or continue when the danger of the pursuit clearly exceeds the necessity of immediate capture. The pursuing officer shall retain the duty to drive with due regard for the safety of all persons and shall not operate any emergency vehicle with reckless disregard for the safety of others.

B. Initiating Officer Responsibilities - The primary officer engaged in a pursuit shall inform Communications of the following:

1. The fact that the officer is in pursuit;
2. Specific law violation which is known or believed to have been committed or attempted (must be a violent crime against another person);
3. Location, direction, and approximate speed of travel of both vehicles;
4. Vehicle description and tag number, and the name, age, and description of the occupants, if known;
5. Continuous progress of the pursuit and whether it is headed for or enters another jurisdiction;
6. Location where the pursued vehicle is stopped.

Any officer, who initiates a pursuit, engages in a pursuit, or who assists another agency involved in a pursuit, shall prepare a police report or supplement concerning the incident.

C. Secondary Units Responsibilities - The response of the secondary unit shall be coordinated by Communications under the direction of the supervisor. The secondary unit, upon joining the pursuit, shall immediately notify Communications of his/her identity.

If practical, the secondary unit should assume radio communications responsibility for the pursuit.

The secondary unit shall not attempt to pass or overtake the primary unit unless such action is requested by the primary unit or a supervisor. The secondary unit shall not intentionally pass the primary unit until the primary unit has acknowledged such action.

Once a secondary unit has been assigned, no other units shall become actively involved in the pursuit unless specifically authorized by the supervisor.

D. Roles and Restrictions of Patrol Vehicles - Only sworn personnel in vehicles equipped with emergency lights and siren may engage in a vehicular pursuit.

Units transporting prisoners, witnesses, explorers, volunteers, or other persons not employed by the city shall not engage in a pursuit.

Officers in unmarked police vehicles and K-9 vehicles engaged in a pursuit shall relinquish any position to officers in marked units as soon as possible.

Officers operating any motorcycle, Can-Am, SRT vehicle, Forensic van, or any other special purpose department vehicle not previously addressed are prohibited from engaging in a pursuit.

Officers shall not pursue a law violator the wrong way on an interstate highway, divided highway, or divided roadway. In the event that an officer is in pursuit and the vehicle being pursued enters an interstate highway, divided highway, or divided roadway the wrong way, the pursuing officer must terminate the pursuit unless able to maintain visual contact while remaining on the lawful side of the roadway. Officers engaging in a pursuit shall exercise extreme caution when pursuing vehicles the wrong way on secondary roadways or residential streets.

During a pursuit, no more than two emergency vehicles shall be operated in close pursuit, these being the primary and secondary units. Additionally, a safe distance shall be maintained between vehicles in order to lessen the possibility of a collision should the fleeing vehicle make a sudden stop or change in direction.

No units other than the primary and secondary units shall leave their assigned patrol district in response to the pursuit unless directed to do so by a supervisor.

Recruit Officers assigned to the Field Training Program shall not engage in a vehicular pursuit except under the direction of a Field Training Officer who is present in the vehicle and then only in emergency situations where the pursuit cannot be delayed or avoided. The Recruit Officer shall relinquish his/her position in the pursuit when replaced by a veteran officer who arrives to assume the responsibilities of the primary or secondary pursuit unit.

Paralleling is authorized only if supervisory approval is first obtained. However, this does not preclude any unit from moving safely within their assigned area to a location which may be advantageous should the pursuit terminate in that Community Policing District.

Caravanning is prohibited.

E. Communicator Responsibilities - Communications shall perform the following duties during a pursuit:

1. Clear the channel announcing "hold the channel" on the primary radio group and advise all other units that a pursuit is in progress, providing all relevant information;
2. Receive and record all incoming information on the pursued vehicle and relay that information to the supervisor and other units;
3. If a tag number is obtained during the pursuit, obtain the registration information and perform a check for stolen vehicle and relay this information to the involved units on the primary dispatch group;
4. Monitor and control all radio communications during the pursuit;

5. Coordinate assistance under the direction of the ranking supervisor assuming command;
6. Notify other law enforcement agencies of a pursuit headed towards their jurisdiction and, if requested or approved by a supervisor, arrange for air support or other specialized assistance;
7. If a pursuit enters another jurisdiction, notify the supervisor in command of the pursuit that the pursuit has entered into another jurisdiction.
8. Ensure that the Communications supervisor is informed of the facts of the pursuit;
9. Prior to the next business day, the Communications supervisor or designee shall prepare a recording extract of all radio communications related to the pursuit and forward the recording to the supervisor assuming command of the pursuit, unless the pursuit is being investigated by either the Criminal Investigations Unit or Internal Affairs, in which case the tape recording(s) shall not be provided to any personnel except the Criminal Investigations Unit supervisor or member of the command staff directly involved in the investigation.

F. Supervisor Responsibilities - Patrol supervisors shall be responsible for monitoring emergency vehicle operations, upgrading or down grading responses, controlling the number of units responding to an emergency call for service or pursuit and canceling a pursuit at any time.

G. Termination of Pursuit – An officer engaged in a pursuit shall terminate the pursuit when:

1. The danger of the pursuit clearly exceeds the necessity of immediate capture, or any of the original determining factors have changed so as to render the pursuit too hazardous;
2. A supervisor or higher authority orders the pursuit terminated. The officer(s) shall acknowledge this order and advise Communications the pursuit is terminated;
3. The pursuing officer loses visual contact with the pursued vehicle, other than for a momentary period, or the distance between the suspect's vehicle and the primary unit becomes so great that further pursuit is futile;
4. The pursuing officer loses radio contact with Communications or is otherwise unable to receive and comprehend radio transmissions directed to him/her;
5. When there is an equipment failure involving an emergency signal device, brakes, steering or other essential mechanical equipment, or damage to the police vehicle that creates an unsafe driving condition;
6. A reasonable belief no longer exists that the pursued suspect has committed, has attempted to commit, or is attempting to commit a violent crime against another person.

When the decision is made to terminate the pursuit by the primary unit or a supervisor, the primary and secondary units shall:

1. Immediately turn off all emergency equipment,
2. Pull to the right hand side of the road in a safe location,
3. Exit their vehicles and
4. Perform a cursory inspection of the vehicle to ensure that no damage occurred during the pursuit.

H. Inter and Intra-jurisdictional Pursuits

Department Initiated Pursuits entering opposing Jurisdictions: North Carolina General Statutes provide that law enforcement officers, who would normally be restricted to arresting persons within the limits of their jurisdictional boundaries, may arrest outside these boundaries when the person arrested has committed a criminal offense within the jurisdiction of the city and the arrest is made while the person is making an immediate and continuous flight from that jurisdiction.

Pursuits that enter opposing jurisdictions will be terminated at any time if requested by the respective law enforcement agency.

If a law enforcement agency of another jurisdiction assumes active pursuit, the on duty supervisor may order this department's active involvement in the pursuit discontinued.

Pursuits Initiated by Other Law Enforcement Agencies - Officers shall not engage in pursuits initiated by other law enforcement agencies which enter the city limits of New Bern unless assistance is requested and supervisory approval is obtained. All guidelines and restrictions described in this general order shall be followed.

- I. Reporting and Review of Pursuits/Forcible Intervention** – All other officers who were involved in the pursuit, or who participated in the apprehension of the suspect(s), are allowed up to 24 hours prior to completing the report. If the employee does not complete the blue team entry by the end of shift, the supervisor will provide a summary notification to the Command Staff. If the employee is scheduled off during the 24 hours, the employee will complete the required reports when they first return to work or as scheduled by their supervisor. All supplemental reports will be attached to the original report.

Each pursuit shall be reviewed to determine whether it was conducted in compliance with department policy. The pursuit review process will be conducted as follows:

The primary officer shall submit a Blue Team Vehicle Pursuit Entry, offense/ incident and/or crash report(s) to the supervisor in charge at the time of the pursuit outlining the specifics of the pursuit to include, but not limited to, the following:

1. Specific offense for which the pursuit was initiated and any charges made;
2. Name of the supervisor authorizing the pursuit;
3. Beginning and ending locations and route;
4. Duration of pursuit;
5. Weather and traffic conditions;
6. Approximate speeds;
7. Any property damage or injuries that occurred during the pursuit;
8. A Blue Team Use of Force Entry, if required;
9. Type of police vehicle used, marked or unmarked;
10. Any unusual circumstances.
11. Forward this information, along with photographs of any damage or injuries, to the supervisor before going off duty.

The supervisor in charge of the pursuit will, unless he/she became directly engaged in the pursuit, review the information submitted and reach a determination whether each officer who became actively engaged in the pursuit was in compliance with department policies.

The supervisor shall review and forward to his/her Lieutenant the Blue Team Vehicle Pursuit Report and include:

1. Audio and dispatch log obtained from Communications;
2. All photographs of any damage or injuries;
3. All in car camera Recordings from all vehicles involved;
4. All reports submitted by the officers involved; and
5. Their conclusions/recommendations.

If the supervisor who was in charge of the pursuit also became directly engaged in the pursuit, he/she will not be involved in the policy review, but will include a copy of his/her supplemental report, and the Vehicle Pursuit Report will be forwarded directly to his/her Lieutenant for review.

The Lieutenant will review the Vehicle Pursuit Report, and include his/her recommendation whether the pursuit was in compliance with department policies and forward to his/her Division Captain.

The Division Captain will review the Vehicle Pursuit Report and determine that the pursuit was:

1. Not in compliance with department policies and will request the Chief of Police initiate a Division Level or Internal Affairs investigation; or
2. In compliance with department policies and will include his/her recommendation that the pursuit was in compliance with department policies; and
3. Forward to the Office of the Chief by the end of shift.

Mandatory Training - Vehicle Pursuit Critique: It shall be the policy of the New Bern Police Department to critique all vehicle pursuits within fourteen (14) days after the pursuit review process has been completed. The critiques will be conducted as in-service or roll-call training. Attendance for the critique is mandatory for all sworn and non-sworn personnel involved in the pursuit.

- J. Annual Review of Pursuits** - All Pursuit Review packets will be retained by the Professional Standards Lieutenant. Annually, the Professional Standards Lieutenant will prepare an analysis of all pursuits conducted by the Police Department. The analysis will be forwarded to the Chief of Police for review by the Command Staff.
- K. Annual Review of Pursuit Policies and Reporting Procedures** - A review of incidents involving vehicle pursuits may reveal patterns or trends that indicate training and/or policy modification needs. The Professional Standards Lieutenant will be responsible for conducting the review of the pursuit policy and reporting procedures, which may include a comparison of nationally accepted practices. Upon completing the review, the Professional Standards Lieutenant will provide the Chief of Police the results of the review along with any recommendation for change to the pursuit procedures and reporting requirements.
- L. Officer's Initial Training** – During the course of their Field Training, newly hired sworn officers will review and discuss the departments pursuit policy. The review will be documented in their Field Training Manual and signed off by both the trainee and field training officer.

- M. Annual Pursuit Policy Review** – Yearly, all sworn officers will review the pursuit policy and sign off verifying that they have reviewed it.

41.2.3 Roadblocks and forcible stopping

A. Circumstances Warranting Use

Stop Sticks: Stop Sticks are to be used to end a pursuit by disabling the pursued vehicle in a controlled manner. This is done by the controlled release of air from the tires of the pursued vehicle when the tires make contact with and are punctured by the Stop Sticks.

Forcible Intervention: The use of forcible intervention techniques such as boxing in or establishing a roadblock or barricade in order to stop the suspects fleeing vehicle is prohibited with the exception of stop sticks.

B. Procedures for Implementation

Deployment of Stop Sticks: Prior to setting up a roadblock using the Stop Stick device, officers must immediately notify Communications of the location. Communications shall notify the supervisor, and all units and any other agencies that may be involved in the pursuit of the suspect vehicle of the use and location of the Stop Stick location.

Stop Sticks will be positioned consistent with training received from the department and the manufacturer of the Stop Stick equipment.

C. Training in Techniques

Stop Sticks - Only those members who have been properly trained in the utilization and care of Stop Sticks shall be authorized to deploy the device.

- D. Supervisor Responsibility** – Supervisors are responsible to ensure that the guidelines as identified in this chapter are adhered to in the use of forcible intervention techniques.

Supervisors are required to submit the required documentation as required by this chapter.

- E. Documentation and Review** – All uses and attempts of a forcible intervention will be documented and reviewed in accordance with the procedures identified in this chapter in section [\[42.2.2 \(D\)\]](#).

41.2.4 Procedures for first responder's notifications during emergency situations - When situations arise that require additional assistance the officer in charge at the scene will make such requests through Communications. Information regarding equipment needed and the nature of the problem should be provided to assisting personnel as soon as possible.

In emergency situations, officers shall immediately notify Communications of a need for the fire department, paramedics or other emergency providers. Once other emergency providers are requested by members of the department, those services will not be canceled by department personnel.

Request for Public Works, Public Utilities, or Street/Highway Department personnel shall be made by Communications.

Bomb Threats - A Patrol Team Supervisor and one or more officers shall be dispatched to bomb threats. Communications shall notify the appropriate CPD Lieutenant and Fire Department immediately upon receipt of the report.

It is the policy of the New Bern Police Department to notify the Chief of Police, Management Staff and the staff duty officer for any serious and newsworthy incident or event.

In the event of a Bomb Threat, Incident Command is to request assistance from the State Bureau of Investigation (SBI) as well as well as notifying EMS to stage pending callout. A request for assistance for explosives sniffing K9 or the SBI's Bomb Squad must be completed before seeking outside assistance.

If the SBI declines assistance, then one of the local federal agencies, Cherry Point Marine Corps or Camp Lejeune Marine Corps Base, may be contacted for assistance. For the detection of explosives where none are visibly seen an explosive sniffing K9 should be requested.

If a package or device is found the local federal Explosive Ordinance Disposal team should be contacted and a request made for their assistance.

41.2.5 Reporting and investigating adult missing persons -

A. **Initial Information to be Gathered** - During the course of an investigation involving a missing adult, the investigating officer shall obtain a complete description and pertinent information of the missing person to include but not limited to:

1. Name, A.K.A.
2. DOB
3. SSN
4. Address
5. Home or cellular phone
6. Race
7. Sex
8. Height
9. Weight
10. Hair Color
11. Eye Color
12. Scars/marks/tattoos
13. Jobs
14. Clothing
15. Mental condition
16. Medical conditions
17. Date last seen, etc.
18. Status (missing person, child abduction, Amber Alert, disaster victim).
19. Possible Phone Numbers
20. Employment Information
21. Known or Suspected reason for being missing
22. Possible Destinations if Known
23. Presence of or absence of Personal Belongings
24. Previous Missing History
25. Recent Photograph

26. If Dental/Medical Records are Available
27. Identifying Scars, Marks or Tattoos
28. Special Instructions if Relevant
29. Reporting Person Information
30. Potential Mode of Transportation
31. School / Grade
32. Emancipation Date if Applicable

- B. Dissemination of Collected Information** - The investigating officer, upon receiving a report of a missing person shall immediately contact Communications, either via radio or telephone, with the information necessary for a BOLO entry.

The investigating officer will ensure copies of the BOLO are available for dissemination of information to on-coming patrol shifts.

- C. Entry and Removal from DCI**

Entry: Missing persons under the age of 21 must be entered into NCIC within 2 hours of the time the agency has obtained the minimum mandatory data.

Before the conclusion of the missing person call, the Officer shall supply a copy of the preliminary report. Communications will make the entry into DCI/NCIC. The name of the Telecommunicator will be documented in the report.

Removal: Upon verifying that a missing person has been located, the investigating officer will notify Communications in writing to remove the missing person from NCIC via DCI and provide a copy of the report supplement to be attached to the DCI cancellation entry.

- D. Follow Up Contact** - The investigating officer assigned to conduct a follow-up investigation shall make a reasonable effort to contact the complainant at least once in addition to the contact made by the officer conducting the preliminary investigation and as often as possible thereafter. This additional contact may result in the receipt of additional information not received during the preliminary investigation.

- E. Follow Up Investigation and Search** - If the person reported missing is age 21 or older, and is not considered at risk, e.g. is not disabled, is not endangered, and no foul play is suspected, the investigating officer will make all reasonable attempts to contact the missing person by telephone and by attempting to search areas where the missing person is known to frequent.

A BOLO with the necessary descriptors will be sent by Communications with a 50 mile radius unless there is reason to believe that the radius should be extended.

The investigating officer will be responsible for following up on all leads as to the whereabouts of the missing person and will document the follow up activities in his/her initial or supplemental reports.

- F. Special Considerations** – Officers will utilize the [NBPD Search Action Plan](#) for Lost Persons form to evaluate the necessity to call out the fire department for additional search resources in all missing persons reports involving special considerations as outlined in subsection F below and for all missing children missing under chapter 41.2.6 section A.

Unusual Circumstances refers to a missing person who is believed to be (one or more of the following):

1. Mentally diminished.
2. Drug dependent, including prescription and illicit substances.
3. A potential victim of foul play or sexual exploitation.
4. In a life threatening situation.
5. Whose disappearance involves circumstances that would cause a reasonable person to conclude that the person should be considered at-risk.

In any case of a missing person where unusual circumstances exist, the following investigative steps shall be completed:

1. Notify supervisor.
2. Establish an Incident Command Post
3. Upon consent of the person with standing, conduct a search to include all areas of the missing person's residence and/or all areas of the location the responding officer was dispatched to, as well as any outbuildings and vehicle(s) parked at the scene.
4. Conduct a neighborhood canvass in an attempt to determine the whereabouts of the missing person.
5. Conduct interviews with friends of the missing person.
6. Contact work/school authorities.
7. Contact area hospitals.
8. Evaluate possibility of criminal involvement from reporting persons
9. Check locations the missing person has been known to frequent.
10. Check old addresses or neighborhoods.
11. Investigate suspicious persons or vehicles seen in the area.
12. Conduct search of nearby undeveloped areas, such as woods, water areas, construction sites, etc.

Missing person complaints where any foul play is suspected will be assigned to Criminal Investigations unless resolved by the primary responding officers.

41.2.6 Missing Children

- A. **Statement** - It shall be the policy of this agency to thoroughly investigate all reports of missing persons. In addition, this agency holds that every child reported as missing will be considered "at risk" until significant information to the contrary is confirmed. Officers will utilize the [NBPD Search Action Plan](#) for searching for children considered "at risk" or missing under unusual circumstances.

Unusual Circumstances: refers to a missing child who is:

1. Thirteen (13) years of age or younger, or
2. Believed to be (one or more of the following):
 - a. Out of zone of safety for his or her age and developmental stage. The zone of safety will vary depending on the age of the child and his/her developmental stage. In the case of an infant, for example the zone of safety will include the immediate presence of an adult custodian, or the crib, stroller, or carriage in which the infant was placed. For a

school age child, the zone of safety might be the immediate neighborhood or the route taken between home and school.

- b. Mentally diminished.
- c. Drug dependent, including prescription and illicit substances.
- d. A potential victim of foul play or sexual exploitation.
- e. In a life threatening situation.

B. Supervisor Notification - If it is determined that unusual circumstances are involved in the report of a missing person, the shift supervisor will activate the Incident Command System and assume the responsibility of Incident Commander. An available Operations Lieutenant will respond and assume command of the investigation as Incident Commander. All appropriate resources will be deployed to ensure that every effort is made to locate the missing child or adult.

C. Required Information - The New Bern Police Department will immediately prepare a report and disseminate information regarding missing children utilizing the North Carolina State Bureau of Investigation (SBI), Division of Criminal Information (DCI), and the National Crime Information Center (NCIC) systems to other law enforcement agencies in the county. Notification will also be made to the North Carolina Center for Missing Persons. Accordingly, there is no "waiting period" for the investigation and documentation of runaway or missing children.

The initial responding officer will collect the descriptors as outlined in Section [\[41.2.5\(A\)\]](#).

D. AMBER Alert - North Carolina General Statute 143B-1021 requires that, in order to activate an AMBER Alert, ALL of the following conditions must apply:

1. The child is 17 years of age or younger;
2. The abduction is not known or suspected to be by a parent of the child, unless the child's life is suspected to be in danger;
3. The child is believed to:
 - a. Have been abducted, OR
 - b. Be in danger of injury or death;
4. The child is not a runaway or voluntarily missing; and
5. The abduction has been reported to and investigated by a law enforcement agency.

E. Responsibilities

Officers Responsibilities - In any case of a missing child where foul play is suspected, or the child has a mental or physical handicap or is younger than 13 years of age, the following investigative steps shall be completed as well as the completion of appropriate documentation:

1. Notify supervisor.
2. Establish an Incident Command Post
3. Upon consent of the person with standing, conduct a search to include all areas of the victim's residence and/or all areas of the location the responding officer was dispatched to, as well as any outbuildings and vehicle(s) parked at the scene. The search shall be conducted upon consent of the owner or person in custody/control of

the property. Whenever practical before conducting a search of all applicable areas, the responding officer should request that the owner or person in control of the property, sign a "Permission to Search" (NBPD Form #148).

4. Conduct a neighborhood canvass in an attempt to determine the whereabouts of the child.
5. Conduct interviews with friends of the child.
6. Contact school authorities.
7. Contact area hospitals.
8. Evaluate potential affects that the marital status of the parents may have on the case, e.g. custody disputes or parental kidnaping.
9. Check locations the child has been known to frequent.
10. Check old addresses or neighborhoods.
11. Investigate suspicious persons or vehicles seen in the area.
12. Conduct search of nearby undeveloped areas, such as woods, water areas, construction sites, etc.

The investigating officer, upon receiving a report of a missing child shall immediately contact Communications, either via radio or telephone, with the information necessary for a BOLO entry.

Communications Responsibilities - Communications will enter the missing child into DCI/NCIC. A copy of the entry will be forwarded to the reporting officer and attached to the original report. Upon receiving a written request to remove a missing child from DCI, or a locate transaction, Communications will perform the appropriate cancel/clear entry, remove the entry from the DCI/NCIC system and cancel the BOLO. A copy of the cancel/clear entry will be forwarded to the investigating officer to be attached to the report supplement.

Supervisors Responsibilities - In any case of a missing child where unusual circumstances exist, the supervisor of initial responding officer will be responsible for:

1. Initial set-up of Command Post and assume the duties of Incident Commander unless so relieved.
2. The Incident Commander will ensure that the staff duty officer is notified and that the Criminal Investigations Unit supervisor has been notified.
3. Determine if additional personnel and resources are needed to assist in the investigation to include, but not limited to: K-9, specialty units, and support functions from other agencies.
4. Establish a command post if one has not already been established.
5. Organize and coordinate search efforts.
6. Establish a liaison with the victim family.
7. Confirm that all agency policies and procedures are observed.

Public Information Officer shall respond to the scene in order to manage media relations.

F. Follow Up Procedures - The investigating officer who is assigned to the recovery or return of a missing child will be responsible to:

1. Verify that the returned child is, in fact, the reported missing child and return the child to the parents, guardians, legal custodian, runaway shelter or DSS.

2. In the case of a runaway, a “Post Return Interview” is required to determine if possible, the reason the child ran away.
3. Write a supplement advising of the child’s return, providing pertinent details.

Notify Communications in writing to remove the missing child from NCIC via DCI and provide a copy of the report supplement to be attached to the DCI cancellation entry.

Upon determining that an AMBER Alert is no longer necessary, the Incident Commander, or designee, with approval of the Chief of Police or designee, will immediately notify the Center for Missing Persons. The Center will ensure that the Department of Transportation deactivates the Dynamic Message Signs (DMS) and that the various media outlets discontinue the AMBER Alert.

41.2.7 Directive for interaction with the mentally ill

- A. Recognition of Persons Suffering from Mental Illness** – All employees will follow guidelines for the recognition of persons suffering from mental illness presented during the “Responding to Individuals with Mental Illness” in-service training.
- B. Accessing Available Community Health Resources** – Upon recognizing that a person contacted may be mentally ill, the contacting officer should access the local Community Health Resources and make recommendations as appropriate. Local community mental health assistance can be obtained from the following:
 1. Dixon Social Interactive Services – 252-353-0100
 2. Mobile Crisis Management - 1-877-742-6268
 3. PORT Human Services – 252-752-0483
 4. People First N.C. Council of Developmental Disabilities – 1-800-357-6919
 5. Carolina East Medical Center – 252-633-8111
- C. Dealing with Persons suspected of being Mentally Ill.** – Officers interacting with persons suspected of being mentally ill should operate with due caution and patience. Officers should follow the guidelines presented during “Responding to Individuals with Mental Illness” in-service training.

Involuntary Commitments - Following determination by the Clerk of Court or Magistrate that a person should be taken into custody for examination, the New Bern Police Department will comply with the following procedures.

1. Transportation
 - a. Transport the person to the Local Mental Health Provider if the situation occurs during times when the Local Mental Health Provider is open. The Local Mental Health Provider will perform initial assessment and begin the process of exploring options for appropriate placement for further evaluation or treatment. The officer responsible for transporting the person to the Local Mental Health Provider will remain with the person at the Local Mental Health Provider for a maximum of thirty (30) minutes. If the Local Mental Health Provider has not completed processing of the person within that time frame, the officer will transport the person to the Hospital Emergency Department or other in-patient treatment facility.

- b. During evenings and weekends and at other times when the Local Mental Health Provider is not open or when the Local Mental Health Provider does not complete processing of a person within thirty (30) minutes of arrival as provided above, the person will be brought to the Hospital Emergency Department or other in-patient treatment facility. Whenever an officer brings a person to the Emergency Department or other in-patient treatment facility, the officer will remain with the person for a maximum of thirty (30) minutes after arrival.
2. Information Assistance: While an officer is in the Emergency Department or other in-patient treatment facility maintaining custody of a person who is the subject of involuntary commitment proceedings, the officer will provide physicians and other personnel involved in performing an initial screening examination or other assessment or treatment of the person with information relating to the officer's observations of the person and other facts known to the officer in connection with taking custody of the person. Such information may include observations made by the officer relating to the person's demeanor and behavior including whether the person has threatened or exhibited disruptive conduct. The officer will complete and leave with the medical personnel an "Involuntary Commitment Observation Form," (NBPD Form # 89).
3. Responsibilities of New Bern Police Officers
 - a. Following the initial thirty (30) minute period at the Hospital Emergency Department or other in-patient treatment facility, custody of the person will be assumed by the Hospital Company Police Department.
 - b. If the person is disruptive, exhibits or threatens to engage in violent or disruptive behavior or creates a reasonable threat of violence, the officer will remain in the Hospital Emergency Department or other in-patient treatment facility with the person until such behavior or threat of behavior has been appropriately addressed and is no longer a problem or until the person is admitted to the Hospital or is transported to another facility.
 - c. After the officer has remained with the person for a maximum of thirty (30) minutes and has provided information relating to the person's medical screening process, and provided there are no obvious or apparent problems relating to the person's behavior, personnel from the Hospital Company Police Department will assume responsibility for monitoring the person.
 - d. If a person who is already in the Hospital Emergency Department or other in-patient treatment facility becomes a person who is the subject of involuntary commitment proceedings, officers of the New Bern Police Department will not have custodial responsibilities for such person unless they are requested by the Hospital Company Police Department to provide assistance and support with regard to issues or concerns relating to the person that cannot be adequately addressed by such Hospital Company Police Department personnel. New Bern Police Department officers will still have the responsibility to physically serve the commitment order on the respondent in accordance with NCGS 122C-261.

- e. If a determination is made that the person should be admitted to a psychiatric facility and the person is not admitted to the hospital, the Local Mental Health Provider will make arrangements for appropriate placement and the Sheriff's Department of the county of the person's residence will transport the person to that facility.

D. Entry Level Training of Agency Personnel – Training on interacting with subjects with Mental Illnesses will be part of every employee's orientation training and documented in his/her training file.

E. Annual In-Service Training - Training on interacting with subjects with Mental Illnesses will occur annually for all department employees and documented in his/her training file.

41.2.8

It is the policy of the New Bern Police Department, all personnel that are trained in the use of Naloxone (NARCAN) will adhere to the specific guidance and clarification concerning the deployment of Naloxone.

Naloxone Program

The New Bern Police Department recognizes that opioid usage is a serious public health and safety issue to the citizens of New Bern. It is important as first responders, we have the ability to assess the situation and administer lifesaving treatment. Naloxone (NARCAN) is a recognized drug that may counter the respiratory depression effects of an opioid overdose. The immediate result of reversing the effects of the opioid will allow time for more advanced medical treatment by trained Emergency Medical Services (EMS) personnel.

A. Signs of Opioid Use

Signs of Opioid Overdose may include one or more of the following:

1. Altered mental status
2. Unconsciousness
3. Depressed breathing
4. Pinpoint pupils
5. Blue/cyanotic lips
6. Pale skin color
7. Previous drug history
8. Evidence of previous IV drug use/track marks

9. Drug paraphernalia found at scene

B. Training

In order to administer Naloxone, personnel must be CPR certified and must receive the mandated training course approved by the Craven County EMS Medical Director. The Department's Training Sergeant will maintain records of this training. Personnel trained in the administering of NARCAN are required to be retrained annually and ensure they maintain their CPR certification.

C. Deployment

Patrol officers are supplied with two single four milligram doses of Naloxone intranasal spray. Naloxone will be periodically inspected and replaced prior to the expiration date on the packaging.

Officers shall deploy Naloxone in accordance with the New Bern Police Department training protocol. The use of Naloxone shall be reported to his/her immediate supervisor. The officer shall document the use of Naloxone in writing in a Case Report, detailing the reason it was used, circumstances surrounding the use, and the care the patient received. Officers will notify New Bern Police Department Communications Center that Naloxone has been administered, when it is reasonable to do so. This will both document the use of the NARCAN and provide a time stamp of when administered.

Patrol officers, trained in administering Naloxone, shall carry a Naloxone kit in their patrol vehicles. Missing, damaged or expired kits should be reported to the officer's immediate supervisor, and then a replacement request shall be made.

D. Responsibilities of Responding Officers:

Naloxone will be used when responding to an overdose or when an officer reasonably believes that a person is in an overdosed state. Upon arrival to the incident scene, an officer shall:

1. Ensure the safety of the scene and utilize universal precautions.
2. Notify the Communications Center that the subject is in a potential overdosed state and ensure EMS has been dispatched.
3. Begin CPR if the patient has no signs of life.
4. Follow the Naloxone training protocols, administering Naloxone as appropriate based on those protocols.

5. If no signs of life return despite Naloxone, CPR, and/or AED use, continue CPR until relieved by Fire Department and/or EMS personnel.

After a utilization the officer will ensure that the patrol vehicle is restocked with Naloxone, as soon as practical. The reporting officer will complete an entry into Overdose Detection Mapping Application Program (ODMAP).

E. Responsibilities of the Immediate Supervisor:

The supervisor will review the Case Report to ensure that the responding officer has documented the incident appropriately to include; requirements set forth in accordance by the Craven County EMS Medical Director and that an entry into ODMAP was completed. All administration of Naloxone must be reviewed by the EMS Peer Review/Quality Management Committee of the EMS System, under the supervision of the Craven County EMS Medical Director.

F. Responsibilities of the Naloxone Coordinator:

The New Bern Training Sergeant will serve as the Naloxone Coordinator and shall:

1. Maintain records of the assignment of each Naloxone kit.
2. Ensure that each Naloxone use is properly documented and that these records are retained for at least three years.
3. Send a monthly report of Naloxone usage to the EMS System Performance Improvement Officer.
4. Attend the quarterly EMS Peer Audit and Review Committee meeting.
5. Meet periodically with the Craven County EMS Medical Director to create a training curriculum and ensure the Department's lesson plan is up-to-date with current material.

41.2.9 Reporting of Damage

- A. It shall be the policy of the New Bern Police Department to promptly report any damage caused during the lawful exercise of an officer's duties. This policy extends to damage caused during forcible entries, the use of stop sticks, lockout situations constituting urgent necessity as well as the use of a Police K9 or any other police actions where damage occurs.
- B. Officer Responsibilities – When an officer notices or is notified that damage has occurred, the officer will:
 1. Promptly notify their supervisor that damage has occurred.

2. Complete an incident report identifying the action(s) taken by the officer or their K9 causing the damage. If the damage occurred as part of a use of force and a use of force report is created, the officer will not need to complete this supplemental report.
 3. Insure that photographs are taken of the damage to be entered into the report.
- C. Supervisor Responsibilities – The First Line Supervisor will ensure that the incident is documented by the end of the next scheduled workday:
1. Properly documented the incident and
 2. Submitted reports to the mobile server in “completed” status, and
 3. Completed a “Forced Entry” or “Damaged Property” entry into the Blue Team.
 4. Review and submit reports as “approved” for merge, and
 5. Document location of photographs of any damages, if applicable.

Based upon the preliminary investigation, the First Line Supervisor will determine if the actions taken by the involved officer regarding the damage are:

1. “In Compliance” with departmental policy and procedures. If the First Line Supervisor determines that the actions of the involved officer(s) are “In Compliance,” using the Blue Team the supervisor will:
 - a. Prepare for a Damaged Property Review as described above and
 - b. Forward to the next level of supervision of the affected employee that is scheduled to work or their designee.

OR

2. “Not In Compliance,” using the Blue Team the First Line Supervisor will:
 - a. Document their reasons for such findings and,
 - b. Forward to the next level of supervision of the affected employee that is scheduled to work or their designee.

41.3.1 Fleet Vehicles: Equipment and Assignment

- A. Required Equipment. All Fleet Emergency Vehicles, whether marked or unmarked will have the below listed items:
1. Emergency Warning Lights
 2. Siren with Public Address System unless otherwise determined by the Chief of Police.
- B. Vehicle Assignment:
1. The use of the departmental vehicle is to be viewed as a privilege and not a fringe benefit or employment right. The privilege is subject to modification or revocation at any time.

2. Assigned vehicles are not to be operated by any person other than the officer to whom the vehicle is assigned, except as authorized by an appropriate supervisor or Commander.
3. The Department's Command Staff will determine the assignment of vehicles, with consideration for the operational needs of the Department. The vehicle is to be regarded as an official piece of equipment that is intended for the performance of official police duties.
4. The assignment of vehicles shall be carried out in a manner to ensure maximum use toward the achievement of department goals.
5. Individual assignment of a particular vehicle shall not preclude temporary reassignment of that vehicle by a Commander for achievement of a police purpose.
6. Shared Vehicles. All sworn officers will be issued a "single user" emergency vehicle unless the availability of emergency vehicles requires two officers to share a vehicle. The Fleet Manager shall coordinate the assignment of shared vehicles.

41.3.2 Equipment to be included in every patrol vehicle/system for replacement - All Fleet Emergency Vehicles will have the below listed items:

1. Radio or Radio Charger System
2. Flashlight with Charger System
3. Locking Shotgun/Specialty Weapon Rack, as authorized
4. Vehicle Supplies to include the following:
 - a. Biohazard Kit
 - b. Fire Extinguisher
 - c. Jack with accessories
 - d. Spare Tire

All personnel assigned a fleet vehicle are responsible for the following:

1. Log vehicle number with Communications.
2. Conduct a vehicle inspection of fluid levels, tire pressure before and after operation.
3. In Car Camera Equipment (ICC): Prior to beginning of each tour of duty, Officers assigned patrol vehicles with ICC equipment installed, shall inspect all components for damage and proper operation. Any damage or malfunctions shall be reported to a supervisor at the earliest possible time, so that necessary repairs may be made.
4. Mobile Data Computer (MDC): Prior to the start of each shift, the officer assigned a MDC will use a clean, DRY soft cloth, such as a gauze pad, to remove any dust, dirt or oil. To ensure driving safety, officers should not operate the MDC while his/her vehicle is in motion.
5. Keep the vehicle cleaned daily to include interior, exterior and trunk.
6. Do not leave a vehicle unattended while engine is running and door unsecured, except during emergency situations. Canine officers are excluded but doors must be closed.
7. Ensure all required preventive maintenance checks are conducted as scheduled for assigned vehicle.

8. Ensure that any vehicle supplies utilized during the previous shift are replenished as soon as possible.
9. Report all accidents to supervisor.
10. Report missing or malfunctioning equipment to supervisor and submit request to have items repaired or replaced via his/her chain of command.

41.3.3 Use of occupant safety restraints in every vehicle – All personnel will wear a seatbelt while operating police department vehicles at all times.

While transporting arrestees or citizens all passengers shall be secured in seat belts and transported in the back seat behind the partition unless the citizen is participating in a department function, such as a ride a long, Citizens Police Academy, etc.

Animals will not be transported in vehicles other than the Animal Control vehicle, unless unusual circumstances exist as determined by the Patrol Team Supervisor.

41.3.4 Equipment not issued by the agency – The New Bern Police Department will issue all required equipment for its personnel to complete his/her assignments as outlined in Chapter [22.2.5](#). Officers wishing to carry personal equipment while on duty shall seek the written approval of his/her Division Captain prior to its use.

41.3.5 Issuance of Protective vests – The New Bern Police Department will provide its officers with protective vest prior to taking police action. The replacement of protective vest will be in compliance with the vest manufacturer's recommendations.

41.3.6 Requirement to wear protective vest – Wearing of body armor is mandatory for all uniformed officers in active field assignments, including Patrol Team Supervisors and all officers engaged in preplanned, high-risk situations.

41.3.7 MDC - The City of New Bern IT Department provides Mobile Data Computers to officers to facilitate faster access to information while in his/her patrol cars and to reduce the need for hand written reports.

All maintenance procedures must be performed by City of New Bern IT personnel, to include installation of all hardware or software applications.

A. Authorized Users – Only personnel who have been trained and given permission are allowed to use department issued MDC's and network.

B. Authorized Uses of the System - Employees who utilize network or internet databases on a department computer or personal device, such as but not limited to CJLeads, LinX, LeadsOnline and TLO, are to follow all user agreements and protocols. Employees shall not use these databases for personal or outside business use.

C. Unauthorized Software - Because of the security configurations applied to the systems, only the Network/Systems Administrator or designee may install software on computers attached to the agency's network.

Any file that is downloaded must be scanned for viruses before it is run or accessed. This scan is to be performed by the Network/Systems Administrator or designee.

D. Manipulation or Alteration of Software – The manipulation or alteration of any department software must be completed by the Network/Systems Administrator or designee. Any unauthorized manipulation or alteration by employees not approved by the Network/Systems Administrator is prohibited.

E. Electronic Review - Authorized system administrators and supervisors will conduct periodic reviews of electronic transmissions to assure compliance with Department policy and procedure.

41.3.8 In-car audio or video recording systems and Body Worn Cameras - It is the policy of the New Bern Police Department to equip certain police vehicles with In Car Cameras (ICC) as well as certain officers with Body Worn Cameras (BWC), for the purpose of collecting visual and audible evidence to expedite the prosecution and adjudication of criminal cases and to promote officer safety, provide corroboration of the officer’s testimony, and to be an eyewitness to events as they occur.

ICC/BWC Program Manager: The Support Services Section Manager or designee will be responsible for handling administrative and management matters related to the department’s ICC/BWC program.

ICC/BWC Audio/Video Recordings: Refers to all recordings made by a departmental ICC. Any portion of an ICC/BWC recording that records events surrounding a violation of the law is considered a record of criminal investigation and not a public record. All audio/video recordings by department ICC’s/BWC’s are the property of the New Bern Police Department (NBPD) and shall be safe-guarded and protected according to City and departmental policy. No recording shall be copied or otherwise distributed or released for use outside the Department unless authorized by the Chief of Police or designee.

A. Situations for Use - Absent unusual circumstances, the following events will be recorded in their entirety:

1. All priority D and E calls
2. Traffic stops,
3. Pursuits,
4. Any emergency response,
5. Observation of DWI suspects prior to stops, during performance of standardized field sobriety tests, and during transport, if arrested,
6. Miranda warnings when feasible,
7. Transporting detainees (rotate the camera to the rear if feasible),
8. Contacts with juveniles,
9. Vehicle searches and/or inventories,
10. Checking stations, one vehicle ICC system will record each direction of travel, however, every officer with a BWC on the checking station will be record all interactions with the public or vehicles and any enforcement actions taken. The BWC need not record when the officer is not interacting with the public on a checking station.
11. Any confrontational contact with a citizen/violator;
12. Any other incident which may become an issue of some importance at a later date.
13. Each officer shall at the beginning of each tour of duty, on his/her assigned ICC/BWC, record in view of the camera lens his/her name and assignment, the date and the time. This will be done in order to assure the ICC/BWC is functioning properly. If an officer is assigned both an ICC and BWC then that officer will

endeavor to make sure both systems are recording at the same time each incident that is being recorded. In the event of an unexpected and sudden emergency response, officers shall, at a minimum, activate their ICC and then activate the BWC as soon as is feasible.

If a citizen asks whether an ICC/BWC recording is being made, officers should answer to the affirmative in cases where the ICC/BWC is in active record mode.

Stopping an active recording is only permitted when there is no longer any likelihood of recording video that is evidentiary (criminal actions, verbal confessions, etc.) or procedural (arrest process/transport, police vehicle response, police vehicle accident, etc.) in nature or for the below listed situations, including but not limited to:

- Victims of sexual assaults
- Suspects during rape kit processing
- Educational Facilities unless enforcement action is being taken
- Confidential Informants (CI)
- Hospitals/Doctor's Offices unless and enforcement action is being taken
- Bathrooms
- Lockers/Dressing rooms

Prior to conducting a strip search, the officer will record a three hundred sixty (360) degree video of the location where the strip search will be conducted. During the actual strip search, the BWC shall be utilized to only capture audio of the event by positioning the camera away from the subject of the search.

Recording of another officer without the officer's knowledge is prohibited, unless the recording is of a violation of a criminal, traffic or local law. The camera shall not be used for the recording of an Administrative Investigation on without prior approval of the Chief of Police.

B. Security and Access

Internal Requests - Officers and other NBPD staff should only request copies of videos for legitimate job-related reasons.

Copies of videos may be burned to a disk by any Lieutenant. Officers needing a copy of an in-car camera video for court appearances may submit a request via email to his/her Lieutenant or another Lieutenant if his/hers is unavailable. Once a video is burned to disk, it becomes evidence and will be treated as same, officers will enter the disk into Aegis under the OCA for the case contained on the disk as evidence and will submit the disk into evidence in accordance with departmental guidelines for evidence submission at the end of each scheduled court appearance. Officers shall not have multiple disk burned and should use the initial burned copy for each court appearance.

Due to the amount of time it may take to locate certain recordings, it is recommended that these requests be made well in advance of actually needing the copies. Some information to consider including in video copy requests that may assist in the location and dissemination of copies is as follows:

1. Requestor's name and contact info (in most cases, only the lead officer/investigator for that particular recorded incident will be provided with video copies)
2. Reason for request (evidence for court, wreck investigation, training, etc.)

3. # of video copies needed (for court purposes, normally two copies are provided – one the officer may keep for his/her records and the second copy that the officer may submit as evidence)
4. Date copies are needed by
5. Vehicle #s and/or officer name(s) from which original recordings were made
6. Approximate date/time of incident recorded in video

Video copy requests from Archived disks should be sent to the Forensic and Evidence Unit, which will then burn the disk for the requesting officer.

External requests - The Public Information Officer/Internal Affairs Lieutenant will process all external (non-NBPD) requests on a case-by-case basis. External requests may come from several areas, to include:

1. Other public safety agencies
2. Other City of New Bern departments
3. Media
4. Citizens
5. Defense attorneys

Video requests by citizens, news media or persons whose image or voice is in a recording must meet [General Statute 132-1.4A](#) in order to be eligible to view or be given a copy of any video or audio recordings.

If it does not meet the standard or criteria outlined in General Statute 132-1.4A then a court order must be obtained in order to release any audio or video.

All requests must be made through the Public Information Officer/Internal Affairs Lieutenant.

The NBPD may elect to charge a reasonable processing fee for creating and providing copies of videos to external entities/persons.

C. Storage and Retention-

Videos that are recorded on the ICC/BWC will be automatically uploaded to the designated storage location. The recordings are stored and able to be retrieved/viewed remotely. The storage space is unlimited, so all recordings are kept indefinitely. Officers should select an appropriate category for their recording to assist with classification.

D. ICC Installation, Repairs and Inventory

ICC Equipment - The components of an ICC system are assigned to a specific vehicle. Officers assigned a car with an ICC will leave all components of the ICC in the vehicle while off duty.

BWC Equipment – Officers will be assigned a BWC according to the ICC/BWC Program Manager or a supervisor in their chain of command. Training will be provided to each officer assigned a BWC showing each officer how to use and utilize a BWC and how to upload the recordings from a BWC.

PRC Equipment – PRC equipment will be assigned to a specific officer and will be issued by the ICC/BWC Program Manager or designee.

Installation - Installation and repairs shall be coordinated by the ICC/BWC Program Manager and will be handled by an authorized service center for the department's ICC/BWC systems.

Repairs - Officers should let his/her immediate supervisors know of any issues/problems with ICC/BWC equipment.

Officers or their supervisors should immediately report any issues involving malfunctioning, broken or missing ICC/BWC equipment to PD Help Desk who will, in turn, forward those concerns to the ICC/BWC Program Manager. The ICC/BWC Program Manager will coordinate all repairs and troubleshooting.

The ICC/BWC Program Manager will document reported malfunctions and the solutions to those malfunctions.

Inventory - The ICC/BWC Program Manager will maintain an inventory database of all main ICC/BWC components, to include personally assigned wireless microphone transmitters.

Officers who have been issued wireless microphone transmitters but are later transferred to units that do not have ICC-equipped vehicles will be required to turn back in to the ICC/BWC Program Manager his/her personally assigned transmitter equipment. If the transmitter equipment is lost or damaged due to negligence while assigned to a specific officer, that officer may be held financially responsible for any repair or replacement.

Training - Officers needing additional training in using the ICC/BWC equipment should contact the PD Help Desk to request such training. Likewise, supervisors who note that any of their subordinates need additional training in ICC/BWC use should contact the PD Help Desk.

The PD Help Desk will refer all requests for additional training to the ICC/BWC Program Manager for follow-up.

E. Documented Review of ICC/BWC

A monthly audit of ICC/BWC footage will be conducted. Each month at least 5 selected videos per shift will be reviewed and documented.

41.3.9 License Plate Recognition System

It is the policy of the Department to utilize technology in the furtherance of law enforcement efforts to locate and apprehend criminal suspects. Furthermore, it is the policy of the Department to ensure that the use of technology devices such as the Automatic License Plate Recognition (ALPR) Scanner should not, intentionally or otherwise, compromise legitimate privacy concerns of law abiding citizens.

The ALPR Program will be monitored and maintained by the Planning and Research Detective who will be the program manager and coordinator.

Definitions

1. Automated License Plate Reader system (ALPR) - equipment consisting of camera(s) (fixed or mobile), computer, and computer software used to automatically “read” or recognize and interpret the characters on a vehicle license plate. Digital images captured by the camera are converted into data, which is processed through the ALPR system. This data is then compared against a list of license plates bearing some significance to the department. Stored data may also be analyzed at a later date for investigative purposes.
2. Scan File - ALPR generated data including GPS coordinate, date and time of a license plate reading, and any digital photographic images of the license plate and vehicle generated entirely through the use of and by the ALPR equipment.
3. Hot List – a listing of license plates derived from different law enforcement sources and/or manual entry such as stolen plates, plates on stolen/wanted vehicles, missing person alerts, or any other type of law enforcement matters of interest.
4. Download - the transfer of hot list data from NCIC or other data sources consisting of license plates and associated data.
5. Alert – a positive indication, by visual and/or audible signal, of a potential match between data on the hotlist and a license plate scanned by the ALPR system. An alert is not conclusive confirmation that a license plate is wanted. Additional investigation is always warranted when an alert is indicated.

A. Guidelines for Use

Operator Responsibilities - The ALPR system shall be activated at the beginning of the shift and the ALPR shall be operated at all times with regard to officer and public safety. The operator of an ALPR shall ensure, prior to use, the most current “Hot List” from DCI and other approved databases has been downloaded.

The hot lists may be obtained or compiled from:

- a. NCIC Stolen Vehicle files;
- b. NCIC Stolen plates and Stolen Canadian plates;
- c. NCIC Wanted persons;
- d. NCIC Missing or Endangered person files;
- e. NCIC Federal Immigration Violators;
- f. NCIC Supervised Release (Federal Probationers);
- g. NCIC Nationwide Domestic Violence Protection Orders;
- h. NCIC Violent Gang and Terrorist Organization File;
- i. NCIC Sexual Offender;
- j. DMV records of Suspended Drivers / Habitual Offenders and / or Suspended Registrations;
- k. DHS terrorism watch lists;
- l. Official BOLOs or alerts, based on specific and articulable facts of a concern for safety, wrongdoing or a criminal investigation, or pursuant to a civil order (e.g., PFA or PHA) or official law enforcement bulletin or teletype (e.g., vehicles associated with crime incidents, suicidal, homicidal, missing or wanted persons, AMBER ALERTS, stolen vehicles, or similar vehicles of interest);

- m. Departmental watch list may be developed for local warrants associated with a vehicle; and
- n. RMS; or any other available source.

Operators becoming aware of additional potential sources of vehicles of interest are not authorized to use those sources to generate hot lists without the express authority of the ALPR Manager/Coordinator.

If the operator receives information in reference to a license plate of interest and the license plate has not yet been listed on the DCI Hot List, the operator may manually enter the plate into his/her ALPR. The operator is responsible for ensuring that all manually entered license plate data is removed once the need for the entry no longer exist.

Use crime analysis data to accurately target patrols in areas specifically related to crime trends and/or heightened need for traffic enforcement (e.g. numerous vehicle collisions or hit and runs) where the collection of this data will benefit future and current investigations. To maximize effectiveness, ALPR Operators should move from strategic location to strategic location in a random fashion. The ALPR should be considered to conduct license plate canvasses in the immediate wake of any homicide, shooting, robbery, kidnapping, AMBER ALERT and / or other major crime or incident. License plates or partial plates potentially associated with any such major crime or incident should be entered into the ALPR and compared against the scan file. Conversely, license plate numbers may be used for exculpatory purposes (e.g., to corroborate a registrant's alibi).

Officers must upload ALPR data to the computer server at the end of each shift and confirm that the data transfer is complete.

The operator shall upon receiving an alert/hit use the displayed information to determine the accuracy and nature of the alert. The operator will visually verify that the plate read and the actual plate are the same (e.g. correct letters, numbers, state and any other information that can be matched).

Once verification has been done, the operator shall confirm the status of the alert. The confirmation shall be used as the basis for any further appropriate action.

ALPR Operators shall exercise safety when operating a mobile ALPR system. Use of any device during the operation of a motor vehicle must comply with current State Law and department policies.

Supervisor Responsibilities - Supervisors will monitor the use of ALPR systems and ensure they are being used properly and in accordance with department policy. Supervisors will ensure mobile ALPR systems are deployed during the shift by trained ALPR Operators. The mobile ALPR systems should be deployed in a manner that will be most effective in crime reduction efforts.

The supervisor may approve a mutual aid request for use of the ALPR, as the situation and resources allow. Supervisors are encouraged to offer mutual aid for other surrounding communities when they become aware of a serious incident in which the ALPR may be useful (e.g., homicide, shooting, kidnapping, AMBER ALERT, robbery or other serious or violent felony during which suspect vehicle information is available).

B. Data Security and Access

Data will be stored on the approved department database and access will be controlled by the agency.

Access to ALPR data is restricted to department personnel. ALPR data may be shared by an authorized member of the department with another criminal justice agency for a legitimate law enforcement purpose. A formal written request should be made by the requesting agency, by pin message, email, etc. Any other use of this data is strictly forbidden.

Users will be able to access the ALPR data by providing the established user name and password. This access will allow for the user to query information as it pertains to vehicle tags read by the plate reader cameras. Security of the extracted NCIC files will be consistent with other rules, regulations, laws and procedures applying to the use of information from those databases, and will be the responsibility of each operator.

The ALPR manager/coordinator will determine the personnel to have access to the database for investigative queries and reports. Any requests for database access will be handled on a case by case basis and those granted access will be provided the user name and password for access.

Information stored includes a photo of the registration plate showing the rear of the vehicle, a date and time stamp of when the registration plate was read by the ALPR and a GPS coordinate to identify the exact location the registration plate was read by the ALPR.

C. Operator Training

ALPR Operators shall receive formal training prior to using the ALPR system. Only officers that have been trained in the use of the ALPR will be authorized to have access to the equipment.

D. Data Storage and Retention

The ALPR-generated data retention should not exceed 12 months, unless there is a reasonable belief that scan file data is intelligence and/or investigative information, or becomes evidence in a specific criminal or civil action. In such circumstances, the data obtained that is being utilized as an investigative tool or is evidence of a crime shall be flagged and stored until it loses its evidentiary or investigative value. If any other data is to be maintained beyond one year, there must be a documented justification. All information gathered by the ALPR is considered a confidential law enforcement record and not for public release. All access to data stored shall be tracked.

E. Program Oversight /Evaluation/Review

The ALPR Manager/Coordinator will determine how the ALPR system will be integrated into the department's patrol and investigative functions. He or she will also determine any additional restrictions for the use of the ALPR system.

The ALPR Manager will validate training for ALPR Operators to ensure that; ALPR Operators are properly trained before accessing ALPR data or participating in ALPR field operations; training is timely and adequate; proper operation in accordance with this Standard Operating Procedure; and all training is documented.

The ALPR Manager/Coordinator will be responsible for conducting, reviewing and retaining audits of the ALPR system usage, which should include, but not necessarily be limited to, the following:

1. Records of ALPR operators and his/her ALPR usage, including vehicles of interest added to a hot list by individual officers.
2. A listing of access to the department's server, to include access, additions and / or searches of the scan file, in order to verify security of that data and compliance with this policy.
3. Auditing the local hot lists to ensure manual entries are being deleted when no longer of interest.

The ALPR Manager/Coordinator will recommend policy changes based on current best practices and/or state laws.

All successful uses of the ALPR shall be documented and forwarded to the ALPR Manager/Coordinator through the Chain of Command.

An annual report of usage including data access and number of successful cases shall be forwarded to the department's Chief Executive Officer through the ALPR Manager/Coordinator.

41.4.1 Internet Usage

Unnecessary or unauthorized Internet usage causes network and server congestion. This slows other users, takes away from work time, consumes supplies, and ties up printers and other shared resources. Unlawful Internet usage may also garner negative publicity for this agency and the City and expose us to significant legal liabilities.

Our agency has software and systems in place that monitor and record all Internet usage. Our security systems are capable of recording (for each and every user) each World Wide Web site visit, each chat, newsgroups, or e-mail message and each file transfer into and out of our internal networks, and we reserve the right to do so at any time. No employee should have any expectation of privacy as to his or her Internet usage. All Internet activity is subject to review and usage patterns analyzed. This information may be publicized to assure that agency Internet resources are devoted to maintaining the highest level of productivity.

The display of sexually explicit materials including but not limited to: images, documents, files, text, etc., on any Department system is a violation of this policy. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using the network or computer resources, unless the access, display, archival, storage, distribution, editing, or recording is done within the scope of the employee's responsibilities and are necessary to perform his/her assigned duties.

If you find yourself connected incidentally to a site that contains sexually explicit or offensive material, you must disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program. Written documentation on the incidental connection, containing the date, time and URL of the site, must be provided to the Support Services Lieutenant.

When an individual participant is identified as an employee or agent of this agency, the employee must refrain from any political advocacy and must refrain from the unauthorized endorsement or appearance of endorsement by the department of any commercial product or service.

Employees using agency network or Internet resources to access personal or non-agency Internet e-mail accounts may access those accounts only after providing their account provider information, user ID's and account passwords to the Network/Systems Administrator.

Employees are also hereby notified that non-agency Internet e-mail accounts that have been, or are, used for work related issues are subject to the same Public Record Access laws as those Internet e-mail accounts that are issued by the agency for work related use.

Information obtained from the Division of Criminal Information computer system interface may not be forwarded, copied, distributed or published via any Internet file transfer, e-mail, chat group, or messaging system.

Due to the high risk of a breach in network integrity and security, employees are prohibited from using real time, live chat programs such as ICQ, MIRC, and IM on any systems connected to the agency's network. These programs are highly exploitable and would allow outside intruders access to the systems and information on the agency's network.