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Greensboro Police Departmental Directives

Revised 11/03/2020

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Greensboro Police Department

Directives Manual

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POLICE
POLICE OFFICER
GREENSBORO
POLICE

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Chapter 1

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POLICE
POLICE OFFICER
GREENSBORO
POLICE

TITLE: DEPARTMENT PHILOSOPHY	NUMBER 1.1
EFFECTIVE DATE: 08-14-2019	PAGE 1 OF 4
REVISION HISTORY: (Adopted 03-24-2004) R3/08-14-2019	

1.1.1 GENERAL PHILOSOPHY

The role of police in a free society is the protection of constitutional guarantees, maintenance of public order, prevention and suppression of crime, and dutiful response to the needs of the community.

Police officers are accountable to the community for their decisions. A high percentage of police work is done in response to citizen complaints, highlighting the fact that members of the public are an integral part of the criminal justice system. The success of the criminal justice system depends more on citizen participation than on any other single factor. Public confidence in the criminal justice system depends to a large extent on the trust that the people have in their police.

The citizens of Greensboro depend upon the Greensboro Police to achieve and maintain order. We draw our authority from the will and consent of the citizens whom we serve. Our efforts are founded on the principles of service and ultimate responsibility to the public.

The specific goals and priorities which the Department establishes are determined to a large extent by community desires. These desires are transmitted by the community and the governing body of the City of Greensboro. The Department conscientiously strives to be responsive to these desires.

1.1.2 CODES OF ETHICS AND CONDUCT

All sworn police officers must abide by the "Law Enforcement Code of Ethics" and the "Police Code of Conduct" as published by the International Association of Chiefs of Police.

POLICE CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional Rights of all men to liberty, equality, and justice.

I will keep my private life unsullied as an example to all, maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will constantly strive to achieve those objectives and ideals, dedicating myself before God to my chosen profession--law enforcement.

POLICE CODE OF CONDUCT

All law enforcement officers must be fully aware of the ethical responsibilities of their position and must strive constantly to live up to the highest possible standards of professional policing.

The International Association of Chiefs of Police believes it important that police officers have clear advice and counsel available to assist them in performing their duties consistent with these standards, and has adopted the following ethical mandates as guidelines to meet these ends.

PRIMARY RESPONSIBILITIES OF A POLICE OFFICER

A police officer acts as an official representative of government who is required and trusted to work within the law. The officer's powers and duties are conferred by statute. The fundamental duties of a police officer include serving the community, safeguarding lives and property, protecting the innocent, keeping the peace and ensuring the rights of all to liberty, equality and justice.

PERFORMANCE OF THE DUTIES OF A POLICE OFFICER

A police officer shall perform all duties impartially, without favor or affection or ill will and without regard to status, sex, race, religion, political belief or aspiration. All citizens will be treated equally with courtesy, consideration and dignity.

Officers will never allow personal feelings, animosities or friendships to influence official conduct. Laws will be enforced appropriately and courteously and, in carrying out their responsibilities, officers will strive to obtain maximum cooperation from the public. They will conduct themselves in appearance and deportment in such a manner as to inspire confidence and respect for the position of public trust they hold.

DISCRETION

A police officer will use responsibly the discretion vested in his position and exercise it within the law. The principle of reasonableness will guide the officer's determinations, and the officer will consider all surrounding circumstances in determining whether any legal action shall be taken.

Consistent and wise use of discretion, based on professional policing competence, will do much to preserve good relationships and retain the confidence of the public. There can be difficulty in choosing between conflicting courses of action. It is important to remember that a timely word of advice rather than arrest--which may be correct in appropriate circumstances--can be a more effective means of achieving a desired end.

USE OF FORCE

A police officer will never employ unnecessary force or violence and will use only such force in the discharge of duty as is reasonable in all circumstances.

The use of force should be used only with the greatest restraint and only after discussion, negotiation and persuasion have been found to be inappropriate or ineffective. While the use of force is occasionally unavoidable, every police officer will refrain from unnecessary infliction of pain or suffering and will never engage in cruel, degrading, or inhuman treatment of any person.

CONFIDENTIALITY

Whatever a police officer sees, hears, or learns that is of a confidential nature will be kept secret unless the performance of duty or legal provision requires otherwise.

Members of the public have a right to security and privacy, and information obtained about them must not be improperly divulged.

INTEGRITY

A police officer will not engage in acts of corruption or bribery, nor will an officer condone such acts by other police officers.

The public demands that the integrity of police officers be above reproach. Police officers must, therefore, avoid any conduct that might compromise integrity and thus undercut the public confidence in a law enforcement agency. Officers will refuse to accept any gifts, presents, subscriptions, favors, gratuities or promises that could be interpreted as seeking to cause the officer to refrain from performing official responsibilities honestly and within the law. Police officers must not receive private or special advantage from their official status. Respect from the public cannot be bought; it can only be earned and cultivated.

COOPERATION WITH OTHER POLICE OFFICERS AND AGENCIES

Police officers will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

An officer or agency may be one among many organizations that may provide law enforcement services to a jurisdiction. It is imperative that a police officer assist colleagues fully and completely with respect and consideration at all times.

PERSONAL/PROFESSIONAL CAPABILITIES

Police officers will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence.

Through study and experience, a police officer can acquire the high level of knowledge and competence that is essential for the efficient and effective performance of duty. The acquisition of knowledge is a never ending process of personal and professional development that should be pursued constantly.

PRIVATE LIFE

Police officers will behave in a manner that does not bring discredit to their agencies or themselves.

A police officer's character and conduct while off duty must always be exemplary, thus maintaining a position of respect in the community in which he or she lives and serves. The officer's personal behavior must be beyond reproach.

1.1.3 CODE OF ETHICS - NONSWORN EMPLOYEES

All nonsworn employees must abide by the Code of Ethics for nonsworn employees as adopted by the agency.

NONSWORN CODE OF ETHICS

I will keep my private life unsullied as an example to all; develop self-restraint and be constantly mindful of the welfare of others. Honest in thought and deed in personal and official life, I will be exemplary in obeying the laws of the land and the regulations of the Department. Whatever I see or hear of a confidential nature or that is confided in me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

1.1.4 TRAINING

All agency personnel will receive ethics training. This training will be provided at least biennially.

TITLE: DEPARTMENT AUTHORITY AND CONTROL	NUMBER 1.2
EFFECTIVE DATE: 09-01-94	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)	

1.2.1 BASIS OF AUTHORITY

The Greensboro Police Department is organized under authority of Article 4, Section 4.31(a)-(b), of the Charter of the City of Greensboro.

Section 4.31(a) - "The Chief of Police, acting under the City Manager, shall have supervision and control of the police force and shall enforce discipline therein."

Section 4.31(b) - "For the purpose of enforcing North Carolina state laws, city ordinances, and regulations, of preserving the peace of the city, of suppressing disturbances and apprehending offenders, and for serving civil process, the Chief of Police and each member of the police force shall have the powers of peace officers vested in sheriffs and constables..."

1.2.2 OATH OF OFFICE

All sworn personnel, prior to assuming sworn status, must take an oath of office to enforce the laws of the state of North Carolina, the Greensboro City Ordinances, and to uphold the Constitution of the United States.

1.2.3 LIMIT OF POLICE POWER

The police should always direct their actions strictly toward their functions and never appear to usurp the powers of the judiciary by avenging individuals or the state, or authoritatively judging guilt or punishing the guilty. No employee of the Police Department should ever place himself above the law.

TITLE: ORGANIZATION, RANK STRUCTURE, AND DUTIES	NUMBER 1.3
EFFECTIVE DATE: 01-31-2020	PAGE 1 OF 6
REVISION HISTORY: (Adopted 09-01-94) R14/01-31-2020	

1.3.1 ORGANIZATIONAL STRUCTURE

The Greensboro Police Department is organizationally divided into various Bureaus, Divisions, and components, in order to meet the current mission of the Department. Employees should refer to the current "GPD Structure and Functions Guide" and organizational chart for the organizational structure and the responsibilities of the various components. The Structure and Functions Guide is updated as needed by the Accreditation Section as the Department evolves.

1.3.2 DEFINITIONS

Unless otherwise required by context, the following words and phrases in this Manual shall be construed to mean as follows:

Department - The Greensboro Police Department, City of Greensboro, North Carolina.

Bureau - The first subordinate organizational unit within the Department.

Division - The first sub-unit of a bureau.

Employee - Any employee of the Department, whether sworn or nonsworn excluding volunteers and educational interns.

Squad/Section/Team or Sub-Unit - A group of employees performing a specific activity.

Zone/Response Area - A geographical area to which one or more officers are assigned for patrol.

Shift - A designated span of time during which personnel are actually engaged in the performance of their assigned duties.

1.3.3 ORDER OF RANK OF SWORN EMPLOYEES

The order of rank of sworn employees of the Police Department shall be as follows:

- Chief of Police
- Deputy Chief of Police
- Captain
- Lieutenant
- Sergeant
- Corporal
- Police Officer III
- Police Officer II
- Police Officer I

1.3.4 CHIEF OF POLICE

Appointment - The Chief of Police shall be appointed by the City Manager and report directly to the Office of the City Manager.

Authority - Subject to law, rules of the City of Greensboro, and directions of the City Manager, the Chief of Police shall be responsible for the overall administration of the Department and shall directly supervise, the Deputy Chiefs of Police, the Executive Assistant to the Chief of Police and the Executive Officer to the Chief of Police.

Rank - The Chief of Police is denoted by four silver stars uniform insignia.

General Duties and Responsibilities - The Chief of Police shall, within his authority, perform the following:

- He shall be responsible for the training, directing, coordinating, controlling, and staffing of administrative, operational, and staff activities of the Department.
- He shall make all promotions within the Department.
- He shall be the official representative of the Department when required by protocol.
- He shall coordinate the activities of the Department to ensure a high degree of cooperation with other City departments and outside agencies.

1.3.5 DEPUTY CHIEF OF POLICE

Appointment – A Deputy Chief of Police shall be appointed by and report directly to the Chief of Police.

Authority - Subject to law, rules of the Department, and directions of the Chief of Police, a Deputy Chief of Police shall be a Bureau Commanding Officer and shall exercise immediate authority over all organizational components of the bureau that he commands and the employees therein, and over all matters of administration, policy, operations, and discipline within the bureau. Under emergency situations and/or orders of the Chief of Police, his authority may extend to organizational components and personnel outside of his bureau. If he is designated or regarded as Acting Chief of Police, his authority shall be extended so that he is to be regarded as the official representative of the Chief of Police and his commands are to be obeyed throughout the Department.

Rank – A Deputy Chief of Police is denoted by two silver stars uniform insignia.

General Duties and Responsibilities – A Deputy Chief of Police shall, within his authority, perform the following:

- He shall be responsible for the training, directing, coordinating, controlling, and staffing of administrative, operational, and staff activities of the Department.
- He shall be responsible for the direction and control of personnel within his bureau to ensure the proper performance of duties and adherence to established rules, regulations, policies,

and procedures. He shall provide for continuation of bureau command and/or supervision during his absence.

- He shall coordinate the operations of all divisions and sections within his bureau in all necessary matters and ensure that a high degree of lateral cooperation and exchange of information is maintained.

- He shall confer regularly with the Chief of Police on operational activities, problems, and bureau needs. This includes the responsibility of budgeting and other administrative planning functions for the bureau.

1.3.6 DIVISION COMMANDING OFFICER

Appointment - A Division Commanding Officer shall be appointed by the Chief of Police and report directly to the Deputy Chief of Police of his bureau.

Authority - Subject to law, rules of the Department, and directions of the Chief of Police and Deputy Chief of Police, a Division Commanding Officer shall have immediate authority over all organizational components of the division that he commands and the employees therein, and over certain matters of administration, policies, operations, and discipline within the division. His authority extends to personnel regularly outside of his command when the delay necessary to inform the appropriate authority might result in damage to the Department's reputation or brings about consequences contrary to the Department's best interests.

Rank - A Division Commanding Officer shall hold the rank of Captain, which is denoted by the twin silver bar uniform insignia.

General Duties and Responsibilities - A Division Commanding Officer shall perform the following:

- He shall be responsible for the direction and control of personnel within his division to ensure the proper performance of duties and adherence to established rules, regulations, policies, and procedures. He shall provide for the continuation of divisional command and/or supervision during his absence.

- He shall coordinate the operations of all sections and the actions of all personnel under his command, in all necessary matters, and ensure that a high degree of lateral cooperation and exchange of information is present and maintained.

- He shall confer regularly with his Deputy Chief of Police on operational activities, problems, and needs of his division. This includes the responsibility of budgeting and administrative planning functions for the division.

1.3.7 DIVISION EXECUTIVE OFFICER

Appointment - A Division Executive Officer shall be appointed by the Chief of Police and shall report directly to the Division Commanding Officer.

Authority - Subject to law, rules of the Department, and directions of his Commanding Officer, a Division Executive Officer shall have immediate authority over all supervisors assigned to his

division and over certain matters of administration, policy, and discipline within the division. His authority extends to personnel regularly outside of his command when the delay necessary to inform the proper authority might result in damage to the Department's reputation or brings about consequences contrary to the Department's best interests.

Rank - A Division Executive Officer shall hold the rank of Lieutenant. The single silver bar uniform insignia denotes the Lieutenant's rank.

General Duties and Responsibilities - A Division Executive Officer shall, within his authority, perform the following:

- He shall be responsible for the direction and control of subordinate personnel within his division or section to ensure the proper performance of duties and adherence to established rules, regulations, policies, and procedures.
- He shall assume command of the division in the absence of his Commanding Officer.
- He shall make certain that the operations and actions of all personnel under his command complement one another in all matters, and that a high degree of lateral cooperation and exchange of information is maintained.
- He shall confer regularly with his Commanding Officer on operational and administrative activities and the needs of his division and shall keep his Commanding Officer informed of any situations that affect the welfare of the Department.
- He shall be responsible for the proper organization and assignment of duties within his area of supervision to ensure the necessary performance of divisional functions.

1.3.8 FIRST-LINE SUPERVISORS

Appointment - A first-line supervisor shall be appointed by the Chief of Police and shall report directly to his immediate division supervisor.

Authority - Subject to law, rules of the Department, and directions of his division supervisor, a first-line supervisor shall have immediate authority over employees assigned to his area of supervision and over certain matters of operations and discipline within that area. His authority extends to personnel regularly outside that area when delay necessary to inform the proper authority might result in damage to the Department's reputation or brings about consequences contrary to the Department's best interest.

Rank - A first-line supervisor shall hold the rank of Sergeant. The three-stripe chevron uniform insignia denotes the Sergeant's rank.

General Duties and Responsibilities - A first-line supervisor shall, within his authority, perform the following:

- He shall be responsible for the direction and control of personnel under his supervision to ensure the proper performance of duties and adherence of rules, regulations, policies, and procedures.

- He shall ensure that the operations and actions of all personnel under his supervision complement one another in all matters and that a high degree of lateral cooperation and exchange of information are present and maintained.

- He shall confer regularly with his supervisor on operational activities, problems, and needs of his area of supervision, and shall keep his supervisor informed of any situations that affect the welfare of the Department.

- He shall regularly conduct open inspections of all personnel, components, and equipment under his supervision and shall direct the correction of any situations of inadequacy found in such inspections.

- He shall be responsible for the proper organization and assignment of duties within his area of supervision to ensure the necessary performance of police functions.

- He shall be responsible for the preparation of the required correspondence and reports relating to the activities of his area of supervision.

- He shall counsel officers under his supervision in the performance of their duties and shall take suitable action in the case of any laxity, misconduct, incompetence, inefficiency, or neglect of duty.

1.3.9 POLICE CORPORAL, POLICE OFFICER III, POLICE OFFICER II, OR POLICE OFFICER I

Appointment - A Police Corporal, Police Officer III, Police Officer II, or Police Officer I shall be appointed by the Chief of Police and report directly to the Squad Sergeant.

Authority - Subject to law, rules of the Department, and directions of his division supervisors, a Police Corporal, Police Officer III, Police Officer II, or Police Officer I shall direct a specific police situation. A Police Corporal, when functioning as acting Sergeant, shall have the same authority as the Squad Sergeant.

Rank - Rank designation is as follows:
- Corporal – chevron with two stripes
- Police Officer III – chevron consisting of one-stripe up with two-stripe rocker

Police Training Officers (PTOs) may hold the rank of Police Officer III, or Police Officer II. Rank designations for PTOs are as follows:
- Police Officer III – chevron consisting of one-stripe up with two-stripe rocker and a star in the middle
- Police Officer II – chevron consisting of one-stripe up with a star below

General Duties and Responsibilities - A Police Corporal, Police Officer III, Police Officer II, or Police Officer I shall, within his authority, perform the following:

- He shall hold himself in readiness to accept calls for service and to obey orders from his supervisors. He shall give immediate attention to calls for assistance, complaints, or other emergencies. He shall render such assistance as may be required in an efficient manner,

returning to his regular duties as soon as feasible. He shall make an accurate and prompt report to his supervisor, written or oral, as required, upon completion of services rendered.

- He shall constantly be vigilant and on the alert for violations of the laws and ordinances and shall make every effort to prevent breaches of the peace and offenses against persons and property. He shall be responsible for attending to crime, accidents, disorders, and other criminal conditions within his area of patrol.

- He shall recognize that he performs the basic police service for the general public. He shall strive towards courtesy with the public and be alert for emergencies and impediments affecting the public welfare. He shall promptly attend to the public's distress and complaints brought to his attention by citizens.

1.3.10 AUTHORITY AND RESPONSIBILITY OF NONSWORN SUPERVISORS

Appointment - At the direction of the Chief of Police, a nonsworn employee may hold a position in the Department comparable to a sworn commander, supervisor, or employee, but without sworn status.

Authority - In holding such a position, the nonsworn supervisor shall have all the authority of the comparable position not inconsistent with his nonsworn status.

Rank - Director, Assistant Director, Administrator/Coordinator and Supervisor shall be the ranks assigned to this classification. Uniformed nonsworn personnel shall wear the following rank insignia:

- Director - Warrant Officer 5 bar

- Assistant Director - Warrant Officer 4 bar

- Administrator/Coordinator- Warrant Officer 3 bar

- Supervisor - Warrant officer 2 bar

General Duties and Responsibilities - A nonsworn employee in a director, administrator, coordinator or supervisory position shall supervise all personnel directly assigned to his division or section. He shall have staff supervision over his particular program, and will administer such through lines of command to the Chief of Police.

TITLE: COMMAND AND CONTROL	NUMBER 1.4
EFFECTIVE DATE: 05-01-08	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R3/05-01-08	

1.4.1 INDIVIDUAL RESPONSIBILITY, AUTHORITY, AND DELEGATION

The Department is an organization with the assignment of responsibility and accountability throughout the rank structure. The command structure, which is set forth by the Chief of Police, establishes authority for employees commensurate with their responsibility. Employees are accountable for the use or failure to use delegated authority.

Command personnel are given full authority to make decisions necessary for the effective management of their commands within the scope of their delegated responsibility. Supervisory personnel are accountable for the performance of employees under their immediate control.

1.4.2 SUCCESSION OF COMMAND

In the case of planned absence of the Commanding Officer/Director of any bureau or other organizational component, the Commanding Officer/Director of that component will designate an acting Commanding Officer.

In the absence of the Commanding Officer/Director and if no acting Commanding Officer has been designated, the senior ranking officer will assume command until relieved by higher authority.

1.4.3 UNITY OF COMMAND

Each Greensboro Police Department employee is accountable to only one supervisor at any given time. Each employee will be responsible or accountable to his regular immediate supervisor, except when working on a special assignment, incident, extra duty, or temporarily assigned to another unit or squad. In these cases, the employee will be accountable to the first-line supervisor over that squad, assignment, event, duty, or incident.

Similarly, each organizational component will be under the direct command of only one supervisor, as specified in the Department Structure and Functions Guide.

It is recognized that there may be times when a supervisor has to give a lawful command to an employee or component that is outside his normal chain of command. In these cases, the order shall be obeyed.

1.4.4 SPAN OF CONTROL

To achieve effective direction, coordination, and control, the number of employees under the immediate control of a supervisor will not be excessive. The exact number of employees supervised by any one supervisor will be dependent on the nature of the job being performed, the complexity of the task, the size of the area to be supervised, the experience level of the employees, and other factors having a bearing on the work environment.

Each Commanding Officer/Director will continually review the number of employees being supervised by those under his command to ensure that appropriate limits are not exceeded.

1.4.5 OBEDIENCE TO ORDERS

Employees shall promptly obey any lawful written or verbal order or directive of a superior or any employee who is serving in the capacity of a superior, including any order relayed from a superior by an employee of the same or lesser rank. Failure to obey is insubordination and is subject to disciplinary action.

1.4.6 CONFLICTING ORDERS OR DIRECTIVES

Employees receiving conflicting orders shall advise the person issuing the conflicting order of the previous instructions. The responsibility for countermanding the first order rests with the person issuing the second order. The employee will obey the second order.

1.4.7 UNLAWFUL ORDERS

Employees shall not knowingly issue any order which is in violation of any law, ordinance, or Departmental rule. No employee will be required to obey any such unlawful order. The responsibility to refuse to obey any unlawful order rests with the individual employee and shall require justification of action. Employees receiving any unlawful order shall report this fact, in writing, to the next higher level of authority, through channels, as soon as possible.

1.5.1 General Conduct

Employees will conduct their private and professional lives in a manner that does not hinder the Department's efforts to achieve its goals, violate its policies or bring discredit upon the Department or any employee of the Department.

1.5.2 Courtesy

A. Courtesy Toward the Public

1. Employees will be courteous and tactful in the performance of their duties or while representing themselves as members of the GPD.

2. In performing their duties, employees will not express any prejudice concerning race, ethnicity, national origin, gender, gender identity, sexual orientation, socio-economic status, religion, disability, age, or other personal characteristics.

B. Courtesy Toward Employees

1. Employees will not use profane or intentionally insulting language toward any other employee of the GPD.

2. In performing their duties, employees will not express any prejudice concerning race, ethnicity, national origin, gender, gender identity, sexual orientation, socio-economic status, religion, disability, age, or other personal characteristics.

1.5.3 Truthfulness

A. Employees will be truthful when making any statement(s) in connection with their performance of official duties, whether or not under oath.

B. Employees are prohibited from intentionally failing to disclose information in connection with the performance of official duties when the purpose of such nondisclosure is to conceal suitability or unsuitability for duty of themselves or another, or for personal gain.

C. Employees shall not have materially falsified or intentionally failed to disclose any information relevant to suitability or fitness for employment with the Department.

1.5.4 Compliance to Laws and Regulations

A. Employees will not commit any acts or make any omissions, which constitute a violation of any of the rules, policies, procedures, special orders, or other directives of the GPD.

B. Employees will obey all laws of the United States and of any state and local jurisdiction in which they may be present, and will obey all administrative regulations enacted pursuant to local, state, or federal law.

C. Any employee charged with or arrested for a violation of a criminal or traffic law or ordinance will report such fact in writing to the office of the Chief of Police within three (3) business days, and will include all pertinent facts concerning the violation.

1.5.5 Chain of Command

A. Employees will conduct GPD business through accepted channels unless procedures or orders from proper authority dictate otherwise, including Section 1.5.6.B, below.

B. An employee receiving a written communication from a subordinate directed to a higher command shall endorse it, indicating approval, disapproval, or acknowledgment, and forward within ten (10) working days.

1.5.6 Duty to Report Violations of Laws, Ordinances, Rules, and Directives

A. Employees having knowledge of other employees violating laws, ordinances, Departmental Rules, Directives, Special Orders, or Standard Operating Procedures will report it to their supervisor as soon as possible so that appropriate investigations can begin.

B. At any time if an officer witnesses another officer use force in a manner which violates policy and training of the Department, the officer shall intervene both verbally and physically if necessary to stop the force. Supervisory notification shall then be made by the officer as soon as possible so that appropriate investigations can begin.

C. If any violation involves members within the employee's chain of command, the employee will direct the information or allegation to the Professional Standards Division.

1.5.7 Interference with Due Process

Employees shall not interfere with or interrupt, or be associated with any activity that might interfere with or interrupt, the proper administration of justice or any administrative investigation.

1.5.8 Malicious Criticism and/or Gossip

Employees will not publicly criticize or ridicule the GPD or its employees when such statements interfere with the maintenance of discipline or the effective operation of the GPD, or when such statements are made with reckless disregard for truth.

1.5.9 Discretion

A. Each employee will be held accountable for the sound use of discretion and the use of good judgment in the performance of his duties. This performance will be measured by giving

consideration to the facts of each situation and what actions a reasonable officer under the same circumstances would have taken.

B. Officers are permitted to use several alternatives, such as written or verbal warnings, the issuance of citations or the use of criminal summonses in certain non-violent criminal situations, to the physical arrest of violators.

1.5.10 Association with Criminals

Employees will avoid associations with persons who they know, or should know, are involved in criminal activity, are under criminal investigation or indictment or who have a serious criminal record, except as necessary to the performance of official duties or where unavoidable due to family relationships.

1.5.11 Competency

Employees will establish and maintain sufficient competency to effectively perform their duties and carry out the responsibilities of their position and the function and objectives of the Department. Incompetence may be demonstrated by but not limited to the following:

- A lack of knowledge in the application of laws to be enforced
- An unwillingness or inability to perform assigned tasks and duties
- A failure to conform to work standards established for the employee's rank, grade, or position
- Poor performance evaluations
- Repeated infractions of the rules, regulations, policies, or procedures of the Department
- A history of failing to maintain those skills required by the State of North Carolina certification as a law enforcement officer.

1.5.12 Duty Responsibilities

A. While on duty, employees will not engage in any activities or personal business, which would cause them to neglect or be inattentive to their assigned responsibilities.

B. Employees will remain awake, alert, and attentive while on duty. If unable to do so, they will so report to their supervisor, who will determine the proper course of action.

C. Officers will take any official action required by federal or state law, by city or county ordinance or by any directive of the Chief of Police or his designee.

D. Employees will not leave their assigned duty post during a tour of duty except as authorized by proper authority.

E. All employees will take any action that is required or is responsible and appropriate in connection with the performance of their assigned duties.

F. Officers will take appropriate action in any emergency situation or in any situation in which substantial and irreversible damage would result from the failure to take appropriate action.

G. Employees will assist any employee involved in an emergency situation or any other situation in which additional assistance would be critical to the successful performance of a GPD function.

H. Employees will monitor all radio communications in accordance to their assignment and respond to all radio traffic directed to them.

I. Employees will promptly return messages from citizens unless otherwise directed by their supervisor.

J. Employees working supplemental employment in addition to regular duty hours will ensure they are rested and alert when reporting to all assignments where police actions may be required and the total hours worked do not detract from their abilities to perform their assigned responsibilities.

K. In performing their duties, employees will not express any prejudice concerning race, ethnicity, national origin, gender, gender identity, sexual orientation, socio-economic status, religion, disability, age or other personal characteristics.

1.5.13 Use of Force

A. Officers will use no more force than necessary in the performance of their duties and will then do so only in accordance with GPD procedures and the law.

B. Officers will comply with GPD procedures concerning the documentation and investigation of any use of force.

1.5.14 Responsibility for Safety and Security of Persons and Private Property

Employees shall ensure that reasonable measures are taken to provide safety, protection and security for persons and property coming under their care and control because of arrest or other police action.

1.5.15 Reporting for Duty

A. Employees will report at the scheduled time for any duty assignment, including court, Grand Jury appearances, and training.

B. Employees will be properly equipped and prepared to perform their duties.

C. Employees who are unable to report to a duty assignment will notify the appropriate supervisor prior to the beginning of that scheduled assignment.

1.5.16 Absence from Duty

A. Employees will not be absent from duty except as authorized by official leave and/or approved by competent authority without notifying their supervisor to gain consent for absence.

B. Employees requiring relief from a duty assignment due to illness shall notify their supervisor or Watch Commander.

C. In seeking authorization for a duty absence, employees will not feign illness or injury, falsely report themselves sick, ill or injured, or otherwise deceive or attempt to deceive any official of the GPD as to the condition of their health or that of their families.

1.5.17 Abuse of Position

A. Employees will not use their official position or identification for:

1. Personal or financial gain.
2. Obtaining privileges not otherwise available to them except in the performance of their duty.
3. Avoiding the consequences of illegal acts.

B. An employee will not lend to another person his/her official identification card, badge, or permit such items to be photographed or otherwise reproduced without the prior approval of the Chief of Police.

C. An employee will not permit the use of his/her name, photograph, or official title that identify him/her as a police officer or as an employee of GPD, in connection with testimonials or advertisements of any commodity or commercial enterprise, without the prior written approval of the Chief of Police.

D. Employees will take no part, either directly or indirectly, in sales promotions, solicitations, fund raising campaigns, or similar activities for personal gain or benefit of commercial enterprise while representing themselves as police officers or as employees of the GPD.

E. Supervisors shall not authorize others to conduct themselves in a manner [as indicated in 1.5.17.D above] that would leave the impression they are representing the Greensboro Police Department, without the prior written approval of the Chief of Police.

F. While engaging members of the public in an official capacity, employees will not recommend or suggest the employment or procurement of a particular product, professional service, or commercial service.

G. Employees will not interfere with or attempt to influence the lawful business of any person.

1.5.18 Impairing Substances

A. Employees will not consume, purchase, or possess any intoxicating beverage or any controlled or non-controlled impairing substance while in uniform, on duty, on departmental premises, or in a city owned vehicle except in the performance of duty and while acting with approval from a superior officer.

B. Employees will not appear for duty, or be on duty, or in a city owned vehicle, while under the influence of controlled or non-controlled substance, alcohol or with the odor of an alcoholic beverage on their breath.

C. No employee will report for duty while taking prescribed or over the counter medications that affect their ability to properly or safely perform their assigned duties.

1.5.19 Proper Identification

A. All employees whether uniformed or plain clothed, will identify themselves verbally and by displaying their badge or identification card before taking any official action, except when not feasible or where their identity is obvious.

B. When requested, employees will supply their name and badge number and allow citizens to view their departmentally issued identification card in a courteous manner.

C. When requested, employees will supply the name and contact telephone number of their immediate supervisor in a courteous manner.

D. All employees will identify themselves verbally before taking any official action when contacting citizens by telephone.

The provisions of this section are not applicable in those situations involving an employee acting in an approved undercover capacity.

1.5.20 Driving

A. Employees will obey all traffic laws while driving under normal conditions and will drive with due regard for the safety of others.

B. Officers will only initiate and continue in a pursuit in accordance with the GPD directive that governs pursuits.

C. Officers will comply with GPD directives concerning the documentation and investigation of any event which an officer knows, or should know, qualifies as a pursuit.

D. Officers will only initiate and continue with an emergency response in accordance with the GPD directive governing emergency responses.

1.5.21 Transporting Private Citizen in City Vehicles

A. Employees may transport members of the public in city vehicles if the transportation is duty related. Employees will ensure that passengers comply with current seat belt laws.

B. Employees with take-home vehicles are permitted to use that vehicle to drop off or pick up their children at school/day care, if the travel is largely contemporaneous with travel to or from work.

1.5.22 Submission of Reports

A. Employees will submit all necessary reports and records, in accordance with the established GPD procedure, prior to the end of their duty day unless directed otherwise by a supervisor.

B. Reports and records submitted by employees will be accurate and complete.

C. Investigative and Supplemental Reports will be prepared in a manner consistent with the GPD Incident Reports Manual.

1.5.23 Prohibited Areas

No persons shall be permitted inside an officially designated prohibited or restricted area, unless authorized by the employee in charge of such area and displaying an approved identification.

1.5.24 Political Activity

Employees may not engage in political activity when on duty, (other than voting and registering to vote in uniform), and will not engage in political activity while identifying themselves as representatives of the GPD by virtue of their uniform or otherwise.

1.5.25 Release of Information

A. Employees shall treat the official business of the GPD as confidential and will not disseminate information regarding GPD operations that is not public record or without approval from a supervisor.

B. Employees shall not publicly divulge the identity of persons giving confidential information in a criminal investigation, unless ordered by a court of law.

C. Employees shall not disseminate any police records, or information about themselves or another employee, that would violate North Carolina General Statute (N.C.G.S. 160A -168).

1.5.26 Use of Tobacco Products

A. Employees will not use tobacco products when it would be offensive, unlawful, or inappropriate and should be considerate of others when using tobacco products.

B. Employees are prohibited from using tobacco products inside City-owned or leased vehicles and inside City-owned facilities.

1.5.27 Personal Information Requirements

A. Employees will have a functioning telephone for which the employee constantly maintains the applicable service.

B. Employees who have a change of residence or telephone number will notify their Supervisor by email on their next duty day. The employee will make the appropriate changes in the

Department's Records Management System (RMS) and in the City's Enterprise Solution System (Lawson) on their next duty day.

Employees who have a change in marital status will notify the Resource Management Division and their immediate Supervisor via email on their next duty day. Notification to the Resource Management Division will be made to the RMD Inbox ("Email, RMD Police").

C. Employees changing their name will report to the Resource Management Division on their next duty day to fill out the appropriate paperwork. Employees must provide copies of the relevant legal paperwork supporting the name change.

1.5.28 Taking Official Action While Off Duty

A. Off-Duty employees will take official action in emergency or unusual circumstances when such action is necessary to avoid injury or other serious consequences.

B. Off-Duty employees will not become involved in neighborhood disputes or quarrels except in an emergency or unusual circumstance when such action is necessary to avoid injury or other serious consequences.

1.5.29 Unions and Organizations

A. Any employee may belong to a club, union, or other employee association of their choice. Neither the police department nor any employee will coerce or discriminate against any employee in the exercise of the right to join or not to join a club, union, or other employee organization.

B. Employees will not engage in any strike, work slowdown, unreasonable or selective enforcement of the law, or other concerted failure to report for duty for the purpose of inducing, influencing, or coercing a change in conditions, compensation, rights, privileges, or obligations of employment.

1.5.30 Gratuities and Solicitations

A. Employees will comply with the provisions of the Greensboro City policy regarding the acceptance of gifts and gratuities. Employees will neither solicit nor accept, directly or indirectly, any gift, gratuity, loan service, fee, reward, or other thing of value from any commercial organization, person, or firm without the express written approval of the Chief of Police. This rule applies to situations in which the acceptance of anything of value may serve to influence any employee in the performance of their duties. This Rule does not prohibit:

1. Unsolicited discounts or services offered to all officers or employees so long as the employee does not profit by reselling the item or offering the service to another.

2. Acceptance of departmentally approved awards, including money, given to an employee by a publicly recognized organization in recognition of outstanding service or achievement.

3. Acceptance by an employee of money or gifts on behalf of the department with approval of any command level supervisor. Such items accepted shall be of benefit to the department

as a whole or for some worthy cause that is sponsored in whole or in part by the department.

B. Solicitation of funds from outside sources for major programs, activities, or events that significantly impact upon the Department as a whole may be approved by the Chief of Police.

1.5.31 Posting of Bail Bond

No employee will become surety on a bail bond for any person other than a member of his immediate family.

1.5.32 Improper use of Property and Evidence

Employees will not convert to their own use, manufacture, conceal, dispose of, destroy, remove, tamper with or withhold any property or evidence in connection with an investigation or other police action, except in accordance with established GPD procedures.

1.5.33 Use of Departmental Equipment

A. Employees will utilize departmental equipment, including any vehicle, computer and radio, only for its intended purpose and in accordance with all laws and Departmental procedures.

B. Employees will not damage, abuse, or lose Departmental equipment.

C. Officers will carry and use firearms only in accordance with law and established GPD directives governing such use.

1.5.34 Arrest, Search, and Seizure

A. Officers will not make any arrest, search or seizure, which they know, or should know, is not in accordance with the law and GPD procedure.

B. Employees will not initiate any action, or fail to provide any service as a result of personal bias or stereotype, as described in Departmental Directive 1.8.

1.5.35 Insubordination

Employees will promptly obey any lawful order or direction of a supervisor. This includes any lawful order or direction relayed from a supervisor by an employee of the same or lesser rank. If an employee does not understand the direction given to him or her, the employee will seek clarification from a supervisor. Failure to seek such clarification shall not excuse an act of insubordination.

1.5.36 Harassment

The Police Department will provide a professional work environment free from all forms of employee discrimination, including incidents of hostile work place, retaliation or harassment. Employees will follow the guidelines as described in City Policy H-7: Employee Security and City Policy H-10: Harassment Free Workplace.

1.5.37 Supervisory Duty Responsibilities

A. Supervisors will ensure subordinates comply with established Departmental policies and procedures. The supervisor is also charged with addressing any deficiencies in the proper performance of job duties and responsibilities of members subject to his/her supervision.

B. Supervisors will respond to situations or incidents that are of a nature which require supervisory presence or the assumption of command, or when requested to do so by a subordinate, when practical and without unnecessary delay. Upon assuming command, the supervisor will take direct control and immediately coordinate the deployment of personnel and resources.

C. Sworn and non-sworn Greensboro Police supervisors will perform their supervisory duties completely, diligently, promptly, and professionally.

1.5.38 Body Worn/Vehicle Mounted Cameras

A. Officers will activate and utilize Body Worn and Vehicle Mounted Cameras in accordance with Departmental policy.

B. Officers will ensure proper labeling and categorization of all Body Worn and Vehicle Mounted Camera videos.

1.6.1 USE OF FORCE

When a situation exists, wherein an officer determines there is a reasonable belief of the need to use force upon another person, all such uses of force will comply with the provisions of North Carolina General Statute 15A-401(d). This Statute allows that officers are justified in using force upon another person:

- When the officer reasonably believes the force is necessary.
- And to the extent the officer reasonably believes the force is necessary.

Officers may use this reasonable force to:

- Prevent the escape, or effect the arrest of, a person whom the officer reasonably believes has committed a criminal offense. This provision does not apply to any arrest which the officer knows to be unauthorized.
- Defend himself, or other person, from what the officer reasonably believes is the use, or imminent use of, physical force. This provision applies to situations where an officer is effecting or attempting to effect an arrest, or while the officer is preventing or attempting to prevent an escape.

"Imminent" is defined as an event that is about to occur at any moment.

"Immediate danger" is defined as a danger that is about to occur at any moment.

Officers will rely on the standards as set forth in **N.C.G.S. 15A-401(d)(2)** to determine if the use of deadly force is appropriate. **N.C.G.S. 15A-401(d)(2)(a and b)** allows that officers are justified in using deadly force upon another person when the officer reasonably believes deadly force is necessary:

- To defend the officer, or another person, from what the officer reasonably believes to be the use or imminent use of deadly physical force.
- To effect the arrest, or prevent the escape from custody of, a person whom the officer reasonably believes is attempting to escape by means of a deadly weapon.
- To effect the arrest, or prevent the escape from custody of, a person whom the officer reasonably believes presents an imminent threat of death or serious physical injury to others unless apprehended without delay.

N.C.G.S 15A-401(d)(2)(c) speaks to the use of deadly force by an officer to "prevent the escape of a person from custody imposed upon him as a result of conviction for a felony". This provision is written primarily for prison and jail staffs and **will not** be considered by Greensboro Police Department Officers when determining if the use of deadly force is appropriate.

1.6.2 SUBJECT CONTROL OPTIONS

The subject control options and definitions listed below are intended as a guide. An officer's decision to utilize any force in a situation is a response to the behavior of the subject(s) involved, and all relevant factors known to the officer. Officers will utilize the minimal amount of force necessary to overcome resistance and effect an arrest. "Minimal" is defined as no more force than necessary to overcome resistance and effect an arrest. The subject control options do not necessarily follow a preset order of escalation. An officer must continually assess the totality of the circumstances and escalate, de-escalate, or completely cease any force utilized appropriately.

Officers will not utilize any force option punitively or as a means of improper coercion.

- **Presence**: a form of psychological force established through the officer's appearance and demeanor at a scene.

- **Verbal Direction/Control**: the verbiage utilized by an officer to control or de-escalate a situation.

- **Physical Control**: the use of bodily contact to physically move or control the movement of another person.

- **Physical Control through Pain/Discomfort/Distraction:** the use of;
  a. "soft" hand techniques such as the application of pressure through joint locks and pressure points
  b. "hard" hand techniques such as punches, kicks or stuns. NOTE: Stunning techniques to the neck (brachial plexus origin) are appropriate in cases of an aggressive assault and/or high level of resistance of such a manner the assault/resistance approaches a situation in which deadly force would be appropriate.

- **Aerosol/Chemical Agents**: the use of Oleoresin Capsicum or other chemical agents to control resistance and/or end flight.

- **Conducted Electrical Weapon (CEW):** a device which deploys electric current into a subject's body to affect the central nervous system.

- **Intermediate Weapons**: impact weapons utilized in a manner consistent with current departmental training, in order to reduce the probability of serious bodily injury. This includes the ASP, baton, flashlight, police bicycle and specialized impact munitions.

- **PepperBall System:** Uses both direct impact of a small projectile (similar to a paintball) and a chemical irritant (Similar to OC) to incapacitate a subject. The PepperBall system can also be used to saturate an area around a subject with the chemical irritant. The use of the PepperBall System is considered a less lethal use of force.

- **Precision Immobilization Technique (PIT):** a maneuver which may be utilized by properly trained officers which involves the controlled striking of a violator vehicle with a police vehicle. The PIT is considered a less lethal use of force when performed as described by the training guidelines of the Greensboro Police Department. If exigent circumstances warrant the striking of a violator vehicle outside the established training guidelines, this action may be considered as a use of deadly force.

- **Police Canine:** canine handlers will utilize their assigned police service dogs in a manner consistent with departmental training and guidelines. If the police canine is deployed, and the canine bites a suspect, this will be considered a less lethal use of force. The mere release of police canine is not considered a use of force.

- **Deadly Force:** an action likely to cause death or serious bodily injury, including the use of lethal weapons.

The following situations are examples of reportable uses of force:

- The striking of any person
- The use of OC spray on a person
- The use of chemical agents
- The use of any other less lethal weapon (CEW, less lethal munitions, etc.)
- The application of physical control or restraint resulting in injury
- The use of the Precision Immobilization Technique
- Police canine bite
- Deadly Force

Mere physical restraint is defined as physically overpowering without striking or using weapons. Scuffling, holding, tackling, or the application of assisted come-alongs, etc., may or may not be mere restraint, depending on the circumstances. Whenever doubt exists as to whether the level of restraint/control used constitutes a reportable use of force, an immediate supervisor will be notified of the incident and the supervisor will make the determination.

An officer shall not deliberately strike another person with any impact weapon, whether an issued weapon or an environmental weapon, on the head, in the groin, solar plexus, throat, kidneys or on the spinal column unless the officer reasonably believes a situation exists in which deadly force would be appropriate to protect himself, or a third party. Officers are prohibited from using choke holds or any technique intended to restrict an individual's airway, breathing or blood flow unless the officer reasonably believes a situation exists in which deadly force would be appropriate to protect himself, or a third party.

While using force may be necessary, it must also be reasonable in the subject control option utilized and the manner in which it is used, for the level of resistance being offered. Where feasible, officers shall verbally warn a subject(s) before the use of deadly force, the use of a Conducted Electrical Weapon, release of chemical munitions, or release of police canine.

1.6.3 SUBJECT RESISTANCE LEVELS

A subject may exhibit various types of resistance levels during the arrest process. The type and level of resistance, the behavior of the subject(s) involved, and all relevant factors known to the officer making the arrest will be considered by the officer in determining the appropriate use of force.

Even when non-compliance with police commands is accompanied by non-violent physical resistance, these circumstances alone do not automatically create a threat to an officer's safety.

- **Passive Resistance** – Non-compliance with the officer's verbal commands, but no overt or physical acts to prevent the officer from making the arrest. For example, when a subject is taken into custody, goes limp, and must be carried away.

- **Active Resistance** – The suspect is taking some type of physical action to prevent his arrest, but is not assaulting or attempting to assault the officer. For example, when a subject is twisting or pulling their hands away, holding onto a fixed object, or running away.

- **Active Aggression**– The suspect is taking some type of physical action that poses a risk of immediate danger to the officer, another person or themselves. For example, when a subject is punching, kicking, or striking and the subject has the immediate means to injure an officer, another person, or themselves.

- **Aggravated Active Aggression**– The suspect is taking some type of physical action that is likely to cause serious injury or death. For example, when a subject is discharging a firearm, using a blunt or bladed weapon, or otherwise using extreme physical force.

1.6.4 USE OF DEADLY FORCE

A. An officer may use his firearm, or other deadly force, upon another person when the officer reasonably believes the deadly force is necessary:

- To defend the officer, or another person, from what the officer reasonably believes to be the use or imminent use of deadly physical force.

- To effect the arrest, or prevent the escape from custody of, a person who the officer reasonably believes is attempting to escape by means of a deadly weapon.

- To effect the arrest, or prevent the escape from custody of, a person who the officer reasonably believes presents an imminent threat of death or serious physical injury to others unless apprehended without delay.

Deadly force is that force which, if used, is likely to inflict serious bodily injury or death. Serious bodily injury is that which creates a substantial risk of death. It may cause serious permanent disfigurement or result in long-term loss of the function of a bodily member or organ.

Reasonable belief is that set of facts or circumstances that would cause a reasonable person in the officer's position to believe it was actually or apparently necessary to use the force which was actually used.

B. Officers will not fire any weapon from or at a moving vehicle except to counter an imminent threat of death or serious physical injury to the officer or another person and no other means are reasonably available at that time to avoid or eliminate the danger. Officers will consider the following factors in determining whether shooting at a moving vehicle is justified:

- An occupant of the vehicle is using or threatening to use lethal force by means other than the vehicle.

- The vehicle is being operated in a manner deliberately intended to strike a person.
- All other reasonable means of defense or escape (including taking cover or moving out of the path of the vehicle or other evasive action) have been exhausted, are not practical, or are not present.

- Use of deadly force must cease after the vehicle no longer presents an immediate threat.

In the event an officer is involved in a use of deadly force incident, he will be reassigned and evaluated in a manner consistent with the provisions of Departmental Directive 8.2.

1.6.5 IMPROPER USE OF FIREARMS OR OTHER DEADLY FORCE

Officers will be subject to disciplinary action if the use of a firearm or other deadly force involves:

- A violation of the law by the officer
- A violation of Departmental rules
- Disregard for public safety
- Misconduct on the officer's part
- Accidental discharge through carelessness or recklessness
- Firing of "warning shots". Warning shots are prohibited.
- Other poor judgment involving the use of a firearm or other deadly force

1.6.6 MEDICAL ASSESSMENT

Whenever an officer uses force on an individual in custody, the officer will ensure the individual receives appropriate medical treatment as outlined in Departmental Directive 11.1.5. If an individual is affected by a use of police force, and is not in-custody, officers will make reasonable efforts to ensure any associated medical issues are addressed.

1.6.7 SUBJECT CONTROL WEAPONS

It is the policy of the Greensboro Police Department that no employee will be allowed to carry any weapon authorized for use by this Directive until they have received instruction on all relevant use of force policies, received instruction related to the use of the weapon and successfully demonstrated proficiency in the use of the weapon. The Training Division will maintain the documentation related to the receipt of policy, the training delivered and proficiency testing.

A. IMPACT WEAPONS

BATON/ASP

The baton or ASP, when properly employed for subject control, provides a means to disrupt resistance to apprehension with very low risk of lethal or serious injury to the officer, bystanders, or the person resisting apprehension.
Use of the baton or ASP will conform to current methods and techniques, as approved by the Training Division.

FLASHLIGHT

A rechargeable flashlight is primarily issued to officers for use as an illumination device. When necessary however, the rechargeable flashlight may be used as an impact weapon. The rechargeable flashlight is not intended to replace any other departmentally issued subject control equipment, but its use as such may be appropriate when the officer cannot safely or practically obtain one of his other subject control weapons.

Those officers who are not issued a rechargeable flashlight are authorized to use a push-button flashlight constructed of aluminum or high impact plastic having a weight not to exceed 22 ounces without the batteries.

Use of the flashlight for subject control will conform to current methods and techniques as approved by the Training Division. Officers may use the flashlight as an impact weapon only after completing and demonstrating competency in the Greensboro Police Department's approved training course.

POLICE BICYCLE

A police bicycle is primarily issued to an officer as a mode of transportation while the officer is engaged in a specific assignment. When necessary however, a police bicycle may be used as an impact weapon. A bicycle is not intended to replace any other departmentally issued subject control equipment, but its use as such may be appropriate when the officer cannot safely or practically obtain one of his other weapons. Any use of a police bicycle as an impact weapon will conform to current methods and techniques, as approved by the Training Division.

LESS LETHAL MUNITIONS

The Special Response Team is issued less lethal impact munitions for use by members of the team who have been trained in their use. These munitions will be utilized in a manner consistent with the Standard Operating Procedures of the Special Response Team. Selected Patrol Supervisors and Special Events Team Members are also issued less lethal impact munitions. These munitions will be utilized in a manner consistent with the Standard Operating Procedures and training.

An officer shall not deliberately strike another person with any impact weapon, whether an issued weapon or an environmental weapon, on the head, in the groin, solar plexus, throat, kidneys or on the spinal column unless the officer reasonably believes a situation exists in which deadly force would be appropriate to protect himself or another person.

Any officer striking a person with an impact weapon will ensure the person immediately receives the appropriate medical assessment and treatment as soon as the officer may safely do so. The intentional striking of a person with any impact weapon is considered a reportable use of force requiring supervisory notification and an administrative investigation.

PepperBall System: PepperBall Projectiles are plastic spheres that are filled with a chemical irritant which is very similar to Oleoresin Capsicum (OC) powder. A high-pressure air launcher delivers the projectiles with enough force to burst the projectiles on impact, releasing the irritant. PepperBall systems are capable of accurately delivering the balls to center mass of a subject at a maximum range of 60-feet or area saturation up to 150 feet. During Area saturation the officer will target hard surfaces near the suspect(s). Striking those surfaces will cause the PepperBall to burst dispersing the chemical irritant into the air around the suspect(s). Although not preferred, the system can be discharged with no standoff distance. Initial PepperBall deployment is 4 to 6 rounds. The operator will evaluate the effectiveness and re-deploy if not effective. Officers on-scene should be prepared for additional force options should the PepperBall system be ineffective.

Officers should obtain supervisory authorization prior to use of the PepperBall system unless exigent circumstances exist.

Although classified as a less-lethal device, the potential exists for the PepperBall projectiles to inflict injury when they strike the face, eyes, neck, and groin. Therefore, officers deploying the PepperBall system shall avoid intentionally striking those body areas unless a life-threatening situation exists.

If a suspect is exposed to just the irritant powder the officer will follow OC decontamination procedures. If the suspect is impacted with the PepperBall round then they will be medically evaluated and taken to the hospital upon the suspects request or at the advice of the medical provider.

B. PEPPER SPRAY/PEPPER FOAM/PEPPER FOG

Pepper Spray, or Oleoresin Capsicum (OC), provides a means to disrupt resistance to apprehension with very low risk of lethal or serious injury to the officer, bystanders, or the person resisting apprehension. It disperses a scattered pattern of cayenne pepper particles suspended in a liquid carrier. This mixture is a chemical irritant which has a proven history of effectiveness in its intended purpose and very low risk of the mixture causing harm when applied to a person.

The function of Pepper Spray is to irritate the eyes, nose, mouth and skin of a person when applied, which in most cases will temporarily reduce or eliminate the ability of a person to successfully and dangerously resist apprehension. Pepper Spray permits an officer to disrupt resistance in a manner which is reasonably expected to reduce the need for other potentially dangerous methods of apprehension or use of impact weapons. Pepper Spray can be used when:

- Physical restraint of a person is not reasonable or practical, and it is necessary to bring the person under control;

- It is needed to prevent any person from being attacked by a dog.

For any person affected by Pepper Spray, whether intentionally or accidentally, as soon as conditions of safety will permit, the officer shall immediately:

- Reassure the affected person(s) that the effects of the product are temporary and will subside within a short period of time; and

- Ask the affected person(s) if they are asthmatic, have any other respiratory disease, or are abnormally sensitive to pepper products.

The person will then be taken directly to the nearest controlled water facility to allow them to flush the affected area(s). Officers should monitor persons on whom pepper spray has been used for any signs of unusual or allergic reaction, difficulty in breathing, or any type of medical distress. Should this occur, or if the individual requests, they will be transported to a hospital to ensure that the appropriate medical treatment is obtained as outlined in D.D. 11.1.5.

In the event of an accidental discharge, the contaminated body areas should be flushed with cold water. Salves, greases, or oil should not be applied to the affected areas. Avoid rubbing or touching affected areas with the hands.

Officers performing any police function will not carry any chemical agent or similar weapon, except the one issued by the Department. Officers are prohibited from using Pepper Spray for any purpose other than those set forth in this directive. Officers are cautioned against using Pepper Spray in a crowd control situation except when necessary.

For Pepper Spray to be most effective, an officer should dispense the spray across the face of the intended target in bursts of one or two seconds. Officers should remember that even with proper application, the effects of Pepper Spray to effectively disrupt a person resisting apprehension may not be immediate and the desired effects of Pepper Spray may be diminished, or totally absent, in persons who are under the influence of an impairing substance, enraged, mentally challenged, insensitive to pepper products or wearing glasses. In these instances, officers should be alert for the intended target to react with violence toward the officer applying the Pepper Spray.

The use of Pepper Spray for subject control will conform to current methods and techniques as approved by the Training Division. The use of Pepper Spray on another person in an intentional manner is considered a reportable use of force requiring supervisory notification and an administrative investigation.

OTHER CHEMICAL MUNITIONS

Selected Patrol Supervisors, SET personnel and SRT personnel are issued other chemical munitions such as CS or CS/OC blends. These chemical munitions are utilized primarily in crowd control situations. They will be used in a similar manner as pepper spray.

Use of crowd control chemical munitions is a reportable use of force even if no one is arrested.

C. CONDUCTED ELECTRICAL WEAPON

Deploying a Conducted Electrical Weapon (CEW) is a serious use of force. A CEW will be deployed only in response to a situation in which a reasonable officer would perceive some immediate danger that could be mitigated by using a CEW. The CEW will be carried and deployed only by departmental personnel who have been properly trained in its use. Any use of a CEW will conform to the current methods and techniques as approved by the Training Division.

CEWs are limited to use against subjects who are exhibiting active aggression or who are actively resisting in a manner that in the officer's judgment is likely to result in injury to the officer, another person, or themselves. The CEW will not be used on a passive subject.

Definitions:

- Spark Display- The cartridge is removed from the unit and the CEW is activated to demonstrate its ability to discharge electricity. The purpose of the spark display is to convince a subject to comply with the officer without the need for further force.

- Drive Stun- The cartridge is removed or the probes have been previously discharged from the unit. Contact with the target subject is made with the front of the CEW or cartridge, and the CEW is activated. Use of the CEW in this manner causes localized pain in the area contacted, but does not affect the central nervous system, unless the area contacted is a motor nerve point location or at least one of the probes is close to or touching the subject.

- Probe Deployment- The cartridge is discharged from the unit causing the probes to make contact with the target subject. The CEW is then activated as needed to discharge electric current into the subject. When properly used in this manner, the CEW affects the central nervous system causing motor skill dysfunction.

Some examples of situations when the CEW may be used in accordance with Section C:

- **When confronted with a subject(s) armed with knives, bottles, or other objects other than a firearm, and where the subject(s) pose an imminent threat to officers or citizens.**

- **When attempting to control violent persons who may be under the influence of drugs and/or alcohol and are exhibiting aggressive behavior, or subjects whose aggressive behavior indicates that other subject control options may reasonably result in injury to the subject(s) or officers. A guide to determining whether a subject is exhibiting "Aggressive Behavior" is included in the Administrative Investigation Reference Guide (See "Use of Force Decision Factors").**

- **When a subject resists arrest and has the apparent ability to retrieve a weapon, and the officer reasonably believes the subject has access to a weapon.**

- **When confronted with a person expressing intent to commit suicide and the person has the immediate and reasonable means to commit suicide.**

Absent compelling, clearly articulable reasons; the CEW should not be deployed for more than two 5 second cycles (this includes deployments by multiple officers) and should not exceed 5 seconds duration for any cycle. In all circumstances, the officer must be able to articulate the justification for the initial CEW deployment, and each additional cycle as well. Prior to any additional deployments of the CEW, the officer will assess the effectiveness of the CEW after the prior deployments.

Officers will attempt to avoid discharging the CEW upon sensitive areas of the body such as the face, groin, or breast area on females. The neck area shall not be intentionally targeted in the probe deployment mode.

In any situation, the CEW will not be used:

- **When the officer cannot, for safety or other reasons, approach the subject to within the effective range of the CEW.**

- **In the proximity of flammable liquids, gases, or any other highly combustible materials that may be ignited by the device, including any individual that the officer knows, or should know, may have been exposed to combustible substances or liquids such as gasoline.**

- **In situations where deadly force is the most reasonably necessary option, unless another officer is in position to use deadly force against the subject.**

- **Solely to prevent the escape of a subject who is otherwise not displaying active aggression towards the officer or others.**

In less than lethal force situations, the CEW will not be used:

- On persons who do not pose an imminent threat of physical harm to officers, themselves, or others.

- When the target subject is in a position where a fall may reasonably be expected to cause serious injury or death unless deadly force is authorized.

- Punitively or as a means of coercion.

- To awaken unconscious or impaired persons.

- In less than lethal force situations, officers should be cognizant if the subject is visibly pregnant, at the extremes of age, or of small stature and consider other less than lethal force options before deploying the CEW.

- On persons operating a motor vehicle.

- Absent compelling, clearly articulable reasons; the CEW will not be used in the drive stun mode with the cartridge removed as a pain compliance tool. The CEW may be used in the drive stun mode when the cartridge is still attached and is used only to complete the NMI (neuro-muscular incapacitation) circuit once probes have been discharged.

When the CEW is used in any manner, (other than spark display) treatment and examination of the target subject by medical personnel is required. When the CEW is used in the probe deployment mode, the officer will ensure that any probes remaining attached to a person's skin are removed by EMS personnel. If the probes are attached to a person on a sensitive area of the body such as the face, neck, groin, or breast area on females, the officer will transport the person to a medical facility for removal of the probes.

If it appears that the probes did not make contact and medical treatment is not sought, the officer must examine the discharged probes and determine if they are still intact. If a piece of the probe is embedded in the subject, medical treatment will be obtained.

A spark display of the CEW is not a reportable use of force. Use of the CEW in the drive stun mode to complete NMI or probe deployment mode is a reportable use of force. The supervisor completing the use of force report will also complete an "Advanced CEW Usage Report". The supervisor will ensure appropriate photographs are made of the probe impact and/or drive stun area, and of any other injuries related to the deployment of the CEW.

Should a negligent discharge of the CEW occur, the officer without unreasonable delay must contact their immediate supervisor. The supervisor will submit a memo to their Commanding Officer detailing the circumstances of the discharge.

Officers will routinely test spark their issued CEW in accordance with the manufacturer's recommendation.

1.6.8 REPORTING AND DOCUMENTATION OF USE OF FORCE

Whenever an employee uses force against another person, immediate notification of the employee's supervisor is required. It is the responsibility of the supervisor to make a thorough investigation of the incident and to forward a report as required. The use of force report will be forwarded through the employee's chain of command. Each member responsible for reviewing the report will review the report to ensure the investigation is complete and any findings are consistent with Departmental procedure and applicable State Statutes. Any member charged with reviewing a use of force report may remit the report back to the originating supervisor for further action as deemed necessary.

The supervisor will enter the information regarding each use of force into the 24 Hour Summary on GPDNET prior to ending their tour of duty.

A documented annual analysis of the Department's previous year's use of force incidents will be conducted on a calendar year basis by the Professional Standards Division.

The analysis will be forwarded to the Chief of Police and Training Division with recommendations related to any identified training issues, equipment needs or departmental policy/practice revisions. Further action regarding these recommendations will be at the direction of the Chief of Police.

TITLE: DEPARTMENTAL ADMINISTRATION	NUMBER 1.7
EFFECTIVE DATE: 06-16-2014	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R7/06-16-2014	

1.7.1 GOALS AND OBJECTIVES

Bureau and Division level Commanders will prepare annual goals and objectives for their units and the Department. Goals preparation will follow the provisions of the Greensboro Budget Manual and the budget calendar established for that purpose.

In preparing these goals and objectives, Commanders should seek input from unit personnel. When the goals and objectives of the unit and Department have been adopted, Commanders will share this information with subordinates in a written distribution.

1.7.2 MONTHLY STATUS REPORT

At the conclusion of each month, each Division Commanding Officer will submit a monthly report detailing accomplishments, activities, and status of his Division. The monthly report will include:

- Progress toward Divisional Goals and Objectives- significant problems worked/arrests, and liaisons with external agencies.
- Personnel Matters- internal/external schools and training attended.
- Community involvement- meetings attended, training provided to the community, significant complaints received/worked/arrests, problem oriented policing initiatives taken/results.
- Equipment – any newly acquired specialized equipment, especially equipment for which additional training will occur.

Monthly reports will be forwarded through channels so as to be received by the Office of the Chief of Police not later than the 25th day of the following month. In addition to forwarding a copy of the monthly report to the Office of Chief of Police, a copy of all monthly reports shall be forwarded to the Accreditation Section.

1.7.3 LINE INSPECTION

Line inspection shall be an ongoing process to ensure that all personnel are acting in concert with Departmental requirements in areas of personal appearance, use and maintenance of equipment, and adherence to rules, regulations, and directives.

Each supervisor is responsible for line inspection within his area of responsibility. Unit S.O.P. Manuals will set forth procedures governing the frequency, scope, and documentation of inspections, and the corrective actions and follow-up procedures to be followed.

1.7.4 REVIEW OF SPECIALIZED UNITS/ACTIVITIES

Supervisory personnel are charged with the responsibility of conducting annual reviews of any specialized unit and activity within their command to ensure their continuing justification and cost/benefit factors.

TITLE: BIAS-FREE POLICING	NUMBER 1.8
EFFECTIVE DATE: 10-01-2016	PAGE 1 OF 2
REVISION HISTORY: (Adopted 01-14-02) R6/10-01-2016	

1.8.1 PURPOSE

Biased policing undermines legitimate law enforcement efforts, alienates community members and fosters community distrust. This policy is intended to reaffirm this department's commitment to bias-free policing and to clarify the circumstances in which agency personnel can consider race, ethnicity, national origin, gender, gender identity, sexual orientation, socio-economic status, religion, disability, and/or age when carrying out duties.

1.8.2 DEFINITIONS

Biased Policing: The inappropriate consideration of specified characteristics in carrying out duties.

Specified Characteristics: Race, ethnicity, national origin, gender, gender identity, sexual orientation, socio-economic status, religion, disability, and/or age when making law enforcement decisions.

1.8.3 POLICY

It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly and without discrimination toward any individual or group.

Agency personnel shall not consider the specified characteristics in carrying out their duties, except when seeking one or more specific individuals who have been identified or described in part by any of those specified characteristics. In those circumstances, personnel shall rely on these characteristics only in combination with other appropriate factors.

It is biased policing if an officer's decisions/actions are based on the fact that the individual's demographics (e.g., race, income) are different from the demographics of the majority of the residents in the area in which the individual is found.

These restrictions on the use of these specified characteristics do not apply to law enforcement activities designed to strengthen the department's relationship with its diverse communities.

1.8.4 TRAINING AND COMPLIANCE

A. Personnel shall receive training in bias-free policing, including the legal and psychological aspects of it and the contents of this policy
B. Every member of this department shall perform his/her duties in a bias-free manner and is responsible for promptly reporting any known instances of biased policing to a supervisor. Where appropriate, officers are encouraged to intervene at the time the biased policing incident occurs.
C. Supervisors shall ensure that all personnel in their command are familiar with the content of this policy and will be alert and respond to indications that biased policing is occurring.

D. Violations of this policy shall result in training, counseling, discipline or other remedial intervention as appropriate to the violation.
E. There shall be a documented annual administrative review of agency practices including citizen concerns prepared on a calendar year by the Professional Standards Division.

1.7.5 DEPARTMENT STAFF INSPECTIONS

Department Staff Inspections provide the Chief of Police and Divisional Commanders with an additional source of information to evaluate Departmental efficiency and effectiveness.

The Staff Inspectors accomplish this purpose through an ongoing process of inspections/audits of functions, equipment, procedures and personnel of the Department. They operate at the direction of the Chief of Police or his designee. The Staff Inspections Section operates within the Research & Planning Division and reports to the Commanding Officer of the same division.

Inspectors will provide appropriate notification to the affected Bureau and Division Commander prior to the initiation of the inspection. The inspectors may request a member of the affected unit to act as a liaison between the unit and the Inspection Team.

Upon completion of an inspection, the Inspections Team will prepare a written report and schedule a review conference with the Division's Commanding Officer. The review conference will be attended by the inspected Divisional Commanding Officer (or Director) and the Inspections Team. The Inspections Team will provide the Division's Commanding Officer (or Director) with a written copy of the report. This conference will provide the opportunity for discussion and feedback regarding the findings of the report.

Following the review conference, an official presentation to the Chief of Police, Deputy Chiefs, and Commanding Officer (or Director) will be held. The meeting includes a review of the inspected division's standard operating procedures, surveys and interviews administered during the inspection, the divisional fleet and facilities, and any other audits concurring with the inspection. Upon concluding the inspection, the Chief of Police (or his designee) will detail what action plans, if any, he would like to see made in regards to the findings of the report.

Within 30 calendar days after the report has been presented, the affected Division Commander (or Director) will prepare a written update to the action plans detailed to the Chief of Police. The update will be made to the Chief of Police, affected Deputy Chief, and Commanding Officer of the Research & Planning Division. The memo will specify what progress has been made since the presentation of the staff inspection report. Within 60 calendar days of the final presentation, the Inspections Team will review the progress gained pertaining to the action plans made by the Chief of Police and forward a summary regarding said progress to the Chief of Police, affected Deputy Chief, and affected Divisional Commanding Officer (or Director).

POLICE
POLICE OFFICER
GREENSBORO
POLICE

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Chapter 2

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POLICE
POLICE OFFICER
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POLICE

TITLE: EMPLOYMENT PROCESS	NUMBER 2.1
EFFECTIVE DATE: 08-01-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R2/08-01-04	

The employment process is designed to evaluate applicants in terms of job related standards and ensure the selection of applicants who meet the standards. This directive sets forth the procedures for applicant selection and processing and identifies the functional aspects of the overall employment process.

The Greensboro Police Department will attempt to minimize any adverse impact within the employment process. Adverse impact, for the purpose of this directive, is defined as a substantially different rate of selection which works to the disadvantage of members of a race, sex, or ethnic group; an unfavorable effect. The employment selection process will use only those components that have been documented as having job relatedness, usefulness and a minimum adverse impact. Adverse impact in the employment process will be measured by comparing the selection rates for each race, sex and ethnic group with the group having the highest selection rate. (Records and data used to monitor adverse impact shall be maintained on file within the Resource Management Division.)

All components of the employment process will be administered, scored, evaluated and interpreted in a uniform manner. Whenever possible, Departmental personnel representative of race, sex and ethnic groups in the Department's service area shall be included in the selection process.

All applications for non-sworn employment with the Department shall be considered for the current employment process only. Applicants must reapply for each specific employment process.

All applications for sworn employment with the Department shall be considered for a period of one year. Upon completion of one year, if the applicant has not been hired, the applicant must reapply for the position sought.

The Police Department, in conjunction with the City Human Resources Department, shall evaluate the employment process at least annually.

Although the City of Greensboro Human Resources Department- Employment Office will receive all applications for sworn employment with the Greensboro Police Department, the Resource Management Division maintains a number of responsibilities in the selection and hiring process for sworn personnel.

2.2.1 RESPONSIBILITY OF RESOURCE MANAGEMENT DIVISION

The Resource Management Division is responsible to:

- Coordinate the application process with City of Greensboro Human Resources Department H.R. Business Partner.
- Provide interested applicants with general information applicable to the position being sought and a description of all elements of the selection process.
- Provide written notice of the anticipated duration of the selection process.
- Record all applications received and coordinate conditions of processing and disposition of each application.
- Schedule applicants for the appropriate assessments during the application process.
- Provide conditions and procedures for re-application if the applicant is not hired.

2.2.2 SWORN APPLICATION PROCESS

Upon receipt of applications for the position of sworn officer, the following processes will be administered or coordinated by the Resource Management Division. The denoted processes may or may not occur exactly in the order as listed in this directive and are divided into pre-conditional offer and post-conditional offer assessments. The applicant will be guided through the processes and advised as necessary of their status. Each applicant will be provided advance notice of the associated processes for scheduling purposes.

The following processes occur prior to any conditional offer of employment:

- Review all application material for compliance with established North Carolina Criminal Justice Education and Training Standards Commission and Greensboro Police Department criteria.
- Schedule and Administer the Police Officer Physical Ability Test (modified) and North Carolina Criminal Justice Education and Training Standards Commission mandated reading comprehension test. Lateral Police Officers and applicants with a current NC Law Enforcement certification may be exempted from this requirement.
- Schedule and review Statistical Risk Analysis Testing.

- Coordinate the assignment and review of background investigations.

The following processes are administered after a conditional offer of employment is made to the candidate:

- Provide police officer applicants with a list of areas from which polygraph questions will be drawn, at the time the testing is conducted.
- Coordinate and review polygraph examinations.
- Coordinate and review psychological assessments.
- Coordinate Medical Evaluations and Drug Screening with the City of Greensboro Medical Services and receive clearances for employment.

2.2.3 FINAL SELECTION PROCESS

A Hiring Board chaired by the Deputy Chief of the Management Bureau, and consisting of the Commanding Officer of the Resource Management Division, the Commanding Officer of the Professional Standards Division, the Commanding Officer of the Training Division, a Patrol Division Captain, the Director of the Forensic Services Division, and the Human Resources EEO/AA Compliance Officer will review and evaluate all qualifying applications and make recommendations for employment to the Chief of Police. The Chief of Police, or his designee, will make the final hiring decision prior to the conditional and final offers of employment.

2.2.4 PROBATIONARY PERIOD

The probationary period for persons in the sworn employment process is as follows:

- Persons selected for employment as a Greensboro Police Academy trainee, or pre-hired as an eventual Academy trainee, will serve a probationary period of nine (9) months beginning on the date they are hired. This probationary period ends following the expiration of the nine months, or graduation from the Police Academy, whichever comes first.
- Police Trainees graduating from the Greensboro Police Academy, or other approved BLET Program, will serve a sworn probationary period of one (1) year beginning on the date they are sworn in as a Greensboro Police Officer.
- Persons hired through the Lateral Officer Program will serve a probationary period of one (1) year beginning on the date they are sworn in as a Greensboro Police Officer.

TITLE: LATERAL ENTRY PROGRAM	NUMBER 2.3
EFFECTIVE DATE: 04-08-2019	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R8/04-08-2019	

2.3.1 PURPOSE OF PROGRAM

The Lateral Entry Program adopted by the Greensboro Police Department has been designed to reduce the total training time required to staff the Department with certified law enforcement officers.

Administration of the Lateral Entry Program is assigned to the Resource Management Division.

2.3.2 ELIGIBILITY REQUIREMENTS FOR THE LATERAL ENTRY PROGRAM

Lateral entry police officer candidates are experienced police officers who at the time of their application have worked for other municipal, county or state agencies with full police powers and have served in an "operational capacity." "Operational Capacity" is described as having experience in handling calls for service, patrol, investigating crimes, traffic enforcement, crime prevention, case presentation and testimony in court, etc.

Police officer candidates who possess a current Law Enforcement Officer Certification but do not meet the requirements for the lateral entry program may qualify as a Police Officer I with reduced training time.

All persons applying for consideration by the Greensboro Police Department under the Lateral Entry Program must comply with the following requirements:

- Must possess a current Law Enforcement Officer Certification by the state of North Carolina and must have been employed in a full-time law enforcement capacity for a minimum of 24 months in the preceding 30 month period (at the time application is received). The totality of the individual's law enforcement training and work experience will be considered;

- Must have served a minimum of two (2) years in a civilian governmental law enforcement assignment;

- Must meet all current standards for a police officer applicant;

- Complete all required parts of the hiring process as established by the Department in D.D. 2.2;

- Must be evaluated and recommended for employment by the department's selection committee;

- Former Greensboro Police Officers who have not been separated from the agency for more than one (1) year are eligible for reinstatement, but must successfully complete all required portions of the employment process.

Out-of-State officers who meet all of the aforementioned requirements will be evaluated on a case by case basis in conjunction with NC Training and Standards requirements.

2.3.3 TRAINING REQUIREMENTS

Applicants selected for employment under the Lateral Entry Program will be required to successfully complete an academy training program as prescribed by the North Carolina Criminal Justice Training and Standards Commission.

Those persons successfully completing the academy program will be required to successfully complete a Police Training Officer (PTO) Program as established by the Department. Length and content of field training may vary based on the qualifications and experience of individual officers.

In all cases, failure to successfully complete the PTO Program will be grounds for termination. While participating in the PTO Program, lateral entry officers must satisfy the standards which apply to other police officers.

Each person employed under the Lateral Entry Program will be required to meet the one year probationary standards of the Department for sworn members.

2.3.4 EMPLOYMENT STATUS OF LATERAL ENTRY PERSONNEL

All persons employed by the Greensboro Police Department under the Lateral Entry Program will be employed at a level established by the number of approved full sworn law enforcement service years and compensated in accordance with the City of Greensboro Police Sworn Salary Structure. Persons employed through this program will be required to meet all "time in grade" requirements currently in place, prior to participation in any promotional or transfer processes.

TITLE: REINSTATEMENT OF FORMER OFFICERS	NUMBER 2.4
EFFECTIVE DATE: 04-08-2019	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R6/04-08-2019	

The Greensboro Police Department will consider for reinstatement all former Greensboro Police Officers who were not separated for cause, and are eligible for recertification under the provisions established by the North Carolina Criminal Justice Training and Standards Commission.

2.4.1 REQUIREMENTS FOR REINSTATEMENT

Former Greensboro Police Officers who resigned or retired and are seeking reinstatement must make application through the Resource Management Division. The reapplication process utilized is dependent upon the nature of the separation and the position sought:

- Applicants who resigned and have been separated from the agency for less than one year are required to submit a Personal History Statement, form F-3, and have an updated background investigation completed. The Hiring Board will make a recommendation regarding reinstatement to the Chief of Police who will make the final determination on employment.

  If a conditional offer is extended, the applicant is required to pass a medical screening and drug test through City Medical Services. Additionally, the applicant is responsible for compliance with all in-service requirements missed during the period of separation, at their expense.

- Applicants who have been separated from the agency for more than one year are required to participate in all phases of the application process described in Departmental Directive 2.2, "Employment Process for Sworn Personnel". The Hiring Board will make a recommendation regarding reinstatement to the Chief of Police who will make the final determination on employment.

  If a conditional offer is extended, the applicant must successfully complete all phases of the offer. Additionally, the applicant is responsible for compliance with all in-service requirements missed during the period of separation, at their expense.

- Retired Greensboro Police Officers seeking reinstatement to a sworn status for employment as a roster employee must complete and submit a City of Greensboro Employment Application and the Personal History Statement, form F-3. Applicants must meet the current minimum standards for police officers. Applicants who meet the minimum hiring standards will be processed in accordance with Departmental Directives and the Resource Management Division SOP.

2.4.2 RETENTION OF BENEFITS

Reinstated officers will regain all previous Departmental service years attained prior to separation. They will be eligible to participate in promotional processes and be considered for Departmental transfers in accordance with applicable policies and procedures.

A former Greensboro Police Officer who had attained the rank of Police Officer II or higher will be reinstated at the last non-supervisory rank obtained; all others will be reinstated to the position of

Police Officer I. Supervisors will be reinstated at the level of Police Officer III. Reinstated officers will serve a probationary period of one year.

Reinstated officers will not be entitled to previously earned service credit in determining eligibility for group medical and life insurance benefits, longevity, and annual leave.

Retirement credit may be restored within applicable City and State retirement guidelines. If retirement funds were not withdrawn, the reinstated officer may reestablish retirement credits immediately. If retirement funds have been withdrawn, credit for former service may be purchased in accordance with the guidelines established by the applicable retirement system.

Reinstated officers will be assigned to the Patrol Bureau. Training credits will be restored and officers will not be required to attend recruit or field training but, at the discretion of their Division Commanding Officer, may be assigned to a Police Training Officer for a period of time for reorientation. Successful firearms qualification is required prior to certification approval by The North Carolina Criminal Justice Training and Standards Commission.

Retired officers who are placed in a roster position will not receive any benefits from the City. These employees are subject to the applicable State Retirement System earnings and work restrictions.

TITLE: EMPLOYMENT PROCESS FOR NON-SWORN POSITIONS	NUMBER 2.5
EFFECTIVE DATE: 08-01-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94)R3/08-01-04	

The employment process described in this section applies to non-sworn employees, including all full-time, permanent, and temporary employees, with the exception of School Crossing Guards. It will be administered in a manner consistent with City policy concerning fairness and reasonable accommodation.

2.5.1 INITIAL SELECTION PROCESS

Initial screening is performed by the City of Greensboro Human Resources Department. Applicants found to be acceptable will be referred to the Resource Management Division. The Resource Management Division will notify the affected Bureau Commander who will designate bureau selection members.

The bureau selection members are responsible for assessing the applicant's experience, background, education, and other relevant information in terms of specific position requirements. All components of the selection process shall be based upon job relatedness, usefulness, and nondiscriminatory procedures. Applicants who compare favorably with the established standards of the position will be scheduled for an oral interview.

2.5.2 ORAL INTERVIEW AND RECOMMENDATIONS

The oral interview will be conducted by the bureau selection members. Interview procedures, questions, and assessment guidelines may be reviewed by the Resource Management Division prior to the interview being conducted.

Based upon the application, skills test (if applicable), Statistical Research Analysis (if applicable), and oral interview, the Bureau Selection Committee will make recommendations by memorandum to the Resource Management Division. Recommendations will include a preferred ranking of the applicants and specific information and conclusions regarding the qualifications of each applicant.

2.5.3 BACKGROUND INVESTIGATION

Based upon the recommendations of the bureau selection members, applicants will be assigned in the designated preferred order for completion of a background investigation. When possible, a minimum of three applicants will be assigned for background investigations for every one vacancy.

2.5.4 REQUIRED EXAMINATIONS

Applicants will be required to successfully complete any examination deemed appropriate to the position. These examinations could include any of the following; medical, psychological, polygraph assessments, and drug screening.

Employment is conditional upon the successful completion of any or all of these examinations.

2.5.5 FINAL SELECTION

The Commanding Officer of the unit with the vacancy will review all information on applicants, and will make hiring recommendations to the affected Bureau Commander. The Bureau Commander will make the final determination on employment.

2.5.6 PROBATIONARY PERIOD

Applicants accepting non-sworn employment with the Greensboro Police Department must serve a six-month probationary period and successfully complete entry-level training before attaining permanent employment status. The probationary period may be extended beyond the six-month period.

TITLE: REEMPLOYMENT	NUMBER 2.6
EFFECTIVE DATE: 03-30-2010	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)R2/03-30-2010	

2.6.1 FORMER OFFICERS

The Greensboro Police Department will consider for reemployment all former Greensboro Police Officers who were not separated for cause, and are eligible for recertification under the provisions established by the North Carolina Criminal Justice Training and Standards Commission. Former Greensboro Police Officers who have been separated for a period of more than one year may reapply and be considered for employment under the provisions of Departmental Directive 2.2 (Employment Process for Sworn Personnel).

Retirement credit may be restored within applicable City and retirement guidelines. If retirement funds were not withdrawn, the reemployed officer may reestablish retirement credits immediately. If retirement funds have been withdrawn, credit for former service may be purchased in accordance with the guidelines established by the applicable retirement system.

2.6.2 NONSWORN EMPLOYEES

Former employees in non-sworn positions will be considered for reemployment and may be reinstated in accordance with City of Greensboro Standard Procedure B-15, Reinstatement.

TITLE: EMPLOYMENT PROCESS FOR SCHOOL CROSSING GUARDS	NUMBER 2.7
EFFECTIVE DATE: 02-18-2019	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-1994) R4/02-18-2019	

This directive sets forth procedures for the selection process for employment of School Crossing Guards.

2.7.1 APPLICATION PROCEDURES

Applicants applying for the position of School Crossing Guard must meet the following requirements:

- Minimum age 21.
- Physical condition appropriate to the successful performance of job expectations.
- Telephone.
- Transportation to and from post.

A criminal history of the applicant will be reviewed for any offenses or convictions which would make employment of the applicant not in the best interest of the Police Department.

All applications for employment as a School Crossing Guard will be made through iApplyGreensboro and forwarded by the Career Strategies Office to the Operational Support Division. The hiring official will interview and evaluate each applicant to ensure that minimum employment requirements are met. The hiring official will forward recommended applicants to the Resource Management Division to be assigned to background investigations.

2.7.2 BACKGROUND INVESTIGATION

The background investigation will consist of:

- Interview with the applicant.
- Interview with at least three of the applicant's listed references.
- Interview with past employers.
- A summary of the investigator's findings and conclusions regarding the applicant's moral character.

The background investigation will be documented in written, memorandum form. It will contain documentation of the interview with the applicant, interviews with the three listed references, interviews with past employer(s), verification that the applicant meets the listed minimum requirements for employment, and a summary of the investigator's findings and conclusions regarding the applicant's moral character.

2.7.3 FINAL SELECTION

Each applicant will be evaluated by assigned Operational Support Division personnel. They will submit a written recommendation on all applicants to the Commanding Officer of the Operational Support Division.

The Commanding Officer of the Operational Support Division will make School Crossing Guard employment selections with the approval of the Chief of Police.

The hiring official or designee must contact all applicants who were referred and not selected. The contact may be by phone, letter, or e-mail.

Upon acceptance for employment, the applicant's original file will be transferred from the Operational Support Division to the Resource Management Division to become the applicant's departmental personnel file. Each applicant's file will contain:

- Application for employment
- Background investigation
- Criminal history

When the interview process is completed and a hiring decision has been made, the hiring official must return all recruitment information to the Resource Management Division. This includes:

- Interview questions and interviewer(s) notes
- All information collected during the interview and selection process (whether by phone or in person)

The Resource Management Division will maintain these records for each applicant for a period of three years.

POLICE
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Chapter 3

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POLICE
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POLICE

The Fair Labor Standards Act (FLSA) contains provisions and standards concerning minimum wages, equal pay, overtime pay, and record keeping. Its provisions apply to the employees of state and local government.

3.1.1 EMPLOYEE CLASSIFICATIONS

Under FLSA, employees are classified as either exempt or nonexempt. These classifications are defined as follows:

Nonexempt Employees - All employees who are subject to the Fair Labor Standards Act.

Exempt Employees - All employees who have been specifically excluded from the provisions of the Fair Labor Standards Act under the defined Executive, Administrative, or Professional exemptions.

3.1.2 WORK TIME

Work time is defined by the Fair Labor Standards Act and by City policy as all time an employee is "suffered or permitted" to work, regardless of where such work takes place. By this definition, any preliminary or postliminary activity will be counted as work time. Allowing an employee to perform tasks, which are related to their job, is the same as requiring the work under this definition.

No nonexempt employee may work outside their normal work times without prior supervisory approval.

Examples of such work include, but are not limited to, the following:

- Lineup time.
- Organizing daily work prior to scheduled work time.
- Performing work-related activity before scheduled work time, after scheduled work time, or during "lunch periods."
- Answering telephone during nonscheduled work time.
- Departmental meetings.
- Time spent adjusting a grievance under the City's Grievance and Appeal Procedure.
- Certain travel time depending on the circumstances of the travel.
- Educational Leave with Pay.
- Official Duty.

Official duty (work time) will be managed in fifteen (15) minute increments (to the nearest quarter hour).

For both exempt and non-exempt employees in cases of Educational Leave with Pay, Court Duty and Official Duty, leave shall be submitted for total leave time incurred. Any activity which is

deemed work time must be recorded as such and the employee compensated in a manner which is acceptable to both the Fair Labor Standards Act and current City and Departmental policy.

The following paid leave time is not work time and shall be recorded in the time and leave management system:

- Holidays
- Annual Leave
- Sick Leave
- Workmen's Compensation
- Military Training
- Administrative Leave with Pay
- Medical Appointment Leave
- Jury Duty

3.1.3 SCHEDULING AND FLSA PROVISIONS

Since varying levels of service to the public are provided throughout the Department, individual Commanding Officers are responsible for developing work schedules and work time procedures for their sworn and non-sworn personnel. These schedules and procedures will account for the level of service provided and Fair Labor Standards Act provisions.

Proposed work schedule changes must be approved by the affected Bureau Commander prior to implementation. Any proposed schedule change should include a statement of financial impact anticipated by the change.

In accordance with the Fair Labor Standards Act, sworn personnel and non-sworn personnel have two separate and distinct work periods and overtime requirements.

3.1.3.1 FLSA PROVISIONS: EXEMPT EMPLOYEES

Employees designated as exempt are not eligible to earn or use compensatory time. However, when an exempt employee has worked a considerable number of hours over and beyond the regular and expected work hours in their work week, the employee's Department Director may authorize the employee time off with pay. The time off should not be an hour off for each hour worked beyond the 40 hours in a work week. Regular and expected work hours for exempt employees are usually more than 40 hours per week.

3.1.3.2 FLSA OVERTIME PROVISIONS: NON-EXEMPT EMPLOYEES

Non-sworn Personnel - Work hours for non-sworn personnel are accounted for in a strictly set 7-day period. All hours worked over 40 in the 7-day workweek are subject to overtime compensation. The compensation will be in one of the following forms:

- Schedule time off on an hour-for-hour basis in the same 7 day workweek to avoid overtime. This method may be used by the Division Commanding Officer or non-sworn Director to reduce the total work time for the workweek to 40 hours.

- Work hours which exceed 40 hours for the workweek and could not be taken off in the workweek earned will be compensated at the time and one-half pay rate.

Sworn Personnel - Hours worked for sworn personnel are accounted for based on the cycle they are working. This cycle is based on the work schedule and cannot exceed 28 days. For the 28-day cycle, the maximum allowable work hours before overtime compensation is required, are 171. All sworn personnel will work a twenty-eight (28) day cycle unless approved by the affected Bureau Commander with concurrence from the Commanding Officer of the Resource Management Division. For schedules which are less than twenty-eight days, the maximum allowable hours are as follows:

Days Worked	**Maximum Work Hours**
28	171
27	165
26	159
25	153
24	147
23	141
22	134
21	128
20	122

Overtime will be categorized in two (2) ways:

(1) **Straight Overtime** – time which is earned by working over the cycle minimum and up to the FLSA limit established by the cycle, (paid at the employee's equivalent hourly rate) and

(2) **FLSA Overtime** – time worked over the established FLSA limit for the cycle (paid at one and one half times the employee's equivalent hourly rate)

Definitions:

"Cycle Minimum" – The numbers of scheduled work hours that occur in the work cycle.

"Equivalent hourly rate" – (Current semi-monthly pay X 24 pay periods) divided by 2080

"Premium Pay" – pay which results from any work related activity that is outside of the normal scheduled work time. This pay is awarded at one and one half times the employee's equivalent hourly rate.

Premium Pay may be earned by participating in one following qualifying activities:
(1) Unscheduled mobilization or activation on a scheduled off day
(2) Other unscheduled activity deemed qualifying by the Bureau Commander on a scheduled off day

Unscheduled mobilization or activation occurring on an off-day will be compensated at the premium pay rate. All mobilization or activation time will be recorded in the time and leave management system.

Unscheduled mobilization or activation occurring on a scheduled duty day will be counted as work time and recorded in the time and leave management system. This time does not automatically qualify as FLSA Overtime and does not require a Premium Pay entry.

For the purpose of determining overtime and associated compensation, work hours and leave hours for sworn personnel shall be managed over the entire work cycle. Good stewardship of public resources requires that supervisors manage personnel work hours in a way that compliments the objectives of the organization. Supervisors may, for the purpose of this Directive, modify the employee's normally scheduled work hours to prevent overtime hours. This option generally will not be exercised on a duty day in which the employee has already reported for work. However, it can be exercised for any future duty days within the work cycle. Leave hours must be recorded in the time and leave management system however, leave time will be categorically reconciled at the completion of the work cycle.

3.1.4 ON CALL AND CALL BACK TIME

Work time is considered anytime an employee is required to remain at or so near his place of work or telephone that he cannot use the time effectively for his personal use, this must count as work time. If the employee is not required to remain on the City's premises, but is asked merely to leave word at his home or with his supervisor as to where or how he may be reached, then this would not constitute work time. The use of portable telephones for on-call personnel is not considered work time.

- Some employees are periodically required to be in a formal "on call" status during which time they are expected to be available for contact by telephone and be able to report for work. "On call" status is not considered work time; thus, it is not compensable. However, in recognition of the potential inconvenience, employees in this status shall be awarded the equivalent of four (4) hours of pay per on call week. This time will always be compensated at the equivalent of the employee's hourly rate.

- When an employee is called back to work, the work time begins when he leaves his residence and ends upon his return home.

- When a non-exempt employee is called back to duty on an *off day*, the credited work time will be for the actual time worked or two (2) hours, whichever is greater. This time must be recorded in the time and leave management system and is compensated at one and one half times the equivalent of the employee's hourly rate. This time is not recorded as scheduled work time.

- When a non-exempt employee is called back to duty on a *scheduled duty day*, the time is recorded in the time and leave management system and is reconciled along with other work hours.

- The duty day is based on the twenty-four (24) hour clock. Premium pay hours are only those hours that occurred on the off day. (e.g. An officer is called back to work at 2300 hours on his last scheduled duty day and works four (4) hours. One (1) hour is considered straight time and three (3) hours are premium pay hours.

- If called back to duty prior to the beginning of a scheduled duty day, the start of the duty day may be modified to the time called back to work, with the approval of the employee's supervisor.

3.1.5 TIME AND LEAVE MANAGEMENT SYSTEM

The work time of all non-exempt employees will be entered into the computerized Time and Leave Management System. It is the responsibility of the Executive Officer of each division to ensure the accuracy of all division employee's entered time and leave prior to the time cycle lock. Time cycles (beginning of cycle/end of cycle/cycle lock/cycle upload) are posted annually by the Resource Management Division. The cycle lock is considered to be the "electronic signature" of the employee and the employee's Executive Officer.

3.1.6 SUPPLEMENTAL EMPLOYMENT

Employees may not work supplemental employment to an extent that it detrimentally affects their fitness for regular duty. Definition of the terms "Supplemental Employment" and "Secondary Employment" are found in Departmental Directive 3.3.

In all cases, the regular duty work hours worked, supplemental employment hours worked and leave hours submitted must be accurately documented in the Department's time management system and approved by the employee's Supervisor.

In all cases, there must be a break of at least thirty (30) minutes of non-work time between the end of compensated time worked on regular duty, secondary employment or additional city duty and the beginning of compensated time worked on regular duty, secondary employment or additional city duty. There are exceptions to this thirty minute break requirement:

- Operational need. Certain supplemental employment assignments must be staffed due to the nature of the assignment. In those instances when on-duty employees must staff an unfilled supplemental employment assignment, the thirty minute break requirement is waived. The on-duty employee may elect to take leave time to work the required supplemental employment assignment, and will be compensated for the actual supplemental employment time worked at the appropriate supplemental employment rate if they chose to take leave. The three hour minimum compensation time does not apply.
- School Resource Officers. School Resource Officers working a secondary employment assignment at their assigned campus are exempt from this thirty minute break requirement.
- Employees working supplemental employment who are activated for a Special Team, CID, or other call out do not need to take a thirty minute break before responding to the call out.

In accordance with the amendments of the Fair Labor Standards Act, secondary employment does not constitute a joint-employment relationship. The hours worked are not counted as work hours in determining overtime compensation. Eligible employees at the rank of Lieutenant (or nonsworn equivalent) and below may work secondary employment assignments.

The following rules apply to the maximum hours which may be worked within any time cycle:

- Employees below the rank of Lieutenant (or nonsworn equivalent) working a 28 day time cycle may not work more than 280 hours of combined regular duty time or supplemental employment time within any established 28 day time cycle. (i.e.; 160 duty hours and 120 supplemental employment hours for a total of 280 hours or any other combination of hours not to exceed 280 combined work hours)
- Employees below the rank of Lieutenant (or nonsworn equivalent) working a 21 day time cycle may not work more than 210 hours of combined regular duty time or supplemental employment time within any established 21 day time cycle.
- Employees below the rank of Lieutenant (or nonsworn equivalent) working a 7 day time cycle may not work more than 70 hours of combined regular duty time or supplemental employment time within any established 7 day time cycle. (i.e.; 40 duty hours and 30 supplemental employment hours for a total of 70 hours or any other combination of hours not to exceed 70 combined work hours)
- Lieutenants (or nonsworn equivalent) working a 28 day time cycle may not work more than 40 hours of supplemental employment within their 28 day time cycle.
- Lieutenants (or nonsworn equivalent) working a 7 day time cycle may not work more than 10 hours of supplemental employment within their 7 day time cycle.

Within a 24 hour calendar day, employees may not work more than 16 hours of combined regular duty time or supplemental employment time, except as provided below. A "calendar day" is measured from midnight to midnight:

- Employees may work more than 16 hours in a calendar day only with approval from their Commanding Officer or the on-duty Watch Commander. The Commander will grant permission to exceed this 16 hour limit only in those situations warranted by unusual public safety concerns.
- Employees may work more than 16 hours continuously across calendar days only with approval from their Commanding Officer or the on-duty Watch Commander. The Commander will grant permission to exceed this 16 hour limit only in those situations warranted by unusual public safety concerns.

Any time a request to work more than the hours described above is made to a Commander; the Commander receiving the request will forward an email to the Commanding Officer of the Resource Management Division, along with a "cc" copy of the email to the affected employee. The email will detail the circumstances involved with the request and whether approval was granted or denied.

FLSA non-exempt status employees may work a supplemental employment assignment at a date and time they are normally scheduled to work regular duty only when the following conditions are met:

- The employee has obtained permission from his immediate Supervisor to be absent from the regular duty assignment; and,
- The employee has submitted the appropriate amount of leave time into the Department's time and leave management system equal to the duty time absent from.

FLSA exempt status employees may work a supplemental employment assignment at a date and time they are normally scheduled to work regular duty only when the following conditions are met:

- The employee has submitted the appropriate amount of leave time into the Department's time and leave management system equal to the duty time absent from.

- The employee may not use flexible time or adjusted regular duty work hours in lieu of submitting leave in such circumstances.
- With the exception of Watch Commanders assigned to the Patrol Bureaus, "regular duty" hours for FLSA exempt status employees are defined as 0800-1700 hours Monday through Friday. Deviation from this "regular duty" schedule for the purpose of engaging in supplemental employment requires specific authorization from the Chief of Police.

3.1.7 ATTENDANCE AT TRAINING SESSIONS AND OTHER MEETINGS

Required attendance at training or other meetings is considered work time, whether before, during or after the employee's regular workday.

Attendance at an authorized or required training program will be counted as work time for the employee while attending the school. The work hours recorded for the training program will take into account only the contact hours for the class and the travel time necessary to travel to and from the school. Travel time to a school conducted in a facility within Guilford County is regarded as commuting time and is not work time. The Division Commander will take into account the total hours worked during the cycle to determine if additional compensation is due the employee. For training programs attended on a scheduled workday, the Division Commander may modify the employee's schedule to accommodate the school and the remaining work time for the day. In these situations, the time spent in the normal duty assignment should be in a continual time frame with the training program attended.

The policy outlined above will also be used for in-service training scheduled by the Training Division and for special team training, except as noted below.

- When travel and attendance at an educational school or program occurs on a regularly scheduled workday, the travel time will count as the work time (except within Guilford County) with the employee reporting only the actual travel time and/or attendance as work time in the time and leave management system. Division Commanding Officers may require an employee to work a partial day prior to travel when the required arrival time and estimated travel time permit. When the travel time exceeds the normal workday, the time in excess of the normal workday will be treated the same as work time. When travel and/or attendance occur on a regular off day, the travel time will count as the work time with the employee reporting only the actual travel time and/or attendance as work time in the time and leave management system.

- Special team training hours are established based on the needs of the team and must be approved by the affected team's Division Commanding Officer. All hours worked will be accounted for on a one for one basis with the exception of "Duty Days", as described below. In order to earn one Duty Day employees must complete eight (8) actual work hours. Training events which are eight or fewer work hours must be accounted for on an hour for hour basis. For accountability, each Special Team Leader will enter actual hours worked for each team member in the time and leave management system. The employee's full-time supervisor will review and audit an employee's work hours and approve those in the time and leave management system. The full-time supervisor will attempt to reconcile special team training within the work cycle if operational needs allow.

Calculating Work Time with Duty Days

Attendance in departmentally approved schools or other approved training often constitutes a duty day that is reduced in hours from the normal duty day, especially in the case of operational personnel. In these cases, the department recognizes that the employee could fall short of the required cycle minimum for required work hours.

To address this situation, the department allows the use of "duty hours". These hours result from the mathematical difference of the scheduled duty day as compared to the reduced duty day resulting from this "forced scheduling". That is to say that if an employee attends an eight (8) hour school on a scheduled eleven (11) hour duty day, the employee is credited up to three (3) "duty hours" for the purpose of approaching or reaching the required cycle minimum.

Additionally, if an employee attends a forty (40) hour school in lieu of attending forty-four (44) hours of scheduled duty time, the employee is credited up to four (4) "duty hours" for the purpose of approaching or reaching the required cycle minimum. "Duty hours" cannot be used to force the work hours per cycle over the cycle minimum, and will not be used to generate overtime hours.

When attending most conferences of professional organizations, the schedule of events can be placed in two categories: a training program and social program. When the Department sends an employee to a conference, the granting of educational leave requires that the employee attend all scheduled training programs. Attendance and participation in the social activities is at the option of the employee. The only hours that would be counted as work time would be those hours which are associated with the training program and the official business of the conference (i.e., registration, business meeting, etc.). The policy for attending a professional conference will be as follows:

- When authorized to attend a professional conference, an officer will be granted educational leave. When an employee attends the conference on a regularly scheduled duty day, the conference attendance will be credited to the duty day.

- When an employee attends a conference on a regularly scheduled off day, the total work time scheduled for the shifts before and after the conference will be evaluated to determine the amount of time due to the employee.

Attendance at training programs sponsored by the other City Departments are normally voluntary in nature. As such attendance does not constitute work time unless the training falls on a regularly scheduled work day and the employee is allowed to attend during normal duty hours.

3.1.8 AUTHORIZATION OF OVERTIME

Any supervisor may authorize overtime for their subordinates in order to complete the duties and responsibilities for their respective work units.

3.1.9 ATTENDANCE AT APPROVED COMMUNITY RELATIONS PROGRAMS

Employees are authorized one hour per calendar week of work time to dedicate to approved community outreach programs per Departmental Directive 20.7. Time spent participating in these programs during the duty day is considered regular work time. To avoid any conflict of interest employees will refrain from assisting where it appears the event personally benefits the employee, family members or acquaintances or where it could appear that personal

endorsements or preference is expected. The Department's Community Relations Coordinator will maintain a list of programs and locations which have been approved under this policy.

For accountability, all work day volunteer hours will be entered into the time and leave management system using the code Department Supported Community Outreach Program. Supervisors are responsible for ensuring volunteer time does not detract from minimum staffing levels or other assignments

3.1.10 ATTENDANCE AT REQUIRED MILITARY TRAINING

Employees serving in a military reserve, or National Guard capacity have the option to request supervisory permission to flex their regularly scheduled work hours. "Flex Time" is defined as working on regularly scheduled off-days in exchange for time spent at military training during the employee's regularly scheduled on-duty day.

Employees actively serving in a reserve capacity are allowed to request a schedule change within their work cycle to accommodate their reserve duty schedule. Final permission to flex a schedule rests with the Commanding Officer of the affected Division, and may be based upon any number of factors, to include personnel strength and other departmental obligations. Scheduling of "owed" duty time and assignment location for employees participating in this program is at the discretion of the Division Commanding Officer. The employee may be required to work a shift/location different from their normal assignment to cover operational needs.

The following are qualifications for participation:

- Flex time can only be utilized for the purpose of fulfilling military duty obligations by those employees serving in the Guard/Reserve
- The employee must provide a copy of their military duty schedule to their immediate supervisor that accounts for a minimum of the next 6 months duty
- Flex time must be resolved within the affected employee's work cycle
- Flex time must be documented in the time and leave management system by use of the appropriate "military flex" codes.
- Time worked will utilize the "military flex worked" code
- Time off will utilize the "military flex trade" code
- Flex time cannot exceed the duty days scheduled on any affected employees duty schedule
- Full days flexed off-duty will be resolved by serving full days on-duty, not on a piecemeal basis
- Flex time cannot be utilized for annual military training. Annual training will continue to be documented utilizing the "military leave" code. This directive does not affect the current city benefit for annual training.
- The utilization of flex time is not mandatory. It is strictly voluntary on the part of the affected employee.

3.1.11 COURT ATTENDANCE

Regularly scheduled court days for field personnel are allocated at six (6) hours per scheduled court day and are considered required work time. These hours are treated as normal work time and should be recorded in the time and leave management system.

A non-exempt employee required to attend court on a duty day, but outside the normal duty hours, is permitted to flex work hours if possible. A non-exempt employee may receive paid compensation at a rate of time and one-half for the actual hours spent in court or one hour, whichever is greater. A non-exempt employee required to attend court on a scheduled off day will receive paid compensation at a rate of time and one-half for the actual hours spent in court or four hours, whichever is greater. For court compensation purposes, a duty day is considered as such regardless of leave status. An officer subpoenaed to appear in court on a duty day for which leave is being utilized will be compensated at the duty day rate.

Exempt employees, who are required to attend court for a case that arose during their assignment as a non-exempt employee, will be paid for such court time in the same manner as a non-exempt employees. However, no other court time will be paid for exempt employees.

Employees appearing for court while off duty will notify their supervisor, who is responsible for appropriate entry of the time into the Department's time and leave management system.

Employees shall not enter into any financial understanding for appearance as a witness prior to any trial, except in accordance with current Directives.

An employee required to attend Federal Court will receive work time for the time spent attending the Federal proceeding and will retain the witness fee paid by the Federal Court. Any travel monies received from attending a Federal Court proceeding will be returned to the City, if transportation was furnished by the City.

3.1.12 MEAL PERIODS

Generally, if a unit's personnel cannot be assured of a meal period during the normal duty day, that unit's meal period is included as work time as designated by the Bureau Commander.

Meal periods must be at least thirty minutes to be excluded from work time. If an employee is permitted to work during a "meal period," the time must be counted as work time.

Appropriate meal periods for employees shall be established in each Division's Standard Operating Procedures.

All meal periods shall be subject to supervision and direction and shall be scheduled to provide continued service to the public. No meal period will be granted for employees working fewer than four hours.

No meal period will be scheduled at the immediate beginning or end of a duty day except in special situations and then only with permission of the immediate supervisor.
Employees shall not drive Departmental vehicles outside the Greensboro City limits for the purpose of meals, except to City-owned or sponsored events, including monthly Police Club meals.

3.1.13 BREAK PERIODS

Employees are permitted two 15-minute breaks during each full workday. Break periods must be counted as work time and cannot be used to offset other work time in any work period.

If an employee does not receive breaks during the duty day, there is no effect on the work hours. Additional compensation is not due the employee if the breaks are not received.

All break periods shall be subject to supervision and direction and shall be scheduled to provide continued service to the public.

3.1.14 HOLIDAY POLICY

The City of Greensboro recognizes a number of paid holidays each year for employees, see City Policy F-2. GPD policy regarding holiday time is as follows:

- Holidays are accrued in the pay cycle in which they occur.
- On June 30th of each year, all holiday time in excess of 40 total hours will be converted to sick leave on an hour for hour basis. Any holiday time of 40 hours or less will carry over into the next fiscal year.
- Holiday time for employees working schedules other than Monday through Friday, 8 AM to 5 PM may be taken as approved by their immediate supervisor and in accordance with established District/Division guidelines.
- Employees who work fixed schedules will take holidays on the day(s) established by the City.

3.1.15 TEMPORARY ASSIGNMENT COMPENSATION

City Policy D-12, "Acting Assignment and Pay", provides the information and procedures for those situations wherein an employee is assigned to temporarily assume the responsibilities of another position in a class which is assigned to a higher control point, or to perform temporary duties recognized at a higher level. This Policy requires the Chief of Police to submit the recommendation for temporary assignment compensation to the City Human Resources Department fifteen (15) calendar days in advance of the beginning of the assignment.

The Commanding Officer of the affected Division will forward a completed copy of the "Acting Assignment/Pay Request Form" (attached to Policy D-12) requesting temporary assignment compensation to the Chief of Police, through channels. The Chief of Police will review the request and forward his recommendation to the City of Greensboro's Human Resources Department for approval.

3.1.16 AUDITS

In order to promote fairness, equity and proper personnel time management, and at the direction of the Chief of Police, the Resource Management Division will provide an annual report to the Command Staff analyzing work hours of non-exempt employees. The report will provide detailed information on the total number of each employee's actual work hours, outside training hours attended, special team training hours, court hours and all other hours worked which were dedicated to efforts other than the employee's primary assignment.

Pursuant to N.C.G.S. § 160A-168, an employee's work hours, work time, leave time, and leave balances are a confidential personnel record, shall be kept and maintained as a confidential personnel record, and are subject to inspection and may be disclosed only as provided therein.

TITLE: EDUCATIONAL PAY INCREMENT PLAN	NUMBER 3.2
EFFECTIVE DATE: 04-08-2019	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R5/04-08-2019	

The Department has established an *Educational Achievement Bonus* in order to attract new officers who have credits or degrees from institutions of higher learning and to offer an incentive for current officers to continue their education. The Department encourages all sworn personnel to broaden their educational background by earning a baccalaureate or advanced degree.

3.2.1 PROCEDURES FOR NEW SWORN EMPLOYEES

Police trainees and new sworn employees may apply for an educational achievement bonus at the time of their employment. The Resource Management Division will process these applications.

A new sworn employee with an Associate of Arts Degree or its approved equivalent will be granted an educational achievement bonus in the amount of $2500. A sworn employee with a Baccalaureate Degree or its approved equivalent will be granted an educational achievement bonus in the amount of $5000.

Once all criteria detailed in 3.2.3 have been met, the Resource Management Division will process the appropriate salary increase. Disbursement will be made upon completion of six (6) months employment calculated from the date of employment as a sworn officer.

3.2.2 PROCEDURES FOR CURRENT EMPLOYEES

If a current officer earns an Associate of Arts Degree, or its approved equivalent, the City will grant a one time educational achievement bonus in the amount of $2500, paid in full the pay period following application. If a current officer earns a Baccalaureate Degree, or its approved equivalent, the City will grant a one time educational achievement bonus in the amount of $5000, paid in full the pay period following application. If an educational achievement bonus has already been awarded to an officer for earning an Associate of Arts Degree, only $2500 will be awarded for subsequently earning a Baccalaureate Degree.

Once an educational bonus has been awarded for a degree, subsequent degrees of the same type will not qualify for additional bonuses. Double degrees or majors will qualify for one educational achievement bonus only.

Once all criteria detailed in 3.2.3 have been met, the Resource Management Division will process the appropriate salary increase in the next (forthcoming) payroll period.

3.2.3 REQUIREMENTS FOR ELIGIBILITY

A. Have been sworn as a Greensboro Police Officer and completed a total of six (6) months employment calculated from the date of employment as a sworn officer.
B. Have completed, or be actively enrolled in, an Associate's or Bachelor's degree program at an educational institution accredited by the U.S. Department Education's recognized regional accreditation agencies.
C. Provide the name of the degree granting institution, level of the degree, major field of study and anticipated graduation date in memorandum format to the Commanding Officer of the Resource Management Division.
D. Complete all degree requirements no later than the anticipated graduation date indicated in bullet "C" above).
E. Provide an official copy of the employee's transcript to the Resource Management Division showing the date the degree was awarded, no later than ninety (90) days following the date the degree was awarded.
F. New hires are exempt from the ninety (90) day rule in bullet "E" (above).

Police Officers who do not meet the eligibility requirements outlined in bullets "A" through "F" (above) are not eligible for educational incentive compensation.

TITLE: SUPPLEMENTAL EMPLOYMENT	NUMBER 3.3
EFFECTIVE DATE: 11-04-2019	PAGE 1 OF 9
REVISION HISTORY: (Adopted 09-01-1994) R24/11-04-2019	

3.3.1 GENERAL POLICY

The purpose of this policy is to clarify types of additional employment and establish procedures and accountability measures for employees engaged in such employment. The City of Greensboro regards employment with the City as an employee's primary occupation and as such will take precedence over other occupational pursuits in which the employee might be involved.

Employees may not work additional employment to an extent that it detrimentally affects their fitness for regular duty.

3.3.2 DEFINITIONS

Regular Duty: Regular Duty is defined as the time spent working for the City of Greensboro Police Department which is compensated through base pay. This may include extended hours attached to or considered part of the normal duty day.

Outside Employment: Outside Employment is defined as the time spent working for outside employers in any capacity, other than those of a GPD employee, for which the employee is compensated. These include any activities unrelated to the employee's primary duties from which he/she receives compensation, including self-employment. Sworn and non-sworn employees may participate in outside employment.

Supplemental Employment: Supplemental Employment is defined as any activity in which Greensboro Police Department employees engage for which they are compensated outside of their regular duty.

Types of Supplemental Employment

- **Secondary Employment:** Secondary Employment is defined as the time spent working for outside employers (employers other than the City of Greensboro). This type of employment requires the employee to work under the color of his/her authority as a GPD employee and is compensated at a rate established by the program's governing policies.

- **Additional City Duty:** Additional City Duty is defined as the time spent working for the City of Greensboro at City Sponsored Events or qualifying Coliseum Events in which the employee is compensated at a rate equivalent to "time and a half" of the employee's base salary.

3.3.3 OUTSIDE EMPLOYMENT

General

Every employee must have an updated Outside Employment form in their personnel file regardless of whether they are actually engaging in outside employment. In the event that an employee is not engaging in outside employment, the employee and supervisor must complete and sign the form confirming that fact. All newly hired employees must have an outside employment form on file prior to beginning their employment with the City. Active employees must complete an

updated outside employment form at least annually in conjunction with the employee's annual performance appraisal, and whenever a change occurs in their outside employment activities (cessation or commencement).

Employees may not engage in outside employment without prior approval of the Chief of Police.

Employees may not use City sick leave, donated leave, city manager's leave, health or dental insurance benefits as a result of any injury or illness arising out of, or in the course of, any outside employment.

Employees may not perform any outside employment on City property, or for or on behalf of the City as a part of their outside employment. Employees may not use any City equipment, materials or supplies while engaged in outside employment.

The nature of an employee's outside employment must not involve the use of any confidential information acquired through employment with the City.

3.3.4 SUPPLEMENTAL EMPLOYMENT

General

The Greensboro Police Department recognizes that making employees available to employers for certain purposes provides an additional level of crime prevention, a reduction in calls for service, and relationship development with the community that is mutually beneficial to all participants. For this reason, supplemental employment was established.

Supplemental employment is a privilege offered by the City of Greensboro and extended by the Chief of Police to GPD employees for an employer in exchange for compensation. Supplemental Employment is separate from regular duty responsibilities; however, it is governed by City of Greensboro and Departmental policy. Professional standards of conduct and maintenance of public trust will guide all supplemental employment considerations. The Chief of Police or his designee may suspend or discontinue this privilege at any time.

The Commanding Officer of the Resource Management Division is responsible for the management of supplemental employment through the department's external coordinator. The Commanding Officer of the Resource Management Division reserves the right to specify both the minimum staffing and supervisory structure for supplemental employment assignments as may be required to meet appropriate security and law enforcement standards. Rate of pay and associated fees will be set by the Resource Management Division and collected through the department's external coordinator.

Employees participating in Supplemental Employment are responsible for ensuring that their work time is properly recorded in the Department's time management system. These entries will be reviewed by the employee's immediate supervisor at least once each time cycle.

Employees work these assignments at their own risk with the exception of coverage under the City's Worker's Compensation system as applicable law may require of the City. Supplemental employment activities must be limited to law enforcement duties to ensure Worker's Compensation coverage.

Any employee wishing to participate in supplemental employment must complete a Supplemental Employment Application and forward it to the Resource Management Division through channels. This is a one-time application. The privileges afforded by this approved application may be revoked at any time by the Commanding Officer of the Resource Management Division with concurrence of the Chief of Police.

Uniforms

Unless otherwise stated in the job posting requirements, or pre-approved by the Commanding Officer of the Resource Management Division, the uniform standard for supplemental employment for sworn Officers is the department's Class A or Class B uniform. If the assignment requires plain clothes, officers will comply with Directive 15.1.2, and must be approved by the Commanding Officer of the Resource Management Division. Officers will report to supplemental employment assignments with all equipment reasonably required by the assignment immediately available to them.

For non-sworn employees the uniform standard for supplemental employment is the department's Class D uniform, including issued traffic vest and any other equipment reasonably required by the assignment.

Vehicles

The following rules apply to the use of departmental vehicles for supplemental employment assignments:

- Officers assigned a take home vehicle may utilize the vehicle for supplemental employment assignments.

- Officers not assigned a take home vehicle may utilize a departmental vehicle for a supplemental employment assignment only after securing permission to utilize the vehicle from the supervisor having direct control over the vehicle during the relevant time frame.

- Non-sworn employees may not utilize departmental vehicles for supplemental employment assignments. Deviation from this rule is permitted for specific events. In such circumstances, the employee will receive permission to utilize the vehicle from the supervisor having direct control over the vehicle during the relevant time frame.

Training

Certain supplemental employment assignments for sworn personnel require the successful completion of departmentally provided training prior to the Officer applying for the assignment. The Commanding Officer of the Resource Management Division will provide a listing of these assignments and notify personnel regarding the training schedule for these assignments.

Non-sworn, non-probationary employees, who have successfully completed the appropriate departmental training, may sign up for those types of assignments specified by the Commanding Officer of the Resource Management Division.

Conduct

- Employees engaged in supplemental employment will conform to all laws and Departmental policies when working supplemental employment. Officers working supplemental employment will take appropriate action to enforce the law and preserve public safety, and will not enforce rules and regulations of an employer which are not violations of the law.

- Any primary reports generated as a result of supplemental employment, are the responsibility of the Officer(s) assigned to the job/event. Any arrests resulting from the supplemental employment job/event will be transferred to the Patrol Bureau for transporting and booking.

- When engaged in supplemental employment, supervisory responsibilities are attached to positions for the event rather than rank assignment within the department. This does not negate the responsibility of higher ranking officers to make critical decisions in exigent circumstances.

- Employees are prohibited from engaging in any supplemental employment that would reflect negatively or unfavorably upon the Department or the employee, impair the operational efficiency of the Department, or adversely affect the Department.

- Employees are prohibited from any supplemental employment that presents a real, potential, or apparent conflict of interest between the employee's duties as a Department employee and their duties for the employer.

- Employees are prohibited from any supplemental employment at establishments that sell merchandise of a sexual or pornographic nature as the primary source of revenue, or that otherwise provide entertainment or services of a sexual nature; such as topless bars, X-rated video or bookstores or adult entertainment establishments.

- Employees are prohibited from acting as a process server, bail bondsman, property re-possessor, bill collector, or any other employment in which police authority might tend to be used to notify, assist in, or actually collect money or merchandise for any purpose.

- Employees are prohibited from acting as private protective service providers as described in NCGS 74C-3. (Includes but is not limited to: Private detective or private investigator, armored car profession, detection of deception examiner, security guard, electronic countermeasures profession, etc.)

- Employees are prohibited from any supplemental employment that would require the protection of management, employees, or property during a strike or labor dispute.

- Employees are prohibited from any employment solicited in direct competition with private security firms/organizations.

- Employees are prohibited from soliciting any supplemental employment. All requests for employment must be referred to the department's external coordinator.

- Employees will not regulate entry into any facility or venue.

- Employees will not check identification and/or entry tickets, operate metal detectors, or perform searches of people coming into a business or event.

- Employees will not make any record check of any individual unless that record check is made for the purpose of investigating a suspected violation of law.

- Employees will not initiate or otherwise authorize the towing of any vehicle from private property for the purposes of enforcing property management rules.

- Employees are prohibited from working any supplemental employment assignment during a period of "on-call" status without the prior approval of their Commanding Officer.

- Employees are prohibited from working any supplemental employment while in a Limited Duty or Worker's Compensation status.

- Employees are prohibited from working in a supplemental employment capacity during any twenty four (24) hour period following the use of sick leave (this prohibition does not apply to the use of sick-family leave. However, if sick-family leave is utilized, the employee cannot work during their regularly scheduled duty hours).

- Employees are prohibited from working in a supplemental employment capacity while under suspension from regular duty as a result of a disciplinary action. This prohibition applies to work occurring anytime during the calendar day(s) in which the suspension is in effect (up to their normally scheduled end of duty day on the final day of the suspension). It is the responsibility of the suspended employee to notify the Commanding Officer of the Resource Management Division of any assignments affected by the suspension.

- Employees are prohibited from working in a supplemental employment capacity while under relief from regular duty.

- Employees are prohibited from signing up as available for a supplemental employment assignment if the time/date of the supplemental employment assignment would conflict with the employee's regularly scheduled court date.

- Employees are prohibited from signing up as available for a supplemental employment assignment if the time/date of the supplemental employment assignment would conflict with a subpoena requiring the employee's attendance in Court. If an employee is served a subpoena more than seven (7) days out from an expected court date, and that court date will conflict with a supplemental employment assignment, the employee must contact the external coordinator and relinquish the assignment as soon as possible, but no later than seven (7) days prior to the beginning of the assignment. If the subpoena is served less than seven (7) days out from the conflicting court/assignment date, the employee must immediately contact the external coordinator and relinquish the assignment. Employees will not hold or avoid service of a subpoena to bypass this rule. Any employee relinquishing an assignment due to a subpoena will scan and email a copy of the served subpoena to the department's Secondary Employment Program Coordinator.

- Employees are prohibited from performing tasks/duties for compensation by a supplemental employer during regular duty hours.

- Employees are prohibited from making unauthorized use of Departmental resources solely to benefit the employee's interests.

- Officers are prohibited from performing any non-police related duties.

- Employees are prohibited from conducting traffic direction so as to inhibit or alter the normal flow of traffic on a public street for the purpose of facilitating traffic flow into or out of private parking lots or driveways unless necessitated by public safety needs or previously approved by the Commanding Officer of the Resource Management Division.

3.3.4.1 ELIGIBILTY

- FLSA non-exempt status employees may sign up as available for a posted supplemental employment assignment at a date and time they are normally scheduled to work regular duty only after the following conditions are met:
  - The employee has obtained permission from his immediate Supervisor to be absent from the regular duty assignment; and,
  - The employee has submitted the appropriate amount of leave time into the Department's time and leave management system equal to the duty time absent from.

- FLSA exempt status employees may sign up as available for a posted supplemental employment assignment at a date and time they are normally scheduled to work regular duty only after the following conditions are met:
  - The employee has submitted the appropriate amount of leave time into the Department's time and leave management system equal to the duty time absent from. The employee may not use flexible time or adjusted regular duty work hours in lieu of submitting leave in such circumstances.
  - With the exception of Watch Commanders assigned to the Patrol Bureaus, "regular duty" hours for FLSA exempt status employees are defined as 0800-1700 hours Monday through Friday. Deviation from this "regular duty" schedule for the purpose of engaging in secondary supplemental employment requires specific authorization from the Chief of Police.

- Police Officers who have completed the PTO Program and have been released for solo assignment may work any supplemental employment assignment.

- Non-exempt supervisors may work any supplemental employment assignment as a supervisor or a police officer.

- Lieutenants may work in any supplemental employment role (Police Officer, Police Supervisor, or Police Commander).

3.3.4.2 POSTING AND ASSIGNMENT

The department's external coordinator will post all available job requests on a previously advertised schedule.

Employees may only apply for job requests for which they are eligible. Once an assignment is accepted, it is the responsibility of the accepting employee to fulfill the job. The external coordinator will notify the employer when the job has been filled. Employers will be required to pay for a minimum of three (3) hours (per employee) regardless of the length of the assignment.

The employer must notify the external coordinator of any job cancellation at least twenty four (24) hours prior to the job's start time to avoid liability for payment of compensation. Any exceptions

to this twenty four hour notification requirement must be pre-approved by the Resource Management Division Commanding Officer and will be included in the "Note" field of the job posting. The external coordinator will notify any/all affected employees in the event of a job cancellation.

3.3.4.3 ASSIGNMENT ACCEPTANCE AND REPORTING RESPONSIBILITIES

The department's external coordinator will notify employees when they have received an assignment. The employee must respond to this notification within the specified time period to confirm the assignment or risk losing the job. The external coordinator will ensure employees do not receive supplemental employment assignments which run concurrently.

If an employee needs to be absent from an assignment previously accepted, the employee must notify the department's external coordinator immediately of the need to be replaced. Such notice must occur as soon as possible, but no later than seven (7) days prior to the beginning of the assignment. Employees will not find a replacement; all reassignments will be made by the department's external coordinator. Exceptions to this notice requirement include illness and family emergency and are subject to review by the Resource Management Division Commanding Officer.

Tardiness to an assignment, failure to report for an assignment or failure to provide the seven (7) day notice for an assignment replacement may result in a suspension or revocation of supplemental employment privileges. Inability to report because of an unforeseen emergency must be reported to the department's external coordinator at least one (1) hour before the designated reporting time. The external coordinator will report all emergency absences, unexcused absences or tardiness to the Commanding Officer of the Resource Management Division at least weekly.

Any violations of this section of this Directive will be forwarded to the Commanding Officer of the Professional Standards Division for investigation.

Employees found in violation of this section of the Directive will receive a suspension from supplemental employment assignments on a graduated scale with each violation as follows:

First Violation- 15 day Suspension
Second Violation- 30 day Suspension
Third Violation- 90 day Suspension

Fourth and subsequent violations suspension rate(s) will be determined by the affected employee's adjudicating Bureau Commander.

Suspensions will begin within 72 hours of when the employee is notified by the adjudicating authority of the suspension.

Supplemental employment suspensions associated with 3.3.4.3 violations are considered during a period of a rolling year, which begins with the first documented violation. As Supplemental Employment is considered a privilege, any violations under this subsection are not subject to the option of a hearing, nor is suspension from the program appealable. As such, violations under Section 3.3.4.3 will not be documented as part of an employee's Professional Standards file.

3.3.4.4 ASSIGNMENT LIAISONS

The nature of certain on-going supplemental employment assignments may lead to the appointment of an Assignment Liaison to act as intermediary between the employer and external coordinator. Factors leading to the approval of an Assignment Liaison may include assignments which involve deployment of large numbers of employees, multiple employer locations, specialized knowledge, or a significant relationship exists between the employer and the City or GPD. Liaisons may be requested by employers through the external coordinator and must be approved by the Commanding Officer of the Resource Management Division.

- Liaisons will function as the primary point of contact between the employer and external coordinator.
- Liaisons will be paid for the time they work, but are not subject to the 3 hour minimum.
- Liaisons will report any personnel issues related to the supplemental employment assignment to the Commanding Officer of the Resource Management Division.
- Liaisons have first right of refusal for assignments they are the Liaison for.
- Liaisons will disseminate public safety information as appropriate to GPD personnel or employees working the assignment.
- Liaisons will provide any required training for employees to become eligible to work the related assignment.

3.3.5 ALCOHOL ESTABLISHMENTS

For purposes of this directive "alcohol establishments" shall mean a business whose primary purpose is the sale and permitted consumption of alcoholic beverages. The Commanding Officer of the Resource Management Division is responsible for determining whether a supplemental employer should be categorized as an alcohol establishment. For businesses that have this designation the following rules apply:

- The minimum staffing level for any alcohol establishment is two Officers.

- Officers must limit their duties to those of a law enforcement officer.

- Officers shall limit their duties and responsibilities to the exterior of the alcohol establishment unless a call for service (to the location) is received by police communications or exigent circumstances necessitate the need for entry into the business.

- When responding to situations where enforcement action is anticipated, the officer(s) will notify Police Communications of the location and nature and request assistance from regular duty resources.

- Officers will report all crimes and or violations and enforcement activities via an "ABC Outlet Report" to the Vice/Narcotics Division.

- Officers shall enforce any observed ABC violations and report them to the Vice/Narcotics Division.

3.3.6 SUPPLEMENTAL EMPLOYMENT – SPECIAL CONSIDERATIONS

- Employees working unsupervised events answer to the Patrol Bureau's District Supervisor.
- Employees working any secondary employment which may affect on-duty resources will notify the Watch Commander of the specific circumstances.
- Employees who are injured during a secondary employment assignment will immediately notify the event Supervisor or Patrol Bureau's District Supervisor for unsupervised events.
- Employees working supplemental employment assignments, in which there is an expectation of first meeting with an event representative, should allow at least one hour for the representative to arrive before leaving the assignment. The department's external coordinator will be notified of any failure to appear on the part of the event representative the following business day.

Attachment: Supplemental Employment Application Form

Supplemental Employment Application

I, _____ , wish to participate in one or more of the following Supplemental Employment opportunities:

Additional City Duty _☐_ (check here)

(Additional City Duty is defined as the time spent working for the City of Greensboro at City Sponsored Events or qualifying Coliseum Events in which the employee is compensated at a rate equivalent to "time and a half" of the employee's base salary.)

Secondary Employment ☐ (check here)

(Secondary Employment is defined as time spent working for outside employers (employers other than the City of Greensboro). This type of employment requires the employee to work under the color of his/her authority as a Police Officer and is compensated at a rate established by the program's governing policies.)

Program Coordinated Secondary Employment ☐ (check here)

(Program Coordinated Secondary Employment is one time, short term, or infrequent secondary employment that is coordinated or managed by the Program Coordinator with the assistance of the outside employer and the hired police officer(s).)

Officer Coordinated Secondary Employment ☐ (check here)

Officer Coordinated Secondary Employment is on-going or long-term secondary employment that is coordinated or managed by the Department's designated Secondary Employment Coordinator (Police Officer).)

Outside Employment ☐ (check here)

(Outside employment is defined as the time spent working for outside employers in any capacity, other than those of a police officer, for which the employee is compensated. These include any activities unrelated to the officer's primary duties from which he/she receives compensation, including self-employment. Sworn and non-sworn employees may participate in outside employment.)

Business Name: _____

Business Address: _____

Business Telephone: _____

Outside Employer Supervisor's Name: _____

Anticipated Number of Work Hours per Week: _____

Primary Duties:

Primary Duties *(continued)*:

Employee Signature: **Date:**

Employee's Immediate Supervisor:
☐ Concur
☐ Do Not Concur (see below)

Signature **Date:**

Employee's Executive Officer:
☐ Concur
☐ Do Not Concur (see below)

Signature **Date:**

Employee's Commanding Officer:
☐ Concur
☐ Do Not Concur (see below)

Signature **Date:**

Employee's Bureau Commander:
☐ Concur
☐ Do Not Concur (see below)

Signature **Date:**

Chief of Police (if applicant is a Captain):
☐ Concur
☐ Do Not Concur (see below)

Signature **Date:**

TITLE: DEPARTMENTALLY PROVIDED INSTRUCTORS FOR OUTSIDE SCHOOLS	NUMBER 3.5
EFFECTIVE DATE: 09-01-94	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)	

It is the policy of this Department to permit its employees to serve as instructors in training programs and activities sponsored or conducted by other agencies. Participation will be allowed only to the extent that it does not interfere with the employee's duties and obligations to the Department.

All requests for employees to serve as instructors in outside schools should be directed to the employee's Commanding Officer/Director. Requests should be submitted far enough in advance to allow adequate consideration of the request and the employee's availability, and should include a description of the instructional services required.

The employee's Commanding Officer will evaluate the request, make recommendations, and forward it to the appropriate Bureau Commander. The Bureau Commander will review the request and forward it to the Chief of Police, who will make the final decision on the request.

The instructor may utilize official duty leave with pay for the period of instruction, upon approval of the Chief of Police. The instructor shall submit a Request for Leave slip, indicating "official duty leave" on the front side, and explaining the nature of the instruction on the backside.

The Chief of Police may also approve compensation for other related expenses. For reimbursement of approved expenses, the instructor shall submit a Travel Expense Report per City policy.

TITLE: REIMBURSEMENT FOR DAMAGE TO PERSONAL PROPERTY	NUMBER 3.6
EFFECTIVE DATE: 09-17-2018	PAGE 1 OF 1
REVISION HISTORY: (Adopted 03-24-2004) R4/09-17-2018	

3.6.1 CONDITIONS FOR REIMBURSEMENT

The City of Greensboro will reimburse a City employee for damage or destruction of his personal property when such damage occurs by accident and as a result of employment.

Reimbursement is limited to authorized clothing or equipment necessary for the job but not provided by the Department. Ornamental jewelry and accessories shall not be considered.

The limit for reimbursement in any particular case is $500. Any request for reimbursement over $500 will be reviewed and a decision rendered by the Office of the Chief of Police on a case-by-case basis.

3.6.2 REQUIRED DOCUMENTATION

Employees accruing damage to personal property meeting the above criteria, will forward a memorandum detailing the type of property damaged and how it sustained damage. The memorandum shall be directed to the Chief of Police with the employee's original receipt indicating the costs in replacing the item. The memorandum shall follow normal supervisory channels with each supervisor indicating review and concurrence/nonoccurrence with the request.

3.6.3 PROCESSING A CLAIM

For each approved claim, the Office of the Chief of Police will prepare a memorandum indicating concurrence with the request and a check order for the amount of reimbursement. These documents will be forwarded to the Resource Management Division, Fiscal Management Section, for Departmental processing. Once processed, the documents will then be forwarded to the Office of the City Attorney for review. If the City Attorney concurs with the recommendation, the memorandum and check order shall be forwarded to the Deputy City Manager for final consideration. Once approved by the Deputy City Manager, the check order will be forwarded to the Finance Department for processing and a check will be issued to the employee for applicable reimbursement.

3.7.1 PROGRAM OVERVIEW

The Departmental Awards Program is designed to honor particularly meritorious service and conduct performed by employees of the Department; and in the case of one award, those acts of service performed by citizens.

The Resource Management Division is the proponent for this Directive. As such, the Resource Management Division is responsible for the fiscal, logistical, and administrative aspects of the program, as well as staff support of the Meritorious Conduct Board for internal department awards. The Office of Community Engagement will facilitate award actions from external organizations such as civic groups, non-profit organizations and government agencies.

Eligibility

Individuals are eligible for nomination as follows:

- Each employee of the Greensboro Police Department is eligible for applicable awards, whether sworn or not and whether on assigned duty or off duty.
- Each member of the School Crossing Guards is eligible for applicable awards while on assigned duty under supervision of the Greensboro Police Department.
- A police officer or non-sworn employee of another law enforcement agency is eligible for the Certificate of Merit if earned while aiding, assisting, or working with any officer or employee of the Greensboro Police Department. The Meritorious Conduct Board may, if circumstances warrant, consider recommending other available awards to the Chief of Police for these persons.
- Any citizen is eligible for the Citizens Certificate of Merit.

To be eligible for any award, the conduct must be in keeping with sound judgment and reflect honorably upon the police profession.

Submission of Award Nominations

Nominations for departmental awards and certificates can be submitted by any member of the Department, using the "Recommendation for Departmental Award" form. Completed forms will be sent through the nominee's chain of command to the Commanding Officer of the Resource Management Division. The Resource Management Division will retain all award nominations and provide them to the Board Chairman for review by the Meritorious Conduct Board when requested. A copy of the completed "Recommendation for Departmental Award" form will be filed in the nominee's personnel folder by the Resource Management Division.

Certain awards are presented annually during National Police Week. Nominations for these awards must be submitted by the nominator no later than April 15th to be considered for that award cycle, unless prior approval by the Chief of Police has been given.

Submission cut-offs and cycles for other awards (i.e., Employee of the Month) will be determined by individual Bureaus.

Nominations must be submitted within twelve months of the occurrence of the act or event.

3.7.2 PRESENTATION OF AWARDS

The following awards will be presented by the Chief of Police to officers, non-sworn employees, citizens or their families during National Police Week:

Medal of Honor
Medal of Valor
Meritorious Conduct Bar
Commendation Bar
Superior Service Bar
Purple Heart
Lifesaving Medal
Medical Lifesaving Award
Citizen's Certificate of Merit
Chief's Award
T. Russell Edens Volunteerism Award
Police Officer of the Year Award
Rookie of the Year
Police Employee of the Year Award

All other awards will be presented at an appropriate time, as directed by the Chief of Police.

Those presentations involving coordination and preparation beyond the Division level will be handled by the Resource Management Division.

3.7.3 MERITORIOUS CONDUCT BOARD

The purpose of the Meritorious Conduct Board is to review cases involving especially meritorious service and to make recommendations to the Chief of Police for proper recognition of exceptional acts performed by eligible persons.

Duties of the Meritorious Conduct Board will be as follows:

- Receive all recommendations for awards, except in cases where the specific award is granted automatically.
- Convene as needed, at the direction of the person designated as chairperson, to review details of recommendations submitted.
- Through a review process, approve or disapprove recommendations for awards and, if merited, determine the type of award to be given.
- Based on the findings of the Board, submit recommendations for award presentations to the Chief of Police for his approval.

- If necessary, the Board shall conduct inquiries to verify facts or develop additional information in a case.

The Meritorious Conduct Board will consist of eight members appointed by the Chief of Police, as follows:

- The Management Bureau Commander, who will serve as Board Chairman.
- A Division Commanding Officer.
- An intermediate-level supervisor of either Sergeant or Lieutenant rank.
- A uniform officer of Police Officer II, III or Police Corporal rank.
- A plainclothes officer of Police Officer II, III or Police Corporal rank.
- A non-sworn supervisory employee.
- A non-sworn non-supervisory employee.
- A representative from the Office of Community Engagement

With the exception of the Management Bureau Commander and Office of Community Engagement representative, members of the Meritorious Conduct Board will serve at the pleasure of the Chief of Police for terms of two years from date of appointment. The Chief of Police may appoint a temporary Board member in the absence of a regular Board member, if such action would serve to accomplish the purpose of the Board. A Board member may be replaced if deemed to be in the best interest of the Awards Program.

In all matters coming before the Board for review and a decision, a quorum of five members must be present before business can be conducted and matters voted on. Each member's vote is of equal value. A majority vote is required to render a decision.

The highest ranking sworn member present at any meeting of the Board will serve as chairperson of the Board.

The Meritorious Conduct Board will hold quarterly meetings each year to review nominations and approve award selections.

3.7.4 AWARD DESCRIPTIONS

AWARDS OF HEROISM

- Medal of Honor - The Medal of Honor is to be awarded to one who voluntarily and conspicuously distinguishes himself by gallantry and extraordinary heroism. The act must be in excess of normal demands and of such a nature that the person was fully aware of the imminent threat to his personal safety and acted above and beyond the call of duty at the risk of his life. Approval authority is the Chief of Police.

- Medal of Valor - This award ranks next in prominence to the Medal of Honor. It is to be awarded to one for exceptional bravery at imminent risk of serious bodily injury, the recipient demonstrating exceptional courage by performing a voluntary action in an extremely dangerous situation. Approval authority is the Chief of Police.

AWARDS OF SERVICE

- Meritorious Conduct Bar - The Meritorious Conduct Bar is to be awarded to one for meritorious service in a duty of great responsibility. This service must show such excellence of performance that it distinguishes the individual and the Department. Approval authority is the Management Bureau Commander.

- Commendation Bar - This award ranks next in prominence to the Meritorious Conduct Bar. It is to be awarded to one for outstanding performance through the success of difficult police operations, projects, programs, or situations requiring exceptional dedication. Approval authority is the Management Bureau Commander.

  The Commendation Bar may also be awarded to one on the recommendation of his supervisor, after he has received three or more Certificates of Merit. One year must have elapsed after the awarding of the third Certificate of Merit and the supervisor's recommendation must justify such continuing performance before the award will be made.

- The Superior Service Bar – This award ranks next in prominence to the Commendation Bar. It is to be awarded to one whose actions distinguish the recipient from other members performing comparable duties, exceeds what is normally required or expected and contributes to the goals of the department and to the law enforcement profession. Approval authority is the Management Bureau Commander.

  This award can be awarded for a single or sustained act, or for an individual body of work that occurred during the current award cycle.

  Both sworn and non-sworn members are eligible to receive this award.

- Meritorious Unit Award – The Meritorious Unit Award may be awarded to any distinct work group when the actions of the group as a whole demonstrate exceptional performance under unusual, complicated or hazardous conditions. The group's performance is to be clearly defined as exceptional, placing the group well above others. One certificate will be awarded and it will remain with the unit. Individual employees of the unit will not receive the Certificate; however, an employee may be recommended for a separate Certificate of Merit, based upon individual performance. Approval authority is the Management Bureau Commander.

- Certificate of Merit - This award ranks next in prominence to the Superior Service Bar. It is to be awarded to one for excellence in police work. The individual's actions must demonstrate exceptional performance under unusual, complicated or hazardous conditions. Such performance is to be clearly defined as exceptional, placing the person well above others of equal rank or grade. This award may not be given in conjunction with another award for the same service or deed. Approval authority is the Management Bureau Commander.

OTHER AWARDS

- Purple Heart - The Purple Heart is to be awarded to one who is seriously injured in the performance of duty under honorable conditions due to assaults, fires, explosions, or other overt actions. Serious injury is defined as "any injury resulting from a life threatening situation which requires substantial medical treatment." Approval authority is the Chief of Police.

  The Purple Heart will be awarded for one who has lost his life in the performance of duty under honorable circumstances.

  The Purple Heart may be awarded in addition to any other award the recipient may be entitled to as a result of his actions.

- Lifesaving Medal - This medal is to be awarded to one who is directly responsible for the saving of a human life or the substantial prolonging of a human life. The term substantial should imply an extended period of days or weeks. The actions taken must involve significant effort or exposure to personal risk on the member's part. Significant effort involves physical exertion and/or activities such as; the physical removal of a person from a place or situation where death would be imminent if the person were not immediately removed, the administration of CPR, Heimlich maneuver, stopping the free flow of blood, or other application of a learned technique without which death would have been imminent.

- Documentation of supporting evidence must be included to substantiate the award, such as information from witnesses, medical personnel, or supervisors. Approval authority is the Management Bureau Commander. Recipients will receive a medal, certificate and bar.

- Medical Lifesaving Award - This award is to be presented to one who is directly responsible for the saving of a human life or the substantial prolonging (as defined above) of a human life without significant effort or exposure to personal risk on the member's part. The provision of life saving instructions and administration of life saving medications are included in this category.

- Documentation of supporting evidence must be included to substantiate the award, such as information from witnesses, medical personnel, or supervisors. Approval authority is the Management Bureau Commander. Recipients will receive a certificate and bar.

- Citizen's Certificate of Merit - This award is given to citizens whose actions exemplify excellence in the performance of a civic responsibility; who shows unselfish devotion to his fellow man; or, whose actions bring honor to himself and recognition to the city. The Meritorious Conduct Board will determine whether the citizen is willing to accept the award. Approval authority is the Chief of Police.

- Chief's Award - The purpose of this award is to recognize individuals or corporations that have partnered with the Greensboro Police Department through strong support of programs sponsored by the Department. Approval authority is the Chief of Police.

- Michael G. Winslow Memorial Award - This award will be presented to the graduate of the Greensboro Police Academy who best exemplifies professionalism as determined by his fellow classmates. Each member of the class will list three classmates, ranked in order of preference, who, in their opinion; best display the qualities of a professional police officer. The

list will be tabulated by the Training Division, and the officer with the highest score will receive the award. Approval authority is the Training Division Commander.

- T. Russell Edens Volunteerism Award – This award recognizes the efforts of a community member who has demonstrated excellence in their volunteer efforts for the Greensboro Police Department. This award is named in honor of T. Russell Edens, a long-time, invaluable volunteer.

- Police Officer Of The Year Award - The purpose of this award is to recognize a sworn member of the Department who has made a significant contribution to the Department and/or community. Such contributions should be in the form of a continuing and dedicated service to the Department.

  There will be one "Police Officer of the Year Award" granted each year. The recipient will receive a plaque and the recipient's name will become part of a permanent record (in the form of a wall plaque) which will be prominently displayed in the Department. The recipient of this award will be recognized at the Department's Annual Awards Ceremony. Approval authority is the Chief of Police.

  All nominees for the award must be employed for a minimum of one (1) year as a full-time employee of the Greensboro Police Department. Nominees may be any sworn member of any pay grade (i.e., supervisors may be nominated).

  Each year, the winner of the Police Officer of the Year Award shall receive the David Lee Taylor, Jr. Memorial Scholarship. This scholarship provides an amount, not to exceed $1,000, for training in an investigative area for the Police Officer of the Year Award recipient.

- Rookie Of The Year Award – This award recognizes a sworn officer of the rank of PO I who embodies the ethos of the law enforcement profession, and who has distinguished him/herself through exemplary service. To be eligible for this award, the officer must have served with GPD for no more than three years when nominated. Approval authority is the Chief of Police.

- Police Employee Of The Year – The purpose of this award is to recognize a non-sworn member of the Department who has made a significant contribution to the Department and/or community. Such contributions should be in the form of a continuing and dedicated service to the Department.

  There will be one "Police Employee of the Year Award" granted each year. The recipient will receive a plaque and the recipient's name will become part of a permanent record (in the form of a wall plaque) which will be prominently displayed in the Department. The recipient of this award will be recognized at the Department's Annual Awards Ceremony. Approval authority is the Chief of Police.

  All nominees for the award must be employed for a minimum of one (1) year as a full-time employee of the Greensboro Police Department. Nominees may be any non-sworn member of any pay grade (i.e., supervisors may be nominated).

  The Meritorious Conduct Board shall review all nominations and make a unanimous selection of the award recipient.

- Employee Of The Month Award - The purpose of this award is to recognize employees who consistently perform their duties in a professional and dedicated manner, show initiative, are team players, and work to maintain the high standards that the Department has set to protect and serve the citizens of Greensboro.

  Departmental employees will be recognized each month. One (1) employee from each of the Patrol Divisions and each of the remaining Bureaus will be recognized. Approval authority is the Patrol Division Commander and Bureau Commander. Approving officials will submit the completed "Recommendation for Departmental Award" forms to the Executive Officer to the Chief of Police by the fourteenth of each month. The Bureau Commanding Officer or designee will inform the employee of their selection as Employee of the Month.

  Employee of the Month photographs will be displayed in a prominent location. One of the incentives for being selected Employee of the Month will include one day of Administrative Leave. Any additional incentives will be determined by the Chief of Police and notification to the recipients will occur.

  To be eligible for Employee of the Month, employees must be employed at least one year as a full time employee of the Greensboro Police Department. Recipients may be any sworn or non-sworn employee of any grade.

- Marksmanship Awards - Pistol Expert and Pistol Master Awards are awarded to sworn police officers who demonstrate the appropriate level of proficiency on the Greensboro Police Department Pistol Qualifying Course during yearly in-service training. Proficiency levels are determined by the Training Division and approved by the Chief of Police.

3.7.5 WEARING OF MEDALS AND BARS

The medal presented will be worn only at the time of presentation. The Chief of Police may authorize wearing of the medal at other times.

The bar presented in conjunction with the medal will be worn at all times on the regular uniform as prescribed in Directive 15.1.

RECOMMENDATION FOR DEPARTMENTAL AWARD

(For use of this form, see DD 3.7)

PART 1: EMPLOYEE DATA

NAME (Last, First, MI)	RANK	DIVISION	LAWSON NUMBER

PART 2: RECOMMENDER DATA

NAME (Last, First, MI)	RANK	DIVISION	RELATIONSHIP TO NOMINEE
SIGNATURE			

PART 3: AWARD JUSTIFICATION

RECOMMENDED AWARD	PERIOD OF RECOGNITION		DATE SUMBITTED
	FROM	TO	

JUSTIFICATION (ATTACH ADDITIONAL PAGES IF NECESSARY)

PART 4: BOARD RECOMMENDATIONS

NAME (Last, First, MI)	RANK	DIVISION	DATE
SIGNATURE			

RECOMMENDATION: ☐ APPROVED ☐ DISAPPROVED
☐ UPGRADE TO: ☐ DOWNGRADE TO:

PART 5: APPROVAL AUTHORITY

NAME (Last, First, MI)	RANK	DIVISION	DATE

RECOMMENDATION: ☐ APPROVED ☐ DISAPPROVED
☐ UPGRADE TO: ☐ DOWNGRADE TO:

SIGNATURE:

TITLE: EMPLOYEE RECOMMENDED CHANGE	NUMBER 3.8
EFFECTIVE DATE: 02-15-2016	PAGE 1 OF 4
REVISION HISTORY: (Adopted 09-01-1994) R4/02-15-2016	

3.8.1 GENERAL

The Department recognizes that its employees often have ideas or suggestions that can have a beneficial impact on the operation and administration of the department. In order to provide a means by which suggestions can receive proper attention, a procedure for employee recommended change is hereby established.

The procedure established provides a means whereby any police employee can initiate a formal suggestion, submitted through the procedure outlined below, and receive feedback as to its status.

This directive shall in no way interfere with any employee submitting a suggestion for consideration to the City's Incentive Awards Committee.

3.8.2 INITIATING A RECOMMENDATION

Any sworn or non-sworn employee of the Police Department may initiate a recommended change.

A recommended change may be submitted on any area of operational or administrative Departmental policy. The recommendations may deal with, but are not limited to, Departmental equipment, methods of operation, or morale factors.

Recommendations should not pertain to grievances or individual disciplinary matters.

The employee initiating the recommendation will complete the Employee Recommended Change (ERC) Submission Form online and forward the completed form to the Resource Management Division (RMD) Commander for review. This review is merely to determine if a similar recommendation is already under review or has been reviewed within the last 12 months. Once the submission form is received by RMD, the Commander will have 3 business days to complete a review of the form and respond to the employee based on the following:

- If a similar recommendation is currently under review, the RMD Commanding Officer will forward the new submission to the employee who initiated the previous recommendation. A Submission Results form will be forwarded back to the employee detailing the previously submitted recommendation. Employees submitting recommendations that address the same issue are encouraged to work together and submit one concise recommendation. Any interested employee may have access to any recommendations currently under review. Recommendations previously submitted, are kept on file with RMD and may also be viewed by any employee. Should a submitted recommendation be one that has been reviewed within the last 12 months, a Submission Results form will be forwarded to the employee indicating same.

- If the recommendation is determined by the RMD Commanding Officer to be one that is not currently under review, nor is one that has been reviewed within the last 12 months, the employee will be notified via email to prepare the recommendation for review by the Employee Recommended Change Committee (ERCC). The RMD Commanding Officer will provide a Resources and Guidelines Form to the employee in order to help them complete their recommendation.

- The employee will complete any additional research recommended and then submit their ERC Submission Form to the RMD Commanding Officer. The initial ERC Submission Application and completed ERC Submission Form will be forwarded to the ERCC for further review.

During the submission process, the affected employee's chain of command will be notified via email by the RMD Commanding Officer when any recommendation is approved for further review. Recommendations that are not approved for future review will not result in a notification to the chain of command.

3.8.3 EMPLOYEE RECOMMENDED CHANGE COMMITTEE

The Employee Recommended Change Committee (ERCC) will be composed of 11 members. There will be four positions within the agency that, due to the nature of their assignment, require their permanent membership on the committee:

- RMD Commanding Officer, this member will also serve as the ERCC Chair.
- Training Division Commanding Officer
- Police Fiscal Management Supervisor
- Public Safety Information & Technology Manager

The rest of the ERCC will include seven positions, two non-sworn and five sworn, filled through volunteers or through nomination by the commanding officers of the affected positions. Vacancies for the committee will be advertised on the agency's intranet. Interested employees can submit a memorandum of interest to the RMD Commanding Officer. If more than one employee volunteers for the same position, an impartial means of selection will be utilized by the RMD Commanding Officer to select the new member. Employees will serve on the ERCC for a period of two years. The seven volunteer positions will represent the following divisions:

- Non-Sworn Employee, Information Services Division
- Non-Sworn Employee, Forensic Services Division
- Sworn Employee, Patrol Bureau
- Sworn Employee, Patrol Bureau
- Sworn Employee, Investigative Bureau
- Sworn Employee, Operational Support Division
- Sworn Employee, Special Operations Division

The ERCC will meet once every quarter, but may meet more often if needed.

Any recommendation forwarded to the ERCC will be distributed to each member of the ERCC for review. The ERCC members will submit their comments on the recommendation back to the ERCC Chair via email within 10 business days. However, at the Chair's discretion, the suggestion may be held for review by the committee until the next scheduled ERCC meeting rather than reviewed by email. This would typically occur when a recommendation involves a change that requires extensive discussion. Should circumstances arise that result in a recommendation not being reviewed by the next quarterly meeting, then the submitting employee will be notified of the reason for the delay via email within 3 business days of the ERCC meeting.

The purpose of the ERCC review is to determine if the recommendation has merit and that it contains all appropriate research and supporting data to present the command staff with as much information as possible with regard to the recommendation. The ERCC will examine the

recommendation's costs and merits with regard to, but not limited to, such areas as: fiscal cost, legal issues, policies affected, functionality, morale, and practicality.

Should the ERCC recommend changes to the completed suggestion, the ERCC Chair will complete a memo detailing the recommended changes, and forward it to the employee within 3 business days of the review. The ERCC Chair will also provide the employee with a list of resources and subject matter experts that they may contact to assist them with completing their research. After reviewing the ERCC recommendations, the employee may choose to edit their suggestion or choose to have their suggestion move forward through the process without further additions by notifying the ERCC Chair of their decision. It is the responsibility of the employee, not the ERCC, to complete any research to supplement their suggestion. Once resubmitted, the updated recommendation will be reviewed by the ERCC in the same manner detailed above. The ERCC will determine if they support or oppose the employee's recommendation and attach a memo to the recommendation indicating the reason for their support or opposition.

3.8.4 COMMAND STAFF RESPONSIBILITIES

Once the ERCC has completed their review, an ERCC Chair and/or the employee will present the recommendation packet at the next Command Staff Meeting. The decision to allow the submitting employee to present the recommendation at the Command Staff Meeting will rest with the ERCC Chair. If the recommendation cannot be presented by the next Command Staff Meeting, the submitting employee will be notified by the ERCC Chair of the reason for the delay via email. The Command Staff attending the presentation will discuss the recommendation and may offer further changes to the recommendation. Once discussed by Command Staff at the meeting, the completed recommendation packet will be forwarded without delay to the appropriate affected Commanding Officer for review.

- If the affected Commanding Officer has the authority to implement the recommended change, s/he may choose to implement it. It will be the responsibility of the Commanding Officer or their designee to actually implement an approved recommendation. The Commanding Officer will notify the ERCC and the submitting employee via email of their intention to implement the recommendation within 10 business days.

- If the recommended change was opposed by the Commanding Officer, or if the recommendation can only be implemented by a Bureau Commander, the Commanding Officer will forward the recommendation along with a memo indicating whether or not they support the recommendation to the affected Bureau Commander within 10 business days of receiving the recommendation. The Bureau Commander will then have 10 business days to review and respond to the recommendation. If the Bureau Commander chooses to deny the recommendation, he will complete an ERC Submission Results form and forward the form to the affected Commanding Officer, the submitting employee, and the RMD Commanding Officer. The Bureau Commander will notify the ERCC and the submitting employee via email of their intention to implement the recommendation. It will be the responsibility of the Bureau Commander or their designee to actually implement an approved recommendation.

- If the recommended change can only be implemented by the Chief of Police, the Bureau Commander will forward the recommendation along with a memo indicating whether or not they support the recommendation to the Chief of Police within 10 business days of receiving the recommendation. The Chief of Police will then have 10 business days to review and respond to the recommendation. If the Chief of Police chooses to deny the recommendation,

the Chief of Police or designee will complete the ERC Submission Results form and forward the form to the Bureau Commander, commanding officer, submitting employee, and the RMD Commanding Officer. The Chief of Police or designee will notify the ERCC and the submitting employee via email of their intention to implement the recommendation. It will be the responsibility of the Chief of Police or designee to actually implement an approved recommendation.

3.8.5 DUTIES OF THE RESOURCE MANAGEMENT DIVISION

Upon receipt of a recommendation, the RMD will index submissions as to date and content, be available to provide resources for research guidance, and maintain current files on all recommendations and actions taken in accordance with this directive.

All recommendations will be kept on file for the entirety of the current and previous fiscal years.

The RMD will make all recommendations kept on file available for review by any employee.

TITLE: GRIEVANCE PROCEDURES	NUMBER 3.9
EFFECTIVE DATE: 07-03-2018	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-1994) R4/07-03-2018	

3.9.1 GENERAL POLICY

It is the policy of the Greensboro Police Department that all employees receive fair and equitable treatment in all matters relating to their employment. This includes working conditions, benefits, relationships with supervisors, and relationships with other employees. To ensure fair and equitable treatment, this Directive establishes an employee grievance procedure. Personnel may also refer to City Personnel Policy H-2 for additional information regarding the grievance process.

This procedure is an internal administrative process. Employees may seek advice or counsel from a third party, but such parties are prohibited from acting on behalf of the employee. Third party representation or counsel is not permitted during the actual grievance proceedings.

3.9.2 PROCEDURAL STEPS

Mediation

Employees having grievances should make every effort to resolve those issues informally through conferences with supervisory personnel, in accordance with the chain of command. If an employee cannot resolve the grievance through informal conferences, the employee may take the following successive steps to resolve the complaint formally through normal channels and departmental procedures.

Formal

The employee will discuss the grievance with his immediate supervisor, in person, within ten (10) consecutive calendar days from the date of its occurrence or knowledge of its occurrence. The immediate supervisor must verbally reply to the employee within ten (10) consecutive calendar days of this discussion.

If the grievance is not settled through the above listed procedure, the employee may, within ten (10) consecutive calendar days of the immediate supervisor's verbal reply, submit the grievance in writing, utilizing the City's "Employee Complaint Form", to the employee's next higher supervisor. This supervisor must reply in writing to the employee within ten (10) consecutive calendar days of receipt of the written grievance.

If the grievance is not resolved by this supervisor, an employee may submit the grievance in writing to the next level supervisor within ten (10) consecutive calendar days of the previous supervisor's written reply. This supervisor must reply in writing to the employee within ten (10) consecutive calendar days of receipt of the written grievance.

This process may be continued through the chain of command to the Chief of Police. Each succeeding level of supervision shall respond in writing to the grievance within ten (10) consecutive calendar days (twenty days for the Chief of Police). City of Greensboro Policy H-2 specifies the maximum level of appeals based upon the content of the grievance.

If an employee's grievance is not resolved within the Police Department through channels, the employee has the right to appeal to the City Manager certain types of complaints as described in City Policy H-2.

In the event an employee feels that it would be best not to discuss the problem with the employee's supervisor, it is permissible to take the problem directly to the Commanding Officer of the Resource Management Division, who will assist the employee in resolving the problem or grievance.

Hearing

If a grievance is heard by the Chief of Police, he will convene a hearing in which the employee is allowed to call witnesses. This shall occur within twenty (20) consecutive calendar days from receipt of the grievance.

If the grievance involves allegations against another employee(s); the affected employee(s) may review the specific portions of the written grievance which apply to directly to them, after filling out and signing a "Request to Review Grievance" Form.

A copy of any written grievance, and associated documentation, will be forwarded through channels to the Commanding Officer of the Resource Management Division.

3.9.3 INFORMATION REQUIRED

The following information must be included in a written grievance:

- A statement of the grievance and the facts upon which it is based.
- An allegation of the specific wrongful act and harm done.
- A statement of the remedy or adjustment sought. Significant times, dates, and actions taken relative to the grievance must be included.

3.9.4 RESPONDING TO GRIEVANCE

The following procedures must be followed in responding to any formal written grievance:

- Acknowledging receipt by noting time, date, and person receiving the grievance.
- Analyzing the facts or allegations.
- Affirming or denying, in writing, the allegations in the grievance.
- Identifying the remedy or adjustments, if any, to be made.

A copy of the final grievance resolution will be forwarded through channels to the Commanding Officer, Resource Management Division.

3.9.5 MAINTENANCE OF RECORDS

All records (and copies) of written grievances shall be securely maintained by the Resource Management Division, with access controlled by the Commanding Officer of the Resource Management Division. The sensitivity of these records dictates that only those persons directly involved in the grievance have knowledge of these records.

3.9.6 COORDINATION OF GRIEVANCE PROCEDURES

The Commanding Officer of the Resource Management Division will monitor the grievance process to ensure compliance with the provisions of this Directive.

3.9.7 ANNUAL ANALYSIS OF GRIEVANCES

The grievance procedure is a valuable method for management to discover agency problems. The Commanding Officer of the Resource Management Division will conduct an annual analysis of grievances and make written recommendations as to steps which should be taken to minimize the causes of such grievances in the future. This documented annual analysis will include a review of the previous year's grievances for trends, training issues, procedural concerns or policy revisions. This analysis will be reviewed by the Chief of Police, who will determine the need for any further action.

Attachment: Request to Review Grievance Form

EMPLOYEE

REQUEST TO REVIEW DOCUMENTS REGARDING

GRIEVANCE TO HUMAN RESOURCES

I, _____, pursuant to North Carolina General Statute 160A-168, request review of the grievance filed with the City of Greensboro Human Resources Department on _____. I recognize the information and documents regarding the file are confidential. I understand any release of information could result in an investigation unless such information is a public record.

Signature: _____

Date: _____

Witness: _____

Date: _____

POLICE
POLICE OFFICER
GREENSBORO
POLICE

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Chapter 4

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POLICE
POLICE OFFICER
GREENSBORO
POLICE

TITLE: TRAINING GOALS AND PROGRAMS	
	NUMBER 4.1
EFFECTIVE DATE: 05-01-08	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)R2/05-01-08	

4.1.1 RESPONSIBILITY FOR ADMINISTERING

The Commanding Officer of the Training Division is responsible for administering the Department's training programs. In administering the Department's training and Career Development Programs, the Training Division Commanding Officer shall have the authority to plan, design, develop, implement, or secure, within budgetary constraints, such in-house training programs as may be necessary to comply with state law, specific needs of the Department, and the ongoing needs of all personnel. When it is not feasible to satisfy training needs on an in-house basis, the Training Division will seek to secure the desired training through extra departmental sources.

4.1.2 RESPONSIBILITY OF THE TRAINING DIVISION

The Training Division's basic responsibilities shall include the following:

- Administration of the Department's training academy.
- Notifying personnel of required or approved training.
- Maintaining accurate records of training completed by personnel.
- Providing to other components of the Department information concerning the availability of specific training opportunities.
- Selection and training of instructors pertinent to the Academy and other in-house training programs.
- Coordination of training activities and programs required or approved by the Department.
- Evaluation of training programs conducted by or for the Department.

TITLE: TRAINING ADVISORY COMMITTEE	NUMBER 4.2
EFFECTIVE DATE: 08-30-2017	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-1994) R5/08-30-2017	

The primary mission of the Training Advisory Committee is to assist the Department in determining its annual in-service training needs and priorities. The Committee shall have no formal authority other than that which may be directly specified by the Chief of Police in order to accomplish certain goals and objectives the Department may establish at a future time.

4.2.1 COMPOSITION OF THE TRAINING ADVISORY COMMITTEE

The Training Advisory Committee will be comprised of the following appointed and permanent members:

- The Commanding Officer of the Training Division shall serve as the Committee Chairman, and will be a permanent member of the committee.
- The Police Attorneys will serve as permanent members of the Committee, and shall advise the Committee on all points of law bearing upon an issue of Departmental training.
- The Training Division In-Service Coordinator shall serve as a permanent member of the Committee, and shall advise the Committee on all points bearing upon NC state mandates for annual In-Service training and opportunities for any additional In-Service training.

4.2.2 APPOINTMENT OF COMMITTEE MEMBERS

Committee members will be appointed by virtue of department position assignment and will serve throughout their tenure in the position.

4.2.3 RESPONSIBILITIES OF THE COMMITTEE

The Training Advisory Committee will be responsible for reviewing the results of the Department's annual training needs assessment, and shall make recommendations for an in-service curriculum based on the assessment and other information coming to the Committee's attention. The Committee may avail itself of the following resources in order to enhance the validity of its recommendations:

- Inspection reports.
- Staff reports and/or meetings.
- Consultation with operational personnel and direct observation of work in progress.
- Summary of recommendations made by the Professional Standards Division.

At the direction of the Chief of Police, or of the appropriate bureau commander, the Committee or a Committee member may be assigned other tasks related to the training function. Examples may include coordination of bureau level training needs surveys or assessments, and evaluating the results of training courses conducted by the Department.

4.2.4 MEETINGS AND REPORTS

The Training Advisory Committee will meet annually to perform an in-depth review of the assessed training needs of the Department and to make recommendations to the Chief of Police for specific training to meet the identified needs. The Commanding Officer of the Training Division will calendar and announce this meeting in conjunction with the Standard Operational Procedures of his division. The results of the annual meeting will be reported in writing to the Management Bureau Commander. The Committee Chairman will be responsible for the preparation and submission of all such reports.

The Training Advisory Committee will conduct a documented review at least annually of the department's training regarding active or imminent threats to evaluate any needs related to training, equipment or departmental policy.

The Training Advisory Committee will conduct a documented annual analysis on a calendar year basis of the previous year's assaults on sworn employees. This report will analyze these assaults for any trends or patterns. The analysis will be forwarded to the Chief of Police with recommendations regarding training issues, equipment needs or policy revisions designed to enhance officer safety.

TITLE: ATTENDANCE AND PARTICIPATION IN DEPARTMENT TRAINING PROGRAMS	NUMBER 4.3
EFFECTIVE DATE: 09-25-06	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R3/09-25-06	

4.3.1 ATTENDANCE/ABSENCES

In the planning stage of course development, a determination will be made as to the relevancy of training to certain groups of employees. Once an employee has been assigned to attend training, he becomes obligated to attend and to participate to the best of his ability. The Course Coordinator will complete an attendance form and forward the form to the Training Division upon completion of the course.

Personnel may be excused by the Training Staff from Departmental training programs when:

- the employee is sick or injured to the extent that attendance or participation would be ill-advised;
- the employee's presence in court is required;
- an emergency situation develops requiring the employee's immediate attention;
- when the employee has been excused by his respective Commanding Officer or Bureau Commander.

4.3.2 RESPONSIBILITIES OF SUPERVISORS

Supervisors and other ranking officers assigned to attend training will have leadership responsibilities, as well as learning responsibilities. The level of leadership expected can best be described as: "Setting an example of participatory excellence and professional police conduct."

4.3.3 RESPONSIBILITY OF COMMANDING OFFICER OF THE TRAINING DIVISION

The Commanding Officer of the Training Division is responsible for determining that training program attendance and participation by officers and employees are in compliance with the provisions of this directive.

Toward this end, a member of the Training Staff, or some other person designated by the Training Division Commanding Officer, will act as Course Coordinator for each session of formal training conducted by the Department. The designated Course Coordinator or Instructor, regardless of his rank, shall be the "supervisor of record" of any training program conducted by the Department outside the Department's headquarters, including each cycle of firearms training and official requalification periods.

4.3.4 AUTHORITY OF COURSE COORDINATOR

The Course Coordinator and/or Instructor is authorized to expel from the site of a Departmental training program any person who, by his conduct or attitude, represents a danger to the safety of other persons or who continues to disrupt training after being advised of his disruptive conduct. The Course Coordinator will notify the Commanding Officer, Training Division of any such expulsion and the circumstances surrounding the incident.

4.3.5 FAILURE TO COMPLETE ANNUAL IN-SERVICE TRAINING

Failure to complete all annual in-service training, as prescribed by the Greensboro Police Department and supported by the North Carolina Training and Standards Division (12 NCAC 09E.0102), within the calendar year shall result in a suspension of the law enforcement officer's certification. Therefore, any officer not completing **all** in-service training for the current calendar year, shall relinquish their service weapon(s) and badges to the Commanding Officer of the Training Division by December 31 of the respective calendar year. Once all in-service training requirements have been satisfactorily met and a certification re-instatement notice has been received by the Office of the Chief of Police, the affected officer will then be returned to full duty status.

TITLE: SPECIALIZED TRAINING	NUMBER 4.4
EFFECTIVE DATE: 07-09-2020	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-1994) R5/07-09-2020	

4.4.1 MULTI-PHASE TRAINING

Personnel assigned to specialized areas of the Department and/or performing specialized tasks that exceed the scope of normal police duties require specialized training in order to function well and perform to expectations. The Department has adopted a multi-phase approach to training and development, which provides for specialized training pertinent to the following ranks, classifications, or job positions:

- Police Managers (Captains and non-sworn equivalents).
- Police Executive Officers (Lieutenants and non-sworn equivalents).
- Police Supervisors (Sergeants and non-sworn equivalents).
- Corporals
- A Police Officer II or III assigned to a special team, to a specialized area of the Department, or to a specialized function requiring knowledge and skills not required by officers performing the primary police function.
- Non-sworn employees whose work requires specialized training for successful performance of duties.

4.4.2 RESPONSIBILITY OF THE TRAINING DIVISION

The Training Division will be responsible for developing and disseminating procedure guidelines applicable to the Multi-Phase Training System.

4.4.3 EMPLOYEE REQUESTS FOR SPECIALIZED TRAINING

The Department recognizes the need and accepts the responsibility for providing specialized training to fulfill various goals and objectives of the Department.

There are two categories of requests for any training and/or schools: free outside training and outside training with associated costs. Any employee who wishes to attend a training program must submit the appropriate request.

An employee requesting to attend outside training that has no associated costs should complete the "Request for Free Outside Training" document and submit it through their chain of command for concurrence to the Commanding Officer of the Training Division.

An employee requesting to attend outside training that has associated costs should complete the "Request for Outside Training with Associated Costs" document and, when applicable, the "City of Greensboro Travel Request and Authorization" form and submit through their chain of command for concurrence to the Chief of Police or his designee for his approval.

Approved requests will be forwarded to the Commanding Officer of the Training Division, who will prepare any required notification to the requesting employee informing him of the status of the request.

TITLE: ROLL CALL TRAINING	NUMBER 4.5
EFFECTIVE DATE: 08-01-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R2/08-01-04	

4.5.1 GENERAL CONCEPT

The primary purpose of roll call training is to provide a means whereby members become better informed with respect to policy and procedural changes occurring within the Department between periods of formal training. Roll call training may also be utilized by divisions to address ongoing problems or to provide instruction specific to the common interest of divisional personnel.

4.5.2 PROCEDURES

Each division of the Department will be responsible for determining subject matter appropriate to the division's particular training needs and will schedule an appropriate amount of time for coverage of the subject matter.

Planning for roll call training should include the following considerations:

- Identification of the topical area in which roll call instruction is desired.
- Training objectives to be accomplished.
- Maximum amount of time available for presentation of the topic.
- Location of training.
- Number of participants.
- Person(s) designated as instructors.
- Designation of a member or members of the division who will serve as the division's roll call training coordinator(s).

4.5.3 COORDINATION OF ROLL CALL TRAINING

The division's designated roll call training coordinator(s) will be responsible for the coordination of roll call training sessions occurring within his squad. The responsibilities of designated coordinator(s) shall include:

- Communicating the division/squad's roll call training objectives to designated instructors.
- Preparation of written correspondence required by his Division Commanding Officer in accordance with roll call training schedule and session objectives.
- Coordinating special requests with the Training Division.
- Preparation of records and reports pertinent to his division's completed roll call training activities.
- Additional duties, as determined to be necessary by his Commanding Officer.

4.5.4 MONITORING AND EVALUATING ROLL CALL TRAINING

When it is not possible for the division's designated roll call training coordinator to attend a scheduled session of training, the division shall designate another employee to monitor and evaluate the session. The employee so designated should be familiar with the purpose and objectives of the training session and should be personally knowledgeable in regard to instructional methods and techniques. The employee assigned to monitor and evaluate the session will be responsible for the following:

- Accuracy of attendance records pertinent to the training session.
- Providing necessary introductions of instructors and topic.
- Completing the Roll Call Training Attendance Report and forwarding same for his Commanding Officer's review and approval.

Commanding Officers will be responsible for the maintenance of records pertinent to the roll call activities completed by their Division and will include information pertinent to completed roll call training as a part of their unit’s monthly report.

4.5.5 SUPERVISORY RESPONSIBILITIES

Supervisory personnel will ensure that employees under their supervision are properly notified of scheduled roll call training and will arrange for as many on-duty employees to attend as possible.

When it is not possible for an employee to attend his division's scheduled roll-call training, his immediate supervisor will determine the extent to which the employee should be briefed on information provided in the session and shall arrange for the briefing.

Supervisory employees attending roll call sessions will evaluate attendee participation and counsel or coach as necessary.

4.5.6 RESPONSIBILITIES OF THE TRAINING DIVISION

The Commanding Officer of the Training Division will designate one member of his staff to serve as the Department's Roll call Training Coordinator. The Department's Roll call Training Coordinator will assist the division coordinators with special requests for training, including the provision of audio-visual equipment and classroom space required for the successful delivery of a training session.

TITLE: REMEDIAL TRAINING OF POLICE EMPLOYEES	NUMBER 4.6
EFFECTIVE DATE: 08-30-2017	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-1994) R2/08-30-2017	

4.6.1 DETERMINING THE NEED FOR REMEDIAL TRAINING

Determination regarding an employee's need for remedial training is generally identified through supervisory observations and/or a failure to successfully complete required training.

Supervisory Observation

It is each supervisor's responsibility to determine the existing training needs of personnel within their areas of supervision and to retrain or recommend retraining when such action is warranted by the circumstances surrounding an employee's inadequate performance.

Once it has been determined that an employee's inadequate performance is linked to a lack of required knowledge or skill, the supervisor will, through personal supervision or other means, take the steps necessary to supply the missing knowledge or to develop the employee's skill.

The criteria to be utilized in determining the need for training remediation will be a comparison of the employee's performance to the job standards established for his position. Employees whose performance is judged below standard due to a lack of requisite knowledge and/or skill are candidates for additional training or remediation.

When it is determined that an employee's performance inadequacy is one which, if not corrected, would expose the public to unnecessary danger or the Department to substantial liability, steps to correct the inadequacy must be taken immediately. These steps may include suspension from duty, relegation to administrative or limited duty. The supervisor will either correct the problem or arrange with the Training Division to supply the required remedial training. The employee will be provided written documentation of the results expected and a set timeline for successful completion of the training. The remedial training provided and employee's results will be documented.

Performance inadequacies which pose no clear and present danger to the public or to the Department will be corrected at the earliest possible opportunity, at the discretion of the affected Bureau. The employee will be provided written documentation of the results expected and a set timeline for successful completion of the training. The remedial training provided and employee's results will be documented.

Employees scheduled to remedial training sessions are required to attend. Willful nonattendance will result in corrective action.

Training Failure

A failure related to required training will usually occur during courses of instruction provided by the Training Division. Training Division personnel will make a determination regarding unsuccessful completion of the required training based upon criteria set for the particular course of instruction. The content of the subsequent remedial training provided, documentation of the training provided and timelines set for successful completion of the training will be determined by Training Division personnel based upon the nature of the course failed.

4.6.2 ALTERNATIVES TO REMEDIAL TRAINING

Although remedial training is a viable means of correcting some work-related deficiencies, the process shall not be considered the only means available to the Department for coping with an employee's inadequate performance. Other means (i.e., transfer, demotion, termination) may be utilized when judged more appropriate to the particular circumstances surrounding the inadequate performance.

TITLE: NONSWORN EMPLOYEE TRAINING	NUMBER 4.7
EFFECTIVE DATE: 06-02-08	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R3/06-02-08	

4.7.1 ORIENTATION

Each newly hired nonsworn employee will receive from his assigned supervisor a formally structured orientation which shall include information designed to acquaint the employee with the Department's role, purpose, goals, policies and procedures. The orientation will also address the topics of working conditions, Departmental regulations and the responsibilities and rights of employees, current grievance and disciplinary procedures in particular.

The required orientation will occur as soon as practicable, usually within the employee's first week of employment, and may be followed by assigning the employee to attend a session of the New Employee Orientation Program, as scheduled by the City Human Resources Department. The Training Division will coordinate attendance with the City Human Resources Department.

4.7.2 SPECIALIZED TRAINING FOR CERTAIN NONSWORN POSITIONS

Certain nonsworn positions are so specialized that a formal training program beyond orientation must be completed. This training may be mandated for state certification or CALEA Standards. In most cases, training will be provided the new employee as soon as is practicable after employment.

These nonsworn positions include, but are not limited to:

- Property and Evidence Technician
- Crime Scene Investigator
- Records Specialist
- Taxi Coordinator
- Adult School Crossing Guard
- Crime Analyst
- Other nonsworn positions as designated by the Chief of Police.

4.7.3 IN-SERVICE TRAINING

On-going training will be made available or provided to nonsworn personnel. Examples of this are city-sponsored enrichment programs and seminars which are conducted on a continuing basis.

Mandated continuing training for certain positions will also be provided subject to scheduling and budget constraints.

TITLE: CRIMINAL JUSTICE INFORMATION SYSTEM TRAINING	NUMBER 4.8
EFFECTIVE DATE: 01-28-2019	PAGE 1 OF 2
REVISION HISTORY: (Adopted 06-10-2015) R1/01-28-2019	

4.8.1 GENERAL INFORMATION AND POLICY STATEMENT

Security and Awareness Training is ordered for all Criminal Justice Information System (CJIS) agencies to ensure the confidentiality, integrity and availability of criminal justice data. Anyone who manages or has access to the FBI CJIS Systems must complete Security and Awareness Training every two years. All new employees must complete this training within six months of their appointment or assignment. This training is also required for any employee who maintains computer systems or deals with CJIS data, but is not required to be DCIN certified as a terminal operator, but exposed to criminal justice information due to their role within the agency.

The purpose of this Directive is to set forth policy, duties and responsibilities for all affected police employees.

4.8.2 PERSONNEL REQUIRED TO PARTICIPATE IN TRAINING

Examples of personnel required to participate will include, but is not limited to all:

- Certified DCI Operators.
- All Law Enforcement Officers.
- Records Personnel.
- Information Technology Personnel.
- Administrative Assistants who have access to DCI related information.
- Custodians.
- Vendors who enter secure areas.

4.8.3 COMMANDING OFFICERS AND SUPERVISOR'S RESPONSIBILITIES

Management and supervisory personnel will ensure that all employees under their supervision participate, view and complete the Security and Awareness Training.

In addition, ensure that each subordinate's training remains in a current status. This will include those returning from administrative leave, maternity leave, military deployment, sick leave, vacation, and educational training.

4.8.4 TERMINAL AGENCY COORDINATOR'S RESPONSIBILITIES

The Terminal Agency Coordinator (TAC) will notify individuals by email when their Security Awareness Training is due. The TAC will serve as the point of contact for matters relating to the Security and Awareness Training of each affected employee and oversee the agency's compliance with CJIS system policies.

The TAC will be responsible for the maintenance of printed records completed by all affected departmental members.

4.8.5 CJIS POLICY VIOLATORS

Improper use and dissemination of CJIS related information by any employee may result in an administrative hearing, which may lead to:

- Reprimand
- Suspension
- Dismissal

Failure to complete the Security Awareness Training may result in suspension of DCI Certification.

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Chapter 5

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5.2.1 PROGRAM GOALS AND OBJECTIVES

The Department supports the ongoing professional development of employees through career development. The principal components of the departmental Career Development Program are:

- Career development assignments, both long and short term
- Continuing training, general and specialized
- Career counseling
- Leadership development

These components are intended to promote the following program goals and objectives:

- Provide meaningful work experiences for employees in areas outside their regular Department assignments through temporary duty assignments.

- Assist employees in making well-informed decisions with respect to career goals consistent with their interests and abilities.

- Provide a means for employees to realize professional excellence within their chosen area and/or as a component of their Career Counseling action plan.

- Ensure that educational opportunities provided by the Department are equitably distributed with respect to the Department's Equal Employment Opportunity and Affirmative Action Program objectives.

- Identify and develop future departmental leaders.

5.2.2 CONTINUING TRAINING COMPONENT OF THE CAREER DEVELOPMENT PROGRAM

Proficiency and career specialty continuing education training are integral components of the Department's overall plan for Career Development.

The definitions given below pertain to the continuing education training component of the Career Development Program:

Proficiency Training - This facet of training is based upon the need to provide members periodic and continuing job-related instruction designed to enable them to acquire the additional knowledge, skills, and abilities required in order to remain competent in the duties and responsibilities of the job.

Career Specialty Training - Training and instruction designed to enhance a member's upward mobility and/or job satisfaction due to its concentration on goals.

Responsibilities of the Training Division

The Commanding Officer of the Training Division will administer the Department's training programs in order to ensure that the following Career Development goals and objectives are achieved:

- Each member of the Department is afforded the necessary training required in order to develop and maintain proficiency within their current assignment.
- Each member assigned to a specialized area of the Department or performing a specialized function for the Department receives training required for professional development within the area of specialization.
- Each supervisory member of the Department receives adequate training to enable them to execute the duties and responsibilities of the supervisory position.
- Each member of the Department performing managerial or administrative functions receives the necessary training to enable them to execute the duties and responsibilities of the managerial or administrative position.

5.2.3 CAREER PATH TRAINING PROGRAMS

Based upon the analysis of Departmental career assessment and counseling activities, as well as other informational sources, the Training Division will offer periodic training programs for attendance by members on a voluntary basis.

Consideration for attendance of such training programs will be given to members of the Department who's identified career interests are compatible with the training topics scheduled for presentation. Such programs may be designed for delivery by the Department, or when appropriate, may be secured through outside resources.

The Training Division is responsible for the maintenance of written records of all proficiency and career specialty training completed by Departmental members.

5.2.4 CAREER DEVELOPMENT ASSIGNMENTS

Career development assignments are available on a long or short or term basis.

Long Term Career Development Assignments

Long-term career development assignments will be made to either the Resource Management Division or the Training Division.

Within the Resource Management Division, the career development position is designated specifically for the positions of Sergeant or Lieutenant and designed to provide experience in both the administrative and personnel processes.

Within the Training Division, career development positions are established for the position of Sergeant, Lieutenant, POIII or PO II. These assignments are specifically designed to provide experience in various training processes.

Long-term career development assignments are generally for a period of six to twelve months.

The Office of the Chief of Police will make assignments to these positions.

Short Term Career Development Assignments

Short-term training assignments are integral components of the Department's plan for Career Development. Short-term training assignments outside the officer's regular work area provide the officer with relevant experience in the work performed within other Departmental areas and to acquaint the officer with the duties, responsibilities, skills, and abilities pertinent to the short-term assignment. Such assignments may include special assignments or project work as part of career enhancement.

Eligibility

To participate in a short-term training assignment, officers must meet each of the requirements specified below:

- The officer must have attained one of the following classifications/ranks: Police Officer III, Police Officer II, Police Officer I, Police Corporal, or Police Sergeant.
- The officer must not be on probationary status at the time he requests to participate.
- The officer must be meeting the performance standards established for his regular duty assignment before a short-term Career Development assignment will be considered.
- The officer must not have received a suspension for the twelve-month period immediately preceding the date he is scheduled to be in the assignment.
- The request must be in agreement with career goals of the officer or must be considered as a valid means toward the establishment of career goals.
- The officer must have obtained the approval of his Division Commanding Officer and Bureau Commander prior to participation.
- The officer must not have served on a short-term Career Development assignment during the six-month period preceding his application.

Officers having previously worked in a Departmental component now designated as a "Career Development Assignment Area" will not be considered for a short-term assignment in that particular area.

Members will participate in Career Development short-term assignments without loss of rank or status. Upon completion of the assignment, these officers will return, in grade, to the assignment vacated when the Career Development assignment began.

Although this phase of Career Development pertains strictly to personnel completing an assignment outside of their division or assigned work unit, nothing herein prohibits other work units from making intra-bureau short-term assignments in order to cross-train personnel or to meet some other legitimate employee development need. In such cases, however, the temporary assignment will be preceded by a written memorandum specifying the goals and objectives of the temporary assignment and its duration. A copy of the assignment memorandum will be forwarded to the Training Division and approved by the Office of the Chief of Police.

Selection Procedure

All eligible personnel who are interested in a short-term assignment under the Career Development Plan will submit a Career Development Application Form electronically to their immediate supervisor indicating their desire for a particular assignment area.

The officer's immediate supervisor will review the application, discuss it with the officer if necessary, and then forward the application with recommendations through the chain of command for approval. The Bureau Commander will forward all applications to the Training Division, regardless of approval status.

When a Career Development application is disapproved, the applicant will be informed as to the reason(s) for disapproval. This responsibility will rest with the highest level of authority at which the application was disapproved. An applicant may appeal disapproval of his Career Development application in accordance with established Departmental procedures.

All Career Development Program applications will remain active until:

- The applicant is assigned to a Career Development slot.
- The applicant is transferred to a permanent position with similar responsibilities to the requested Career Development assignment.
- The applicant is promoted to a rank higher than Police Sergeant.
- The applicant leaves the Department through resignation or employment termination.
- The applicant withdraws his request to participate and forwards a written notice to that effect.

Members may submit an application and be placed on the eligibility list at any time after they become eligible to participate. Reinstated officers will be required to wait a period of six months beyond their reappointment date before applying for Career Development.

Training Division Responsibilities

Upon receipt of applications for a Career Development assignment, the Training Division will cause the applications to be date and time stamped. The applications will then be filed in the order in which they were received. A separate file will be maintained for "approved" and "disapproved" applications.

On or about the 15th of each month, the Commanding Officer of the Training Division or his designee will review all applications approved by Bureau Commanders. A determination will be

made as to the Career Development slots to be available as of the first day of the following month and the personnel to be assigned per the following guidelines. The maximum number of short-term assignments made during a single month will be determined by the Bureau Commanders in consideration of operational goals and manpower requirements. The following guidelines shall apply:

- No more than one officer, regardless of rank, will be assigned from the same squad at any one time without the written permission of the affected Division Commanding Officer.

- In the event that two or more members from the same squad are eligible to participate at the same time, the affected Division Commanding Officer will be notified and will make the decision as to which applicant is to be assigned first. In reaching this decision, Commanding Officers will be asked to consider the factors of seniority, rank, date of next Performance Appraisal and the aptitudes of each applicant applied to the particular assignment under consideration.

- Applicants who are not selected because of command decisions will be reconsidered at the appropriate monthly selection period preceding expiration of the selected member's assignment.

Assignment Areas

The following Divisions and Units are hereby designated as assignment areas for the purposes of Career Development. The actual number of personnel to be assigned to any included area at one time will be determined at the time assignments are being considered:

- Criminal Investigations Division

- Vice/Narcotics Division

- Special Operations Division

- Operational Support Division

- Community Resource Teams

- Center City Resource Teams

Duration

The duration of assignments will generally be for one calendar month or thirty workdays. However, the actual assignment period may be extended or shortened as determined to be in the overall best interest of the Department.

Assignment Evaluation

Each officer assigned to a Career Development area and assigned tasks to perform will be evaluated against program standards developed by the responsible Division Commanding Officer.

The purpose of evaluation will be:

- To inform personnel as to critical performance factors which may affect their chances of being selected for permanent assignment to the Career Development area.

- To provide evaluative data for use in long range career development of the individual, and to further assist in future Career Counseling sessions.

- To provide input for use by immediate supervisors in preparing regular Performance Appraisal evaluations.

- To ensure the goals of the program and the participant and are consistent with the goals of the agency.

5.2.5 LEADERSHIP DEVELOPMENT

The Department's Career Development Program, Performance Evaluation System, Career Counseling Program and Career Advancement/Promotional Procedures will be used in conjunction to help identify, evaluate, select and elevate personnel to increased levels of responsibility. Selected personnel will be afforded opportunities for advanced training, mentoring and career development in preparation for potential advancement.

5.3.1 PROGRAM OBJECTIVES

The Department's Career Counseling Program, Performance Evaluation System, Career Development Program and Career Advancement/Promotion Procedures are used in conjunction to help identify, evaluate, select and elevate personnel to increased levels of responsibility.

Career counseling is an integral component of the overall Career Development Program and is made available to all personnel upon request. The availability of career counseling will be discussed each year during the employee's annual performance evaluation process, but career counseling may be requested by an employee at any time. Career counseling is not mandatory, an employee who does not desire career counseling should inform their supervisor.

5.3.2 SUPERVISOR RESPONSIBILITIES

During the annual employee performance evaluation process, supervisors should conduct a frank and open discussion of the member's strengths and weaknesses as they apply to the employee's current duties and responsibilities. Properly prepared evaluations assist in providing a means for personnel counseling, identifying training needs of employees, and assuring that the larger goals of the Department are met with respect to maximizing productivity and efficiency at all levels. Supervisors will discuss the Department's Career Counseling Program and Career Development Program with all employees.

Should the employee not desire formal career counseling, the bottom portion of a Career Counseling Request Form will be completed by the employee's direct supervisor indicating same. The original form will be forwarded to the Resource Management Division.

Should the employee desire formal career counseling, a Career Counseling Request Form will be completed in its entirety by the employee's direct supervisor. The original completed form will be forwarded to the Resource Management Division. A copy of the completed form will be forwarded to the Executive Assistant to the Chief of Police.

5.3.3 OFFICE OF THE CHIEF OF POLICE RESPONSIBILITIES

Completed Career Counseling Request Forms of employees desiring career counseling will be received by the Executive Assistant to the Chief of Police, who will maintain a record indicating the date of receipt and employee's name. The Executive Assistant to the Chief of Police will notify the employee's Bureau Commander of the request, and assist with scheduling a career counseling meeting with the affected employee.

Bureau Commanders will review all Career Counseling Request Forms received and ensure a career counseling meeting is scheduled within twenty (20) working days with the employee.

Prior to this meeting, the Bureau Commander may review:
- The employee's career goals.
- The employee's training records.
- The employee's previous/current evaluation(s).

- Information from personnel within the employee's chain of command.
- Any other relevant sources of information (i.e. Professional Standards, Resource Management Division).

The Bureau Commander will hold a meeting with the employee to discuss their career goals and steps to undertake in an effort to achieve those goals. Following this meeting the Bureau Commander will prepare a memorandum detailing the content of this meeting, including a plan of action to assist with achievement of the goals expressed by the employee. This memorandum will be provided to the employee and a copy filed with the Resource Management Division, along with the original Career Counseling Request Form submitted by the employee.

5.34 TRAINING DIVISION RESPONSIBILITIES

The Commanding Officer of the Training Division is responsible for:

- Developing and delivering a training program to individuals serving in the capacity of a Career Counselor.
- Ensuring that Career Counselors receive copies of the member's in-service training records and most recent performance evaluations for use in career counseling sessions.
- Evaluating information provided by Career Counselors to establish Departmental priorities for the development and delivery of in-service training required by members in relation to identified career goals.

5.3.5 EMPLOYEE RESPONSIBILITIES

Individual employees are ultimately responsible for exhibiting behaviors and completing assigned tasks in such a manner as to further their career goals. Employees should develop their own individual short-term and long-term plans of action to progress toward their goals. Employees are encouraged to communicate their career goals and action plans with their supervisor to aid in exposure to training and career development opportunities.

Employees are encouraged to apply for training opportunities related to their eventual career goals, even if the training is not directly related to their current assignment. Examples:

- A non-supervisory Police Officer may request to attend a First-Line Supervisor's School because their career goals involve promotion to increased levels of responsibility.
- A Patrol Officer may request attendance at a Narcotics Investigations School to further their goal of assignment to the Vice/Narcotics Division.

TITLE: PROFESSIONAL DEVELOPMENT ASSOCIATIONS	NUMBER 5.4
EFFECTIVE DATE: 09-01-94	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94)	

5.4.1 GENERAL POLICY

The Department recognizes the value of participation by members in professional associations having goals and objectives compatible to those of the Criminal Justice system in general, and of the police profession in particular. As a matter of policy, the Department encourages such participation by members, recognizing that such associations are often beneficial to both the member and the Department. To clarify the Department's position in regard to membership in such associations, certain policies have been adopted and are set forth in this directive.

5.4.2 ASSOCIATION CLASSIFICATIONS

The Department recognizes three general types of professional service associations:

Police Alumni Associations

A police alumni association is an organization composed of graduates who have successfully completed course work recognized by the particular association as its membership criteria.

Members of the Department are eligible to join such associations upon satisfactory completion of the prescribed course of study.

Departmental sponsorship of members in police alumni associations is limited to persons having completed administrative officer's training courses, equivalent to college level programs, and administered by institutions of recognized competence.

Examples: F.B.I. National Academy; Southern Police Institute, Administrative Officer's Course; Northwestern University, Traffic Institute, Traffic Police Administration Training Program; N.C. State Administrative Officer's Management Program.

Specialized/Professional Service Associations

A specialized/professional service association is an organization composed of members sharing common interests and group goals which are narrowly directed toward a particular function or specialized phase of law enforcement.

Members of the Department are eligible to join such associations at any time, but Departmental sponsorship is limited to those occasions when the member is actively assigned to a specialized unit and the membership is considered beneficial to the Department, as well as the member.

Examples: Internal Affairs Investigators' Association; North Carolina Juvenile Officers Association, etc.

General Police Associations

A general police association is an organization composed of members who are eligible to join by virtue of their law enforcement employee status, or by virtue of their particular status as an identifiable group or class of law enforcement officers.

Members of the Department are eligible to join such associations at any time they choose, upon meeting the association's membership criteria and upon payment of dues or fees charged by the association.

Examples: North Carolina Police Executives Association, North Carolina Law Enforcement Officers Association, North Carolina Police Women's Association, North State Law Enforcement Officers Association, etc.

5.4.3 DEPARTMENTAL SPONSORSHIP

The Department may elect to sponsor memberships of personnel in police alumni or specialized/professional service associations. Sponsorship by the Department, in such cases, shall be limited to payment of initial and annual membership dues assessed by the subject association. Payment of membership dues in regard to general police associations shall be the responsibility of the individual association members.

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Chapter 6

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TITLE: ASSIGNMENT AND TRANSFER	NUMBER 6.1
EFFECTIVE DATE: 04-08-2019	PAGE 1 OF 4
REVISION HISTORY: (Adopted 09-01-1994) R12/04-08-2019	

6.1.1 GENERAL POLICY

The Chief of Police is responsible for the assignment and transfer of all personnel within the Department. The provisions of this Directive shall apply to all such movements, except when deemed necessary by the Chief of Police.

The Chief of Police will make inter-bureau assignments and transfers of all sworn and non-sworn managers and supervisors.

Bureau Commanders will make intra-bureau assignments and transfers of sworn and non-sworn supervisory personnel within their command. Intra-divisional assignment and transfer occurs at the initiative of the Division Commanding Officer with the approval of the appropriate Bureau Commander.

Vacancies will be announced by the Resource Management Division. The announcement will describe the selection criteria for the position(s) to be filled. The criteria will be based upon the skills, knowledge, and abilities required for the assignment, including education, experience, any specialized skill(s) and length of experience required.

The Resource Management Division is responsible for maintaining an archive of all transfer processes in accordance to Division Standard Operating Procedures.

6.1.2 POLICE OFFICER VACANCY

All Police Officer II's and Police Officer III's not in a probationary status are eligible to be considered for assignment to any position designated to be filled by a Police Officer.

The Commanding Officer of a Division with a vacancy will notify the Resource Management Division of the desire to fill the vacancy. The Resource Management Division will announce the vacancy through GPDNET providing interested personnel eight (8) calendar days to apply. The announcement period is at the discretion of the Bureau Commanding Officer. The announcement period duration and closing date may be extended if necessary. Any extensions or modifications to the announcement period and closing date will be announced through GPDNET.

The announcement will invite all qualifying police officers to apply and will also include a closing date for the Transfer Request Form submission.

The applicant will forward a copy of the Transfer Request Form via email to his/her immediate supervisor along with a "cc" (carbon copy) to the Resource Management Division Transfer Request Inbox ("Email, RMD Police"). The Resource Management Division copy serves as notification that a request is being processed. Transfer emails time-stamped prior to or after the open period will not be accepted. The Transfer Request email should indicate "Transfer Request" in the email subject line. The electronic transfer request form is located on PowerDMS under the Documents tab in a folder labeled "Transfer".

The officer's immediate supervisor will review the transfer request and complete the Transfer Potential Evaluation section. The supervisor will then forward the Transfer Request form via email to his/her immediate supervisor. Based on the officer's performance in his present assignment and his potential of performing satisfactorily in the position sought, the Commanding Officer and the Executive Officer will determine whether the officer should be considered for transfer and express written concurrence or non-concurrence with the request in the Transfer Potential Evaluation section. A non-concurrence from any member of the applicant's chain of command does not eliminate the officer from the competitive process. The Commanding Officer will forward the completed Transfer Request Form to the Resource Management Division Transfer Inbox.

The employee's Commanding Officer is responsible for ensuring that recommendations affecting an officer's viability as a candidate for transfer be made known to the officer. The applicant may request a final copy of the Transfer Request Form once the process has been completed and the vacancy has been filled. The final copy will include all transfer potential and feedback comments.

The Resource Management Division will receive and maintain a file for each vacancy that is announced. When the closing date for applications has expired, all applications will be forwarded to the Commanding Officer whose vacancy is to be filled.

Methods utilized by the Department to select personnel for assignment to Police Officer positions within Divisions having vacancies will include competitive procedures as indicated in DD 6.1.1. The Resource Management Division will ensure compliance with CALEA standards for all processes and will be responsible for archiving all documentation of request, competitive processes, and selection criteria

6.1.3 IMPLEMENTATION OF INTER-BUREAU TRANSFERS

Commanding Officers responsible for filling a vacant non-supervisory position will review all Transfer Request Forms and conduct an interview with each applicant prior to making a decision.

The Commanding Officer will make his selection from the Transfer Request Forms and scheduled interviews.

Due to the nature of specialized unit responsibilities, it is recognized that the Commanding Officer responsible for filling a specialized unit vacancy may at his discretion require additional testing procedures.

Upon conclusion of the review of Transfer Request Forms and interviews, the Commanding Officer will make written recommendations through channels to the Chief of Police. The recommendation will include documentation as to the date of review, all officers considered, selection criteria, and final recommendations for transfers. A copy of the approved recommendations, Transfer Request Forms and interview questions will be maintained in the Resource Management Division.

The Commanding Officer of any Bureau may at his discretion transfer personnel in non-specialized units within the Bureau to meet staffing levels.

When making assignments or transfers, the Chief of Police may consider all requests for transfer, all recommendations and the disciplinary record of any officer being considered.

6.1.4 TRANSFER OF SUPERVISORS (CORPORAL/SERGEANT)

Supervisors may not transfer without losing their rank, except as noted below. These transfers are transfers of personnel, not positions.

- Division Commanding Officers may transfer supervisors in grade within their assigned Division.
- Bureau Commanders may transfer supervisors in grade within their assigned Bureau.
- The Chief of Police may transfer supervisors in grade within the Department.

Supervisors are eligible to be considered for assignment to any position designated to be filled by an officer of the respective rank.

Any supervisor desiring an inter-bureau transfer will forward a Transfer Request Form to the Resource Management Division Transfer Request Inbox ("Email, RMD Police"). The Transfer Request will include the name of the specific Bureau and Division to which the transfer is requested. The Transfer Request Form is located on PowerDMS under the Documents tab in a folder labeled "Transfer".

Note: The transfer potential and supervisor comment sections are not required to be completed on the Transfer Request Form at the time of submission. The Commanding Officer with the vacancy to be filled will determine if this information is needed and request it from the affected Command Staff.

The announcement period for all supervisor positions will be for the duration of a five (5) day business week (Monday – Friday). To allow for a five (5) day posting period exceptions may be granted for holidays. The Resource Management Division will post the vacancy announcement prior to noon on Monday and close the announcement period at 1700 on the following Friday. Transfer Request Forms received in the RMD Transfer Inbox after 1700 on the closing date will not be forwarded to the affected Division Commander for consideration.

Supervisor transfer requests may be submitted anytime (referred to as "open requests"), and will be maintained until December 31st each year. A supervisor may have a maximum of two separate open requests on file at any given time. All open requests will be purged on December 31st. If a supervisor has two open requests on file and a vacancy is announced for other than those for which open requests have been submitted, the supervisor may submit a request for the current vacancy. That request will not be considered an open request and will be invalidated if the supervisor is not selected once the process is closed. The two open requests will be maintained.

Commanding Officers responsible for filling a vacant supervisory position will review all Transfer Request Forms prior to making a decision. In order to reduce the lag time associated with supervisor transfers, the affected Commanding Officer will be expected to provide the Chief of Police with a recommendation prior to the following Friday. This will enable to Commanding Officer of the Division where a new vacancy has been created (if outside of Patrol) to post that vacancy with the Resource Management Division on the following Monday.

Nothing in this Directive prohibits the Chief of Police from making supervisory changes due to operational or personnel concerns.

6.1.5 FEEDBACK

Upon conclusion of the interview process the Commanding Officer of the division responsible for filling the vacancy will complete the Feedback section of the Transfer Request within 30 days of selection. The completed form will be forwarded via email to the Resource Management Division Transfer Inbox. The Resource Management Division will provide the applicant with an email copy of the Transfer Request Form containing the completed feedback section. The purpose of the Feedback form is to assist the candidate in future transfer opportunities.

TITLE: ASSIGNMENT AND ORIENTATION	NUMBER 6.2
EFFECTIVE DATE: 08-16-2017	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-1994) R3/08-16-2017	

6.2.1 GENERAL POLICY

Newly hired, promoted, or transferred employees need an orientation concerning the job they have been selected to perform. In addition, an on-the-job training program must be completed and specialized training necessary for the position must be identified and delivered. It is the intent of this directive to provide a method for administering the orientation, on-the-job training, and identification of required specialized training for such employees.

6.2.2 ASSIGNMENT ORIENTATION REQUIRED

The provisions of this directive are applicable to the following employees of the Department (subject to exceptions below):

- All newly hired employees.
- All employees transferred to a new duty position.
- All employees promoted to a position below the rank of Police Captain or Non-sworn Director.

The provisions of this directive are not applicable to the following employees of the Department:

- Employees newly hired in the position of Police Trainee or newly appointed to the position of Police Officer I after completing the Greensboro Police Academy.
- Employees transferred in grade to another identical position within the same division.
- Employees promoted to higher ranks in the same position on the basis of noncompetitive examination (i.e., Police Officer I to Police Officer II) where the duties of the position do not change significantly.
- School Crossing Guards.

6.2.3 CONTENT OF THE ORIENTATION

The affected employee will be briefed on the following topics:

- Management, administration, supervision, and personnel policies of division and squad.
- Support services and relationship of division and squad to other divisions, units, and outside agencies.
- Division Standard Operating Procedures, special programs, operational plans, and the Accreditation process.
- Performance standards for the position.

The employee will be assigned to supervised on-the-job training with another member of the division for a period of time as designated by the employee's Division Commanding Officer.

Specialized training that is required (mandated by law or other authority) for the position will be identified. (For example, a new Traffic Enforcement Officer must have certification in speed measuring devices.) Other training, such as interview/interrogation training for new detectives, will not be addressed in this process, although the Department's Multi-Phase Training Program has provisions for this training.

6.2.4 CONDUCTING THE ORIENTATION

The orientation will be directed by the affected employee's Division Commanding Officer and shall be conducted by the employee's immediate supervisor.

The orientation must be conducted within ten working days after the date the employee reports to the new position.

6.2.5 REPORTING THE ORIENTATION

An Assignment Orientation Report (PS-POL-588-3363) will be prepared to document the orientation. Copies of the report will be distributed as follows:

- One copy to the Resource Management Division.
- One copy in Employee's division personnel file.
- One copy for division use, if needed.

The Assignment Orientation Report will be completed and routed within ten working days after the date the employee reports to the new position.

6.2.6 RESOURCE MANAGEMENT DIVISION RESPONSIBILITIES

Upon receipt of the Assignment Orientation Report from the Division Commanding Officer, the Resource Management Division will coordinate the following action concerning the employee:

- The employee will be scheduled for any required specialized training identified in the report.
- The employee will be entered in the appropriate place in the Department's Multi-Phase Training Program.

Assignment Orientation Reports will be maintained on file in the Resource Management Division for a period of one year after they are received.

TITLE: ASSIGNMENT LIMITATION POLICY WITHIN VICE/NARCOTICS	NUMBER 6.3
EFFECTIVE DATE: 07-06-2012	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)R3/07-06-2012	

The Department recognizes that certain positions are likely to produce stress beyond the normal level for employees and their families due to the sensitive nature and working conditions of the positions. In recognition of that potential, the Department has established an Assignment Limitation Policy in the Vice/Narcotics Division.

For all sworn members of the Vice/Narcotics Division, the Commanding Officer of the Division will consider the member's job performance, apparent ability to deal with the job stress factor, attitude towards the assignment, and any other factors appropriate for consideration for continued assignment. Any time that these factors indicate that it is in the Department's best interest for the member to terminate his assignment in Vice/Narcotics, the Commanding Officer will make such recommendation to the Chief of Police.

At such time as sworn members of the Division at the rank of corporal and below have been assigned to the Division for five years, the Commanding Officer will make a recommendation to the Deputy Chief of the Investigative Bureau as to whether their assignment should be extended. The Deputy Chief, after evaluating the recommendation, may grant an extension (normally for one year). Additional extensions may be granted if deemed in the best interest of the Department.

The length of service for the Commanding Officer and supervisory staff of the Vice/Narcotics Division will be determined by the Chief of Police.

TITLE: LIMITED DUTY ASSIGNMENTS	NUMBER 6.4
EFFECTIVE DATE: 11-18-2019	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-1994) R10/11-18-2019	

6.4.1 GENERAL INFORMATION

The Department recognizes the need for occasional limited duty assignments for its employees due to illness, injury, or a traumatic experience.

Limited-duty status is a privilege extended to Departmental employees during periods of disability. The Department reserves the right to approve, modify, or terminate an employee's limited-duty request or status as necessary to ensure the best interests of the Department are addressed.

Employees suffering from an illness, injury, and/or a traumatic experience which is work-related, and for which the employee is receiving workers compensation benefits, will generally be afforded a limited duty position if one is available. The Commanding Officer of the Resource Management Division will evaluate every workplace-injury-related limited duty assignment every 90 days to determine whether the assignment addresses the needs of the Department at that time. To the extent the assignment no longer addresses the needs of the Department, the Commanding Officer of the Resource Management Division may reassign the employee. If there are no limited duty assignments which address the needs of the Department at that time, the employee will be required to use workers compensation leave until he or she is able to return to full duty status.

Employees suffering from an illness, injury, and/or a traumatic experience which is non-work-related, and for which the employee is not receiving workers compensation benefits, will generally be afforded a limited duty position for a period of 30 days. Thereafter, the employee may request as many as two 30-day extensions. These requests must be made in writing to the Commanding Officer of the Resource Management Division and will be evaluated by the Resource Management Division as necessary to ensure the best interests of the Department are addressed. In no case will an employee be permitted to work a limited duty position for a non-workplace injury for a period of more than 90 days without written approval from the Chief of Police. The Commanding Officer of the Resource Management Division will evaluate every non-workplace injury-related limited duty assignment every 30 days to determine whether the assignment addresses the needs of the Department at that time. To the extent the assignment no longer addresses the needs of the Department, the Commanding Officer of the Resource Management Division may reassign the employee or terminate the employee's limited duty status. If the limited duty status is terminated, the employee will be required to use appropriate leave until they are able to return to full duty status.

Full duty status is defined as able to perform the essential functions of the employee's position as determined by the Commanding Officer of the Resource Management Division. An employee cannot perform the essential functions of their position if any accommodation required by the employee interferes with business necessity, would pose an undue hardship, or is a direct threat to safety.

With the exception of pregnancy, continued assignment to limited duty beyond 90 business days is the exception rather than the rule and shall be made only after consideration of all available information concerning the prognosis for the employee's return to full duty. Also, at any time during the period of time the employee is assigned to limited duty, the employee may be required to undergo a re-evaluation by his physician or the City's physician to determine when he will be able to return to full duty status, which will include an indication of the employee's current

medical status. The prospect of continued long term disability may require the employee to pursue medical retirement, or seek other employment based on his established limitations.

Commanding Officers/Directors shall seek information from employees who are not present for duty due to any illness or injury involving a short-term duration. If an employee's injury or illness requires medical opinions or other information pertaining to fitness for duty, all correspondence will be conducted by the Resource Management Division. As medical restrictions allow, employees are required to return to work as soon as possible.

Employees must successfully complete any testing or evaluation required, receive approval from the Commanding Officer of the Resource Management Division and their respective Division Commander before returning to a full duty status from a limited duty status.

Any employee on limited duty, and/or any employee who has returned to work with restrictions, is prohibited from serving on any special teams during the period of time they are working limited duty/with restrictions.

6.4.2 REQUEST FOR LIMITED DUTY

An employee must request limited duty assignment by memo through channels to his Bureau Commander. A doctor's statement of duty restrictions must be attached, as should an estimate of how long the employee will be restricted from full-duty status. Personnel requesting to work limited duty as a result of being injured, must be cleared for such duty by the City Medical Services and must notify the Resource Management Division of such clearance.

Approval of limited duty status will be made at the discretion of the employee's Bureau Commander.

The Resource Management Division will be notified by each Bureau when a member is granted a limited duty assignment or placed on workman's compensation status. This will be accomplished by forwarding the employee's request for Limited Duty to the Commanding Officer of the Resource Management Division. This reporting function may also be accomplished at the divisional level if deemed appropriate.

The Resource Management Division will be responsible for supplying the office of the Chief of Police with a complete listing of all departmental members assigned to limited duty or workman's compensation status monthly.

6.4.3 ASSIGNMENT OF LIMITED DUTY PERSONNEL

Upon the approval of an employee's request for limited duty, the affected Bureau Commander will forward the request and related documentation to the Commanding Officer of the Resource Management Division. After reviewing the needs of the Department and the abilities of the employee, the Commanding Officer of the Resource Management Division will assign the employee to a Division for a temporary limited duty assignment.

The Division Commanding Officer to whom a limited duty employee is temporarily assigned shall be responsible for normal administrative and supervisory control of that employee, including attendance, and other records, mode of dress, duty hours and other related matters.

6.4.4 RESTRICTED ACTIVITIES

Limited duty assignments are intended to be purely administrative in nature. Officers are not expected to exercise any law enforcement authority while on limited duty, they shall not engage in any activity which is beyond the physical limitations placed on the officer by his or the City's physician. Employees must comply with Section 8.1.1 of Departmental Directive 8.1.

Officers assigned to limited duty status shall not wear a police uniform unless authorized by competent authority.

Employees will not engage in Secondary Employment while on limited duty status.

6.4.5 CARRYING OF SERVICE WEAPON

The Division Commanding Officer to whom a limited duty officer is temporarily assigned will advise the officer if they are permitted to carry their service weapon while on the limited duty assignment. Following this determination by the Commanding Officer, an officer assigned to limited duty may carry their service weapon on duty under the following conditions:

- If the officer's mode of dress is consistent with the description of the Class "F" Plainclothes Positions described in Section 15.1.2 of Directive 15.1, the officer may carry their service weapon in the manner and with the limitations described for these plainclothes positions.
- If the officer's mode of dress and/or manner of carrying the weapon does not rise to the level described for the Class "F" Plainclothes Positions, the service weapon must be kept concealed and out of view from the general public.

If officers have not met their annual in-service training requirements, they shall relinquish their service weapon(s) to the Commanding Officer of the Training Division. To this end, all in-service training for the purpose of continued certification must be completed by December 31st of each year.

6.4.6 RETURN TO FULL-DUTY STATUS

Employees are expected to return to full-duty status as soon as circumstances permit. A doctor's statement releasing the employee for full-duty status must be forwarded to the affected employee's Bureau Commander. Prior to returning to work on a full duty status, after having been assigned on limited duty as a result of being injured, personnel must be cleared for such duty by City Medical Services and must notify the Resource Management Division of such clearance.

The Resource Management Division is responsible for monitoring the medical status of limited-duty employees, including securing medical reports, evaluations, and other documentation to determine the employee's readiness to return to regular duty status.

All employees must satisfy their annual in-service training requirements prior to returning to full-duty status.

6.5.1 GENERAL

The purpose of this Directive is to clarify policies and procedures of the Greensboro Police Department as they relate to the evaluation of the performance of its employees. Supervisory personnel, who are routinely responsible for performance evaluations, will become thoroughly familiar with the contents of this directive, as well as the guiding City policies upon which the directive is based. In this directive the terms "appraisal" and "evaluation" are used interchangeably.

Performance evaluations are necessary in order to meet a variety of worthwhile objectives. There is an ethical and a practical need to deal fairly and impartially with employees in all matters affecting their pay, transfer and promotional opportunities, Career Development options, and other matters routinely associated with personnel administration.

Properly prepared evaluations are valuable tools which assist the Department in meeting its objectives of maintaining and improving performance at all levels, providing a means for personnel counseling, identifying training needs of employees, and assuring that the larger goals of the Department are met with respect to maximizing productivity and efficiency at all levels.

6.5.2 TYPES OF PERFORMANCE EVALUATION

- Annual Performance Appraisals - Annual performance appraisals will be completed for all personnel including Sworn Volunteers (Level 2), as provided for by standard procedures of the City of Greensboro and further clarified in this directive. Annual appraisals consist of the yearly performance record of an employee, rated against the performance standards established for the employee's position or job within the Department.

- Evaluations of newly hired personnel- Newly hired personnel will be evaluated as follows:

  -Police Recruits attending the Police Academy and sworn Police Officers in the Police Training Officer (PTO) Program will be rated at least quarterly in accordance with the established standards for these training programs. This performance appraisal will be documented using instruments developed by the Training Division.

  -Sworn Police Officers successfully completing the PTO Program will be evaluated quarterly following their release from the Program. Quarterly evaluations will continue for the first year of the Officer’s solo assignment utilizing the same instrument as the appropriate annual appraisal.

  -Non-sworn personnel will be evaluated quarterly for one year following their hire date. The quarterly evaluation will be documented utilizing the same instrument as the annual appraisal for the employee.

- Special Purpose Evaluations - In furtherance of the Department's promotion and selection procedures, supervisors may be required to complete special purpose evaluations out of sequence with the employee's normal evaluation cycle.

6.5.3 PERFORMANCE EVALUATION PROCEDURES

Performance evaluation for full-time budgeted employees will be conducted annually in accordance with a printed Employee Evaluation Summary provided by the City Human Resources Department, applicable city guidelines and applicable Standard Operating Procedures. Performance standards may be found in each Divisions Standard Operating Procedures or other documents addressing job description and/or performance made available to the employee prior to the rating period. The performance standards established for each position define specific job tasks which are applicable to that position. The job tasks are those which are required and expected from an employee in that position.

Any performance evaluation system which may be developed for use in the Police Department will conform to the City performance-based evaluation system.

An employee's evaluation will be conducted by the employee's immediate supervisor. Supervisors will monitor the performance of employees throughout the months preceding the due date for appraisals and keep accurate records pertinent to the employee's performance and/or progress.

In order to ensure the success of the evaluation program, supervisors will counsel with each employee at the beginning of the normal rating period to familiarize employees with the performance expected, and the evaluation rating criteria the supervisor will apply to determine the employee's performance rating.

Supervisors will advise employees in writing whenever their performance is deemed unsatisfactory. Such notification must be given to the employee at least ninety days prior to the end of the rating period.

Prior to the actual completion of evaluation forms used in conjunction with the performance appraisal, the supervisor will conduct a preevaluation interview with the employee to advise the employee of the supervisor's views and to provide the opportunity for input from the affected employee.

When an evaluation is due for an employee, the supervisor will rate the employee's actual performance against the performance standards established for the employee's position.

6.5.4 RATING THE EMPLOYEE'S PERFORMANCE

The rating the supervisor formulates (with respect to each performance standard) should be based upon a consideration of the employee's total performance over the course of the entire rating period, taking into account the rating possibilities applicable to the standards and the following considerations:

- Does the employee's performance indicate exceptional performance or is it inconsistent in meeting the objectives and/or prevailing work standards established for the position?

- How does the employee's overall performance relate to the performance standards and the rating possibilities?

- Has the employee received commendation, counseling, or discipline relative to a specific performance category? If so, these should be included in the “Rater’s Comments” narratives.

An approved Greensboro Police Department evaluation form or memorandum will be used to complete the evaluation. The comments section of this form will be used to document all rating levels of performance. Documentation should consist of a brief synopsis of the employee's overall performance. Should the rater require more space to complete the narrative than is provided on the evaluation form, the rater shall type "See memorandum" in the appropriate comments section and prepare a memorandum with the rater comments. The continuation memorandum, if used, will be forwarded to the Division Commanding Officer for quarterly evaluations and to the Chief of Police for Annual Evaluations as an attachment to the evaluation form.

6.5.5 RATING CATEGORIES

The employee will be rated on each performance category following the applicable measurement definitions provided for their specific evaluation instrument. There is one rating system in use in the Department. In this system the rating for each listed standard may be one of six possibilities:

- Extended
- Level I
- Level II
- Level III
- Level IV
- Level V

When the rating is either Level I, IV, or V, the supervisor will provide specific written commentary to fully substantiate his rating of the employee's performance.

After rating the employee on each of the performance categories, the supervisor will determine the employee's overall rating for the evaluation period. The rating possibilities applicable to individual performance standards apply to the overall rating as well and are defined as follows:

- **Extended** - Performance rating cannot be determined. Rating period is extended ninety days to allow a longer time to determine performance rating.

- **Level I** – **Poor Performance** - Performance at the present level is not acceptable. The employee is inconsistent in meeting objectives and/or prevailing work standards established for the position. Probation is warranted, and if the employee does not demonstrate a significant improvement in performance during the following ninety days, demotion, suspension, or termination may be warranted.

- **Level II** – **Marginal Performance** - Performance at its present level meets the minimum objectives and/or work standards for the position. Improvement is desirable. As applied to new employees, this rating indicates that the performance lacks some aspects of job knowledge, which may be gained through additional experience.

- **Level III** – **Meets Expectations** - Performance at the present level is entirely acceptable. The employee is consistent in meeting, and may occasionally exceed the objectives and/or work standards established for the position. The employee is doing a good job of providing the services required and expected of his/her position.

- **Level IV** – **Exceeds Expectations** - Performance at its present level exceeds the objectives and/or work standards established for the position. The employee, on his/her own initiative, often goes beyond what is required and expected.

- **Level V** – **Superior Performance** - Performance at its present level consistently exceeds the objectives and/or work standards established for the position. The employee, on his/her own initiative, routinely goes well beyond what is required and does a superior job of providing services required and expected.

  In the event of an overall rating other than Level II or III, the following will apply:

- To qualify for an overall rating of Level IV or V the employee must have clearly demonstrated exceptional performance which is significantly above that required by the established standards for the employee's position.

- In the event of an overall Level I rating, the employee's supervisor will complete a memorandum detailing the specific performance expected, and outlining specific steps for improvement. The employee will be afforded a three month period to improve his performance. At the end of the three-month period, the employee will be reappraised, and if improvement to an acceptable level is made, the salary increase previously deferred may be granted. However, if a Level I level of performance has continued, the employee may be terminated.

- If, after review of the employee's performance, the supervisor is unable to determine an accurate performance level from the five levels of performance defined by the appraisal system, the extended rating may be used. This allows a three month extension of the evaluation period after which a final evaluation rating for the employee is made.

6.5.6 REASSIGNMENT AND/OR TRANSFER OF SUPERVISORS OR EMPLOYEES

When an employee is reassigned and/or transferred, he must be given a performance evaluation by his supervisor and the evaluation forwarded to the new supervisor for consideration when completing the next required evaluation. The same is true for each subordinate when a supervisor is reassigned or transferred. The forgoing is unnecessary if the employee(s) were evaluated within ninety days of the reassignment or transfer.

6.5.7 COMPLETING AND ROUTING PERFORMANCE APPRAISAL REPORT

Should the overall rating level change from the last evaluation (quarterly or annual), the Rater will, prior to service, notify their supervisor of the change.

After the instrument is served on the employee, the Performance Appraisal Report will be forwarded to the Rater's Supervisor who will review, sign and forward it to the Resource Management Division.

The supervisor will discuss the Performance Appraisal Report with the employee and provide the employee with an opportunity to make written commentary pertinent to the appraisal if he so chooses.

Upon conclusion of the appraisal interview, the employee will sign the report, indicating that the report was discussed with the employee. The employee's signature does not indicate his concurrence or nonconcurrence with the rating indicated.

The supervisor will provide the employee with a copy of the completed Performance Appraisal Report or memorandum as approved by the Division Commanding Officer.

After the performance appraisal interview with the employee, the Performance Appraisal Report will be forwarded, through channels, to the Resource Management Division and include:

- The original, signed Performance Appraisal Report.
- A copy of the Performance Appraisal Report.
- The original, signed "Career Counseling Request Form".

All Performance Appraisal Reports will be reviewed for conformance to policy and appropriate salary recommendations will be made by the Resource Management Division.

Performance Appraisal Reports will be retained by the Department for a period of three years from the date the evaluation is rendered. This is true for both contested and uncontested evaluations.

6.5.8 FAIRNESS OF THE EVALUATION PROCESS

In order to accomplish the Department's objectives of fair and impartial personnel administration and improved performance at all levels, each supervisory officer will uniformly apply evaluation procedures.

When preparing evaluations, supervisors will make every reasonable effort to:

- Eliminate from consideration any performance which occurred at some other time than the specific period covered by the current performance appraisal.

- Avoid being unduly influenced by his perception of the employee's personality when preparing the evaluation. The objective of performance appraisal is to evaluate performance, not personality.

- Ensure that evaluative judgments are based upon a clear understanding of the job standards and adequate documentation of performance.

Superior officers will consider the quality of performance appraisals prepared by supervisors when determining the supervisor's own performance appraisal rating.

6.5.9 TRAINING OF SUPERVISORS TO MEET PERFORMANCE EVALUATION RESPONSIBILITIES

In conjunction with the City Human Resources Department, the Training Division will develop and deliver suitable instruction to prepare supervisors to meet performance appraisal responsibilities. The preparatory training will occur as soon as possible following an employee's promotion or appointment to supervisory status.

The above mentioned appraisal responsibilities include, but are not limited to, career counseling. All supervisors are responsible for counseling employees under their direction so that these employees may pursue their individual career goals.

Supervisory training will include instruction enabling supervisors to advise employees on matters concerning career goals. Upon completion of supervisory training reference career assessments, supervisors are expected to:

- Assess the knowledge, skills and abilities of an employee in comparison with the knowledge, skills and abilities required for successful performance within the position or assignment area sought by the employee.

- Develop a working knowledge of Departmental and City programs applicable to training and development, as well as the policies and procedures applicable to participation in such programs.

6.5.10 MONITORING THE EVALUATION SYSTEM

The Resource Management Division will conduct an annual inspection of the Department's evaluation system. The annual inspection will contain a statistical analysis for the purpose of identifying the percentages of each overall rating category to be used to ensure that the system is continuing to function properly.

Policies and procedures pertinent to rating police trainee performance and other special purpose appraisals may be addressed in other appropriate chapters of the Department's Directives Manual or in the Standard Operating Procedures of responsible divisions.

6.5.11 APPEALS OF PERFORMANCE EVALUATION

Any employee may appeal the performance evaluation received, whether it be quarterly or annual. The appeal procedure will be the same; however, a quarterly evaluation can only be appealed to the next level of supervision above the evaluating supervisor. Once a decision is rendered and all documentation filed, the decision will stand. The affected employee will have the option to revisit the issue during the annual appraisal. The employee will have five business days from the time of the evaluation conference in which to appeal. Appeals must be in writing, in memorandum form, and must state the specific grounds or reasons for the appeal. Appeals will be delivered to the supervisor conducting the performance evaluation for forwarding through the chain of command. Any such appeal will be handled through the chain of command to the Deputy Chief of Police for the affected Bureau, who is the final authority in performance evaluation matters.

Within the Department, supervisory personnel to whom an appeal is directed have five business days from the time the appeal is entered into the chain of command to respond to the appeal of the employee.

Business days are defined as Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding Saturday, Sunday, and recognized City Holidays.

TITLE: CAREER ADVANCEMENT/PROMOTION OF SWORN PERSONNEL	NUMBER 6.6
EFFECTIVE DATE: 01-27-2020	PAGE 1 OF 6
REVISION HISTORY: (Adopted 09-01-1994) R18/01-27-2020	

6.6.1 POLICY STATEMENT

It is the policy of the Greensboro Police Department to identify, evaluate, select and elevate qualified candidates to increased levels of responsibility within the agency. The following processes are designed to ensure fairness and consistency in the selection of sworn employees for advancement or promotion.

This procedure has been developed and will be administered by a Promotional Board. The Promotional Board shall consist of the following individuals who will administer the promotional process as directed by the Chief of Police:

- Commanding Officer, Management Bureau
- Commanding Officer, Training Division
- Commanding Officer, Resource Management Division
- Commanding Officer, Professional Standards Division
- Commanding Officer, Patrol or other Operational Division (as determined by the Chief of Police)
- Any other member deemed necessary by the Chief of Police

All advancements/promotions within the Greensboro Police Department shall be made at the direction of the Chief of Police. The Promotional Board will ensure that an announcement of upcoming advancement and promotional testing processes at every rank except the ranks of Captain and Deputy Chief will be made by the Management Bureau at least 90 days prior to the testing date. An announcement of an upcoming process for promotion to the rank of Captain or Deputy Chief will be made by the Management Bureau at the direction of the Chief of Police; however, in no case will the announcement be made less than thirty (30) days prior to the start of the process. All announcements will give instructions to potential candidates as to declaration procedures.

Police Officer II and Police Officer III are considered non-supervisory classifications. Corporal, Sergeant, Lieutenant, Captain and Deputy Chief are considered supervisory ranks. Personnel promoted to the supervisory ranks are not eligible to participate in the advancement process for the non-supervisory classifications.

Service calculations start from the officer's initial sworn date. Service tenure requirements must be met while employed as a full-time sworn officer with the Greensboro Police Department or other municipal, county or state agency.

Police Officers hired under the Lateral Entry Program will be employed at a level established by the number of approved full sworn law enforcement service years and in accordance with the City of Greensboro Police Sworn Salary Structure. The sworn law enforcement service years must have been worked in an approved agency and in an operational capacity to be credited.

"Operational Capacity" is described as having experience in handling calls for service, patrol, investigating crimes, traffic enforcement, crime prevention, case presentation and testimony in court, etc. Persons employed through this program will be required to meet all "time in grade" requirements currently in place, prior to participation in any promotional or transfer processes.

The advancement and promotional processes will be reviewed at least annually and revised as necessary.

All affected personnel are responsible for ensuring the security of test materials and the integrity of the testing process.

6.6.2 CAREER ADVANCEMENT PROCESS FOR NON-SUPERVISORY CLASSIFICATIONS

POLICE OFFICER II

For advancement to the classification of **Police Officer II**, candidates must have accomplished the following:

- Successfully complete the annual Police Officer II written exam by achieving a minimum score of **70**; and
- complete a total of three years full-time sworn service; and
- have received a "meeting expectations" or better on the last annual performance evaluation.

A Police Officer II candidate may test during the calendar year preceding their third year sworn anniversary. The advancement will become effective on the candidate's sworn anniversary date.

The Management Bureau will administer the Police Officer II Examination in the fall of every calendar year. Failure to appear at the announced time and location for the written exam may result in a candidate being disqualified from the process.

Any Police Officer I who fails to pass the Police Officer II written exam after three (3) attempts will be the subject of an administrative investigation regarding competency and may be subject to discipline.

POLICE OFFICER III

For advancement to the classification of **Police Officer III**, candidates must have accomplished the following:

- Successfully complete the annual Police Officer III written exam by achieving a minimum score of **70**; and
- complete a total of eight years of full-time sworn service or be credited with an equivalent amount of full-time sworn service years as a Lateral Police Officer; and
- have received a "meeting expectations" or better on the last annual performance evaluation.

A Police Officer III candidate may test during the calendar year preceding their eighth year sworn anniversary. The advancement will become effective on the candidate's sworn anniversary date.

The Management Bureau will administer the Police Officer III Examination in the fall of every calendar year. Failure to appear at the announced time and location for the written exam may result in a candidate being disqualified from the process.

RE-TESTING

At the conclusion of the written examination process for each non-supervisory classification, each participant will receive a score.

Any candidates failing to achieve the minimum passing score of **70** on the written examination for their respective classification will be given the opportunity to re-test for that classification within forty-five (45) days. The date for the re-test will be set by the Management Bureau. Any candidates failing to achieve the minimum score on the re-test must wait until the test is offered to all eligible personnel to participate in the testing process again.

6.6.3 PROMOTIONAL PROCESS FOR SUPERVISORY RANKS

The eligibility requirements and processes used for promotion within the Greensboro Police Department are specific to the supervisory position being sought. The promotional process for the ranks of Corporal, Sergeant and Lieutenant will be administered by the promotional testing vendor and approved by the Chief of Police. The promotional process for the ranks of Captain and Deputy Chief will be at the discretion of the Chief of Police.

The eligibility requirements may include total years of sworn law enforcement service, or years of service at a specific grade or rank. Officers may not test in the same calendar year as the year in which they were previously promoted. The process used may include some, or all, of the following:

- A written examination.
- An Interactive Assessment Exercise. The Interactive Assessment Exercise may include but not be limited to role-playing, interviews or other situational, interactive exercises.
- An Accomplishment Record, as defined at the time of the process. The Accomplishment Record is a description of life/work experiences, training and accomplishments created by the candidate, at the direction of the test vendor, which may include demonstrated life experiences, training and accomplishments relevant to the rank for which the candidate is applying. This document will not be scored, but will provide supplemental information to be considered during the selection process.
- An interview with the Chief of Police, or his designee, prior to promotion to a supervisory rank.

CORPORAL

Eligibility: To be eligible for promotion to the rank of Corporal, a Police Officer II or Police Officer III must have accomplished the following:

- Completed a minimum of two years full-time employment as a Greensboro Police Officer II or higher; and
- have received a "meeting expectations" or better on the last annual performance evaluation; and
- achieve a score placing the candidate within the top thirty-five (35) tested candidates on the Corporal's written exam, including ties; and
- complete the interactive assessment exercise.

Process: The scores from the written exam and interactive assessment exercise will be averaged into a final score. The top thirty-five (35) candidates and ties will be placed on the eligibility list. Promotions to Corporal will be made by the Chief of Police.

The promotions are not required to be made in numerical order. The eligibility list will remain in effect until the conclusion of the next testing process, and the publication of an updated eligibility list.

This entire promotional process is designed to assist the Chief of Police to identify and evaluate the promotional potential of the candidates and in making a promotional decision.

SERGEANT

Eligibility: To be eligible for promotion to the rank of Sergeant, a candidate must have accomplished the following:

- Must have been at the rank of Corporal and/or the classification of Police Officer III in the calendar year prior to testing, (Note: Corporal candidates will not be allowed to test in the same calendar year in which they were promoted to Corporal unless they were advanced to the classification of Police Officer III preceding the year of testing. Lateral officers at the rank of Police Officer III must complete a minimum of two years full-time employment as a Greensboro Police Officer); and
- have received a "meeting expectations" or better on the last annual performance evaluation; and
- achieve a score placing the candidate within the top thirty-five (35) tested candidates on the Sergeant's written exam, including ties; and
- complete the interactive assessment exercise; and
- complete an Accomplishment Record as defined at the time of the process.

Process: Following the written exam, the top 35 candidates and ties will participate in the interactive assessment exercise. The scores from the written exam and interactive assessment exercise will be averaged into a final score. The top 35 candidates and ties will be placed on the eligibility list. Promotions to Sergeant will be made by the Chief of Police.

The promotions are not required to be made in numerical order. The eligibility list will remain in effect until the conclusion of the next testing process, and the publication of an updated eligibility list.

This entire promotional process is designed to assist the Chief of Police to identify and evaluate the promotional potential of the candidates and in making a promotional decision.

LIEUTENANT

Eligibility: To be eligible for promotion to the rank of Lieutenant, a Sergeant must have accomplished the following:

- Must have been at the rank of Sergeant in the calendar year prior to testing; and
- have received a "meeting expectations" or better on the last annual performance evaluation; and
- achieve a score placing the candidate within the top twenty (20) tested candidates on the Lieutenant's interactive assessment exercise; and

- complete an Accomplishment Record as defined at the time of the process.

Process: The scores from the interactive assessment exercise will be used to rank the candidates numerically, with the top 20 candidates and ties being placed on the eligibility list. Promotion to Lieutenant will be made by the Chief of Police. The promotions are not required to be made in numerical order. The eligibility list will remain in effect until the conclusion of the next testing process, and the publication of an updated eligibility list.

This entire promotional process is designed to assist the Chief of Police to identify and evaluate the promotional potential of the candidates and in making a promotional decision.

REVIEW AND APPEAL PROCESS FOR PROMOTION TO THE RANK OF CORPORAL, SERGEANT OR LIEUTENANT

Review of Testing Materials: At the conclusion of each phase in the promotional process, each participant will receive a tally sheet that includes the numerical results of the Written and Interactive Assessment Exercise, if applicable.

After the results of any phase of the testing process are issued, the candidate will be provided with their results and may make written challenges at that time. All appeals will be conducted by the promotional testing vendor.

Appeals shall relate directly to the content of the examination question or Interactive Assessment Exercise. These may include but are not limited to, content or validity of the question and comply with the direction of the promotional testing vendor.

Appeals of broader issues concerning the overall promotional process are considered grievances and must be made in accordance with Departmental Directive, 3.9, Grievance Procedures.

Retesting may be ordered at the discretion of the Chief of Police.

CAPTAIN

Eligibility: To be eligible for promotion to the rank of Captain, a Lieutenant must have accomplished the following:

- Must have been at the rank of Lieutenant in the calendar year prior to testing; and
- competed in the promotional process at the direction of the Chief of Police.

Process: The promotional process for the rank of Captain will be at the discretion of the Chief of Police. All Lieutenants competing in the promotional process for Captain will participate in the process determined and announced by the Chief of Police. The process may include, but not be limited to, situational exercises, writing exercises, peer assessments, and/or panel interviews. The components to be used in the process will be delineated in the promotional process announcement.

The promotional process will serve to assist the Chief of Police in evaluating the promotional potential of the candidates and in making a promotional decision. However, all promotions to the rank of Captain will be at the sole discretion of the Chief of Police. The review and appeal of

any element of the promotional process for this rank may be requested in writing and will be conducted by the Chief of Police, or his designee.

DEPUTY CHIEF

Eligibility: To be eligible for promotion to the rank of Deputy Chief, a Captain must have accomplished the following:

- Must have been at the rank of Captain in the calendar year prior to testing; and
- competed in the promotional process as outlined for the rank of Deputy Chief and achieved the required eligibility status for the position applied.

Process: The promotional process for the rank of Deputy Chief will be at the discretion of the Chief of Police. All Captains competing in the promotional process for Deputy Chief will participate in the process determined and announced by the Chief of Police. The process may include, but not be limited to, situational exercises, writing exercises, peer assessments, and/or panel interviews. The components to be used in the respective process will be delineated in the promotional process announcement.

This process will serve to assist the Chief of Police in evaluating the promotional potential of the candidates and in making a promotional decision. However, all promotions to the rank of Deputy Chief will be at the sole discretion of the Chief of Police. The review and appeal of any element of the promotional process for this rank may be requested in writing and will be conducted by the Chief of Police, or his designee.

6.6.4 MILITARY EXCEPTION TO PROMOTION REQUIREMENT

Candidates currently on a Promotional Eligibility List, who are called to active military service for at least 180 days **or** return within 90 days or less of the written test date in which they must participate, will have their eligibility status "frozen" in place for the duration of their current eligibility. They will, however, have to participate in future promotional testing to be eligible for promotional consideration.

6.6.5 REFUSAL OF PROMOTIONAL APPOINTMENT

Any eligible candidate may decline a promotion from the Chief of Police at any time. There may be extenuating circumstances including, but not limited to, personal and professional factors which would preclude an officer from accepting a promotion.

6.6.6 DEMOTION

Candidates demoted at the conclusion of a disciplinary process may be reduced to any lesser rank or classification at the discretion of the Chief of Police. Candidates who have been reduced in rank or classification are eligible to test for the next successively higher rank or classification in the next calendar year from the date of demotion if all other eligibility requirements outlined herein are met.

John Doe
123 Smith Street
Small Town, North Carolina 27248
(336) 123-4567

Greensboro Police Department Information

Joined Department, 1983
Promoted to Sergeant, 1988
Promoted to Lieutenant, 1991
Promoted to Captain, 1993

Past Assignments:

Patrol Officer, District III and IV
Patrol Sergeant, District I
Administrative Sergeant, Staff Inspections Section
Executive Officer, Criminal Investigations Division
Administrative Assistant to Chief of Police
Commanding Officer, Administrative Services Division

Current Assignment:

Commanding Officer, Administrative Services Division
Immediate Supervisor-Deputy Chief-Bob Smith

Team Leader of the Greensboro Police Department Honor Guard Team since 1989

Departmental Training:

(Under this section, list only those schools that might apply to the particular position applied for.)

Educational Information

Graduate, Appalachian State University, Boone, North Carolina, 1982, with a Bachelor of Science Degree, Criminal Justice

Graduate, Watauga High School, Watauga County, North Carolina, 1978

Miscellaneous Information

Graduate of Administrative Officers Course, Southern Police Institute, University of Louisville, Kentucky, 1992

Purple Heart, 1990

Graduate of FBI Academy Police Law Specialists Course, 1985

Member, City of Greensboro Safety and Accident Review Board

Certified police instructor through the North Carolina Criminal Justice Training and Standards Commission

TITLE: MILITARY DEPLOYMENT AND REINTEGRATION	NUMBER 6.7
EFFECTIVE DATE: 08-27-2015	PAGE 1 OF 2
REVISION HISTORY: (Adopted 08-27-2015)	

6.7.1 GENERAL

The City of Greensboro and the Greensboro Police Department support employees who serve the United States through participation in its armed forces. Chapter "F" of the City Personnel Policy Manual provides specific information related to military deployment, training and active duty. This Directive pertains to those employees absent from the Department for 180 days or more as a result of military service activation.

The Commanding Officer of the Resource Management Division is designated as the Department's Military Support Coordinator (MSC). The MSC will assist the deployed employee with the processes described in this Directive. The MSC will serve as a liaison between the deployed employee and the Department during the employee's absence, and will serve as the primary contact point for the employee's family regarding any GPD related issues that arise during the deployment.

6.7.2 PREDEPLOYMENT

As soon as possible upon learning of an imminent deployment, the affected employee will meet with the MSC and provide them with notice of the intent to take military leave; unless advance notice is precluded by military necessity or is otherwise impossible or unreasonable, considering all relevant circumstances.

The employee will be requested to submit a copy of their military orders to the MSC and their immediate supervisor as soon as possible along with written notification which includes the following:

- Anticipated date(s) of the deployment;
- Unit name and identification;
- Name, telephone number and e-mail address for the appropriate military point of contact (i.e., Rear Detachment Commander, Family Readiness Group Leader).

Certain issued Departmental equipment will be secured in Police Logistics prior to deployment. Items which will be stored at Police Logistics are:

- All Badges
- All Departmentally issued firearms, ammunition and magazines
- All issued subject control equipment including illumination devices
- Portable radio
- City Procurement Card
- Guilford County Court Card
- Assigned portable telephone
- Any Departmentally issued keys
- Assigned Portable Computer devices

In addition, the employee will turn the following items over to their immediate supervisor:

- Assigned police vehicle, vehicle keys and gas card. The employee will remove all personal equipment from the vehicle.
- All hard copy citation books, the supervisor will return the books to Police Records.

6.7.3 DEPLOYMENT

During the employee's deployment, their Departmental email account will remain active, allowing the deployed employee to remain up to date and in contact with the MSC and the Department. Should a promotional process occur for which the employee is eligible, the procedures described in City of Greensboro Personnel Policy F-16 will be followed.

6.7.4 REINTEGRATION

Upon returning from a deployment, the MSC will meet with the returning employee to discuss the employee's reintegration to the Department. The MSC will discuss with the employee the resources available which might assist with this transition period. These resources include, but are not limited to:

- Peer Support
- City's Employee Assistance Program
- The Department's psychological services provider

The MSC will discuss with the employee any significant Departmental changes, philosophical or procedural that the employee needs to be cognizant of. The employee will be provided copies of any Departmental policy updates occurring during the deployment, and the MSC will ensure any questions the employee has regarding the policy changes are properly answered. The returning employee will provide the MSC a copy of their military orders releasing them from active duty.

The MSC will set up a date for the employee to report to the Training Division to continue the process of re-acclimation to the Department. The MSC will ascertain from the employee if there are any special needs the employee has with regard to re-acclimating to the GPD.

The Training Division Commanding Officer will assign a Training Division Officer to work with the employee to successfully complete and document all State mandated training, Departmental In-service and any other incidental training which may have been conducted during the employee's absence.

With the concurrence of the Training Division Commanding Officer, the MSC will release the returning employee to their regular assignment following successful completion of all necessary training. The returning employee's Supervisor will assign a Field Training Officer/Employee (as applicable) to complete refresher training with the returning employee in the employee's area of assignment. The length of this refresher training will be determined by an evaluation of the returning employee's job performance as rated by the Field Trainer and Supervisor.

Throughout the reintegration process, employees assigned to assist in this process will remain alert to any observed behavior indicating the returning employee is experiencing difficulty resuming ordinary activities and/or assigned duties. Any observed behavior of this type will be reported immediately to the MSC.

TITLE: PROMOTION OF NON-SWORN PERSONNEL	NUMBER 6.8
EFFECTIVE DATE: 07-22-2019	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-1994) R9/07-22-2019	

The purpose of this directive is to establish the procedures to be used in the promotion of non-sworn personnel. Areas included are the professional and legal requirements as well as the administrative practices and procedures of the promotional process.

The vitality of the Department is maintained through the selection and promotion of qualified personnel to positions of increased responsibility. It is the policy of the Department to establish standards specifying conditions for the evaluation and selection of candidates for promotion and advancing of those candidates qualified. The promotional process is designed to ensure fairness, with minimum adverse impact, in the selection of employees for promotion.

6.8.1 NONCOMPETITIVE PROMOTIONS REQUIREMENTS

Forensic Specialist – For advancement to this position, the candidate must hold an associate's degree with 1-3 years of related forensic experience or a high school diploma/GED with 5-7 years of related forensic experience. International Association for Identification certification as a Crime Scene Investigator must be obtained within one year of employment in this position.

6.8.2 COMPETITIVE PROMOTION REQUIREMENTS

For promotion to one of the following positions, the candidate normally must have completed a minimum of two years of service in the type work group to be supervised and must possess any certifications required of the positions supervised:

- Any nonsworn "Lead" position
- Police Records Supervisor
- Comparable Positions

For promotion to one of the following positions, the candidate normally must have completed a minimum of two years of service in the type work group (or a comparable work group) to be supervised, and must possess any certifications required of the positions supervised (or obtain the certifications within six months of promotion):

- Crime Scene Investigator Supervisor – Requirements for this position are bachelor's degree with four years experience or associate's degree with six years experience.
- Police Evidence Supervisor
- WOC/TRU Supervisor
- Comparable Positions

For promotion to one of the following positions, the candidate normally must have completed three years in a supervisory or administrative capacity:

- Police Records Manager
- Director of Forensic Services

6.8.3 PROCEDURES COMMON TO ALL COMPETITIVE NON-SWORN SUPERVISORY PROMOTIONS

When a nonsworn supervisory vacancy occurs, the affected Division Commander/Director will advertise the position and the desired qualifications through the Resource Management Division.

Personnel seeking promotion to a non-sworn supervisory position will submit a memo and personal resume to the Resource Management Division. In the event applications are accepted from outside the City workforce, normal procedures of the City Human Resources Department will apply.

An oral interview/recommendation board, consisting of the affected Division Commander/Director and at least two additional representatives, will interview each candidate and compile a prioritized promotional eligibility list. In compiling the list, the board will consider the results of the interview, a review of the candidate's resume, recommendations from past supervisors, the candidate's active disciplinary record, and the candidate's last two annual performance evaluations. This list will be submitted to the Chief of Police for final selection.

Upon completion of any non-sworn promotion process, the affected Division Commander/Director will compile a package including pertinent documents utilized in the process (i.e., copy of the advertisement, composition of the board, interview questions, etc.) and submit the package to the Resource Management Division for file.

6.8.4 OTHER PROMOTIONAL PROVISIONS

The Chief of Police may approve alternate requirements or processes for promotion to the positions addressed in this directive.

Promotions made under the provisions of this directive will be announced by a Personnel Order from the Chief of Police.

POLICE
POLICE OFFICER
GREENSBORO
POLICE

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Chapter 7

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POLICE
POLICE OFFICER
GREENSBORO
POLICE

TITLE: CORRECTIVE ACTION PHILOSOPHY	NUMBER 7.1
EFFECTIVE DATE: 02-25-2016	PAGE 1 OF 3
REVISION HISTORY: (Adopted 02-23-2011) R1/02-25-2016	

7.1.1 CORRECTIVE ACTION PHILOSOPHY

The public grants the police considerable authority to act on its behalf in the effort to create an environment free of crime, drug abuse, violence and disorder. In most encounters with the public, police employees utilize their authority in an appropriate manner, however, there are times when citizens have legitimate questions concerning its application. Unfortunately, there are also times when that authority has been abused. Therefore, it is critical that a system of corrective action be established that contributes to minimizing abuse of authority and promotes the department's reputation for professionalism.

The most effective corrective action system is one that combines the reinforcement of the right set of prescribed values with clearly established behavioral standards. Each employee of the Greensboro Police Department must understand and be guided by the standards that have been established within departmental policies, rules, regulations and procedures. In police work, like many other professions, it is not possible to anticipate every situation that may arise or to prescribe a specific course of action in each scenario, therefore we expect all employees to exercise common sense and good judgment.

When interacting with peers and members of the public, employees are expected to conduct themselves in a manner that conveys our core values of honesty, integrity, respect, trust, accountability and stewardship. In turn, our employees can expect to be treated fairly, honestly and respectfully by all members of the department.

The department has an obligation to make its expectations as clear as possible to employees. Furthermore, it has an equal obligation to ensure that the consequences for failing to meet these expectations are clearly established. While both of these obligations are difficult to meet, the latter is obviously more complex. There are often circumstances that may have contributed to errors of judgment, or poor decisions, that need to be considered when determining the appropriate consequences and/or the most effective form of corrective action.

The critical aspect in the application of corrective action is consistency and fairness. For the Greensboro Police Department, **consistency** is defined as holding everyone equally accountable for unacceptable behavior and **fairness** is examining and understanding the circumstances that contributed to the behavior; while applying the consequences in a way that reflects this understanding. In order to ensure that employees are treated in a **consistent** and **fair** manner, the application of consequences for behaviors that are not in keeping with the expectations of the department will be based upon a balanced consideration of several factors.

A number of factors that are considered in the application of corrective action are identified and discussed below. All of these factors will not apply in every case. Some factors may not apply to the particular set of circumstances. Also, there may be a tendency to isolate one factor and give it greater importance than another. These factors should generally be thought of as being interactive and having equal weight, unless there are particular circumstances associated with an incident that would give a factor greater or lesser weight. The factors which will be considered in corrective action matters include the following.

Employee Motivation: The police department exists to serve the public. One factor in examining an employee's conduct will be whether or not the employee was operating in the public interest.

An employee, who violates a policy in an effort to accomplish a legitimate police purpose that demonstrates an understanding of the broader public interest inherent in the situation, will be given more positive consideration in the determination of consequences than one who was motivated by personal interest. Obviously there will be difficulty from time to time in determining what is in the public interest. For example, would it be acceptable for an employee to knowingly violate an individual's First Amendment right to the freedom of speech to rid the public of what some might call a nuisance? Or is it acceptable as being in the public interest to knowingly violate a Fourth Amendment right against an unlawful search to arrest a dangerous criminal? Although it would clearly not be acceptable in either case for an employee to knowingly violate a Constitutional right, these are very complex issues that officers are asked to address. The police have a sworn duty to uphold the Constitution. It is in the **greater public interest** to protect those Constitutional guarantees in carrying out that responsibility even though it might be argued the public interest was being better served in the individual case. But if an employee attempts to devise an innovative, nontraditional solution for a persistent crime or service problem and unintentionally runs afoul of minor procedures; the desire to encourage creativity in our efforts at producing public safety will carry significant weight in dealing with any corrective action that might result.

The Degree of Harm: The degree of harm an error causes is an important aspect in deciding the consequences of an employee's behavior. Harm can be measured in a variety of ways. It can be measured in terms of the monetary cost to the department and community. An error that causes significant damage to a vehicle for example could be examined in light of the repair costs. Harm can also be measured in terms of the personal injury the error causes such as the consequences of an unnecessary use of force. Another way in which harm can be measured is the impact of the error on public confidence. An employee who engages in criminal behavior – selling drugs for example -- could affect the public confidence in the police if the consequences do not send a clear and unmistakable message that this behavior will not be tolerated.

Employee Experience and Training: The experience and training of the employee will be taken into consideration as well. A relatively new employee or a more experienced employee in an unfamiliar assignment will be given greater consideration when judgmental errors are made. In the same vein, employees who make judgmental errors that would not be expected of one who has a significant amount of experience or training may expect to receive more serious sanctions.

Intentional/Unintentional Errors: Employees will make errors that could be classified as intentional and unintentional. An **unintentional** error is an action or decision that turns out to be wrong, but at the time it was taken, seemed to be in compliance with policy and was the most appropriate course of action based upon the information available. **Unintentional** errors also include those momentary lapses of judgment or acts of carelessness that result in minimal harm (for example, backing a police cruiser into a pole, failing to turn in a report, etc). Employees will be held accountable for these errors but the consequences will be more corrective than punitive unless the same errors persist.

An **intentional** error is an action or a decision that an employee makes that is known or should be known to be in conflict with law, policy, procedures or rules at the time it is taken. Generally, intentional errors will be treated more seriously and carry greater consequences. Within the framework of intentional errors there are certain behaviors that are entirely inconsistent with the responsibilities of police employees. These include lying, theft, or physical abuse of citizens and other equally serious breaches of the trust placed in members of the policing profession. The nature of the police responsibility requires that police officers be truthful. It is recognized however, that it is sometimes difficult to determine if one is being untruthful. **The department will terminate an employee's employment when it is clear the employee is intentionally**

engaging in an effort to be untruthful. Every effort will also be made to separate individuals from the department found to have engaged in theft or serious physical abuse of citizens.

Employee's Past Record: To the extent allowed by law and policy an employee's past record will be taken into consideration in determining the consequences of a failure to meet the department's expectations. An employee that continually makes errors can expect the consequences of this behavior to become progressively more punitive. An employee that has a record of few or no errors can expect less stringent consequences. Also, an employee whose past reflects hard work and dedication to the community and department will be given every consideration in the determination of any corrective action.

Following the careful consideration of all applicable factors in any corrective action review, every effort will be made to determine consequences that consistently and fairly fit each specific incident. The rationale for corrective action decisions will be explained as clearly as possible.

The Greensboro Police Department has a well established tradition of serving the community with integrity and in a professional manner. It is among the finest police organizations in this nation. To maintain that tradition and continue improving the quality of service the department provides to the community, each and every employee must accept the responsibility for their role in maintaining integrity, quality and high professional standards.

7.2.1 GENERAL

It is the policy of the Greensboro Police Department to thoroughly investigate all credible allegations of employee misconduct, including anonymous allegations, whether received from a citizen or an employee of the Department. In addition, the Department conducts administrative investigations into certain incidents due to the sensitivity and/or magnitude of the incident, even when a citizen complaint is not received.

The purpose of this directive is to establish a procedure for addressing employee misconduct in a uniform manner, to provide citizens with a fair and effective process for receiving, investigating and adjudicating complaints against employees of the Department, to protect all employees from false allegations, and to ensure that accused employees are consistently treated fairly.

All employees of the Department both sworn and non-sworn, are subject to corrective action under the provisions of this directive. Generally, these investigations will be conducted intra-departmentally, except as authorized by the Chief of Police. Additionally, City Policy allows for certain allegations (i.e. complaints of sexual harassment, retaliation and hostile work place) to be reported and investigated outside of departmental channels. Any employee who violates the oath of office, the laws of the United States, the State of North Carolina, or the City of Greensboro, or who violates any provisions of City Policy, Department Rules, Directives, Special Orders, Standard Operating Procedures, or who disobeys the lawful order of a supervisor, or who is incompetent in the performance of duties, is subject to corrective action.

7.2.2 PROCEDURE

A. All credible allegations of employee misconduct and complaints against the Department will be fully investigated and documented. The Professional Standards Division will maintain all allegations of employee misconduct and completed investigations.

B. The Professional Standards Division is responsible for tracking all administrative investigations conducted within the police department. A case management number will be provided to each investigation once it is received into the IAPro System for tracking and accounting purposes.

C. All allegations will be deemed credible unless the complainant has demonstrated a history of filing allegations that are malicious or without merit and the allegation being evaluated can be reasonably articulated to be malicious or without merit. In such situations, the Professional Standards Division Commander will consult with the Chief of Police for a decision to investigate the allegation. The Professional Standards Division will retain a file for any such allegation and the articulable reasons for deeming the complaint to be malicious or without merit.

D. Employees are responsible for maintaining the confidentiality of all complaint allegations, internal investigations, and adjudication proceedings of an administrative nature regardless of their role in the proceedings.

E. All investigations of employee misconduct require review and disposition by the employee's chain of command, and review by the Professional Standards Division. The Professional Standards Division will maintain all dispositions and corrective action in the employee's personnel file.

F. When an employee's continued presence at work during an administrative or complaint investigation would be a detriment to the efficiency of the Department or to public safety, the Chief of Police or his designee may place an employee on administrative duty. In certain cases, the Chief of Police or his designee may place an employee on administrative leave with pay for a period not generally to exceed ten (10) working days. Extensions to this duration require approval from the City Manager. This initial action may be taken prior to the employee being provided with an opportunity to explain or justify his or her behavior. When such action is taken, the employee shall be notified in writing and a copy of that notification shall be submitted to the Resource Management Division for inclusion in the employee's personnel record.

7.2.3 RECEIVING AND PROCESSING ALLEGATIONS OF EMPLOYEE MISCONDUCT

A. Complaint Reception

1. Complaints will be accepted from any source, including anonymous sources, whether made in person, by mail, email, or telephone. A supervisor receiving a complaint must make reasonable and diligent efforts to obtain all current contact information (address both home and work and telephone numbers) as well as the nature of the allegation from any complaining party.

    a. Every complaining party will be referred to a supervisor or to the Professional Standards Division so that the complaint can be received. If the complaint is received during normal business hours (Monday-Friday, 0800-1700), supervisors will make reasonable and diligent efforts to contact the Professional Standards Division to ensure the complaints are addressed in a timely matter. If the complaint is received when the Professional Standards Division is not on duty, the complaint information will be emailed to the Executive Officer and Commanding Officer of the Professional Standards Division prior to the end of the supervisor's duty day.

    b. Without exception, every complaint, which if true would constitute a violation of Department rules, must be thoroughly investigated. Alleged violations will be investigated by a supervisor in an employee's chain of command or by the Professional Standards Division, as designated in Appendix B of this Directive. The sole exception includes violations of Departmental Directive 1.5.36 "Harassment;" allegations of this nature will be investigated by the City of Greensboro in compliance with City Policy H-7: Employee Security, City Policy H-10: Harassment Free Workplace.

    c. When the complainant's address is known, the supervisor assigned to investigate the complaint must complete the complaint acknowledgement letter, address and mail it to the complainant. A copy of that acknowledgement letter shall be included within the employee's personnel file.

2. Allegations of employee misconduct may be referred to the Professional Standards Division during regular working hours.

3. Any allegation of employee misconduct serious enough to require immediate action, such as suspension from duty, must be referred promptly to the Chief of Police or his or her designee with the exception of situations requiring emergency relief from duty. In such circumstances, a first level supervisor or higher may relieve an employee from duty on an emergency basis when in the best interest of the department. Following this action, that supervisor will immediately notify the Watch Commander who will be responsible for notifying the Chief of Police.

4. The Professional Standards Division Commander reports directly to the Chief of Police. On a monthly basis, the Professional Standards Division Commander will review all complaint investigations with the Chief of Police.

B. Complaint Processing

1. Supervisors and commanders will make every effort to fully investigate and adjudicate a complaint, including employee notification of complaint disposition, within forty-five (45) days of its reception.

2. The Professional Standards Division will have the responsibility of investigating external citizen complaints, regardless of the allegation. In all other circumstances, complaint allegations will be investigated by the responsible unit as outlined in Appendix B of this Directive, unless otherwise directed by the Chief of Police or the Professional Standards Division Commander.

3. Professional Standards Division will utilize body worn/vehicle mounted cameras (BWC, VMC) footage, statements from all involved individuals and witnesses to the event, along with additional investigative measures when investigating a complaint. If after reviewing the complainant's statement and all relevant BWC and/or VMC footage of the event, there is sufficient evidence to indicate no misconduct or policy violations occurred, the investigation will be completed and forwarded to the affected employee(s) chain of command with a recommendation to adjudicate the matter based on those preliminary investigative findings.

4. Upon concurrence of the recommendation the adjudicating authority will adjudicate the matter as outlined in Section 7.2.6 of this Directive. If the adjudicating authority does not concur with the investigative recommendation, the matter will be returned to the Professional Standards Division for further investigation.

5. Employees will be notified, in writing or verbally, of the complaint/allegation within ten (10) calendar days of receipt, unless doing so would compromise the integrity of the investigation. Complaints that do not require an employee interview because of an adjudication of exonerated or unfounded in that the camera recordings plainly show the allegation(s) is unsupported will only require a disposition notification to the effected employee.

6. Notifying Complainants of Case Status and Final Dispositions:

    a. Supervisors and Commanders assigned to the complaint will ensure that the complaining party and the accused employee are promptly notified, either orally or in writing, of any delay that extends case adjudication beyond the forty-five (45) day time

period. Those communications will include the reason for the delay and anticipated completion date.

b. Supervisors and Commanders will document all delay notifications by noting the date/time and person notified, and the explanation for the delay. This written documentation will be included within the employee's personnel file.

c. Supervisors and Commanders for the accused employee will ensure the accused employee is notified in writing of complaint disposition and that the signed acknowledgement is attached to the case file.

d. Professional Standards Division will notify all complainants in writing of the complaint conclusion, ensuring that the notification is consistent with all personnel privacy law provisions and contains written notice that the complainant has the right to appeal the disposition to the Police Community Review Board. This notice must include a statement explaining to the complainant the time limit in which an appeal can be filed, the methods in which an appeal can be filed, and the address, telephone or other points of contact with the person(s) responsible for accepting such appeal. Professional Standards Division will attach the record to the employee's personnel file.

7. A process flowchart is attached to this directive as Appendix B.

7.2.4 EMPLOYEE MISCONDUCT INTERVIEWS AND INVESTIGATIVE PRACTICES

A. Responsibilities of an Interviewing Investigator

1. Interviews will be conducted at a reasonable hour, based upon the urgency of the investigation and the employee's work schedule. Employees subject to an administrative interview outside of scheduled duty hours will be given at least three (3) hours notice prior to the interview, unless exigent circumstances necessitate immediate involvement by the investigator.

2. The investigator will inform the employee interviewed of the name and rank of all persons present during the interview, whether they join the interview in person or via telephone.

3. The investigator will notify the employee's supervisor when requesting an employee to leave their assigned duties and/or area of assignment.

4. The investigator will inform the employee in writing of the nature of the allegations or complaint against him or her. If a complaint/allegation is received against an employee, said employee will be notified, in writing of the complaint/allegation within ten (10) calendar days of receipt. This notification may be delayed (postponed) if such notification would jeopardize an investigation into the employee's involvement in significant misconduct or criminal activity.

5. The investigator will permit the employee to have a reasonable rest period if the interview should be unusually lengthy.

6. The investigator must not subject the employee to any offensive or abusive language, deceptive interview questions, and should not threaten the employee with dismissal or other corrective action.

7. The investigator will prepare a signed copy of the employee's acknowledgment of their administrative rights and responsibilities or recorded affirmation, and maintain it with the complaint investigation file.

8. All interviews conducted by the Professional Standards Division will be recorded. Upon the conclusion of the investigation, the employee being interviewed may request a copy of his or her recorded statement. Any such request will be accommodated in a reasonable time. Employees who elect to use their own recording device during an interview must fully comply with City policy governing the use of personal recorders.

B. Employee participation in an interview

1. The employee must truthfully answer all questions presented by the investigator during the administrative investigation.

2. The employee is required to fully participate in the administrative investigation and will be informed that refusal to answer questions in an administrative investigation could lead to separate corrective action.

3. During the course of an interview for the purpose of an administrative investigation, the employee being interviewed will not be allowed to have counsel present. The employee is allowed to have a direct supervisor present, subject to the following:

   a. If so selected, the supervisor present must not be one whom is directly involved in the incident being investigated. If the supervisor is involved another division supervisor may be present.

   b. The supervisor shall not interfere with or complicate the interviewer's efforts to conduct and complete the investigation.

4. The employee will be informed in writing (or orally, if conducted via telephone and the conversation recorded) that he or she has no constitutional right to refuse to answer questions relating to the noted administrative investigation.

C. Criminal Investigations

Criminal investigations will not be conducted by the investigators assigned to the Professional Standards Division. Any allegation involving violations of criminal law, or an administrative investigation revealing such allegations, will be referred to the Chief of Police or his designee for subsequent criminal investigation by the Criminal Investigations Division or outside agency, if necessary. Any employee subject to a criminal investigation will be afforded all applicable constitutional rights.

D. Polygraph Examinations

1. A polygraph examination administered as a tool to assist in an administrative investigation must be approved by the Chief of Police.

2. An employee subjected to an administrative investigation is required to submit to a polygraph examination if such investigative tool is determined necessary for the completion of the administrative investigation. If so required, an employee cannot refuse to submit to the examination.

3. An employee subjected to an administrative investigation may themselves request a polygraph examination. This request must also be approved by the Chief of Police.

4. Employees subjected to a polygraph examination as part of a criminal investigation will have the right to refuse the examination. If the employee waives that right and consents to the examination, he or she will be reminded that any information received as a result of the examination can be used in both a criminal and administrative action.

5. Pre-polygraph interview periods shall be focused and sufficiently brief to accomplish the pre-polygraph interview objectives.

E. Searches

1. All property of the City of Greensboro is subject to inspection at any time, without inappropriate delay. This property includes: desks, lockers, storage spaces, rooms, offices (on or off site), administered equipment, information systems (computers, mobile devices, etc.), work areas, and vehicles.) City property may be searched to retrieve any city property, or to determine the existence of any work related misconduct, if there is reason to suspect such evidence to be present.

2. Private property may be stored in the above-mentioned areas; however, the employee has no expectation of privacy in those areas.

3. Only employees acting in an official supervisory and/or internal investigative capacity may be authorized to search or inspect said areas.

F. Other Investigative Methods

In the course of investigating employee misconduct, other investigative methods may be necessary from time to time to help fully investigate and resolve such allegations. These methods include, but are not limited to:

1. Surveillance may be authorized by following an employee, utilizing GPS, computer keystroke tracking and monitoring devices, or other electronic devices on departmental equipment, if such surveillance may help reveal information directly related to allegations of misconduct under investigation. Surveillance operations will be managed by the Professional Standards Division and shall only occur under the authorization of the Chief of Police.

2. The use of employee photographs and lineups may be permitted from time to time, but any use of photographs or lineups must follow the same procedures that the Department requires for criminal investigations, must be conducted solely by the Professional Standards Division, and the process and photographs used must be fully documented in the investigative case file.

3. Any utilization of blood-alcohol drug testing, medical or other laboratory examinations in internal investigations will be in compliance with other Departmental and City of Greensboro policies governing such testing.

4. Employees may be required to submit such personal records as financial documents, telephone service records, handwriting samples or other documentation relative to an administrative investigation.

5. The Chief of Police may request and utilize the assistance of another law enforcement agency in investigating any allegation of employee misconduct.

6. Employees may be required to submit to audio and/or video recordings but any use of these recordings must follow the same procedures that the Department requires for criminal investigations, must be conducted solely by the Professional Standards Division, and the process used must be fully documented in the investigative case file.

7.2.5 CHAIN OF COMMAND REVIEW

A. A review of the complaint investigation will be conducted by the Chain of Command for all complaints that are investigated by the Professional Standards Division.

1. Those investigations completed by the Professional Standards Division (as indicated in Appendix B) with less than a fair probability that employee misconduct occurred, will be reviewed by the employee's Bureau Commander, Division Commander and the Professional Standards Division Commander. These cases will be given a final disposition of **not sustained**, **exonerated**, **unfounded**, or will be recommended for a full Chain of Command Review Board. When camera recording(s) exist which plainly show the allegation(s) against the employee are exonerated or unfounded, the chain of command shall document that the allegation(s) are exonerated or unfounded because they are plainly unsupported by review of the relevant recording(s).

   For example: The allegation of courtesy is exonerated because it is plainly unsupported by the camera recording of the incident.

2. Those investigations completed by the Professional Standards Division (as indicated in Appendix B) that result in a fair probability that employee misconduct has occurred will be heard by a Chain of Command Review Board, unless an employee has waived his or her right to a hearing as outlined in Section 7.2.5 (C)(2), below.

3. Those investigations completed by the division (as indicated in Appendix B) with less than a fair probability that employee misconduct occurred, will be reviewed by the employee's Division Commander. These cases will be given a final disposition of **not-sustained**, **exonerated**, **unfounded**, or will be recommended for a division-level Chain of Command Review. When camera recording(s) exist which plainly show the allegation(s) against the employee are exonerated or unfounded, the chain of command shall document that the allegation(s) are exonerated or unfounded because they are plainly unsupported by review of the relevant recording(s).

   For example: The allegation of courtesy is exonerated because it is plainly unsupported by the camera recording of the incident.

4. Division-level investigations (as indicated in Appendix B) that result in a fair probability that employee misconduct has occurred will be heard through a division-level Chain of Command Review Board, unless an employee has waived his or her right to a hearing as

outlined in Section 7.2.5 (G)(2), or if the Division Commander requested the Bureau Commander to convene a bureau-level Chain of Command Review Board.

5. In cases where the accused employee is at the rank of lieutenant, captain or its nonsworn equivalent the board will consist of two members of higher rank and will be chaired by the highest ranking member. If the accused employee is a Deputy Chief, the board will include the Chief of Police and an Assistant City Manager designated by the City Manager, and will be chaired by the Chief of Police.

B. Bureau-level corrective action reviews will be conducted by Chain of Command Review Boards (as outlined in Appendix B). These boards will be structured as follows:

Board Chair	–	Deputy Chief
Board Member	–	Captain
Board Member	–	Lieutenant
Board Member	–	Sergeant/First Line Supervisor
Board Member	–	Employee Peer (if elected)
Board Resource	–	PSD Representatives
Board Resource	-	Employee Relations Representative (City HR)

*For non-sworn employees, the “sworn equivalent” ranks will apply.

C. The Bureau-level Chain of Command Review Board will be subject to the following conditions:

1. An employee may request a hearing for any misconduct/complaint investigation;

2. An employee may waive his or her right to a hearing;

3. An employee’s chain of command may require a hearing for any misconduct/complaint investigation;

4. The Chief of Police or his designee may convene Chain of Command or Independent Command Review Boards in circumstances deemed appropriate;

5. Through the Professional Standards Division, any employee accused of misconduct that is adjudicated at the bureau level may request a member of the Chain of Command Review Board be replaced to conduct a corrective action hearing. In requesting a member of the Chain of Command Review Board be replaced, an employee must describe in writing the reasons that he or she believes that the existing chain of command member cannot render and adjudicate a fair hearing. The Chief of Police will assess the reasonableness of the supporting rationale and make a decision on the request. Because the maintenance of organizational and individual discipline is among the highest priorities of the Department, a replacement of a member of the Chain of Command Review Board is an option under certain reasonable and justifiable circumstances; it is not a guarantee upon request. If the request is granted, a replacement member of equal rank to the member being replaced will be randomly generated by the Professional Standards Division.

D. Peer member of the Chain of Command Review Board:

1. For any level Chain of Command Review Board or an Independent Command Review Board, the accused employee may elect to have a peer serve as a member of the board.

2. Peer Selection Process:

   a. The peer will be selected from a pool of all eligible employees in the accused employee's job classification. If no pool of employees exists within the accused employee's job classification, a peer will be selected from a similar class of employees.

   b. The peer may not be a probationary employee, be involved in the case to be heard, have corrective action pending, have corrective action taken against him or her within the previous twenty-four (24) months, or be on suspension or other leave.

   c. The Professional Standards Division provides two randomly selected peer employee names to the accused employee, who selects one or rejects both. If the employee rejects both of these peer names, the Professional Standards Division will provide two more names for the employee to select one. The employee must select one of the two names, defer the choice to the Professional Standards Division Commander or waive his or her right to a peer.

   d. The Professional Standards Division Commander may require the replacement of any peer for just cause.

E. The presence of an employee's counsel during the review is not permitted.

F. In Bureau-level boards, an Employee Relations representative from the City's Human Resource Division shall be present, but will serve only as a resource to the Board Chair regarding matters of corrective action. Such representatives will not question witnesses or the accused employee, and will have no input in applying a disposition in the matter.

G. Division-level Chain of Command Review Boards will be structured as follows:

Board Chair	-	Captain
Board Member	-	Division Executive Officer
Board Member	-	Sergeant / First Line Supervisor

*For non-sworn employees, the "sworn equivalent" ranks will apply.

G. The Division-level Chain of Command Review Board will be subject to the following conditions:

1. An employee may request a hearing for any misconduct/complaint investigation;

2. An employee may waive his or her right to a hearing;

3. An employee's chain of command may require a hearing for any misconduct/complaint investigation;

4. The presence of an employee's counsel at this hearing is not permitted;

5. A peer is not permitted.

7.2.6 ADJUDICATION OF ALLEGATIONS OF EMPLOYEE MISCONDUCT

A. Chain of command review processes shall be conducted in a manner that renders sufficient information about the events and an employee's actions to fully adjudicate the case and effectively apply the Department's Corrective Action Philosophy where any result is a sustained violation. To provide this fairness and to prevent undue influence of lower ranking members of any level Chain of Command or Independent Review Board, the following procedures shall be adhered to:

1. All questioning of witnesses and an accused employee shall begin with the lowest ranking member of the board and end with the chair of the board.

2. Adjudication decisions shall begin with the lowest ranking member of the board and end with the chair of the board.

3. In cases of sustained misconduct, a review of each and all elements of the corrective action philosophy will occur with each voting member of the chain of command board. Members will vocalize aggravating and mitigating factors prior to recommending a corrective action result. This process shall begin with the lowest ranking member of the board and end with the chair of the board.

4. In bureau-level boards, the Professional Standards Division shall be represented, but will serve only as a resource to the board and overall process manager. Such representatives may question witnesses and the accused employee, but are not considered voting members in applying a disposition or corrective action. Professional Standards may request recess conferences with the board chair for purposes of addressing process management issues, inconsistent adjudication or to discuss a corrective action result that is unusually light or harsh.

B. Each allegation of employee misconduct must be adjudicated in one of the following ways:

1. **Sustained:** The allegation is supported by sufficient evidence to indicate that the allegation is true.

2. **Not Sustained:** There is insufficient evidence to either prove or disprove the allegation.

3. **Exonerated:** The complaint or allegation occurred, but the investigation revealed that the employee's actions were justified, lawful and proper.

4. **Unfounded:** The allegation is false or the facts show that the accused employee could not have committed the violation.

C. The accused employee will be notified in writing of the final disposition and any corrective action. This written notification will be presented within five (5) consecutive calendar days and the notification form will be placed into the investigative case file and a copy provided to the Resource Management Division for inclusion in the employee's personnel file, and the employee will have the opportunity to read, sign, and date the document prior to its inclusion.

D. The employee may attach a reply to any adverse disposition. The reply will be included in the investigative case file and the employee's personnel file.

E. Supervisors must ensure that any sustained complaint and related reprimand be documented in the employee's current annual performance appraisal.

F. Should the completed investigation result in employment dismissal, that employee will be provided the following information in writing:

1. A written statement citing the reason for the action.

2. The effective date of employment dismissal.

3. Referral to the Resource Management Division to begin all Departmental and City Human Resources related separation processes including a statement of the status of accrued employee benefits after termination.

G. All reports resulting from an investigation of an employee, including any corrective actions taken, may be provided to the City Manager if he/she makes such a request, or if the Chief of Police feels that the Manager should be apprised of an investigation.

7.2.7 CITIZENS' APPEALS OF THE DISPOSITION OF COMPLAINTS

A. A citizen complainant may appeal to the Police Community Review Board (PCRB) the disposition of any investigation of employee conduct which would constitute a violation of Department rules pursuant to Section 12-23 of the Greensboro Code of Ordinances. Both the employee and the citizen complainant must be notified of the citizen complainant's right of appeal after the disposition of an investigation, as specified in Directive 7.2.3.

B. If an appeal is lodged with the PCRB, the Professional Standards Division will release to the PCRB the disposition of the complaint and all facts relied upon in determining that disposition pursuant to Session Law 2001-20.

C. A member of the Professional Standards Division will be assigned to attend the meetings of the PCRB to respond to questions concerning police procedures, policies and the methods and manner in which administrative investigations are conducted.

D. After its review of an appeal, the PCRB may request reconsideration of the facts or the disposition, or further investigation of the allegations including the specific information it seeks to obtain.

E. When a disposition is returned for further investigation, the Chief of Police may direct the Commander of the Professional Standards Division to conduct such further investigation as may be necessary to fulfill the request.

F. When a disposition is returned for reconsideration, the Chief of Police will convene a Chief's-Level Review Board to review the matter on the basis of the record of the investigation before rendering a decision. The Chief may agree with the original disposition or revise the disposition to a level he believes appropriate to the facts of the matter. The decision of the Chief shall be returned to the PCRB for further consideration at the next regularly scheduled meeting following the completion of the Chief's Level Review.

G. In the event the PCRB and Chief of Police cannot resolve any matter of disagreement, the PCRB may issue a written notice of continued appeal to the City Manager for further consideration and action. After review, the City Manager will provide a written decision concerning the appeal which shall be final.

H. If the City Manager changes the disposition or corrective action imposed as the result of the complaint, the decision(s) are final and the employee has no further appeal options regarding the matter. In the event the City Manager directs the Chief of Police to impose corrective action as a result of a changed disposition, the affected employee will have the right to appeal such action as outlined in Section 7.2.10 of this directive.

7.2.8 CORRECTIVE ACTION GUIDELINES FOR SUSTAINED ALLEGATIONS OF MISCONDUCT

A. Any internal investigation that results in a "sustained" disposition requires appropriate corrective action by the Chief of Police or authorized designee. All corrective action decisions will be guided by the Department's Corrective Action Philosophy.

B. All records of training or reprimand, which are a result of a complaint investigation, shall be incorporated as an attachment within the respective incident case file. These documents must be attached prior to forwarding the file to the Professional Standards Division.

7.2.9 POSSIBLE PENALTIES

Employees holding the rank of Chief of Police, Deputy Chief, Captain, Lieutenant, Sergeant, or their respective non-sworn equivalents may impose the following corrective action penalties against an employee of the Department:

Corrective Action	Chief of Police	Deputy Chief	Captain	Lieutenant	Sergeant
Counseling	X	X	X	X	X
Written Reprimand	X	X	X	X	
Leave Reduction in lieu of Suspension (<8 hours)	X	X	X		
Leave Reduction in lieu of Suspension (<40 hours)	X	X			
Suspension from Duty 80 hours or less	X	X			
Suspension from Duty greater than 80 hours	X				
Demotion in Rank	X				
Employment Termination	X				

A corrective action penalty may be imposed immediately upon an employee regardless of the possibility of an appeal.

A. All possible penalties are defined as corrective actions and require the supervisor to provide written notice to the affected employee that their behavior and/or performance does not comport with Departmental policy and/or the law. Refer to the chart above for issuance of corrective action penalties.

B. Leave Reduction in Lieu of Suspension allows the employee to forfeit accrued vacation or holiday time in lieu of unpaid suspension in disciplinary suspensions of 40 hours or less.

   Any employee who is suspended without pay for 40-hours or less may forfeit accrued vacation or holiday leave in lieu of unpaid suspension. The type of leave shall be the member's choice (excluding sick leave). The forfeiture of the leave shall constitute a corrective action of record, shall be accordingly noted in the member's Personnel and Professional Standards files, and shall constitute the final resolution in the administrative matter. Should the employee opt not to utilize the leave reduction option, the corrective action imposed will be served as an unpaid suspension. In either situation, the employee will be treated as having been suspended for all other purposes, including determinations of eligibility for merit increases.

   An employee may forfeit accrued leave only one time during the City's fiscal year (July 1st - June 30th).

C. Employees are prohibited from engaging in law-enforcement related supplemental employment while on suspension from the department.

7.2.10 EMPLOYEE APPEALS OF CORRECTIVE ACTION

Employees who have completed their probationary period have the right to appeal any corrective action in accordance with the following procedures:

1. An employee may appeal corrective action. The employee will be allowed ten (10) consecutive calendar days to prepare and submit a formal written appeal in memorandum form, stating the specific grounds or reasons for the appeal. Appeals will be delivered to the authority to whom the employee is appealing and a copy provided to the Professional Standards Division.

2. Counseling, written reprimands, and suspensions of 80 hours or less may only be appealed to the next higher level of rank above the supervisor imposing the corrective action. Corrective action imposed by a Sergeant or Lieutenant may be appealed to the Division Commander.

3. In corrective action appeal matters, the Chief of Police may elect to convene a Chief-Level Review Board, as outlined in section 7.2.11 of this directive, prior to making a decision in the matter.

4. In corrective action resulting in a suspension greater than 80 hours or demotion, the employee may appeal to the City Manager. Any appeal to the City Manager must be made within ten (10) consecutive calendar days from the date the employee has been notified of the disposition from the Chief of Police. The decision of the City Manager is final.

5. Any decision of employment dismissal by a Chain of Command Review Board will have been made in consultation with the Chief of Police. As a result, the Chief of Police shall not be a point of appeal in such cases. Where employment termination is the corrective action, the employee may appeal to the City Manager. This appeal must be made within ten (10)

consecutive calendar days from the date the employee has been notified of his or her employment termination. The decision of the City Manager is final.

7.2.11 CHIEF-LEVEL REVIEW BOARD

The Chief-Level Review Board provides the Chief of Police an opportunity to review the administrative proceedings and meet with involved employee(s) prior to deciding corrective actions or appeal decisions concerning the most serious administrative matters.

1. In corrective action matters requiring the involvement of the Chief of Police, he may elect to convene the Chief's-Level Review Board to review the facts of the investigation and evaluate the recommended corrective action of the lower board, before deciding the administrative matter. This is generally reserved for matters where the corrective action decision could result in a suspension for duty of more than 80 hours, demotion in rank, or termination.

2. If a corrective action appeal is referred to the Chief of Police, the Professional Standards Division will make available the investigative file and all facts relied upon in determining the outcome of the administrative matter. After reviewing an appeal, the Chief of Police may elect, if necessary, to convene a Chief's-Level Review Board to afford the accused employee an opportunity to be heard before making a ruling.

3. The Chief of Police will respond in writing notifying the affected employee(s) of any corrective action or appeal decision within ten (10) consecutive calendar days of convening a Chief-Level hearing. In the event there is a delay in reviewing the investigative material or convening the Chief-Level Review Board, the affected employee will be notified in writing explaining the delay in resolving the matter.

The Chief-Level Review Board will consist of the following board members:

Chief of Police Appeals:

Board Chair	-	Chief of Police
Board Member	-	Bureau Commander
Board Member	-	Division Commander
Board Resource	-	PSD Commander/Executive Officer
Board Resource	-	Employee Relations Representative (City HR)

In Chief-Level Review Boards, an Employee Relations representative from the City's Human Resource Division shall be present, but will serve only as a resource to the Board Chair regarding matters of corrective action. Such representatives will not question witnesses or the accused employee, and will have no input in applying a disposition in the matter.

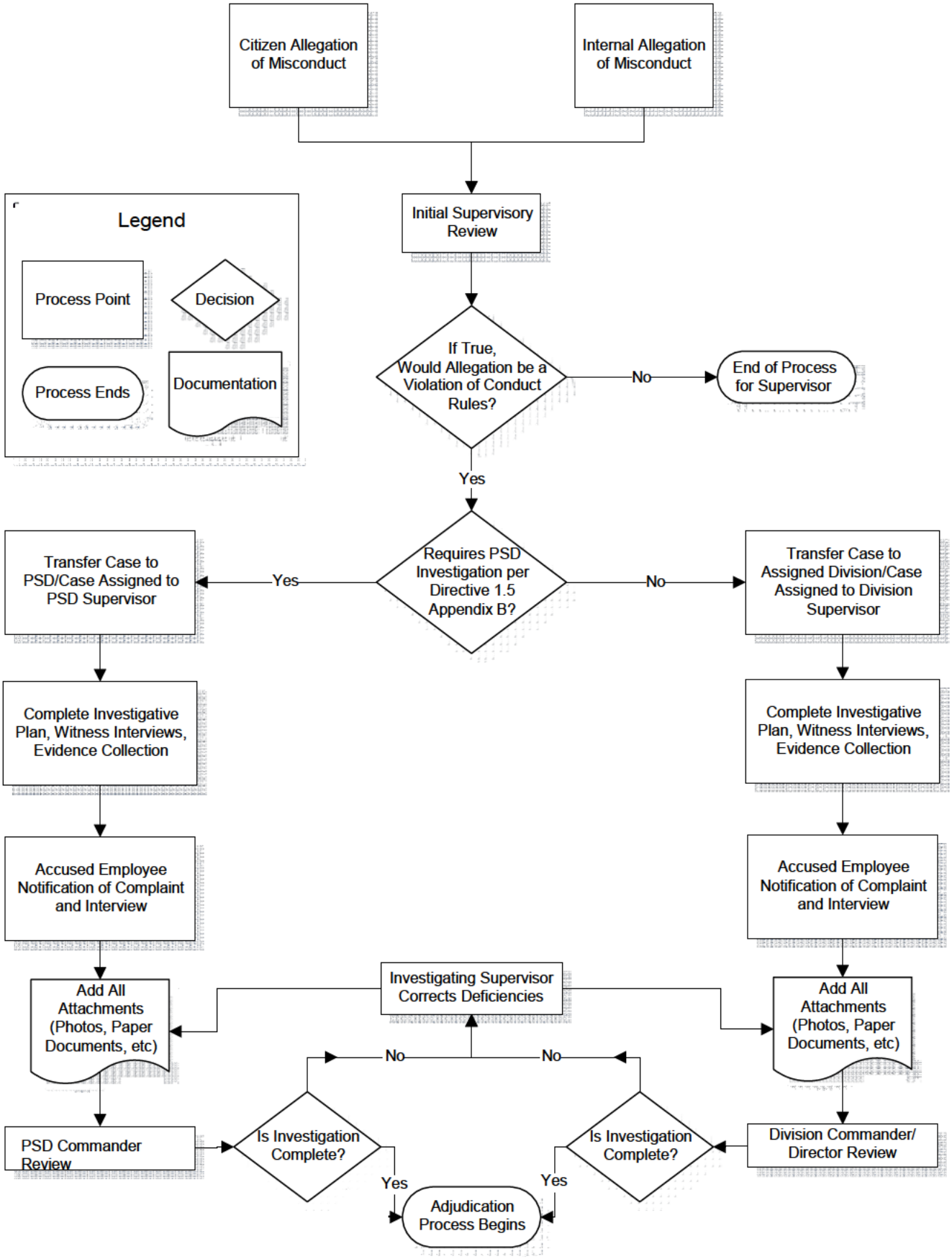
7.2.12 TERMINATION WITHOUT REVIEW BOARD

In instances where an allegation against an employee is so egregious that it erodes public trust and negatively impacts or interferes with the day to day operations of the Department, the Chief of Police may dismiss the employee without following the procedures set forth in this directive or convening a review board. This action is appealable to the City Manager.

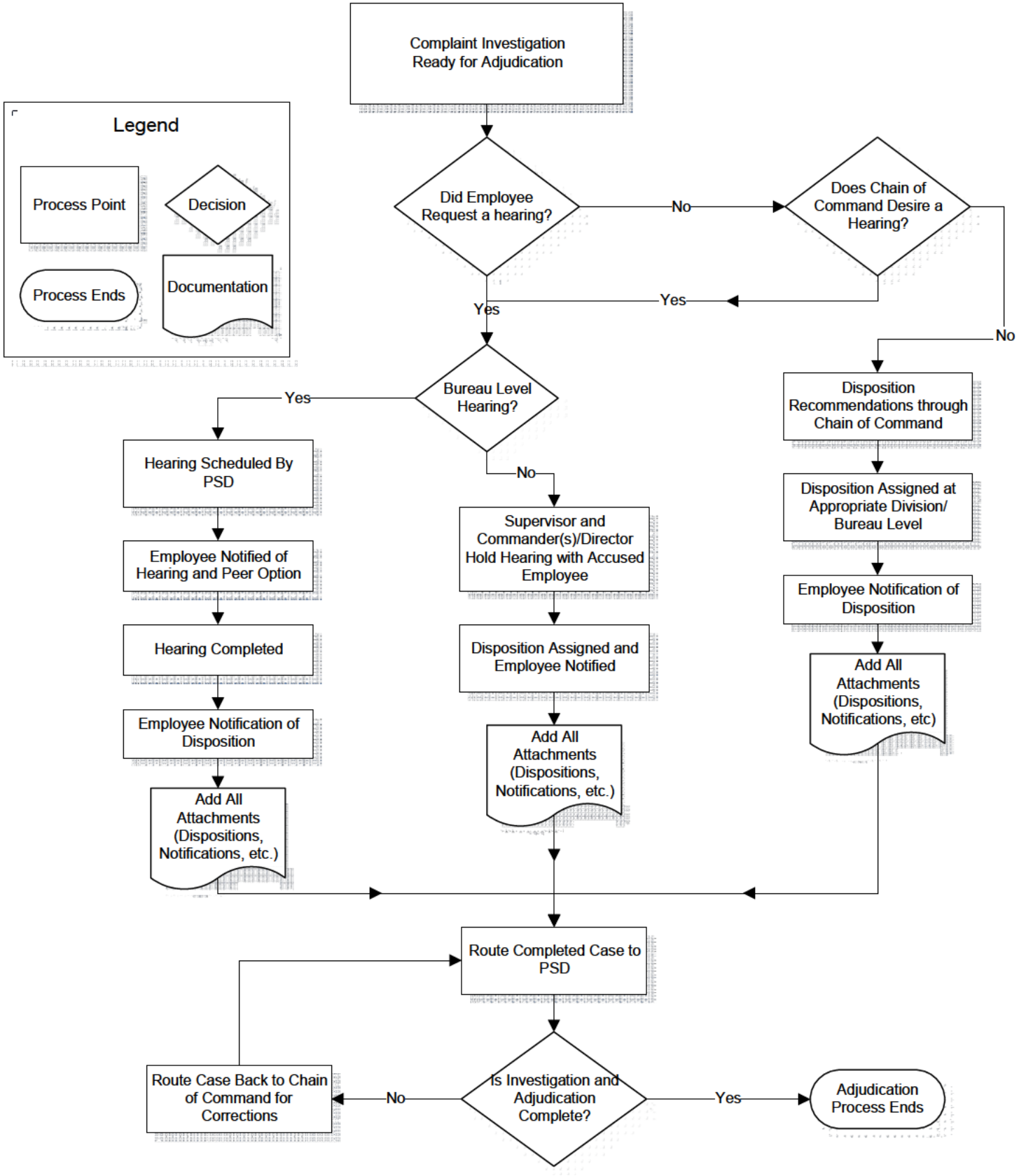
7.2.13 RELEASE OF EMPLOYEE INFORMATION IN ADMINISTRATIVE CORRECTIVE ACTION

Corrective action that would be identified with any individual employee may not be released to the public or other parties except as provided by N.C.G.S. 160A-168. An employee may have access to his or her personnel file in accordance with the provisions set forth in N.C.G.S. 160A-168(c) – (c1).

Complaint Investigation Process



Complaint Adjudication Process



GREENSBORO POLICE DEPARTMENT

Corrective Action Process

Rules of Conduct	Directive	Investigative Level	Review Level
General Conduct	1.5.1	Professional Standards	Bureau Level
Courtesy	1.5.2	Chain of Command	Division Level
Courtesy (Bias Based)	1.5.2 A2 or B2	Professional Standards	Bureau Level
Truthfulness	1.5.3	Professional Standards	Bureau Level
Compliance to Laws and Regulations	1.5.4 A	Chain of Command	Division Level
Compliance to Laws and Regulations	1.5.4 B,C	Professional Standards	Bureau Level
Chain of Command	1.5.5	Chain of Command	Division Level
Duty to Report Violations of Laws, Ordinances, Rules, and Directives	1.5.6	Chain of Command	Division Level
Interference with Due Process	1.5.7	Professional Standards	Bureau Level
Malicious Criticism	1.5.8	Professional Standards	Bureau Level
Discretion	1.5.9	Chain of Command	Division Level
Association with Criminals	1.5.10	Professional Standards	Bureau Level
Competency	1.5.11	Chain of Command	Division Level
Duty Responsibilities	1.5.12	Chain of Command	Division Level
Duties (Official Action)	1.5.12 C	Professional Standards	Bureau Level
Duties (Bias Based)	1.5.12 K	Professional Standards	Bureau Level
Use of Force (Excessive)	1.5.13 A	Professional Standards	Bureau Level
Use of Force (Reporting/Documentation)	1.5.13 B	Chain of Command	Division Level
Responsibility for Safety and Security of Persons and Private Property	1.5.14	Chain of Command	Division Level
Reporting for Duty	1.5.15	Chain of Command	Division Level
Absence from Duty	1.5.16	Chain of Command	Division Level
Abuse of Position	1.5.17	Professional Standards	Bureau Level
Impairing Substances	1.5.18	Professional Standards	Bureau Level
Proper Identification	1.5.19	Chain of Command	Division Level
Driving	1.5.20	Chain of Command	Division Level
Transporting Private Citizen in City Vehicles	1.5.21	Chain of Command	Division Level
Submission of Reports	1.5.22	Chain of Command	Division Level
Prohibited Areas	1.5.23	Chain of Command	Division Level
Political Activity	1.5.24	Professional Standards	Bureau Level
Release of Information	1.5.25	Professional Standards	Bureau Level
Use of Tobacco Products	1.5.26	Chain of Command	Division Level
Personal Information Requirements	1.5.27	Chain of Command	Division Level
Taking Official Action While Off-duty	1.5.28	Professional Standards	Bureau Level
Unions and Organizations	1.5.29	Professional Standards	Bureau Level
Gratuities and Solicitations	1.5.30	Professional Standards	Bureau Level
Posting of Bail Bond	1.5.31	Professional Standards	Bureau Level
Improper Use of Property and Evidence	1.5.32	Chain of Command	Division Level
Use of Departmental Equipment	1.5.33	Chain of Command	Division Level
Equipment (Carry and Use of Firearms)	1.5.33 C	Professional Standards	Bureau Level
Arrest, Search, and Seizure	1.5.34 A	Professional Standards	Bureau Level
Arrest, Search, and Seizure	1.5.34 B	Professional Standards	Bureau Level
Insubordination	1.5.35	Professional Standards	Bureau Level
Harassment	1.5.36	Professional Standards	Bureau Level
Supervisory Duty Responsibilities	1.5.37	Chain of Command	Division Level
Body Worn/Vehicle Mounted Cameras	1.5.38	Chain of Command	Division Level

TITLE: EARLY INTERVENTION SYSTEM	NUMBER 7.3
EFFECTIVE DATE: 08-27-2015	PAGE 1 OF 5
REVISION HISTORY: (Adopted 04-01-2000) R10/08-27-2015	

7.3.1 PURPOSE OF THE PROGRAM

The law enforcement profession and the community demand that members maintain the highest ethical standards and integrity possible. The responsibility of maintaining the integrity and professional standards of the Greensboro Police Department is vested in all members of the Department. An integral strategy in achieving and maintaining these standards will be the continuous development of personal and organizational integrity through the Early Intervention System. Many actions taken by members of the Department require that an administrative review be conducted to ensure compliance with organizational standards. An essential element of an effective integrity management system is the early identification of conduct which does not meet these standards.

The purpose of the Early Intervention System is to provide the Department with a procedure to identify and monitor actions taken by members which require administrative reports and investigations, in addition to behavioral observations, to ensure compliance by members with Departmental Directives and Procedures. The Early Intervention System offers a non-disciplinary avenue to address problems/deficiencies (if found), as early as possible, realizing the affected member may not be aware of the problem.

A comprehensive review of a member's actions, as necessitated through this system, will ensure that members maintain the highest professional and ethical standards essential to the functioning of the Department. The Early Intervention System is a method to serve the members of the Department in a proactive manner, assisting them in the maintenance of the high level of conduct and performance, each member, as well as the Department expects. Actions described herein and taken by the Department are intended to be a positive effort to this goal.

The Early Intervention System is divided into three (3) distinct areas:

- Identification
- Analysis and Review
- Participation and Review

7.3.2 EMPLOYEE IDENTIFICATION PROCESS

The Early Intervention System employee identification process is dependent upon recognition of potential candidates through the following three (3) methods:

- Data scanning by the Professional Standards Division: Under this process, employee statistical activity data is reviewed each month for mandatory system referral indicators. Division Commanding Officers/Directors will be notified if an employee under their command has been identified.

- Supervisory Assessment: Any supervisor who identifies negative behavior patterns in an employee should request an Early Intervention System analysis by forwarding a memorandum through the chain of command to the Professional Standards Division Commanding Officer.

- Chief of Police: At the direction of the Chief of Police, or his designee, an employee can be included in the Early Intervention System.

7.3.3 BEHAVIORAL ALERT INDICATORS

The following performance data, although not all-inclusive, may indicate a candidate employee for inclusion in the Early Intervention System.

- Excessive absenteeism
- A significant reduction in work performance
- Sudden unusual behavior
- Indications of substance abuse
- Supervisory problems, i.e. previous attempts through performance review and discipline have had little, if any, effect on resolving the undesired behavior

7.3.4 MANDATORY SYSTEM REFERRAL

The following are examples, although not all inclusive, which require mandatory referral to the Early Intervention System for the completion of an Employee Analysis Report:

- Three (3) or more Citizen Complaints within 365 day period.
- Three (3) or more Uses of Force within a 180 day period.
- Three (3) or more Injuries within a 180 day period.
- Two (2) or more Motor Vehicle Accidents within a 180 day period.
- Three (3) or more Police Vehicle Pursuits within a 180 day period.
- Five (5) or more of any combination of the above in a 180 day period.
- Any discernible pattern of repeated similar complaints, regardless of finding, against an employee.
- Sustained complaint of excessive use of force.
- Evidence of substance abuse (i.e. odor of alcohol, sudden change in behavior, etc.).

7.3.5 EMPLOYEE REVIEW

When an employee has been identified through the Employee Identification Process, an Employee Early Intervention Record will be initiated. The Professional Standards Division will notify the employee's Bureau Commander and the effected Division Commanding Officer. The Professional

Standards Division Commanding Officer will assign a Professional Standards Division Investigator to prepare the Early Intervention Record. Once completed, the report will be forwarded to the Division Commanding Officer. If the identification is determined by supervisory review rather than data analysis, the appropriate supervisor should forward a memorandum to the Commanding Officer of the Professional Standards Division through the affected employee's chain of command that the employee has been identified for review.

The Early Intervention Record will include a review of numerous factors involved in the employee's history with the Department. This analysis will include a one year history of:

- Complaints in the Professional Standards Division's case management system
- Disciplinary actions in the Professional Standards Division's case management system
- Motor vehicle accidents in the Professional Standards Division's case management system
- On-duty injuries in the Professional Standards Division's case management system
- Use of force in the Professional Standards Division's case management system
- Vehicle pursuits in the Professional Standards Division's case management system

The analysis will also include a two year history from the Resource Management Division of:

- Leave Time used
- Secondary Employment worked
- Annual Performance Evaluations

Upon receipt of the Early Intervention Record, the affected employee's Division Chain of Command will review the report and within ten (10) business days, with the concurrence of the Commanding Officer of the Professional Standards Division, determine if an Early Intervention System Review Group is required. If the Commanding Officer of the Professional Standards Division and the affected Division Commander disagree as to the need of meeting, the decision will be made by the affected Bureau Commander.

The following personnel will constitute an Early Intervention System Review Group:

- Bureau Commander of the affected member
- Division Commanding Officer/Director of the affected member
- Division Executive Officer of the affected member
- Commanding Officer, Resource Management Division
- Commanding Officer, Professional Standards Division
- Commanding Officer, Training Division
- Affected members current supervisor

[At least four (4) of the seven (7) group members must be present for a quorum]

If the employee's chain of command determines that there is insufficient need to convene an Early Intervention System Review Group, the employee's Division Commanding Officer will be responsible for ensuring the appropriate comments are added to the Record and forwarded to the Commanding Officer of the Professional Standards Division documenting this decision.

In situations in which an Early Intervention System Review Group is convened, the Review Group shall provide input into a Plan of Action to be developed by the affected member's chain of command. The Professional Standards Division will document the names of the members of the Review Group present for the meeting and their decision**.**

7.3.6 PLAN OF ACTION

The plan should be flexible to permit modification if necessary. Significant employee progress toward the Plan of Action goals may dictate a relaxation of the plan, while continued problems may require additional measures to be implemented. The Plan of Action, when determined, will be forwarded in writing to the Chief of Police for approval. Upon approval, the plan becomes a direct order from the Chief of Police to the affected member and supervisors in the member's chain of command. The original Plan of Action will be forwarded to the Professional Standards Division to be filed.

The Plan of Action will include, but not limited to:

- A statement advising the member that he/she is assigned to the Early Intervention System, and that participation is mandatory for a minimum period of six (6) months.

- A synopsis of the behaviors identified that are affecting the performance of the required duties of the member.

- Notice that participation in the Plan of Action will not mitigate any other disciplinary action resulting from his/her employment (future complaints will be processed as normal). Should further negative action occur, necessary disciplinary action will be taken.

- Specific actions required of the employee, the employee's immediate supervisor, and Division Commanding Officer/Director during the Plan of Action.

The Plan of Action may include, but not limited to the following:

- Retraining of the member in the affected area of concern or unacceptable behavior.

- Referral to the Department's Psychological Assessment Program.

- Referral to the City's Employee Assistance Program (Policy H-5).

- Referral to the Peer Support Team.
- Transfer from their present assignment to another division.

- Assignment of a Mentor.

All Plans of Action are in effect for a period of six (6) months from the date of approval by the Chief of Police. The affected employee's immediate supervisor will closely monitor the employee's progress and, on at least a monthly basis, the employee and the employee's immediate supervisor will meet to discuss the employee's progress. Following this meeting, the supervisor will prepare a monthly status report regarding the employee's progress, in memorandum format, directed to the Division Commanding Officer/Director. The employee will sign and date the original report to indicate that the information contained in the status report was discussed with him. The employee's signature, however, does not indicate that the employee necessarily agrees with the information contained in the report. A copy of the report will be given to the employee and the original report will be submitted to the Division Commander/Director, who in turn, will forward the report through the chain of command to the Professional Standards Division to be attached as an Exhibit to the Early Intervention Record.

At the end of the six (6) month period, the immediate supervisor of the member will complete a final progress report with a final recommendation and forward it through the chain of command to the Professional Standards Division to be attached as an Exhibit to the Early Intervention Record. The recommendation may be a declaration of successful completion, extension of the program, referral for additional assistance, or additional review by the Review Group.

If the recommendation is a declaration of successful completion of the program and concurred with by the chain of command, no further action is necessary. If the recommendation is not a declaration of successful completion of the program, an assessment meeting will be held with the member, his chain of command, and members of the Early Intervention System Review Group. The Chief of Police will review the final progress report and recommendation prepared by the member's immediate supervisor and will make all final decisions.

7.3.7 ANNUAL EVALUATION

The Commanding Officer of the Professional Standards Division will conduct a documented annual evaluation of the Early Intervention System on a calendar year basis.

TITLE: CITIZEN-POLICE MEDIATION	NUMBER 7.4
EFFECTIVE DATE: 03-15-2016	PAGE 1 OF 3
REVISION HISTORY: (Adopted 05-05-2014) R1/03-15-2016	

7.4.1 PURPOSE

Citizen-Police Mediation is a voluntary and confidential process during which a neutral, professional mediator assists community members and police employees with resolution of complaints regarding alleged police misconduct. Mediation provides an opportunity for employees to hear how their actions are perceived by community members, and for police employees to explain the questioned actions in a non-confrontational setting. Mediation is used as an alternative to the traditional complaint investigation process.

The mediation process is not designed to be judgmental. It is a process designed to assist community members and employees resolve complaints collaboratively, without relying on the judgment of others. The goal of mediation is to help participants understand the actions, behavior and motivations of each other, and thereby strengthen the relationship between the community and Police Department. Mediation is not considered a disciplinary process, and may be used in lieu of the traditional complaint investigation process. Mediation occurs only if approval is granted by the Professional Standards Division (PSD) and both the citizen and the employee agree to participate. It is completely voluntary and confidential.

7.4.2 CRITERIA FOR MEDIATION

Not all complaints of misconduct are eligible for mediation. Complaints that are appropriate for mediation generally include cases in which a lack of effective communication between a citizen and police employee led to a complaint. Any incident in which an allegation is serious in nature and would likely result in discipline greater than a written reprimand, if sustained, is not eligible.

Examples of eligible incidents include but are not limited to the following:
- Complaints of biased-based policing
- Allegations of discourteous or rude treatment or behavior
- Cases that are unlikely to be sustained
- Future interactions with the complainant are probable
- Lack of effective communication between the citizen and the officer

Examples of ineligible complaints include but are not limited to the following:
- Use of excessive force
- Violations of law in which a court proceeding (traffic or criminal) is pending for the citizen and the employee is a witness
- Accusations of corruption or other criminal behavior which, if true, would result in substantial discipline or termination

Additionally, an employee may not be eligible for mediation if any of the following apply:
- He has received more than two sustained citizen complaints within the previous 365 calendar days.
- He has a pending review in the Early Intervention System. (If upon review by the employee's chain of command and with the concurrence of PSD, it is determined that the employee needs no corrective action or placed on an individual performance plan, mediation may be recommended.)

It is incumbent upon the investigator to review the employee's past complaint history to determine eligibility for mediation. The Chief of Police or his designee has the final authority to allow or deny any complaint for mediation.

7.4.3 RECOMMENDATIONS FOR MEDIATION

Once a complaint is received, the PSD will review all details to determine if it meets the criteria for Citizen-Police Mediation. If the complaint meets the eligibility requirements, the PSD will notify the citizen and employee in writing that the case has been recommended for mediation. The citizen and employee must both voluntarily agree to the mediation process. If either party does not wish to participate, the complaint will be investigated by PSD. If both parties agree to mediation, they will both sign the mediation contract and confidentiality agreement.

7.4.4 MEDIATION PROCESS

The location where the mediation is held will be determined once both the citizen and employee agree to participate. Recording devices are not allowed during mediation. Employees who have agreed to mediate must complete all documents that are provided, including the confidentiality agreement and exit survey. An employee who has agreed to the mediation process must appear at the date and time scheduled for the mediation session. An employee will be allowed to reschedule one session, provided that proper and reasonable notification has been made. If an employee fails to appear without providing proper notification, the complaint will be investigated using the normal complaint investigation process. Attendance at mediation is considered "work time". If the employee fails to show up for a scheduled mediation session; this will be investigated as any failure to report for assigned duty.

A citizen may reschedule one session, provided that proper and reasonable notification has been made to the mediation group. If a citizen fails to appear without providing proper notification prior to the session or without explanation in a reasonable amount of time following the missed session, the complaint will be documented as an 'Unsuccessful Mediation Referral' and closed without further investigation. A letter will be sent to the citizen indicating the complaint will be closed if they do not reinitiate contact within a reasonable amount of time. In the event the citizen agrees to mediation, but makes no effort with the scheduling process for the mediation, the complaint will be sent back to the investigator to attempt to make contact with the citizen by phone and subsequently by mail if necessary. If the citizen does not respond to the mailed request within 5 business days, the complaint will be documented as an 'Unsuccessful Mediation Referral'. It the citizen does respond, the process will move forward and be investigated as a complaint.

Employees will be expected to participate in good faith during each mediation session. Good faith means:

- The employee actively listens to the perspective of the other party.
- The employee respectfully and tactfully communicates his/her own position and engages in discussion. Good faith does not require agreement on any particular point.

If the mediator rules the employee did not participate in good faith, the complaint will be processed using the normal complaint investigation process.

Employees must conduct themselves in a professional manner during mediation. If during the mediation process an employee violates any Code of Conduct rule, a separate complaint investigation will be initiated.

If a citizen refuses to complete all documentation or if the mediator rules they did not participate in good faith, the complaint will no longer be considered and no further action will be taken against the employee in regard to the specific complaint.

If mediation is utilized and the citizen is not satisfied with the results, there will be no further action taken by the Department. PSD will not receive the outcome of the mediation but will be notified if the employee successfully participates.

7.4.5 DOCUMENTATION MAINTENANCE

PSD shall maintain all documents and forms associated with mediation. The documents will not be placed in an employee's personnel file, but rather in a separate file to be maintained for statistical data. PSD will compile all mediation data annually in writing to the Chief of Police.

TITLE: ADMINISTRATIVE INVESTIGATIONS INVOLVING TASK FORCE OFFICERS	NUMBER 7.5
EFFECTIVE DATE: 09-08-2015	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-08-2015)	

7.5.1 GENERAL

The Greensboro Police Department recognizes the complexities of inter-agency agreements and operations and strives to ensure that the interests of the Department are met in these relationships. For this reason, the Greensboro Police Department has established policy related to these relationships, and especially the investigation of its employees.

The Greensboro Police Department employs full-time, sworn police officers who are temporarily designated and assigned as Task Force Officers (TFO) for short durations during their tenure. These Greensboro Police employees are assigned to local, state, and federal agencies for the purpose of providing coordinated investigative and enforcement functions and interoperability. During these temporary assignments as TFOs, GPD members are subject to become involved in activities that would generate an Administrative Investigation by the supervising (host) agency (e.g. conduct complaint, use of force, vehicle pursuit, etc.). For this reason, the Greensboro Police Department has established a policy for the management of these investigations.

7.5.2 PROCEDURE

Host agencies are required to designate a direct supervisor to the TFO for the purpose of management and direction. The TFO is subject to the policies of the host agency as well as those of the Greensboro Police Department. For this reason, host agencies and their designated supervisors should be aware of the Greensboro Police Department's Departmental Directives and especially actions or activities which would require an investigation of a GPD employee. For the purpose of administrative investigations involving GPD employees, the following process has been established:

- The host agency will conduct the preliminary/primary administrative investigation involving Greensboro Police Department employees.
- The host agency will forward a copy of the completed investigation to the TFO's GPD Supervisor.
- The GPD Supervisor will review the investigation to determine that it addressed all GPD interests.
- If all GPD interests were addressed and the employee committed no violation, a copy of the investigation will be forwarded to the GPD Professional Standards Division for inclusion into the employee's file and no further action is required.
- If all GPD interests were not addressed in the original investigation, the GPD Supervisor will communicate with the host agency to address them.
- If the investigation reveals that the Greensboro Police Department employee has committed a violation of policy (of either agency), the GPD Supervisor will conduct a follow-up investigation related to the specific violation.
- The follow-up investigation conducted by the GPD Supervisor will adhere to GPD Departmental Directive 7.2, "Disciplinary Procedures".
- Any sustained violation will require notification of the host agency.

POLICE
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Chapter 8

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TITLE: HEALTH AND PHYSICAL FITNESS OF DEPARTMENTAL PERSONNEL	NUMBER 8.1
EFFECTIVE DATE: 11-06-2017	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94)R4/11-06-2017	

8.1.1 DEFINITION OF PHYSICAL FITNESS

Satisfactory physical fitness is defined as the ability to carry out daily tasks effectively and meet task-related emergencies without undue fatigue or injury.

8.1.2 GENERAL HEALTH EXPECTATIONS OF DEPARTMENTAL PERSONNEL

Employees must maintain a satisfactory level of general health and physical fitness so that they can perform their assigned duties efficiently and without personnel shortages caused by excessive sick or injury leave. A satisfactory level of health and fitness must also be maintained for the successful completion of all tasks within the realm of the employee's job assignment.

Each employee should accept as a personal responsibility the duty to maintain a satisfactory level of health and fitness. Employees should recognize that day-to-day activities may not be of sufficient physical intensity to maintain a satisfactory level of health and fitness and should avail themselves of fitness programs beyond their daily environment.

8.1.3 DEPARTMENTALLY FUNDED PHYSICAL FITNESS SERVICES

To encourage employees to maintain an acceptable level of fitness, the Department will be responsible for providing certain fitness services at no cost to full-time employees. These services are as follows:

- The agency will provide Fitness Center(s) at or near each Police Facility, accessible to all police employees 24 hours a day.

- An annual physical assessment will be offered to personnel at no cost to the individual. This assessment will be conducted by properly trained personnel. Additionally, assessors will develop and adhere to medical thresholds established by the City Medical Staff, where members should discontinue the assessment, or be referred to City Medical for additional follow-up, based on assessment data.

- An assessment data sheet (fitness profile) of the individual's physiological makeup and testing results will be provided to each participant to evaluate physical capabilities including cardiovascular, strength, and flexibility during the assessment.

- Development of a fitness improvement program, referral to a physician for medical problems, and other referrals to health professionals will be made where appropriate during assessments.

- A Physical Fitness, Health and Nutrition Trainer will be made available to each employee. This trainer will be certified by the North Carolina Criminal Justice and Training Standards Commission as a Physical Fitness Instructor and will assist in the development of fitness planning and programming specific to the employee's needs. Employees desiring this service must make the request to the Training Division, who will make arrangements for the consultation at no cost to the employee.

- Physical examinations mandated for Departmental purposes will be provided at no cost to affected agency employees. Examples of this include, but are not limited to, physical examinations for special team assignments, health screenings for firearms instructors, and "for-cause" examinations approved by the Chief of Police.

TITLE: PSYCHOLOGICAL ASSESSMENT	NUMBER 8.2
EFFECTIVE DATE: 11-06-2017	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94) R5/11-06-2017	

8.2.1 GENERAL INFORMATION

Due to the critical mission of law enforcement in society and the reliance by citizens upon this Department for law enforcement, general safety, and protection, it is a goal of the Greensboro Police Department to assure the continued psychological fitness of its employees.

This Directive provides a process for mandatory psychological review of employees involved in a use of force incident or other action which results in death or serious physical injury, and in situations where an employee's job performance or actions are detrimental to the Department's mission and cause the employee's psychological fitness for duty to be in question. Through this process, the member's level of psychological fitness is determined and assistance made available, as necessary, to facilitate the employee's return to psychological fitness.

A voluntary psychological reexamination is available for each employee every six years. The psychologist under contract with the Police Department will conduct the testing. Personnel desiring this reexamination will make the request to the Commanding Officer of the Resource Management Division by memorandum.

8.2.2 CRITERIA FOR ASSESSMENT

An employee is considered to be psychologically fit for duty when he can:

- Exercise independent judgment
- Recognize parameters of authority
- Function effectively within the rules, guidelines, and policies of the Department

The following are examples, although not all inclusive, of circumstances in which an employee's psychological fitness for duty may warrant examination:

- Critical Incident Stress
- Substance abuse (alcohol, other drugs)
- Unusual behavior
- Supervisory problems, i.e., previous attempts through performance review and discipline have had little, if any, affect on resolving the undesired behavior
- Excessive use of sick leave or of Workmen's Compensation claims

If an employee is involved in a use of force incident or other action which results in death or serious physical injury, he will be immediately reassigned to the Resource Management Division. The Commanding Officer of the Resource Management Division will ensure the employee is temporarily assigned to an administrative position. The Commanding Officer of the Resource Management Division is responsible for scheduling a post-critical incident evaluation for the

employee with the Department psychologist at the earliest available date following the incident/action. The employee will attend and participate in this mandatory assessment. Any fitness for duty concerns will be resolved by the Department psychologist.

Questions of duty status involving other critical incident situations will be evaluated in relation to the aforementioned criteria and a determination made regarding the need for psychological assessment based upon the individual circumstances of the incident.

8.2.3 REFERRAL

If, in the opinion of a supervisor, an employee's immediate action(s) or an accumulation of previous actions indicates a question of psychological fitness for duty, the supervisor will consult the employee's Division Commanding Officer.

The Commanding Officer will evaluate the situation based upon the circumstances surrounding the incident and make a determination concerning the member's duty status.

The employee's Division Commanding Officer, with the concurrence of the affected Bureau Commander and initiated through the Resource Management Division, will consult with the Department psychologist and determine the appropriateness of a psychological fitness for duty assessment.

If a psychological fitness for duty assessment is deemed appropriate, it will be coordinated through the Resource Management Division and the employee will be advised of the specific circumstances that prompted the action, and the appointment date, time, and location for the meeting with the Department's psychologist. The employee is required to attend, and participate in this meeting. The Department will be responsible for costs of the initial fitness for duty interview/testing and any required follow-up with the Department's psychologist. The employee will be responsible for additional treatment required by other than the Department psychologist.

If an employee is referred for a psychological fitness for duty assessment as a result of an action(s) which may result in disciplinary action against the employee, such disciplinary action will be delayed pending assessment and recommendation by the Department psychologist.

8.2.4 EMPLOYEE RESPONSIBILITY

During evaluation and subsequent treatment, if deemed necessary, the employee will truthfully answer all questions directed to him and provide complete information and documents deemed necessary by the Department psychologist or any outside consultant to whom the member is referred. The employee will submit to all examinations deemed advisable by the Department psychologist or outside consultant and allow the Department access to records and reports that may be prepared or generated by the Department psychologist or outside consultant. In addition, the Department psychologist may interview Departmental personnel and other persons with knowledge of the employee's behavior.

8.2.5 PSYCHOLOGIST RESPONSIBILITY

The Department psychologist will, based upon his professional assessment of the employee's psychological fitness, render a written report to the Chief of Police which will include one of the following recommendations:

- Employee returned to full duty unconditionally or with treatment recommended.
- Employee returned to full duty conditional upon treatment.
- Employee returned to limited duty and referred for treatment.
- Employee declared unfit for duty and referred for treatment.

If, during the employee's initial assessment by the Department psychologist, it is deemed necessary for the employee to be referred for treatment, the Chief of Police will issue a Personnel Order directing the employee to attend and successfully complete a therapeutic or counseling program approved by the Department psychologist. Failure to attend and successfully complete the program will be considered in the determination of any subsequent personnel action.

The Department psychologist will assist the employee in arranging for outside treatment. Employees will be referred to only licensed psychiatrists or clinical psychologists.

In situations where outside referral is necessary, there will be extensive communications between the Department psychologist and the employee's therapist in relation to the employee's psychological fitness for duty. These communications will include, but are not limited to, pertinent information such as:

- Is the employee attending scheduled appointments?
- Is the employee making reasonable progress in his treatment?
- Has anything occurred which would cause the therapist to reassess the employee's duty status?

Evaluation results, opinions, and recommendations made by an outside consultant will be forwarded to the Department psychologist in writing. The Department psychologist will interpret the results and contact the directing authority. The directing authority, upon advice of the Department psychologist, may initiate appropriate personnel action predicated on the recommendations.

Communications between the affected employee and the Department psychologist or outside consultant(s), test results, written opinions, recommendations, notes, reports, and actions taken are not privileged and become a permanent part of the employee's Departmental file.

TITLE: EMPLOYEE INJURIES	NUMBER 8.3
EFFECTIVE DATE: 02-26-2018	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94) R9/02-26-2018	

8.3.1 INITIAL TREATMENT AND REPORTING

The Greensboro Police Department is committed to providing prompt care for employees who are victims of sudden illness or injury. Employees must immediately notify their Supervisor as soon as they realize they have sustained an injury or illness and believe that the injury/illness is work related.

If the injury or illness is life threatening; call 911 or request immediate assistance via Police radio.

If the injury or illness is non-life threatening; provide appropriate first aid care and seek further medical attention as needed. If further medical attention is needed, and the treatment is needed **during "normal" business hours**, the employee must respond to:

- City Medical Services Center
- 401 Patton Avenue
- 336-373-2412 & fax 336-373-2587
- Monday - Friday, 7:00 AM to 11:30 AM - 1:00 PM to 4:30 PM. Note: Employees injured between the hours of 11:30 AM to 1:00 PM should go to Cone Health Urgent Care Center, 1123 N. Church Street.

If the injury or illness is non-life threatening; provide appropriate first aid care and seek further medical attention as needed. If further medical attention is needed, and the treatment is needed **after "normal" business hours**, the employee may respond to:

- Cone Health Urgent Care Center
- 1123 N. Church St.
- 336-832-4400
- Monday - Friday 8:00 AM to 8:00 PM; Saturday & Sunday 9:00 AM to 7:00 PM.

- MedCenter High Point
- 2630 Willard Dairy Rd.
- 336-884-3777
- Open 24/7

Employees may respond to any hospital emergency room outside of the operating hours for these urgent care facilities. Employees will advise attending medical personnel that the injury/illness is work related.

If the injury or illness involves a suspected exposure to blood borne pathogens; provide appropriate first aid care and immediately respond Cone Hospital or Wesley Long Hospital. Refer to Departmental Directive 8.6 for specific procedures to follow.

All medical treatment (other than minor first aid treatment) that is provided by a physician or medical facility **OTHER** than the City's Medical Services Division, must be reported both to the Resource Management Division and to the Medical Services staff the next business day, either in person or by phone. Should the employee be incapable of reporting his injury/illness, his supervisor is responsible for making the above notifications.

The following information is needed:

- Name of the injured employee.
- Address of the injured employee.
- Location of accident or incident.
- Date and time of accident.
- Estimated time loss from the job due to this incident or injury.
- Exact extent of the injuries.
- Treatment received; e.g., x-rays, tetanus, etc.
- Attending physician/Treatment Facility
- Short summary of the incident that brought about the injury or treatment.

8.3.2 SUPERVISOR'S RESPONSIBLITIES

Ensure the employee receives appropriate and immediate medical attention. For minor injuries, the supervisor may administer first aid at the scene and then transport the employee to the Medical Services Division, 401 Patton Avenue, for an assessment before the employee or supervisor leaves work.

Complete a "Medical Services Authorization Form" for the employee's injury/illness and give it to the Medical Services staff. The nurse will use this information and their assessment of the injury/illness to determine whether the employee needs referral for additional treatment. Copies of the "Medical Services Authorization Form" can be obtained from the Medical Services Division.

Complete an investigation of the injury/illness utilizing the "Supervisor's Injury Investigation Report Form", available on PowerDMS (Documents/Forms/Injuries, Sickness, Exposure). This form will be completed and forwarded immediately to the Resource Management Division following the injury.

Complete any additional investigation and documentation of the incident in the Department's internal investigations case management system, if this additional documentation is required by the nature of the activity leading up to the injury (i.e., use of force, forced entry, vehicle pursuit/crash, discharge of firearm, etc.).

Supervisors are responsible for contacting the Benefits Assistant within the Resource Management Division and providing required information for the completion of the North Carolina Industrial Commission's Form 19. The North Carolina Industrial Commission requires a Form 19 be completed and sent to them within two (2) working days of the date the injury or illness is reported to a supervisor.

For injuries requiring medical follow-up appointments, such appointments will be made with the City Physician. Each follow-up appointment will require the completion of a "Medical Services Authorization Form".

Personnel returning to work on a Limited Duty or Full Duty status, after having missed work as a result of being injured, must be cleared for such duty by the City Physician and must notify the Resource Management Division of such clearance.

8.3.3 EMPLOYEE'S RESPONSIBILTIES

The employee is responsible for completing an "Employee Injury Report Form", and the "Greensboro Police/Fire Department Blood Borne and Airborne Pathogen Exposure Report Form" (if applicable). Both of these forms are available on PowerDMS (Documents/Forms/ Injuries, Sickness, Exposure). The employee seeking medical treatment or reporting an injury will cooperate fully by providing the necessary information to supervisors, physicians, medical services personnel, hospital personnel, counselors, and others in order to complete any reports, forms, etc.

TITLE: PEER SUPPORT PROGRAM AND TEAM	NUMBER 8.4
EFFECTIVE DATE: 09-15-2011	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94) R5/05-29-2019	

This Directive establishes guidelines for the Peer Support Program and Team. The program goal is to provide all employees with an opportunity for peer support during times of personal or professional crisis.

8.4.1 OBJECTIVES

The objectives of the Peer Support Program are to:

- Help employees through a temporary crisis.
- Promote an atmosphere of support and trust among employees.
- Promote an awareness of the self-help alternatives available to employees.
- Provide trained personnel who can assist in problem resolution before a point of crisis is reached.
- Develop an additional system of referral for appropriate professional care.
- Develop a readily accessible network of employees trained to be of service to their fellow employees.

8.4.2 ORGANIZATION

The Peer Support Program is a personnel-oriented support activity and is administered by the Training Division.

One of the most important responsibilities of a Peer Support Team member is the promotion of trust, anonymity, and confidentiality for employees who seek assistance. Communication between a team member and an employee is considered privileged by the Department, except for those matters which involve violations of the law or Departmental misconduct. All Peer Support Team members must comply with directives concerning the duty to report violations of laws, rules, or directives. All Peer Support Team members will maintain confidentiality in compliance with NCGS 8-53.10.

Peer Support Team training is conducted under the direction of a licensed psychologist contracted by the Department. Each team member is required to attend training meetings. The Department psychologist maintains a working relationship with each member of the team. He is also in charge of handling all clinical matters concerning the Peer Support Program.

The Commanding Officer of the Training Division will conduct periodic program evaluations to ensure that the Peer Support Program continues to address agency needs.

8.4.3 ELIGIBILITY

Team members may be selected from ~~all~~ ranks of sworn and non-sworn personnel of the Greensboro Police Department and Guilford Metro 911. Selections from sworn positions will be at the Police Officer II classification or higher. Selections from non-sworn positions will require three years or more of experience from the date of hire. Employees assigned to the Professional Standards Division are ineligible to apply.

Applicants must have:

1. a good work record and
2. psychological suitability to serve as a counselor, as determined by the contracted psychologist.

8.4.4 APPLICATION AND SELECTION

In order to fulfill the objectives of the Peer Support Team, an effort will be made to maintain members in a variety of sworn and non-sworn units throughout the Department. The need to add members will be determined periodically by the Commanding Officer of the Training Division, with input from the Team Leader and the program psychologist.

Eligible employees may apply for team membership by submitting a memo and resume through their chain of command for supervisory comment and recommendation to the Commanding Officer of the Resource Management Division.

A Board of Peer Support Team members will conduct an interview of qualified applicants. The Board may consist of current Peer Support Team members and team members from other agencies.

Recommended applicants will be scheduled for psychological evaluation. The program psychologist's recommendation will be forwarded to the Resource Management Division. The names of applicants recommended by the Peer Support Team and the program psychologist will be submitted to the Commanding Officer of the Training Division and then to the Chief of Police. Final appointment to the team will be made by the Chief of Police.

8.4.5 CALL-OUT PROCEDURE

Peer Support services may be requested by an employee at any time.

A member of an employee's chain of command (or in instances where such a member is not available, the Watch Commander) will notify the Peer Support Team and request that a member of the Peer Support Team contact the employee:

- when an employee's actions result in death or critical injury to any person,
- when an employee is otherwise directly involved in a traumatic incident, or
- when an employee is involved in a nontraumatic incident which the supervisor believes could affect the employee's job performance.

Before making this notification, the supervisor will speak with the employee and make them aware that the Peer Support Team will be notified. If the employee objects, the supervisor will not notify the Peer Support Team. When making the notification, the supervisor will limit the information that is shared with the Peer Support Team to the name of the officer and whether:

1. the employee's actions resulted in death or critical injury to any person,
2. the employee was otherwise directly involved in a traumatic incident, or
3. the employee was involved in a nontraumatic incident which could affect the employee's job performance.

This notification (unless the employee objects) will be made as soon as practicable after any member of the chain of command or the Watch Commander becomes aware of the incident. In noncritical or nontraumatic incidents, the notification (unless the employee objects) will be made

within twenty-four (24) hours after any member of the chain of command or the Watch Commander, becomes aware of the incident.

The callout procedure is as follows:

> A supervisor will contact the Peer Support Team Leader to arrange for a team member to be available to the affected employee.

Peer Support services may also be provided by referral from the psychologist contracted by the Department.

Team members will ensure their presence and assistance to an employee in no way impedes or interferes with any investigative or administrative process. As warranted, the team member may contact the consulting psychologist for advice.

8.4.6 DEBRIEFING PROCEDURE

Debriefing sessions after a critical incident will be conducted by the Peer Support Team in accordance with the training and guidelines established by the Department's consulting psychologist.

TITLE: DEPARTMENTAL SAFETY PROGRAM	NUMBER 8.5
EFFECTIVE DATE: 02-26-2018	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94) R6/02-26-2018	

8.5.1 DEPARTMENTAL SAFETY PROGRAM PHILOSOPHY

Departmental employees have the duty to conduct their job functions in a legal, safe, and courteous manner. This responsibility is especially important when considering the difficult conditions under which police employees often find themselves. Through the implementation of a Safety Program, the Department seeks to reduce vehicle crashes, minimize nonvehicular injuries, and ensure the safety of employees and the public.

All matters relating to vehicle crashes and occupational accidents resulting in personal injury will be reviewed by the Departmental Safety Committee. The purpose of this review is to isolate accident causative factors, and to devise and implement safety measures and programs designed to minimize and prevent vehicle crashes and personal injuries.

8.5.2 SAFETY COMMITTEE ORGANIZATION

The Departmental Safety Committee will be organized in a manner consistent with the City of Greensboro's Personnel Policy J-4 "Departmental-Divisional Safety Committees". In this regard, the committee will be broken down into the following areas:

- Crash investigation and review
- Fire and emergency procedures
- Environmental issues
- Fleet/equipment safety
- Rules/Procedures
- Education and training
- Occupational health
- Safety activities
- Safety inspections/audits/housekeeping

8.5.3 COMMITTEE MEMBERS

The Departmental Safety Committee will consist of a minimum of ten members appointed by the Chief of Police, as follows:

- The Commanding Officer of the Resource Management Division who shall serve as the Departmental Safety Coordinator and serve as the Department representative on the City Committee for Employee Safety and Health.
- An Executive Level Officer who shall serve as the Departmental Safety Co-coordinator.
- The Logistics Section Supervisor, who shall also serve as the chair of the Fleet/Equipment Safety Sub-Committee.
- Five nonsupervisory employees selected to head sub-committees established by the Departmental Safety Coordinator to review areas listed in section 8.5.2. Preferably, at least one nonsupervisory employee from each of the major police facilities shall be selected. One nonsupervisory member shall serve as the Recording Secretary.

- The Department's Wellness Program Coordinator who will serve on the committee as a liaison between the committee and the Wellness Section of the City of Greensboro's Human Resources Department.
- The Chief of Police may authorize other members as he deems necessary to accomplish committee objectives.

Members of the Safety Committee will serve at the pleasure of the Chief of Police. The Chief of Police may replace members of the Safety Committee as appropriate to meet the objectives of the Committee, changing personnel needs, and needs of the Department.

The Departmental Safety Coordinator will provide overall direction of the Department's Safety and Accident Prevention Program. He will also serve as Chairman of the Departmental Safety Committee and provide liaison between the committee and divisions within the Department.

The Departmental Safety Committee will meet monthly. The Departmental Safety Coordinator will be responsible for notifying committee members of scheduled meetings and for preparing the meeting agenda.

8.5.4 SAFETY COMMITTEE FUNCTIONS

The Safety Committee will serve in a staff capacity only and will make recommendations to the Chief of Police on matters relating to safety and crash prevention. Such recommendations will be limited to non-disciplinary corrective action. The Safety Committee will also perform the following duties:

- Review all reports pertaining to vehicle crashes and personal injury accidents for the purpose of isolating causative factors.
- Analyze crash and personal injury data to determine trends and specific problem areas to be included in the Departmental Safety Program.
- Establish safety and crash prevention goals and objectives and develop, implement, and direct programs designed to achieve these goals.
- Assess and evaluate the progress and effectiveness of programs and activities to determine if the program goals are being achieved.
- Prepare reports indicating the impact of vehicle crashes and personal injury accidents on operational effectiveness and accomplishments of the Safety Program.
- Solicit ideas, suggestions, and information and provide for discussion of both crashes and personal injury problems in an effort to increase employee safety.
- Conduct regular self-inspections of work places, noting all safety hazards observed. Follow-up with supervisors on suggested corrections.
- Make recommendations to the Chief of Police as to disposition of funds awarded to the Department through various safety incentive programs.
- Coordinate an annual review of all Departmental Emergency Action Plans for each facility occupied by police personnel to ensure these documents are in compliance with current OSHA standards.

8.5.5 REVIEW PROCEDURES

All vehicular crashes involving Departmental employees and vehicles will be reviewed by the Safety Committee for the purpose of determining trends and to make recommendations to prevent recurrences. The Safety Committee may require the vehicle operator and the operator's

immediate supervisor to appear before the Committee, if doing so would serve the best interests of the Department.

All nonvehicular accidents, which result in personal injury, will be reviewed by the Safety Committee as a means of evaluating operational procedures and detecting potential occupational hazards. Such review will be made normally on the basis of Workmen's Compensation reports and may, at times, require the presence of the affected employee.

8.5.6 EMERGENCY ACTION PLANS

Facility managers at each Greensboro Police Department facility will ensure that an Emergency Action Plan (EAP) is completed. An EAP is a written document required by OSHA Standard 29CFR 1910.38. The purpose of an EAP is to facilitate and organize employer and employee actions during workplace emergencies. The plan must include a minimum amount of elements specifically required by OSHA. Each facility manager is responsible for the completion and maintenance of this document and will serve as the emergency coordinator for their respective facilities.

It is the responsibility of the facility managers to complete the plan, assign area marshals, train employees, exercise the plan, and keep the plan current by conducting a yearly review. A completed hard copy of the plan will be maintained in a readily accessible area of each facility as defined by the facility manager. A completed electronic copy of the plan will also be placed in the Department's Document Management System. Facility manager assignments are as follows:

- Sanford Building – Commanding Officer of Vice Narcotics Division
- Police Headquarters– Commanding Officer of Resource Management Division
- Swing Road Facility – Commanding Officer of District 3
- Maple Street Station – Commanding Officer of District 4
- Public Safety Training Facility – Commanding Officer of Training Division
- Kitchen Operations Facility – Commanding Officer of District 2

8.6.1 PURPOSE

This Directive is intended to provide guidelines to assist in the protection of employees from infection with communicable diseases contracted through bloodborne pathogens, particularly the Human Immunodeficiency Virus (HIV) and the Hepatitis B Virus (HBV).

The Greensboro Police Department will provide employees with safety procedures, protective equipment and communicable disease information in an effort to minimize exposure, and increase their understanding of the nature and potential risks of bloodborne communicable diseases. Each employee is responsible for controlling his own exposure and preventing the spread of bloodborne pathogens.

8.6.2 TRAINING

The Training Division is responsible for providing Police Department employees with the proper training concerning policies, procedures, legal aspects, medical considerations, and other information regarding contagious diseases. The Training Division will regularly coordinate the updating of all policies, procedures, and other information relating to this subject.

8.6.3 DEFINITIONS

Potentially Infectious Body Fluids: Blood, semen, vaginal secretions, amniotic fluid, pericardial fluid, peritoneal fluid, pleural fluid, synovial fluid, cerebrospinal fluid, or other body fluids that are contaminated with blood.

Bloodborne Pathogens: A disease-producing microorganism or material that is contained in the blood or other body fluids contaminated with blood.

Confidentiality: A person's right to have control over the release of all information and records, whether publicly or privately maintained, that identify a person with HIV infection or other reportable communicable diseases or conditions.

Significant Exposure: When employees come into contact with blood or other potentially infectious body fluids through a needle stick, an open wound, non-intact skin or mucus membranes during the performance of normal job duties. Direct contact with sputum, feces, nasal secretions, sweat, tears, urine and vomitus will not be considered a significant exposure unless these body fluids are contaminated with blood and come in contact with an employee's non-intact skin, open wounds, or mucous membranes.

Bio-Hazardous Waste: Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and micro biological wastes containing blood or other potentially infectious materials.

HIV (Human Immunodeficiency Virus): The virus that attacks and destroys certain white blood cells almost always resulting in Acquired Immunodeficiency Syndrome (AIDS).

Acquired Immunodeficiency Virus (AIDS): A disease of the immune system which significantly increases the body's vulnerability to illness.

HIV Positive: The HIV test detects the antibodies to HIV in a person's blood, which means that at some point the person has been exposed to HIV. A person who is HIV positive may not have any of the physical symptoms associated with AIDS, but still remains capable of transmitting the HIV virus to others.

Symptomatic HIV Infection: A person who is HIV positive and exhibits some of the physical symptoms associated with AIDS. These symptoms may include recurrent fevers, fatigue, unexplained weight loss, night sweats, diarrhea and swollen glands.

Hepatitis B (HBV): A viral infection that affects the liver. The effects of this disease on the person can range from mild to fatal.

Universal Precautions: An approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens, and exposure to these fluids is managed in a manner consistent with this assumption.

8.6.4 PREVENTIVE PROCEDURES

Preventive procedures are intended to eliminate, or minimize exposure of the employee to bloodborne diseases. However, an employee may be unable to use personal protective equipment when responding to events of an emergency nature, when the actual use of personal protective equipment would further threaten loss of life or serious personal injury. As soon as the emergency has passed, however, employees are required to follow procedures outlined herein.

Universal Precautions

- In order to minimize exposure to bloodborne communicable diseases, employees should assume that all contacts with blood or contaminated body fluid may result in the transmission of a bloodborne disease.
- Employees will not smoke, eat, drink or apply make-up around body fluid spills.
- Employees will use appropriate personal protective equipment when they may reasonably expect to come in contact with potentially infectious body fluids.
- Employees will use plastic mouthpieces or other authorized barrier/resuscitation devices whenever performing CPR or rescue breathing.
- Employees will wear disposable gloves when handling any persons, clothing or equipment with body fluids on them.

Searches

- In general, officers should use appropriate search techniques and equipment to minimize occupational exposure.

- Accidental needle sticks represent the most common potentially infectious exposure in law enforcement. Employees should be very cautious when searching persons and property.

- Employees should wear protective gloves when it can be reasonably anticipated that the employee may have hand contact with blood or other potentially infectious materials.

Evidence Collection, Handling, and Crime Scene Protection

- Employees will handle evidence collection and crime scene protection in accordance with all applicable Departmental Directives and Standard Operating Procedures.

- Employees will remove Personal Protective Equipment prior to leaving the work area and will place all disposable Personal Protective Equipment in a biohazard bag. The bio-hazard bags will then be placed in the Bio-Hazard collection bins located at any of the Evidence collection sites.

- Officers will handle all sharp instruments such as knives and needles with extraordinary care. Consider all syringes as used, and therefore, contaminated items.

- Needles will not be recapped, bent, broken, removed from a disposable syringe or otherwise manipulated by hand. Securing needles must be accomplished by mechanical means only.

- Needles will be placed in a puncture-resistant container when being collected for evidentiary or disposal purposes. The submission of needles and syringes as evidence will be limited to those cases wherein the items are clearly needed for its evidentiary value in an investigation.

Hepatitis B Vaccination

- Employees whose job functions may result in occupational exposure to persons infected with Hepatitis B will be provided, at no cost, the Hepatitis B vaccine and vaccination series, as well as post-exposure evaluation and follow-up procedures.

- The Hepatitis B vaccine, and any future booster(s), will be available to employees who have an occupational exposure, unless they have previously received the complete Hepatitis B vaccination series and antibody testing has revealed the employee is immune or the vaccine is contraindicated for medical reasons.

- A Hepatitis B prescreening program is not a prerequisite for receiving the vaccination.

- An employee who initially declines the Hepatitis B vaccination will be permitted to receive the vaccination at a later date.

- Employees who decline to accept the Hepatitis B vaccination will be required to sign a waiver statement.

8.6.5 DECONTAMINATION

Decontamination procedures will be performed whenever body fluids are discharged, an individual with body fluids on his person is transported in a departmental vehicle, or an employee comes in contact with body fluids.

In the event an employee's body, clothing and/or equipment becomes contaminated with potentially infectious body fluids, the following procedures will be followed as soon as possible:

Decontamination of the Person

Employees will follow these procedures during the decontamination process of their body:

- The employee will remove all contaminated clothing and wash exposed areas free of any contaminating material and cleanse with mild soap. Note: Do not scrub the affected area too vigorously. It may damage the skin and increase the likelihood of infection.

- Use generous amounts of eye wash solution, if the eyes are the area exposed to contaminants.

- Seek medical care for injuries resulting from needle sticks, puncture wounds, or other suspected significant exposures. The employee will respond to the Emergency Department at Moses Cone, or Wesley Long Hospital for initial evaluation and appropriate treatment.

- The employee must immediately report a suspected significant exposure to his immediate supervisor, and City Medical Services as soon as possible. If the exposure occurs after 4:30 P.M., or on a weekend or holiday, the employee must report the exposure to City Medical Services on the next business day. City Medical Services will ensure that any further testing, evaluation, and response to exposure of police employees to infectious diseases is handled and coordinated properly.

- The employee will complete a “Greensboro Police/Fire Department Blood Borne and Airborne Pathogen Exposure Report Form” available on PowerDMS (Documents/Forms/Injuries, Sickness, Exposure). The supervisor must complete a “Medical Services Authorization Form” (Form PDS-42-362) if applicable. Both forms will be forwarded to City Medical Services, as soon as possible.

- The supervisor will also complete an investigation of the incident and record the results of the investigation utilizing the “Supervisor’s Injury Investigation Report Form” available on PowerDMS. The supervisor will forward this form to the Resource Management Division as soon as possible.

- The incident will be reported to the Resource Management Division and City Medical Services on the next business day. If an employee is unable to contact City Medical Services or the Resource Management Division, his immediate supervisor will make the appropriate contacts.

- The Resource Management Division is responsible for completing the necessary Workmen’s Compensation Forms.

- The employee is responsible for completing an “Employee Injury Report Form” as soon as possible following the injury. This form is available on PowerDMS.

- The employee seeking medical treatment or reporting exposure or injury will cooperate fully by providing the necessary information to supervisors, physicians, medical services personnel, hospital personnel, counselors, and others in order to complete any reports, forms, etc. required to process and treat any on-duty exposure or injury. All confidential information and medical reports will be handled as confidential.

- Unless disclosure to an appropriate Departmental official is authorized by the officer or by state law, if the employee is tested, the test results will remain confidential.

Decontamination/Disposal of Contaminated Clothing

In the event an employee's uniform becomes contaminated, and the employee has no replacement immediately available, the employee can obtain a jump suit from Police Logistics to wear after completing self-decontamination. After regular business hours, any Police Supervisor can assist the employee in obtaining a jump suit from Police Logistics. The employee will complete a "Uniform and Equipment Transaction Form" and leave it on the front counter in the Police Logistics lobby.

If the uniform item(s) are contaminated to the extent that normal washing procedures will not ensure their cleanliness, the employee will place the contaminated clothing in an appropriate leak-proof Bio-Hazard bag furnished by the Department. Bio-Hazard bags will be placed in Bio-Hazard collection bins located at any of the Evidence collection sites. Employees may obtain replacement items from Police Logistics in a manner consistent with the provisions of Departmental Directive 15.1, “Uniforms and Equipment”.

Decontamination of Equipment

Decontaminate any equipment (badge, nameplate, gun belt, etc.) that becomes contaminated with potentially infectious body fluids with isopropyl alcohol. (A water and bleach solution may damage leather gear or metal uniform insignia). Clean sensitive equipment such as pistols, shotguns or radios with isopropyl alcohol. Allow all such equipment to air dry before further use. Lubricate all weapons following decontamination. Employees are responsible for decontaminating their personal equipment and departmental vehicle equipment.

Decontamination of Vehicles

Any vehicle that becomes contaminated with potentially infectious body fluids must be decontaminated by the employee prior to returning the vehicle to service. Use the following guidelines when decontaminating vehicles.

- Minimal Contamination: small amounts of fluids that can be cleaned up with paper towels and the contaminated area disinfected with a water and bleach solution (10:2) or isopropyl alcohol.

- Moderate Contamination: medium amounts of fluids that can be cleaned using a body fluid spill kit, which can be obtained from a supervisor’s vehicle.

- Extreme Contamination: large amounts of body fluids, which cannot be cleaned up using the spill kit, will require putting the vehicle out of service to be cleaned and decontaminated. **The officer putting the vehicle out of service for cleaning will affix a biohazard sticker to both the driver’s side window and the work order.**

- All decontamination procedures will be performed by employees at work before ending their tour of duty.
- When decontaminating equipment, employees will use appropriate personal protective equipment to prevent exposure to the contaminates.

- Each employee is responsible for cleaning and decontaminating any work areas after use and for proper disposal of all hazardous waste generated during the process.

8.6.6 SUPPLIES

The Department will make Personal Protective Equipment and communicable disease control supplies readily accessible to all employees who are likely to encounter communicable disease risks as part of their duties. Supervisors are responsible for dissemination of supplies for infectious disease control.

Employees using supplies stored in police vehicles are responsible for their replacement by the end of their duty day.

8.6.7 DETENTION OF ARRESTEES FOR TESTING AFTER SIGNIFICANT EXPOSURE

Background

N.C.G.S. 15A-534.3 grants authority to a magistrate conducting an initial appearance following an arrest to hold an arrestee for a reasonable period (not to exceed 24 hours) when he finds probable cause that the arrestee has subjected an individual to actions that pose a significant risk of transmission of Human Immunodeficiency Virus (HIV), or Hepatitis B (HBV). The statute authorizes the Health Department to investigate the situation during the holding period and to require the arrestee's blood be tested if necessary, pursuant to N.C.G.S. 130A-144 and N.C.G.S. 130A-148.

The Greensboro Police Department does not test arrestees for HIV or other bloodborne diseases on behalf of victims. The magistrate may hear evidence from any person who believes that there has been a significant risk of transmission by a nonsexual exposure by the arrestee. Upon request by someone during the arrest procedure, an officer may advise that person of his or her right to appear before the magistrate for a hearing pursuant to this statute. The officer must be careful to not unduly alarm any person by suggesting that he or she attempt to have the arrestee detained by the magistrate. Regardless of this specific procedure, any person who believes he has had an exposure which created a significant risk of transmission of HIV or HBV can contact the Public Health Department on his own for assistance in seeking testing of the suspected source person.

Procedure

An arresting officer who believes that there has been a significant risk of transmission of bloodborne disease from an arrestee to the officer will first notify his supervisor, and request the arrestee to consent to a blood test.

If the arrestee is willing to cooperate and consents to testing for infectious bloodborne diseases, and the officer's supervisor approves the transport for testing, the arrestee and officer will register in the emergency room at Moses Cone or Wesley Long Hospital. Hospital personnel will confer with the police employee to determine if a significant exposure has occurred. If such a

determination is made, the arrestee will be tested for infectious bloodborne diseases. Appropriate emergency treatment will be given to the employee by hospital personnel. Following this initial treatment, all further follow-up medical treatment for the employee will be handled through City Medical Services.

If the arrestee is unwilling to consent with testing for infectious bloodborne diseases, the arresting officer will present facts concerning the exposure to a magistrate. If the magistrate finds probable cause to believe the officer was exposed to the arrestee in such a manner as to pose a significant risk of transmission of HIV or HBV, the magistrate can place the arrestee under a 24-hour "hold" pursuant to N.C.G.S. 15A-534.3 for appropriate investigation by the Guilford County Health Department and subsequent testing of the arrestee may be conducted. Any communication with the magistrate will be made privately and the officer will ensure only the magistrate hears the officer's testimony. The officer will notify his supervisor of the situation as soon as possible, and request the supervisor respond to the magistrate's office.

If the magistrate determines that there is probable cause to hold a subject for investigation and testing, the affected employee's supervisor will contact the Guilford County Health Department. Outside of normal business hours the supervisor will contact Guilford Metro 911 for the appropriate on-call Health Department personnel. The supervisor must be prepared to present written documentation to the Health Department representative concerning the incident, which may be satisfied by providing a completed copy of the "Greensboro Police/Fire Department Blood Borne and Airborne Pathogen Exposure Report Form". The Health Department representative will conduct an investigation that includes contacting the subject and the officer about the circumstances surrounding the possible exposure. If the circumstances surrounding the exposure and the arrestee's risk for being a carrier of HBV, or HIV are substantiated by the Health Department's investigation, the subject will be ordered to have blood drawn for testing. If the subject does not comply with the order of the Health Department to submit to testing, the Health Department representative will seek a court order from a District or Superior Court Judge.

Qualified medical personnel will draw blood from the subject for testing. If the subject does not comply with the court order, the judge is to be notified immediately of the noncompliance. If an incident of this nature occurs during a weekend or holiday period, and the 24 hour "hold" provided for by statute will expire prior to the availability of a Judge; the Health Department representative may request the magistrate issue a warrant for arrest of the subject based upon a violation of N.C.G.S. 130A-144(f).

The employee will contact City Medical Services on the next business day following the incident. City Medical Services is responsible for all follow-up treatment of the employee.

8.6.8 NONARRESTEES TESTING AFTER SIGNIFICANT EXPOSURE

If a significant exposure results from contact with an individual who is not under arrest and is willing to cooperate with testing, the following procedure will apply.

- The supervisor will ensure that the source subject's name, address, phone number, and other relevant personal information is obtained and submitted to City Medical Services. A "Greensboro Police/Fire Department Blood Borne and Airborne Pathogen Exposure Report Form" will be completed.

- A supervisor from the exposed employee's Division will contact the source and arrange for transport and testing at Moses Cone Hospital Emergency Department. The source should

register at the Emergency Department for evaluation. The employee should also be prepared for registration and testing if applicable. The City of Greensboro will not assume financial responsibility or provide for further medical treatment for the source.

- The police supervisor is responsible for arranging transportation for the person, if necessary.

If a significant exposure results from contact with a subject who is not under arrest and who is unwilling to voluntarily submit to testing, the following procedure will apply:

- The subject's name, address, date of birth, phone number, and any other relevant information will be obtained and recorded by the employee's supervisor, on the "Greensboro Police/Fire Department Blood Borne and Airborne Pathogen Exposure Report Form".

- The supervisor will then notify the Guilford County Health Department with this information so the appropriate Health Department personnel can commence an investigation and initiate appropriate follow-up.

8.6.9 CONFIDENTIALITY OF INFORMATION ABOUT HIV AND HBV.

North Carolina law provides that "all information and records" that might identify a person as HIV or HBV infected "shall be strictly confidential". N.C.G.S. 130A-143.

Officers are not to record such information on arrest reports, accident reports or any other Department documents except as allowed pursuant to this Directive. Such information is not to be broadcast over radio airways or computer terminals.

Police employees must maintain the confidentiality of information concerning an individual's HIV or HBV status obtained during investigations or arrest. Officers must not assume that a suspect's, victim's, or any other person's disclosure to them automatically permits them to disclose this information to anyone else. That is not the case and a subsequent disclosure violates the confidentiality law in North Carolina. Therefore, Greensboro Police Department employees should refer all inquiries regarding the HIV or HBV status of any person to the Guilford County Public Health Director.

The confidentiality law does, however, authorize the limited release of HIV or HBV information pursuant to a number of specific exceptions.

- An individual's HIV or HBV information may be released with that person's written consent, and HIV information may be released to "health care personnel providing medical care to the patient". N.C.G.S. 130A-143 (2) and (3).

- HIV or HBV information may be released "pursuant to subpoena or court order". N.C.G.S. 130A-143 (6).

8.6.10 EMPLOYMENT ISSUES

The law generally permits an employer to discharge an employee who completely refuses to work with a coworker because of unreasonable fear about the spread of AIDS or if he refuses to perform assigned duties for the same reason. Any Greensboro Police Department employee who refuses to

work with an HIV infected employee or who refuses to perform their assigned duties because of an unreasonable fear of contracting AIDS will face disciplinary action up to and including dismissal.

8.6.11 EMPLOYMENT RECORDS

Information and records that might identify an employee as HIV infected will be kept strictly confidential. An employee's HIV or HBV status may be released by police personnel authorized to do so only under the following circumstances:

- Release is made to health care personnel who are providing medical care to the employee, and only then with written permission from the employee.
- Release is made pursuant to a subpoena or court order; or
- Release is otherwise authorized by N.C.G.S. 130A-143 or by the regulations adopted by the Commission for Health Services.

8.6.12 RESOURCE INFORMATION FOR EMPLOYEES

The Resource Management Division maintains a Community resources directory of all community agency groups who can offer assistance, counseling, etc. to an employee or employee's family members.

Members of the Peer Support Team, the Police Chaplain, and the City Health Services Division are always available to offer advice, counseling, or other help as needed. Employees are encouraged to utilize any of these resources at any time the need arises. All inquiries will be handled in a strictly confidential manner.

TITLE: HAZARDOUS CHEMICAL COMMUNICATION STANDARD AND OSHA REQUIREMENTS	NUMBER 8.7
EFFECTIVE DATE: 02-26-2018	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R2/02-26-2018	

8.7.1 REQUIREMENTS OF THE STANDARD

The OSHA Hazardous Chemicals Communications Standard (29CFR 1910.1200) requires that employees be informed about the presence of hazardous chemicals in their work place and the dangers which these hazardous chemicals may pose.

City policy is found in Section J-5 of the City Personnel Manual. It contains detailed procedures for accomplishing the requirements of the Hazardous Chemical Communication Standard. The Commanding Officer of the Resource Management Division is the Department Liaison with the City Safety and Health Manager for the reporting required in J-5. Other component commanders should make required reports through the Department Liaison.

8.7.2 METHODS OF COMPLIANCE WITH THE STANDARD

Employers may comply with the provisions of the Standard:

- By training new employees about hazardous chemicals in the work place.
- By instructing veteran employees through in-service training about work place chemical hazards.
- By maintaining a current Material Safety Data Sheet (MSDS) on each hazardous chemical in the work place.
- By proper labeling of all chemical containers.
- By proper placarding of work areas which house hazardous chemicals.
- Establishing written procedures concerning:

  -safe and proper handling of hazardous chemicals.

  -safe and proper disposal of hazardous chemicals and chemical wastes.

  -handling and reporting hazardous chemical emergencies in the work place (see DD 12.6, Hazardous Material Incidents).

8.7.3 PROCEDURES REQUIRED

The Commanding Officer of the Training Division is responsible for providing for appropriate train-the-trainer instruction for those Department personnel whose job requires them to deliver Hazard Communications Act-related or other OSHA training for the Department.

Each Commanding Officer/Director shall ensure the following:

- That his command is surveyed for the use or storage of hazardous chemicals which necessitate the implementation of provisions of this Directive.
- That new and veteran employees receive training commensurate with their contact with hazardous chemicals in the workplace.
- That Material Safety Data Sheets are maintained on each hazardous chemical found in their command.
- That all hazardous chemical containers are properly labeled.
- That all work areas housing hazardous chemicals are properly placarded.
- The development of Standard Operating Procedures for dealing with workplace hazardous chemicals which are present in his command. The depth of these procedures should reflect the actual contact with hazardous chemicals that component employees are expected to have in the workplace. The SOPs should cover safe, proper handling and disposal of hazardous chemicals and handling and reporting hazardous chemical emergencies in the workplace.

In addition to MSDS records which are maintained in affected areas of the Department, complete listings of MSDS information are maintained electronically by the Safety and Health Division of the City Human Resources Department at:
https://msdsmanagement.msdsonline.com/42976505-bcab-43a9-b247-b244fc3bc2c8/ebinder/?nas=True

TITLE: HAZARDOUS WORK ENVIRONMENTS	NUMBER 8.8
EFFECTIVE DATE: 11-06-01	PAGE 1 of 2
REVISION HISTORY: (Adopted 11-06-01)	

8.8.1 PURPOSE

It is recognized that police employees routinely encounter situations that pose risks to their health and safety. While it is also recognized that not all risks can be anticipated or eliminated, City and Departmental safety programs and policies are designed to minimize the risks associated with general safety hazards.

The purpose of this directive is to promote the safety of employees and the general public in regards to specific types of hazardous locations and environments. It should also help employees identify such specific hazards, and provide direction regarding acceptable actions when encountering them.

8.8.2 GENERAL POLICY

It is the general policy of the Greensboro Police Department to prohibit employees from engaging in activities or entering environments that may foreseeably pose unnecessary special health & safety risks to the employee or others, and which are outside the normal scope of their duties.

Obviously, this general policy must be applied to actual instances using sound judgment and discretion. The relative risks to the employee and third parties must be considered before attempting any emergency actions involving foreseeable special hazards.

For example, this general policy would not prohibit an employee from taking immediate *emergency* action when he has determined that no reasonable alternative readily exists.

This policy also would not prohibit an employee from taking *non-emergency* action in hazardous situations or environments when he:

- Has been provided suitable specialized training concerning the specific hazardous activity or environment; and,
- Has available all proper specialized equipment required for safe execution of the activity or entry; and,
- Has prior supervisory permission to conduct the activity or effect the entry.

8.8.3 SPECIFIC ACTIVITIES

The following specific situations and activities are offered as a means of illustrating the agency's intent in applying the general policy stated in Section 8.8.2.

Climbing & Fall Exposure – situations in which there exist significant risks of falling. Examples include: water and utility towers; phone poles; scaffolding; structural facades; and ladders.

In applying the general policy set forth in 8.8.2, employees must adhere to the following prohibitions: Absent exigent circumstances and prior supervisory approval, employees are prohibited from:

- Climbing any ladder or scaffolding that does not appear stable;
- Climbing a stable ladder or scaffolding a distance greater than two stories (approximately 20 feet);
- Climbing water towers, utility towers, telephone poles, or building facades.

Utilities / Industrial Environments – situations in which utility or industrial machinery pose a significant risk of injury. Examples include: electrical vaults and outside power distribution yards; water distribution facilities; and heavy industrial machinery. In applying the general policy set forth in 8.8.2, employees should exercise sound discretion and judgment.

IDLH Environments & Confined Spaces – environments in which there exists oxygen deprivation or the presence of toxic fumes that are **I**mmediately **D**angerous to **L**ife and **H**ealth. Examples include: water & sewer culverts; manholes; chemical factories; airtight spaces; and ammonia plants.

In applying the general policy set forth in 8.8.2, employees must adhere to the following prohibition: Employees are prohibited from entering IDLH environments.

Trenches – open or enclosed excavations that lack suitable shoring and therefore pose a significant risk of collapse. Examples are commonly found at construction sites and where roadway repairs are occurring. In applying the general policy set forth in 8.9.2, employees should exercise sound discretion and judgment.

Fire & Structural Collapse – structures which are involved by working fires or are filled with smoke, or which have or appear imminently subject to collapse. In applying the general policy set forth in 8.8.2, employees should exercise sound discretion and judgment.

Water Rescue – situations in which the depth, temperature or water current pose significant risks of drowning. Examples include: flooded areas; overflowing streams; storm-water run-off; and bodies of water. In applying the general policy set forth in 8.8.2, employees should exercise sound discretion and judgment.

8.9.1 PURPOSE

This directive establishes guidelines for drug/alcohol testing of incumbent employees. It does not address pre-employment drug testing of job applicants (see Departmental Directive 2.2.2), nor for-cause testing of incumbent employees suspected of reporting to work while under the influence of alcohol or other alcohol-related violations (see Departmental Directive 1.5.18).

8.9.2 POLICY

The Greensboro Police Department is committed to the goal of providing a workplace that is free of illicit drugs and alcohol. This commitment is based on the belief that it is the Department's responsibility to maintain a safe & healthy working environment for employees, and a productive & effective workforce for the citizens of Greensboro. This commitment is also in recognition of the unique safety-sensitive responsibilities of law enforcement agency employees, and the higher standards of conduct expected of those employees.

8.9.3 DEFINITIONS

The following terms are defined as used in this Directive:

Adulterated Specimen - A urine specimen into which the employee has introduced a foreign substance.

Canceled Test - A drug test that has been declared invalid by a Medical Review Officer. A canceled test is neither a positive test nor a negative test. An example of a canceled test is one that has been rejected by the MRO for a fatal collection error.

Code of Federal Regulations - The federal body of law, part of which regulates DOT drug testing. Unless otherwise set forth in this Directive, drug testing of Greensboro Police Department employees will follow the regulations for the United States Department of Transportation drug testing as set forth in the current Code of Federal Regulations, Title 49, Part 40, which is hereby incorporated by reference.

Confirmation Test - A test conducted on a primary specimen by gas chromatography/mass spectrometry to confirm the presence of a drug or drug metabolite detected by a screening test at or above the threshold concentrations.

Designated Employee Representative (DER) - An individual identified as able to receive communications and test results directly from Medical Review Officer, screening test technicians, collectors, and substance abuse professionals, and who is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation process. The Commanding Officer of the Resource Management Division and the Commanding Officer of the Professional Standards Division (or their designee) are designated as the agency's DER's.

Dilute Specimen - A urine specimen whose creatinine and specific gravity values are diminished by the employee through the introduction of fluid into the specimen.

Drug – Any controlled substance as defined in North Carolina General Statute 90-87(5) or a metabolite thereof. These substances include but are not limited to marijuana, cocaine, heroin, alcohol, opiates, amphetamines, and synthetically produced drugs or other impairing substances. This also includes prescription drugs at levels above those prescribed by a physician or any level of prescription drugs not prescribed to the employee.

Drug Test - A urinalysis immunoassay-screening test, followed by a gas chromatography/mass spectrometry confirmation test for positive screens.

Breath Alcohol Test (BAT) – A breathing scan test to detect the presence of alcohol in the system.

Blood Level Alcohol Test – A blood level test to determine the exact amount of alcohol in the system.

Employee - A full-time or part-time employee of the Greensboro Police Department who is identified in this Directive as being subject to drug testing. References to employee gender in this Directive are considered to apply equally to either gender.

Employer - The Greensboro Police Department, the City of Greensboro, and any employee thereof acting within the scope of their duties relative to this Directive.

Laboratory - Any laboratory which meets the standards to engage in urine drug testing, as set forth in the United State Department of Health & Human Resources and the United States Department of Transportation guidelines. For the purposes of this Directive, this term refers to a state-certified laboratory currently under contract to provide drug test analysis to the City of Greensboro.

Medical Review Officer (MRO) - A licensed physician responsible for receiving laboratory results generated by an employer's drug testing program, who has knowledge of substance abuse disorders, and has appropriate training to interpret and evaluate an individual's drug test results, together with the employee's medical history and any other relevant biomedical information. The MRO acts as an independent and impartial gatekeeper for the accuracy and integrity of the testing process. For the purposes of this Directive, physicians under contract to provide services to the City Medical Services Division will serve as MRO's, and may be assisted in certain duties by designated staff members of the City's Medical Services Division.

Negative Drug Test - The failure to detect, at or above the threshold concentrations, any of the five drugs being tested for in the primary specimen.

Positive Drug Test - The detection, at or above the threshold concentrations, of any of the five drugs being tested for in the primary specimen.

Primary Specimen - That part of a urine specimen that is opened and tested by a laboratory to determine whether the employee has drugs or drug metabolites in his system. It is distinguished from a split specimen.

Screening Test - An initial immunoassay screen to eliminate negative urine specimens from further analysis.

Split Specimen - That part of the urine specimen that is sent to the laboratory and retained unopened, and which will be tested in the event that the employee requests an additional test following a verified positive test of the primary specimen.

Substituted Specimen - A specimen, not consistent with human urine, which has been substituted by the employee in place of his or her own urine specimen.

Threshold – A level of drug concentration which is accepted by the scientific community to be above the level of passive inhalation or incidental contact.

Urine Drug Test – A urinalysis immunoassay screen followed by a gas chromatography/mass spectrometry confirmation test for positive screens.

8.9.4 ADMINISTRATIVE ISSUES

There are **three** different triggers that shall lead to an employee being directed to take a drug and/or alcohol test under this Directive: for-cause testing, random testing, and post-incident testing. All of these triggers are independent of each other.

An employee ordered to submit to urine/blood collection or breath sample under this section that declines to participate in the collection or testing process will be terminated from employment, and the employee will not be allowed to resign in lieu of termination.

Failure to comply with any aspect, condition, restriction, instruction, or procedure associated with any aspect of the urine, blood, or breath collection as part of the drug/alcohol testing process, or interference with or obstruction of same as either a principal or accomplice will result in dismissal.

Testing under this Directive may be used for administrative purposes only. The Professional Standards Division will serve as the administrative investigative body relating to cases involving drug testing violations or positive results.

8.9.5 FOR-CAUSE TESTING

Any employee who is on-duty, or who reports for duty, while visibly affected by the apparent use of controlled substances or illegal drugs or alcohol, or against whom reasonable suspicion of the illegal use of drugs exists, may be ordered by a supervisor to submit to drug and/or alcohol testing under this section. Such testing will be ordered only after consultation with the Office of the Chief of Police, the Commanding Officer of the Professional Standards Division, or the senior ranking officer on-duty.

The DER will be advised of the name of any employee directed to submit to for-cause drug testing. The DER will then coordinate with the City Medical Services Division to arrange for a drug test to be conducted as soon as possible, and so notify the affected employee. All other testing procedures and protocols will follow the guidelines set forth in Sections 8.9.8, 8.9.9, and 8.9.10.

8.9.6 RANDOM TESTING

It is the position of the Greensboro Police Department that the nature and scope of duties associated with certain assignments and jobs within the agency create compelling public safety interests, which in turn warrant random drug testing of employees assigned to those positions.

The positions or assignments affected by this section and subject to random drug testing are:
- All Sworn Officers
- Employees assigned to the Forensic Services Division

The DER will ensure that the City Human Resources Department maintains or has access to a current computer roster of work units to which employees subject to random testing are assigned. Periodically, the City Human Resources Department will use computerized randomized methods to select work groups of employees to be tested. These work unit groups will be selected from the entire pool of possible candidates. The list of work groups selected for each testing process will remain confidential and will not be released to any member of the Greensboro Police Department except the DER's.

The number of work units selected for each testing process, and the frequency of the selection processes, will be determined by City Human Resources so as to ensure that the number of employees tested each year represents approximately 50% of the total number of employees eligible for testing.

City Human Resources will notify the DER's of the work units currently selected for testing. The DER will then contact the selected work units to facilitate actual testing. All other testing procedures and protocols will follow the guidelines set forth in Section 8.9.7, 8.9.8, and 8.9.9.

8.9.7 POST-INCIDENT TESTING

Employee(s) involved in a motor vehicle crash or use of force, resulting in serious injury or death, or the discharging of a firearm during a use of force encounter will be administratively compelled to provide blood, urine and/or breath samples for alcohol and drug screening. Absent consent from the officer, compelled samples and the results of any such testing, shall not be disclosed as part of any criminal investigation or released to the public.

The drug and alcohol test is required following a vehicle crash involving an employee while operating a vehicle owned by the City of Greensboro whether on or off duty when:

- The crash involves a fatality of any involved party, or
- Any person involved in the crash sustains serious or life-threatening injuries, or
- As directed by the Chief of Police

The drug and alcohol test is required following any use of force incident when:

- The incident results in the serious injury or death of any involved individual(s), or
- Departmental Employee(s) discharge a firearm during a Use of Force incident, or
- As directed by the Chief of Police

It will be the responsibility of the Professional Standards Division or the on duty Watch Commander to determine if the severity of the injury that occurs in any of the above incidents requires the officer to submit to a drug or alcohol test.

Representatives from the Professional Standards Division or the involved employee(s)'s immediate supervisor or acting supervisor, after consulting with the Professional Standards Division, will be responsible for ensuring the test is administered following an applicable crash or Use of Force incident.

The collection of urine, blood, and/or breath samples will occur at a City designated drug and alcohol collection site. The location will be dependent upon when the incident occurs and the physical condition of the officer(s) involved.

Post crash/incident drug and alcohol testing shall be administered as soon as possible after the incident but must occur within 2 hours following the crash or use of force incident. If the test is not administered in the required time frame, Professional Standards Division personnel or the employee's supervisor must document the reason(s) for not administering the test.

No employee may refuse to submit to a drug and/or alcohol test required by this policy. Employee(s) shall remain readily available when a post accident/incident test is required. Failure to remain readily available will be considered as a "refusal to submit" to testing.

Supervisors should reference the attachment "Post Incident Flow Chart" for guidance in facilitating this process.

8.9.8 COLLECTION PROCEDURES

The scheduling of an appointment for urine collection will be considered the issuance of a direct order on behalf of the Chief of Police to arrive on time and participate fully in the collection procedures.

Time spent in commute to and from the collection site, and time spent being at the collection site, is considered compensable work time for FLSA purposes.

Upon arrival at the collection site, no delay will be permitted in beginning the testing. The employee must present photo-identification (City ID card or NCOL).

The employee must remove any outer clothing (jacket, coat, hat, etc.) and leave these garments with the testing official, along with any briefcase, purse, and other personal belongings. Any employee wearing boots must remove them and allow the testing official to examine them for items that could be used to adulterate a urine specimen; the boots will then be returned to the employee.

In addition, the employee must empty all pockets and display their contents to the testing official to ensure that there are no items present that could be used to adulterate a urine specimen. If no such items are present, the employee will then be permitted to return the contents to their pockets.

The employee must be allowed to retain his wallet, and will not be directed to remove other clothing (shirt, pants, dress, etc.) or change into a hospital gown.

All urine collections will be un-witnessed, unless a directly observed collection is required by Federal regulations.

No employee representative will be permitted beyond the lobby area of the collection site.

8.9.9 TEST RESULTS

The collected urine sample will be tested by a licensed, certified laboratory under contract with the City.

The primary specimen will be tested to determine that the sample is undiluted, unadulterated, un-substituted human urine. Thereafter, the primary specimen will be tested for the five drugs specified in DOT regulations, using an immunoassay screening method.

A negative initial screening result indicates that none of the 5 drugs being tested for exceeded the established cutoff concentrations established in 49 CFR 40, and no further testing is necessary.

A positive initial screening result will cause the primary specimen to be subjected to a verification test, utilizing gas chromatography/mass spectrometry methodology.

8.9.10 POST-TESTING PROCEDURES

Before reporting a drug test result to the MRO, the lab must ensure that it has been reviewed and certified as accurate by a certifying scientist. Test results from the lab are reported only to the MRO or his designated staff. Test results may not be reported by the lab to any other person.

The MRO and/or his designated staff are responsible for carefully reviewing each drug test reported by the lab.

A. Negative Test Results

In the event the lab reports a "negative" test result, the MRO will review the test results, and report the result in a confidential manner to the DER, who will subsequently notify the tested employee.

B. Positive Test Results

In the event the lab reports a confirmed "positive" test result, the MRO is charged with certain additional duties. Only the MRO can verify a "positive" test result as reported by the lab.

First, the MRO will conduct a review of the integrity of the chain of custody in the testing process. Fatal errors in the testing procedures can result in the MRO canceling the test.

Next, the MRO will contact the affected employee in a confidential manner to offer a verification interview to discuss the test results and to determine if there is a legitimate medical explanation for the positive test result. If necessary, the MRO may seek the assistance of the DER in confidentially contacting the employee.

If the employee is contacted and declines to participate in the verification interview, or if the employee is notified to contact the MRO and fails to do so within 72 hours, or if reasonable but

unsuccessful attempts are made to contact the employee over 14 days, the MRO will declare the report as a "positive" test result, and so report to the Designated Employee Representative in a confidential manner.

As a part of the verification process, the MRO will explain to the employee:

- that the lab has returned a "positive" test result, and specify which drugs were indicated as "positive"
- that the MRO will decide whether to verify the lab test result as "positive" based on information the employee provides in the interview
- that if further medical evaluation is needed as a part of the verification process, the employee must submit to such evaluation or have the result reported to the employer as a "positive" result
- that the MRO is authorized to provide the employer with any medical information the employee provides during the verification interview.

During the verification interview, the MRO may review the employee's medical history and any other relevant biomedical factors, and may order further medical evaluation of the employee. If the employee asserts that the presence of a drug in his system is the result of taking prescription medication, the MRO must review all medical records that the employee provides. The MRO may contact the employee's physician for further information.

The MRO may not consider any evidence from other drug tests obtained outside the authority of this Directive (such as independent tests supplied by the employee), nor consider employee explanations that, even if true, would not constitute a legitimate medical explanation for a positive result.

The only way that a "positive" test result from the lab can be changed to a "negative" test result by the MRO is the establishment by the MRO of a legitimate medical explanation for the presence of the detected drug at the levels indicated by the lab tests.

No legitimate medical explanation can exist for the presence of illegal drugs in an employee's urine. The presence of lawful medications at levels above the thresholds must be consistent with lawfully-prescribed medicine taken as directed by the prescribing physician; over-medicating or other abuse of lawful drugs does not constitute a legitimate medical explanation.

If the MRO determines that a legitimate medical explanation exists for a "positive" drug test result, he will verify the result as "negative" and so report directly to the DER in a confidential manner.

If the MRO determines that no legitimate medical explanation exists for a "positive" drug test result, he will verify the result as "positive" and so report directly to the DER in a confidential manner.

The MRO must notify the employee of his right to request a test of the split specimen by a second lab, and explain the procedures for doing so. If a primary specimen has been adulterated or substituted, the employee may not request a test of the split specimen. A retest of the primary specimen is not permitted, nor may any additional tests (DNA, etc.) be conducted. The employee will have to bear the costs of testing the split specimen.

A testing of the split specimen at the employee's request is designed only to reconfirm the presence of the drug initially indicated as a "positive" in the primary specimen. The mere presence of the drug in question in the split sample, without regard to the threshold concentrations used in the first lab's testing, is sufficient to indicate a "reconfirmed" finding. Should the testing of the

split specimen indicate that the drug in question is not present, the second lab will make a “failed to reconfirm” finding and the MRO will report a "negative" test result to the DER.

The employer may not take any permanent personnel or disciplinary action related to a drug test until the MRO has reported a verified positive drug test result to the DER. The results of MRO-verified drug tests administered under this directive will be final. An additional test result presented by an employee, which was collected or analyzed by an outside physician, will not invalidate a verified positive test result as determined under this Directive.

8.9.11 EMPLOYEE ASSISTANCE

Early recognition and treatment of chemical dependency is important for successful rehabilitation. As such, the Greensboro Police Department supports sound treatment efforts. Towards that end, an employee may voluntarily enter a substance abuse treatment program. The employee may enroll in a treatment program of his own choice at his own expense, or may elect to utilize the City's Employee Assistance Program

However, participation in a substance abuse treatment program will not:

- excuse the employee from drug testing under the authority of this Directive
- exempt an employee from the consequences of actions which have already occurred
- exempt an employee from the proper performance of assigned duties
- mitigate employment termination as a result of a verified positive test result or other administrative disciplinary action

Post-Incident Drug & Alcohol Testing Procedures

Post-Incident Testing Required:

Motor Vehicle Accidents

* When the crash involves a fatality.
* When an individual sustains serious or life-threatening injuries.
* As directed by the Chief of Police.

Use of Force Incidents

* When a Use of Force incident results in serious injury or death.
* If an involved employee discharges a firearm during a Use of Force incident.
* As directed by the Chief of Police.

Post-Incident Testing
No Medical Treatment Needed other than Evaluation and/or Testing

↓

Notify PSD & RMD Command Staff of Incident.

↓

If medical care is not required and employee is transported by police vehicle for evaluation and testing purposes, transport employee to the **Moses Cone Care Facility located at 2630 Willard Dairy Rd.**

↓

PSD & RMD Personnel will respond and coordinate the testing process with the employee and Hospital Personnel

Post-Incident Testing
Medical Treatment Required & ***Employee Transported by EMS***

↓

Notify PSD & RMD Command Staff of Incident.

↓

If medical treatment is required and employee needs to be transported by ambulance, follow the standard Guilford County EMS protocol for transport

↓

PSD & RMD Personnel will respond and coordinate the testing process with the employee and hospital personnel.

Post-Incident Testing
Medical Treatment Required & ***Employee Transported by Police Vehicle***

↓

Notify PSD & RMD Command Staff of Incident.

↓

If medical care is required and employee is transported by police vehicle, transport the employee to the **Moses Cone Care Facility located at 2630 Willard Dairy Rd.**, unless employee requests an alternate care facility

↓

PSD & RMD Personnel will respond and coordinate the testing process with the employee and hospital personnel.

If involved employee is incapacitated at the time of treatment, testing will still occur and the sample will be held until the employee is able to provide/deny consent for testing

TITLE: INCLEMENT WEATHER	NUMBER 8.10
EFFECTIVE DATE: 02-18-2019	PAGE 1 OF 2
REVISION HISTORY: (Adopted 03-24-2004) R4/02-18-2019	

8.10.1 PURPOSE

This directive establishes departmental provisions to the City of Greensboro's Inclement Weather Policy, as contained in Number B-7 of the City of Greensboro Personnel Policy Manual.

8.10.2 POLICY

In accordance with the City of Greensboro's Inclement Weather Policy:

The City Manager or designee shall declare that the Inclement Weather Plan is in effect by announcing that City Administrative offices will open at some time other than 8:00 AM and/or close at some time other than 5:00 PM. Late opening information will be publicized through normal media outlets. Early closings shall be communicated through internal channels.

All Service Critical employees are expected to be at work at their regularly scheduled starting times, and may be required to work beyond their regularly scheduled ending time.

Employees not designated as Service Critical will be considered Non-Service Critical and may, during a declared weather emergency, report to work by the designated opening time or leave at a designated early closing time and still be considered as having worked their entire normal duty day.

Employees who do not report to work at all shall be charged leave for all hours missed during a normal workday. This provision does not apply if the Chief of Police (or designee) chooses to close a facility or program and directs employees to not report to work.

Employees on previously scheduled leave, or who call in sick prior to the designation of the closing will be will be charged leave for all hours missed.

Employees reporting after the designated starting time shall be charged leave for the hours missed after the designated starting time. Employees leaving prior to the designated ending time will be charged leave for all hours missed from their departure to the designated ending time.

Roster employees will only be paid for actual hours worked.

[Special Note: Exempt employees may not be charged Leave Without Pay in increments of less than a whole day.]

8.10.3 SERVICE CRITICAL PERSONNEL

The City of Greensboro provides a wide variety of services under very different circumstances. In recognition of this, each department is responsible for determining which employees are Service Critical.

The following categories of Greensboro Police Department employees are considered Service Critical:

- All sworn employees not on limited duty status
- Police Academy Personnel
- All non-sworn managers and supervisors
- Public Information Officer (Multi-media Specialist available on-call)
- Public Safety IT Personnel
- WOC Personnel
- Crime Scene Investigations Section Personnel (CSIs and Forensic Specialists)
- Latent Print, Firearms/Tool Mark Section Personnel (available on-call)

8.10.4 USE OF CITY VEHICLES FOR TRANSPORTATION OF SERVICE CRITICAL PERSONNEL

Based on roadway conditions and manpower resources, the Watch Commander may authorize the use of city vehicles for the transportation of Service Critical Personnel from their homes, if within the city limits, to their work assignments.

TITLE: POLICE CHAPLAINCY PROGRAM	NUMBER 8.11
EFFECTIVE DATE: 07-22-2019	PAGE 1 OF 4
REVISION HISTORY: (Adopted 01-24-05) R3/07-22-2019	

8.11.1 INTRODUCTION

The mission of the Greensboro Police Department's Chaplaincy Program is to provide a resource of guidance and counseling to persons requesting such assistance. The nature of Police activities can lead to situations of both a professional and personal nature which require additional support services. The Police Chaplains will provide spiritual guidance, counseling, consultation, and other forms of human crisis intervention to those in need. While this program is primarily intended to assist departmental members, Police Chaplains may be made available to citizens in a manner describe in this Directive.

While this program has a religious or spiritual component, it is not intended to be an endorsement of any religious or faith-based organization. The Chaplaincy Program is non-denominational and is being provided by volunteers without financial compensation.

The number of Police Chaplains assigned to this program will be determined by the Chief of Police, and shall consist of members from religious faiths reflective of the diversity within the agency and community. The organizational responsibility for the Police Chaplaincy Program rests with the Executive Officer to the Chief of Police, who oversees, facilitates and implements this program.

8.11.2 REQUIREMENTS

Volunteers applying to serve as departmental Chaplains must be a cleric in good standing, licensed and/or ordained by the Chaplain's Church or Religious Order as a minister or clergyperson and will provide supporting documentation upon request. In addition, candidates must provide a letter from their church or denomination, endorsing their request to serve. It is recommended that an applicant have a minimum of three (3) years of professional experience in the ministry field. Each applicant must possess a valid North Carolina Driver's License, will complete a volunteer Chaplain application and shall be carefully screened through a background check and an oral interview.

The Chief of Police is responsible for the selection of all Chaplains, following a review of recommendations made by the Executive Officer to the Chief of Police. Appointments to the Chaplaincy Program will be made with special consideration to the Department's needs, including, but not limited to, religious and ethnic diversity.

All appointments made to the Police Chaplaincy Program may be revoked at the discretion of the Chief of Police.

Upon appointment, each candidate will attend orientation training designed to introduce the Chaplain to the function and mission of the Greensboro Police Department, and to provide direct and specific guidance regarding all duties and responsibilities. This training is the formal responsibility of the Executive Officer to the Chief of Police. Upon completion of training, each candidate will receive a detailed outline of the expectations and duties for the position of Chaplain. Additionally, periodic training will ensure each Chaplain is updated on organizational needs and assistance programs, and resources available.

Chaplains may be assigned to a particular Division within the agency, but may correspond with any departmental member as appropriate or requested. Chaplains will seek assistance from other departmental Chaplains of different faiths as needed and appropriate.

Chaplains are requested to devote a minimum of **10 hours a month** in service to the Greensboro Police Department, which may include personal contacts, telephone calls, ride-along participations, and training.

Communication between a Police Chaplain and an employee is considered privileged by the Department, except for those matters which involve violations of the law or Departmental misconduct. All Police Chaplains must comply with Directives concerning the duty to report violations of laws, rules, or Directives.

8.11.3 SUPPORT ORGANIZATIONAL EFFORTS IN COUNSELING AND ASSISTANCE

The Police Chaplaincy Program will offer support to departmental members and their families in times of crisis and need, and to assist in dealing with situations of stress and tension. The Chaplain should offer the assistance of other "agency supported services" as appropriate (i.e. the Peer Support Team, Employee Assistance Program, the Police Psychologist, etc.), through personal member contact, or by notifying the Executive Officer to the Chief of Police.

8.11.4 PERSONAL COUNSELING ACTIVITIES

The purpose of personal counseling is to help a person deal with personal issues in a constructive manner so as to productively lessen stress and tension. This service will include as its primary goals counseling directed:

- To help the member cope with difficult circumstances emotionally
- To assist the member in determining a personal plan of action directed to deal with these circumstances and,
- To work with the member towards a final resolution to overcome personal issues.

Personal counseling may involve both a member and/or their family. Additionally, upon supervisory approval, the Chaplain may be requested to provide personal counseling to assist civilians who, when involved with police operations, express a desire to have religious counseling but have no local resource available upon whom to call. The Executive Officer to the Chief of Police shall be advised when the Chaplain(s) are used for this purpose.

8.11.5 RELIGIOUS COUNSELING

The Chaplain will assist with providing religious counsel, conversation or other guidance as requested. In conducting this type of support, the Chaplain will:

- Engage in religious counsel, conversations of a spiritual nature or other interactions as requested, whichever the Chaplain believes to be most beneficial and appropriate.
- Furnish literature, upon request, that deals with special needs and concerns of a member.

- Practice a ministry of "presence" in and about the Department that may invite members to consider the services of the Chaplaincy Program.

- Refer the member to another Chaplain or a religious leader of a different faith, as requested or needed by the member.

- Refer the member to another "agency sponsored support service" (i.e. Peer Support, Employee Assistance Program) as appropriate.

8.11.6 SERVICES TO THE SICK AND INJURED

Upon notification of a current member who is suffering a serious illness or injury, the Chaplain will make an attempt to visit with the member and/or family to offer counseling and comfort on behalf of the agency.

8.11.7 SERVICES RELATED TO WEDDINGS, MEMORIAL SERVICES, AND FUNERALS

A Chaplain will be available to conduct weddings, memorial services, and funerals, upon request of the agency or member/family. Services may vary according to departmental, family and individual needs; however notification for such ceremonies will be forwarded by the Chaplain directly to the Executive Officer to the Chief of Police. The Commanding Officer will ensure such ceremonies comply with departmental goals and procedures, and coordinate the Chaplain's response with any additional support units requested (e.g., Honor Guard).

8.11.8 RIDE-ALONG PROCEDURES

One of the Chaplain's main responsibilities is to "ride" with officers during the performance of their duties, thereby keeping the Chaplain familiar with the duties of policing, and providing a presence to field officers. This program gives the Chaplain an opportunity to visit with individual members personally, initiate conversation beneficial to the officer, and to develop a relationship of trust and confidence. Chaplains are strongly encouraged to utilize this process as the primary basis for their services.

The Chaplain shall:

- Ride in casual dress attire or the Chaplain's Uniform issued by the agency.

- Ride as a member of the Department with the complete understanding that **a Chaplain is not a police officer**.

- At no time, interfere with the officer's performance of official duty.

- Listen for areas of tension in the officer's personal life, in which the Chaplain might be able to offer assistance.

- Refrain from forcing their ministry services upon anyone, but rather let the member know that they are available if they can assist.

- Ride with different officers at random, or upon request by the officer, their supervisor or their Commanding Officer. Usually, Chaplains will refrain from repeatedly riding with the same officers unless necessary to carry out a duty of their services.

8.11.9 HOSPITAL SERVICES: SERIOUS INJURIES OR DEATH INVOLVING MEMBER

In the event police personnel become seriously injured or killed, a Chaplain will upon request, respond to the hospital and serve as a liaison between the Greensboro Police Department and the hospital's Chaplaincy staff; being careful not to adversely interfere with the mission of either organization. The main focus of the Police Chaplain during these activations will be to enhance the role of ministering to the member's friends, family and other departmental members.

8.11.10 DEATH/SERIOUS INJURY NOTIFICATIONS: MEMBER OF DEPARTMENT

A Chaplain will be available, upon request, to assist in providing support and comfort to families of police personnel who have been seriously injured or killed in the line of duty. A Chaplain may be assigned to accompany the senior ranking officer when making such notification, to offer departmental condolences and support, however at no time will the Chaplain personally deliver a death/injury notification, as such is the sole responsibility of the senior ranking officer.

8.11.11 DEATH NOTIFICATIONS: GENERAL PUBLIC

The Chaplain may, upon request of a supervisor, be asked to assist in a "death notification call" that occurs within the Greensboro Police Department's jurisdiction. Upon such request, the Chaplain may accompany the assigned officer when making notification to offer departmental condolences and support, however at no time will the Chaplain personally deliver a death notification, as such is the sole responsibility of the assigned officer. The Executive Officer to the Chief of Police shall be advised when the Chaplain(s) are used for this purpose.

8.11.12 OPERATIONAL REQUESTS

The Chaplain will provide any operational assistance needed by the Greensboro Police Department when such is requested and approved by the ranking officer responsible for the operation or event (i.e. full Peer Support Team activation, assistance in counseling to departmental members following tragic/critical police incident).

8.11.13 ISSUED EQUIPMENT

Chaplains will, upon approval for assignment be issued the following equipment:

- Police Chaplain Identification Card
- Chaplain Shirt
- Chaplain Jacket

TITLE: EMPLOYEE DEATH AND FUNERAL PROCEDURES	NUMBER 8.12
EFFECTIVE DATE: 08-01-2014	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-1994) R5/08-01-2014	

8.12.1 NOTIFICATION OF DEATH OR HOSPITALIZATION

Any employee becoming aware of the death or hospitalization of an active or retired member, or the death of a member of an employee's immediate family, will notify the Watch Operations Center.

For the purposes of notification, an employee's immediate family is defined as any person related to the employee by blood or marriage whose death or hospitalization the employee wishes to make known to other members.

8.12.2 WATCH OPERATIONS CENTER NOTIFICATION RESPONSIBILITIES

In all such cases of death or hospitalization, the Watch Operations Center will notify the on-duty Watch Commander and the employee's Division Commanding Officer as soon as possible.

In the event of a death which may require the use of the Honor Guard or a funeral detail, the Watch Operations Center will also notify the Watch Commander scheduled to be on duty at the time of the funeral service.

The Watch Operations Center will make any additional notifications as set forth in the Watch Operations Center SOP Manual.

The Watch Operations Center will prepare and distribute a notification memorandum to all Bureaus and Divisions setting forth the known facts regarding the death or hospitalization, visitation information, and funeral arrangements.

8.12.3 UNIFORMED FUNERAL DETAIL

The on-duty Watch Commander will be responsible for coordinating the participation of Departmental members in any funeral ceremony, including arranging for a funeral detail.

A funeral detail, consisting of uniformed personnel, may be sent on behalf of the Department in the event of the death of a retired or active member. A funeral detail should consist of at least one supervisor and three officers. The funeral detail will normally attend both the funeral service and the interment. On-duty personnel will normally be used for the detail and compensatory time will be given to detail members, as necessary.

Nothing in this Directive prohibits members from volunteering for a funeral detail, attending a funeral individually or as a representative of the Department, or from performing any action to provide for the needs of the deceased's family.

8.12.4 USE OF DEPARTMENT'S HONOR GUARD

The Department's Honor Guard may be used to provide military honors in the event of death of an active or retired sworn officer. Any other special requests for the use of the Honor Guard at a funeral must be approved by the Office of the Chief of Police.

8.12.5 ARRANGEMENT FOR FLOWERS

The Office of the Chief of Police is responsible for sending flowers in the Department's name for the death of an active or retired member, a member of an employee's immediate family, or any other person as determined appropriate. If the death and funeral occur during a period of time when the Office of the Chief of Police would be unable to arrange for flowers; the Watch Operations Center is responsible for ordering the flowers and will notify the Office of the Chief of Police the next working day.

In the event floral arrangements are not desired by the family, a $30 donation will be sent in lieu of flowers to the organization of the family's choosing. Specific information will be provided to the Office of the Chief of Police to forward such funds to the appropriate agency.

8.12.6 CONDOLENCE LETTER

The Office of the Chief of Police will write a letter of condolence to the next of kin if a retiree of the Department dies. A copy of the letter will be forwarded to the CALEA Manager and a copy will be filed in the Office of the Chief of Police.

Extended family members outside the definition of "family member" who do not qualify for a sympathy arrangement will be mailed a sympathy card on behalf of the Department.

POLICE
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Chapter 9

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TITLE: MAINTENANCE AND ACCOUNTABILITY OF DEPARTMENTAL PROPERTY	NUMBER 9.1
EFFECTIVE DATE: 09-03-2008	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R3/09-03-2008	

The Fiscal Management Section shall be responsible for the Department's fiscal management function. This includes coordination of the annual budget preparation, the supervision of internal expenditures and related controls, and the maintenance of liaison with the City's Finance Department.

The Fiscal Management Section will be responsible for preparing certain sections of the Department's annual budget, including all of the salaries and benefits sections, and the following operational accounts: telephone and cellular; insurance and bonds. The Logistics Section will be responsible for preparing capital requests for replacement vehicles, vehicle lease, automotive supplies and expenses. All other capital and operating requests and new programs will be prepared by individual Commanding Officers. The Fiscal Management Section will provide the specific instructions and financial data needed for the preparation of divisional budgets. Additionally, the Fiscal Management Section will be responsible for organizing the Department's final budget request and its submission to the Finance Department.

The Fiscal Management Section will oversee the execution of the Department's budget and monitor all expenditures of Departmental funds. All purchase orders and requisitions for the procurement of Departmental properties will be routed through this section. The Fiscal Management Section will provide a Monthly Status Report to each division regarding current appropriations, encumbrances and expenditures, and unencumbered balances.

The Fiscal Management Section will maintain Departmental records regarding the assignment of all capital items and will coordinate an annual audit or inventory of such properties. Division Commanding Officers/Directors will notify the Fiscal Management Section, in writing, whenever any capital item is transferred between units or when disposal of an item is requested.

Division Commanding Officers/Directors will be responsible for the use and safekeeping of all capital and noncapital properties acquired through divisional funds and all capital items currently assigned to their division.

The Logistics Section of the Resource Management Division will be responsible for the procurement, storage, and issuance of all uniform and personal equipment items. Additionally, certain operational supplies common to all divisions, and unavailable through the City's Supply Room, will be acquired, maintained, and issued through the Logistics Section.

Assigned equipment will be maintained in a state of operational readiness by the employee or unit to whom the equipment is assigned.

TITLE: DEPARTMENTAL TRAVEL	NUMBER 9.2
EFFECTIVE DATE: 02-26-2018	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-1994) R4/02-26-2018	

The City Travel Policy establishes the guidelines for out of town travel to professional meetings or training functions.

9.2.1 AUTHORIZATION

Employee travel on behalf of the Department requires authorization before City funds may be advanced. To obtain this authorization, the employee will complete the "City of Greensboro Travel Request and Authorization" form and forward this form through division and bureau channels for approval and then to the Fiscal Management Section for processing. The Division/Bureau Commander indicates approval by his initials, which will be placed to the left of the line requesting the Department Head's signature.

9.2.2 ADVANCED TRAVEL FUNDS

In order to receive City funds prior to departure, the employee will submit the Travel Request and Authorization form to the Fiscal Management Section at least five business days in advance of departure.

City Finance issues advanced travel checks payable to the employee in $10 increments. Employees may pick up checks from the Fiscal Management Section prior to departure.

9.2.3 TRAVEL EXPENSE AND SETTLEMENT REPORT

Within ten business days after returning from travel, the employee will complete the "City of Greensboro Travel Expense and Settlement Report". The employee will return the original report, with any required expense documentation attached, to the Fiscal Management Section. Should a balance be due the City, the employee must return extra funds directly to the City Collections Division.

All inquiries concerning travel and related policies may be directed to the Fiscal Management Section.

9.3.1 GENERAL

The Chief of Police may approve the establishment of a confidential fund within any division or unit, based on the needs of the Department. All confidential funds, whether for continuing operations or for a special operation, will be administered according to this procedure.

These funds may be utilized to pay informants, purchase contraband, stolen property, or otherwise maintain and finance undercover or investigative operations approved by the Chief of Police. It is the responsibility of the Division Commanding Officer to maintain control of, and supervise all disbursements from the confidential fund.

9.3.2 CASH OPERATING BASE FOR CONFIDENTIAL FUNDS

Each confidential fund will have a cash operating base established and approved by the Chief of Police. Any increase or decrease in the cash operating base will be approved by the Chief of Police.

It is the Division Commanding Officer's responsibility to notify the Fiscal Management Section by memorandum of the dollar amount of the current operating base. Any change in the cash operating base, as approved by the Chief of Police, will require written notification to the Fiscal Management Section specifying the current base, amount of increase or decrease, and the new cash operating base.

9.3.3 DISBURSEMENT OF FUNDS

Any disbursement of funds requires the expressed approval of the Division Commanding Officer. Disbursements for information in excess of $500 must be approved by the affected Commanding Officer.

Any disbursement in excess of $ 1,000 must be approved by the Chief of Police, or his designee.

All disbursements will be recorded in the appropriate section of the Confidential Fund Expenditure form (PS-POL-152-967) in accordance with the guidelines established in this Directive. The Division Commanding Officer will evaluate and approve each Confidential Fund Expenditure form.

9.3.4 DOCUMENTATION OF CONFIDENTIAL FUND EXPENDITURES

The Division Commanding Officer will maintain a Confidential Fund Cash Disbursement Journal (PS-POL-508-2798) and a Confidential Fund Ledger (PS-POL-38-457) for each confidential fund within his command. The Cash Disbursement Journal is designed to provide the Division Commanding Officer with the dollar amount of each cash operating base that is currently on hand. The Ledger is designed to provide the Division Commanding Officer with the unexpended balance of the current appropriation of the confidential fund.

The Cash Disbursement Journal and the Confidential Fund Ledger will be documented, maintained, and reported as required by this Directive.

9.3.5 REQUIRED REPORTING AND REPLENISHING OF THE CASH OPERATING BASE

At the end of each month, the Division Commanding Officer will prepare and forward a Statement of Expenditure Report directed to the Chief of Police through channels.

The original Confidential Fund Expenditure form and Cash Disbursement Journal will be attached to the Statement of Expenditure Report and submitted to the Fiscal Management Section for audit and review. All documentation of confidential expenditures will be maintained as permanent files in the Fiscal Management Section. The review and/or audit of these funds by an outside agency or person will be approved by the Chief of Police.

When the total expenditures for the month exceed $5, a check order for the total amount of expenditures will be attached to the Statement of Expenditure Report. When the total is less than $5, only the Statement of Expenditure Report will be forwarded. The Confidential Fund Expenditure form and Cash Disbursement Journal will be retained by the Division Commanding Officer until funds are requested for these expenditures.

Upon receipt of the approved Statement of Expenditure Report, Confidential Fund Expenditure form, and the Cash Disbursement Journal, the Fiscal Management Section will review the report and attachments for accuracy and completeness.

Upon completion of the review, the Fiscal Management Section will forward to the Finance Department the check order requesting funds to replenish the cash operating base. Upon receipt, the check will be forwarded to the requesting Division Commanding Officer. Checks will be made payable to the Division Commanding Officer initiating the request for reimbursement.

The original Statement of Expenditure Report, Confidential Fund Expenditure form, and Cash Disbursement Journal will be filed by the Fiscal Management Section in a permanent file for the Confidential Fund.

The Division Commanding Officer will maintain a file of current year transactions including copies of the Statement of Expenditure Report, Confidential Fund Expenditure form, and Cash Disbursement Journal.

Moneys that have been advanced for investigative travel purposes will not be itemized in the details of the Statement of Expenditure Report. These items will be reported on the Confidential Fund Expenditure form.

The Division Commanding Officer will list the following information in the Cash Disbursement Journal:

- Date of transaction.
- Name or code number of the person receiving the funds.
- Type of expenditure as described on the Confidential Fund Expenditure form.
- Confidential Fund Expenditure number.

- Amount of expenditure.
- Cash fund balance.

A separate Cash Disbursement Journal will be maintained for special projects or where grant funds are utilized. These expenditures will be identified by project name or code.

Whenever funds are obtained to replenish the cash-operating base, an entry will be made in the Ledger. This entry reduces the balance of the Ledger and provides the amount of funds available for the remainder of the fiscal year or project.

A corresponding entry will be made in the Cash Disbursement Journal, which will increase the balance of the cash on hand, for confidential expenditures.

In the reference column of the Cash Disbursement Journal and the Ledger, an entry will be made to indicate the source of the transaction to replenish the funds. Example:

CDJ-2

The above entry would be made in the reference column of the Ledger to show that the moneys obtained to replenish the cash operating base were recorded in the Cash Disbursement Journal on page 2. Example:

CFL-1

The above entry would be made in the reference column of the Cash Disbursement Journal to show that moneys received to replenish the cash operating base were recorded in the Ledger, page 1.

9.3.6 ACCOUNTING FOR CONFIDENTIAL FUND EXPENDITURE FORM

Upon receipt of a Confidential Fund Expenditure form, the Division Commanding officer will assign a Confidential Expenditure number in the space provided on the form.

On each page of the Cash Disbursement Journal, the three-letter abbreviation for the Division will be recorded in the space located above the reference column (CID, VND, etc.). In the reference column, only the Confidential Expenditure number is recorded with the transaction (i.e., 1, 2, 3, 4, etc.)

The entire Confidential Expenditure number will be recorded on the Confidential Fund Expenditure forms as follows:

CID-1
VND-1

The assignment of Confidential Expenditure numbers will be on a fiscal year basis. The Division Commanding Officer will assign the number when recording the expenditure in the Cash Disbursement Journal.

The original Confidential Fund Expenditure Form will be forwarded in numerical order.

9.3.7 FLASH CASH

Flash Cash is defined as money shown as part of the process for obtaining illegal contraband, but is not intended to be actually spent. Because the use of Flash Cash often involves large amounts of money, it is necessary to establish procedures to ensure the safety of the money. The following procedures will be followed;

- [redacted]
- The use of Flash Cash requires an operational plan approved by the affected Division Commanding Officer or his designee.
- A Supervisor is required for all operations involving the use of Flash Cash.
- Safeguards to ensure the safety of the money must be established in each operation.
- [redacted]
- The use of Flash Cash will require documentation in an Investigative Report
- Any loss of Flash Cash monies will be immediately reported to the Commanding Officer or his designee
- Any Flash Cash used in excess of $ 1,000 must be approved by the Chief of Police, or his designee.

A Flash Cash Log will be maintained documenting any utilization of the Flash Cash. The Log will include the dates, times, case number and officers involved.

9.3.8 INVESTIGATIVE TRAVEL

Investigative travel is defined as:

- travel associated with an investigation, and
- occurs unexpectedly, thereby not allowing sufficient time to acquire the necessary travel funds through the City's normal travel procedures.

All investigative travel will be governed by the City of Greensboro's Policy on Travel and Reimbursement of Expenses.

In investigative travel situations, a cash advance may be made to the employee from the Division's confidential funds and the necessary documentation made to the Cash Disbursement Journal.

Upon return from investigative travel, the employee will:

- return all unused advanced travel moneys to the person responsible for the unit's Confidential Fund, and
- complete the City of Greensboro's Travel Expense and Settlement Report (FIN-ACCT-4-171).

Investigative travel expenses will be charged to the Division's Business and Meetings Account, this account is established expressly for investigative travel purposes only.

On the Travel Expense and Settlement Report, the employee shall indicate 0 in the section regarding Travel Advance and should circle individual in the section regarding the amount due.

Once the reimbursement check is returned to the employee, it shall be cashed and the moneys returned to the person responsible for the unit's Confidential Fund.

9.3.7 TRANSFER OF ACCOUNTABILITY FOR CONFIDENTIAL FUNDS

Upon reassignment of any supervisor to or from a position responsible for confidential funds, a "CONFIDENTIAL FUND TRANSFER OF ACCOUNTABILITY REPORT" (PS-POL-2-24) must be completed and signed by both supervisors attesting that all Confidential Funds are accounted for and transfer of responsibility is accepted. The Commanding Officer of the affected Division will verify the transfer of accountability of the Confidential Funds by reviewing and signing the Transfer of Accountability Report. Once verified, the Division Commanding Officer will maintain a division copy of the report and forward the original to the Fiscal Management Section of the Resource Management Division who will forward a copy to the City of Greensboro Finance Department.

TITLE: CLAIMS OF CITIZENS ARISING OUT OF POLICE ACTION	NUMBER 9.4
EFFECTIVE DATE: 09-01-94	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)	

Officers should advise citizens who feel they have a claim against the City, as the result of some police action, to contact the Insurance Advisory Committee of the City of Greensboro to file their claim.

Officers shall not make any statement, agreement for payment, or assume any obligation which could be interpreted as creating liability for the City.

TITLE: JOB ANALYSES AND WORKLOAD ASSMENT	NUMBER 9.5
EFFECTIVE DATE: 06-30-2017	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-1994) R3/06-30-2017	

9.5.1 JOB ANALYSES

A job analysis will be conducted when needed by the unit having authority over the position. The Resource Management Division will provide material required for the job analyses. Each analysis should include a complete description of duties and responsibilities for each different position in the unit and, when completed, be forwarded to the Resource Management Division.

9.5.2 JOB REVIEW PROCEDURE

The Commanding Officer of the Resource Management Division is responsible for coordinating a review of each job in the Department as needed, but at least every four years. This review should determine any major changes which could affect the job description, classification plan, the Department's training curricula, or Departmental policies and procedures with respect to employee assignment.

The methodology for conducting the job analysis will be at the discretion of the Commanding Officer of the Resource Management Division. Policies and procedures governing the job analyses and reviews will be developed and maintained as standard operating procedures of the Fiscal Management Section.

9.5.3 WORKLOAD ASSESSMENT

The Commanding Officer of the Resource Management Division is responsible for coordinating a workload assessment of each Division in the Department as needed, but at least every four years. The methodology for conducting the workload assessment will be at the discretion of the Commanding Officer of the Resource Management Division. Methods used to conduct the assessment will be based upon the nature of assignments handled by the respective Division. The Commanding Officer of the Resource Management Division will compile the results of the assessment and make recommendations to the Chief of Police regarding re-distribution or allocation of personnel.

9.5.4 DISTRIBUTION

The Fiscal Management Section will forward the complete job analyses with revisions, if necessary, to City Personnel and other units which maintain files of job descriptions.

Job descriptions will be posted within each Division’s Standard Operating Procedures.

TITLE: DEPARTMENTAL PURCHASE POLICY	NUMBER 9.6
EFFECTIVE DATE: 08-16-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)R3/08-16-04	

No Department employee is authorized to obligate any City funds or Departmental funds for the purchase of any goods or services without first following purchase procedures as stipulated by the City of Greensboro. This involves the submission, in advance, of a purchase requisition or check order for approval before any purchase is finalized. The Finance Department is responsible for ensuring that all acquisitions of goods and services are according to North Carolina General Statutes, City Ordinance and policy. The Fiscal Management Section functions as the Department liaison with City Purchasing and Finance and can answer questions concerning Department purchase procedure.

An exception to this directive is an emergency purchase made in accordance with the current City petty cash policy. Petty cash is the method used to reimburse employees for minor expenditures incurred on behalf of the City. Purchases are limited to $50 (excluding sales tax). Items purchased must be immediately required and either not available or impractical to obtain from the City's supply room. The employee should contact the Fiscal Management Section for reimbursement.

TITLE: PERSONAL USE OF DEPARTMENTAL TELEPHONES	NUMBER 9.7
EFFECTIVE DATE: 3-24-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 3-24-04)	

9.7.1 PURPOSE

This policy provides guidelines associated with personal calls made on Departmental desk and cellular telephones.

9.7.2 DESK TELEPHONES

The Department recognizes that there may be times employees will need to use Departmental desk telephones to make personal telephone calls. Personal calls made to local telephone numbers on desk sets are included in the monthly base fee and do not incur additional costs for the Department. However, long distance telephone calls do incur additional charges. Therefore, employees are responsible for payment of all personal long distance calls made on Departmental desk telephones.

Employees shall examine their monthly phone bill and determine which long distance calls, if any, are personal in nature. Employees shall bring payment to the Fiscal Management Section. These moneys will be deposited back into the Department's phone account at the end of each month.

9.7.3 CELLULAR TELEPHONES

The Department's cellular telephone payment plans have dedicated blocks of minutes allocated to each phone. However, when cell phones are used for personal calls, it reduces the available minutes for business calls for which the phones were intended. While it is acceptable under our policy to use Departmental cell phones for personal use, the Department shall recoup the costs of personal calls made on Departmental cell phones.

Employees shall examine their monthly cell phone statements and identify all personal cell phone calls made utilizing their Departmental cell phone. From the billing statement, employees should be able to determine how many minutes were expended for each personal call. The per minute charge for personal cellular phone calls shall be determined by the Fiscal Management Section based upon the current cellular phone billing plan.

Employees shall determine the total number of minutes utilized on personal calls and multiply that by the applicable per minute rate to determine the amount owed to the Department. Employees shall bring payment to the Fiscal Management Section. These moneys will be deposited back into the Department's phone account at the end of each month.

Supervisors shall review monthly cell phone usage reports for their assigned personnel.

POLICE
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POLICE

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Chapter 10

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TITLE: FORMS AND MANUALS CONTROL	NUMBER 10.1
EFFECTIVE DATE: 02-26-2018	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R6/02-26-2018	

The Accreditation Section of the Resource Management Division is responsible for the approval of all forms and manuals used by the Department.

Organizational units developing a new form or manual or modifying an existing one should submit proposals to the Accreditation Section for coordination and approval.

Forms already in use are catalogued in the Accreditation Section and will be periodically reviewed to ensure the best use of resources.

The manuals which are currently in use by the Department are:

- Civil Disturbance Response
- All-Hazard Response
- Department Reports Manual
- Departmental Directives Manual
- Police Training Officer Manual
- Range Officers Manual
- Structure and Functions Guide
- Unit Standard Operating Procedures

TITLE: CITATIONS	NUMBER 10.2
EFFECTIVE DATE: 04-01-2013	PAGE 1 OF 5
REVISION HISTORY: (Adopted 09-01-94) R5/04-01-2013	

10.2.1 PERMITTED USES

The North Carolina uniform citation is utilized by the Department for the enforcement of traffic and selected criminal offenses. Upon issuance, the citation becomes a record source document for the Department and a legal paper for judicial processing. The Greensboro Police Department utilizes "hard copy" books containing paper citations, and electronically generated citations for these purposes.

North Carolina General Statute 15A-302 provides the legal authority for the use of citations in misdemeanor offenses. Under this statute, a police officer may issue a citation to a person who he has probable cause to believe has committed a misdemeanor.

Separate citations must be utilized for each person charged. Each citation issued to a person may contain a maximum of two misdemeanor charges, if the offenses charged occurred contemporaneously. These two charges may be for two traffic violations, two criminal violations, or a combination of traffic and criminal offenses. When citing a person on the same citation for both a traffic and a criminal offense, the Officer will set the court date and court room as appropriate for the criminal offense.

Any misdemeanor offense may be processed by non custodial procedures. Misdemeanor offenses not occurring in the officer's presence must be handled by non custodial proceedings, unless the offense falls under those circumstances described in NCGS 15A-401(b)(2).

Any other misdemeanor offense may be processed through non custodial proceedings, at the discretion of the officer. There may be instances where custodial arrest is in the best interest of all involved. Instances where custodial arrests could be considered include:

- To prevent a further breach of the peace.
- Search of an individual is required to obtain evidence or the fruits of a crime.
- Assaults on law enforcement officers.
- Other serious assaults.
- Photographs and/or fingerprints are desired.
- No positive identification of the person is available.
- The person is not able to care for himself.
- Reasonable belief that the person to be cited will not appear in court on the date and time specified. Such person's refusal to sign the citation shall not constitute grounds for his arrest.

When a person is cited to court and no physical arrest is made; search of the person incident to arrest is prohibited, unless consent is obtained. The threat of custodial arrest to obtain permission to search a person is duress and will not be used. Nothing in this Directive prohibits the use of the "pat down" or "frisk" type search of any person the officer has reason to believe is armed, as long as the "frisk" is limited to that purpose.

10.2.2 PAPER CITATIONS

Accountability

To ensure the integrity of the citation use system, it is necessary for the Department to account for all paper citations received.

The office of the Guilford County Clerk of Court serves as the distributing agency for the uniform citation for our Department. Pursuant to provisions imposed on the Clerk of Court's office by the Administrative Office of the Court and the State Auditor's office, a copy of all citations used or voided must be returned to the Clerk's office for accountability purposes; each Departmental member will be held strictly accountable for all citations received.

Upon receipt of used citation books, the Records Management Section Operations Manager shall verify and account for each citation contained therein and deliver to the office of the Clerk of Court all books contained within the block of citation books originally received. The Records Management Section shall receive from the Clerk of Court's office and maintain as a section file a copy of the "assignment and receipt" record of all books returned.

The practice of lending citations to other members will not be permitted if the loan entails removing all copies of the citation from the original book. In such cases, the entire book should be lent and returned to the member with the Officer's Copy (white) intact.

Copy Distribution

Upon issuing a paper citation, the issuing officer will process the four copies of the citation as follows:

- Original/court copy (white) - Turned in to the Records Management Section.
- Defendant's copy (pink) - Given to the violator named on the citation.
- Division/audit copy (yellow) - Turned in to the Records Management Section to serve as the Departmental copy.
- Officer's copy (white) - This copy will remain in the citation book and will not be removed under any circumstances, and will serve as the accountability copy.

Special Circumstances

Since all citations must be accounted for by State Statute, any lost or stolen citation must be strictly accounted for by memorandum, through channels, to the officer's Commanding Officer. The memorandum will state the exact circumstances under which the citation was lost or stolen. The Division Commanding Officer will forward a copy of the memorandum to the Operations Manager of the Records Management Section.

Occasionally, in custodial arrest situations, where the officer has written out the charges on the citation, the Magistrate may find no probable cause. In this event, the following procedure will be followed:

- The officer will release the person arrested from custody. Based upon the circumstances, the officer may elect to return the person to the place of arrest.

- The Magistrate will sign and/or otherwise note on the citation the action taken. The Magistrate will keep the original white copies and the pink copy of the citation.

- The officer will file the Departmental (yellow) copy at the Records Management Section.

Voiding

In order to maintain the integrity of the citation system, as well as to facilitate a professional process for voiding citations, strict Departmental guidelines must be followed in order to void a paper citation. Each officer should exercise a high degree of care in the issuance of a citation in order to keep errors at a minimum. Once a citation has been forwarded to the Clerk of Court, it cannot be voided; it must be dismissed in court. No citation can be voided unless all copies are voided and are in the possession of the officer at the time the citation is voided. Citations will only be voided for two reasons:

- Information error, or

- Error in the officer's judgment.

The following procedures apply to voiding a paper citation:

- All copies except the officer's (white) copy will be removed from the citation book. They will be delivered by the issuing officer to the issuing officer's supervisor. The issuing officer will also complete a “Voided/Dismissed Citation” form.

- The supervisor voiding the citation will write the word "VOID" across the face of the citation, ensuring that all three copies are legibly marked.

- The supervisor will sign and date the voided citation, and “Voided/Dismissed Citation” form.

- The documents will be forwarded to the Commanding Officer of the Division involved for concurrence by signature.

- The documents will be forwarded to the Records Management Section for disposition, and a copy will be kept on file in the Records Management Section.

- The officer's (white) copy of the citation will remain in the citation book. This copy should be marked "VOID" by the officer.

10.2.3 ELECTRONIC CITATIONS

Accountability

Electronic citations are issued by the North Carolina Administrative Office of the Courts directly to an officer's mobile data computer. Officers will follow the instructions for use of this system found in the "eCITATION User Manual", on GPDNET.

Copy Distribution

The officer will print a copy of the electronic citation and give it to the violator named on the citation. The officer may print an additional copy, if needed.

Voiding

Prior to transmitting the citation to the Administrative Office of the Courts, Officers may void a citation in the eCITATION system by utilizing the process described in the user manual. Each officer should exercise a high degree of care in the issuance of a citation in order to keep errors at a minimum. Once a citation has been forwarded to the Clerk of Court, it cannot be voided; it must be dismissed in court. Citations will only be voided for two reasons:

- Information error, or

- Error in the officer's judgment.

The following procedures apply to voiding an electronic citation:

- The officer voiding the citation will contact their immediate supervisor as soon as possible, prior to the end of their duty day. The officer will complete a "Voided/Dismissed Citation" form listing all the citation numbers voided.

- The supervisor will sign and date "Voided/Dismissed Citation" form.

- The form will be forwarded to the Commanding Officer of the Division involved for concurrence by signature.

- The form will be forwarded to the Records Management Section for disposition, and a copy will be kept on file in the Records Management Section.

10.2.4 DISMISSAL OF CHARGES

Once a citation has been forwarded to the Court system, it cannot be voided; it must be dismissed in Court. The Officer making the original charge will complete the Voided/Dismissed Citation Form, specifying the reasons for the dismissal request. If additional legal processes were initiated due to an informational error; the officer will include the appropriate defendant's name, citation or arrest warrant information, and any applicable GPD case number(s) on the Form.

The Officer will forward the request to dismiss the charges, through channels, to their Division Commander. If the request is approved; the initiating Officer will meet with the Assistant District Attorney in the Court to which the case is assigned on the day the case is assigned to be heard to complete the dismissal procedure. The Officer will confer with the Assistant District Attorney to decide whether to amend the charges, or dismiss them in open Court as a "John Doe" or "Jane Doe" dismissal.

The Officer making the original charge will provide a copy of the Voided/Dismissed Citation form to the Records Management Section.

The Officer will also prepare any necessary supplemental reports to the original investigation to document the dismissal process, and any corrected arrest information.

The process described in this Section will be utilized in those instances when the person cited provided a false name or other false biographical information to the Officer. In some cases, the Officer will not become aware that false information was provided until after the original court date has passed and a judgment has been entered. If this occurs, the Officer will meet with the Assistant District Attorney assigned to the appropriate Court (criminal or traffic) and explain the matter. The Officer will ensure the Assistant District Attorney dismisses the charges in open Court as a "John Doe" or "Jane Doe" dismissal. It is the duty of the original charging Officer to conduct follow up and attempt to initiate appropriate charges against the original person providing the fictitious information. The Officer will also contact the person whose information was fictitiously utilized to advise them of the removal of the charges from their record.

TITLE: AUTHORIZATION TO MAINTAIN SENSITIVE FILES	NUMBER 10.3
EFFECTIVE DATE: 12-16-04	PAGE 1 OF 2
- REVISION HISTORY: (Adopted 04-15-97) R4/12-16-04	

10.3.1 AUTHORIZATION

Due to the sensitive nature of some of the activities conducted by various Divisions and Sections of the Department, it shall be the policy of this agency to authorize certain operational components to maintain files and records specific to the particular function of the unit. These sensitive files will be available for review only to those members of the Division maintaining the file and to others as determined by the Division Commander. Those files described below are authorized as sensitive files to be maintained by the following Divisions.

10.3.2 FISCAL MANAGEMENT SECTION

- Confidential Funds Summary Files
- Federal Forfeiture Files

10.3.3 CRIMINAL INVESTIGATIONS DIVISION

- Confidential Funds Files
- Informant Files
- Active and Closed Child Victim Investigation Files
- Active and Closed Juvenile Delinquency Case Files

10.3.4 PATROL DIVISIONS

- Confidential Funds Files
- Informant Files

10.3.5 RESOURCE MANAGEMENT DIVISION

- Recruiting Files
- Selection Files
- Personnel Files

10.3.6 PROFESSIONAL STANDARDS DIVISION

- Files relative to employee conduct and the disciplinary process

10.3.7 CRIMINAL INTELLIGENCE SECTION

- Files developed pursuant to intelligence-gathering activities
- Confidential Funds Files
- Informant Files

10.3.8 VICE/NARCOTICS DIVISION

- Confidential Funds File
- Informant File
- Files developed pursuant to intelligence gathering activities

10.3.8 RETENTION OF FILES

All files authorized by this directive will be maintained and purged in accordance with the North Carolina Retention Schedule for Police Department Records.

TITLE: CRIMINAL INVESTIGATION CASE FILE MANAGEMENT	NUMBER 10.4
EFFECTIVE DATE: 10-09-2014	PAGE 1 OF 2
REVISION HISTORY: (Adopted 10-12-2004) R2/10-09-2014	

10.4.1 PURPOSE

It is the responsibility of the Greensboro Police Department to thoroughly investigate reports of criminal violations of the North Carolina General Statutes and to maintain Case File records of those investigations according to General Statute, case law, accepted rules of evidence and Departmental policy. It is the purpose of this Directive to establish procedures which will ensure these records are available for examination and use as prescribed by law.

10.4.2 DEFINITIONS

For the purposes of this directive, the following definitions apply:

- Case File: The investigative file, including all reports, forms and notes used in the follow-up investigation of a case, maintained and stored by the investigative unit responsible for the follow-up investigation of that case.

- Field Notes: Any written notations pertaining to a case under investigation, **regardless of who recorded the notes or the manner in which the notes were recorded.**

- RMS: Records Management System of the Greensboro Police Department which is a permanent retention site for all electronic reports generated by the Greensboro Police Department.

10.4.3 FIELD NOTE PROCEDURE

North Carolina General Statutes 15A-903 and 15A-501 require all records of a criminal investigation for an alleged felony must be readily available, upon request, to both parties of a criminal proceeding. This includes not only official investigative and supplemental reports, lab reports, etc., but investigative case notes as well. The following procedures shall be adhered to in regards to the maintenance and submission of all felony investigative notes:

- All officers shall record their investigative notations on the "Greensboro Police Department Field Notes" forms or other written forms/supplies issued by the Greensboro Police Department. All employees will notate their name and the case number being investigated at the top of each page of their case notes.

- As soon as possible after completion of the required official reports, employees will electronically scan and attach their field notes in the RMS system under the applicable case number. The field notes will be attached in the "case notes" folder under the attachment section in RMS. Employees will ensure the field notes entered are an accurate, legible copy of the handwritten document and are entered in their entirety. Once the field notes are attached, the scanned copy will be the "original copy" for discovery purposes.

10.4.4 CONFIDENTIAL INFORMATION AND CRIME STOPPERS

Nothing in the "Discovery Laws" is intended to compromise the confidentiality of informants and "Crime Stoppers" callers; however precautions must be taken to ensure the identity of these sources is protected.

It is essential that current procedures for the handling of Crime Stoppers tips and confidential informants be adhered to. Under no circumstances should a confidential informant be referred to by name on any field notes. If, in the course of an investigation, an officer learns of the identity of a Crime Stoppers caller, the identity information should not be recorded on any field notes, or the Crimes Stoppers Tip Sheet.

10.4.5 CASE FILE MANAGEMENT AND RETENTION

Maintenance and retention of the Investigative Case File shall be the responsibility of the investigative unit which is assigned the follow-up investigation of that case. Case files will remain in the custody of the primary follow-up investigator until such time as the investigation is no longer active. When the investigation is no longer active, the primary follow-up investigator will electronically scan and attach the case file into the RMS system for discovery and/or storage purposes. The entire case file will be electronically scanned and attached under the assigned case number.

Confidential Informant and Crime Stoppers information will not be attached to the case in RMS. Case Notes and documents that would identify and endanger a victim/witness will not be attached to the case in RMS. The above items will be turned in as evidence by the primary follow-up investigator and this action noted in a Supplemental Report. The assigned District Attorney handling the case will be notified by the primary follow-up investigator regarding the documents stored as evidence.

Supervisors shall ensure through periodic inspections that this Directive is being adhered to by employees under their direct supervision.

TITLE: CITY COUNCIL AGENDA ITEMS	NUMBER 10.5
EFFECTIVE DATE: 12-22-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 12-22-04)	

10.5.1 PURPOSE

The purpose of this directive is to provide guidance to Departmental employees in the proper submission of City Council Agenda Items.

10.5.2 PROCEDURES

For the effective and efficient management of the City Council agenda items, it is necessary for the City Manager's Office to be apprised of upcoming agenda items several weeks in advance of scheduled City Council meetings. Therefore, City staff has developed policies and procedures applicable to all Departments to facilitate this effort. These procedures are outlined on the City's Intranet site under "Documents & Forms" … "Clerk"…"Schedule Items on Council Agenda".

To facilitate this effort, employees should follow the instructions and procedures listed on Citynet site. However, instead of sending the Agenda Request Form to the Clerk's Office, the Agenda Request Form should be forwarded to the Commanding Officer of the Resource Management Division.

10.5.3 RESOURCE MANAGEMENT DIVISION RESPONSIBLITIES

The Resource Management Division will serve as the facilitator of all City Council agenda item requests disseminated from the Police Department.

10.5.4 COORDINATION WITH THE OFFICE OF THE CHIEF OF POLICE

All City Council Agenda Items disseminated from the Police Department will be authorized and coordinated through the Office of the Chief of Police prior to submission.

POLICE
POLICE OFFICER
GREENSBORO
POLICE

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Chapter 11

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POLICE
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POLICE

TITLE: HANDLING PERSONS IN CUSTODY, RESTRAINT AND TRANSPORT OF INDIVIDUALS	NUMBER 11.1
EFFECTIVE DATE: 11-03-2020	PAGE 1 OF 13
REVISION HISTORY: (Adopted 09-01-94) R21/11-03-2020	

11.1.1 GENERAL POLICY

Personnel will take those measures which will reasonably ensure safety and security for arrestees, the transporting officers, and the general public. These measures will be followed by all officers who transport individuals in Greensboro Police Department vehicles or who exercise control and custody over detainees and arrestees.

The primary duty of an officer when transporting a detainee or arrestee is the safe delivery of the individual in his care. An officer transporting a detainee or arrestee should not become involved in responding to the need for other law enforcement services. Only where the risk to third parties is both clear and grave and the risk to the detainee or arrestee is minimal should the officer stop to render assistance or become involved in a separate request for law enforcement service.

11.1.2 SEARCH PRIOR TO TRANSPORT

Each police vehicle used for transporting any individuals will be searched for contraband and weapons at the beginning and end of each duty day by the officer in charge of the vehicle. In the event contraband or weapons are found, the on-duty supervisor will be notified and the property will be turned in as found property, or confiscated property if it is an illegal substance, and any appropriate administrative investigation conducted.

Additionally, prior to placing any individual in a police vehicle for transporting, the transporting officer will ensure that no contraband or similar items or weapons are present in the area the individual is to occupy. After removing an individual from a vehicle in which he has been transported, the area occupied by the individual will be searched for contraband and weapons.

Any officer who transports an arrestee not having already been searched in that officer's presence shall personally search the arrestee prior to transportation.

When there is a need to search members of the opposite sex, officers shall, when feasible, arrange for the person to be searched by an officer of the same gender as the individual detained or in custody. When circumstances do not allow this, the officer will, when possible, secure the physical presence of another officer to witness the search process. In those instances when the officer must search a member of the opposite sex alone, reasonable procedures will be utilized which minimize embarrassment to the individual without diminishing the officer's personal safety. These procedures will conform to the current methods and techniques taught by the Training Division.

11.1.3 TRANSPORTATION

Transportation of individuals will be accomplished according to procedures which address the safety of the officer as well as the security and welfare of the arrestee being transported. Since every eventuality cannot be predicted, unusual or special circumstances may require that an

officer deviate to some extent from the following procedures, keeping officer safety and security of the individual in mind. The following general principles apply:

- No more than one arrestee will be transported in a vehicle having no shield and without a backup or guard officer.

- Officers will continually monitor any individual being transported.

- An arrestee being transported should not be allowed to communicate with anyone other than authorized personnel.

Arrestees transported in police vehicles equipped with shields will normally be placed in the rear seat area.

When a single officer is transporting an arrestee in a vehicle without a shield, the arrestee should be placed on the front passenger seat, with hands cuffed behind the back, and properly secured with a seatbelt.

When two officers transport an arrestee in a vehicle without a shield, the arrestee should be placed in the right rear passenger seat and seat belted in with hands cuffed behind the back. The passenger officer should sit in the left rear passenger seat behind the driver.

During the transport of an arrestee over a long distance or time period (out of town) and a meal is required; the selection of the place where the meal is to be taken should be done randomly. If the arrestee must use toilet facilities, he will be kept in sight by the transporting officers. Whenever officers are going to transport arrestees over a long distance or a long period of time, an all male officer team will not be used to transport a female arrestee, nor will an all female officer team be used to transport a male arrestee.

Each prisoner being transported from a detention facility must be positively identified as the person who is to be moved. The following procedures will be followed whenever removing a prisoner from a detention facility to be transported to another location:

- Booking records and numbers assigned to the prisoner in the detention facility must be verified with a picture of the prisoner made at the time of booking (if the prisoner was photographed at the time of booking). Any identification the prisoner may have had at the time of booking which will help to verify the prisoner's identity should be used.

- Proper documentation must accompany each prisoner transported from one detention facility to another. This documentation should include the following: medical records, if any; prisoner's personal property record and items of property; copies of warrants, etc.; and information relating to the prisoner's escape or suicide potential or other personal traits of a security nature (all of this information is for the officer's and prisoner's safety). This information, if applicable, must be passed on to the final receiving detention facility.

In the event any individual being transported is injured or becomes ill during transport over a long distance, the transporting team will proceed to the nearest medical facility and notify the on-duty Watch Commander as soon as practical.

In the event an arrestee needs to be exchanged between an officer of the Greensboro Police Department and another law enforcement agency, the exchange will occur at a secure location where at least one of the agencies has jurisdiction.

11.1.4 RESTRAINT

The restraint of individuals will be done with the safety of the officer and the security and welfare of the individual in mind. An officer is justified in employing restraint methods where necessary during the course of an arrest as set out in NCGS 15A-401(d), or where an individual must be restrained because the individual poses an immediate threat to themselves, the officer, or the public.

Handcuffs: Officers should handcuff the following persons:

- Any person under arrest who is violent, resisting arrest or threatening the safety of the officer or other persons present, or who the officer reasonably believes poses a threat of such violence.

- Any person legally under police control who is violent or threatening the safety of himself, the officer, or other persons present, or who the officer reasonably believes poses a threat of such violence. An example would be a violent mental commitment.

The fact that the person in custody is a female or juvenile does not, in itself, preclude the use of handcuffs. A reasonable belief that resistance, violence, or a threat to safety will result dictates whether handcuffs will be used, irrespective of gender or age.

An individual should be handcuffed behind the back, with the palms facing outward, to reduce the possibility of manipulating the handcuffs. Unusual or special circumstances (for example, where this technique would hamper an investigation or the prisoner has a physical condition or injury that precludes this technique) in a given situation may require an officer to deviate to some degree from this procedure. If exceptions are made, officers should use caution and good judgment.

The handcuffs should be tightened only enough to effectively secure the person's wrists. The wrists should be checked for cutting and swelling, and the handcuffs loosened, as necessary. Where needed, an individual may be handcuffed using multiple sets of handcuffs. Cuffs should be double-locked whenever possible.

A handcuffed person should be secured with a seat belt during transporting, if possible.

If a person has been handcuffed and custody procedures will be completed in a reasonable period of time, the handcuffs should remain in place until the person is jailed, released from custody, or no longer poses a threat of violence.

Removal of the handcuffs to allow the person to sign custody or legal documents should not be done unless the officer is satisfied that removal may be done safely. If not, the officer's name should be signed on the form with the notation "handcuffed".

When the custody procedures cause a delay and the human needs of the person must be attended to, the handcuffs may be removed, provided the officer believes the needs are valid and the person can be controlled, and there are sufficient officers present to control the person.

No person will be handcuffed to the interior of a vehicle or building, or to any other fixed object, nor be placed in a vehicle with self-locking doors without an officer present during the time the person is in the vehicle. The only routine exception to this policy is the handcuffing of an arrestee to the benches provided for such use in the jail booking room. Unusual or special circumstances in a given situation may require an officer to deviate to some degree from this procedure, and officers will document the need to deviate from this procedure

The officer should wait for another officer to respond prior to handcuffing in the prone position whenever practical. Once secured, and as soon as practical, the individual should be placed on his/her side to allow control of movement and proper evaluation of breathing. Officers may choose to bring the individual to a seated, kneeling, or standing position depending on the circumstances and available resources.

Additional Restraint: Sometimes it is necessary to use a higher level of restraint than handcuffing. In those cases, there are alternative restraint techniques which may be used. Connecting a detainee's hands to their feet, regardless of the restraint device used, is strictly prohibited.

(a) Flexicuffs: When the use of regular handcuffs is not appropriate, feasible, or sufficient, flexicuffs may be used. Padding may be used to prevent injury to the wrists. Flexicuffs may be used for leg restraint, as necessary. Where practical, an officer shall dispatch an assist officer and a supervisor prior to deploying flexicuffs as a leg restraint, and if possible wait for their arrival prior to applying flexicuffs as a leg restraint. The officer shall also dispatch Guilford County EMS to respond when using flexicuffs as a leg restraint. Where practical, an officer shall wait for EMS to arrive prior to applying flexicuffs as a leg restraint. Any time flexicuffs are used as a leg restraint, and as soon as practical, the individual should be placed on his/her side to allow control of movement and proper evaluation of breathing. The restrained individual shall be evaluated by EMS as soon as practical after the device is applied. An individual restrained with both the wrists and ankles secured will be transported only on his side or in a sitting position. It is the responsibility of the officer placing the flexicuffs on the legs of the individual to ensure the individual is under direct observation from the time he is restrained in this manner until the restraints are removed or the custody of the individual is turned over to another agency. The officer placing the flexicuffs on the legs of the individual may utilize an assist officer for direct observation of the individual.

(b) Limb Restraint Device: In addition to the wrists, the feet or ankles, and/or the knees, and/or the upper arms of the individual may be secured to restrict the independent movement of the feet and legs. For this purpose, training is provided in the use of a limb restraint device. Where practical, an officer shall dispatch an assist officer and a supervisor prior to deploying the limb restraint device, and if possible wait for their arrival prior to applying the limb restraint device. The officer shall also dispatch Guilford County EMS to respond. Where practical, an officer shall wait for EMS to arrive prior to applying the limb restraint device. Any time the limb restraint device is deployed, and as soon as practical, the individual should be placed on his/her side to

allow control of movement and proper evaluation of breathing. The restrained individual shall be evaluated by EMS as soon as practical after the device is applied. An individual restrained with both the wrists and ankles secured will be transported only on his side or in a sitting position. It is the responsibility of the officer placing the limb restraint device on the individual to ensure the individual is under direct observation from the time he is restrained in this manner until the restraints are removed or the custody of the individual is turned over to another agency. The officer placing the limb restraint device may utilize an assist officer for direct observation of the individual.

(c) Specialized Restraint: Certain Divisions within the Department are appropriately trained on additional methods of restraint. Those restraint methods may be deployed by all appropriately trained members of that Division in accordance with that Division's Standard Operating Procedure.

With the exception of the use of additional restraint for long-distance transport of a compliant individual, all use of additional restraint will be documented using the "Limb Restraint" Administrative Investigation.

Gagging: Placing any material in the mouth of an arrestee to further restrict an arrestee ("gagging") is prohibited. Where there is a problem with the arrestee spitting bodily fluids at or on the officer or another person, a surgical mask may be placed on the arrestee. The mask will be secured around the arrestee's face by tying one set of ties around his head. The other set of ties will not be used, allowing the mask to drape in front of the arrestee's mouth and nose without interfering with the arrestee's ability to talk or breathe.

Sick or Injured Arrestees: Restraining devices should only be used on sick or injured arrestees if the officer reasonably believes that the arrestee is a threat to himself, the officer, or any other person. Each individual instance will be evaluated on its own, and the transporting officer will use discretion based upon the information known.

Physically and Mentally Handicapped Arrestees: These individuals present conditions for their detention and transportation which dictate special care and attention. It may be necessary to transport medicine or other special items for certain persons during transport. The safety of the subject transported and the transporting officer requires due care when transporting handicapped persons.

Handicapped arrestees will be handled as follows:

- The arrestee should be handcuffed or restrained with other restraining devices if he is violent, resists arrest, or poses a danger to himself or others.

- If possible, the handicapped arrestee will be transported in a police vehicle with a security shield. If the handicapped arrestee must be transported in a special vehicle, the officer will notify the Guilford County Department of Social Services and arrange for the use of a special vehicle used for the transportation of handicapped persons. If this is not possible, the officer will contact the Sheriff's Department and ascertain if they can help in the transportation of the arrestee. The Police Department's prisoner transport van may be used, if the arrestee is safely secured and prevented from moving around and possibly injuring himself.

11.1.5 MEDICAL ISSUES

In all situations when in-custody arrestees are injured prior to, during, or after arrest; or exhibit evidence of acute illness which results in an apparent need for immediate medical attention, such arrestees will be transported to a medical facility for medical assessment. The requirements of N.C.G.S. 15A-503, as it applies to the provisions of this directive, are summarized as follows:

- Requires the officer arresting a person who is unconscious or apparently suffering from a disabling condition to make a reasonable effort to determine if the person is wearing a Medic Alert Foundation Emergency Alert Symbol. The symbol indicates the type of disabling condition.

- If a symbol is detected on the person being arrested, the officer is required to make a reasonable effort to have appropriate medical care provided.

- Failure to make a reasonable effort to discover a symbol may be considered with other factors to determine if the officer was reasonable in ascertaining the medical needs of the person.

Certain "at-risk" individuals may be at risk of sudden death. Such individuals may be suffering from a drug-induced psychosis, genetic psychosis, or excited delirium. These individuals may exhibit one or more of the following symptoms:

- Tremors
- Convulsions
- Seizures
- Delirium
- Hallucinations
- Violent, Aggressive Behavior
- "Superhuman" strength
- Dilated pupils
- Paranoia
- Non-purposeful behavior, meaningless acts (Ex: Licking a window)
- Rapid, slow or irregular pulse rate
- Hyperthermia (high body temperature, sweating)
- Yelling or screaming
- Confusion, or
- Thrashing after being restrained

Where an officer believes an "at-risk" individual is an immediate threat to themselves, the officer, or the public, the officer shall dispatch Guilford County EMS immediately upon encountering the at-risk individual to ensure prompt medical attention to the individual. To the extent possible, "at-risk" individuals shall be kept under constant observation by officers until EMS can arrive, and may be restrained consistent with this Directive to prevent any further threat to the individual, the officers, or the public. Any time restraint is deployed on an "at-risk" individual, the individual shall be evaluated by EMS as soon as practical after being restrained.

Arrestees contaminated with blood or other potentially infectious body fluids should be transported in separate vehicles. The transporting officer may require the arrestee to wear suitable protective covering to prevent further contamination. Once a police vehicle has been

contaminated, appropriate disinfecting procedures shall be initiated in a manner consistent with the provisions of Departmental Directive 8.6.5.

Absent exigent circumstances, in-custody arrestees will be transported to Cone Hospital for examination and/or treatment. The officer will notify hospital admissions personnel that the subject is under arrest and supply the hospital with the officer's name and badge number. The officer responsible for transporting the arrestee to the medical facility will remain with the arrestee and will exercise custodial control over the arrestee pending release or hospital admittance. The arrestee will be kept in sight at all times whenever possible.

If an arrestee is admitted to the hospital, the Watch Commander will evaluate the nature and circumstances of the outstanding charges and determine whether guard duty is necessary. When the Watch Commander determines guard duty is not necessary, the Watch Commander will contact the police attorneys to obtain an Order to Disclose regarding notification of date and time of release.

In some instances, especially those involving injured subjects arrested for felonies, guarding may be required. In the event it becomes necessary for police personnel to guard an arrestee at a medical facility, the following guidelines will apply:

- The supervisor originally involved in the coordination of the guard duty is responsible for completing a "Medical Facility Prisoner Security Checklist." This supervisor should consult with the appropriate personnel to obtain the information for completing the checklist. If the arrestee's condition is such that the guard duty will continue for a prolonged length of time, the supervisor will consult with the Watch Commander to determine an appropriate schedule for rotation of the officer(s) assigned. One or more officers will be assigned to maintain guard of the arrestee, as deemed appropriate by the supervisor. Officers will be posted either in the room with the arrestee, or at the room entrance. Officers will maintain a constant guard, and not leave this post unless properly relieved.

- It is the responsibility of the on-duty Watch Commander to notify the incoming Watch Commander of the need to schedule officers for the guard detail. Thereafter, the responsibility for scheduling the guard detail will rest with the on-duty Watch Commander.

- The Watch Commander will determine if the illness or injuries are of such nature that special transportation from the hospital to Guilford County Detention Center may be required and if a predetermination is needed by medical staff at the Detention Center as to whether the arrestee can be treated if admitted to the Detention Center. If the Watch Commander determines it is necessary to obtain this information, the Watch Commander will contact the police attorneys for an Order to Disclose Medical Conditions.

- Arrestees who are reasonably believed to be a risk for escape, committing suicide, or otherwise dangerous to themselves or others, may require constant supervision. Any officer having knowledge of the arrestee being a danger to themselves or others, or an escape risk, will write this information in the 'other' section at the bottom of the "Medical Facility Prisoner Security Checklist". The officer writing this information will include his name and badge number.

- Each officer assigned to the guard duty will maintain the "Medical Facility Prisoner Security Log" noting any activities which occur during their tour of duty including, but not limited to, visitors, doctors, nurses, and any unusual activities.

- The arrestee's access to a telephone will be limited to contact with his attorney(s). The number and length of calls will be limited. The Watch Commander may permit deviation from this policy when appropriate.

- Visitors will be limited to the arrestee's attorney(s) only, unless other visitation is deemed appropriate for furthering the investigation by the Watch Commander. Upon presentation of proper identification, the attorney(s) may be allowed to consult privately with the arrestee after being searched for contraband and weapons. The officer will maintain visual contact with the arrestee, and will search the arrestee and room upon the attorney's departure. Visitation will be scheduled so as not to conflict with those visiting hours established by the medical facility. Any visitor who refuses consent to a search of their person and belongings will be denied access to the arrestee.

- Any visitor who comes in personal contact with the arrestee will be subject to search prior to any visitation (a search will be made of the arrestee after the visit).

- Conversation between the officer and arrestee will be kept to a minimum. The officer will not engage in idle conversation with the subject.

- When the arrestee is discharged from the medical facility, it is the responsibility of the officer transporting the arrestee to obtain all documentation concerning follow up treatment and any medications dispensed for presentation of these items to the detention facility. The transporting officer is responsible for ensuring the "Medical Facility Prisoner Security Checklist" and "Medical Facility Prisoner Security Log" are electronically scanned and attached to the Investigative Report in the Departmental Records Management System (RMS). The original copy of the "Medical Facility Prisoner Security Checklist" and "Medical Facility Prisoner Security Log" forms will be turned in to the Property/Evidence Section, following Departmental procedure for similar types of evidence. The officer will document these actions in a Supplemental Report.

Items permitted to be in the possession of the arrestee are limited to:

- All necessary medical items supplied by the hospital.

- Pencil, paper, stamps, and envelopes.

- Personal care items (comb, lotion, etc., and should be in soft plastic).

- Food supplied by the hospital.

Silverware will be inventoried before and after each meal.
In order to process claims filed by hospitals for payment of treatment fees, the initial supervisor will complete an "Injury to Prisoner Form" on all in-custody arrestees injured or becoming ill prior to, during, or following arrest and transported, or caused to be transported, to a medical facility for emergency medical treatment. It is the responsibility of the supervisor of the officer accompanying the arrestee to the medical facility to submit the completed form to the Records Management Division, along with the arrest report.

11.1.6 ESCAPE

In the event an arrestee escapes while being transported in the city, the transporting officer will immediately notify Guilford Metro 911 Communications and make every effort to recapture the arrestee. An alert will be broadcast to all units. A supervisor will respond to the scene, and a written administrative investigation of the escape will be conducted. Other law enforcement agencies will be notified, if appropriate and circumstances warrant their involvement.

In the event an arrestee escapes while being transported outside the city, the transporting officer will:

- Attempt to apprehend the arrestee.
- Notify local police authorities of the escape and request assistance.
- Notify, as soon as practical, the on-duty Greensboro Police Department Watch Commander and advise him of the escape and circumstances. Depending on the circumstances, the Watch Commander may dispatch a supervisor to conduct an administrative investigation or he may elect to wait for the return of the officers to the city before conducting the administrative investigation. If the arrestee is not apprehended while officers are still outside our jurisdiction, the transporting officers will assist local authorities in securing the appropriate arrest warrant(s), prior to officers returning to Greensboro.

11.1.7 INTERVIEW ROOMS

Interview rooms are generally intended for the purpose of interviewing individuals in connection with criminal investigations. However, departmental interview rooms may be utilized for purposes other than in-custody interviews, such as voluntary appearances by suspects not in custody and the taking of detailed statements from witnesses and victims of crimes. All Greensboro Police Officers are authorized to use these interview rooms. Prior to utilizing these interview rooms all officers will familiarize themselves with the provisions of this Directive. Initial responsibility for the safety and security of individuals brought to these interview rooms remains with the transporting officer, until he is relieved by any officer assuming responsibility for the individual. At that point, the safety and security of the individual will be the responsibility of the relieving officer.

For the purpose of this directive, interview rooms/areas are defined as any designated interview room, conference room, and any other office space temporarily utilized for the purpose of interviewing a person. Rooms used as interview facilities should provide at a minimum, chairs and ample body space comparable with accommodations provided to any non-custodial visitor. No interview room or interview area within any Greensboro Police Department facility shall be considered to be a holding cell.

The following procedures will apply to the use of an interview room:

- The Constitutional and procedural rights of persons under arrest will be respected at all times. Officers will complete arrestee processing without unnecessary delay to ensure that appearance before the Magistrate is consistent with the due process rights of the arrestee. Officers will comply with the recording requirements of N.C.G.S. 15A-211(b) for all custodial interviews of juveniles, and those offenses specified by the Statute for adults.

- The number of officers permitted in the interview room is limited to those necessary to ensure the safety of the arrestee and the officer(s).

- If the interview room is equipped with a door lock, an arrestee may be locked in the room for short periods. When arrestees are placed in a locked interview room, at least one (1) officer must have visual contact with the arrestee at all times. If the door is not equipped with a lock, then at least one (1) officer must be positioned outside the interview room and visually check on the arrestee at a minimum of every ten (10) minutes. Suicidal or medically ill persons will not be left unattended. Arrestees restrained with devices other than handcuffs, will not be left unattended.

- The Federal Juvenile Justice and Delinquency Prevention Act of 1974 prohibits **Undisciplined** juveniles from being detained in an interview room equipped only with an exterior door lock at any time, regardless if the door is open or closed, locked or unlocked, or whether or not the juvenile is accompanied by anyone. It also includes juveniles detained under a Secure Custody Order, if the Order is for the undisciplined act of "runaway".

- **Delinquent** juveniles being detained and placed in an interview room will remain in the interview room only as long as necessary to complete specific investigative tasks. Officers shall document the beginning time the juvenile is placed in the room and the ending time that the juvenile is permanently removed from the room, on a Juvenile Holding Log located outside the interview areas.

The initial officer escorting the person to the interview room will complete a security search of the interview room for contraband and weapons, prior to placing an individual in the room.

- Arrestees will be thoroughly searched for weapons, contraband, and evidence, prior to being placed in an interview room.

- Officers utilizing interview rooms may carry their firearm into the interview room at their discretion. If they choose to remove their weapon, it must be secured in a weapons storage locker, locked vehicle, locked desk or individual locker.

- An interview room is not to be occupied by male and female interviewees at the same time; nor will a juvenile under the age of 18 and an adult 18 years of age or older be placed in the same interview room at the same time.

- The use of restraining devices within an interview room is at the discretion of the officer. At no time will an arrestee in an interview room be restrained by securing them to a fixed object.

- While no Departmental interview facility is outfitted with a panic/duress alarm system, officers needing immediate assistance with a person may activate the emergency button on their portable radios for immediate assistance.
- The officer having control of persons placed in the interview room will ensure that basic human needs of the person are met (restroom, water, food, etc.).

- Precautions should be taken with all arrestees regarding fire safety. Cigarette lighters and matches will be removed from each arrestee occupying an interview room. In the event of a fire in the interview room area, the officer should immediately remove the individual, transport

to a safe area and call for help. Should evacuation of the building become necessary, the officer should follow the designated evacuation plan for the area.

- After removing an individual from an interview room, the officer exercising control over the arrestee will search the interview room for contraband and weapons.

11.1.8 TESTING ROOMS

The testing rooms located at Police Headquarters and the Guilford County Jail are designated for use as testing rooms for the chemical analysis for alcohol. All chemical analyses will be administered according to the current methods, procedures, regulations and policies of the State and the Department and will be administered by an individual possessing a valid permit issued by the State for that purpose. The number of officers permitted in the testing room is limited to those necessary to ensure the safety of the officers and other persons present.

The following procedures will apply to the use of testing rooms:

- Constant Supervision: Officers shall not lose sight of any person being tested.

- Weapons Control: Officers utilizing testing rooms may carry their firearm into the testing room at their discretion. If they choose to remove their weapon, it can be secured in their vehicle. If the testing occurs at the Jail, the weapon may be secured in the vehicle, or in the weapons storage lockers provided.

- Panic or Duress Alarms: Officers needing immediate assistance with a person in the testing room may activate the emergency button on their portable radio for assistance.

- Escape Prevention: Officers utilizing testing rooms shall guard against escape attempts during the testing process.

11.1.9 PROCESSING

Upon reaching the jail or other holding facility for prisoners, the arresting officer or transporting officer will:

- Secure firearms for safekeeping.

- Ensure the arrestee has the opportunity to use the telephone.

- Check NCIC and NCAWARE wanted files on the arrestee, and serve all available legal papers before relinquishing custody. Arresting officers will document these checks on the arrest report in the designated blocks.
- Check the GPD Records Management System for any alerts or Show Cause Orders on the arrestee, and take appropriate action on any alerts or Show Cause Orders found.

- Notify the jail custodial officer if a DNA sample must be obtained from the arrestee pursuant to the conditions of NCGS 15A-266.3A. The arresting officer will follow the procedures set for

this DNA collection in a manner consistent with the current methods taught by the Training Division.

- Deliver any other proper documentation concerning the arrestee to the jail custodial officer.

- Obtain the signature of the receiving jail custodial officer on the Prisoner Intake form acknowledging receipt of arrestee and arrestee's property.
- Make the receiving jail custodial officer aware of any medical treatment received or needed by the arrestee.

- Make the receiving jail custodial officer aware of any known problems the arrestee may have or any information that the arrestee may attempt to escape or has threatened or is deemed to be a suicide risk.

Security benches and a holding cell are provided in the booking room for the temporary safekeeping of arrestees. Officers will use their discretion when utilizing these options keeping in mind the need for safety of the officer and others, arrestee security, and booking procedure needs. However, high-risk arrestees posing a significant escape risk or threat to others must be detained in the holding cell. The arresting/transporting officer is responsible for the arrestee until turned over to the jail's custodial officer.

The following procedures will apply to the use of the holding cell:

- Complete a security search of the holding cell for weapons, contraband or damage to the locks, doors, and protective screen.

- The use of restraining devices within the holding cell is at the discretion of the transporting officer.

- After placing the arrestee in the holding cell, the officer shall ensure that the door is locked.

- The arrestee will not be left in the holding cell for more than two hours.

- Ensure the holding cell is not occupied by male and female arrestees at the same time.

- Ensure juveniles under the age of 18 and adults 18 years and older are not placed in the holding cell at the same time.

- In case of a fire in the arrestee processing area or holding cell, the arresting officer should remove the arrestee and call for help. If necessary, the officer should evacuate with the arrestee through the safest available route.

- The arresting officer is responsible for escorting the arrestee to the toilet. In the event the arrestee is viewed as dangerous, the arresting officer should request the help of another officer in the vicinity or assistance from the jail staff. When there is a need to escort an arrestee of the opposite sex to the toilet, officers shall, when feasible, arrange for an officer of the same gender as the arrestee to assist.

- Inform the Magistrate prior to removing the arrestee from the holding cell so that he/she could summon help if needed.

- In the event more than one arrestee is in the holding cell, the officer should not enter it alone but summon assistance from other officers present in the Magistrate's Office or in the event no other officers are present, the jail staff.

- Ensure that the holding cell door is always closed whether occupied or not.

11.1.10 ARRESTS BY COMPANY POLICE

Officers shall not, absent extreme circumstances and prior supervisory approval, transport individuals arrested by private company police.

11.1.11 MISCELLANEOUS

In some situations an officer must obtain certain paperwork (i.e.; NCIC “hits”, Secure Custody Orders) from the Records Management Section at Police Headquarters, prior to transporting an arrestee to the detention facility. In these situations the transporting officer will contact Records Management personnel to arrange for delivery of the documents to the officer at the loading dock area on the west side of Police Headquarters.

TITLE: HANDLING INTOXICATED PERSONS	NUMBER 11.2
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94)R1/09-01-04	

11.2.1 STATUTORY PROVISIONS

North Carolina General Statute 14-444 directs that intoxicated persons may be arrested only if they are intoxicated, disruptive, and in a public place. The Statute provides that a person may not be prosecuted merely because he is intoxicated.

North Carolina General Statute 122C-301 pertains to the assistance of intoxicated persons and grants authority to assist publicly intoxicated persons by taking them home, taking them to an approved shelter facility, or providing medical treatment.

11.2.2 ARREST PROCEDURES

Existing policies and procedures pertaining to custodial arrest will be followed for the arrest of individuals charged with "intoxicated and disruptive."

11.2.3 ASSISTANCE PROCEDURES

An officer may assist a person found intoxicated in a public place by taking any of the following actions:

- By directing or transporting the intoxicated person home.
- By directing or transporting the intoxicated person to the residence of another person willing to accept him. The person need not be a relative of the intoxicated person but should be a responsible person.
- By directing or transporting the intoxicated person to an approved shelter facility if he is in need and unable to provide himself with food, clothing, or shelter, provided he is not apparently in need of immediate medical care.

During the assistance of an intoxicated person, an officer may:

- Use reasonable force to restrain and/or prevent the person from injuring himself or others.
- Use the "frisk" type search for weapons.
- Use handcuffs, if necessary, during transportation.

If force is used during the assistance of an intoxicated person, standard administrative procedures will be followed.

A publicly intoxicated person, unable to provide himself with food, clothing, or shelter, may be detained in the County Jail only if:

- He is not in need of immediate medical care.
- No other facility is readily available to accept him.

- He is kept in an area separate from persons charged with criminal acts.

- He is detained only until sober or for a maximum of 24 hours.

An assisted intoxicated person detained at a jail may be released at any time to a relative or other responsible person willing to accept him. Officers are reminded that the use of jail for detaining intoxicated persons is to be considered as a last resort.

There may be occasions when an officer assists a person who is frequently and habitually intoxicated. State law dictates that such a "revolving door drunk" be assisted in a different manner from the normal person found intoxicated in public. If, while assisting an intoxicated person, the officer determines that the person is a habitual inebriate, he may choose to petition the court to commit the person for treatment in an alcoholic treatment facility. An officer choosing such a course of action should complete and sign an "officer's affidavit" and present the form and the person to be assisted to a Magistrate for a hearing.

The Magistrate will hold a hearing to determine whether the person qualifies for such treatment and will enter one of the following orders:

- The person qualifies for treatment and is to be detained pending appearance before a District Court Judge.

- The person does not qualify for treatment and must be otherwise assisted, according to the provisions of this directive.

The Greensboro Police Department Arrest Report form will be used to document the assistance of an intoxicated person. The arrest report will be completed, according to existing procedures, with the following exceptions:

- There will never be a "charge" shown; instead, show only the words "none: assisted."

- The narrative section of the report will state the word "intoxicated" and the method by which the person was assisted, as well as any other information the officer deems necessary.

11.2.4 MEDICAL CONCERNS

Upon finding a person who is unconscious, semi-conscious, or otherwise unable to provide information on the cause of his condition, or if the person is apparently in need of, but unable to acquire, immediate medical attention, the officer will make a reasonable effort to provide immediate medical attention.

TITLE: MENTAL COMMITMENTS, MENTAL ILLNESS AND AGENCY RESPONSE	NUMBER 11.3
EFFECTIVE DATE: 07-03-2018	PAGE 1 OF 5
REVISION HISTORY: (Adopted 09-01-94) R7/07-03-2018	

11.3.1 POLICY

It is the policy of the Greensboro Police Department to ensure all citizens receive the same high level of service. Agency personnel shall afford people with mental illnesses the same rights and access to police and other government and community services as are provided to all citizens.

11.3.2 TRAINING

Agency personnel will receive training on how to interact with persons suspected of suffering from mental illness. Entry level personnel will receive training on this subject and refresher training will be provided to all appropriate personnel yearly. At a minimum, this training will include strategies for recognizing the behaviors of mentally ill persons, methods for accessing community resources for those suffering from mental disease and guidelines for responding to situations in which officers are likely to encounter individuals suffering from mental illness.

11.3.3 VOLUNTARY COMMITTMENTS

On some occasions officers may come into contact with individuals who are voluntarily seeking treatment for mental illness. On those occasions, officers will transport the individual to a mental health facility.

11.3.4 INVOLUNTARY MENTAL COMMITMENTS

Involuntary Mental Commitments involve either service of a custody order issued by a judicial official, or an emergency commitment without a custody order.

Custody Order

Anyone who has knowledge of a person who meets the criteria for commitment may appear before a judicial official and execute an affidavit to this effect and petition the court to issue an order to take the person into custody for examination by a physician. This may be a family member, friend, co-worker, or any other individual with knowledge of the person's behavior. (Judicial official, as used in this directive, means the Clerk of Superior Court, Judicial Hospitalization Department, or a Criminal Magistrate.)

If the Clerk or Magistrate finds reasonable grounds to believe that the facts in the affidavit are true and the person meets the criteria for commitment, he will issue an order for a law enforcement officer to take the person into custody for examination by a physician.

If the petitioner is a physician, he need not appear before the Clerk or Magistrate in person. His comments may be recorded in a notarized affidavit, which is then forwarded to the Clerk or Magistrate for review. If necessary, an officer may carry the notarized affidavit to the issuing official on behalf of the petitioning doctor.

The custody order issued by the Clerk or Magistrate authorizes a law enforcement officer to take the person into custody and transport him to a mental health facility for examination by a physician. The custody order is valid for twenty-four hours after its issuance. The custody order must be in hand at the time the person is taken into custody.

Emergency Commitment

An emergency commitment is appropriate in those cases when an officer encounters a person who meets the criteria of GS 122C-3(11) and who requires immediate hospitalization because the person presents a danger to themselves, or other persons.

"Dangerous to himself" means that within the relevant past, the individual has acted in such a way as to show:

- That he would be unable, without care, supervision, and the continued assistance of others not otherwise available, to exercise self-control, judgment, and discretion in the conduct of his daily responsibilities and social relations, or to satisfy his need for nourishment, personal or medical care, shelter, or self-protection and safety; and

  That there is a reasonable probability of his suffering serious physical debilitation within the near future unless adequate treatment is given. A showing of behavior that is grossly irrational, of actions that the individual is unable to control, of behavior that is grossly inappropriate to the situation, or of other evidence of severely impaired insight and judgment shall create a prima facie inference that the individual is unable to care for himself; or

- The individual has attempted suicide or threatened suicide and that there is a reasonable probability of suicide unless adequate treatment is given pursuant to this Chapter; or

- The individual has mutilated himself or attempted to mutilate himself and that there is a reasonable probability of serious self-mutilation unless adequate treatment is given pursuant to this Chapter.

Previous episodes of dangerousness to self, when applicable, may be considered when determining reasonable probability of physical debilitation, suicide, or self-mutilation.

"Dangerous to others" means that within the relevant past:

- The individual has inflicted or attempted to inflict or threatened to inflict serious bodily harm on another, or has acted in such a way as to create a substantial risk of serious bodily harm to another, or

- Has engaged in extreme destruction of property; and that there is a reasonable probability that this conduct will be repeated.

Previous episodes of dangerousness to others, when applicable, may be considered when determining reasonable probability of future dangerous conduct. Clear, cogent, and convincing evidence that an individual has committed a homicide in the relevant past is prima facie evidence of dangerousness to others.

As soon as the person is in custody, the officer will transport him to a mental health facility for examination in accordance with N.C.G.S. 122C-262. Appearance before the Clerk or Magistrate shall be waived if the examining physician or eligible psychologist executes the commitment order under oath before an official authorized to administer the oath.

11.3.5 TRANSPORTATION AND DOCUMENTATION

Persons transported voluntarily or involuntarily to a mental health facility will be searched prior to transport. Charges for any contraband items found should be declined, if possible, due to the problems associated with proving the criminal intent of a person suspected of being mentally ill. Any items seized will be turned in as Confiscated Property and an Incident Report completed.

The transporting officer will assume control of personal property, such as a handbag, that is in the possession of the person in custody. These items will be safely secured but not searched.

Restraining devices may be used on any person who is violent or threatens the safety of himself, the officer, or other persons present, or who the officer reasonably believes poses a threat of such violence.

Prior to transportation (via Police vehicle) of a person under this Directive, the transporting officer will first contact GM911 on the Info Channel and advise them answers to the below questions:

- Is the transport for medical, behavioral needs, or both?
- Does the person being transported currently have IVC papers issued on them?
- Is the person under the age of 18?
- Is the person cooperative or aggressive or combative?
- Is the person diabetic? If so, is it under control?
- Has the person overdosed on any medication or chemicals?
- Has the person been hospitalized for a medical condition in the last 7 days?

The Emergency Communications Specialist will relay this information to the Charge Nurse at Wesley Long Hospital. The transporting officer will then be directed which treatment facility to transport the arrestee to.

A Greensboro/Guilford County Law Enforcement Involuntary Commitment Service and Observation form will be completed for every Custody Order Involuntary Commitment paper served. It will also be filled out any time an officer transports a person (either voluntarily, or per GS 122C-262 Emergency Procedure) to a facility for mental health evaluation or treatment. This form replaces and supersedes ALL previous forms.

The Involuntary Commitment Service and Observation form will be completed by the officer taking the person into custody or providing voluntary transport. Each form must have a case number at the top. The Guilford County Sheriff's Department will be using the same form. This provides a method for recording the originating agency. It also tracks multiple transports of the same patient under one case number.

A copy of the completed form will be turned in to the Central Records Section. This form may be submitted in hard copy directly to the Central Records Section or by routine inter-office transfer. This form may also be submitted electronically to: **Police Records**. A copy of this form will also

be left with the staff of the facility to which the person is taken for evaluation and/or treatment for the patient's file.

Later, if the patient needs to be transferred to a different facility, the officer providing transportation will ask the staff for a copy of the Involuntary Commitment Service and Observation form from the patient's file. The officer will add information to the bottom of the *existing* form with the previously generated case number. The officer will add the name of the next facility to which the patient is transported and the date/time of transport. The officer should also print their name and agency in the space provided. A copy of this amended form will then be turned in to the Central Records Section. A copy of the amended form will also be made for the examination or treatment facility receiving the patient.

11.3.6 INVOLUNTARY MENTAL COMMITMENTS-EXAMINATION PROCESS

Immediately upon taking the person into custody, the officer will transport the person to the mental health facility indicated on the custody order.
While at the mental health facility or hospital, the person is in the officer's custody at least through the completion of the staff's initial examination. Prior to that time, persons will not be left unattended, except while being interviewed by facility personnel who consent to the officer's absence from the interview room.

The officer will complete the appropriate sections of the "Officer's Return" on the front and back side of the custody orders. All copies should then be turned over to the facility personnel. If section B has already been completed and the person requires transport to another facility, an addendum copy of section B will be filled out and attached to the original. This addendum will consist of a copy of the return of service with additional information added to the bottom of the last page in the *"Notes to Law Enforcement"* section. This information will include the date/time the patient was delivered to another facility as well as the name of the facility, the transporting officer's name and agency, and the name of the staff member releasing the patient.

If the person is examined and is to be committed to a facility within Guilford County, the officer will remain with the person and shall provide transportation to the designated facility.

If the person is to be committed to a facility outside Guilford County, transportation is the responsibility of the Guilford County Sheriff's Department. The officer may release a patient to the care and detention of hospital staff or an authorized Company Police Officer for the mental health facility. Once the facility assumes control of the person and the commitment paperwork, Greensboro Police Department custody ends. However, there are still some circumstances which will require Greensboro Police Officers to remain on site. Primarily those are situations in which the company police officer or hospital staff may be at personal risk and requires additional police assistance. The situations described below are not all-inclusive, but should be used as a practical guide for determining when assistance from our department is necessary.

- Should a patient become violent or unmanageable prior to an officer's clearing from Monarch or the hospital, the officer should remain and assist the staff.

- Should the number of patients being held by the facility grow to an unmanageable level; the Greensboro Police Department will provide assistance.

- The Greensboro Police Department will respond to all requests for assistance from Monarch or the hospital when any employee requires emergency assistance with a violent patient.

- In instances when patients become violent, Monarch should contact the Sheriff"s Department directly and request immediate transportation.

A holding room is available at Monarch for use in securing patients prior to transport to a final treatment facility, if needed. The GPD Officer escorting the person to the holding room will complete a security search of the room for contraband and weapons, prior to placing an individual in the room.

If the person is examined and release is ordered, transportation back to the point of custody will be provided by the officer. A person being released may elect to use alternative transportation, if desired, such as with a family member or friend. The Clerk's copies of the petition and custody order, along with a copy of the physician's findings, will be turned in to the Central Records Section along with the Greensboro/Guilford County Law Enforcement Involuntary Commitment – Service and Observation Form.

11.3.7 DISPATCH PROTOCOLS

GM911 will dispatch calls for service involving persons suffering from mental health problems based upon their established Standard Operating Procedures. Exigent circumstances may require deviation from established procedures. Police Supervisors will direct any questions regarding dispatch protocols to the appropriate GuilfordMetro Supervisor.

TITLE: FORCIBLE ENTRY	NUMBER 11.4
EFFECTIVE DATE: 09-01-94	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94)	

11.4.1 GENERAL PROVISIONS

North Carolina Statute section 15A provides that a law enforcement officer may use force to enter a premises or vehicle if he reasonably believes that admittance is being denied or unreasonably delayed or when an officer reasonably believes that doing so is urgently necessary to save a life, prevent serious bodily harm, or control public catastrophe, or when probable cause exists that evidence is in the process of being destroyed or when the officer is in hot pursuit of violators.

The term "forcible entry," as used in this directive, shall include any entry into any building except by permission of an authorized person. "Forcible entry" is entry by force, whether or not any physical damage is incurred to the property. "Damage" shall mean any damage, regardless of whether it could be estimated or whether it can or has been repaired. Non law enforcement action, when urgently necessary, will be considered a forced entry. The routine checking of an unlocked, abandoned or condemned house or building shall not be considered forcible entry.

The mere fact that an officer on the scene has in his possession a legal paper (Warrant, Order for Arrest, or Mental Commitment) for a named person may not in itself constitute probable cause to forcibly enter the premises, even if the address shown on the legal paper is correct. Probable cause to enter is information known to an officer at the scene that would lead a reasonable, prudent person to believe the person named on the legal paper is in fact inside the premises at the time. The final test of probable cause must rest with the officer being able to show those points that establish probable cause to Departmental supervisors and/or a court of law. The totality of the whole known facts before entry must point to probable cause. The fact that the person was inside and was apprehended does not itself establish probable cause since this fact was established after entry.

When an officer has a legal paper for a named person, whose address is on the face of the legal paper and the address is the same as the premises he is attempting to gain entry, and having probable cause that the person being sought is in the building and being denied after exhausting reasonable means to gain entry without force to effect an arrest, he shall notify a supervisor to respond to the scene.

If an officer forces entry for non law enforcement action, such as a medical emergency, or under exigent circumstances, such as forced entry to prevent the destruction of evidence, it is advisable that a supervisor be notified of the entry before it is made, if possible.

If notification is not possible before the entry is made, the supervisor will be notified of all facts concerning the forced entry as soon as possible after the situation is under control.

11.4.2 SUPERVISOR'S RESPONSIBILITIES

The supervisor shall:

- Determine if facts known constitute probable cause and/or the necessity of a search warrant.
- Grant or deny permission to forcibly enter.

Each forcible entry by the Greensboro Police Department shall be reported in writing, using the Department format. The supervisor authorizing the forcible entry is responsible for completing the administrative report (unless otherwise directed).

Photographs of the forcible entry shall be made, and the activity number on the legal paper shall be affixed to the photographs, along with the forcible entry date, time, and location of entry. Polaroid photographs may be used instead, provided the photographs are of good quality. The photographs will be attached to the administrative report and forwarded to the Division Commanding Officer of the supervisor who authorized entry. The Division Commanding Officer will review the administrative report and indicate approval or disapproval of the forced entry.

In the event that a forced entry is made and the owner or resident is not present, every attempt will be made to notify the owner or resident of the entry. If the owner or resident cannot be contacted, the building will be secured in the best possible way.

No officer shall make any statement regarding liability for repairs due to any forcible entry. Such determination of subsequent repairs, if deemed necessary, shall be handled through the Insurance Advisory Committee.

The administrative report will be forwarded to the Bureau Commander, who will have final authority in initiating or recommending final action in all forcible entry incidents. Upon approval of the action taken, the report will be forwarded to the Professional Standards Division.

TITLE: URGENT MESSAGE DELIVERY	NUMBER 11.5
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)R2/09-01-04	

11.5.1 REQUEST FOR NOTIFICATION FROM ANOTHER AGENCY OR MEDICAL FACILITY

The Department will honor requests to notify a member of the general public of a death, serious injury, or serious illness of a next of kin from other agencies or medical facilities.

These notifications will be made in person when possible by an on-duty supervisor.

11.5.2 NOTIFICATION REFERENCE PRINCIPALS INVOLVED IN POLICE INVESTIGATIONS

The follow-up officer assigned to a case is responsible for ensuring that the next of kin are notified of the death of or serious injury to any person who is a principal in a police investigation. In the event that a follow-up officer does not respond to the scene, the responsibility of making the death or serious injury notification will be assigned to the on-duty Division supervisor.

Such notification will be made in person when possible.

11.5.3 NOTIFICATION REFERENCE DEPARTMENTAL EMPLOYEES

Supervisory personnel are responsible for ensuring that the next of kin are notified of the death of or serious injury to any Departmental employee.

Such notification will be made in person when possible.

TITLE: INTERPRETERS FOR DEAF PERSONS	NUMBER 11.6
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 4
REVISION HISTORY: (Adopted 09-01-94) R2/09-01-04	

11.6.1 GENERAL

It shall be the policy of the Greensboro Police Department that no deaf person suspected of or arrested for a criminal offense shall be interviewed without the presence of a qualified interpreter for the deaf, as approved by the North Carolina Department of Human Resources and listed with the office or the Clerk of Superior Court in Guilford County.

N.C.G.S. 8B sets forth the following definitions:

Deaf Person - A person who's hearing impairment is so significant that the individual is impaired to processing spoken information through hearing. The use of amplification is only one factor to consider in determining whether the person is deaf as herein defined. For the purpose of this directive, "deaf person" means adult or juvenile.

Qualified Interpreter - An interpreter for the deaf, certified as "qualified" pursuant to the provisions of Chapter 90D of the North Carolina General Statutes. (Must be used if a deaf person is arrested or is a bona fide suspect in a criminal action.)

Unlicensed Interpreter - An interpreter for the deaf not certified under Chapter 90D of the North Carolina General Statutes who can adequately communicate with and interpret the deaf in a simultaneous and accurate fashion. (May be used if a deaf person is a witness, victim, or complainant.)

11.6.2 PROCEDURE FOR OBTAINING AN INTERPRETER FOR THE DEAF

Anytime a deaf person is arrested, the arresting officer must immediately take the arrestee before a Magistrate, who will obtain the services of an interpreter, if the Magistrate deems it necessary.

When interviewing a deaf person who is a suspect, witness, victim, or complainant, the officer will request permission from his supervisor to obtain an interpreter. Then he will contact the Watch Operations Center to arrange for the interpreter's assistance. The Watch Operations Center will maintain a list of certified and non certified interpreters for this purpose.

11.6.3 INTERVIEWING OF DEAF COMPLAINANTS OR WITNESS

In police actions involving a deaf person who is a complainant or witness, a non certified interpreter should be adequate.

When requesting an interpreter during normal business hours, the Watch Specialist will attempt to locate on-duty personnel who possess these skills. At other times, the Watch Specialist shall call the interpreter from a list kept on file in that office.

11.6.4 INTERVIEW OF DEAF SUBJECTS

Once a deaf subject becomes a suspect, even though not arrested, and the Miranda Warnings and waiver of rights would normally apply, the interviewing officer should immediately attempt to advise the suspect of his rights to an interpreter. If the officer is unable to communicate with the

suspect, through writing or other means, a certified interpreter should be called to advise the suspect of his right to an interpreter and his Miranda Rights.

If an interpreter is called, he must read the following rights for deaf persons to the suspect and confirm that the suspect understands each of his rights and request that the suspect read and sign the form in the appropriate places.

Before asking you any questions, we want to advise you of your rights and determine that you understand fully what your rights are.

1. **You have a right to remain silent.**

2. **Whatever you say can and will be used as evidence against you in a court of law.**

3. **You have a right to consult a lawyer and to have a lawyer present with you while you are being questioned.**

4. **If you want a lawyer but are unable to afford one, a lawyer will be appointed to represent you before any questioning if you wish.**

5. **You have the right to have an interpreter for the deaf present with you while you are being questioned.**

6. **If you want an interpreter, one will be provided for you before any questioning.**

7. **You may decide now or at any subsequent time to exercise these rights and not answer any questions or make any statement.**

If you understand all of your rights, please write on the line immediately below, "I have read and understand each of my rights."

_____

WAIVER OF RIGHT TO INTERPRETER:

Knowing of my right to have an interpreter present during any questioning, I do not want an interpreter at this time. I waive this right knowingly and willingly.

Signed: _____ _____

Signature of Attorney/Appointing Authority
(For subject under arrest)

WAIVER OF RIGHT TO LAWYER:

Knowing of my rights as stated above, I do not want a lawyer at this time. I waive these rights knowingly and willingly agree to answer questions and/or make a statement.

Signed: _____
Interviewing Officer: _____
Witness: _____
Place: _____ **Date:** _____ **Time:** _____

If it is not necessary to call an interpreter or if the suspect has waived his right to an interpreter, the officer may proceed with advising the suspect of his Miranda Rights. The officer should not instruct the suspect on how to complete the rights form but should allow the suspect to read the form and observe the suspect's response. This action may later demonstrate to a court that the person could read and comprehend what he was doing.

A deaf suspect may elect to waive either or both the rights to an interpreter or his Miranda Rights, unless he has been placed under arrest. If the deaf suspect chooses to make a voluntary statement once the waiver of rights form has been completed, request him to write the statement in his own words. If the person cannot write, then the certified interpreter must be relied upon to assist the officer in obtaining a statement.

11.6.5 INTERVIEW OF DEAF ARRESTEES

Once a deaf person has been placed under arrest, the officer must immediately procure a certified interpreter from a Magistrate so that the arrestee can be given notice of the charge against him, notification of his rights, arraignment, bail hearing or other preliminary proceedings. If the arrestee is a juvenile, he should be released to his parents, pursuant to Departmental policy. No statement from a deaf arrestee without a certified interpreter present and functioning is admissible in court.

A deaf arrestee may waive the right to an interpreter only if such waiver is approved in writing by the arrestee's attorney; or, if he does not have an attorney, the waiver must be approved in writing by the Magistrate or presiding judge.

11.6.6 COMPENSATION FOR INTERPRETERS

N.C.G.S. 8B-8 provides for compensation of interpreters approved by the court in certain legislative, administrative and judicial proceedings. In the case where no judicial proceeding has begun and a deaf person is questioned about a crime, the Department is responsible for compensating the interpreter, including waiting time and travel expenses.

The Guilford County Communications Center for the Deaf, Incorporated, will provide interpreter service free of charge, utilizing their staff members. If staff members cannot comply with Departmental requests, the Department will be responsible for payment, as coordinated through the Fiscal Management Section.

The officer requesting a paid interpreter will complete a Voucher for Interpreter for Deaf Persons (Form PS-POL-407-2349) in full and forward same to the Fiscal Management Section for payment. The funds are to be drawn from the requesting division's operational account.

TITLE: INFORMANT HANDLING PROCEDURES	NUMBER 11.7
EFFECTIVE DATE: 08-30-05	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94) R3/08-30-05	

11.7.1 GENERAL POLICY

The Greensboro Police Department recognizes the importance of informants in addressing its mission of solving crimes and preventing criminal activity. Frequently, information provided by informants is the catalyst to the successful solution of many crimes and the prevention of violence and/or the disruption of the public order.

The courts have long upheld the use of informants as legitimate and necessary tools for law enforcement. Therefore, each employee should be cognizant of the role of informants and the need to use them properly.

11.7.2 DEFINITIONS

Informant - A person who provides information or investigative assistance and who receives confidential funds, a recommendation for a reduction of charge or a reduced sentence, or any other special consideration or action by a law enforcement agency.

Citizen Source of Information - A person or organization, not under the direction of a contact officer, who provides information without becoming a party to the investigation itself; or, a concerned citizen who witnesses an event of interest to the Department and provides information without the expectation of a recommendation for the reduction of charges or reduced sentence, or any other special consideration or action by the Department.

While a citizen source of information may not specifically meet the definition of an informant, nothing in this directive shall prohibit officer or organizational unit discretion in establishing informant handling procedures for specific informational sources.

Confidential Funds – Funds that are budgeted by the governing body or awarded by the Court to the Department to be used for the purchase of confidential information or contraband.

Contact Officer - A police officer that maintains an ongoing professional relationship with an informant.

Entrapment - Activity on the part of a police officer or on behalf of his agency that induces or lures an otherwise innocent person to commit a crime that he did not contemplate committing. It is the implanting of criminal intent in the mind of the person: Acts of persuasion, coercion, trickery, or fraud carried out by law enforcement officers or their agents to induce a person to commit a crime which he would not otherwise commit.

11.7.3 REQUIRED RECORDS AND REPORTS

A confidential informant code will be assigned to each new confidential informant used by the agency. This code will be recorded on the *Confidential Informant Control Card* under the section denoted "code". Divisions filing respective control cards will be responsible for managing this coding system. Divisions will use a sequential numbering system that contains the division's abbreviation as the code prefix as follows.

C.I.D.	V/N	C.I.S.
CID001	VND001	CIS001
CID002	VND002	CIS002
CID003	VND003	CIS003

The filing system of confidential informants will remain alphabetical and not governed by the assigned code. Although every confidential informant will receive a code, the codes will only be used for reporting purposes where necessary to maintain the confidentiality of the information source. A master list of confidential informants, including name, race, sex and DOB, with their associated code will be maintained as part of the confidential informant filing system.

Officers not assigned to one of the above divisions will log their confidential informants with the appropriate investigative division based on the nature of the information received.

Each of the above listed division commanders shall be responsible for ensuring this special order is implemented.

A Confidential Source Identification Form shall be completed for each informant**.** A second officer will witness completion of this form unless otherwise authorized by a supervisor.

An Understanding of Function Form shall be completed for each informant. Special attention should be given to entrapment and its definition, which appears on the reverse side of the Confidential Source Identification Form. The contact officer should sign and date the Understanding of Function Form when the explanation is made.

Nothing in this section precludes the contact officer from requiring that an informant sign the Understanding of Function Form in certain unusual or sensitive cases.

The Division Commanding Officer, or his designee, shall maintain the Confidential Source Identification Form and Understanding of Function Form in a secure location with access rigidly controlled.

Each time a contact officer communicates with an informant, he will complete an Informant Contact Card (PS-POL-11-310) and forward it to his supervisor. The Division Commanding Officer, or his designee, shall maintain a secure file for these cards and access strictly controlled.

11.7.4 INFORMANT HANDLING AND CONTROL PROCEDURES

The contact officer will not meet personally with an informant unless in the presence of another officer. If circumstances warrant, the contact officer's supervisor may grant an exception. All informant contacts will be appropriately documented.

Officers will recognize that informants are not law enforcement officers and that their involvement with the police is purely mercenary. They should not be taken into confidence and officers should not divulge law enforcement information to them.

In situations where the use and/or role of the informant is questionable, the contact officer will seek guidance from his supervisors, the Police Attorney, or the District Attorney.

The contact officer will not make promises, which he cannot keep to an informant. Only the District Attorney will make any agreement regarding a pending criminal charge against an informant.

Care must be utilized in all circumstances, especially when activity involving an informant might create a life-threatening situation. In those cases, except in an exigent circumstance, approval shall be required from the Division Commanding Officer, who, as a matter of policy, should obtain guidance from the Police Attorney or District Attorney. In an exigent circumstance, the Commanding Officer shall be notified as soon as feasible.

The Greensboro Police Department will accept information from any source; however, at no time will any person under the age of sixteen be used as an informant for this Department unless approved by the Chief of Police.

If it is known an informant is on supervised probation or parole, the contact officer will coordinate with the informant's probation officer to ensure that using the informant does not interfere with conditions of the probation or parole.

The contact officer should determine whether or not the informant is being used by another law enforcement agency and/or another division of the Greensboro Police Department to prevent duplication of effort.

11.7.5 RELIABILITY OF INFORMANT AND INFORMATION

The contact officer should establish the credibility and reliability of information of the informant. Methods include, but are not limited to, assessing any information previously provided, checking with other law enforcement agencies for which the informant provided information, other divisions of the Greensboro Police Department, surveillance, or the use of controlled test situations.

11.7.6 PAYMENTS TO INFORMANTS

Payments to informants will be made only from an authorized confidential fund unless otherwise approved by the Chief of Police. Payments will be made in the presence of a witness officer. However, an exception may be made with prior supervisory approval. Such approval will be denoted by the approving supervisor on the Confidential Fund Expenditure Form and affixing his signature.

The supervisor or the officer in charge of any special operation will evaluate and approve each confidential fund expenditure. The Commanding Officer of each division having a confidential fund is responsible for review of confidential fund expenditures to ensure compliance with Department procedures.

The Chief of Police or his designee must approve disbursements in excess of $1,000.

All disbursements will be recorded in the appropriate section of the Confidential Fund Expenditure Form, in accordance with Departmental procedures. Records of confidential fund expenditures shall be maintained in a secure manner.

ATTACHMENT: Confidential Informant Log sheet

GREENSBORO POLICE DEPARTMENT
Confidential Informant Log sheet

CI CODE	CI LAST NAME/SUFFIX	CI FIRST NAME	CI MIDDLE NAME	RACE	GENDER	DOB

TITLE: SERVICE OF CRIMINAL PROCESS	NUMBER 11.8
EFFECTIVE DATE: 08-25-2018	PAGE 1 OF 4
REVISION HISTORY: (Adopted 09-01-94) R7/08-25-2018	

11.8.1 GENERAL POLICY

Sworn Officers of the Greensboro Police Department will attempt to serve all criminal processes directed to them. Officers will exercise sound judgment regarding reasonable time, location and manner of serving criminal processes. All persons lawfully in police custody will be checked for outstanding criminal processes through both the statewide and national databases. Criminal processes housed in these databases are available for service 24 hours a day through the automated systems used by the Department.

An employee may make a request for information from these databases only for a valid law enforcement reason. Requests may be made in person or by telephone to the Records Management Section or by police radio to Guilford Metro 911, who will either process the request or forward it to the Records Management Section. Additionally, CAD and MCT terminals may be utilized by authorized persons for requests within the capacity of those terminals.

11.8.2 DEFINITIONS

North Carolina Automated Warrant Repository (NCAWARE)- A system which provides automated, web-based, statewide access to criminal processes and other offender information. Criminal processes may be entered into NCAWARE by any Greensboro Police Department Officer; the process only becomes available for service following review and approval by a judicial official.

National Crime Information Center (NCIC)- A national database maintained by the Federal Bureau of Investigation containing information on wanted persons, missing persons and stolen articles. Entry of persons/items into the NCIC System is covered by Information Services Division Standard Operating Procedures.

11.8.3 NCAWARE PROCEDURES

Criminal processes housed in NCAWARE are assigned ("owned") by an individual agency in North Carolina. In most cases; the issuing agency maintains "ownership" of the criminal process, even if the person sought lives outside that agency's jurisdiction. Greensboro Police Officers may respond to calls for assistance from outside agencies to assist with service of criminal processes issued by that agency. Officers will confirm the existence and type of process prior to attempting service.

Criminal processes "owned" by the Greensboro Police Department are searchable in NCAWARE by offender's name, response area and other aspects.

On-view Arrests

It is the responsibility of the arresting Officer to initiate the appropriate criminal process and enter all applicable information into the NCAWARE System, prior to presenting the arrestee to a Magistrate for an initial hearing. For arrests involving violations of Chapter 20 of the North Carolina General Statutes, the Officer must also complete a Uniform Citation.

Arrest Warrants

Officers locating a person with a confirmed active arrest warrant (WFA, OFA) in the NCAWARE system will transport the person for initial appearance before a Judicial Official in a manner consistent with Departmental Directive 11.1, "Handling and Transporting Persons in Custody". Following service of the criminal process, the NCAWARE system is updated by the Magistrate or Officer to show the process served.

If the arrest warrant served was originally entered into NCAWARE by an agency other than GPD, the Officer serving the warrant will contact the Records Management Section and ensure the originating agency is notified of the arrest. This notification will be made utilizing the "GPD NCIC/NCAWARE Notification Form". This form is located on PowerDMS under the Documents tab in a folder labeled "Records Management Section". The Officer will complete the form, indicating the originating agency. In situations involving most WFA, the originating agency will be noted on the warrant. In situations involving an OFA, or WFA obtained by a private citizen, the "originating agency" will be considered as being the Sheriff's Office for the county where the warrant was obtained. The Officer will immediately email the form to the Records Management Section utilizing the email address "Police Records". An arrest sheet will be completed by the arresting officer.

Records will contact the originating agency via a DCI message and note the notification on the "GPD NCIC/NCAWARE Notification Form". The form will be electronically filed by the Records Management employee performing the transaction.

In some instances, an Officer may attempt service of a criminal process housed in NCAWARE, and be unsuccessful in locating the person. If the Officer is able to develop information regarding the person which might aid future efforts to serve the process; the Officer will record the following information in the "Add Notes" section of the Process Tracking page. These notes will include:

- The date, time and location of the attempted service.
- The name and badge number of the Officer attempting service.
- Any information developed which would assist in future efforts to locate the person.

Criminal Summons

Officers locating a person with a confirmed active Criminal Summons in the NCAWARE system will serve the Criminal Summons on that person. To serve a Criminal Summons the Officer will:

- Print a Defendant's copy of the Summons and give it to the Defendant and,
- print and sign an Original copy of the Summons and present this copy to the Records Management Section for return to the Clerk of Court and,
- enter notes into the Process Tracking page indicating the Summons has been served.

The Criminal Summons will specify a certain date and location for the Defendant to appear in Court. If the court date has already passed, or is within the next seven weekdays; the Officer must change the date for the Defendant's appearance. To serve a Criminal Summons in this situation the Officer will:

- Enter notes into the Process Tracking page indicating the Summons has been served, changing the court date on the Summons to any date the Court is in session 30-45 days in the future.

- Print a Defendant's copy of the Summons, showing the amended court date and give this copy to the Defendant.
- Print and sign an Original copy of the Summons, with the amended court date and present this copy to the Records Management Section for return to the Clerk of Court.

11.8.4 NCIC PROCEDURES

An Officer receiving a positive NCIC "hit" on a person through Guilford Metro 911 or the Records Management Section constitutes grounds to detain that person. Prior to taking the person into custody, a verification of the "hit" must be made with the originating agency.

During the initial detention, the officer shall request the Records Management Section to send a message to the originating agency to verify the existence of an outstanding arrest warrant for the person, and obtain confirmation that the originating agency will extradite the arrestee.

Copies of the original NCIC "hit" and verification messages shall be taken before the Magistrate for a probable cause hearing. In the event the Magistrate determines that the person should be released, that information will be included in the narrative portion of the arrest sheet. Another message will be sent to the originating jurisdiction advising them that we were unable to detain the person.

Officers may encounter a person who is entered for the same charges into both NCAWARE and NCIC as a wanted person by the Greensboro Police Department, or other in-state or out-of-state, law enforcement agency. In these cases:

- The Officer will confirm the status of the Warrants through Records, GM 911, or themselves via NCAWARE or NCIC applications.
- The Officer will transport the wanted person for service of the confirmed active NCAWARE or NCIC arrest warrant(s) in a manner consistent with the process described above. When the warrant is served the Magistrate will mark it served in NCAWARE.

Following service of the NCAWARE arrest warrant(s), the associated NCIC entry must still be removed:

- The Officer will contact the Records Management Section and ensure the originating agency is notified of the arrest so the originating agency can remove the wanted person information from NCIC. This notification will be made utilizing the "GPD NCIC/NCAWARE Notification Form". The Officer will complete the form and immediately email it to the Records Management Section utilizing the email address "Police Records".
- Records will remove the entry from NCIC and note the removal on the "GPD NCIC/NCAWARE Notification Form". The form will be electronically filed by the Records Management employee performing the transaction.
- An arrest sheet will be completed by the arresting officer.

Failure to remove entries from NCIC in a timely manner may result in a law suit and/or sanctions against the agency. NCAWARE and NCIC are two separate databases; removing an entry from one does not automatically remove it from the other.

11.8.5 MILITARY PERSONNEL

Branches of the United States Military may enter wanted persons into NCIC for violation of certain Articles of the Uniform Code of Military Justice, as well as violations of State or Federal Law. An Officer receiving a positive NCIC wanted "hit" on a service member through Guilford Metro 911 or the Records Management Section constitutes grounds to detain that person. Prior to taking the service member into custody, a verification of the wanted "hit" must be made with the source agency. This verification must confirm that military authorities will assume custody of the service member within a reasonable time. The Officer must present a copy of the NCIC "hit" and an arrest sheet to Guilford County Jail personnel when committing the service member to their custody.

An Officer locating any service member wanted specifically for AWOL or Desertion must:

- Verify the wanted “hit” with the source agency.
- Provide Jail personnel with a copy of the NCIC “hit” and an arrest sheet.
- Notify the Provost Marshal’s Office, Deserter Apprehension Team at Fort Bragg of the service member’s arrest.

Attachment: GPD NCIC/NCAWARE Notification Form

GREENSBORO POLICE DEPARTMENT

NCIC/NCAWARE NOTIFICATION FORM

CHECK ALL THAT APPLY: ☐ **NCIC REMOVAL** ☐ **NCAWARE Notification**

CASE NUMBER _____ **NIC** _____

NAME OF PERSON _____ _____ _____
FIRST MIDDLE LAST

DATE OF BIRTH _____ **SEX** ○ MALE ○ FEMALE

REASON FOR REMOVAL

ORIGINAL CHARGE ON WARRANT _____

ORIGINATING AGENCY ON WARRANT _____

LOCATION ARRESTEE INCARCERATED _____

BOND AMOUNT _____

REQUESTING OFFICER _____ **DATE** _____

RECORDS MANAGEMENT EMPLOYEE _____ **DATE** _____

TITLE: USE OF HIGH POINT AREA HOSPITALS	NUMBER 11.9
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R3/09-01-04	

The purpose of this directive is to establish arrest procedures to be followed when an injured person will be transported to a High Point area hospital for treatment.

Investigating officers should, whenever possible, avoid taking the injured person into custody at the incident scene if there is a possibility that the injured person may be transported to a High Point area hospital for treatment. This precaution is important since High Point officers would have to post a guard at the hospital if hospital admission became necessary.

Before leaving his territorial jurisdiction, the investigating officer must notify a supervisor of the need to respond to a High Point Hospital, and receive permission to do so. A supervisor must also grant prior approval for an out-of-town response by assist personnel, such as Crime Scene Investigators, Records Specialists, or Crash Reconstruction Investigators.

A Greensboro officer cannot arrest outside his territorial jurisdiction. Therefore, coordination with other law enforcement agencies is necessary. In most cases, the officer will be working with the High Point Police Department. However, the following procedures would apply equally well to the Guilford County Sheriff's Department or the North Carolina Highway Patrol.

11.9.1 CITE AND RELEASE CASES

In cases where the injured person will merely be given a citation and will not be taken into custody, the investigating officer should complete the citation setting the case for his normal court date in Greensboro Court and give the pink copy to the person.

11.9.2 CUSTODIAL ARREST CASES

If hospital admission is necessary, no arrest should take place unless absolutely necessary and approved by a supervisor.

If hospital admission is not necessary, the officer will:

- Complete and sign the citation, setting the case for his normal court date in the Greensboro Courts.

- Request a High Point Police Officer to respond to the emergency room and serve the citation on the arrestee and inform the individual that he is under arrest and is being turned over to the Greensboro Officer for processing.

- Assume custody and control of the arrestee from the High Point Officer and transport the arrestee to the Greensboro Magistrate for booking.

11.9.3 DRIVING WHILE IMPAIRED CASES

If the injured person will be charged with DWI, the procedure set forth above for custodial arrests will normally apply. Additionally, the investigating officer should:

- Transport the arrestee from the hospital to the Greensboro Police Department Lab for breath analysis; or

- Request that a Greensboro Crime Scene Investigator respond to the hospital with a blood kit. The Greensboro Officer or the Crime Scene Investigator should request the High Point Officer to ask the arrestee to submit to the blood test. If the arrestee submits, the testing should be conducted per established procedures. Should the arrestee refuse to submit to the blood test, the sworn testimony before the booking magistrate of the Greensboro personnel who witnessed the refusal will suffice. It will not be necessary for the High Point Officer to appear before the booking magistrate to swear to the refusal.

TITLE: NATIONAL ANTHEM AND COLORS	NUMBER 11.10
EFFECTIVE DATE: 09-01-94	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)	

Proper respect and flag etiquette, on occasion, require that employees render the appropriate hand salute to the flag of the United States.

11.10.1 PARADES

A properly executed salute will be delivered when the flag is approximately ten feet away from the employee and maintained until the flag has passed the member approximately ten feet. The employee need not salute any flag beyond the first flag in the parade.

11.10.2 FLAG RAISINGS

At any function when the flag is raised, employees will deliver a properly executed salute until the flag reaches the top of the mast.

11.10.3 PLAYING OF THE NATIONAL ANTHEM

Employees will face the flag and deliver, at the first note of the National Anthem, a properly executed salute. If the flag is not on display, employees will face the center of the arena or playing field and render a properly executed salute. The salute will be maintained until the completion of the National Anthem.

11.10.4 THE APPROPRIATE SALUTE

The appropriate salute is rendered as follows:

Uniformed Officers Wearing Headgear - Render the traditional hand salute with the right hand touching the tip of the bill of the headgear.

Plainclothes Officers, Nonsworn Employees, and Uniformed Officers Without Headgear - Place the right hand over the heart.

All salutes are rendered from the position of attention.

11.11.1 INTRODUCTION

It is the goal of the Greensboro Police Department to interrupt the cycle of domestic violence in Greensboro and to prevent serious injuries and death to victims of abuse. In an effort to achieve this goal, the Greensboro Police Department has adopted a **proactive** policy for responding to incidents of domestic violence. It is the policy of the Greensboro Police Department to thoroughly investigate and appropriately document every report of domestic violence.

Law Enforcement Officers have an affirmative duty to provide assistance in domestic violence situations. North Carolina General Statute 50B and N.C.G.S. 15A-401 (b) (2) (d), provide guidance for officers in the resolution of these matters, as well as mandating an arrest under specific conditions. Also, N.C.G.S. 15A-830 includes victims of domestic violence as part of a population of crime victims that are legally entitled to certain notifications relevant to their cases. The investigating agency is required to make some of these notifications as described in N.C.G.S. 15A-831.

11.11.2 DEFINITIONS

Domestic Violence is defined by NCGS 50B-1 as the commission of prohibited acts upon an aggrieved party (including children who have not reached their 18th birthday residing with or in the custody of the aggrieved party) by a person with whom the aggrieved party has or has had a personal relationship.

Personal Relationships are defined in NCGS 50B-1 as:
(1) a current or former spouse;
(2) persons of the opposite sex who live together or have lived together;
(3) parents or grandparents or others acting in loco parentis to a minor child, children or grandchildren. An aggrieved party may not obtain a protection order against a child or grandchild under the age of 16;
(4) persons who have a child in common;
(5) current or former household members, or;
(6) members of the opposite sex who are or have been in a dating relationship. This dating relationship is further defined by statute as a relationship in which the parties are romantically involved over time and on a continuous basis during the course of the relationship. A casual acquaintance or ordinary fraternization between persons in a business or social context is not a "dating relationship".

The acts prohibited by NCGS 50B in these personal relationships consist of the following:

- Attempting to cause bodily injury or intentionally causing bodily injury; or
- Placing the aggrieved party or a member of the aggrieved party's family or household in fear of imminent serious bodily injury by the threat of force; or
- Committing or attempting any sexual offense defined in N.C.G.S. 14-27.2 through 14-27.7.

It is the policy of the Greensboro Police Department to include relationships between persons of the same sex in the "Personal Relationships" described by Statute in bullets 1 through 6 above. Calls for service involving allegations of domestic violence between persons of the same sex in a personal relationship will be documented and investigated as a domestic violence incident.

Ex Parte Domestic Violence Protective Order is a short-term protective order valid for up to ten (10) days or until the set court date for the 50B hearing in which both parties are present.

A Domestic Violence Protective Order (50B Order) is a protective order issued by a judge based upon the threat of domestic violence, which addresses the eviction of the defendant from the residence, prohibits specific harassing, threatening or violent acts, may address custody and support of the minor children and the disposition of property. This order is valid throughout the state for one (1) year.

Under N.C.G.S. 50B-4, a valid protective order entered by the courts of another state or Indian tribe shall be afforded full faith and credit by the North Carolina courts and shall be enforced by North Carolina law enforcement agencies. Information concerning valid domestic violence protective orders in the State of North Carolina is available through the Division of Criminal Information Network (DCI). Copies of 50B Restraining Orders for those inside the City of Greensboro are located in the Records Management Section. Copies of the 50B Restraining Orders will also be attached to the Respondent/Defendant's name candidate screen in the Records management System (RMS). For those who live within Guilford County, copies of 50B Restraining Orders are located with the Guilford County Sheriff's Department.

For a complete list of Domestic Violence related offenses, officers should refer to their criminal elements book or contact Watch Operations for statutory reference.

11.11.3 AUTHORITY

Officers are granted the authority to arrest without a warrant under N.C.G.S. 15A-401(b) for criminal offenses which occur in the officer's presence or when one of the following has occurred out of the officer's presence:

- a felony
- a misdemeanor and:
    - the suspect will not be apprehended unless immediately arrested; or
    - the suspect may cause physical injury to himself or others; or damage to property unless immediately arrested; or
    - the suspect has committed a misdemeanor under N.C.G.S. 14-134.3 (Domestic Criminal Trespass); or
    - the suspect has committed a misdemeanor under N.C.G.S. 14-33(a) (assaults, batteries, affrays) when the offense was committed by a person with whom the alleged victim has a personal relationship as defined in G.S. 50B-1.

- the suspect has violated a valid protective order (50B) issued by the courts of this state, another state or courts of an Indian tribe.

NCGS 15A-401b(2)(b) allows for the warrantless arrest of a subject who has committed a misdemeanor outside of the presence of the officer who, "Will not be apprehended unless immediately arrested, or may cause physical injury to himself or others, or damage to property unless immediately arrested." If the criteria in NCGS 15A-401b(2)(b) are not met when responding to a domestic violence situation involving a same sex relationship where a misdemeanor assault has occurred, the officer shall not arrest the predominant aggressor. The victim will be advised of the procedure for obtaining warrants and a detailed report completed so that detectives can conduct the appropriate follow-up. If the assault rises to the level of a felony, NCGS 15A-401b(2)(a) applies, and the officer shall arrest the predominant aggressor for the felony assault.

Warrantless arrest is authorized and required by N.C.G.S. 50B when the officer has probable cause to believe that the suspect has violated either of these two specific provisions in a valid domestic violence protective order: (1) prohibition against harassment, threats, further abuse, otherwise interfering with the protected party and/or (2) presence at the victim's residence or a household occupied by a victim.

The officer must arrest the perpetrator regardless of the present relationship or circumstances between the victim and the perpetrator. Even if the perpetrator has moved back into the residence named on the 50B order, or the victim has invited the perpetrator to his/her residence, the officer must arrest once the active order is confirmed. Only a subsequent court order dismissing the 50B order can nullify the enforcement of that order.

However, before any enforcement action is taken based solely on a 50B order, an officer must confirm, through the appropriate authorities, that a valid 50B Restraining Order has been issued, is active, and has been served on the suspect.

11.11.4 PROCEDURE

Because of the aggressive volatile nature of domestic related calls, officers should remain alert and use caution when interacting with all parties involved.

In cases of domestic violence, officers will take such lawful steps as they believe necessary and appropriate to maintain order, provide assistance and reduce the risk of further violence to the victim(s) or their children.

The officer must determine through careful interview and investigation if any civil or criminal violations have occurred. Given the nature of domestic violence cases, officers are advised to be particularly careful in determining which party is the predominant aggressor. Once the officer has gathered sufficient information, he shall make all efforts to resolve the domestic dispute in any one or more of the following ways:

- Arrest with a warrant

  Any outstanding warrant(s) should be confirmed, an arrest effected and the person removed from the scene as quickly and safely as possible.

- Arrest without a warrant

An officer shall arrest without a warrant when there is probable cause to believe a violation of domestic violence has occurred. An officer shall have probable cause to arrest when **two** primary factors exist: (1) a person has alleged an assault has taken place (domestic violence); **and** (2) there are observable signs of violence that are reasonably believed to have come from the alleged assault. **An officer shall not base his decision to arrest on the victim's willingness to prosecute.**

- Arrest with a N.C.G.S. 50B Order

  An arrest shall be made if a court order is produced or if the officer determines that such an order exists, and the officer determines the order is valid and a violation has occurred. Again, the victim's willingness to prosecute should NOT be a consideration in this "mandatory arrest" situation.

- Officer discretion

  An officer may elect to clear the call without taking enforcement action, provided both parties appear to be successfully attempting to resolve their dispute and there are **no violations of a protective order (N.C.G.S. 50B) or signs of violence toward either party.** Personal relationship domestics that meet the guidelines addressed under **Documentation and Follow up** will require the appropriate investigative report.

- Additional Assistance

  On each occasion an officer is dispatched to a domestic violence call, the officer **must** provide **both** parties with appropriate referral information. In addition, officers may provide transportation for the victim to a shelter, hospital, safe residence, magistrate's office or any other place within reason where the victim may receive further assistance. In instances where there is observable injury, and the suspect is not located, the officer will obtain the warrants on their own at the magistrate's office.

11.11.5 DOCUMENTATION AND FOLLOW-UP

The District Attorney's Office maintains a policy of prosecuting intimate partner domestic violence cases regardless of the willingness of the victim to testify, providing the elements of the case can be proven with evidence other than the victim's testimony. For the purposes of this Directive an intimate partner relationship will be defined as current or former spouse; persons of the opposite sex who live together or have lived together; persons who have a child in common; members of the opposite or same sex who are or have been in a dating relationship. Due to this added responsibility, an officer must complete a detailed Incident/Investigation report when any of the following conditions apply:

(1) an arrest **is made** for a domestic violence related assault without a warrant
(2) any time such an arrest **could be made**, but the suspect could not be located at the scene
(3) threats of bodily harm have been made or alleged by an involved party
(4) allegations of assault have been made, regardless of the observable presence of injuries

Incident Reports involving intimate partner domestic violence will be classified in one of the following ways:

- "AGGDMV" for felony assault cases

- "ASSDMV" for misdemeanor assault cases

All injuries will be documented in the Incident/Investigation report and by photographs. The scene will be photographed/processed by a CSI when evidence of broken or disturbed furniture, blood evidence, damage to the physical structure, etc. is present. If a CSI is not available a supervisor should take the photographs. If the victim refuses to have photographs taken, the officer will document the refusal in the Incident Report, describing in the narrative any observed injuries or damage.

Each victim of intimate partner domestic violence will be provided with, and encouraged to complete, a Domestic Violence Victim Statement form at the time of the incident (Attachment 11.11 "Domestic Violence Incident: Victim Statement Supplemental"). If the victim is unable or unwilling to complete the form, the officer may assist with its completion. The investigating officer will document the completion or lack of completion in the Incident Report. After completion of the required official reports, the original "Domestic Violence Incident: Victim Statement Supplemental" form will be electronically scanned and attached to the Investigative Report in the Departmental Records Management System (RMS). The original copy of the "Domestic Violence Incident: Victim Statement Supplemental" form will be turned in to the Property/Evidence Section, following Departmental procedure for similar types of evidence.

Since interrupting the cycle of violence in these incidents is the goal of the Department, it is necessary to track and initiate appropriate follow-up. All domestic violence related Incident Reports will be reviewed by the Family Victims Unit Squad Supervisor for appropriate detective follow-up assignments and by the Victim Advocate(s) to determine if any counseling follow-up is needed.

In instances where the domestic situation appears to be escalating or is a repeat domestic violence location the officer is encouraged to complete a Field Interrogation Form documenting all parties present, allegations and observations, and any action or recommendations that are made. The Field Interrogation Form should then be forwarded to the Family Victims Unit.

To ensure proper documentation of domestic violence calls for service within the Computer Aided Dispatch (CAD) system; Officers will direct the GM 911 Emergency Communications Specialist to change the nature code of any CAD event which does not meet the established criteria for a "domestic" violence event. For example; disturbances among non-intimate persons should be corrected to the nature codes "Disorder Family", "Fight", etc. as appropriate for the circumstances.

11.11.6 Victim Notification Requirements

To satisfy the victim notification requirements of N.C.G.S. 15A-831, the Department has developed the "Greensboro Police Department Victims Rights Form" (Form POL-5000). The initial investigating officer will provide a copy of this form to all domestic violence victims, as described in this Directive. The investigating officer will:

- complete the front page of the form,
- provide the completed copy of the form to the victim and answer any questions the victim may have concerning the information provided,
- document the preparation and service of the form in the Incident Report,
- document in the Incident Report whether or not the victim wants to receive further notices regarding the case prior to trial.

Officers making a criminal arrest for assault, domestic criminal trespass, or stalking when the parties are in a "personal relationship" as defined in N.C.G.S. 50B, whether the arrest was made as part of the initial investigation, the result of follow-up, or due to an outstanding warrant shall attempt to contact the victim by telephone or in person. The officer will complete the Greensboro Police Department Victim/Investigating Agency Arrest Notification Form (POL 5001) which includes, among other things, the date and time of arrest, the arrestee's name, the charges filed and the date, time and manner of the attempted victim notification and whether or not the attempt was successful. On the reverse side of the original, the officer will indicate, in the space provided, the victim's name and address.

The completed form will be turned in **immediately** to the Management Bureau, Records Management Division. Records Management Personnel will seal and mail the form upon receipt.

The remaining copies will be distributed as indicated in the bottom margin of the form. Personal contact does not relieve the arresting officer's responsibility for completing this form.

11.11.7 TRACKING

The Crime Analysis Section will be responsible for providing Division Commanding Officers with summaries of domestic violence related calls in their Division upon request. Locations identified as having a high-incidence of domestic related calls shall be addressed in an appropriate problem-solving manner. Collaboration with the Family Victims Unit should be sought in regards to any open investigations and safety concerns of victims.

GREENSBORO POLICE DEPARTMENT
GREENSBORO, NORTH CAROLINA

DOMESTIC VIOLENCE INCIDENT: VICTIM STATEMENT SUPPLEMENTAL

IR #:	DATE:	TIME:	LOCATION:

TO BE COMPLETED BY VICTIM (TIENE QUE SER LLENADO POR EL VICTIMA):

VICTIM'S NAME (Last, F, M) (Nombre de víctima: Apellido, Nombre)	DATE OF BIRTH: (Fecha de Nacimiento)	PHONE NUMBER: (Numero de Teléfono) Home: (En la Casa) Work: (En el Trabajo)

VICTIM'S STATEMENT: EXPLAIN WHAT HAPPENED IN AS MUCH DETAIL AS YOU CAN
(DECLARACION DE LA VICTIMA: EXPLIQUE LO QUE PASO CON LO MAS DETALLE POSIBLE)

I HAVE POINTED OUT TO THE OFFICER (YO HE INDICADO FISICAMENTE AL POLICIA):

Where I was struck:	○ YES	○ NO
(En dónde fui golpeado/golpeada)	○ SI	○ NO
The person who struck me:	○ YES	○ NO
(La persona quien me golpeó)	○ SI	○ NO
The object used to strike me:	○ YES	○ NO
(El objecto usado para golpearme)	○ SI	○ NO
I understand all the questions:	○ YES	○ NO
(Entiendo todas las preguntas)	○ SI	○ NO

SUSPECT COMMENTS/THREATS (LOS COMENTARIOS Y LAS AMENAZAS DEL SOSPECHOSO):

PROPERTY DAMAGE (DANO DE PROPRIEDAD):

ESTIMATED VALUE (VALOR ESTIMADO):_____

SIGNATURE (FIRMA):_____ DATE (FECHA):_____ TIME (HORA):_____

DOMESTIC VIOLENCE INCIDENT: VICTIM STATEMENT SUPPLEMENTAL

LETHALITY ASSESSMENT, TO BE COMPLETED BY OFFICER WITH VICTIM:
(Evaluación de letalidad, tiene que ser llenado por el oficial con la víctima):

1. DOES THE BATTERER HAVE A WEAPON?	○ YES	○ NO
(El agresor tiene o tenía un arma?)	○ SI	○ NO
2. HAS THE BATTERER EVER USED A WEAPON ON VICTIM OR OTHERS?	○ YES	○ NO
(El agresor usó un arma en la víctima o en otras personas?)	○ SI	○ NO
3. HAS THE BATTERER EVER BEEN ARRESTED BEFORE?	○ YES	○ NO
(El agresor ha sido arrestado antes?)	○ SI	○ NO
4. IS THE BATTERER VIOLENT TOWARDS THE VICTIM'S CHILDREN?	○ YES	○ NO
(El agresor atenta violentamente contra los niños de la víctima?)	○ SI	○ NO
5. DOES THE BATTERER USE DRUGS OR DRINK FREQUENTLY?	○ YES	○ NO
(El agresor usa drogas o toma con frecuencia?)	○ SI	○ NO
6. HAS THE BATTERER EVER THREATENED OR TRIED TO COMMIT SUICIDE?	○ YES	○ NO
(El agresor ha amenazado o intentado de suicidarse?)	○ SI	○ NO
7. HAS THE VICTIM EVER BEEN BEATEN BY THE BATTERER WHILE PREGNANT?	○ YES	○ NO
(La víctima ha sido golpeada por su agresor durante el embarazo?)	○ SI	○ NO
8. HAS THE BATTERER EVER FORCED THE VICTIM TO HAVE SEX?	○ YES	○ NO
(Alguna vez el agresor la ha forzado para tener relaciones sexuales?)	○ SI	○ NO
9. HAS THE BATTERER EVER TRIED TO CHOKE THE VICTIM?	○ YES	○ NO
(El agresor ha tratado de estrangularla?)	○ SI	○ NO
10. DOES THE BATTERER SEEM DEPRESSED TO THE VICTIM OR TAKE MEDICATIONS FOR DEPRESSION?	○ YES	○ NO
(El agresor parece estar deprimido o toma medicamento para la depresión?)	○ SI	○ NO
11. HAS THE BATTERER EVER THREATENED TO KILL THE VICTIM?	○ YES	○ NO
(El agresor ha amenazado de matar a la víctima?)	○ SI	○ NO
12. DOES THE VICTIM BELIEVE THE BATTERER CAPABLE OF KILLING HIM/HER?	○ YES	○ NO
(La víctima cree que el agresor sea capaz de matarlo (a)?)	○ SI	○ NO
13. HAS THE BATTERER EVER DESCRIBED HOW HE/SHE WOULD KILL THE VICTIM	○ YES	○ NO
(El agresor ha descrito como quisiera martalo (a)?)	○ SI	○ NO
14. HAS THE VICTIM LEFT THE RELATIONSHIP WITH THE BATTERER?	○ YES	○ NO
(La víctima ha dejado la relación con el agresor?)	○ SI	○ NO
15. HAVE THE POLICE BEEN CALLED REPEATEDLY TO THIS ADDRESS?	○ YES	○ NO
(La policía ha venido por varias ocasiones a esta dirección?)	○ SI	○ NO
16. HAS THE BATTERER EVER ATTEMPTED TO HARM OR HARMED THE HOUSEHOLD PETS?	○ YES	○ NO
(El agresor ha intentado hacerle daño a sus mascotas?)	○ SI	○ NO

TOTAL LETHALITY CHECKS ANSWERED IN THE AFFIRMATIVE:_____
(Cuantas preguntas han sido contestadas afirmativas?)

MEDICAL RECORDS RELEASE: I AFFIRM THAT THE INFORMATION I HAVE GIVEN IS TRUE AND CORRECT. I HEREBY GRANT RELEASE OF MY MEDICAL RECORDS CONCERNING THIS OR OTHER DOMESTIC VIOLENCE CASES TO LAW ENFORCEMENT AGENCIES AND PERSONNEL INVESTIGATING THIS INCIDENT.

(REGISTROS MEDICOS: Yo afirmo que la información que yo he dado es verdadera y correcta. Yo doy consentimiento y permiso para que mis registros médicos referente a este caso u otros casos de violencia domestica sean vistos por la policía e investiguen este incidente.)

IR # (Caso): _____ Signed (Firma):_____

Print Name (Nombre):_____ Date (Fecha):_____

TITLE: SERVICE OF CIVIL PROCESSES	NUMBER 11.12
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 08-14-02)R1/09-01-04	

11.12.1 GENERAL POLICY

As directed by North Carolina General Statute, civil processes are generally reserved for service by the Guilford County Sheriff's Department for all county residents, including those residing within the corporate limits of Greensboro. However, under NCGS 160A-285, all Greensboro police officers shall have, within the corporate city limits of Greensboro all of the powers invested in law enforcement officers by statute or common law. With this authority comes the power to serve all criminal and civil processes that may be directed from any officer of the General Court of Justice.

11.12.2 PROCEDURES FOR HANDLING CIVIL ORDERS RECEIVED

Other than the service of Mental Commitment Orders, officers should attempt to utilize sworn personnel from the Guilford County Sheriff's Department for service of civil processes whenever possible. If that is not feasible, Officers should make every attempt to fulfill the obligation to serve such process. Any execution requiring the seizure of real or personal property other than the seizure of a vehicle under the DWI forfeiture law, shall be the obligation of the Guilford County Sheriff's Department.

In the event an officer receives a civil order for service that meets the above criteria, he shall determine that (1) the order is signed by a judge and (2) that there is an indication on the order that it has been filed with the Office of the Clerk of Court of Guilford County or any other County in North Carolina. Under GS 50B-4, a valid protective order entered by the courts of another state or the courts of an Indian tribe shall be enforced whether or not registered in any Office of the Clerk of Court of any County in North Carolina.

Officers shall carefully review the court order as to the type of action required of the law enforcement officer and the agency responsible for service. Any court ordered actions contained in the order must be applied under the provisions of law found in the United States Constitution, as well as North Carolina General Statutes. Specifically, officers shall not engage in search and seizure related actions that violate individual rights. Civil child custody orders should not be enforced by taking a child from one person and delivering the child to someone else unless a North Carolina court order specifically directs an officer to do so. In the absence of such court order, officers may not take a child into custody unless otherwise there is probable cause to believe the child should be taken into temporary custody as authorized by GS 7B-500. Custody orders from out of state must be registered with a North Carolina Clerk of Court. A 50B Protective Order may award custody to one parent and an officer is authorized to assist the plaintiff in securing custody of the child, as ordered by the Court. (Directive 11.11 should be reviewed in this context).

As with any performance of official actions, officers are entitled to use reasonable force to execute authorized duties.

In child custody cases, officers should be aware that a heightened state of emotion is typically exhibited by the individuals involved. Therefore, officers shall express to the involved parties that the final determination as to the permanent custody or other control of affected children is left to the authority of the court.

Officers shall take the necessary precautions to preserve their personal safety and the safety of others when providing service of civil processes.

11.12.3 RETURN OF SERVICE

As with other legal processes, assigned personnel will provide a return of service as directed by the order. This return will be forwarded to the appropriate division of the courts, through the Greensboro Police Department's Records Management Section, prior to the end of the officer's tour of duty.

TITLE: MANAGING MISSING/LOST PERSONS INCIDENTS	NUMBER 11.13
EFFECTIVE DATE: 01-09-2020	PAGE 1 OF 2
REVISION HISTORY: (Adopted 10-30-2015) R1/01-09-2020	

11.13.1 POLICY

It is the policy of the Greensboro Police Department that a missing person report will be taken immediately upon notification that someone is missing, regardless of age. Upon receipt of a call involving a missing person, Guilford Metro 911 personnel will evaluate the information given, and dispatch the appropriate departmental resources.

Greensboro Police Department employees will conduct an active and coordinated search for the individual based upon all the known circumstances surrounding the incident.

11.13.2 INITIAL RESPONSE

Upon initial response to a missing person call for service, the responding officer will make contact with the reporting party and determine the circumstances surrounding the missing/lost person. After obtaining the information from the reporting party, the responding officer will determine what category the incident falls under and initiate the appropriate process:

- Missing Juvenile Runaway: Any report of a missing juvenile which does not meet the criteria for an AMBER Alert. Refer to Departmental Directive 12.9.5.
- Missing Juvenile believed abducted by non-parent: Refer to Departmental Directive 12.18.
- Missing Adult: Any report of a missing adult under no apparent unusual circumstance or criminal acts. Refer to Departmental Directive 11.13.3.
- Missing Possible Criminal Act: Any report of a missing adult where there is reason to believe the disappearance was related to a criminal act and the missing adult is endangered. Refer to Departmental Directive 11.13.4.
- Missing lost, young, old, despondent: Any report of a missing juvenile or adult where the subject suffers from some cognitive impairment or is a member of the special needs population. Refer to Departmental Directive 11.13.5.

11.13.3 MISSING ADULTS

When an employee is dispatched as the result of a missing person call, and the missing person is an adult, the following guidelines will be followed:

- The employee will gather pertinent information, and attempt to locate the missing person.
- The employee will ensure the appropriate incident/investigative report is entered into the Records Management System (RMS). Incident/investigative reports are required in all cases involving adults, except when the adult is located prior to the employee clearing the call. If the employee clears the call and is notified during their duty day that the missing person has been located, he will enter a supplemental report.

11.13.4 MISSING POSSIBLE CRIMINAL ACT

When the responding officer's preliminary interview with the reporting party has shown the missing/lost person has disappeared as the result of a suspected criminal act, the officer shall notify their immediate supervisor who will in turn contact the Watch Commander and CID. The original responding officer will complete appropriate incident/investigative report and coordinate further initial follow-up activities with the CID detective.

11.13.5 MISSING LOST, YOUNG, OLD, DESPONDENT

A police supervisor and a minimum of two officers will respond to the scene of all calls for service involving a missing/lost person who has disappeared due to their inability to function under their own mental state due to illness, age, or other cognitive impairment. The supervisor will assign personnel as appropriate to complete the documentation required by this Section and Departmental Directive 12.20 (if applicable).

When the responding officer's preliminary interview with the reporting party has shown the missing/lost person has disappeared due to their inability to function under their own mental state due to illness, age, or other cognitive impairment, the responding officer will complete the Lost Person Questionnaire (GPD 11.13 A1) and obtain as much information as possible from the reporting party. Once the form is completed, the officer will then complete the Search Urgency Form (GPD 11.13 A2). Upon completion of the Search Urgency Form, the officer will calculate what type of response is needed for the incident. The following are the three categories of responses which can occur using the form:

- Emergency Response: A score of 7-11 on the Search Urgency Form will initiate a call to the Center City District Commanding Officer or designee for further resources.
- Measured Response: A score of 12-16 on the Search Urgency Form will initiate a coordinated area search by the Patrol Bureau along with inquiries to local hospitals, jails, shelters, and any associates known to the missing/lost person.
- Evaluate and Investigate: A score of 17-21 on the Search Urgency Form will prompt the officer to evaluate and investigate the incident. Upon completing the preliminary investigation, the responding officer will complete an incident/investigative report and enter the subject into NCIC as a missing person.

The responding officer who completes the Lost Person Questionnaire and the Search Urgency Form will make an electronic copy of same and place the copies into RMS to be kept with the case file.

Attachments: Lost Person Questionnaire
Search Urgency Form

Greensboro Police Department Lost Person Questionnaire

Information used to complete the form may come from multiple sources and interviews. Use a separate form for each interview and consolidate the information in the case file. If there is more than one missing person associated with this case, use a separate form for each person.

Case Number		
Date	Time	Location
GPD Employee's Name	Title	
Information given by		DOB
Address		
Home Phone	Business Phone	
Cell Phone, Other Numbers		
Occupation	Employer	
Relationship to missing person		

Missing Person	
Full Name	Nickname(s)
Name to call	Aliases
Subject's primary language	
Home address	
Business or local address	
Home Phone	Business Phone
Cell Phone, Other Numbers	
E-mail access	

Description					
Age	Race	Gender	Ht	Wt	DOB
Build					
Hair Color		Length		Style	
If balding, describe					
Describe facial hair					

Eye color	Glasses ◯ Y ◯ N ☐ Regular ☐ Sun ☐ Contacts
Describe glasses	
Eyesight without glasses	
Facial features, shape	
Complexion	
Distinguishing marks, tattoos, scars	
General appearance	

Clothing Worn When Last Seen
Hat/Cap/Scarf
Shirt/Blouse
Pants
Dress
Sweater
Coat/Jacket/Raingear
Footwear
Hose/Socks
Underwear
Glasses
Other
Describe all accessories the subject may have been wearing, such as belt, rings, watch, pins, hair accessories, necktie, tie clip, etc.
Describe all items the subject may have been carrying, such as pocketbook, wallet, backpack (describe contents of each), cell phone, keys, pocket knife, camera, weapon, etc.

Details of Loss	
Location Missing From	
Point Last Seen	
Day/Date Last Seen	Time Last Seen
Last seen by whom	
Last communication (Date/Time/Method)	
Subject accompanied by animal(s)? Describe	
Vehicle description, if driving	
Destination(s), stated intentions	
Possible routes	
Weather at time of loss	
Events of last 24 hours leading up to time of loss	
Reported missing by:	Why?
Address	
Phones	
Relationship to missing person	
Where can this person be reached in the next 12 hours?	

Subject's Experience	
Resident of	How long?
Previous residence	How long?
Birthplace	
Has this person been the object of a search in the past?	
If so, describe date(s), circumstances of loss, how long missing, when found, where found, condition when found, actions taken by subject while missing (if known)	

Physical Health	
General physical condition	
Disabilities	
Known medical problems	
Pregnant? How long?	
Physician	Phone
Address	

Mental/Emotional Health
General mental health
Known mental problems
Suicidal? Previous attempts (explain)
Is this subject possibly dangerous to self or others? Explain:
Does this subject have access to or is he/she possibly carrying a weapon?
Are all weapons accounted for?
Fears and phobias:
Knowledgeable person Phone
Address

Identification	
Drivers License: State No.	
Other Identification	
Is subject enrolled in Safe Return or similar program? Describe:	
Electronic tracking device?	Describe:

Medications: Prescription and Non-prescription	
Medication, strength and dosage	Effect if not taken

Finances
Credit cards: List card names and account numbers
Checking and savings accounts: List banks and account numbers
Does subject have credit cards or check book in possession?
Describe:

Detailed Subject History	
◯ Single ◯ Married ◯ Divorced ◯ Widowed	
Spouse's Name	Phone
Address (if different)	
Siblings (Name, age, residence)	

Father's Name	Living?
Contact Information	
Occupation & Employer	
Mother's Name	Living?
Contact Information	
Occupation & Employer	
Other relatives that may provide information	
Subject's primary occupation	Retired?
Employer	How long?
Contact person	
Previous employment history	
Education level	

Military service branch	Currently active or reserve?
Contact person	Dates of service
Religion or belief system	Active?
Contact person	
Other persons who may provide information	
Hobbies, special interests	
Experience in outdoors, backcountry	
Favorite places to visit	
Athletic ability, mobility	

Active/outgoing or quiet/withdrawn?
Attitude toward authority
Recent, current or anticipated financial, legal or other problems
Who does subject confide in and/or whom does he/she frequently talk to on the phone?
Who last talked with subject at length?
When and what was topic?
Recent letters or writings?

Children, Elderly, Special Needs
Mental age, if known
How old does the subject look?
Fears and phobias: Horses? ☐ Dogs? ☐ Dark? ☐ Sirens, loud noises? ☐
Other: (describe)
Will subject answer, if called? Preferred name to call
Any training on what to do if lost?
How does subject normally travel? (Foot, bike, public tlansportation, family, friends, etc)
Will subject talk to strangers, accept rides?
Is there a "home place" or other special place?
Does subject have a caretaker or a day care facility?

Can the subject dress and/or feed him/herself?
Does there appear to be any issues with family, school or care facility?
Does the subject know how to call home or call 911?
What would this subject most likely do if lost?

Additional notes/observations:

Case Number:

Date Completed:

Time Completed:

Name/Badge#:

SEARCH URGENCY FORM

REMEMBER THE LOWER THE NUMBER THE MORE URGENT THE RESPONSE!

A. Subject Profile — A. _____

AGE _____

- Very young.....1
- Very old.....1
- Other.....2 -3

MEDICAL CONDITION _____

- Known or suspected injury or illness.....1-2
- Healthy.....3
- Known fatality.....3

NUMBER OF SUBJECTS _____

- One alone.....1
- More than one (unless separation suspected).....2- 3

B. Weather Profile — B. _____

- Existing hazardous weather.....1
- Predicted hazardous weather (8 hours or less).....1-2
- Predicted hazardous weather (more than 8 hours).....3

C. Equipment Profile — C. _____

- Inadequate for environment.....1
- Questionable for environment.....1-2
- Adequate for environment.....3

D. Subjective Experience Profile — D. _____

- Not experienced, not familiar with the area.....1
- Not experienced, knows the area.....1-2
- Experienced, not familiar with the area.....2
- Experienced, knows the area.....3

E. Terrain & Hazards Profile — E. _____

- Known hazardous terrain or other hazards.....1
- Few or no hazards.....2-3

TOTAL SCORE _____

If any of the seven categories above are rated as a one (1), regardless of the total, the search could require an emergency response.

THE TOTAL SHOULD RANGE FROM 7 TO 21 WITH 7 BEING THE MOST URGENT

7 -11 Emergency Response 12 -16 Measured Response 17 -21 Evaluate and Investigate

TITLE: INTERACTIONS WITH PERSONS EXPERIENCING HOMELESSNESS	NUMBER 11.14
EFFECTIVE DATE: 03-01-2020	PAGE 1 OF 4
REVISION HISTORY: (Adopted 03-01-2020)	

11.14.1 PURPOSE

The purpose of this policy is to formalize the procedure by which the Greensboro Police Department interacts with individuals experiencing homelessness within the City of Greensboro to ensure compliance with Departmental Directive 1.8. This policy will provide guidance for Greensboro Police Officers as they interact with and assist homeless individuals, including proper documentation, knowledge of terms and definitions, as well as support providers that are available.

11.14.2 POLICY

The policy of the Greensboro Police Department is to treat persons experiencing homelessness in a manner that protects their needs, rights, and dignity, while providing appropriate law enforcement services to the entire community. Employees of the Greensboro Police Department shall afford all people experiencing homelessness with the same rights and treatment as they would to any and all individuals with whom they normally encounter while on duty.

11.14.3 DEFINITIONS

Experiencing Homelessness: An individual or family who lacks a fixed, regular, and adequate housing, or has a primary day or night-time residence that is:

(a) A supervised publicly or privately operated shelter designed to provide temporary living accommodations;
(b) An institution that provides a temporary residence for individuals intended to be institutionalized; or
(c) A public or private place not designed for human habitation, or ordinarily used as regular sleeping accommodations for human beings.

Unsheltered: Living in a place not meant for human habitation, to include but not limited to motor vehicles, parks, sidewalks, abandoned buildings (on the street).

Encampment: Locations where one or more people experiencing homelessness live in an unsheltered area, either on public or private property.

Letter of Intent: Written agreement kept on file in Watch Operations, indicating that the owner/designee of a commercial property will assist with the prosecution of trespassing occurring after business hours (valid for 3 years).

Coordinated Entry Lead: The primary organization through which the Center City District Community Resource Officers will forward referrals for services on behalf of people experiencing homelessness.

11.14.4 PROCEDURE

An officer that conducts a voluntary encounter with a person experiencing homelessness is encouraged to offer advice about shelters, services, or other assistance that is available. The person is then free to choose whether or not to accept any referral.

An officer self-initiating or responding to a call involving a person he or she believes is experiencing homelessness will complete any lawful actions deemed appropriate for the call. Officers will attempt to offer information concerning assistance and services when appropriate.

Voluntary encounters, self-initiated calls, and calls for service involving persons who are unsheltered optimally will result in the officer inquiring into the circumstances contributing to that individual's or family's homelessness as appropriate in order to determine which assistance and services to offer the individual or family. Officers will also begin information gathering for the purpose of completing a Field Contact Form to be forwarded to the Coordinated Entry Lead for follow-up. This information gathering will be done with the person's voluntary compliance. Officers should be aware that individuals may show concern or fear answering questions surrounding the individual's biographical data and information, i.e., their specific living location.

The following is a list of information officers should attempt to gather while speaking with the subject, but is by no means a complete list, as specific circumstances affecting the individual can dictate the needs for additional inquiry:

- Biographical information (name, date of birth, sex, race)
- Any available contact information for the individual or family
- Any immediate needs (medical, mental health, food, etc.)
- Are they familiar with resource providers
- Have they previously received a list of resource providers by GPD
- Location where individual routinely resides
- Veteran status

Once the necessary information has been gathered and the officer has completed the call for service, the officer will complete an electronic Field Contact Report in RMS with all the above information entered into the block or notes section of the report, including location of the call. Additionally, officers shall provide to the subject experiencing homelessness, a Homeless Resources Quick Guide with recommendations on specific providers that may assist the person or family.

11.14.5 DOCUMENTATION AND FOLLOW-UP

It is the goal of the Greensboro Police Department that information gathered from persons experiencing homelessness, for the purpose of providing assistance, shall be forwarded to the proper resource providers for referral and follow-up. Because of this, it is vital that these interactions are well-documented electronically on a Field Contact Form with the reason code "Unsheltered" selected. These contact forms will then be accessed by the Homeless Assistance Resource Team Officers (Center City District CRO's) who will forward the information to the appropriate resource provider for follow-up. In general, this will be the Coordinated Entry Lead, but the needs of the individual will assist in determining the appropriate service provider.

Any time an incident report is completed involving someone experiencing homelessness; the additional NIBRS codes (**UNSHVI – Unsheltered Victim or UNSHOF – Unsheltered Offender**) should simply be added to the classification section of the report. To ensure a referral is made, a Field Contact Form must also be pursued for completion in this case. A Field Contact Report may also be completed on any person, at any time, who does not fit the definition of individuals "Experiencing Homelessness" or "Unsheltered" but who wishes to receive information concerning resources available through service providers.

11.14.6 HOMELESS ASSISTANCE RESOURCE TEAM (HART) OFFICERS

HART Officers are assigned to the Center City District – Center City Resource Team and provide supplemental support for these squads within the Center City District of the city. The primary responsibility for all Field Contact Reports involving homeless persons are the responsibilities of HART Officers, who will in turn direct the information to the appropriate resource providers for follow-up. HART Officers will also be the primary contacts for information related to homeless encampments and Letters of Intent. HART Officers will also be responsible for maintaining a current list of resources and providers for homeless/unsheltered persons.

HART Officers will act as liaisons between community service providers and the districts/other district Community Resource Officers, regarding homeless/unsheltered concerns.

11.14.7 HOMELESS ENCAMPMENTS AND LETTERS OF INTENT

Officers encountering homeless subjects living in an encampment will refer to the City of Greensboro's Guidelines for Homeless Camp Response for further instructions on the process and policy of having the camp removed. These guidelines include identifying and making contact with the owner of the property, notifying the camp occupants of the trespassing, making contact with the appropriate resource provider for timely follow-up with the occupants. Officers should only coordinate the possible removal/clean up. Officers will not physically assist with the dismantling of camps. These guidelines apply to camps located on city owned/maintained property or if it is private or state-owned property. All homeless camp locations identified, should be forwarded to the respective district Community Resource Officers for investigation and possible removal. District Community Resource Officers will collaborate with HART Officers for assistance with these matters.

Letters of Intent are used in the prosecution of second degree trespassing violations occurring on commercial properties only where the offense occurred during closed business hours. When property owners wish to prevent and prosecute unauthorized access to their property after hours, filing a Letter of Intent with the police department is required. The Greensboro Police Department's Letter of Intent sets forth the necessary steps the property owner must take for trespassers to be successfully charged and prosecuted. Trespassing occurring during regular business hours will be handled in the standard process by making contact with the property representative or owner at that time.

If a property owner wants to file a Letter of Intent, notification of this along with a name and contact number, shall be made to the Community Resource Officers of the respective district. CRO's will then make contact with the property owner and provide further information on the steps necessary to file a Letter of Intent. Copies of any Letters of Intent filed will be forwarded

to Watch Operations where an up-to-date list will be maintained on-hand. Encampments discovered on city-owned property will be forwarded to the appropriate CRO for follow-up.

11.14.8 TRAINING AND EVALUATION

HART Officers will conduct an annual review of this policy with the collaboration of organizations and resource provide who serve people experiencing homelessness and the unsheltered. Examples of these providers are, but are not limited to, the Interactive Resource Center (IRC), YWCA, Greensboro Urban Ministries, and the Continuum of Care (CoC). This evaluation is to ensure that policy and practices are current. A routine review will also be conducted of these organizations' services. Any significant changes affecting services provided shall be conveyed through ongoing training to officers of the Greensboro Police Department.

Attachments: Homeless Resources Quick Guide
Guidelines for Homeless Camp Response
Letter of Intent

Homeless Resources Quick Guide

Adult Only Shelters (No children or families):

Salvation Army of Greensboro – 1131 South Eugene Street, Greensboro, NC 27406 (336) 907-3635, Ext: 65348

Greensboro Urban Ministry (Weaver House) – 305 W Gate City Blvd, Greensboro, NC 27406 (336) 271-5959

Family/Female Shelters:

Pathway Center (Families Only) – 3517 N. Church St. Greensboro, NC 27405 (336) 271-5988

YWCA (Women/Families Only)- 1807 Wendover Avenue East, Greensboro, NC 27405 (336) 273-3461

Leslie's House – 851 English Rd, High Point, NC 27262 (336) 884-1039

Mary's House – 520 Guilford Ave, Greensboro, NC 27401 (336) 275-0820

Salvation Army (Center of Hope)- 1311 S Eugene St., Greensboro, NC 27406 (336) 273-5572

Room at the Inn of the Carolina's (Shelter for Pregnant females) – 734 Park Ave, Greensboro, NC 27405 (336) 996-3788

Freedom House (Only for Single Mothers with addiction problems) – P.O. Box 28315, Greensboro, NC 27438 (336) 286-7622

Youth Shelters:

Youth Focus (Act Together) – 1601 Huffine Mill Rd, Greensboro, NC 27405 (336) 375-1332

International Residents Support:

Faith Action International House – 705 N. Greene St, Greensboro, NC 27401, (336) 379-0037

N.C. African Services Coalition – 122 N. Elm St, Suite 1010, Greensboro, NC 27401, (336) 574-2677

Church World Services – A122 N. Elm St, Suite 607, Greensboro, NC 27401, (336) 617-0381

Mental Health/Crisis Intervention/Medical Health:

Wesley Long Hospital – 2400 W Friendly Ave, Greensboro, NC 27403, (336) 832-1000

Moses Cone Hospital – 1200 N Elm St, Greensboro, NC 27401, (336) 832-1000

Moses Cone Behavioral Health – 700 Walter Reed Dr, Greensboro, NC 27403, (336) 832-9700

Monarch / Sandhills Mental Health Clinic – 201 N Eugene St, Greensboro NC 27401, (800) 256-2452

NAMI Guilford Mobile Crisis – (877) 626-1772

Family Services of the Piedmont – 315 E Washington St, Greensboro, NC 27401 (336) 273-7273

Food Pantries:

See "Food Pantry List" via - GPDNet > Documents and Forms > Bureaus > Patrol Bureau 1 > Center City District > Homelessness Resources

Hot Meals:

See "Free Meals List" via - GPDNet > Documents and Forms > Bureaus > Patrol Bureau 1 > Center City District > Homelessness Resources

Veterans Services:

Guilford County Veterans Services- 1203 Maple St, Rm 128, Greensboro, NC 27405 (336) 641-4684

The Servant Center – 1417 Glenwood Ave, Greensboro, NC 27403 (336) 275-8585

Greensboro Vet Center – 3515 W Market St, Suite 120, Greensboro, NC 27406 (336) 323-2660

Misc. Resources:

WIC Food Assistance – 1100 E Wendover Av, Greensboro, NC 27405, (336) 641-3214

Interactive Resource Center- 407 E. Washington St, Greensboro, NC 27401, (336) 332-0824
Day Center that includes services such as:

- Case management
- PATH Street Outreach
- Medical clinic
- Mental health nurse
- Referrals
- Showers and hygiene supplies
- Laundry
- Phone access
- Mailing addresses and mailboxes
- Replacement IDs

Guidelines for Homeless Camp Response

When notified, GPD will respond to a homeless camp and determine whether it is city-owned/maintained property or if it is private or state-owned property.

Officers should consider the following aspects prior to the response:

- Is this a complaint driven response?
- Is the location a place of reoccurring crime?
- What are the health and safety concerns driving the response?

If camp is on <u>city-owned/maintained</u> property, GPD will organize a response from applicable departments with the following steps being taken:

- Post the camp with a notice that is readily observable by camp occupants, making notification that the occupants must vacate the premises within 7 days (the timeline can be flexible). The notification should also state that the site will be cleaned up after the deadline. The notification will include the posting officer's contact information.
- A brochure with available resources to homeless individuals will be left at the campsite with the notification.
- If the occupants are on-site, the officer will speak with them and explain that they cannot occupy city-owned/maintained property and give them the posting information and resources brochure.
- Upon completion of the notification/posting, an e-mail detailing the location and approximate number of occupants of the camp is sent to homeless advocates (including Community Relations), with the primary agency being the Interactive Resource Center (IRC). An agreement is currently in place with the IRC that when they receive the notifications, they send representatives to the camp within 48 hours to make contact and discuss resources.
- Field Operations or Parks and Recreation maintenance (depending on whose property the camp is located on) will be notified with a requested date for clean up by GPD or Community Relations.
- Any personal belongings such as backpacks or other items that appear to be valuable will be collected and held for **7 days from the date of clean up.** Please contact Field Operations at 336-373-2489 for more information.
- GPD will perform a follow-up visit after the eighth day to ensure the clean-up has taken place and the occupants have left the area.

If camp is found on <u>private</u> or **<u>state-owned</u> property, the following actions will be taken:**

- Attempts will be made to locate and contact the property owner.
- If the property owner does not want the camp on his/her property, GPD will speak with the property owner to ask for permission to give the residents of the camp 7 days to vacate explaining that the advocates and residents need time to locate resources.
- If the owner does not want to allow 7 days for the campers to vacate, GPD will accompany the property owner and will attempt to make contact with the camp occupants informing them of the existing trespassing laws and related offenses. GPD will continue to work with the property owner to enforce these laws as necessary.

- GPD **will not** assist in the dismantling, removal, or disposing of any camp located on private property.
- Notifications to the advocates' distribution list will be made in the event that the property owner wants to enforce no trespassing and the campers are asked to leave.
- GPD will explain the Letter of Intent program to the property owner and encourage them to post "No Trespassing" signs and sign the agreement with the Police Department.
- If the property owner does not respond or wants to allow the camp to remain, GPD will observe the conditions of the camp. If the camp is well-maintained and there are no concerns noted, the location will be observed and no action taken.
- If the officer observes unsanitary conditions, Code Compliance will be notified. Code Compliance will follow their standard procedures.
- If unsanitary conditions are noted, a notification to the advocates' distribution list should be sent by GPD or Community Relations to make them aware in the event they can help clean up the camp so they can remain at the location or evaluate the individuals for assistance.
- Property clean up on private property is the responsibility of the property owner.
- If unsanitary conditions exist during inspection, Code Compliance would notify the property owner to clean the property.

The Greensboro Police Department notes that homeless camps are frequently reoccupied. Preventative measures for public and private property include:

- Camps should be thoroughly cleaned of all trash and equipment.
- Brush and other visual obstructions should be cleared to make the area more visible
- The area should be monitored by City employees or the property owner, and litter should be picked up promptly.
- GPD officers are available to visit the sites and provide other crime prevention recommendations as needed.

Printable notices are available for camps located on both public and private property, and can be located on **GPDNet > Documents and Forms > Bureaus > Patrol Bureau 1 > Center City District > Homelessness Resources**

GREENSBORO POLICE DEPARTMENT
TRESPASS PROGRAM

PURPOSE:

There will be occasions where officers will be called upon to remove or assist in the removal of persons trespassing on private parking lots.

DURING NORMAL BUSINESS HOURS AND PARKING LOT IS OPEN TO THE PUBLIC, NORMAL TRESPASS PROCEDURES ARE TO BE FOLLOWED. The property owner or designee may call for police assistance to have trespassers removed. The property owner or designee may be asked by police to instruct the trespassers to leave the property in their presence before enforcement action is taken.

After hours, the property owner or designee may ask for officers to remove people trespassing on private parking lots in their absence. Before any enforcement action can occur, the property must have a current Letter of Intent on File.

REQUIREMENTS FOR PROPERTY OWNERS

1 – *PROPERTY OWNER'S RESPONSIBILITIES:* Prior to enforcement action by Greensboro Police Officers, the owner or designee of the property must mark the property with appropriate warning signs and have a "Letter of Intent" *(attached)* on file with the Greensboro Police Department.

2 – *SIGNS:* Warning signs must be placed in a most conspicuous location to be readily observed by the public. The signs MUST BE WORDED IN A MANNER AS TO BE CLEAR IN ITS INTENT; for example, " NO TRESPASSING, PARKING, OR LOITERING AFTER HOURS, VIOLATORS WILL BE PROSECUTED". It is suggested that the signs be at least 2'x2'.

3 – *LETTER OF INTENT*: The business having control of the marked parking area must complete the "ENFORCEMENT OF TRESPASS LAW LETTER OF INTENT" and return it to the Greensboro Police Department. THE "LETTER OF INTENT" MUST BE SIGNED BY THE OWNER OR DESIGNEE.

4 – *COURT APPEARANCE*: The company owner or designee must also be available to testify in court if required. A Company representative must appear in court to testify, if the person is contacted prior to eleven o'clock (11:00) A.M. and asked to attend the afternoon session of court.

PROCEDURES FOR OFFICERS

1 – *OBSERVATION OF TREPASS VIOLATIONS:* An officer observing trespassing on a clearly marked area must verify that a "Letter of Intent" is on file (by contacting the Watch Operations Office who will have access to a copy of the Letter) for that particular property.

2 – *ENFORCEMENT:* After verification, the officer will take appropriate enforcement action, up to arrest. In choosing an enforcement action, officers are cautioned to weigh the existing conditions against the possibility of undue escalation of the situation. A supervisor may authorize limited or no enforcement action when deemed appropriate.

Greensboro Police Department
Trespass Program
Letter of Intent for Enforcement of Trespass Law

WHEN PROBLEMS ARISE DURING NORMAL BUSINESS HOURS AND PARKING LOT IS OPEN TO THE PUBLIC, NORMAL TRESPASS PROCEDURES ARE TO BE FOLLOWED.

NAME OF BUSINESS:_____
Please Print

BUSINESS ADDRESS:_____
Please Print

BUSINESS PHONE: _____
Please Print

MAILING ADDRESS:_____
Please Print

This is to advise that I, _____,
(PLEASE PRINT)
as **(please circle one)** Owner / Lessee / Manager of the above listed property have posted said property with "NO TRESPASSING" sign, which prohibits entry onto the property after closing hours.

This letter is to request and authorize any officer of the Greensboro Police Department to act on my behalf as my agent in taking any of the following actions which the officer may deem appropriate under the circumstances:

1. Request unauthorized persons to leave the premises
2. Arrest persons trespassing on said property
3. Issue citations or other appropriate criminal process against persons for trespassing.

Enforcement is being requested due to past problems regarding trespassing and other criminal activity. I or my representative, who will be an employee familiar with our posting of signs and our trespass policy, will appear for trial as necessary due to this request authorization.

If I wish to terminate this authorization prior to the three-year expiration date or if my authority over this property should end, I will notify your office immediately.

_____ _____ _____
(Authorizing Signature) (Contact Phone Number) (Date Signed)

Please Return Completed Form to:

Greensboro Police Department
Central Division
Community Resource Team
320 Federal Pl.
Greensboro, N.C. 27401

FOR CRT OFFICE USE ONLY:

Date Received: _____ **Date Expires: _____**

Date Property Inspected for Requirement Compliance: _____

Division: _____ **Zone: _____** **Tract: _____**

POLICE
POLICE OFFICER
GREENSBORO
POLICE

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Chapter 12

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POLICE
POLICE OFFICER
GREENSBORO
POLICE

TITLE: ADMINISTRATIVE NOTIFICATION	NUMBER 12.1
EFFECTIVE DATE: 04-03-2014	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94) R5/04-03-2014	

12.1.1 GENERAL

It is the responsibility of all personnel to appropriately forward any relevant information received regarding their assigned duties to the appropriate Departmental entity. Employees will contact their supervisor if there are any questions regarding the appropriate forwarding of information.

12.1.2 NOTIFICATION OF THE CHIEF OF POLICE

Certain situations may require actions by the Chief of Police. Therefore, when those type events occur, it is important that the Chief of Police or Acting Chief of Police be notified:

- Administrative - Such as internal discipline or significant personnel problems that exceed routine administration.
- Command - Such as major events, catastrophic occurrences, and other circumstances where greater than anticipated Departmental resources are needed and a unified command and coordinating element are necessary.
- External Relations - Such as controversial arrests or enforcement activities, significant media interest in a police operation, or sensitive issues that have the potential for public misunderstanding.
- Operational – Any other significant incidents including, but not limited to: homicides, civil disturbances, major fires, and substantial injury to officer.

Commanding Officers or Watch Commanders will evaluate all situations that may arise to determine if they impact the office of the Chief of Police to such an extent that the Chief should be notified.

12.1.3 NOTIFICATION OF PROFESSIONAL STANDARDS DIVISION

In certain circumstances, the Professional Standards Division will be notified. The following list of situations is provided as a guide to assist members in making proper notification of Professional Standards Division personnel:

- Motor vehicle accidents resulting in serious (Class A) injury to Department employees or serious injury to a second party when involving police equipment or resulting from a vehicle chase.
- Any use of force by a Department employee resulting in injury requiring hospitalization.
- All serious (life threatening) injuries to any Department employee.
- All incidents involving serious violations of law by a Department employee while on or off duty.

The above situations requiring notification of Professional Standards Division personnel are not all inclusive. For questionable incidents, the Watch Commander should follow the call-out procedure allowing the Professional Standards Division to evaluate the facts given.

Generally the on-duty supervisor should contact the Professional Standards Division. Otherwise, the Watch Officer or Guilford Metro 911 may perform this task.

Notify Professional Standards Division personnel in the order listed:

- Commanding Officer, Professional Standards Division.
- Executive Officer, Professional Standards Division.
- Professional Standards Division Investigators.

When making notification of Professional Standards Division personnel, the caller should be able to provide the following basic information:

- Nature and location of incident.
- Extent of any injuries.
- Hospital treatment.
- Location of Command Post (if available).
- Field Commanding Officer in charge of the incident.
- Name(s) of officer(s) involved in the incident.

12.1.4 NOTIFICATION OF SUPPORT UNITS

Circumstances may dictate notification of specific departmental support units regarding information of a significant nature. The types of information and investigations referred to below are not meant to be all-inclusive. If an employee has any question regarding the forwarding of certain information, or notification of specific support units, he will consult with his supervisor.

Criminal Investigations Division

- Officer involved shootings or serious assaults on officers.
- Threats to Law Enforcement Officers, governmental/public officials or locations.
- Any homicide, suicide, suspicious/untimely death.
- Any death involving a juvenile
- Rapes and felony assaults (including domestic violence), resulting in serious injury, where a suspect has been located, or the scene is located and needs processing.
- Any assault resulting in hospital admittance.

- Juvenile Cases of Abuse or Neglect resulting in Serious Injury or Death, sexual abuse resulting in serious injury, or if the suspect has been located, or if the victim and suspect live in the same home.
- Kidnapping of a juvenile by a non-custodial person.
- Silver and AMBER Alert situations.
- All robberies of financial institutions.
- All robberies (commercial or individual) resulting in serious injury.
- Home invasion robberies.
- Apparent Hate Crimes.
- Threats of mass violence.
- Apprehensions made in response to alerts and requests by detectives.
- When patrol needs assistance with interviews, search warrants or otherwise complicated cases.
- Crimes and trends investigated by CID when an arrest is made: such as Robberies, Felony B&E's, aggravated assaults, Organized Flimflam, False Pretense, Forgery, Credit Card, Check Scheme, and Possession of Counterfeit Money, Police Impersonators.
- Suspected terrorist/extremist activity.
- Any contact with organized gang activity/members.

Vice/Narcotics Division

- Information concerning large scale organized criminal activity related to drugs, gambling, prostitution and alcohol related offenses.
- Cash seizures in excess of $5,000.00 related to a vice or narcotics investigation.

Special Operations Division

- Traffic crashes involving death or serious critical injury.
- Information related to hazardous roadway conditions due to traffic engineering or roadway design issues.

TITLE: EMERGENCY ACTION AND MOBILIZATION PLAN	NUMBER 12.2
EFFECTIVE DATE: 08-06-2018	PAGE 1 OF 4
REVISION HISTORY: (Adopted 09-01-94) R9/08-06-2018	

12.2.1 GENERAL

The following guidelines are established to provide for organized and orderly response to demands that exceed the routine response capabilities of on-duty police personnel, either in expertise or manpower numbers.

In order to maintain a consistent approach in the advanced preparation and planning for unusual occurrences, the Greensboro Police Department has adopted the provisions of the National Incident Management System (NIMS). Consequently, all responses by the agency, regardless of whether they are routine or emergency in nature, will adhere to the NIMS protocols. In addition, planning and mobilization efforts for unusual occurrences will ensure that the following requirements are met:

- Establishment of criteria for activation of NIMS
- Development of protocols for command oversight
- Utilization of appropriate standing written plans and procedures, including, but not limited to, the Guilford County Emergency Operations Plan, the City of Greensboro Coordinating Documents, the Greensboro Police Department All-Hazards Response Protocol, and the Greensboro Police Department Standing Operational Plan 92-A
- Annual Training of agency personnel
- Completion of written after-action reports

12.2.2 LEVEL I MOBILIZATION

Level I Mobilization is the primary stage of mobilization for unusual occurrences. Level I is implemented whenever an incident generates response demands which exceed response capabilities of on-duty personnel, or a situation exists that inhibits or severely burdens routine police response. This response is appropriate when specialized expertise is needed rather than additional numbers of personnel. The on-duty Watch Commander will assume the duties of the Incident Commander until relieved by competent authority.

Implementation of Level I Mobilization may include activation of one or both of the following:

- Mobile Command Post
- Specialized teams

Level I Mobilizations will be authorized by the Incident Commander. The Incident Commander will ensure that the Watch Operations Center is informed regarding the specialized team(s) that are required, any necessary equipment (Command Post, etc.), and/or the need for other personnel resources. The following information should be conveyed to the Watch Operations Center whenever a callout involves the Special Response Team, Hazardous Devices Team, or Negotiations Team:

- Special team to be contacted
- Staging location
- Radio talk group to be used
- Nature of callout

- Any other information relevant to the incident

12.2.3 LEVEL II MOBILIZATION

Level II Mobilization is an extension of Level I Mobilization. Level II Mobilization is intended to make available to the Incident Commander additional personnel assets, regardless of whether these personnel possess specialized skills. The Watch Commander will assume the duties of the Incident Commander until relieved by competent authority.

Implementation of Level II Mobilization may include activation of the following:

- Off-duty officers from the Special Operations Division
- Off-duty officers assigned to the Patrol Bureau CRT and CCRT squads
- Off-duty Patrol Bureau personnel and/or other officers

Level II Mobilization will be authorized by the Incident Commander and may be initiated without having previously implemented a Level I Mobilization.

The order of unit activation may vary depending on the circumstances of the incident. Usually, off-duty Special Operations Division and Patrol Bureau CRT and CCRT personnel are activated first. If more personnel are required, additional off-duty Patrol Bureau personnel may be called to duty.

12.2.4 LEVEL III MOBILIZATION

Level III Mobilization is an extension of Level II Mobilization and will most likely be preceded by Level II Mobilization. Level III Mobilization occurs when service demands exceed the response capabilities of the Greensboro Police Department. Level III mobilization utilizes the personnel and expertise of outside agencies working in conjunction with Greensboro Police Department personnel. Level III mobilizations will be authorized by a Bureau Commander or by the Chief of Police.

The Chief of Police or his designee may request the assistance of other municipal, state or federal agencies, pursuant to Departmental Directive 19.3, Mutual Aid.

Level III Mobilization will likely involve coordination with the Emergency Management Assistance Agency. The Watch Commander will assume the duties of the Incident Commander until relieved by competent authority.

12.2.5 AUTHORITY

The Incident Commander may:

- Order on-duty personnel to remain on duty past their normal end of shift
- Mobilize off-duty members under his command
- Request specialized units or individuals to respond
- Initiate a Level I and/or Level II mobilization
- Request a greater mobilization

A Bureau Commander or the Chief of Police, or his designee, may perform all of the above in addition to:

- Order the oncoming Patrol Division shift to duty earlier than normal
- Mobilize any off-duty division, section, or squad to duty
- Initiate a Level III Mobilization

12.2.6 CONTROL

Unless relieved by competent authority, the Incident Commander originally assigned to the event will retain command of all personnel assigned to the incident.

12.2.7 CONDUCTING THE MOBILIZATION

In the event that a mobilization is initiated, the Watch Operations Center will be contacted by the Incident Commander**.**

Mobilization of Division or larger units should begin at the highest point in the chain of command. Division supervisors may be requested to assist in mobilizing their personnel. All mobilized personnel will be under the direction and control of the Incident Commander. Any member receiving mobilization instructions will consider the instructions a direct order.

Any member making contact with another member for purposes of mobilization will provide the following information:

- Nature of the event
- Staging instructions
- Name of officer in charge of event
- Any special equipment needed

12.2.8 RESPONDING TO A MOBILIZATION

Upon receiving a mobilization order and after completing his notification responsibilities, a member will respond to the location indicated in the mobilization instructions.

In most instances, the following individuals or groups will respond as indicated to the Incident Command Post or the City Command Center (CCC):

- Special Operations Division Commanding Officer
- Operational Support Division Commanding Officer
- Professional Standards Division Commanding Officer
- Criminal Investigation Division Commanding Officer
- Special Team Members
- Certain detectives from the Professional Standards Division, the Criminal Intelligence Squad and the Criminal Investigation Division

Access to the Incident Command Post or the City Command Center (CCC) will be controlled by the Incident Commander or his designee. Greensboro police personnel and law enforcement officers

from other agencies shall not attempt entry into the Incident Command Post or City Command Center (CCC) area, unless they have been specifically directed to do so.

In the event of a mobilization, all members will refrain from unnecessary radio traffic and will avoid unnecessary telephone calls to the Guilford Metro 911 Center and the Watch Operations Center.

12.2.9 REHEARSAL OF MOBILIZATION PLANS

At the direction of the Chief of Police, the provisions of this directive will be rehearsed at least biennially. The rehearsal will consist of a tabletop or full-scale exercise, or similar practice event. The Chief of Police will assign a member of his staff to conduct the rehearsal.

12.2.10 REQUIRED ATTENDENCE FOR PLANNED MOBILIZATION

Any time the Chief of Police or his designee activates any part of the agency for a planned event, the Division Commanding Officer of any affected Division(s) shall inform personnel under their command that they have been activated, and are required to be present as directed, unless they receive special permission to be absent from the Commanding Officer of the Special Operations Division.

TITLE: HANDLING SPECIAL TACTICAL PROBLEMS	NUMBER 12.3
EFFECTIVE DATE: 06-30-2017	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-1994) R10/06-30-2017	

12.3.1 POLICY

It is the policy of the Greensboro Police Department to immediately respond to situations involving an active or imminent threat of violence in order to protect life and stop the threat through arrest, containment, evacuation or appropriate force. Examples of these types of situations include, but are not limited to:

- Active Shooter
- Hostage incidents
- Barricaded persons
- Sniper incidents
- Aggravated suicide attempts

For the purposes of this Directive an "Active Threat" is defined as a life threatening situation which by its nature poses an immediate danger to persons. An "Active Shooter" is defined as an armed subject whose intent is to continuously harm other people.

In responding to and resolving these types of incidents, the Department accepts as its primary responsibility the termination/elimination of the imminent, ongoing threat by working swiftly to ensure the safety of the individuals directly or indirectly affected by the incident.

12.3.2 PROCEDURE

The initial departmental personnel responding to an active or imminent threat will assess the known facts of the situation and respond to the threat in a manner consistent with current departmental training. The appropriate response to the incident may be an immediate and rapid deployment of personnel, or a deliberate approach involving containment and apprehension.

A Supervisor will respond to the scene as soon as possible to coordinate the ongoing management of the scene in a manner consistent with departmental training.

The Watch Commander will respond to the scene as soon as possible. It is the responsibility of the Watch Commander to:

- Assume command of the situation until relieved by competent authority. The Operational Support Division Commander (or designee) will assume command of the incident upon arrival, and the Watch Commander may remain to assist with the operation.
- Initiate the notification and response of additional departmental resources, including Special Teams.
- Establish the operational perimeters and traffic control points.
- Select a location for the incident command post and arrange deployment of the Department's Mobile Command Post as needed.
- Notify the Department's Public Information Officer to respond to the scene. In the absence of the PIO, appoint appropriate personnel to serve as the Department's liaison to the news media.
- Determine the need for the notification and response of extra-departmental resources (EMS, rescue, fire, outside law enforcement agencies).

NOTE: Emergency conditions may require the on-scene supervisor to initiate some of the provisions above prior to the arrival of the Watch Commander.

It is the responsibility of the PIO to:

- Provide accurate and timely information to the public regarding the incident, and any safety measures for the public to know or take. This can be in the form of a press release, media interview, response to query, or use of social media. During an on-going incident, the content of the information released will be approved by the Incident Commander.
- Arrange for establishment of a media staging location.
- Coordinate on-camera and radio interviews between news outlets and qualified police personnel.

12.3.3 ACCESSIBILITY TO INCIDENT COMMAND POST

The Incident Commander is responsible for ensuring security within the incident command post and will limit access to that area to those personnel needed to conduct management of the situation. Under normal circumstances, the following persons are allowed in the command post:

- Chief of Police
- Police Commanders
- Public Information Officer
- Police Attorney
- Command Post Operator
- Professional Standards Division Investigator
- Criminal Intelligence Squad supervisor or investigator

The following persons will be allowed in the command post as needed:

- Negotiators (when another location is unavailable)
- Special Response Team Leader or supervisor
- Others as required by the situation

The following persons will ordinarily not be allowed in the command post:

- Released hostages
- Witnesses
- Representatives of the news media

12.3.4 CRITIQUE/REVIEW

The Incident Commander will prepare a written critique and evaluation of the situation at its conclusion, and forward this report to the Chief of Police. Written operational reviews will be prepared by each of the team leaders of the affected teams responding to the incident, and forwarded to the appropriate Team's Division Commander. Copies of all critiques/reports required by this Directive will be forwarded to the Commanding Officer of the Training Division. The Training Division will conduct a documented review at least annually of the department's training regarding active or imminent threats to evaluate any needs related to training, equipment or departmental policy.

TITLE: BANK, ABC STORE AND GENERAL BUSINESS ROBBERY ALARM RESPONSE	NUMBER 12.4
EFFECTIVE DATE: 04-10-06	PAGE 1 OF 4
REVISION HISTORY: (Adopted 09-01-94) R3/04-10-06	

12.4.1 GM 911 RESPONSE- BANK/ABC/ GENERAL BUSINESS ALARMS

Guilford Metro 911 personnel will handle all incoming alarms reporting financial institution (bank, savings and loan, and credit unions), ABC store, or general business robberies as emergency incidents. [redacted]

12.4.2 RESPONSE AND ARRIVAL OF POLICE UNITS

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

12.4.3 CONFIRMED ROBBERIES

[redacted]

- [redacted]
- [redacted]
- [redacted]

[redacted]

The first arriving officer on the scene will:

- [redacted]
- [redacted]
- [redacted]

[redacted]

The follow-up supervisor will:

[redacted]

When a bank robbery has been confirmed, Guilford Metro 911 will immediately notify the following:

- The Watch Operations Center.
- The Federal Bureau of Investigation.
- The State Bureau of Investigation.
- The Guilford County Sheriff's Department.
- The North Carolina Highway Patrol.

[redacted]

If any of the circumstances listed above or any similar circumstances are present:

- [redacted]
- [redacted]
- [redacted]
- [redacted]

12.4.4 ROBBERY RESPONSE GENERALLY

The principles in this directive may apply to any robbery response based on the facts existing at the time. [redacted]

General robbery response is outlined in the Patrol Divisions' Standard Operating Procedures.

12.5.1 CONSENT SEARCHES

General Considerations

During the course of an investigation, it may become necessary to request permission to search a person, a vehicle, a house or building. When this situation arises, the following procedures will be followed. The consent to search must be obtained from:

- The person to be searched.
- The registered owner of the vehicle to be searched or the person in apparent control of the operation and contents of the vehicle at the time the consent is given. If the registered owner is present, his consent must be obtained.
- A person who by ownership or otherwise is apparently entitled to give or withhold consent to a search of the premises.

Encounters where Consent to Search is requested, the requesting officer must articulate the reason for the request and/ or if Probable Cause to search exists. Consent to Search requests that are granted or denied and Probable Cause Searches will be documented by BWC (Body Worn Camera as required by D.D. 15.11.

- Consent Searches will be conducted pursuant to the following Informed Documented Consent procedures:
    - In all instances, officers shall inform the person from whom consent is sought the following:
        - that the consent to search is voluntary,
        - that they have the right to refuse consent,
        - that they have the right to withdraw consent at any time during the search.
    - Officer shall inform the person from whom consent is sought their consent to search will be captured by the officers' BWC (Body Worn Camera).
    - For persons from whom consent is sought and an interpreter is needed, an interpreter will be provided.
    - Encounters where the BWC is not available, a Consent to Search form must be completed and attached to the Incident Report in RMS.
- If consent is withdrawn, the search will cease immediately unless probable cause to search has been established and exigent circumstances exist, in which case, consent is not necessary to continue the search. In other cases, normal rules regarding the need for a search warrant will be followed.

- An Incident Report must be completed for incidents where Consent to Search is requested and is granted or denied. The BWC video will be attached to the Incident Report in RMS and retained in Evidence.com for three years from the date of the consent. In cases where charges are made and or contraband is found, the appropriate IBR code will be utilized in addition to the appropriate search IBR code. Incident Reports will be classified utilizing the following IBR codes to document the type of search:

  Consent Searches – SRCCON

Probable Cause Searches – SRCPRB
Probable Cause with Consent Requested - SRCPCC

When a person is cited to court and no physical arrest is made; search of the person incident to arrest is prohibited, unless consent is obtained. The threat of custodial arrest to obtain permission to search a person is duress and will not be used.

Upon completion of the search, the officer in charge will supply an inventory of the items seized to the person who consented to the search

Special Considerations

Certain specialized operations may require deviation from the BWC and Consent Form requirements of this Directive, with the express written approval of the affected personnel's Bureau Commander. The unit's Commanding Officer or his designee must submit the request in writing to deviate from the BWC and/or the consent form requirement to their respective Bureau Commander. The request will include clear articulation of the necessity to deviate from the Directive, how the use of the BWC or consent form would negatively impact operations or any other relevant factors for consideration. The Bureau Commander will respond in writing their concurrence or non-concurrence. The written request and response will be attached in the appropriate format to the mandatory Investigative Report in RMS. The Investigative Report requirement cannot be waived at any time. Furthermore, the investigating officer will document in the narrative of the Investigative Report that approval was given for this special consideration by his Bureau Commander. The request must be made for specific individual operational periods and no wholesale or "blanket" deviation permissions are allowed.

12.5.2 SEARCH WARRANTS

General Considerations

The planning and service of all Search Warrants will be directly supervised by a Sergeant (or acting Sergeant) or Officer of higher rank. A Supervisor will be present on all pre-planned searches of premises. Departmental Directive 12.26 "Event Deconfliction" will be followed as required.

All search warrant affidavits must comply with North Carolina General Statute 15A-244 and contain the following:

- Name and title of the applicant.
- A statement that there is probable cause to believe that items subject to seizure under North Carolina General Statute 15A-242 may be found in or upon a designated or described place, vehicle or person.
- Allegations of fact supporting the statement. The statements must be supported by one or more affidavits specifically setting forth the facts and circumstances establishing probable cause to believe that the items are in the places or in the possession of the individuals to be searched.
- A request that the Court issue a Search Warrant directing a search for and the seizure of the items in questions.

In preparing the affidavit, the officer will verify addresses, conduct surveillance or other corroboration, and take other appropriate measures to ensure accuracy of information.

The Search Warrant must be executed within 48 hours from time of issuance. Any warrant not executed within this time is void and must be marked "not executed" and returned without unnecessary delay to the Magistrate's Office.

The officer executing a Search Warrant must, before entering the premises, give appropriate notice of his identity and purpose to the person to be searched or the person in apparent control of the premises to be searched.
If it is unclear whether anyone is present at the premises to be searched, the officer must give notice in a manner likely to be heard by anyone who is present.

Before undertaking any search or seizure pursuant to the warrant, the officer must read the warrant and give a copy of the warrant application and affidavit to the person to be searched or the person in apparent control of the premises or vehicle to be searched. If no one in apparent and responsible control is occupying the premises or vehicle, the officer must leave a copy of the warrant affixed to the premises or vehicle.

An officer may forcibly enter any premises or vehicle when necessary for the execution of the Search Warrant if:

- The officer has previously announced his identity and purpose and reasonably believes either that admittance is being denied or unreasonably delayed or that the premises or vehicle is unoccupied.
- The officer has probable cause to believe that the giving of notice would endanger the life or safety of any person.

Each room or vehicle will be searched twice by different officers.

An officer executing a Search Warrant, directing a search of premises not generally open to the public, or of a vehicle other than a common carrier, may detain any person present for such time as is reasonably necessary to execute the search warrant.

If the items listed in the Search Warrant are not found on the premises or vehicle, the officer may then search any person present at the time of the officer's entry for the specifically described property in the warrant. Officers cannot seize different types of property for use in the prosecution of any person so searched. All controlled substances are the same type of property.

Officers will conduct the search in a manner so as to leave the premises or vehicle in the same condition as found.

Any evidence found by search officers will be noted and left in position. The Lead Officer will be notified and he will collect the evidence.

All evidence will be handled in accordance with Departmental Directives. The Lead Officer will be in charge of collecting evidence will obtain an activity number and complete all reports and evidence control forms before ending his duty day. All evidence will be properly packaged and placed in evidence storage lockers before the officer ends his duty day, unless otherwise directed by competent authority.

Inventory of items seized:

- The Lead Officer will write and sign a receipt itemizing the items seized.
- If items are seized from a person, a receipt must be given to that person.

- If items are seized from a place or vehicle, the receipt must be given to:
  - Owner.
  - Person in control of premises or vehicle.
  - If no person is present, the receipt will be left in the premises or vehicle from which the items were seized.

- The executed Search warrant will be returned without unnecessary delay to the Magistrate's Office. The returned warrant must be signed and sworn to by the officer who executed the warrant and must contain a written inventory of the items seized.

Special Considerations

The following additional steps will be followed when planning and conducting a search of a structure or vehicle with a Search Warrant where there is an expectation of denied access and physical resistance to the service of the search warrant. These steps also apply to those situations involving service of Arrest Warrants where the service requires entry into a structure to search for person(s) named in the Warrant. These steps do not apply to situations involving real or personal property that is already in the control of police or a third neutral party, and any property to which there is no expectation of denied access and/or resistance.

- The Supervisor will determine the means of identifying search participants as police personnel. Depending on the nature of the operation associated with the search, search participants will be guided by supervisory judgment in the use of raid jackets, displayed badges, or other means of identifying search participants as police personnel.

- One Officer will be designated as the Lead Officer. This will usually be the Officer applying for the Search Warrant, and is in charge of the underlying investigation.

- The Lead Officer is responsible for completing an overall assessment of the known information to determine the resources and strategy necessary to successfully and safely serve the warrant. The Lead Officer will accurately prepare a “GPD Threat Assessment for Warrant Service” Form and “GPD Operational Plan” Form detailing the information to be covered in the operational briefing held prior to the warrant service.

- Completion of a Scout Form is advisable during the planning phase prior to any search warrant service. Prior completion of a Scout Form is required for the service of all search warrants involving the assistance of the Special Response Team.

- For searches of structures, the Lead Officer’s Lieutenant or Captain will review the Threat Assessment and Operational Plan. If the use of forced entry is anticipated, the Lead Officer will have the Search Warrant reviewed by their Lieutenant or Captain before the Search Warrant is submitted to the Court, for the purpose of verifying proper content and probable cause. If the applicant’s command chain is not available, the Watch Commander will conduct this review.

- If the Threat Assessment indicates the need for the utilization of the Special Response Team, the request for their response will be made through the Lead Officer’s Chain of Command to the Commanding Officer of the Operational Support Division.

- In situations where the utilization of destructive diversionary tactics are planned or anticipated, the Special Response Team Leader and the Lead Officer’s Commander shall

review the intended deployment during the planning stages to ensure appropriate deployment and minimize potential injury or premises damage.

- The Lead Officer will conduct an operational planning meeting for personnel assigned to assist with the execution of the search. Personnel not present for this meeting will not participate in the initial entry for the search.
- The Supervisor assigned to the warrant service is responsible for preparing video or photographic documentation of all damage to the structure or vehicle resulting from the service of the warrant. Documentation will begin after entry is made; the scene is safe, and prior to searching. Video documentation will be downloaded onto a CD or (for BWC) into the digital image off-site storage server, and labeled with the case number and "warrant service documentation".

- The assigned Supervisor will ensure the premises or vehicle is properly secured following the conclusion of the search.

The following steps will be followed subsequent to conducting a forcible entry of a structure or vehicle with a Search Warrant. These steps also apply to those situations involving service of Arrest Warrants where the service requires forcible entry into a structure or vehicle to search for person(s) named in the Warrant:

- The Supervisor in charge of the warrant service will complete a forced entry investigation in the Department's internal investigations case management system. The Supervisor will ensure that all collected video or photograph evidence is uploaded to the case file in the Department's internal investigations case management system. A copy of the completed GPD Threat Assessment for Warrant Service and GPD Operational Plan will also be attached by the Supervisor to the investigation in the Department's internal investigations case management system.

- When execution of a search warrant results in;
  a) injury to person(s), and/or
  b) damage to other than the entry door/frame other than damage normally associated with a forced entry, and/or
  c) the use of destructive distraction devices or techniques, then the supervisor in charge will document the service on a "GPD After Action Report" Form listing the personnel involved, strategy employed, and pros and cons of the methods employed. This form will also be uploaded to the forced entry investigative file in the Department's internal investigations case management system. The responsible Commander will review the execution and debrief documents for the purpose of determining compliance with procedure and potential training/equipment needs.

- At the conclusion of any search warrant requiring forced entry or resulting in personal injury/property damage, the Lead Officer's Lieutenant or Captain will review the manner in which the warrant was served. If the applicant's command chain is not available, the Watch Commander will conduct this review. The personnel involved must conduct a debrief meeting to evaluate the conduct of the operation to identify tactical problems and improvement of procedures. This review will be led by the Supervisor in charge of the warrant service or the Special Response Team Supervisor if SRT assists with the warrant service.

- Alert Log entries documenting the execution of a Search Warrant will include the name of the Commander who conducted the review of the Warrant and its related documents.

- The Lead Officer is responsible for processing any evidence seized and documenting the warrant service in the appropriate Incident/Investigation Report. The Lead Officer will electronically attach copies of the completed GPD Threat Assessment for Warrant Service and GPD Operational Plan to the report in RMS.

12.5.3 SEARCHING PREMISES TO LOCATE AND ARREST WITH AN ARREST WARRANT

A sworn law enforcement officer may enter private premises or a vehicle to effect an arrest when the officer has in his possession a warrant or order for the arrest of a person or is authorized to arrest a person without a warrant or order having been issued. Before **any** such entry, the officer must have reasonable cause to believe the person to be arrested is present, and the officer must give, or make reasonable effort to give, notice of his authority and purpose to an occupant there unless there is reasonable cause to believe that the giving of such notice would present a clear danger to human life.

Before entering **a suspect's** premises to arrest, an arrest warrant must have already been issued (unless the arrest follows "hot pursuit"). Officers will confirm the arrest warrant is active in NCAWARE prior to entry.

Before entering the premises of one **other** than the person named in the arrest warrant, the officer must have one of the following:

- Consent of the owner of the premises.
- A search warrant describing the premises and the person sought.
- An emergency which prevents the officer from obtaining the search warrant prior to entry.

12.5.4 FRISK OF PERSONS PRESENT IN PREMISES OR VEHICLE BEING SEARCHED

If the officer reasonably believes that his safety or the safety of others present so requires, he may search for any dangerous weapons by externally patting the clothing of those persons present. If the officer feels an object which he believes is a dangerous weapon, he may take possession of that object.

12.5.5 CONDUCTING ORGANIZED RAIDS

For the purpose of this Directive, a “raid” is defined as an organized effort to make multiple, simultaneous arrests and/or searches outside the scope of normal operations. A Division Commanding Officer may authorize a raid to accomplish a police objective. Any such raid will be preceded by the preparation of a written operational plan to include, at a minimum:

- The designation of a police supervisor to coordinate and control the raid.
- The procurement of any needed special equipment.
- The designated radio frequency and any special communications procedures.

- The specific strategy for approaching, entering, securing, and leaving the target premises.

- The specific responsibilities of each officer present during the raid, including provisions for the handling of arrestees.

- A statement of briefing on current policies on forcible entry, use of deadly and other force, and evidence handling procedures.
- The need for support by other agencies, including medical and firefighting considerations.
- Instructions for conducting a debriefing and/or critique of the event.
- The signature of the Commanding Officer authorizing the raid.

Organized raids which involve conducting a search of a structure or vehicle with a Search Warrant, or the service of Arrest Warrants where the service requires entry into a structure to search for person(s) named in the Warrant are subject to the requirements of section 12.5.2 of this Directive. In addition; Departmental Directive 12.26 "Event Deconfliction" will be followed as required.

12.5.6 STRIP AND BODY CAVITY SEARCHES

General Considerations

The use of strip and body cavity searches may under certain conditions be necessary to protect the safety of officers, civilians and other prisoners; and to detect and secure evidence. Such searches shall be conducted only with articulable justification and in accordance with the procedural guidelines for conducting such searches as set forth in this policy.

Strip Searches

Strip searches are defined as any search which requires a person to remove or arrange some or all of his or her clothing so as to permit a visual inspection of the underclothing, breasts, buttocks, genitalia, or areas of a person's body not ordinarily subject to view by another person.

Strip searches may be conducted only by Department personnel of the same gender as the person being searched and under conditions that provide privacy from all but those authorized to conduct the search. Officers will notify their immediate supervisor prior to conducting a strip search.

Strip searches of transgender and transsexual persons may be conducted by department personnel of the gender requested by the arrestee. Officer(s) will take into account all of the known circumstances, including the arrestee's gender expression and statements, to determine how to proceed with a search.

- A transgender person is defined as one whose gender identity or expression differs from the one which corresponds to the person's sex at birth.

- A transsexual person is defined as one whose personal sense of their gender conflicts with their anatomical sex at birth. A transsexual person may be involved in processes (surgical/chemical) designed to change their physical appearance and attributes.

No person shall be subjected to any search for the sole purpose of determining the individual's gender.

Strip searches conducted in correlation with a search warrant do not require a custodial arrest and can be completed in a private location affiliated with the search warrant such as a residence, apartment, business, or hotel room instead of a secure police facility.

Individuals arrested for traffic violations or other minor offenses of a nonviolent nature shall not be subjected to a strip search unless the arresting officer has probable cause to believe that the individual is concealing contraband or weapons on their person.

Field Strip Searches

A field strip search is a strip search occurring at any location other than the Guilford County Detention facility or a Greensboro Police Department facility.

Field strip searches of suspects may be conducted under exigent circumstances only if there is probable cause to believe that the life of officers or others may be placed at risk. If a field strip search is conducted, it must be done with supervisor approval and discreetly out of the view of the public. If probable cause exists that a person may be concealing evidence or contraband on their person then a custodial arrest should be made and the person transported to a secure police facility to conduct the strip search.

Body Cavity Searches

Body cavity searches are defined as any search involving not only visual inspection of skin surfaces, but also the internal physical examination of body cavities, such as the rectal or vaginal cavity.

Should visual examination of a suspect during a strip search and/or other information lead an officer to have probable cause to believe that a suspect is concealing a weapon, evidence, or contraband within a body cavity, the following procedures shall be followed:

- The officer shall consult with his immediate supervisor to determine whether probable cause exists to arrest the subject and seek a search warrant for a body cavity search. A subject can consent to a body cavity search by medical personnel.

- A body cavity search shall be performed pursuant to a search warrant or consent by a physician or other medically trained personnel at the physician's direction. Only an officer of the same gender as the person being searched will be present when the search is conducted. If the individual being searched is a transgender or transsexual person, department personnel of the gender requested by the arrestee will be present during the search.

- Body cavity searches shall be performed with due recognition of privacy and hygienic concerns.

- The authorized medical personnel conducting the search shall furnish a copy of their report to the Police Officer serving the search warrant.

All strip and body cavity searches will be documented in an Incident/Investigation report.

Juveniles

Strip, field strip, and body cavity searches of juveniles will follow all of the guidelines outlined in this Directive, including the following:

- A juvenile who is in custody, and is going to be transported to a secure custody facility by GPD officer(s), may be searched in a manner consistent with this Departmental policy.

- Field strip searches of juvenile suspects may be conducted under exigent circumstances only if there is probable cause to believe that the life of officers or others may be placed at risk. If a field strip search is conducted, it must be done with supervisor approval and discreetly out of the view of the public.

- Officers should, in coordination with medical personnel, attempt to obtain parental consent to conduct body cavity searches on juveniles.

Attachments: Threat Assessment for Warrant Service
Operational Plan
After Action Report
Scout Form

Greensboro Police Department

THREAT ASSESSMENT FOR WARRANT SERVICE

Date: **Case #:** **Officer:**

Search Warrant ☐ **Arrest Warrant** ☐

Search Warrant Location: _____

Suspect #1 Name: _____ **DOB** _____

Suspect #2 Name: **DOB**

I. Suspect(s) Assessment	**Yes**	**No**	**Unknown**	**Points**
A. Known to use or propensity for violence:				
1. Homicide				
2. Armed Robbery				
3. Assault				
4. Resisting Arrest				
5. Assault on Peace Officer				
6. Other:				
B. Is suspect on probation/parole?				
C. Is suspect a drug abuser?				
If yes, what type(s)?				
D. Is suspect an alcohol abuser?				
If yes, does suspect have a history of violence while intoxicated?				
E. Is suspect mentally ill?				
If yes, describe condition:				
From where was this info obtained?				
F. Does suspect have military/police background?				
If yes, describe branch of service/department				
Length of service				
Specialties, etc.				

G. Is the suspect currently/historically associated with an organization which is known or suspected of violent criminal activity?				
If yes, what group or organization?				
Can the organization be classified as:				
1. Paramilitary				
2. Terrorist				
3. Religious Extremist				
4. Gang				
5. Other:				

	Total from "Suspect Assessment"	**0**

"Yes" = 2 points "No" = 0 points "Unknown" = 1 Point

II. Offense Assessment	**Yes**	**No**	**Unknown**	**Points**
A. Is the offense a felony?				
If yes, list the offense:				
B. Is the offense a violent felony?				
C. Was a weapon used in the commission of the offense?				
D. Were victims injured during the commission of the offense?				
E. Was/were an officer(s) injured during the commission of the offense?				

	Total from "Offense Assessment"	**0**

"Yes" = 2 points "No" = 0 points "Unknown" = 1 Point

III. Weapon Assessment	**Yes**	**No**	**Unknown**	**Points**
A. Is suspect known or believed to possess:				
1. Rifle - Semi-auto or bolt/lever action				
2. Rifle - full-auto				
3. Shotgun				
4. Handgun				
5. Explosives				
7. Other:				
type:				

	Total from "Weapon Assessment"	**0**

"Yes" = 2 points "No" = 0 points "Unknown" = 1 Point

IV. Site Assessment	**Yes**	**No**	**Unknown**	**Points**
A. Are there geographic barriers or considerations?				
If "yes", describe: *(may include upstairs apartments or rooms, terrain features, etc.)*				

B. Is the site fortified? *If "yes", describe:* *(may include barricaded doors/windows, burglar bars, etc.)*				
C. Does the site have counter surveillance personnel or *If "yes", describe:*				
D. Are there dog(s) present at the site?				
E. Are there children, elderly persons, or handicapped persons present at the site? *If "yes", describe:*				
F. Are ARMED counter surveillance personnel present?				

Total from "Site Assessment"	**0**

"Yes" = 2 points "No" = 0 points "Unknown" = 1 Point

V. Time Assessment	**<12 hrs**	**12-24 hrs**	**>24 hrs.**	**Points**
Time allowed for operational planning:				

Total from "Time Assessment"	**0**

"Less than 12 hours" = 4 points "12-24 hours" = 2 points "Greater than 24 hours" = 0 Point

Threat Assessment Score

1-16 Points = SRT Optional	**Total from "Suspect Assessment"**	**0**
17-24 Points = Consult SRT Commander	**Total from "Offense Assessment"**	**0**
25+ Points = Mandatory SRT Activation	**Total from "Weapon Assessment"**	**0**
SRT Not Activated ☐	**Total from "Site Assessment"**	**0**
SRT Commander Consulted ☐	**Total from "Time Assessment"**	**0**
SRT Activated ☐	**Overall Total**	**0**

Investigating Officer: _____ Badge # _____ Date: _____

Division/Squad: _____

Squad Supervisor _____ Badge # _____ Date: _____

Division XO _____ Badge # _____ Date: _____

OR

Division CO _____ Badge # _____ Date: _____

SRT Team Leader _____ Badge # _____ Date: _____

SRT XO _____ Badge # _____ Date: _____

SRT Commander _____ Badge # _____ Date: _____

All Search Warrants MUST have a "Threat Assessment" completed prior to service of the warrant unless exigent circumstances exist for immediate service. Any pre-planned operation involving a Felony Arrest Warrant SHOULD have a "Threat Assessment" completed prior to warrant service IF POSSIBLE. Copies of ALL completed "Threat Assessments" SHALL be given to and reviewed by the Division Commander or his designee prior to warrant service. If SRT is involved, the Threat Assessment MUST be reviewed prior to warrant service by the SRT Commander.

Greensboro Police Department
Operational Plan

Type of Event:		Date:		Time:		Case #:	
Location:				Briefing Location:			
Lead Investigator:				Warrant Reviewed By:			
Supervisor in Charge:				Division Commander:			

Intelligence (Suspect/Vehicle/Structure):

Objectives:

Greensboro Police Department
Operational Plan

Officer Assignments: (Include Cover Teams, Arrest Teams, K9 Officers)

Equipment/Logistics:

Greensboro Police Department
Operational Plan

Plan of Action:

Debriefing Location/Date/Time:	

Prepared By:		Date:		Division/Squad:	
Supervisor Approval:				Division XO/CO Approval:	
District Commander/Watch Commander Notified:					

After Action Report
Greensboro Police Department

Location:		Event Type:		Case #:	
Date:		Time:		Admin Type:		Admin Completed By:	
Event/Incident Resolution:					

Personnel Present:		

Synopsis of Event:

Tactics Utilized/Evaluation:

After Action Report
Greensboro Police Department

Debriefing:
Pros:
Cons:
Training Issues Identified:
Equipment Issues Identified:

Prepared By:		Assignment:		Date:	
Supervisor:		Executive/Commanding Officer:			

SCOUT FORM

Date: Officer: Incident Number:

- Address _____
- Description of target
    - Type of structure (single wide trailer, ranch style, two story brick home, condo, apt. etc.) _____
    - Color_____
    - Siding (vinyl, brick, wood, etc.) _____
    - Number of Stories _____
    - Attic_____
    - Crawl Space/basement _____
    - Driveway _____
- Obstacles
    - Fences _____
    - Holes/ditches _____
    - What is on curtilage (out buildings etc.) _____
    - How far from roadway _____
    - Motion lights at target and adjacent houses _____
    - Counter Surveillance / Lookouts _____
    - Security Cameras _____ _____
        - Area cameras are covering _____
- Door(1)
    - Location _____
    - Type / Material _____
    - Opens / Swings (left, right) _____
    - Locks _____
    - Other fortifications and how this is known _____
- Door(2)
    - Location _____
    - Type / Material _____
    - Opens / Swings (left, right) _____
    - Locks _____
    - Other fortifications and how this is known _____

- Porch
    - How high off ground / # of steps) _____
    - Size (small stoop, wrap around porch, etc.) _____
    - Type / Material (wood, brick) _____
    - Stability _____
    - Does it have railing(s) _____

- Windows
    - Locations _____
    - Height off ground _____
    - Size _____
    - Type _____
- Children
    - How known (toys outside, surveillance, CI, etc.) _____
    - Age range _____
    - Number of children _____
- Dogs
    - Breed and size _____
    - Signs of dog path _____
    - Dog house _____
    - Vicious? _____
- Vehicles on curtilage or parked on the street in front of target
    - Make _____
    - Model _____
    - Drivable _____
    - Location (front yard, driveway, etc.) _____
- Primary point of entry _____
- Secondary point of entry _____
- Rally point _____
- Locations for deployment of marksmen/observers
    - Drop off location _____
    - Route taken to get into position _____
    - Obstacles (fence, dog, etc.) _____

Based on scout of exterior or other intelligence gathered draw floor plan below indicating rooms (Kitchen, Baths, Bedrooms, etc)

TITLE: HAZARDOUS MATERIAL INCIDENTS	NUMBER 12.6
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)R1/09-01-04	

12.6.1 GENERAL INFORMATION

In the course of police activity, Departmental personnel may encounter a situation involving hazardous materials, such as the scene of a traffic, railway, or aircraft accident in which hazardous substances have been released. Police responsibility in such incidents includes investigations, traffic and pedestrian control, site security, and evacuation when needed.

12.6.2 POLICE RESPONSIBILITIES

Police operations in response to hazardous materials incidents are generally defined as follows:

- Safe Approach - Personnel should use extreme caution in approaching suspected hazardous materials incidents, utilizing those practices and techniques currently being taught by the Training Division.

- Assessment/Identification - As soon as practical, personnel should attempt to make a preliminary determination of the presence of a hazardous material and a tentative identification of such material. Placards, shipping papers, driver statements, and the Emergency Response Guidebook are all potential resources for making this preliminary assessment and identification.

- Notification - If the presence of hazardous materials is indicated, responding personnel will ensure that notification of Guilford Metro 911, the Greensboro Fire Department, other responding personnel, and the Division supervisor and Watch Commander are made.

- Securing the Area - A perimeter should be established and evacuation initiated as necessary to avoid exposure.

12.6.3 INCIDENT COMMAND

The ranking Greensboro Fire Department officer on the scene shall be deemed the incident commander. Police operations will be coordinated with the incident commander.

Investigation of the incident will be assigned to a police officer if the incident qualifies for investigation under normal procedures.

TITLE: SURVEILLANCE PROCEDURES	
	NUMBER 12.7
EFFECTIVE DATE: 09-01-94	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94)	

12.7.1 GENERAL POLICY

Surveillance is an extremely important investigative method and at times the only method of obtaining factual information during an investigation. All surveillance operations will be conducted in such a manner that no infringement occurs upon the statutory and constitutional rights of any individual.

Surveillance, for the purpose of this directive, is defined as the continuous or periodic watching of persons, vehicles, and places or objects.

The routine observation of individuals or groups acting in a suspicious manner, the photographing and visual monitoring of events for safety, historical, or training purposes does not constitute surveillance as defined by this directive.

12.7.2 OBJECTIVES OF SURVEILLANCE

- To determine whether a violation exists or will exist.
- To obtain evidence of a crime.
- To protect undercover officers or to corroborate their testimony.
- To determine the reliability of informants.
- To determine identities.
- To determine methods of operation.
- To obtain probable cause for obtaining search warrants.
- To prevent the commission of a violation or to apprehend a subject in the commission of a violation.

12.7.3 CRITERIA FOR ESTABLISHING SURVEILLANCE

Surveillance data will be used only for legitimate law enforcement purposes.

Electronic surveillance will be conducted only within the strictest conformity with court authorized warrants and consistent with Department directives and procedures.

Photographic surveillance may be conducted on any individual, location, organization, or event which meets the criteria for surveillance.

The principal criteria for establishing surveillance is as follows:

- A legitimate and reasonable cause exists to believe that an individual or organization is engaged in or has demonstrated the propensity to engage in illegal activity.

- A legitimate and reasonable cause exists to believe that an event may provoke community disorder.

- To ensure that exercise of constitutional rights is protected.

12.7.4 OPERATIONAL PROCEDURES

The originating section supervisor will be responsible for the execution of the surveillance and the coordination of efforts of each of the surveillance officers.

Prior to initiation of surveillance, particularly long-term surveillance, the supervisor in charge of the operation shall ensure that the officers involved in the operation are knowledgeable of the scope and extent of the offenses and type of victims associated with target or subject of surveillance. Knowledge of these activities will prepare the officer for the surveillance.

All information should be gathered concerning the premises, suspects, and vehicles involved. This information will be evaluated and distributed to the participating personnel. A physical reconnaissance should be made to study the area where the surveillance will take place to identify vantage points which are suitable for the officers. Similarly, traffic conditions should be observed and the officers should become familiar with the names and locations of streets in the area.

The surveillance supervisor will be responsible for selecting the hours or period of surveillance. His decision will be governed by the number of personnel available and the circumstances of the suspected violation. When a number of officers are involved in the operation, a plan specifying procedures for observation, arrest, and following the subject should be made by the surveillance supervisor. Additionally, the supervisor should make plans for providing suitable relief for the officers involved in the operation.

The surveillance supervisor will be responsible for selecting the type of surveillance equipment necessary for the operation. This will depend upon the nature and extent of the surveillance and the equipment available. When the equipment is selected, each piece will be examined or tested to ensure it is in satisfactory operating condition.

All surveillance officers will have ready access to radio communications. It will be the responsibility of the surveillance supervisor to select one primary radio frequency to be used during the course of the operation and to inform participating personnel of the selected frequency or change in frequencies.

Vehicles used during surveillance operations should be inconspicuous. Surveillance vehicles should fit the setting in which they are to be used.

When necessary, Departmental funds should be supplied to the officers to cover their expenses. Surveillance officers expending personal monies during the course of an operation may be entitled to reimbursement by the Department.

The surveillance supervisor will ensure that all surveillance officers complete a Greensboro Police Department Surveillance Report Form.

TITLE: ELECTRONIC SURVEILLANCE EQUIPMENT	NUMBER 12.8
EFFECTIVE DATE: 01-01-99	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R1/01-01-99	

12.8.1 STORAGE AND MAINTENANCE

The Commanding Officers of Divisions possessing electronic surveillance equipment are responsible for providing control, security, and maintenance for the electronic surveillance equipment assigned to their Division. They will also maintain an accurate inventory of electronic surveillance equipment assigned to their Division.

12.8.2 USE OF EQUIPMENT

All electronic surveillance equipment will be used in accordance with applicable state and federal laws.

Electronic surveillance equipment will not be issued to anyone who has not received adequate training in the use of the equipment.

On occasion, electronic surveillance equipment assigned to a Division is loaned to other Divisions of the Greensboro Police Department and other law enforcement agencies for investigative use. This use must be approved by the Commanding Officer of the Division responsible for control of the equipment prior to the issuance of the equipment.

12.8.3 RECORDS PERTAINING TO USE OF EQUIPMENT

The Commanding Officers of the Divisions responsible for control of the electronic surveillance equipment shall maintain logs containing the following information:

- Type of equipment used.
- To whom the equipment was issued.
- Date of issue and return of equipment.
- Condition of equipment upon return.
- Copies of court orders, when appropriate.

12.8.4 USE OF EQUIPMENT FROM OUTSIDE SOURCES

On occasion, the Department obtains electronic surveillance equipment for use from sources outside the Department. On these occasions, the Commanding Officer of the Division using the electronic surveillance equipment is responsible for ensuring the equipment is used in accordance with this directive.

The Commanding Officer of the Division using the borrowed electronic surveillance equipment is responsible for maintaining records containing the following information.

- Type of equipment used.
- Source from which the equipment was obtained.

- Dates when equipment was obtained and returned.
- To whom the equipment was issued for use.
- Condition of the equipment when returned.
- Copies of court orders, when appropriate.

12.9.1 GENERAL

The juvenile justice system is separate from the adult criminal justice system. Working within it requires understanding and conforming to the objectives that the juvenile justice system seeks to achieve.

The juvenile operations and delinquency prevention efforts of the Greensboro Police Department are not limited to the activities of the Detectives investigating Juvenile Delinquency. All officers, and especially patrol officers, should be familiar with the problem of delinquency and handling juvenile problems, both criminal and noncriminal in nature.

All officers shall comply with all articles within Chapter 7B of the General Statutes of North Carolina, addressed as the North Carolina Juvenile Code, and other statutes as applicable.

12.9.2 DEFINITIONS

Consistent with state law, Departmental policy and procedure, and this directive, the following definitions shall apply:

Juvenile [§7B-101 (14)]: A person who has not reached the person's 18th birthday and is not married, emancipated, or a member of the armed forces of the United States**.**

Delinquent Juvenile [§7B-1501 (7)]:

a. Any juvenile who, while less than 16 years of age, but at least 6 years of age, commits a crime or infraction under state law or ordinance of local government, including violation of the motor vehicle laws.

b. Any juvenile who, while less than 18 years of age, but at least 16 years of age, commits a crime or an infraction under state law or under an ordinance of local government, excluding violation of the motor vehicle laws under Chapter 20 of the General Statutes.

Officer's discretion should be used when confronted with 6-year-old offenders, and charges should be made only in extreme circumstances.

Undisciplined Juvenile [§7B-1501 (27)]: A juvenile who, while less than 16 years of age but at least 6 years of age, is unlawfully absent from school or is regularly disobedient to and beyond the disciplinary control of the juvenile's parent, guardian, or custodian; or is regularly found in places where it is unlawful for a juvenile to be; or has run away from home for a period of more than 24 hours; or

A juvenile who is 16 or 17 years of age and who is regularly disobedient to and beyond the disciplinary control of the juvenile's parent, guardian, or custodian; or is regularly found in places where it is unlawful for a juvenile to be; or has run away from home for a period of more than 24 hours;

Abused Juvenile [§7B-101 (1)]: Any juvenile less than 18 years of age whose parent, guardian, custodian, or caretaker:

- Inflicts or allows to be inflicted upon the juvenile a serious physical injury by other than accidental means; or

- Creates or allows to be created a substantial risk of serious physical injury to the juvenile by other than accidental means, or
- Uses or allows to be used upon the juvenile cruel or grossly inappropriate procedures or cruel or grossly inappropriate devices to modify behavior, or
- Commits, permits, or encourages the commission of a violation of the following laws by, with, or upon the juvenile: first-degree rape; second-degree rape; first-degree sexual offense; second-degree sexual offense; sexual act by a custodian; crime against nature; incest; preparation of obscene photographs, slides, or motion pictures of the juvenile; employing or permitting the juvenile to assist in a violation of the obscenity laws; dissemination of obscene material to the juvenile, displaying or disseminating material harmful to the juvenile; first- and second-degree sexual exploitation of the juvenile; promoting the prostitution of the juvenile; and taking indecent liberties with the juvenile, regardless of the age of the parties, or
- Creates or allows to be created serious emotional damage to the juvenile. Serious emotional damage is evidenced by a juvenile's severe anxiety, depression, withdrawal or aggressive behavior toward himself or others; or
- Encourages, directs, or approves of delinquent acts involving moral turpitude committed by the juvenile.

Neglected Juvenile [§7B-101 (15)]: A juvenile who does not receive proper care, supervision, or discipline from the juvenile's parent, guardian, custodian or caretaker, or who has been abandoned; or who is not provided necessary medical or other remedial care; or who lives in an injurious environment, or who has been placed for care or adoption in violation of law.

Dependent Juvenile [§7B-101 (9)]: A juvenile in need of assistance or placement because the juvenile has no parent, guardian, or custodian responsible for the juvenile's care or supervision or whose parent, guardian, or custodian, is unable to provide for the care or supervision and lacks an appropriate alternative child care arrangement.

12.9.3 INVESTIGATION PROCEDURES FOR DELINQUENT OR UNDISCIPLINED JUVENILE OFFENDERS

The Juvenile Code has specified its purpose as providing simple judicial procedures for handling juvenile offenders, using the least coercive among reasonable alternatives. When it is consistent with public safety, the juvenile offender shall be diverted from the juvenile justice system through court intake services and allowed to remain in his home and be given the opportunity to participate in community-based service programs. However, the officer assigned to an initial criminal complaint will make a thorough investigation, using the same attention and detail that are required in cases involving adult offenders. The following procedures apply:

- Assistance: In some cases, such as serious felonies, the investigating officer may determine the need for assistance from the Criminal Investigations Division, squad that works the specific type of case being investigated. During duty hours, the officer can contact the appropriate Criminal Investigations Division Supervisor for the assignment of a detective. During non-duty hours, the officer, with supervisory approval, can contact the on-call Team Leader for CID through the Watch Operations Center. In the event the on-call Team Leader

cannot be contacted, the officer will contact the Executive Officer or Commanding Officer of CID.

If the investigation (during on duty hours) is for any death of a juvenile, the Criminal Investigation Division Homicide Squad and/or Family Victims Unit should be contacted and will be responsible for assistance and follow-up. During non-duty hours, the on call Team Leader for CID should be contacted for assistance and response as above.

- Locate Child: The officer will complete the appropriate investigative report but an arrest sheet will only be completed if the juvenile is believed to be guilty of violating a criminal law and has been physically located by the officer.

- Locate the Parent: An officer must, as set forth in §7B-1901(a)(1), locate the child's parent, guardian, or custodian without delay and advise them of their right to be present at the location their child is being detained until a determination can be made as to the need for secure or nonsecure custody.

- In-Custody Interview of Child: Before conducting an in-custody interview with any juvenile between the ages of 16 to 18 years of age, the officer will advise the juvenile of his Miranda rights, using a Statement of Rights for Juveniles Age 16 to 18. Before conducting an in-custody interview with any juvenile less than the age of 16, the officer will advise the juvenile of his Miranda rights, using a Statement of Rights for Juveniles Less Than Age 16.

  Any child under 16 years of age who is in custody must have a parent, guardian, custodian or attorney present during questioning.

  Any child 16 to 18 years of age must be advised of the right for the parent, guardian, custodian or attorney to be present.

  All in-custody interviews of a juvenile shall be electronically recorded pursuant to North Carolina General Statute §15A-211(b).

- Non-custodial interview of a juvenile: A juvenile can be interviewed in a non-custodial setting without a parent, guardian, or custodian present. When circumstances allow, the juvenile should have a parent or legal guardian present if the juvenile request. Non-custodial interview of a juvenile is a setting in which the juvenile fully understands the juvenile is free to leave.

- Temporary Custody: General Statute §7B-1900 dictates the criteria for taking a juvenile into physical custody. An officer may take any juvenile into temporary custody if grounds exist for the arrest of an adult under the same circumstances or there are reasonable grounds to believe the juvenile is an undisciplined juvenile. Any officer taking physical custody of a juvenile must provide for his care and supervision until the juvenile is released to his parent or an order for his secure custody is obtained.

- Notification of Juvenile's Parent (§15A-505) (16-18 YOA): An officer who arrests and takes physical custody of an unemancipated minor for any crime shall, as soon as practical, notify the minor's parent (or guardian in charge) in person or by telephone. Written notice by mail must also be made to the parent or guardian within 24 hours of the minor's arrest. If the officer meets the parent in person the written notice can be given at that time. If the parent or guardian cannot be found, the next of kin shall be notified as soon as practical. Custody is not limited to incarceration, but includes custodial arrest as well.

An officer who cites an unemancipated minor must notify the minor's parent or guardian as soon as practicable in person or by telephone if the minor is cited for any of the following:

-Any non-motor vehicle criminal offense.
-Any of the following motor vehicle offenses:

Passing a stopped school bus, GS 20-217
Reckless driving, GS 20-140
Hit and run, property damage only, GS 20-166(b)
Following too closely, GS 20-152(a)
Driving on the wrong side of the road, GS 20-146
Illegal passing, GS 20-150
Driving while impaired, GS 20-138.1

- Notification of school principal 15A-505 (c): A law enforcement officer who charges a person with a criminal offense that is a felony, except for a criminal offense under Chapter 20 of the General Statutes of North Carolina, shall notify the principal of any school the person attends of the charge as soon as practical but at least within five days. The notification may be made in person or by telephone. If the person is taken into custody, the law enforcement officer or the officer's immediate supervisor shall notify the principal of any school the person attends. This notification shall be in writing and shall be made within five days of the person's arrest.

- Documentation: An officer must document his investigation with an investigative report, including the parent/guardian and school information in the block section of the report. If the juvenile was taken into physical custody, the charge should be noted in the first line of the narrative section and an arrest sheet should be completed in MFR/MobLAN. If the arrest is for an offense that would not otherwise require a report for UCR purposes, an investigative report will be completed and the appropriate classification will be utilized.

12.9.4 INTERVIEWS AT SCHOOLS

In order to recognize the needs of school officials to comply with their school policies, officers and detectives will follow the procedural outlines set forth by the Board of Education when it is consistent with public safety and the Juvenile Code.

In investigations in which the juvenile is a suspect or defendant, the officer(s) will report to the school office in person and advise the principal or his designate of the name of the child to be interviewed. Officers will conduct interviews in a private setting and will use the Miranda warning when appropriate. Students will not be removed from the school grounds unless they have been placed under arrest or the investigator has received permission from the school authority to do so. To conduct a non-custodial interview at a school, the interview must be arranged through the School Resource Officer assigned to the school or the School Resource Officer's supervisor. If there is not a School Resource Officer assigned to the school, the interview should be arranged through school administrators.

In investigations concerning child abuse and child neglect, the officers and detectives will present themselves to the office and advise the principal or his designate the name of the child to be interviewed. Parents will not be notified in advance of an interview in which parents are suspects in abuse or neglect cases. Parents will be notified at the appropriate time during the course of the investigation. Juvenile victims of abuse and neglect will be interviewed in a private setting and by means established through the guidelines set forth by the Juvenile Code.

Officers who believe a child should be removed from school for his protection and safety from an abusing parent should contact the Family Victims Unit and the Department of Social Services for assistance.

12.9.5 UNDISCIPLINED ACTS

A juvenile offender who commits an undisciplined act is a status offender. These acts are not criminal in nature.

Undisciplined Juvenile: Juveniles, under the age of 18, who are regularly disobedient and uncontrollable, by their parent, guardian, or custodian may be taken into temporary custody without a court order.

When a juvenile is taken into custody under this law, the juvenile must be released to his parent, guardian, or custodian within twelve hours from the time of taking him into custody.

The investigating officer should refer the juvenile's parent, guardian, or custodian to the Department of Public Safety, Division of Juvenile Justice (DPS/DJJ) for additional assistance in pursuing an undisciplined petition on the juvenile. Care should be taken to determine the actions of the juvenile are merely undisciplined acts before referring to the DPS/DJJ. If what the parent, guardian, or custodian is reporting is a violation of criminal law (i.e., threats, injury to property, assault, etc.) an Investigative Report must be completed.

School Absenteeism: Juveniles under the age of 16 are required to attend school, unless permission to be absent is given by an authorized person. When an officer has probable cause to believe a juvenile is absent from school without authorization, the child may be taken into temporary custody. When a juvenile is taken into temporary custody for this reason, the officer must release the child to his parent, guardian, or custodian, school official or school-based program designated by school officials.

An officer may choose not to take the juvenile into temporary custody. If the child is willing, the officer may transport him to the school and release him to a school official.

Officers will document all encounters with juveniles absent from school without authorization by completion of a Field Contact Card (FI Card). Under the "Reason" section of the card, the code "STAR" or "Student Absenteeism Report" will be entered. In the "Remarks" section of the card, the officer will note the school to which the juvenile is assigned, contact information for the parent/guardian and any reason given for the absence from school. The officer should contact the appropriate School Resource Officer regarding the student's absence from school.

Runaway/Missing Person:

Any report of a juvenile that is missing, regardless of circumstance of the disappearance, will be documented by the use of an Investigative Report. Any of the circumstance should be included in the initial report. This will aid the investigating detective in determining if the juvenile meets the criteria of a "runaway" for disposition of the investigation. The original handwritten copy of the investigative report must be signed by the reporting person or the sworn investigating officer. If a non-sworn employee takes a report, it must be reviewed and signed by any sworn officer indicating that the circumstances meet the criteria for NCIC entry. In all cases involving missing juveniles, the NCIC entry must be completed within two hours.

When the responding employee's preliminary interview with the reporting party has shown the missing juvenile has disappeared as the result of a suspected criminal act, the employee shall notify their immediate supervisor who will in turn contact the Watch Commander and CID. The original responding employee will complete appropriate Incident/Investigative Report, and coordinate further initial follow-up activities with the CID Detective.

Police personnel who locate or are responsible for follow-up investigations regarding runaways, who have been missing for 5 calendar days or longer, will conduct interviews of these juveniles in an attempt to determine the nature of such undisciplined acts. These follow-up interviews should address the juveniles whereabouts, activities, and if they were the victim of any criminal occurrences during the period(s) in question. Significant information gleaned from these interviews should be forwarded to parents and/or guardians, and applicable referral agencies should be recommended. Additionally, if criminal activity is discovered to have occurred, appropriate investigative measures should be applied.

If an officer has knowledge of a missing juvenile, and any of the following criteria exist, the officer can take the child into temporary custody and proceed according to custody proceedings below or Departmental Directive 12.9.6:

A "runaway" can be defined as a juvenile, under 18 years of age, who:

- Has been gone for over 24 hours, or
- Is regularly disobedient, beyond the control of the parent, or
- Is in a location or situation where welfare is endangered

In regards to the custody of a "runaway", the following procedures will apply, according to North Carolina Law and District Court procedures:

- Local and In-state runaways under the age of 18 may be taken into custody if any of the above criteria is met. The officer taking a local runaway juvenile into temporary custody will return the juvenile to his/her home. An effort should be made to contact the parents, guardian, or legal custodian at their place of work or other place where they may be located.

  Upon taking an in-state runaway into custody, the parents will be contacted and will be requested to travel to the Police Department to assume custody of the juvenile. If this can be accomplished within twelve hours, hold the juveniles at the Police Department until the parent, guardian, or custodian arrives.

  If locating the parents or the response will take more than twelve hours, the officer should obtain a secure custody order and place the runaway juvenile in a juvenile detention facility. If the parent cannot be contacted by telephone, a request should be made to the local law enforcement agency.

- Out-of-state runaways, who are classified as juveniles in their residence state, may be taken into temporary custody if reasonable information exists that the child is a runaway or an escapee. Upon taking the runaway juvenile into temporary custody, contact the parents and request the parent to come after the juvenile. If this can be accomplished within twelve hours, hold the juvenile at the Police Department until the parent, guardian or custodian arrives. If the response will take more than twelve hours, the officer should obtain a secure custody order and place the runaway juvenile in a juvenile detention facility.

The court must know the time schedule and means of returning the juvenile placed in secure custody to his/her home state. This information should be available prior to seeking permission for placing in secure custody. If unable to contact a parent, a request should be made to the local law enforcement agency.

12.9.6 ACTION

In delinquent and undisciplined cases, many juveniles who are taken into custody are released to their parents, guardians, or custodians. Occasionally, it is necessary to detain a juvenile. This detention should be considered as preplacement care rather than punishment.

Temporary Custody: The purpose of releasing the child to the parent is to verify his identification and to give the officer the opportunity to discuss the matter with them. Through this involvement, it is hoped the parents will initiate corrective measures. Release should take place at the Police Department or at the place of apprehension, if at all possible. This involves the parents immediately and gives the officer an opportunity to hold a conversation with them. If the parents do not have a telephone or transportation, the child should be carried to his home and the interview carried out there.

Secure Custody: Secure custody of a juvenile may be authorized if there is probable cause to believe the child committed the offense alleged and the juvenile falls into one of the following categories:

- The juvenile is presently charged with one or more felonies, and has demonstrated he is a danger to property or persons.

- The juvenile has demonstrated that the juvenile is a danger to persons and is charged with either a misdemeanor at least one element of which is assault on a person or a misdemeanor in which the juvenile used, threatened to use, or displayed a firearm or other deadly weapon.

- The juvenile has willfully failed to appear in court on a pending delinquency charge or on charges of violation of probation or post-release supervision, providing the juvenile was properly notified.

- The juvenile has a delinquency charge pending and there is reasonable cause to believe the juvenile will fail to appear in court.

- The juvenile is an absconder from any residential facility or detention facility in this State or any comparable facility in another state.

- There is reasonable cause to believe the juvenile should be detained for the juvenile's own protection because the juvenile has recently suffered or attempted self-inflicted physical harm, and the juvenile must have been refused admission by one appropriate hospital and the period of secure custody is limited to 24 hours to determine the need for inpatient hospitalization.

- The juvenile is alleged to be undisciplined by virtue of the juvenile's being a runaway and is inappropriate for nonsecure custody placement or refuses nonsecure custody, and the court finds that the juvenile needs secure custody for up to 24 hours, excluding weekends, State holidays, or where circumstances require for a period not to exceed 72 hours to evaluate the

need for medical or psychiatric treatment or facilitate a reunion with the juvenile's parent guardian, or custodian.

Secure Custody Procedure: If secure custody is warranted and the court is in session, the officer should consult with a supervisor. The supervisor will contact the Department of Public Safety, Division of Juvenile Justice (DPS/DJJ) for approval of a Secure Custody Order. If court is not in session, the on-call Court Counselor from the (DPS/DJJ) can be reached through the Watch Operations Center.

- If approval is granted, the officer will complete a Juvenile Petition and obtain a Secure Custody Order from the on-call Court Counselor or Magistrate, dependent upon if court is in session. The original custody order will be served on the juvenile and will be returned to the Records Management Division, properly filled out. A copy of the petition and custody order will be given to the juvenile, his parent, and the person to whom the juvenile is released. If the juvenile is from another jurisdiction, a PIN message must be sent to the local law enforcement agency, requesting them to notify the parent of the custody of their child.

- If approval is denied, the officer will release the juvenile to his parent or guardian.

Existing Secure Custody Order: Secure custody orders authorize officers to locate and detain certain juveniles. Secure custody orders that are outstanding will be maintained in the Records Management Division. When circumstances justify, custody orders may be sent to the Patrol Bureau for service. Upon receipt, the officer will attempt to locate the child and, if successful, will execute the order. The child and a copy of the custody order will be delivered to the Guilford County Juvenile Detention Center.

The officer taking the juvenile into custody will see that the parents of the child receive a copy of the custody order and petition. The original copy of the custody order will be returned to the Records Management Division. The officer serving any Secure Custody Order will complete an investigative report with the classification "MISOFF" along with completing an arrest sheet in MFR/MobLAN.

Order to Assume Custody - Violation of House Arrest: House arrest is a restriction placed upon juveniles as an alternative to immediate detention. (This order will be identified by the color blue.) Certain conditions are placed upon the juvenile while under house arrest. They are:

- Not violate the law.

- Reside with a responsible adult: mind and obey caretaker.

- Attend school daily.

- Other than school, the juvenile is not to be away from home unless accompanied by parent or caretaker.

House arrest orders will be maintained in the Records Management Division.

Activation of House Arrest Orders: The Records Management Division will maintain all Inactive and House Arrest Orders. An officer may contact the Records Management Division to determine if an Inactive or House Arrest Order exists. Upon discovery of a violation and the existence of an Inactive or House Arrest Order, an officer should contact the Department of Public Safety,

Division of Juvenile Justice (DPS/DJJ). After being informed of the violation, the Juvenile Court Counselor may authorize activation and service of the order.

Located in the center of the form are blanks to record the date and hour the order was activated plus a space to record the authorizing court counselor's name. Located at the bottom of the form is a list of violations. The applicable violations should be indicated.

Juvenile House Arrest Orders, once activated, may be entered into DCI as a wanted juvenile. Distribution of copies of the served order is listed at the bottom of the order.

Located at the top of a Juvenile House Arrest Order is an expiration date. If the order has expired, before the violation occurs and the order has not been activated, the Department of Public Safety, Division of Juvenile Justice should recall the order.

Upon service of any Secure Custody or House Arrest Order, the officer serving same will complete an investigative report with the classification "MISOFF". An arrest sheet will be completed in MFR/MobLAN.

Documentation: Disclosure of information concerning any juvenile under investigation or alleged to be within the jurisdiction of the court that would reveal the identity of the child is prohibited except as allowed by court order. The following guidelines should be used when completing Departmental reports involving juveniles:

Investigative Report

Include in the heading on the investigative report the name, race, sex, date of birth, address, home phone number, description and personal ID numbers of any juvenile arrestee or suspect of a criminal offense.

Also include the name, race, sex, date of birth, address and phone number of any juvenile victim, witness, person with knowledge of a criminal offense, or missing person.

Computer capabilities allow all Police personnel to have access to the information, while preserving the integrity of confidentiality, which must be maintained in all juvenile related matters.

When completing the Investigative Report, the following documentation will be included, along with other pertinent information in the detailed statement of facts:

- The attitude of the child and his parents.
- The victim's statement.
- The officer's impressions and recommendations.
- Any statement made by the juvenile.
- Other social information about the situation.

Accident Report

Include the name and address of a juvenile, less than 16 years of age, who was the operator of a vehicle and exclude his name from the arrest portion of the form if he is charged with any violation. The charges against the juvenile will be documented with an investigative report with the classification "TRFOTH". An arrest sheet will be completed in MFR/MobLAN.

Driving While Impaired

When a juvenile is taken into custody for driving while impaired, the procedures for testing the alcohol content of his breath shall be the same as used with adults.

In order to perform a blood test for alcohol, a search warrant will have to be obtained. A blood test cannot be performed in lieu of a breath analysis without first obtaining a search warrant. The charges against the juvenile will be documented with an investigative report with the appropriate classification. An arrest sheet will be completed in MFR/MobLAN.

An officer will never knowingly issue a citation or obtain an arrest warrant for a person under 16 years of age.

Any officer taking a juvenile, ten (10) years of age or older, into temporary custody, for one of the following non-divertible offenses, shall have the juvenile fingerprinted and photographed at the Guilford County Law Enforcement Center, prior to being released:

- Murder;
- First-degree rape or second degree rape;
- First-degree sexual offense or second degree sexual offense;
- Arson;
- Any felony drug offense;
- First-degree burglary;
- Crime against nature; or
- Any felony that involves the willful infliction of serious bodily injury upon another or which is committed by use of a deadly weapon.

12.9.7 CRIMINAL INVESTIGATIONS AND PATROL DIVISIONS RESPONSIBLITIES REGARDING JUVENILE OFFENDERS

The investigating Patrol Officer and/or the appropriate Criminal Investigations Division squad that works the specific type of case being investigated are responsible for investigating all offenses under the definition of delinquent or undisciplined acts. The Family Victims Unit Detectives are responsible for investigating all offenses under the definition of the abuse or neglect of a child as well as homicides, deaths or sex offenses involving juveniles.

The officer or detective will gather sufficient social history from any available source in order to make a meaningful disposition. Dispositions must meet the needs of the child, while keeping in mind the interest of the victim and the community. In making a disposition, the officer or detective will use the following criteria:

- Admission or denial of the offense.
- Age of the child.
- Attitude of the parents.

- Attitude of the child toward the victim.
- Attitude of the child toward his parents.
- Previous record.
- Nature of the offense.
- Any other pertinent factors.

The officer or detective will make the appropriate arrest and follow-up reports as necessary to close the case.

12.9.8 INVESTIGATIVE PROCEDURES FOR CHILD ABUSE AND NEGLECT

Juvenile victims of child abuse and neglect are those persons less than 18 years of age, who have been abused or neglected by their parents, guardians, or custodians, as defined by law.

The juvenile code specifies in its purpose that provisions for juveniles must be made which protects juveniles. This is achieved through the means that recognize safety, continuity and permanence while respecting the right to family autonomy. The Juvenile Code further provides standards of removal and return of juveniles to their homes when it is appropriate. The officer assigned to an original complaint will make a thorough investigation, using the same attention and detail required in cases involving any adult offender.

Assistance: In some cases, such as serious felonies, the investigating officer may determine the need for a Child Protective Service Worker from the Department of Social Services or a Family Victims Unit Detective. During duty hours, the officer will contact the Family Victims Unit supervisor for the assignment of a detective, who will notify the Department of Social Services. During non-duty hours, the officer, on his supervisor's authority, will contact the Watch Operations Center to notify the on-call Criminal Investigation Division Team Leader, who will contact the appropriate Family Victims Unit Detective. If the Team Leader cannot be contacted, the Watch Operations Center will contact the Executive Officer or Commanding Officer of CID. The Watch Operations Center can also assist in contacting the on-call night Child Protective Service Worker with the Department of Social Services.

Interview: The officer must interview the victim and parents separately, if at all possible, in order for a decision to be made by the Protective Service Worker concerning the removal of the child from the home and/or the necessity of a criminal charge.

Nonsecure Custody: A Child Protective Service Worker's decision to remove a child from his home is mandated by Juvenile Code §7B-500. An officer shall assist the Child Protective Service Worker in the service of the order and transportation of the child, if necessary

Documentation: An Investigative Report will be completed in all cases involving juveniles in which an offense has been reported. This includes cases involving abuse, neglect, incest, related sexual assaults or other family-related offenses. If the suspect in these cases is a juvenile, and is charged by the investigating officer, the arrest will be documented by completing an arrest sheet in MFR/MobLAN.

Upon receipt of an Investigative Report, memorandum, or other documentation from a preliminary investigating officer, the assigned Family Victims Unit Detective will contact the Department of Social Services. The Detective and the Child Protective Service Worker will conduct a thorough follow-up investigation, utilizing any and all resources available. Upon completion, the Family

Victims Unit Detective will document the follow-up investigation and prepare any materials necessary for court presentation, and will close the investigation in the appropriate manner.

12.9.9.1 RESPONSE TO "SAFE SURRENDER" INCIDENTS

North Carolina General Statutes 7B-302 and 7B-500 allow for the "Safe Surrender" of infants no older than 7 days by a parent of that infant. However, in order to be immune from prosecution under existing statutes, the parent must turn the child over to a medical professional, emergency medical services personnel, social services worker, or law enforcement officer while on duty or at the officer's workplace. The parent can also turn the infant over to any responsible adult, who must then immediately turn the child over to one of the above. Since the statutes require certain things of law enforcement personnel that seem contradictory to a normal incident investigation, it is important that officers become familiar with, and follow, the provisions of this Directive.

If an officer is approached or responds to a call involving a safe surrender situation the officer will:

- Take the child into temporary custody as provided in NCGS 7B-500(b)
- Determine the immediate medical needs, if any, of the infant. Guilford County Emergency Medical Services shall be summoned to the officer's location to transport the infant and provide for any immediate medical needs. The officer should advise Guilford Metro 911 of the need for an emergency response, based on the infant's condition.
- Inquire of the surrendering party as to the identity of the parents. If the surrendering party claims to be a parent of the infant, the officer must advise the parent that they are not required to answer any questions, but that answering pertinent medical questions about the infant would be beneficial to the care of the infant. If the parent agrees, the officer may ask for this information.
- If the surrendering party claims not to be the parent, the officer should inquire about the identity of the parents and about any pertinent medical history the individual may have knowledge of. The officer should request that the individual stand by with the officer and infant until the infant can be examined by EMS personnel.
- The infant should be transported by EMS to Cone Hospital.
- Guilford County Department of Social Services/ Child Protective Services should be called following normal procedures based on the time of day. The Family Victims Unit should be notified regardless of the time of day, and may respond based on the circumstances.
- The officer shall retain custody of the infant until DSS personnel arrive and take custody. An investigative report shall be completed, using the classification Miscellaneous/Safe Surrender Infant (MISSSI).

In determining the age of the infant, the officer should use whatever information is provided and his best judgment. If the child is clearly older than 7 days, the above does not apply and the incident should be treated and classified as abandonment.

If there is evidence of neglect or abuse, the incident should be treated as such, and the provisions of "Safe Surrender" above do not apply.

TITLE: RESPONSE TO INCIDENTS MOTIVATED BY HATRED OR PREJUDICE	NUMBER 12.10
EFFECTIVE DATE: 12-16-04	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94) R3/12-16-04	

12.10.1 GENERAL POLICY

The purpose of this directive is to establish procedures for the reporting and investigation of incidents that are motivated by hatred or prejudice arising from differences in race, religion, ethnic background, culture, or lifestyle. The growing concern and serious nature of such incidents caused the United States Congress to enact the "Hate Crimes Statistics Act of 1990."

This Directive defines the Department's policy regarding incidents motivated by hatred and prejudice and instructs employees how to report them.

12.10.2 POLICY STATEMENT

It is the policy of the Greensboro Police Department to ensure that the rights of all citizens guaranteed by the United States Constitution and laws of North Carolina are protected. When such rights are infringed upon by violence, threats or other harassment, the Department will use all available resources to rapidly and decisively identify the suspects, arrest them and bring them to justice.

All criminal offenses motivated by hatred or prejudice will be viewed as serious, and the investigations will be given priority attention. Such acts generate fear and concern among victims and the public and have the potential of recurring, escalating, and possibly causing counter-violence.

All incidents motivated all or in part by hatred or prejudice shall be documented on a Community Barometer Report in addition to any appropriate investigative report.

The proper investigation of hatred or prejudice motivated incidents is the responsibility of all Greensboro police officers. Each officer must be sensitive to the feelings, needs, and fears that may be present in the community as a result of incidents of this nature.

It must be remembered that the actions taken by this agency in dealing with incidents of this nature are visible signs of concern and commitment to the community on the part of the Greensboro Police Department.

12.10.3 DEFINITION

The definition of a hatred or prejudice incident is any threatened, attempted or completed act by any group or individual against the person or property of another group or individual who is or appears to be motivated all or in part by race, religion, ethnic background, culture, or lifestyle. This includes threatening telephone calls, hate mail, physical assaults, vandalism, cross burnings or the destruction of other religious symbols and fire bombing. This list is not all inclusive. Some incidents may not clearly fit a specific definition. In those cases, a common sense approach must be used. If an incident appears to be motivated by hatred or prejudice, it should be investigated as such. Verification can be made during the follow-up investigation.

Officers must recognize that single incidents such as vandalism or threats may initially appear as less serious when viewed in the context of larger crimes. Incident reports should be reviewed for patterns of incidents occurring at either the same location or directed at a particular individual or group. Very often what may begin as a minor incident escalates to a more serious crime.

12.10.4 RESPONSIBILITIES OF PRIMARY RESPONDING UNITS

The responding field officer after determining that the incident may be hatred or prejudice motivated will:

- Notify a supervisor.
- Conduct a preliminary investigation.
- Prepare a Community Barometer Report.
- Prepare appropriate investigative reports if the incident involves a violation of criminal law and/or ordinances.
  - Dictate as a priority report.
  - Recommend follow-up investigation.

The field supervisor, upon notification of the occurrence of a possible hate/prejudice based incident, will:

- Interview the assigned field officer to ensure that additional personnel (such as Evidence Specialist) are assigned as needed,
- Notify the Watch Commander,
- Ensure that the incident is properly reported to the Watch Operations Center for inclusion on the 24-hour summary, and
- Report the incident on the Division Commander's summary.

12.10.5 RESPONSIBILITIES OF FOLLOW-UP INVESTIGATION UNITS

The Criminal Investigations Division will:

- Receive copies of all case reports of hate/prejudice incidents, and conduct an appropriate follow-up investigation,
- Make verification that the incident is to be classified as a hate crime,
- Coordinate victim assistance with the appropriate agencies when necessary,
- Maintain liaison with other units of the Department,

- Coordinate the investigation with other law enforcement agencies where appropriate,
- Prepare the case for prosecution in court, and
- Complete a Hate Crime Incident Report and forward it to the Criminal Intelligence Section.

The Criminal Intelligence Section will:

- Receive copies of all reports of hate/prejudice based incidents and establish a filing system for these reports;
- Review all reports of hatred/prejudice incidents with related analysis to detect patterns, suspects, or the participation of organized groups;
- Maintain liaison with federal, state, and local agencies for the exchange of intelligence information;
- Assist with investigations when requested;
- Compile a monthly report for the Chief of Police indicating the number and types of hatred and prejudice motivated incidents reported to the Department; and
- Forward original Hate Crime Incident Report to the North Carolina Division of Crime Information, as required.

12.10.6 COMMUNITY RELATIONS

Commanding Officers may utilize the Office of the Community Relations Coordinator as a resource to:

- Meet with the neighborhood group, residents, and target communities and other groups to allay fears, reduce the potential for counter-violence and provide safety and protection information;
- Assist victims and their families;
- Conduct public meetings on hatred/prejudice threats and violence in general and as it relates to specific incidents; and
- Establish liaison with formal groups and organizations and/or leaders who may be the target of a hate crime.

TITLE: OFFENSES INVOLVING FOREIGN DIPLOMATS AND CONSULAR OFFICIALS	NUMBER 12.11
EFFECTIVE DATE: 05-01-08	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R4/05-01-08	

12.11.1 DIPLOMATIC IMMUNITY

Diplomatic and consular officials should be accorded their respective privileges, rights, and immunities, as directed by international law and federal statute. These officials should be treated with the courtesy and respect that befit their distinguished positions. At the same time, it is a well established principle of international law that, without prejudice to their privileges and immunities, it is the duty of all persons enjoying such privileges and immunities to respect local laws and regulations.

The Criminal Intelligence Squad is the contact unit for questions arising concerning diplomatic immunity.

Diplomatic immunity, a principle of international law, is broadly defined as the freedom from local jurisdiction accorded to duly accredited diplomatic officials, their families, and servants. Associated with this personal immunity is the inviolability enjoyed by the premises of the mission of the sending state and the private residence of a diplomatic agent, his property, papers, and correspondence.

Ambassadors and ministers are the highest ranking diplomatic representatives of a foreign government. Other diplomatic titles are Minister Counselor, Counselor, First Secretary, Second Secretary, Third Secretary, and Attaché. These officials are located either in Washington, D.C., or in New York City. Diplomatic officials, their families, official staff, and servants, who are not nationals of or permanent residents in the receiving state, are protected by unlimited immunity from arrest, detention, search, or prosecution with respect to any civil or criminal offense.

12.11.2 HANDLING INCIDENTS INVOLVING FOREIGN DIPLOMATS AND CONSULAR OFFICERS

Minor Violations of Traffic and Criminal Law - When an official is apprehended for a minor violation of the law, the officer on the scene, upon being advised by the official that he is an official and ascertaining that he possesses the proper credentials, should exercise discretion. Based on the nature of the violation, the officer should either release him with a warning of the danger of his actions or proceed with the issuance of the appropriate citation. Mere issuance of a traffic citation does not constitute arrest or detention.

Driving While Under the Influence - The primary consideration in this type of incident should be to ensure that the official is not a danger to himself or the public. Based upon a determination of the circumstances, the following options are available:

- Take the official to his local destination and release his vehicle to a member of his family or an employee.
- Take the official to a telephone so that he can call a relative or a friend to come for him.
- Take other non-enforcement action to bring the situation to a safe conclusion.

Officials will not be administered a sobriety test of any kind.

Serious Criminal Offenses - When an officer becomes aware that an official is a suspect or a victim in a serious criminal offense (aggravated assault, rape, homicide, etc.), he should immediately notify a supervisor. Upon evaluation of the circumstances, the supervisor shall notify the Supervisor of the Criminal Intelligence Squad, who will assign an investigator from the Criminal Intelligence Squad to assist in the situation. Custody of the official will be relinquished to the Criminal Intelligence investigator upon his arrival.

Field and investigative officers will continue to conduct preliminary and follow-up investigations up to, but not including, the arrest of the official.

12.11.3 REPORTING INCIDENTS INVOLVING FOREIGN DIPLOMATS AND CONSULAR OFFICERS

Personnel assigned to the Criminal Intelligence Squad will be responsible for notifying the Chief of Police in any situation to which they respond.

Attachment: S ummary Chart

IX
Diplomatic and Consular Privileges and Immunities From Criminal Jurisdiction
Summary of Law Enforcement Aspects

	Category	May Be Arrested or Detained	Residence May Be Entered Subject to Ordinary Procedures	May Be Issued Traffic Citation	May Be Subpoenaed as Witness	May Be Prosecuted	Recognized Family Member
Diplomatic	Diplomatic Agent	No[1]	No	Yes	No	No	Same as sponsor (full immunity and inviolability).
	Member of Administrative and Technical Staff	No[1]	No	Yes	No	No	Same as sponsor (full immunity and inviolability).
	Service Staff	Yes[2]	Yes	Yes	Yes	No—for official acts. Otherwise, yes.[2]	No immunity or inviolability.[2]
Consular	Career Consular Officers	Yes, if for a felony and pursuant to a warrant.[2]	Yes[4]	Yes	No—for official acts. Testimony may not be compelled in any case.	No—for official acts. Otherwise, yes.[2]	No immunity or inviolability.[2]
	Honorary Consular Officers	Yes	Yes	Yes	No—for official acts. Yes, in all other cases.	No—for official acts. Otherwise, yes.	No immunity or inviolability.
	Consular Employees	Yes[2]	Yes	Yes	No—for official acts. Yes, in all other cases.	No—for official acts. Otherwise, yes.[2]	No immunity or inviolability.[2]
International Organizations	International Organization Staff[3]	Yes[3]	Yes[3]	Yes	No—for official acts. Yes, in all other cases.	No—for official acts. Otherwise, yes[3]	No immunity or inviolability.
	Diplomatic-Level Staff of Missions to International Organizations	No[1]	No	Yes	No	No	Same as sponsor (full immunity and inviolability).
	Support Staff of Missions to International Organizations	Yes	Yes	Yes	No—for official acts. Yes, in all other cases.	No—for official acts. Otherwise, yes.	No immunity or inviolability.

[1]Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or the prevention of serious criminal acts.

[2]This table presents general rules. Particularly in the cases indicated, the employees of certain foreign countries may enjoy **higher** levels of privileges and immunities on the basis of special bilateral agreements.

[3]A small number of senior officers are entitled to be treated identically to "diplomatic agents."

[4]Note that consular residences are sometimes located within the official consular premises. In such cases, **only** the official office space is protected from police entry.

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TITLE: USE OF POLYGRAPH	NUMBER 12.12
EFFECTIVE DATE: 09-01-94	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)	

The polygraph is a valuable investigative tool in both criminal and administrative situations.

12.12.1 RESPONSIBILITY FOR POLYGRAPH ADMINISTRATION

The administration of polygraph examinations and establishment of pertinent standard operating procedures is the responsibility of the Criminal Investigation Division.

12.12.2 POLYGRAPH INSTRUMENT

The polygraph instrument must be capable of recording visually, permanently, and simultaneously, indications of a person's:

- Cardiovascular activity
- Respiratory activity
- Electrodermal activity

The polygraph instrument shall be calibrated per manufacturer's instructions

12.12.3 USES OF THE POLYGRAPH

Three types of polygraph testing will be utilized by the Department:

- Specific Testing - This form of testing is generally utilized during a criminal investigation when testing an individual regarding one specific issue.
- Pre employment Testing - This form of testing is generally utilized as a screening process during the pre employment background investigation.
- Administrative Testing - This form of testing is generally utilized during an administrative investigation when testing an individual regarding an administrative issue.

12.12.4 POLYGRAPHIST'S CREDENTIALS

The polygraphist has successfully completed a training school accredited by the American Polygraph Association.

Only a fully trained polygraphist, or intern polygraphist under the direct supervision of a senior polygraphist, will be allowed to conduct polygraph examinations.

It is the policy of this Department to adhere to the standards and principles of practice of the American Association of Police Polygraphists, American Polygraph Association, North Carolina Polygraph Association, and existing law(s).

TITLE: FOREIGN NATIONAL CONSULAR NOTIFICATION AND ACCESS	NUMBER 12.13
EFFECTIVE DATE: 07-14-2016	PAGE 1 OF 2
REVISION HISTORY: (Adopted 03-24-2004) R2/07-14-2016	

12.13.1 POLICY STATEMENT

It is the policy of the Greensboro Police Department to comply with U.S. Department of State consular notification and access requirements when dealing with situations involving the arrest, detention, death, serious injury or guardianship needs of foreign nationals. For the purposes of this Directive, a "foreign national" is defined as any person who is not a citizen of the United States, regardless of that person's legal status in this country.

Officers will detail in Investigative/Supplemental Reports any information concerning steps taken to notify the appropriate consular official. This will include relevant dates/times, any statements made by the foreign national and the method utilized to contact the consul.

The Criminal Intelligence Squad (CIS) is the Department's designated point of contact for any inquiries regarding consular notification.

12.13.2 PROCEDURES

Arrest/Detention

There is no specific number of hours set as being the threshold for when consular notification requirements attach. As a general rule; if the detention of the foreign national will not last more than 24 hours, consular notification is not required. For example, a GPD Officer transports an intoxicated, non-United States citizen to the jail in a manner consistent with Departmental Directive 11.2. In most cases, this person will be released in less than 24 hours. Consular notification is not required.

If the detention of the foreign national is reasonably likely to exceed 24 hours, the arresting Officer will:

1. Determine the foreign national's country of citizenship.
2. Determine the consular notification requirements for the country. Many countries require immediate notification when a citizen of their country is arrested; other countries leave the notification decision up to the arrestee. A list of countries requiring notification is available on the U.S. Department of State website (travel.state.gov) under "Consular Notification and Access".
3. If the consular notification is mandatory, or the arrestee requests notification, contact CIS for assistance.
4. CIS will make the notification.

Death/Serious Injury

In cases involving the death of a foreign national, or serious injury likely to cause death, consular notification must be made without delay regardless of the country of citizenship. Contact CIS for assistance with this notification. CIS will make the notification.

Guardianship

In most cases, guardianship matters involving juvenile or adult foreign nationals are determined by the Court with appropriate jurisdiction for the matter. As such, it is the responsibility of Court officials to make any required notifications.

An exception for GPD Officers occurs when involuntary mental commitment papers are served upon a foreign national. In these cases:

1. Determine the foreign national's country of citizenship.
2. Determine if the person is going to be committed to an in-patient facility. If the person is released following the initial examination; no notification is necessary.
3. If the person is admitted to an in-patient facility; determine the consular notification requirements for the person's country of citizenship.
   A. If the country requires immediate notification regarding the arrest of one of their citizens; contact CIS for assistance making the notification regarding the involuntary commitment.
   B. If the foreign national's country of citizenship does not require notification regarding the arrest of one of their citizens; notify the initial examining mental health facility that the person is a foreign national. It is thereafter the responsibility of the mental health facility to determine if/when the person is capable of making a decision regarding consular contact.

TITLE: REVERSE UNDERCOVER DRUG OPERATIONS	NUMBER 12.14
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 4
REVISION HISTORY: (Adopted 08-01-99) R4/04-17-2012	

12.14.1 GENERAL POLICY

It is the policy of the Greensboro Police Department that any reverse undercover drug operation must have the prior approval of the Commanding Officer of the Vice/Narcotics Division and the prosecuting attorney's office who will exercise jurisdiction over the respective case. The purpose of this Directive is to establish guidelines for the maintenance, control, and use of narcotics in reverse narcotics operations.

12.14.2 STATUTORY GUIDELINES

In reverse undercover drug operations and in accordance with the guidelines below, Greensboro Police Officers lawfully engaged in the enforcement of the North Carolina Controlled Substances Act, North Carolina General Statute 90-86, and the Federal Controlled Substances Act may offer to sell and subsequently produce a controlled substance with the intent to arrest the would-be purchaser/violator(s) once the purchase money has been produced or a conspiracy to violate the controlled substances act has been established [redacted]

12.14.3 GENERAL GUIDELINES

Because of the potentially sensitive nature of reverse narcotics operations, the following guidelines should be strictly followed.

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

12.14.5 STORAGE AND CONTROL

The Supervisor of the Evidence Section of the Greensboro Police Department will be responsible for obtaining the proper Registration Certificates, maintaining all records, storage of the controlled substances, and the checking out/checking in of all controlled substances. The Evidence Section will maintain all records for three years in accordance with the Records Retention Act of North Carolina.

The Evidence Control Supervisor shall annually apply for the proper Registration Certificates in order for the Department to comply with both Federal and State regulations to possess the controlled substances.

[redacted]

[redacted]

[redacted]

[redacted]

The Forensic Services Division Director, or his designee, will ensure at least one announced monthly inspection is conducted of all controlled substances retained for the aforementioned purposes.

Departmental Directive 17.1.11 requires semi-annual unannounced inspections of the Property/Evidence Section. The Department is also subject to unannounced inspections of the controlled substances utilized for reverse narcotics transactions from the United States Department of Justice Drug Enforcement Administration Registration Certificate Section and the North Carolina Department of Human Resources Controlled Substance Registration Section.

[redacted]

TITLE: PLAIN CLOTHES OFFICER/OFF-DUTY OFFICER RECOGNITION SIGNAL	NUMBER 12.15
EFFECTIVE DATE: 10-15-00	PAGE 1 OF 1
REVISION HISTORY: (Adopted 10-15-00)	

12.15.1 GENERAL POLICY

The purpose of this directive is to establish a signal to be used by plain-clothes officers, either on or off-duty, who are engaged in police activity and that come to the attention of other officers who may not recognize them as members of the Greensboro Police Department. The purpose of the signal is to assist in the identification of an officer and to increase overall officer safety.

A uniform and a badge are the clearest means of identifying a police officer, both to the public and to one another. [redacted]

12.15.2 CONFIDENTIALITY

A [redacted] signal will only be of value if it is not known to those outside of law enforcement. [redacted]

TITLE: UNDERCOVER SEX CRIME OPERATIONS	NUMBER 12.16
EFFECTIVE DATE: 12-10-2014	PAGE 1 OF 1
REVISION HISTORY: (Adopted 07-15-01) R1/12-10-2014	

12.16.1 GENERAL POLICY

This Directive is intended to provide guidance for officers conducting undercover operations involving sex crimes. Investigations of this nature can be extremely difficult to conduct and are often closely scrutinized by the media, the public and the courts. Therefore, to protect the integrity of the officer and the agency, and to ensure successful prosecution of these cases, it is essential that these guidelines are followed and that officers conduct themselves in a professional manner while conducting such operations.

Any unit of the Department intending to conduct an operation involving undercover investigation of sex crimes will contact Vice/Narcotics Division Commanding Officer during the planning phase of the operation. The Vice/Narcotics Division Commanding Officer will approve or deny the operation, and provide any resources needed by the unit conducting the operation.

This Directive does not apply to those on-line sex crimes investigated by members of the Criminal Investigations Division.

12.16.2 DEPARTMENTAL GUIDELINES

It is the policy of the Greensboro Police Department that no officer(s) will conduct an undercover sex crime operation without:

- Prior supervisory authorization; and
- Having received proper training in the undercover investigation of sex crimes. Training will include, but is not limited to, the aspects of entrapment and other legal and operational elements. This training will be provided by members of the Vice/Narcotics Division; and
- Having a cover team whose primary responsibilities are to provide safety for the undercover officer(s) and to corroborate testimony concerning the operation.

Sex crime investigations will be documented in the following manner:

- Investigations that result in criminal charges will be documented in an Incident/Investigation Report.
- Reports will include all pertinent information including whether a suspect touched the investigating officer and what area of the body was touched.

[redacted]

TITLE: HANDLING GRAFFITI INCIDENTS	NUMBER 12.17
EFFECTIVE DATE: 01-15-2018	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-17-01) R1/01-15-2018	

12.17.1 STATUTORY AUTHORITY

Greensboro City Ordinance 18-8, Graffiti, defines what constitutes graffiti and prohibits any person from placing graffiti on any public or private building, street, sidewalk, structure, or any other real or personal property, unless authorized or permitted by the property owner or possessor. It sets forth the penalties for first, second, and subsequent violations. The ordinance also addresses the property owner's responsibility for the removal of graffiti and further sets forth penalties for failure to do so.

12.17.2 PRELIMINARY INVESTIGATION PROCEDURES

Greensboro Police Department employees responding to a call involving graffiti will:

- Complete the appropriate Incident/Investigation Report.
- Prepare photographic images of the graffiti. Based upon the circumstances; these images may be prepared by responding personnel and attached to the Incident Report in RMS, or downloaded to the Department's Digital Incident Management System.
- Notify the owner or person in control of the property as to the presence of the graffiti and that removal of the graffiti by the property owner or possessor is required by City Ordinance 18-8(c).

If the reporting employee reasonably believes the incident was motivated by the victim's race, religion, ethnicity, disability, gender/gender identity or sexual orientation; then the incident will be handled as a Hate Crime as provided for in Departmental Directive 12.10.

12.17.3 DUTIES OF THE CRIMINAL INTELLIGENCE SECTION

The Criminal Intelligence Section will review all Incident/Investigation Reports involving graffiti incidents which are marked "yes" or "unknown" as gang related and will conduct the appropriate follow-up.

TITLE: AMBER ALERTS	NUMBER 12.18
EFFECTIVE DATE: 09-20-2011	PAGE 1 OF 4
REVISION HISTORY: (Adopted 09-09-02)R5/09-20-2011	

12.18.1 AMBER ALERT INFORMATION

The North Carolina Center for Missing Persons (NCCMP) is responsible for the administration and implementation of the AMBER Alert System for the State of North Carolina. Only the NCCMP can issue an AMBER Alert. The Division of Emergency Management, through its communications branch in the State Emergency Operations Center, will activate the statewide Emergency Alert System (EAS) upon verification of an official AMBER ALERT message from the NCCMP. Initial broadcast and the rebroadcast will be accomplished at the request of the NCCMP.

12.18.2 AMBER ALERT CRITERIA

The NCCMP has established the following criteria that must be met prior to activating the AMBER Alert System:

- The missing child is 17 years of age or younger
- The child is believed to have been abducted by someone other than a parent
- The child is not believed to be a runaway or voluntarily missing.
- The abduction has been reported to and investigated by a Law Enforcement Agency.

NOTE: If the abduction of the child is known, or suspected to have been committed by a parent of the child, the NCCMP may disseminate the information thru the AMBER Alert system if the child is in danger.

The NCCMP will make the final decision for activation of the AMBER Alert System based on the established criteria or other consideration.

Any case which does not meet the criteria for activation of the AMBER Alert System will be handled appropriately.

12.18.3 PATROL OFFICER RESPONSIBILITIES

The responding patrol officer's initial responsibilities include:

- Contacting Guilford Metro 911 and providing the necessary information for an immediate alert for a missing person. An initial alert will not be delayed while waiting for the AMBER Alert activation approval.
- Contacting the Records Management Division and submitting the necessary information for the missing person to be entered into NCIC.
- Completing all necessary forms, including obtaining a signature from the reporting party for the AMBER Alert Release of Information Form.

After receiving approval from the Watch Commander for an AMBER Alert request to the NCCMP, the responding officer's responsibilities include:

- Providing the Records Management Division with the properly completed North Carolina AMBER Alert Form (Attachment 1) and North Carolina AMBER Alert Release of Information Form (Attachment 2), for transmission to the NCCMP. Photographic images of the victim and suspect may be included with these forms.

- Include a 24-hour attended phone number of the Watch Operations Center (336-373-2287) in the required forms and media releases.

- Continue the investigation, including the timely submission of the Incident/Investigative Report for review.

12.18.4 PATROL SUPERVISOR RESPONSIBILITIES

The affected Patrol Supervisor is responsible for:

- Ensuring that any and all paperwork/forms necessary for an AMBER Alert request are made available to the initial responding officer without delay.

- Reviewing and approving the Incident/Investigation Report without delay.

- Coordinating dissemination of media information to the Watch Operations Center.

- Posting any/all pertinent information about the case on the 24 Hour Summary on GPDNET.

- Notifying the Family Victims Unit (FVU) supervisor or on-call CID supervisor as soon as practical.

12.18.5 WATCH OPERATIONS CENTER RESPONSIBILITIES

Upon notification of a pending AMBER Alert, the Watch Operations Specialist will:

- Assist all units (Watch Commander, Supervisor, Initial Investigating Officer, Records personnel) in coordinating information and accurate dissemination of information to all affected units/divisions.

Upon activation of an AMBER Alert, the Watch Operations Specialist will:

- Issue an immediate press release on behalf of the Greensboro Police Department.

- Notify the Public Information Officer.

- Relay any information received to the investigating officer, FVU supervisor or on-call CID supervisor.

- Notify:
  - A Child is Missing through www.achildismissing.org
  - The National Center for Missing and Exploited Children; 1-800-843-5678

Upon notification of an AMBER Alert cancellation, the Watch Operations Specialist will:

- Notify the FVU supervisor, or on-call CID supervisor when applicable.

- Notify Guilford Metro 911 and cancel any active BOLO.

- Notify the Public Information Officer.

- Issue an immediate press release on behalf of the Greensboro Police Department to all affected media outlets.

12.18.6 FAMILY VICTIMS UNIT DUTIES

The Family Victims Unit of the Criminal Investigation Division is responsible for:

- The assigned detective will respond and coordinate follow-up activities regarding any incoming information as needed.

- The assigned detective will ensure that the above requirements and responsibilities have been met.

- The FVU supervisor, or on-call CID supervisor, will have the responsibility of coordinating any logistical issues that may arise upon activation of the AMBER Alert System.

12.18.7 RECORDS MANAGEMENT DIVISION RESPONSIBILITIES

The Records Management Division's responsibilities include:

- Ensuring all necessary information required has been submitted by the initial patrol officer.

- Submitting the required forms to NCCMP without unnecessary delay.

- Notifying the initial officer and/or immediate supervisor when NCCMP has granted the alert request and providing them with the approval/authorization code.

- Notifying Guilford Metro 911 and the Watch Operations Center that an AMBER Alert has been issued and providing them with the necessary information to broadcast local alerts/press releases.

- If the missing person is located by another jurisdiction, and notification is rendered via DCI, Records Management personnel will forward the location and contact information of the locating agency to the Watch Operations Officer on duty.

12.18.8 ADDITIONAL CONSIDERATIONS

An extraordinary amount of calls to the Watch Operations Center should be anticipated with the activation of the AMBER Alert System. Additional manpower may be requested and/or required. The additional personnel's primary responsibility would be to field incoming calls and information to alleviate the impact on Watch Operations Center resources. The decision to enlist the assistance of additional assistance will be at the discretion of the on-duty Watch Commander.

12.18.9 NORTH CAROLINA CENTER FOR MISSING PERSONS

The NCCMP will communicate with the investigating officer and validate the AMBER Alert request. Upon approval and activation of the AMBER Alert, they will notify the Department of Transportation to activate the Dynamic Message Signs (DMS) and notify contiguous state partners.

Upon cancellation of an AMBER Alert, The NCCMP will ensure that the Department of Transportation deactivates the Dynamic Message Signs (DMS) and notify the various media outlets to discontinue the AMBER Alert.

NORTH CAROLINA AMBER ALERT FORM (Page 1 of 2)

(Please **complete** this form and Contact the NC Center for Missing Persons for further instruction at 1(800) 522-5437**. Fax** completed forms to 919-715-1682, after 5:00pm and weekends fax forms to 919-733-8134.)

Reporting Law Enforcement Agency_____

Investigating Detective_____**Supervisor** _____

Telephone Number_____**Facsimile Number**_____

Pager Number_____**Cellular Number**_____

****

Date of Notification_____ **Time of Notification**_____

Date of Abduction_____ **Time of Abduction**_____

Location of Abduction_____

Location Last Seen_____
(If different than location of abduction)

Direction of Travel_____

Destination_____
Probable_____Possible_____Unknown_____

Vehicle Description_____
(Make, Model, Year, **Color**, License Plate Number and State of Issue)
(Indicate how reliable this information is)

****
How many children were abducted? _____[For more than one child use additional page(s)]

Name_____
(Last) (First) (Middle) (Nickname)

Gender_____**DOB**_____**Age**_____**Race**_____**Skin Complexion**_____

Height____**Weight**_____**Hair Color**_____**Hair Length**_____**Hair Style**_____**Eyes**__

Other Distinguishing Physical Characteristics_____

When Last Seen Child Was Wearing:
Shirt_____
(Type, Color, Sleeve Length, Pullover, Buttoned, etc.)

Pants or Skirt_____

Shoes/socks _____

Outerwear _____

In possession of _____
(Pet, Toy, etc.)

Other _____

****

How Many Abductors were there?_____[If more than one, use additional page(s)]
Name_____
(Last) (First) (Middle) (AKA)

Gender_____DOB_____Age_____Race_____Skin Complexion_____

Height_____Weight_____Hair Color_____Hair Style_____Hair Length_____Eyes_____

Other Distinguishing Physical Characteristics_____

When Last Seen Abductor Was Wearing:

Shirt_____

Pants/Skirt_____

Shoes/Socks_____

Outerwear_____

Additional Identifiers_____

Details of Abduction_____

_____

_____

_____

_____

2/22/2011

NORTH CAROLINA AMBER ALERT

RELEASE OF INFORMATION FORM

The undersigned hereby authorizes full disclosure of all records concerning my child, _____, to the Center for Missing Persons (hereinafter referred to as the Center) and its agents and the law enforcement agencies investigating this case and their agents. I also agree that such information may be reviewed and stored provided it is done so in a confidential manner and I do so regardless of any agreement I may have made to the contrary with any other individual or entity to whom my child's information is released or presented. I also agree to release from liability any person or entity who releases such information pursuant to this investigation. For the purpose of this release, information shall include but is not limited to all documentation and photographic images as well as the spoken word.

A photocopy or electronically transmitted facsimile of the release form will be valid as an original thereof, even though it does not bear an original representation of my signature.

I hereby agree to these provisions and willingly sign my name below.

Print or Type Name_____
(Last) (First) (Middle)

Current Address_____
(House Number and Street) (Apt. or Lot Number) (City, State, Zip Code)

Signature_____

I hereby agree the information I have provided to the Center or its agents or designees to be truthful, factual, and correct. I also agree to and understand the necessity for and give authority to the Center, its agents, or designees to release this information to the North Carolina Association of Broadcasters and/or its associates, to other commercial partners, and to essential State agencies and subsidiaries for the purpose of alerting the public about the abduction of my child.

As parent/legal custodian, I also understand that in order for the Center to activate the North Carolina AMBER Alert, the following criteria must be met:

1. The child is 17 years of age or younger;
2. The child is believed:
   a. To have been abducted, or
   b. To be in danger of injury or death;
3. 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;
4. The child is not believed to be a runaway or voluntarily missing; and
5. The abduction has been reported to and investigated by a law enforcement agency.

I am also aware I may be charged criminally for committing the crime of knowingly providing false information to law enforcement authorities. I have read and fully understand the contents of the agreement.

Print or Type Name_____

Signature_____

04-23-03

LA ALERTA AMBER DE NORTH CAROLINA
LA FORMA LIBERACION DE INFORMACION

El abajofirmante por la presente autoriza la revelación repleta de todo registra concerniente mi niño, _____, al Centro para Personas Desaparecidas (se refirió más adelante a como el Centro) y sus agentes y las agencias del orden publico que investigan este caso y a sus agentes. Concuerdo también esa tal información se puede revisar y puede ser almacenada proporcionó lo es hecho así en una manera confidencial y yo hago así a pesar de cualquier acuerdo que puedo haber hecho al contrario con cualquier otro individuo o la entidad a quien la información de mi niño se libera o es presentada. Concuerdo también liberar de la responsabilidad cualquier persona o la entidad que libera tal información según esta investigación. Para el propósito de esta liberación, la información incluirá pero no es limitada a toda documentación e imágenes fotográficas así como también la palabra hablada.

Una fotocopia o facsímile electrónicamente transmitido de la forma de la liberación serán válidos como una original del mismo, aunque no soporta una representación original de mi firma.

Yo por la presente concuerdo a estas provisiones y de buena gana firmo mi nombre abajo.

Imprima o Escriba Nombre_____
(apallido) (primero) (centro)

Dirección actual_____
(el Número y la Calle)(Propenso o el Número de Terreno) (la Ciudad, el Estado, Código de Cremallera)

Firma_____

Yo por la presente les concuerdo la información que he proporcionado al Centro o sus agentes o designees para ser veraz, basado en hechos, y correcto. Concuerdo también a y entiendo la necesidad para y doy la autoridad al Centro, sus agentes, o designees para liberar esta información a la Asociación de Locutores de North Carolina y/o sus socios, a otros socios comerciales, y a agencias esenciales de Estado y sucursales para el propósito de poner sobre aviso el público acerca del secuestro de mi niño.

Como padre/custodio legal, yo entiendo también que en orden para el Centro para activar la Alarma AMBER de North Carolina, los criterios siguientes se deben reunir:

1. El niño es 17 años de la edad o menor;
2. El niño es cree:
   a. Que haber sido secuestrado, o
   b. Que estar en peligro de la herida o la muerte;
3. El secuestro no se sabe ni es sospechado que estar por un padre del niño, a menos que la vida del niño se sospeche que estar en peligro;
4. El niño no es creído para ser un fugitivo ni voluntariamente perdido; y
5. El secuestro ha sido informado y investigado por una agencia de la policia.

Estoy también enterado que puedo ser cargado criminalmente para cometer el crimen de astutamente proporcionar información falsa a autoridades de orden publico. He leído y he entendido completamente el contenido del acuerdo.

Imprima o Escriba Nombre_____

Firma_____

INFORMATION FOR BROADCAST ANNOUNCEMENT

THIS IS A NORTH CAROLINA AMBER ALERT FOR A CHILD ABDUCTION

The _____ *is searching for* _____.
(Law enforcement agency) (Victim's name)

_____ *is a* _____ *year-old* _____, ____ *approximately* _____ *feet,*
(Victim's name) (Age) (Race) (Sex)

_____ *inches tall, weighing* _____ *pounds. She/He has* _____ *hair, and*

_____ *eyes.* _____ *was last seen wearing* _____
(Color) (Victim's name) (Description of clothes)

_____

_____

_____

The abductor _____, *is described as (Race, Gender, Height,*
(Suspect's name)
Weight, hair color, eye color, clothing description, and unique physical characteristics)

_____

_____

They were last seen traveling _____ *on* _____
(Direction) (Road)

in a _____
(Make, Model, color, License plate number, State, Other distinguishing features)

If you have any information regarding this abduction, call _____
(Law Enforcement Agency)

immediately at _____ *or call 911 or *HP.*

THIS IS AN AMBER ALERT

END OF MESSAGE

TITLE: CLANDESTINE DRUG LABORATORIES	NUMBER 12.19
EFFECTIVE DATE: 09-17-02	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-17-02)	

12.19.1 PURPOSE

Clandestine laboratories are illicit operations consisting of chemicals and equipment necessary to manufacture controlled substances. Methamphetamine labs are the most common type of clandestine laboratories found in our area. Most methamphetamine or "Meth labs" are small and only capable of producing several ounces of Meth at a time. These labs can commonly be found in residences, motel rooms, outbuildings, storage units, and in trunks of cars.

Methamphetamine labs may possess some general characteristics:

- strong chemical smell such as fingernail polish remover or cat urine;
- large amount of common household or hardware store products such as cold medicines, antifreeze, drain cleaner, Coleman fuel, coffee filters, lithium batteries, duct tape, clear glass beakers and containers;
- lab workers will often be seen awake at odd hours of the day and night and will leave the lab to smoke.

Meth labs release toxic chemicals into the air as well as produce five to six pounds of toxic waste for every pound of Meth made. The cleanup of these labs is both dangerous and extremely expensive.

Meth labs are an extreme safety hazard. Many labs are found due to explosion and fire caused by the manufacturing process. In these environments, the inadvertent turning on of a light switch, opening a closed container, or turning off a source of heat could cause an explosion. Chemicals used in the manufacturing process can also have an adverse affect on an officer's long-term health.

12.19.2 PROCEDURES

When an officer realizes he is in a clandestine laboratory, he should leave the area immediately and attempt to secure the scene. The officer will detain all subjects found inside the laboratory and take them to a safe and ventilated location, if possible. Latex gloves should be utilized by officers when handling detainees as these chemicals tend to permeate clothing. Officers will not turn on or off any device or open or close any container. Doors and windows will remain either open or closed as initially found by the officer.

- The officer will establish a safe-perimeter from the possible lab site based upon existing circumstances and conditions.

- The officer will contact his supervisor, Guilford Metro 911 and request EMS and members of the Fire Department's Hazmat Team for immediate response.

- The Fire Department's Hazmat Team will decontaminate all persons who entered the lab. Anyone experiencing ill effects from exposure to the lab will be examined by EMS personnel.

- The supervisor will contact the Watch Commanders as soon as possible. The Watch Commander will contact the Vice/Narcotics Division Commanding Officer, or, in his absence, the Vice/Narcotics Division Executive Officer.

- Personnel from the Vice/Narcotics Division will respond to the scene.
- Once Vice/Narcotics personnel have determined a DEA and/or SBI clandestine lab team is needed, they will initiate contact with the appropriate DEA and/or SBI representatives.
- Due to the extreme safety hazards present, at no time will any officer knowingly enter or allow an unqualified person to enter a clandestine laboratory area.
- At no time will any officer transport or turn in evidence from a suspected clandestine laboratory. All evidence processing and transport will be handled by members of the clandestine lab team.

TITLE: SILVER ALERTS	NUMBER 12.20
EFFECTIVE DATE: 06-12-2013	PAGE 1 OF 5
REVISION HISTORY: (Adopted 11-16-09) R2/06-12-2013	

12.20.1 SILVER ALERT INFORMATION

North Carolina's Silver Alert Program was created and developed to quickly notify the public about missing endangered persons who suffer from dementia or other cognitive impairment. This program is directed by the North Carolina Center for Missing Persons (NCCMP) and is a division of the North Carolina Department of Crime Control & Public Safety. The Silver Alert program is based upon the North Carolina Cognitive Impairment Assistance Law that was enacted in August 2007 and builds upon the success of the state's AMBER Alert system.

The North Carolina Center for Missing Persons is responsible for the administration and implementation of the Silver Alert System for the State of North Carolina. **The NCCMP is the only agency that can activate a Silver Alert and will do so ONLY at the request of an investigating law enforcement agency. It is then the responsibility of the Center to determine whether there is sufficient identifying data to justify activating the Silver Alert System.**

12.20.2 SILVER ALERT CRITERIA

To activate a Silver Alert, ALL of the following statutory criteria must be met:

- The missing person is believed to be suffering from dementia or other cognitive impairment-regardless of their age.
- The person is believed to be missing – regardless of circumstance.
- A legal custodian of the missing person has submitted a missing person's report to the local law enforcement agency where the person went missing, or is believed to have gone missing.
- Law enforcement reports the incident to the N.C. Center for Missing Persons.

If the above criteria are met; the initial investigating officer will contact their supervisor and verify the need to activate the Silver Alert System. If activation is approved, the supervisor will contact the Watch Commander and request the activation of the Silver Alert System through the North Carolina Center for Missing Persons.

The North Carolina Center for Missing Persons will make the final decision for activation of the Silver Alert System based upon the established criteria or other consideration.

Any missing persons case which does not meet the criteria for activation of the Silver Alert System will be handled appropriately.

12.20.3 PATROL OFFICER RESPONSIBILITIES

The responding patrol officer's initial responsibilities include:

- Contacting Guilford Metro 911 and provide necessary information for an immediate statewide alert for a Missing Endangered Person. An initial alert will not be delayed while waiting for the Silver Alert activation approval.

- Contacting the Records Management Section and submitting the necessary information for the missing person to be entered into NCIC.

- Collecting the necessary information and signature from the reporting party for a Silver Alert request to be made.

After receiving approval from the Watch Commander for a Silver Alert request, the responding officer's responsibilities include:

- Contacting the NCCMP at 1-800-522-5437

- Providing Records Management Section with the properly completed:

1. NCCMP Silver Alert Information Form (Attachment 1)

2. NCCMP Silver Alert Release of Information Form (Attachment 2)

Please note that the NCCMP Release of Information Form MUST be signed by a parent, spouse, guardian, legal custodian or any person that has been charged with the responsibility for the supervision of the missing individual.

- Include a 24-hour attended phone number of the Watch Operations Center (336-373-2287) in the required forms.

- Continue the investigation, including the timely submission of the Incident/Investigative Report for review.

12.20.4 PATROL SUPERVISOR RESPONSIBILITIES

The affected Patrol Supervisor is responsible for:

- Ensuring that any and all paperwork/forms necessary for a Silver Alert request are made available to the initial responding officer without delay.

- Ensuring that NO health information other than the missing person is believed to be "suffering from dementia or other cognitive impairments" is released.

- Reviewing and approving the Incident/Investigation Report without delay.

- Coordinating dissemination of media information to the Watch Operations Center.

- Posting any/all pertinent information about the case on the 24 hour summary.

- Notifying the on-call CID supervisor. The on-call CID supervisor will notify the on call Crimes Against Persons Squad detective and the Crimes Against Persons Squad supervisor with the Silver Alert information.

12.20.5 WATCH OPERATIONS CENTER RESPONSIBILITIES

Upon notification of a pending Silver Alert, the Watch Operations Specialist will:

- Assist all units (Watch Commander, Supervisor, Initial Investigating Officer, Records personnel) in coordinating information and accurate dissemination of information to all affected units/divisions.

Upon activation of a Silver Alert, the Watch Operations Specialist will:

- Issue an immediate press release on behalf of the Greensboro Police Department.
- Notify the Public Information Officer.
- Notify the Watch Operations Supervisor.
- Relay any information received to the investigating officer.
- Notify the Public Information Officer of any and all pertinent changes in the investigation.
- Activate telephone calls to the immediate area where the person is believed to have gone missing using the Department's geographical notification system to notify persons in the relevant area. Activation of this geographical notification system requires the approval of the Watch Commander, and is appropriate in those cases involving missing persons who are reasonably believed to be travelling on foot in a specific area. Other potential resources for assistance are:
  - A Child is Missing Alert through www.achildismissing.org
  - An alert through the National Center for Missing and Exploited Children; 1-800-843-5678

Upon notification of a Silver Alert cancellation, the Watch Operations Specialist will:

- Notify the on-call Crimes Against Persons Squad detective and the Crimes Against Persons Squad Supervisor.
- Notify Guilford Metro 911 and cancel any active BOLO.
- Notify the Public Information Officer.
- Notify the Watch Operations Supervisor.
- Issue an immediate press release on behalf of the Greensboro Police Department to all affected media outlets.

12.20.6 CRIMES AGAINST PERSONS SQUAD DUTIES

The Crimes Against Persons Squad of the Criminal Investigation Division is responsible for:

- The assigned detective will respond and coordinate follow-up activities regarding any incoming information as needed.

- The assigned detective will ensure that the above requirements and responsibilities have been met.

- The Crimes Against Persons Squad supervisor will have the responsibility of coordinating any logistical issues that may arise upon activation of the Silver Alert System.

- Completing and Faxing the NCCMP Silver Alert Deactivation Form (Attachment 3) when appropriate.

12.20.7 RECORDS MANAGEMENT SECTION RESPONSIBILITIES

The Records Management Section's responsibilities include:

- Ensuring all necessary information required has been submitted by the initial patrol officer.

- Faxing the required forms to NCCMP without unnecessary delay at the appropriate number listed on the NCCMP Silver Alert Information Form.

- Notifying the initial officer and/or immediate supervisor when NCCMP has granted request and providing them with the approval/authorization code.

- Notifying Guilford Metro 911 that a Silver Alert has been issued and providing them with the necessary information to broadcast local alerts on all primary talk-groups for Police, Fire and other City personnel.

- If the missing person is located by another jurisdiction, and notification is rendered via DCI, Records Management personnel will forward the location and contact information of the locating agency to the Watch Operations Officer on duty.

12.20.8 ADDITIONAL CONSIDERATIONS

An extraordinary amount of calls to the Watch Operations Center should be anticipated with the activation of the Silver Alert System. Additional manpower may be requested and/or required. The additional personnel's primary responsibility would be to field incoming calls and information to alleviate the impact on Watch Operations Center resources. The decision to enlist the assistance of additional assistance will be at the discretion of the on-duty Watch Commander.

12.20.9 NORTH CAROLINA CENTER FOR MISSING PERSONS

The North Carolina Center for Missing Persons will communicate with the investigating officer and validate the Silver Alert request. Upon approval and activation of the Silver Alert, they will notify the Department of Transportation to activate the Dynamic Message Signs (DMS) and notify contiguous state partners.

Upon cancellation of a Silver Alert, The North Carolina Center for Missing Persons will ensure that the Department of Transportation deactivates the Dynamic Message Signs (DMS) and notify the various media outlets to discontinue the Silver Alert.

Attachments:

NCCMP Silver Alert Information Form
NCCMP Silver Alert Release of Information Form
NCCMP Silver Alert Deactivation Form

NORTH CAROLINA SILVER ALERT INFORMATION FORM

(Please complete this form in its **entirety** and fax to the NC Center for Missing Persons at 919-715-1682. Fax forms **after 5:00pm** and weekends to 919-733-8134 for service. Always call 1-800-522-5437 if you have any questions.

Reporting Law Enforcement agency: _____

Investigating Detective: _____Supervisor: _____

24hr Telephone Number: _____Fax Number: _____

Case Officer/Det. Cellular Number (NCCMP USE ONLY): _____

****

NIC #:_____ Picture available? yes____ no___ See MP entry____

Day and date of NCCMP Notification: _____Time: _____

Day and date of LEA Notification: _____Time:_____

Day and date of Incident: _____Time: _____

Name: _____
(Last) (First) (Middle) (Nickname)

Gender: ____ DOB: _____Age: _____Race: _____Height: _____

Weight:_____ Hair Color: _____ Hair Length: _____ Eyes:_____

Complete address of Location of Incident:
_____

Location Last Seen : _____
(If different from location of Incident)

Direction of Travel:
_____

Possible Destination:
_____

(Type, Color, Sleeve Length, Pullover, Buttoned, etc.)
Pants, shorts, dress, skirt, shoes/socks Outerwear:

_____

_____

In possession of: (pets, bags etc)_____

Vehicle Description:

_____
(Make, Model, Year, Color, License Plate Number and State of Issue)

Driver's License#_____

****

NCCMP required information

Criteria verification: check **one** dementia OR cognitive impairment
Criteria justification: explain the believed to be dementia or cognitive impairment.

☐ DEMENTIA_____

_____

☐ COGNITIVE IMPAIRMENT_____

_____

(NCCMP use only): Does the Missing Person have on them or access to the following: ☐ **C**redit/debit card ☐ **C**ash ☐ **w**eapon ☐ **u**nknown

Check one: Missing from ☐ **G**roup home ☐ **A**ssisted Living ☐ **P**rivate home

Officer Signature:_____

****Specific health information about the missing person, beyond the fact that the missing person is believed to be suffering from dementia or some other cognitive impairment, IS NOT TO BE MADE PUBLIC.**

04/2015

(REQUIRED BEFORE ACTIVATION)

RELEASE OF INFORMATION FORM
NORTH CAROLINA CENTER FOR MISSING PERSONS SILVER ALERT

The undersigned hereby authorizes full disclosure of all records regarding **MISSING PERSON**

_____,

to the Center for Missing Persons (hereinafter referred to as the Center) and its agents and the law enforcement agencies investigating this case and their agents. I also agree that such information may be reviewed and stored provided it is done so in a confidential manner and I do so regardless of any agreement I may have made to the contrary with any other individual or entity to whom the missing person's information is released or presented. I also agree to release from liability any person or entity who releases such information pursuant to this investigation. For the purpose of this release, information shall include but is not limited to all documentation and photographic images as well as the spoken word.

A photocopy or electronically transmitted facsimile of the release form will be valid as an original thereof, even though it does not bear an original representation of my signature.

I hereby agree the information I have provided to the Center or its agents or designees to be truthful, factual, and correct. I also agree to, and understand the necessity for and give authority to the Center, its agents, or designees to release information to the North Carolina Association of Broadcasters and/or its associates, to other commercial partners, and to essential State agencies and subsidiaries for alerting the public about the missing person.
As parent/legal custodian or person responsible for the supervision of the missing individual, I also understand that in order for the Center to activate the North Carolina Silver Alert, the following criteria must be met:

§ 143B-499.8. of the North Carolina General Statutes requires that, in order to activate a Silver Alert, ALL of the following conditions must be met:

The person is *believed* to be suffering from dementia or other cognitive impairment;

The person is *believed* to be missing regardless of circumstance;

The person's status as missing has been reported to a law enforcement agency having jurisdiction of the area in which the individual became or is believed to have become missing;

(REQUIRED BEFORE ACTIVATION)

RELEASE OF INFORMATION FORM

NORTH CAROLINA CENTER FOR MISSING PERSONS SILVER ALERT

Submission of the missing person's report is made by any parent, spouse, guardian, legal custodian, or person responsible for the supervision of the missing individual.

Law enforcement reports the incident to the North Carolina Center for Missing Persons.

Specific health information about the missing person, beyond the fact that the missing person is believed to be suffering from dementia or some other cognitive impairment, is not made public

I am also aware I may face criminal and/or civil penalties for providing false information to law enforcement authorities

I hereby agree to these provisions and willingly sign my name below**. I am authorized** to make this report under the legal authority as this missing individual's:

CHECK ONE:

- ☐ ***Parent ☐Spouse ☐Child ☐Sibling***
- ☐ ***Guardian*****
- ☐ ***Legal Custodian*****
- ☐ ***Person Responsible for the Supervision of the Missing Individual*** **

Print name then; sign name:

_____/_____

(First) (Middle) (Last)

Current Address: _____

(Street Address) (Apt/Lot Number) (City, State, Zip Code)

**Explain how you are the Guardian, legal Custodian or responsible person:

_____

NORTH CAROLINA SILVER ALERT
DEACTIVATION FORM

(Please **complete** this form and Contact the NC Center for Missing Persons for further instruction at 1(800) 522-5437**. Fax** completed forms to 919-715-1682, after 5:00pm and weekends 919-733-8134.)

****

Reporting Law Enforcement agency:_______________________________________

Authorizing Officer Name:____

Individual's name:____

Alert Activation **Day** and **Date**:_______________________ Time:________________

Alert Deactivation Request **Day** and **Date:** __________________Time____________

Was the individual recovered as a direct result of the Silver Alert? ☐Yes ☐ NO
If yes explain:____

Location, condition and disposition of individual found (i.e. located 50 miles from home, disoriented, sent to the hospital for observation)

____

____

____

Reporting Person Notified: ☐ YES ☐ NO ____________

Updated 07/20/2011

Animal control functions are normally the responsibility of Guilford County Animal Control during their normal working hours. During the times Animal Control Officers are not on duty, urgent calls and emergency situations will be handled by the Greensboro Police Department. Urgent calls are those for which immediate action is necessary to ensure the safety and welfare of the public. Vicious animals and injured animals are included in this category, as are traffic hazard calls involving animals.

Any requests for call out of an off-duty Animal Control Officer will be approved by a Supervisor.

12.21.1 VICIOUS ANIMALS

Vicious animals may be described as any animal, which by its actions, would cause a reasonable person to believe the animal presents an imminent danger of bodily harm to persons, or other animals. Officers encountering an animal they determine to be acting in a vicious manner will utilize appropriate responses to end the threat posed by the animal.

Officers are authorized to utilize their departmentally issued Subject Control Equipment on a vicious animal in an appropriate manner if the Officer reasonably determines it is necessary to end an identified threat. An application of force against an animal is not classified as a "Use of Force" for purposes of Departmental Documentation, however, any deployment of force against an animal resulting in injury to the animal will be investigated by the Officer's supervisor, and the appropriate Administrative Investigation will be completed. The nature of the force utilized will dictate the type of Administrative Investigation completed; i.e., "Damage to Personal Property" (for a domesticated animal), "Discharge of Firearm," etc.

12.21.2 INJURED ANIMALS

Domesticated/Apparently Domesticated Animals

Any officer, who encounters an injured animal which he reasonably believes to be domesticated, will make an attempt to contact the owner to take responsibility for the animal. If the owner cannot be contacted, the officer will request Guilford Metro 911 call out Guilford County Animal Control. If the officer contacts Animal Control, the officer will stay at the scene of the injured domesticated animal until an Animal Control Officer arrives.

If Animal Control Officers are not available or on duty, injured animals may be transported to the contracted medical facility. Officers can obtain this information by contacting Guilford Metro 911, Watch Operations, or their supervisor.

In rare circumstances involving seriously injured domesticated animals, a supervisor may deviate from this policy and authorize euthanizing an injured domesticated animal; however all reasonable efforts to seek an alternative solution must have been exhausted. Any supervisor authorizing such action, will forward a memo to the Office of Chief of Police detailing the circumstances necessitating the destruction of an injured domesticated animal.

Undomesticated/Wild Animals

Any officer, who encounters an injured animal, which he reasonably believes to be wild and undomesticated, will handle the incident in the most humane way possible for the circumstances. The officer will take into consideration the apparent severity of the animal's injuries, and the inherent problems associated with handling an injured wild animal.

Guilford Metro 911 maintains a listing of businesses and volunteers who assist injured wild animals, for those animals the officer reasonably believes would benefit from such assistance. The officer may elect to contact one of these resources; or provide this information to a complainant who is concerned about an injured wild animal, but the officer does not need to stand by for response by these personnel.

In some cases, the officer may determine the proper action for the circumstances is to euthanize the injured wild animal. If this course of action is approved by a supervisor, the officer will utilize his issued sidearm or Departmental shotgun and discharge the weapon into the side of the animal's head so as to enter the brain and humanely as possible cease the animal's life functions. Patrol rifles, secondary firearms and rifled shotgun slugs will not be used to euthanize any injured animal. The use of a Departmentally issued firearm in this situation will comply with the current methods taught by the Training Division. The supervisor will complete the appropriate administrative investigation. The officer will advise Guilford Metro 911 of the location of the animal carcass to ensure pickup and sanitary disposal by appropriate city or state personnel.

Most calls for police service concerning injured wild animals involve whitetail deer. North Carolina Administrative Code 15A-10B.0127 provides specific instructions to law enforcement officers for appropriate disposal of a whitetail deer carcass, when the deer has been killed as the direct result of a crash with a motor vehicle. The carcass must be disposed of in a landfill, or the investigating officer may release the carcass to the operator of the vehicle involved in the crash. If the carcass is released to the vehicle operator, the officer must issue a "permit" to the operator so they may legally possess the deer. The "permit" requirement may be satisfied by providing the operator with a traffic crash exchange slip bearing the officer's name and incident number, even if the crash is non-reportable. The North Carolina Wildlife Resources Commission does not need to be contacted in incidents involving a deer/vehicle crash, euthanizing a deer, or disposal of a deer carcass as described herein.

12.21.3 ANIMAL BITE CALLS

Animal bite calls will generally be handled by Guilford County Animal Control Officers, unless the medical facility treating the victim determines the injuries are of a life-threatening nature. In cases involving life-threatening injuries, a Police Officer will be dispatched.

In cases involving serious, but non-life threatening animal bite injuries occurring during times Animal Control Officers are not on duty, Guilford County Animal Control Officers may be called out if needed. However, if the animal bite is non-life threatening, or not of a serious nature, Animal Control Officers should be contacted the next working day by the victim.

Police Officers may also be dispatched to the scene of animal bite calls when there is a request from the Animal Control Officer, or other known circumstances indicate a possible need for the presence of a Police Officer.

12.21.4 OTHER INVESTIGATIONS INVOLVING ANIMALS

Under certain circumstances officers are called to investigate incidents involving animals which require extensive documentation for court purposes (i.e. animal fighting or abuse). In such circumstances, officers will complete the appropriate Incident/Investigative report and collect evidence as necessary and lawful. Should the officer make a determination to pursue charges, they are encouraged to contact the appropriate agency investigative support units, and/or Guilford County Animal Control to respond for additional assistance.

Officers are further advised that incidents involving "animal fighting" often also contain other criminal violations (i.e. gambling) that may require assistance from agency investigative support units to successfully prepare for prosecution. In such cases, the officer's supervisors should ensure that the Watch Commander is notified to make a determination as to the need to contact such units to respond for assistance.

Calls for service involving excessive noise problems caused by domestic animals will be handled in a manner consistent with applicable ordinances and statutes regulating excessive noise in general.

TITLE: ASSISTANCE TO PERSONS WITH LIMITED ENGLISH PROFICIENCY	NUMBER 12.22
EFFECTIVE DATE: 11-15-2012	PAGE 1 OF 3
REVISION HISTORY: (Adopted 11-15-2012)	

12.22.1 GENERAL POLICY

Departmental employees serve a community which is diverse in many ways, including service to individuals with varying degrees of ability as it relates to speaking and understanding the English language. It is the policy of the Greensboro Police Department to take every reasonable step to ensure timely and accurate communications and access to departmental services to all individuals regardless of the individual's ability to speak, read, write, or understand the English language. Departmental members will arrange for language assistance services to be provided at no cost to any individual in need of such services as a direct result of the individual's contact with the Police Department as a victim, witness, arrestee, suspect, or complainant.

12.22.2 DEFINITIONS

Primary Language: The language in which an individual is most effectively able to communicate.

Limited English Proficient (LEP) Person: An individual whose primary language is not English, and has limited ability to read, write, speak or understand English.

Interpretation: The act of listening to a communication in one language (source language) and converting the information to another language (target language) while retaining the same meaning.

Translation: The act of converting written text from one language (source language) into an equivalent written text of another language (target language).

Bilingual: A person able to use two languages proficiently.

Qualified Bilingual Employee: A Departmental employee who has been tested by the department's contracted language assessment agency and found to be proficient in a language other than English.

Vital Document: Any document that is used for an official law enforcement purpose by the Greensboro Police Department.

Qualified Citizen Interpreter: an individual who has been certified by the City, courts or other designated qualifying agency.

Language Access Liaison: Commanding Officer of the Resource Management Division who is responsible for departmental compliance with the LEP directive and Language Access Plan.

12.22.3 PROCEDURES

A Departmental employee having initial contact with a person whom they reasonably believe to have limited proficiency in the English language will utilize the "I speak" language identification cards distributed throughout the Department to help identify the primary language for the person. A copy of the "I speak" language identification card is also available from GPDNET. Once the primary language for the person has been determined, the employee will evaluate the totality of the situation to determine the best option to use for communication with the individual.

Evaluation of the situation includes assessment of the potential consequences to the individual, and adjusting the level of interpretation/translation services accordingly. The most preferred method of communication is through direct contact with a qualified bilingual departmental employee. Guilford Metro 911 can provide a listing of departmental employees proficient in various languages.

If a qualified Departmental employee is not available, employees may contact the Watch Operations Center for a listing of qualified civilian interpreters who can be called out to provide language assistance. The Watch Operations Specialist can also provide information for accessing the department's contracted telephonic language assistance line, should interpretation by telephone become necessary.

In exigent circumstances, employees may utilize the assistance of family members, neighbors or bystanders to assist with interpretation. If an exigent circumstance requires a member to use family members, neighbors, friends, volunteers, or bystanders for initial language assistance, the member shall seek the assistance of a Qualified Bilingual Member, Qualified Civilian Interpreter, or other professional interpreter to confirm or supplement the initial translation or interpretation as soon as practical. This provision shall apply whenever there is the potential for a significant impact on any individual, or on the provision of law enforcement services. Children should not be used for language assistance purposes in almost all circumstances. They could only be used in an exigent circumstance and no other viable option was available.

A qualified bilingual employee or qualified civilian interpreter must be used in all incidents involving in-custody interviews, and other formal interviews with witnesses, victims or suspects. In-custody interviews also require usage of forms which have been translated into the LEP person's primary language (i.e. Miranda warnings and waivers).

12.22.4 DOCUMENTATION

Employees will record the type of language assistance service utilized, or name of the person providing language assistance services, in any documentation required for citizen contact with an LEP person. This documentation includes:

- Employees involved in a call for service involving a LEP person, either self-initiated or through GM 911 dispatch, will ensure notes are added to the call that read "LEP", followed by the name of the primary language for the LEP person, and the type of language assistance service utilized. If the primary language is unknown, enter "LEP unknown" in the notes section of the call.

- Employees preparing an Incident/Investigation or Supplemental Report will place "LEP" at the beginning of the narrative section, followed by the primary language for the person, and the type of language assistance service utilized.

- Employees assigned to the customer service areas of departmental facilities will record contacts with LEP persons, and the primary language for the person in the log books provided on GPDNET.

12.22.5 LANGUAGE ACCESS LIAISON

The Commanding Officer of the Resource Management Division is designated as the Departmental language access liaison. This Commander is responsible for monitoring compliance with this Directive, and updating Departmental resources as needed in response to the changing needs of the department's service population on an annual basis. They will develop methods to monitor departmental documentation of contacts with LEP persons, as well as other sources of information regarding demographic information as it relates to the language assistance needs of LEP persons in the Department's service area on an annual basis.

TITLE: EYEWITNESS IDENTIFICATION	NUMBER 12.23
EFFECTIVE DATE: 07-20-2020	PAGE 1 OF 5
REVISION HISTORY: (Adopted 12-16-2010) R3/07-20-2020	

12.23.1 GENERAL POLICY

Eyewitness identification of a suspect can be a critical asset in a criminal investigation. Eyewitness identification procedures utilized by departmental personnel will be conducted in a manner consistent with this Directive, and the North Carolina Eyewitness Identification Reform Act, which is located in the North Carolina General Statutes, Chapter 15A-284.50 through 284.53. Instructions and forms utilized for conducting eyewitness identifications are located on PowerDMS under the "Documents" tab in a folder labeled "Forms", "Eyewitness Identification".

12.23.2 DEFINITIONS

Eyewitness: A person, whose identification by sight of another person, may be relevant in a criminal proceeding.

Filler: A person, or photographic image of a person, who is not suspected in the offense being investigated and is included in a lineup.

Independent Administrator: A lineup administrator who is not participating in the investigation of the criminal offense for which the lineup has been prepared, and is unaware of which person or image in the lineup is the suspect.

Lineup Administrator: The person who conducts a lineup.

Lineup: A photographic or live lineup.

Live Lineup: A procedure in which a group of people is displayed to an eyewitness for the purpose of determining if the eyewitness is able to identify the perpetrator of a crime.

Photographic Lineup: A procedure in which an array of photographs is displayed to an eyewitness for the purpose of determining if the eyewitness is able to identify the perpetrator of a crime.

Show-up: A procedure in which an eyewitness is presented with a single live suspect for the purpose of determining whether the eyewitness is able to identify the perpetrator of a crime.

Show-up Administrator: The person responsible for conducting and documenting a show-up.

12.23.3 GENERAL LINEUP PROCEDURES

In most instances, the Lineup Administrator will be the follow-up investigator assigned to the investigation. During any lineup procedure, the Lineup Administrator must exercise caution so as not to influence the eyewitness's decision in any way. When conducting any live or photographic lineup, the Lineup Administrator will ensure that:

- All witnesses have been separated. Witnesses should not be allowed to confer with each other before, during or after the lineup.

- An Independent Administrator is utilized for live lineups; and should be used for photographic lineups.
- Each witness has read and signed the "Eyewitness Identification Instructions Form". The Lineup Administrator will review each part of this form with the eyewitness and fill out the applicable sections of both pages of this form for each eyewitness.
- All identification and non-identification results will be included on the "Eyewitness Identification Instructions Form", including any statements made by the eyewitness regarding their level of certainty of identification.
- Each lineup contains only one suspect, or the image of only one suspect.
- Each person or image in the lineup is presented sequentially, not simultaneously. Each person or image must be removed from view before the next is shown.
- Each lineup contains at least five fillers who reasonably resemble the suspect in appearance.
- If the eyewitness cannot make an identification after all persons or images have been shown, the Lineup Administrator may ask if the witness would like to view the lineup again. If the lineup is shown a second time, the order of persons/images presented will be the same.
- If the eyewitness asks to view one person or image in the lineup again; all persons/images are re-presented in the same order previously shown.
- If the eyewitness makes an identification prior to all persons or images being shown to them, the Lineup Administrator will continue and present the remainder of the persons/images as planned.
- If the investigation involves the use of multiple lineups of multiple suspects; different fillers are used in each lineup.
- If the lineup is viewed by multiple eyewitnesses, the suspect's location in the lineup is changed prior to viewing by each eyewitness.
- No information regarding previous arrest, conviction or indictment of the suspect is visible or made known to the eyewitness.
- Other than the Administrator, no one is present during the lineup who knows the identity of the suspect, except the eyewitness and legal counsel (when required).

JUVENILES

- Pursuant to N. C. Gen. Stat. § 7B-2103; Lineups, including photographic lineups, shall not be conducted on juveniles (a suspect who is under the age of 18) without a court order.

Additional procedures specific to photographic lineups

In addition to the procedures and forms required by this Directive, the following requirements apply to the presentation of a photographic lineup:

- The source of the photographic images used must be recorded, including identification of the suspect and fillers used.
- The photographic images utilized must be retained for evidentiary purposes, and the order in which they were presented to each eyewitness recorded.
- If an Independent Administrator is not available for the photographic lineup, the Lineup Administrator will follow the alternative method outlined in N.C.G.S. 15A-284.52 (c).

Additional procedures specific to live lineups

In addition to the procedures and forms required by this Directive, the following requirements apply to the presentation of a live lineup:

- All participants in the live lineup must be out of sight of the eyewitness prior to the lineup.

- An Independent Administrator must be utilized.
- Any identifying actions such as speech, gestures or movements must be performed by all lineup participants.
- A video record should be made of the live lineup procedure. If this is not possible; an audio record of the procedure will be made.
- If the live lineup is not video recorded, photographic images of the live lineup participants will be prepared at the time of the lineup. These images will be saved for evidentiary purposes.
- The Independent Administrator will prepare a detailed written record of the live lineup, including any identifying actions required of the participants. If the procedure was not video recorded and/or audio recorded, the written record will include an explanation of the reasons.
- The inclusion of the suspect in a live lineup may require the suspect's consent, a non-testimonial identification order, and/or the presence of the suspect's counsel. The lead investigator in the case will ensure all legal requirements are met.

12.23.4 SHOW-UP PROCEDURES

Show-ups can be an inherently suggestive procedure, and must be conducted in a cautious manner so as to avoid improperly influencing the eyewitness into making a misidentification. Show-ups will only be conducted using live suspects, and may not be conducted by use of photographic images. There must be compelling reasons to utilize a show-up rather than another eyewitness identification procedure. Such reasons might include the need to make an immediate arrest to prevent further crimes.

In most instances the Show-up Administrator will be the Officer in charge of the investigation, who will document the show-up in an Incident/Investigation Report. If the show-up is conducted by an assisting Officer, the procedure will be documented on a Supplemental Report. A show-up may include a juvenile suspect without the need for obtaining a non-testimonial identification order. If multiple eyewitnesses are involved they must be interviewed separately, and must view the show-up separately. Prior to conducting the show-up, the Show-up Administrator will ensure that:

- The eyewitness to the crime had an ample opportunity to observe the perpetrator of the crime, and is able to provide a detailed description of the perpetrator.
- The suspect is located in close proximity in time and place to the crime.
- The suspect closely matches the description provided by the eyewitness.
- The Officer locating the suspect has reasonable suspicion, based upon all the facts known to the Officer, to detain the suspect for a show-up.

If multiple eyewitnesses will be involved with the show-up, they must be separated. Prior to conducting the show-up, the Administrator will review the Eyewitness Identification Instructions Form for show-ups with each eyewitness separately. The Administrator will properly fill out and sign the Form.

In addition, the Administrator will properly fill out and sign the Eyewitness Identification Case Management Form for show-ups. Separate copies of this Form will be completed for each eyewitness. In cases involving multiple suspects; a Form will be completed for each suspect viewed.

During a show-up procedure, the Show-up Administrator will exercise caution so as not to influence an eyewitness's decision in any way.

When conducting the show-up:

- Only one eyewitness at a time may view the suspect.
- If the investigation involves multiple suspects; each eyewitness must separately view only one suspect at a time.
- Caution every witness that each person detained may or may not be the suspect. Avoid statements suggesting otherwise.
- Bring the eyewitness to the location where the suspect is being detained. If the witness cannot be transported, obtain consent from the suspect to be transported to the witness's location. If consent from the suspect is not obtained, the show-up will not be conducted.
- If the suspect has been placed under arrest, transport of the suspect for the show-up may proceed regardless of consent.
- Avoid exhibiting the suspect in handcuffs, the backseat of a police vehicle, surrounded by Officers, or other "restrained" manner unless safety concerns dictate otherwise.
- Attempt to utilize a method for viewing whereby the suspect cannot see the witness.
- Document the statements made by the eyewitness during the procedure, including statements regarding their level of certainty of identification.
- Photograph each adult suspect at the time and place of the show-up to preserve a record of the appearance of the suspect at the time of the show-up procedure. Photographs are required of the suspect even if the adult suspect is not identified by the witness or is not arrested. Each suspect will be photographed by a supervisor on a city issued cell phone utilizing the Axon Capture App. Prior to uploading the photograph a category of "Adult Show-up Photo" must be assigned. The photograph must be kept for five years or until all court proceedings are completed.

When conducting a show-up involving a juvenile (below age of 18):

- A show-up may be conducted on a juvenile ONLY when the juvenile suspect is 10 years of age or older and the juvenile is reported to have committed one of the following offenses:
  (1) Murder;
  (2) First-degree rape or second degree rape;
  (3) First-degree sexual offense or second degree sexual offense;
  (4) Arson;
  (5) Any violation of Article 5, Chapter 90 of the General Statutes that would constitute a felony if committed by an adult;
  (6) First degree burglary;
  (7) Crime against nature;
  (8) Common Law Robbery;
  (9) Any felony which involves the willful infliction of serious bodily injury upon another or which was committed by use of a deadly weapon.

- A photograph shall be taken of the juvenile at the time and place of the show-up. The juvenile's photograph must be kept separate and available for use only for court proceedings related to the show up. These juvenile photographs cannot be used for any other purpose. A show-up photograph of a juvenile will be restricted within evidence.com. Prior to uploading the photograph a category of "Juvenile Show-up Photo" must be assigned.

- The photograph must be kept for five years, or until all court proceedings are completed or destroyed if a petition is not filed against the juvenile who has been part of show-up or if the juvenile is not adjudicated delinquent or convicted in superior court following transfer, and written certification must be made to the court of the destruction of records.

- Photographs from the show-up involving a juvenile are not a public record.

The completed Eyewitness Identification Instructions Form(s) and Eyewitness Identification Case Management Form(s) will be electronically scanned and attached to the Investigative Report in the Departmental Records Management System (RMS) by the Administrator. Any photographic images prepared will be stored following Departmental procedure for similar types of evidence.

TITLE: ALCOHOLIC BEVERAGE CONTROL OPERATIONS	NUMBER 12.24
EFFECTIVE DATE: 12-10-2014	PAGE 1 OF 4
REVISION HISTORY: (Adopted 12-10-2014)	

12.24.1 PURPOSE

The purpose of this Directive is to establish guidelines for conducting enforcement and inspections at licensed ABC establishments within the city. All GPD Officers have the right and duty to enter any such licensed premises in the performance of their assigned duties, however; this Directive will outline certain functions which are to be handled in a manner consistent with the provisions herein.

As the result of a contract between the City of Greensboro and the Greensboro Alcohol Beverage Control Board, Officers of the Greensboro Police Department who have received specific training and approved by the ABC Board, have the authority to conduct enforcement and inspections of alcohol beverage outlets within the City of Greensboro.

Any unit of the Department intending to conduct any special operations or special assignments involving or targeting ABC permitted establishments will contact the Vice/Narcotics Division Commanding Officer during the planning phase of the operation. The Vice/Narcotics Division Commanding Officer will approve or deny the operation, and provide any resources needed by the unit conducting the operation.

Command for ABC enforcement and inspections operations will fall under the Vice/Narcotics Division Command Staff.

12.24.2 ABC ENFORCEMENT

DUTIES AND RESPONSIBILITIES

ABC Enforcement officers will provide law enforcement services within the City of Greensboro to ensure compliance with all laws pertaining to the operation of all premises with ABC permits or license. ABC Enforcement officers will conduct follow-up on complaints or incidents generated from ABC Outlet Reports which will be assigned through the ABC Enforcement and ABC Inspection coordinators.

The Vice/Narcotics Commanding Officer or his designee will assign an ABC Enforcement Coordinator who will hold the rank of Corporal or above. The ABC Enforcement Coordinator will be responsible for the monthly operations of ABC Enforcement to include: Assigning follow-up on complaints or incidents generated from ABC Outlet Reports, scheduling, staffing, collecting statistics, and entering the work time in the Department's time and leave management system.

WORK SCHEDULE

ABC Enforcement officers will work a schedule designated by the ABC Enforcement Coordinator and approved by the Vice/Narcotics Commanding Officer or his designee. There will be a supervisor holding the rank of Corporal or above assigned to work each shift. The schedule can be adjusted for special events or operations at the discretion of the ABC Enforcement Coordinator. An operational plan will be submitted and approved by the Vice/Narcotics Commanding Officer or his designee prior to each special event or operation.

UNIFORMS/EQUIPMENT

All ABC Enforcement officers will wear department issued uniforms during regular scheduled work days as detailed in Departmental Directive 15.1. Officers will wear departmental issued Body Worn Cameras designated for ABC Enforcement operations during enforcement operations. ABC Enforcement officers may wear approved alternative attire for special events or operations with prior approval from the Vice/Narcotics Commanding Officer or his designee.

REPORTS

It is the responsibility of each ABC Supervisor to submit a daily activity report to the ABC Enforcement Coordinator at the end of his duty day. The ABC Enforcement Coordinator will complete a monthly report of events and statistics which will be submitted to the Vice/Narcotics Executive Officer before the 5th day of the next month.

12.24.3 ABC INSPECTIONS

DUTIES AND RESPONSIBILITIES

ABC Inspection Officers will provide services within the City of Greensboro to ensure compliance with all laws pertaining to the operation of premises with ABC license or permits. Only those Officers specifically trained and currently assigned as ABC Inspection Officers will conduct these inspections. The authority given to conduct inspections for adherence to ABC laws and procedures is not to be abused as a means to gain entry to ABC permitted establishments for the pretextual purpose of conducting other criminal investigations.

The Vice/Narcotics Commanding Officer or his designee will assign an ABC Inspections Coordinator who will be responsible for the monthly operations relating to ABC Inspections. The ABC Inspections Coordinator will be responsible for the following: Assignment of follow-up to complaints or incidents generated from ABC Outlet Reports, staffing, reporting and entering the work time in the Department's time and leave management system.

WORK SCHEDULE

ABC Inspection officers, due to the nature of their assignment, will not work a regular schedule. ABC Inspection officers will report at the discretion of the ABC Inspection Coordinator as approved by the Vice/Narcotics Commanding Officer or his designee.

UNIFORMS

ABC Inspection officers will wear khaki trousers and a collared shirt. The shirt will identify them as Greensboro Police Officers and designate them as ABC Officers, and will be issued to them by the ABC Inspections coordinator.

REPORTS

ABC Inspection officers will complete and submit Warning, Inspection, and Violation Reports. These reports will be submitted to the ABC Inspections coordinator for review, distribution, and archiving. The ABC Inspection coordinator will complete a monthly report of events and statistics to be submitted to the Vice/Narcotics Executive Officer before the 5th day of the next month.

12.24.4 ALCOHOL PERMIT PROCEDURE

The Vice/Narcotics Division has been designated by the Chief of Police as the unit for the evaluation of requests for certain alcohol permits. These permit requests include Special One-time Permits, Local Government Opinion Form 001, and Temporary Extension Permits. When a request for a permit is received, a Detective will be assigned to conduct an investigation which will be completed within 15 days following the below guidelines:

Special One-time Permits

- Review the criminal history of the person and calls for service history of the location applying for permit and make a judgment based on the available information as to the suitability of the approval of the application.

- Search the ABC Commission database for permit histories for the applicant, organization, and location to see if any complaints or reports of violations exist.

- Look at the location for the event and make sure all the proper permits have been obtained and that the organization qualifies.

NC ABC Local Government Opinion Form (NC ABC 001)

- Review criminal histories of all the principals of the corporation, both locally and out-of-state if possible, and make a determination based upon the available as to their suitability for running an alcohol establishment.

- Search the NC ABC Commission's database to see if the applicant(s) has held previous ABC permits and if any reports of violations exist. The same will be conducted on the business.

- Search the calls for service history of the location and make a determination based upon available information as to the locations suitability for an alcohol establishment.

- Make a recommendation to the Commanding Officer or his designee of the Vice/Narcotics Division based on his findings and a determination will be made as to the suitability for permits by the Commanding Officer.

- The Commanding Officer or his designee will then sign the permit and they will be returned to the applicants. If the permit is denied, a reason for the denial will be attached to this form and the Chief of Police will be notified in writing as to the reason the application was denied. A copy will also be emailed or faxed immediately to the ABC commission. The original documentation will be mailed to the NC ABC Commission.

Temporary Extension Permit

- Review and confirm the applicant is adhering to the Temporary Permit Extension rules and regulations.

- Make a recommendation to the Vice/Narcotics Division Commander or his designee for approval or denial.

- Obtain the Commanding Officer or his designee's signature and return the required forms to the applicant.

TITLE: NALOXONE PROGRAM	NUMBER 12.25
EFFECTIVE DATE: 02-03-2017	PAGE 1 OF 2
REVISION HISTORY: (Adopted 02-03-2017)	

12.25.1 POLICY

It is the policy of the Greensboro Police Department to aid with the reduction of fatalities resulting from opioid overdoses through the training of departmental personnel and deployment of Naloxone (NARCAN) kits.

No Officer will administer Naloxone until the Officer has successfully completed the training provided the Training Division. Use of Naloxone will conform to current methods and techniques as approved and taught by the Training Division, and as provided by law.

12.25.2 PROCEDURES FOR DEPLOYMENT

Officers responding to or initiating a call regarding a drug overdose will ensure Emergency Medical Services (EMS) and Greensboro Fire Department (GFD) have been notified.

The use of Naloxone is appropriate when the symptoms of the subject are those of an opioid overdose. A properly trained Officer may administer Naloxone whenever they in good faith believe the subject is suffering from an opioid drug overdose and so long as the Officer exercises reasonable care in administering the Naloxone. Officers will use universal precautions and protections from blood borne pathogens and communicable diseases when administering Naloxone and administer the medication following the established departmental training guidelines following a patient assessment, which may include but may not be limited to determining unresponsiveness and other indications of an opiate induced overdose.

Naloxone is generally effective within five to ten minutes of administration. If the subject was suffering from an opioid drug overdose, Naloxone will cause that person to regain consciousness and resume normal breathing. Officers are reminded to use proper tactics when administering Naloxone; subjects who are revived from an opioid overdose may regain consciousness in an agitated and combative state and may exhibit symptoms associated with withdrawal.

Officers will immediately inform GM911 that they have administered Naloxone and the number of doses used. This information will be recorded in the call notes by the Telecommunicator.

As soon as reasonably possible, the Officer will notify their supervisor that Naloxone has been administered. The supervisor will:

- Notify the on call Vice/Narcotics Detective of the incident. Unless immediate response is requested by the supervisor, any further response is at the discretion of the V/N Detective.
- Notify the Watch Commander.
- Ensure the event details are entered on the 24 Hour Summary Section of GPDNET.

After the administration of Naloxone, the used materials from the kit will be properly disposed of as biohazardous waste.

12.25.3 NALOXONE KIT STORAGE/REPLACEMENT

Naloxone kits are assigned to a departmental vehicle. Naloxone kit inspection is an individual Officer's responsibility. If the kit's seal is broken, the used, missing, damaged, or otherwise unusable contents will be returned to Logistics for replacement. Officers will ensure the Naloxone kits are kept on their person or within the glove box or first aid kit of their vehicle, and not unsecured in the trunk or passenger area. This will help ensure the kit is protected from extreme temperature changes which may affect the effectiveness and integrity of the medication.

Naloxone has an expiration date per the manufacturer. As such, all personnel are responsible for checking their assigned Naloxone kits for the expiration date of the product at the start of every duty day. If expired, the Officer will return the expired kit to Logistics and obtain a new one.

12.25.4 DOCUMENTATION

Every incident involving the deployment of Naloxone will be documented through an Incident/Investigation Report for "Miscellaneous/Drug Overdose" unless a higher ranking UCR classification is applicable. The report will detail the nature of the incident, the care the patient received and the number of Naloxone doses administered.

Employees will be cognizant of the presence of needles, sharp objects, drugs and drug paraphernalia near a possible drug overdose patient. Established collection procedures and reporting will be followed when items are collected as evidence or confiscated property.

TITLE: EVENT DECONFLICTION	NUMBER 12.26
EFFECTIVE DATE: 02-01-2018	PAGE 1 OF 2
REVISION HISTORY: (Adopted 02-01-2018)	

12.26.1 PURPOSE

The purpose of this Directive is to enhance Officer safety, ensure the integrity of overlapping investigations, and prevent duplication of investigative efforts through the use of a law enforcement event deconfliction system.

12.26.2 DESCRIPTION

Event deconfliction is the process of determining when law enforcement personnel are conducting events in close proximity to one another at the same time. By notifying a central location of a planned event prior to its execution, Officers will not unknowingly target or conflict with another law enforcement Officer or compromise another investigation.

When certain elements (e.g. location, date and time) are matched by the event deconfliction system between two or more events/operations, a conflict results. Immediate notification is then made by the deconfliction system to the involved agency personnel. The event deconfliction process is a pointer system, alerting Officers that they may be operating near one another.

When a conflict exists, both agencies are notified in order for them to determine the nature of the conflict and decide the manner in which to proceed.

12.26.3 PROCEDURE

The Greensboro Police Department will utilize the RISSafe System provided by Regional Organized Crime Information Center (ROCIC). GPD personnel are responsible for entering the following pre-planned activities/events into the event deconfliction system:

- The service of search warrants for premises;
- The planned arrest of a person immediately after he or she has delivered or received, or attempted to deliver or receive, contraband to or from an Officer or informant (buy-busts, reverse sting operations, controlled drug deliveries, stolen or burglarized property, etc.);
- Approaching a person at his or her place of residence and requesting permission to search for any contraband ("knock and talk"); especially in anticipation of activities involving a felony crime or drug related crime. This requirement may be waived if exigent circumstances exist;
- Fugitive operations which are operational and on-going in nature;
- Any other high-risk or specialized law enforcement activities that would benefit from event deconfliction.

Information concerning the event will be entered into the system as soon as possible, but at least thirty minutes prior to the initiation of the event. Information entered into the deconfliction system should include specific factual items that may prompt the data base to identify a potential conflict between agencies. If known to the investigator, these facts may include but are not limited to:

- Date and time of planned event;
- Type of event;

- Location of the event;
- Information about the suspect(s), including full names, date of birth and other relevant information which would aid in determining a potential conflict;
- Name and agency of the person entering the event, including mobile telephone number, along with a secondary point of contact.
- Specify the radius of deconfliction (if not preset by the deconfliction system).

The ultimate responsibility for ensuring the event and event information is properly entered falls upon the lead Officer for the investigation. The following guidelines apply:

- Personnel trained in entering the required information into the RISSafe System may do so.
- Personnel assigned to the Investigative Bureau will enter their own information.
- Personnel assigned to the Community Resource Teams will enter their own information, or may seek assistance from the appropriate Investigative Bureau Squad.
- All other GPD personnel will contact the appropriate Investigative Bureau member for assistance with entering the required information for an event. The "appropriate" Investigative Bureau member to contact will be based upon the particular circumstances of the event. If time constraints allow; it may be appropriate to request assistance from a Detective who is specifically assigned to follow-up on the type of crime targeted by the event. In other instances; circumstances may require the assistance of the on-call Detective.

Personnel preparing to conduct a qualifying event as described above shall ensure that the required information is entered into the event deconfliction system either online or by telephone. All events requiring entry into the deconfliction system will be made as soon as information is available, but at least thirty minutes prior to the event taking place.

If a conflict with other law enforcement activity is identified, both of the contact personnel will be notified by the event deconfliction system. Each affected law enforcement entity is responsible for contacting one another and resolving the conflict before taking further action. Investigating personnel must refrain from executing any operations until identified conflicts have been resolved. Investigative Bureau personnel assisting other GPD members with an event will provide guidance with resolving any identified conflicts.

Unresolved operational conflicts will be immediately referred to the affected Division Commander.

Any exemption or deviation from this procedure will be considered on a case-by-case basis and approved only by the affected Division Commander or Watch Commander. The justification for the deviation will be fully described in the appropriate Investigative or Supplemental Report.

TITLE: SMALL UNMANNED AIRCRAFT SYSTEMS	NUMBER 12.27
EFFECTIVE DATE: 10-20-2020	PAGE 1 OF 8
REVISION HISTORY: (Adopted 10-20-2020)	

12.27.1 GENERAL POLICY

It is the policy of the Greensboro Police Department that duly trained and authorized agency personnel may deploy small unmanned aircraft systems (SUAS) when such use is appropriate in the performance of their official duties. This technology will be utilized where its deployment, its use, and the collection and use of any audio/video recordings or other data originating from or generated by the SUAS comply with the policy provisions provided herein and applicable law.

The Greensboro Police Department's SUAS will be used to provide aerial support for the organization's investigative, tactical and administrative needs at specific incidents or events with defined perimeters where this technology may be suitable. The Greensboro Police Department's SUAS may also be used for general life and public safety in accordance with law. All operation of the Department's SUAS will be conducted in such a manner that no infringement occurs upon the statutory and/or constitutional rights of any individual.

This policy is intended to provide personnel who are assigned responsibilities associated with the deployment and use of SUAS with instructions on when and how this technology and the information it provides may be used for law enforcement and public safety purposes in accordance with Federal Law, State Law, Federal Aviation Administration Regulations and Greensboro Police Department Policies.

12.27.2 DEFINITIONS

Digital Multimedia Evidence (DME): Digital recording of images or sounds and associated data.

Model Aircraft: A remote controlled aircraft used by hobbyists that is built, produced, manufactured, and operated for the purposes of sport, recreation, and/or competition.

Unmanned Aircraft (UA) or Unmanned Aerial Vehicle (UAV): An aircraft that is intended to navigate in the air without an on-board pilot. They are also alternatively called Remotely Piloted Aircraft (RPA), Remotely Operated Vehicle (ROV), or Drones.

Unmanned Aircraft System (UAS): A system that includes the necessary equipment, network, and personnel to control an unmanned aircraft.

Small Unmanned Aircraft System (UAS): UAS systems that utilize UAVs weighing less than 55 pounds and are consistent with Federal Aviation Administration (FAA) regulations governing model aircraft.

UAS Flight Crewmember: A pilot, visual observer, payload operator or other person assigned duties for a UAS for the purpose of flight or training exercise.

Unmanned Aircraft Pilot: A person exercising control over a UA/UAV/UAS during flight.

12.27.3 USE OF SMALL UNMANNED ARCRAFT SYSTEMS

All deployments of SUAS must be specifically authorized by the Chief of Police or the Chief's designee. The Greensboro Police Department has adopted the use of SUAS to provide an aerial visual perspective in responding to emergency situations and exigent circumstances and certain investigative purposes for the following objectives:

1. **Situational Awareness:** To assist decision makers (e.g., incident command staff; first responders; federal, state and county officials) in understanding the nature, scale, and scope of an incident or potential incident—and for planning and coordinating an effective response.

2. **Search and Rescue:** To assist with missing person investigations, AMBER Alerts, Silver Alerts, and other search and rescue missions.

3. **Tactical Deployment:** To support the tactical deployment of officers and equipment in emergency situations (e.g., incidents involving hostages and barricaded subjects, support for large-scale tactical operations, and other temporary perimeter security situations).

4. **Visual Perspective:** To provide an aerial visual perspective to assist officers in providing direction for crowd control, traffic incident management, special circumstances, and temporary perimeter security.

5. **Scene Documentation:** To document a crime scene, accident scene, or other major incident scene (e.g., disaster management, incident response, large-scale forensic scene investigation).

6. **Training:** To assist officers in training for future use of SUAS.

12.27.4 PROCEDURES

1. The agency must obtain applicable authorizations, permits or certificates required by the Federal Aviation Administration (FAA) prior to deploying or operating the SUAS, and these authorizations, permits, and certificates shall be maintained and current.

2. The SUAS will be operated only by personnel (pilots and crew members) who have been trained and certified in the operation of the system. All SUAS pilots will obtain and maintain a Remote Pilot Airman Certificate as listed in FAR Part 107. The Pilot has the SOLE authority to determine if a flight should be conducted. The decision to fly or not to fly resides solely upon the Pilot.

3. The SUAS-certified personnel shall inspect and test SUAS equipment prior to each deployment to verify the proper functioning of all equipment and the airworthiness of the aircraft and its associated payloads.

4. The SUAS equipment is the responsibility of individual officers with assigned SUAS responsibilities and will be used with reasonable care to ensure the proper functioning. Equipment malfunctions shall be brought to the attention of the Chief Pilot as soon as possible so an appropriate repair can be made or a replacement can be procured.

5. The SUAS equipment and all data, images, video and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the agency and shall be disclosed or released only as allowed by law.

6. All flights will be documented on a form or database designed for that purpose, and all flight time shall be accurately recorded. In addition, each deployment of the SUAS shall include information regarding the reason for the flight; the time, date, and location of the flight; the name of the supervisor approving the deployment and the staff assigned; and a summary of the activities covered, actions taken, and outcomes from the deployment.

7. Except for those instances where officer safety or investigations could be jeopardized—and where reasonably possible and practical, the Chief of Police or the Chief's designee should consider notifying the public of the pending SUAS flight.

8. Where there are specific and articulable grounds to believe that the SUAS will collect evidence of criminal wrongdoing and/or if the SUAS will be used in a manner that may intrude upon reasonable expectations of privacy, a search warrant will be obtained by the investigating or requesting officer prior to conducting the flight.

12.27.5 RESTRICTIONS ON USE OF SMALL UNMANNED AIRCRAFT SYSTEMS

1. The SUAS shall be deployed and used only to support official law enforcement missions, public safety missions or training missions.

2. The SUAS shall not be operated in an unsafe manner or in violation of FAA Regulations.

3. The SUAS shall not be equipped with weapons of any kind.

12.27.6 DIGITAL MULTIMEDIA EVIDENCE RETENTION AND MANAGEMENT

1. All DME acquired by or on the SUAS shall be handled in accordance with existing policy on evidence, data and record retention, where applicable.

2. All DME shall be securely downloaded at the completion of each mission. The SUAS operator will record information for each file that shall include the date, time, location

and case reference numbers or other mission identifiers—and identify the SUAS personnel involved in the mission. Any DME will then be given to the investigating or requesting officer for submission into evidence.

3. Officers shall not edit, alter, erase, duplicate, copy, share or otherwise distribute in any manner SUAS DME without prior written authorization and approval of the Chief of Police or the Chief's designee, and in accordance with the law.

4. All access to SUAS DME must be specifically authorized by the Chief of Police or the Chief's designee, and all access are to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.

5. Files should be securely stored in accordance with GPD Office policy and state records retention laws and retained no longer than necessary for purposes of training or for use in an investigation or prosecution.

12.27.7 SMALL UNMANNED AIRCRAFT SYSTEM SUPERVISION AND REPORTING

1. SUAS supervisory personnel shall manage all deployments and uses of SUAS to ensure that officers equipped with SUAS devices utilize them in accordance with policy and procedures defined herein.

2. An authorized SUAS supervisor or administrator will audit flight documentation at regular intervals. The results of the audit will be documented.

3. All mission reports will be forwarded by the Remote Pilot in Command to the Chief Pilot at the conclusion of all missions.

4. The Chief Pilot will document the agency's deployment and use of SUAS devices by way of a monthly report.

12.27.8 TRAINING

1. Personnel who are assigned SUAS responsibilities must complete an agency-approved training program to ensure the proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation and calibration and performance of the equipment and to incorporate changes, updates, or other revisions in policy and equipment.

2. All personnel who are assigned SUAS responsibilities, including command officers, shall also be trained in the local and federal laws and regulations, as well as policies and procedures governing the deployment and use of SUAS.

3. All personnel must familiarize themselves with the hazards associated with SUAS operations, battery care, and maintenance and charging.

12.27.9 FLIGHT OPERATIONS/FLIGHT CREW DUTIES

1. The Remote Pilot in Command has direct authority over the operation of the SUAS per FAA regulations. The Remote Pilot in Command will comply with the requirements of 14 C.F.R. Ch.1, Subch. F, Pt. 107 with respect to all pre-flight, during flight, and post-flight requirements.

2. The Remote Pilot in Command is the **ONLY** person authorized to have direct communications with Air Traffic Control except in case of an emergency.

3. The Remote Pilot in Command is responsible for taking any corrective actions necessary to prevent injury, accident, or damage to equipment, property or persons.

4. The Remote Pilot in Command is responsible for ensuring the Mission Logbook is completed at the conclusion of the mission.

5. The Remote Pilot in Command will conduct a mission debriefing at the conclusion of the mission.

6. The Remote Pilot in Command will conduct an inventory of all SUAS mission equipment at the conclusion of the missions. Any damaged or missing equipment must be reported to the Chief Pilot.

7. The Visual Observer is responsible for maintaining line of sight, visual contact with the SUAS during all phases of flight.

8. The Visual Observer is responsible for conducting a follow up preflight inspection of the SUAS to ensure airworthiness of the SUAS prior to any mission.

9. The Visual Observer is responsible for conducting a follow up post flight inspection of the SUAS to ensure airworthiness for subsequent flights.

10. The Visual Observer is the **ONLY** person authorized to have direct communications with the Remote Pilot in Command during flight operations except in case of an emergency.

11. The Visual Observer must notify the Remote Pilot in Command immediately upon identifying any hazard to flight. This includes but is not limited to other aircraft in the immediate vicinity, unauthorized personnel beneath the SUAS, structures or obstacles in the vicinity. The Visual Observer must clearly communicate necessary evasive action required for the Remote Pilot in Command to avoid hazards to flight safety.

12. The Visual Observer must maintain an open line of communication with the Remote Pilot in Command during all phases of flight for the SUAS.

13. The Visual Observer must maintain an open line of communication with the Incident Commander to obtain any mission information that should be relayed to the Remote Pilot in Command regarding mission objectives.

14. A Flight Operations Security Team will be utilized during any tactical deployment of the SUAS.

15. The Flight Operations Security Team will maintain visual contact with the Visual Observer and the Remote Pilot in Command during all tactical deployments of the SUAS.

16. The Flight Operations Security Team will monitor the immediate area for any threats to the safety and security of flight operations.

17. The Flight Operations Security Team will immediately communicate to the Remote Pilot in Command, the Visual Observer and the Incident Commander any perceived security or safety threat.

12.27.10 MISSION OPERATIONS

1. During mission operations, the SUAS crew will exercise extreme vigilance to ensure safe flight operations. Safety takes priority over all other mission objectives.

2. A risk assessment will be completed and reviewed by all flight crew members for each mission request. All flight crew members must be in agreement that the mission's risks can be mitigated to a safe and acceptable level prior to flying any mission. Any High Risk flights require the approval of the Chief of Police or the Chief's designee. The risk assessment will include but is not limited to the following areas: MISSION TYPE, MISSION LOCATION, VISIBILITY, CLOUD CEILING, WIND, and CREW PREPAREDNESS.

3. SUAS missions may be flown for a variety of public safety needs. These may include but are not limited to: Training, Search and Rescue, Natural Disasters, Tactical Operations, Crime Scenes, Investigative or accident scenes. All SUAS missions shall be flown for specific incidents with defined perimeters.

4. The PIC will utilize the SUAS specific preflight and post flight checklist for all SUAS missions.

5. When multiple SUAS are required to complete a mission, each aircraft will have a flight crew specifically assigned to that equipment for that mission. No single Pilot in Command ("PIC") may operate as PIC for more than one SUAS at a time. No Visual Observer ("VO") may operate as VO for more than one SUAS at a time.

6. Emergency mission data, lost link clearance altitude, will always be loaded and updated as needed for mission operations.

7. Mission altitudes will never exceed those listed in FAA regulations for Part 107.

8. At the conclusion of each flight the Pilot in Command will record the flight information in the aircraft specific logbook. Any deficiencies will be noted. Any recorded data will

be forwarded to the Case Agent or Mission Commander for evidentiary purposes if required.

9. At the conclusion of the mission, all SUAS equipment will be stored in the appropriate cases. All batteries will be set to charge as needed. Any grounding deficiencies will be clearly tagged on the appropriate case and PIC's supervisor will be notified so that repairs or replacements can be addressed.

12.27.11 LOGBOOK ACCOUNTABILITY

1. Each Pilot in Command will maintain and keep accurate their specific SUAS PIC logbook. Each logbook entry should include at a minimum the following data. Date, time, PIC Name, location, aircraft identifier, total flight time, and purpose for the mission.

2. Each Pilot in Command is responsible for logging specific information in the Department SUAS Aircraft logbook for each mission. Each logbook entry should include at a minimum the following data. Date, time, location, total flight time on the aircraft for the mission, battery identifiers, and any SUAS deficiencies or maintenance concerns.

12.27.12 AIRCREW MANAGEMENT

1. Human factors such as stress, fatigue or illness can play a role in a SUAS crew member's ability to perform their assigned duties in a safe, effective and acceptable manner. These factors must be considered before a flight crew member may be assigned or a flight crew member may accept a mission. Generally, no SUAS flight crew member should be assigned a duty day that exceeds 15 hours in any 24 hour period of time. Flight crew members should be afforded a minimum uninterrupted rest period of 8 hours during any 24 hour period.

2. Each SUAS crew member is responsible for certifying their personal mental and physical fitness for accepting a mission. If any crew member feels they are unable to perform their duties as a flight crew member for any reason they should remove themselves from active flight crew status until they can perform their required duties at safe and acceptable levels.

3. If any SUAS crew member is unable to perform their duties at safe and acceptable levels the Incident Commander shall be immediately notified and a replacement SUAS flight crew member put in place to accomplish the mission.

12.27.13 AIRSPACE

1. All SUAS missions will be flown in compliance Federal Aviation Regulations, the locally pre-arranged FAA Certificate of Authorization (COA) or the local FAA facility or FAR Part 107 if applicable. All SUAS PIC's will be familiar with any airspace restrictions or requirements prior to flying any SUAS mission.

12.27.14 ACCIDENT PROCEDURES

1. Administrative:

   a. It is the responsibility of all personnel of the SUAS unit, assigned or attached to report aircraft mishaps immediately.

   b. It is the responsibility of supervisory personnel to evaluate the situation quickly and activate the Pre-Accident Plan when warranted.

   c. A copy of the Pre-Accident Plan will be maintained in an easily visible, highly accessible place within the SUAS kits.

   d. In the event of a mishap, proceed to the operational site and complete actions as required. Determine if 3rd parties are involved.

2. Responsibilities:

a. The Remote Pilot in Command will do the following:

   1. Complete the actions listed on the Mishap Checklist.

   2. Plot crash on the map marking the last known location of the SUAS per the VO.

   3. Proceed to the operational site to oversee recovery efforts as required and notify the Command Staff as required.

b. The Chief Pilot will monitor the program; coordinate periodic mishap/recovery drills.

Attachments: Mishap Checklist
Initial Incident Report
Safety Officer Checklist

Appendix 1 - MISHAP CHECKLIST
Revised 5/11/2020

1. **Initial Incident Management**
   a. Ensure all risk to personnel/equipment is mitigated as per situation ☐
   b. Secure all radio communications to official traffic only ☐
   c. Remove all nonessential personnel from immediate area ☐
   d. Complete initial incident report ☐
2. **Notifications**
   a. Air Traffic Control (as required) ☐
   b. Chain of Command Notification ☐
3. **Site Security (if 3rd party damage occurs)**
   a. Post personnel at all active equipment ☐
   b. Post personnel at ingress/egress points to site ☐
   c. Maintain site security (no unauthorized personnel) ☐
   d. Identify witnesses for possible statements ☐
4. **Flight Data**
   a. Secure data from memory card ☐
   b. Secure external video when available ☐
   c. Secure all relevant paperwork, logbooks, risk assessment etc. ☐

Appendix 2 - INITIAL INCIDENT REPORT
Revised 5/11/2020

REPORTED BY: _____

ASSIGNMENT: _____

CONTACT #: _____

AIRCRAFT ID: _____

AIRCRAFT DESC: _____

SITE LOCATION: _____

DISTANCE FROM CONTROL STATION: _____

DIRECTION FROM CONTROL STATION: _____

SITE ACCESSIBILITY: _____

SITE DESCRIPTION: _____

IS FIRE INVOLVED: _____

NUMBER OF INJURIES: _____

SEVERITY OF INJURIES: _____

INFORMATION REPORTED TO: _____

DATE REPORTED: _____

TIME REPORTED: _____

Appendix 3 - SAFETY OFFICER CHECKLIST
Revised 5/11/2020

1. Review initial incident report data
2. Receive update from PIC
3. Coordinate actions with PIC and Chain of Command
4. Secure all gathered data:
    a. Witness Statements
    b. Logbooks
    c. Weather information/incident information
    d. Mission Briefing
    e. Risk Assessment
    f. Video recordings
    g. Flight records
    h. Other pertinent items as required
    i. Photograph incident site
    j. Diagram incident site

POLICE
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POLICE

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Chapter 13

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POLICE
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TITLE: TRAFFIC CRASH INVESTIGATION AND ENFORCEMENT	NUMBER 13.2
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94)R5/09-01-04	

13.2.1 INVESTIGATIVE POLICY

It is the policy of the Greensboro Police Department to investigate traffic crashes whether they occur on public streets, public vehicular areas, or private property.

Such investigations shall be directed toward appropriate reporting, the enforcement of traffic laws, public safety and education, and prevention of future crashes.

Minor crashes, which are settled between the parties involved and go unreported initially, are not routinely investigated after the fact, if the agreement between the parties collapses.

13.2.2 ENFORCEMENT POLICY

Upon completion of any investigation of a traffic crash and determination that a violation of traffic laws has occurred, the investigating officer shall take the appropriate enforcement action.

13.2.3 OFFICER RESPONSE

It will be the policy of the Greensboro Police Department to have an officer respond to the scene of any crash involving the following:

- Personal injury or death.
- Hit and run.
- Alcohol or drug related crashes.
- Crashes causing traffic obstructions.
- Crashes where the operators are causing a disturbance.
- Damage to vehicles to the extent towing is required.
- Property damage which exceeds $1000.

Upon arrival at the scene of a crash, the officer should perform basic functions with regard to the *crash* such as:

- Administer emergency medical care or basic life support.
- Summon necessary assistance.
- Protect the crash scene.
- Preserve short-lived evidence.

- Establish traffic patterns around the crash scene.
- Remove debris and vehicles from the roadway.
- Locate witnesses and record crash information.

The order of these functions may be altered, and the above list does not exclude necessary functions which may arise at the scene.

13.2.4 CRASH INVESTIGATION RESPONSIBILITY

Crash investigation responsibility may be established several ways:

- Assigned by Guilford Metro 911.
- Assigned by supervisory officers.
- Acceptance by first arriving unit.

For purposes of placing responsibility, the initial unit assigned by Guilford Metro 911 will be in charge of the crash scene and investigation unless properly relieved.

13.2.5 EXCHANGE SLIPS

Officers will ensure that each driver or party involved in a traffic crash completes an Exchange Slip. The officer shall attempt to verify all information on the slip and assist citizens in filling out the slip prior to the exchange.

In cases where persons are injured and taken from the scene; or when the information needed is not available at the scene, such as hit-and-run crashes, the officer who completes the investigation shall contact the victim(s) and relay the necessary information to them to complete the Exchange Slip.

The standard DMV349 Crash Report pads have available in them a North Carolina State version of an Exchange Slip, green in color. These Exchange Slips are only to be used when a Crash Report is completed and filed with the Records Management Section.

The Greensboro Police Department's Exchange Slip can be used for any crash.

If the officer in a reasonable length of time cannot verify proper identification or insurance information, the citizen seeking such information should be referred to the Crash Reconstruction Team for assistance.

13.2.6 CRASHES ON PRIVATE PROPERTY

It will be the policy of the Greensboro Police Department to investigate any reportable crash occurring on private property.

TITLE: TRAFFIC DIRECTION AND CONTROL	NUMBER 13.3
EFFECTIVE DATE: 08-01-99	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R2/08-01-99	

13.3.1 GENERAL

The essence of traffic direction and control is the orderly and safe movement of vehicles and pedestrians on the streets and highways of the City of Greensboro.

Frequently, during construction, at crash or fire scenes, during inclement weather, at special events, or when existing signal devices are malfunctioning, it may be necessary to establish temporary manual traffic control.

13.3.2 PRACTICES AND METHODS

Manual control shall not be used when an existing automatic control device will alleviate the problems.

To ensure that traffic direction and control techniques are standardized, all members will utilize the current approved methods applicable to traffic direction and control.

Members performing traffic direction control shall wear an appropriate reflective outer garment.

In the event a situation requires the need for additional personnel to assist in the control and direction of traffic, nonsworn personnel who have been trained in traffic control may be utilized. Selection and training of nonsworn traffic control officers will be accomplished pursuant to current North Carolina General Statutes.

Officers may close roads or streets, if the existing conditions pose a hazard to the safety of persons traveling on the roads or streets.

13.3.3 TEMPORARY TRAFFIC CONTROL DEVICES

Normally, temporary traffic control devices will only be used with supervisory approval for control of traffic during peak rush hours or during special events or in the event a key signal light malfunctions. Supervisors will ensure the return of all signs as soon as they are no longer required.

Temporary devices may be called for to augment personnel working to control traffic in problem areas or emergency locations arising from severe or adverse weather, such as flooding of streets and park areas.

The use of temporary stop signs will be limited to those key intersections at which a traffic signal has failed completely. If the traffic signal can be placed on four-way blink or flash, this is preferred over use of the temporary stop sign.

13.3.4 TRAFFIC CONTROL AT SPECIAL EVENTS

Special contingency plans will be prepared for all planned major special events and will include:

- Ingress and egress of vehicles and pedestrians.

- Provisions for parking and spectator control.
- Public transportation.
- Assignment of duties and reliefs.
- Alternate traffic routing.
- Temporary traffic controls and parking prohibitions.
- Emergency vehicle access.
- Appropriate media coverage of such plans.

13.3.5 TRAFFIC CONTROL AT FIRE SCENES

Officers responding to the scene of a fire call will ensure observance of the following rules in regards to traffic control:

- No vehicles, including those of volunteer firemen, will be allowed to drive into the block where fire apparatus is parking and operating.
- No vehicles will be allowed to drive over fire hoses without the approval of the on-scene fire commander.
- In case of a fire at a facility such as a hospital, no vehicles, including those of volunteer firemen, will be allowed on the grounds.
- The exceptions to the rules will be life-saving vehicles on actual calls for service.
- Parked vehicles which interfere with fire operations may be towed, as needed.

TITLE: MOTORIST ASSISTANCE	NUMBER 13.4
EFFECTIVE DATE: 08-01-99	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R2/08-01-99	

13.4.1 GENERAL ASSISTANCE

Personnel will make reasonable efforts to be alert for and assist disabled or stranded motorists. Such assistance may include:

- Changing a flat tire
- Calling for a wrecker at the citizen's expense (either by rotation or request)
- Obtaining gasoline, provided that an approved safety container is available and that gasoline is not transported within the passenger area of a Departmental vehicle
- Transporting the motorist to a nearby service station, repair facility, or other location
- Calling for emergency services (fire, medical, etc.), remaining at the scene to render aid, coordinate response, and serve as a communications link until assistance arrives and the scene is stabilized
- Jump-start a vehicle, as prescribed below
- Contact the Motorist Assistance Patrol, if on an Interstate or U.S. Highway

In addition, as a part of normal duties and responsibilities, personnel will report any traffic engineering-related problems, such as street lights out, street signs down, street design problems, or any information that would improve conditions and safety for the general public.

Any engineering problem noted will be reported, via Guilford Metro 911 or written correspondence, to the proper agency or department.

13.4.2 JUMP-STARTING

Personnel may use police vehicles to jump-start other police or public safety vehicles. Civilian vehicles will not be jump-started except in exigent circumstances with the approval of a supervisor.

Personnel will not attempt to jump-start any vehicle under the following circumstances: when the vehicle has been involved in a crash; the vehicle has a different electrical system from the police vehicle; there is any possibility that flammable gases or liquids may be present; or the battery appears to be damaged, altered, or leaking fluid.

There is a possibility that the battery may explode from an electrical spark, as a result of hydrogen gas being given off by the battery, mixing with oxygen. To safely jump-start a vehicle, the following procedures will be followed:

- If the discharged battery has filler caps, check the fluid level in each cell, and add clean tap water, as necessary.
- Turn off all electrical accessories in each vehicle, including the police radio.

- Position the vehicles so that they do not touch. Extinguish any smoking materials.

- The last connection made with the cables is the connection that will spark. To reduce the possibility of an explosion, this connection should be made away from a battery. Connect the cables in the following order:

    - Positive (+) terminal of the discharged battery.

    - Positive (+) terminal of the good battery.

    - Negative (-) terminal of the good battery.

    - Negative (-) to a grounded portion of the disabled vehicle. Do not connect to the negative terminal of the discharged battery.

    - Remove the jumper cables in reverse order.

Personnel should try to avoid battery fluid from coming in contact with the skin or clothing. If contact is made, flush the contaminated area with water. If battery fluid gets in the eyes, immediate medical attention should be sought.

13.4.3 PROHIBITED PRACTICES

Personnel will not:

- Attempt to make mechanical repairs to disabled vehicles.

- Attempt to jimmy or unlock lock-outs except in cases involving a threat to safety.

13.5.1 GENERAL

Vehicles found to be in violation of the Greensboro Code of Ordinances or State Statute may be impounded and a contract wrecker summoned. For the purpose of this Directive, a vehicle is deemed impounded when a law enforcement officer or other person authorized by the Chief of Police has requested that a wrecker be summoned. Officers will utilize proper judgment when determining the type of enforcement action to take, based upon all the circumstances of the violation - verbal warning, parking ticket, or impoundment. Towing will be limited to those situations involving vehicles considered a hazard or obstruction.

Officers observing a vehicle in violation of the Greensboro Code of Ordinances, or applicable State Law, will not issue a parking ticket if they intend to impound and tow the vehicle. In those instances where a vehicle has been ticketed, but remains improperly parked, City Parking Operations will make a decision on voiding any parking tickets assigned to the vehicle if it is subsequently towed.

Newly restricted parking areas will not be enforced for a period of ten days from the date the regulatory signs are erected. This date is usually printed on the back of the parking signs. During this ten-day period, the only enforcement action will be the issuance of parking warning tickets. No enforcement action will be taken against vehicles parked in time-regulated restricted zones until ten minutes after the start of the time period, and end ten minutes before the expiration of the time period.

No enforcement action shall be taken against vehicles found obstructing the entrance to a private driveway or alleyway unless the person having control over the property where the entrance is obstructed requests an officer to take action.

13.5.2 PARKING TICKETS

Police personnel will secure ticket books from the Records Management Section. All uniform line personnel will have parking tickets available. Officers must sign for each book of tickets and will be held accountable for each ticket. Tickets will be listed numerically in a ledger provided by the Records Management Section. An issuance form attached to each book of tickets should will be completed and given to Records personnel for entry into the City's parking ticket database.

Writing Parking Tickets

All parking tickets will be printed in clear concise letters. Ball point pens will be used with enough pressure to print legible copies. Separate parking tickets will be printed for each offense. A second violation requires a second ticket.

Tickets will not be issued for overtime parking on holidays observed by the City of Greensboro or on Sundays.

Once any information is written on the ticket, the ticket will be completed. Tickets will not be preprinted for date or any other required information before a violation is observed.

Tickets will be placed by the issuing officer in a conspicuous place where the driver can observe the ticket upon approaching or entering the vehicle. In case of an automobile or truck, the ticket should be placed under the windshield wiper blade on the driver's side of the vehicle. When placing a ticket on a motorcycle, the ticket should be placed in a manner as to receive immediate attention from the operator.

Officers will draw a diagram on the internal copy of the parking ticket to document the position of the vehicle, tow-in signage, or other relevant object(s) to clearly document the substance of the violation.

Copies of all completed tickets will be turned in to the Records Management Section prior to the end of the Officer's duty day.

Payment instructions are printed on the violator's copy of the parking ticket. Departmental personnel are prohibited from receiving or processing payment for parking tickets.

Voiding Parking Tickets

Parking tickets may only be voided by City Parking Operations. Under no circumstances will any Police Department personnel void a parking ticket. Citizen complaints or requests for the voiding of a parking ticket will be referred to City Parking Operations.

13.5.3 IMPOUNDING VEHICLES

When an officer determines that a vehicle is to be impounded, as set forth in the Greensboro Code of Ordinances or applicable State Law, he will complete a "GPD Vehicle Impounding Form" and request that the next rotation wrecker be dispatched to their location through GM 911. The Emergency Communications Specialist (ECS) will be advised if the impounded vehicle might require some special handling by the wrecker company, such as large trucks, some types of sports cars, motorcycles, etc. Impounding will be limited to those situations involving vehicles considered a hazard or obstruction.

The Vehicle Impounding Form will be completed in one of two ways; electronically through the MFR Vehicle Tow/Impound module, or by filling out a hard copy.

If the Form is completed electronically through the MFR Tow/Impound module, the officer will:
- Fill out all known information on the form.
- Enter the wrecker company claim ticket number on the form.
- Write their name and GPD activity number on the reverse side of the wrecker company's copy of the claim ticket.
- Submit the form electronically as soon as possible.
- The electronic form will not have a diagram sketch.

If circumstances require completion of the hard copy Vehicle Impounding Form, the officer will:
- Fill out all known information on the form, including a diagram sketch.
- Write their name and GPD activity number on the reverse side of the wrecker company's copy of the claim ticket.
- Submit the form and claim ticket to the Records Management Section as soon as possible.

Release of Impounded Vehicles Prior to Towing

A vehicle is deemed impounded when the officer has requested that a rotation wrecker be summoned. Once requested, the wrecker will not be canceled, even if the owner/operator of the vehicle arrives on the scene. In all cases, the wrecker will be allowed to respond to assess the minor impounding fee (see "Minor Impounding Fee" section below).

If a vehicle is impounded, and later released prior to actual towing, a signature from the owner/operator is required. Therefore, hard copies of the Vehicle Impounding Form and "GPD Vehicle Impoundment Hearing Form-A" must be completed and turned in at the Records Management Section as soon as possible; the MFR Forms cannot be used.

Impounded vehicles will only be released at the scene when the owner/operator can properly move the vehicle in a timely fashion so as to eliminate the hazard or obstruction. Officers will take into consideration all known factors (time of day, traffic/weather conditions, degree of hazard) to determine whether the owner/operator efforts to move the vehicle are sufficient, or proceed with the tow by the rotation wrecker.

In some instances, the owner/operator may have made an effort to remove a disabled vehicle by calling a wrecker on their own, or wishes to call their own wrecker. The officer will take into consideration all known factors (time of day, traffic/weather conditions, degree of hazard) in addition to the estimated response time of the owner/operator's wrecker to determine whether to wait for the owner/operator's wrecker to respond, or proceed with the tow by the department's responding wrecker.

If the owner/operator had already called a separate wrecker, prior to the officer summoning a rotation wrecker, and the owner/operator's wrecker's response time is reasonable for the conditions, the officer will write their name and GPD activity number on the reverse side of the rotation wrecker company's copy of the claim ticket and the Department will be billed for the minor impounding fee. The officer does not have to fill out GPD Impoundment Hearing Form-A, but will enter notes in the call regarding the circumstances.

Minor Impounding Fee

If the owner/operator agrees to pay the minor impounding fee, the officer will fill out the relevant sections of GPD Vehicle Impoundment Hearing Form-A, and have the owner/operator sign section III. The fee amount is noted on the Form, any fee collected will be done so by the wrecker company employee.

If the owner/operator refuses to pay the minor impounding fee and wishes to contest the impoundment, the officer will fill out the relevant sections of GPD Vehicle Impoundment Hearing Form-A, and have the owner/operator sign section II. No fee will be collected at the scene by the wrecker company employee.

Release of Impounded Vehicles After Towing

The release of an impounded vehicle will be processed by the Records Management Section. After proper identification of the vehicle and the person requesting its release, the vehicle may be released upon payment of an impoundment and storage fee, as approved by the City Council, or without payment, provided that proper authorization is granted, consistent with Departmental procedure.

A payment receipt and a claim check will be given to the person claiming the vehicle.

Impoundment Hearing Procedures

When a vehicle is impounded, pursuant to the Greensboro Code of Ordinances, or applicable State Law, the Police Department must provide the owner or operator an opportunity to contest the validity of the tow and regain custody of the vehicle without payment of towing and storage fees, if it is determined that the tow was improper.

Responsibility of the Information Services Division- The Records Management Section employee processing the release of a vehicle shall advise the owner/operator of their right to a hearing and shall secure a written request for or waiver of a hearing using GPD Impoundment Hearing Form-A.

If the owner/operator wishes to request a hearing, the Records Management Section employee will contact the on duty Watch Commander to respond for the hearing. After the resolution of the hearing, the Records Management Section employee will release the vehicle, consistent with this Directive and the decision of the hearing officer.

The Records Management Section will ensure that a letter is mailed to the registered owner of any impounded motor vehicle, informing the owner of his right to a hearing, if the owner/ operator has not claimed the vehicle or previously requested a hearing. The letter must be mailed not later than 72 hours following the impoundment.

The Manager of the Information Services Division is responsible for the proper release of vehicles, the accountability of fees collected, accountability for the vehicles in storage and certification of billings from contract wrecker services for towing done under the authority of this directive.

Responsibility of the Watch Commander- the Watch Commander will conduct a requested hearing and will make a judgment consistent with current Departmental policies.

The Watch Commander will complete a Record of Hearing form after every hearing and will forward a copy of any form that indicates a refund due directly to the Manager of the Information Services Division. The original of each Record of Hearing Form will become a part of the case file.

If the Watch Commander determines through the hearing that the towing officer's actions were inconsistent with Departmental policy or applicable laws, the Watch Commander will notify the affected officer's supervisor for further action as deemed appropriate.

13.5.4 VEHICLE OBSTRUCTING TRAFFIC

When a vehicle is left unattended, or has been abandoned, and constitutes a hazard because of its location; it can be towed away to remove the hazard. If the obstruction is minimal, the officer can decide to wait a reasonable period of time to see if the driver returns. If the driver does return and the vehicle can be moved by a means other than towing, this should be done if the vehicle can be moved to a location which does not constitute a further hazard, and the means of moving and subsequent security of the vehicle are satisfactory to the owner/operator of the vehicle.

13.5.5 TOWING VEHICLES WHEN THE OPERATOR IS IN CUSTODY

When the operator of a vehicle is taken into custody for an offense and North Carolina General Statutes provide for the mandatory seizure and impoundment of the vehicle, the vehicle will be towed.

When the operator of a vehicle is taken into custody and it is not legally required to impound the vehicle, the arresting officer may allow the operator/owner to make a rational decision regarding the disposition of the vehicle. The decision reached by the operator/owner must not interfere with the investigation, permit escape, create a traffic problem or otherwise lead to a questionable legal situation. If the operator/owner decides to turn the vehicle over to another party, the arresting officer must confirm that the party taking control of the vehicle has a valid operator's license and is not under the influence of an impairing substance. The arresting officer may allow the operator/ owner to leave the vehicle parked at the place of arrest if parking is legal at that location. In either situation, the officer will ensure Section H of the Vehicle Impounding Form is completed; the Vehicle Impoundment Form available through MFR cannot be used in a situation of this type.

13.5.6 HANDICAP PARKING VIOLATIONS

North Carolina General Statute 20-37.6 describes special parking privileges for vehicles driven by, or transporting disabled persons.

The provisions of General Statute 20-37.6 may be enforced on public streets, public property, and public vehicular areas. When enforcing the provisions of the handicapped parking statute, an Officer will respond to all complaints of unlawfully parked vehicles, including those from private individuals and security officers, and initiate the appropriate enforcement action. Upon detecting a violation of the handicapped parking statute, an Officer may:

- Issue a Verbal Warning - If the Officer locates the operator of the vehicle, the Officer may consider all of the circumstances and issue a verbal warning.
- Issue a Parking Ticket - The Officer may issue a parking ticket to any vehicle that is illegally parked in a handicapped parking space.
- Issue a Uniform Traffic Citation - If the Officer locates the operator of the vehicle, he may issue a traffic citation under North Carolina General Statute 20-37.6(e) (1-3).
- Tow the Vehicle - The Officer may tow an unlawfully parked vehicle, following existing policies and procedures that pertain to towing vehicles. With regard to the discretion implied in this section, vehicles improperly parked in handicap spaces on city streets, alleys, and rights of way may be towed.

13.5.7 ABANDONED VEHICLES

City Ordinance 17-51 defines an abandoned motor vehicle as a vehicle which is:

(1) Left upon a street or highway in violation of the law or ordinance regulating or prohibiting parking; or
(2) Left on property owned or operated by the city for a period of not less than twenty-four (24) hours; or

(3) Left on any street or highway for longer than seven (7) days or is determined by law enforcement to be a hazard to the motoring public; or
(4) Left on private property without the consent of the owner, occupant or lessee thereof for longer than two (2) hours.

Junked motor vehicle is defined as a vehicle that does not display a current license plate and that:

(1) Is partially dismantled or wrecked; or
(2) Cannot be self-propelled or moved in the manner in which it originally was intended to move; or
(3) Is more than five (5) years old and appears to be worth less than five hundred dollars ($500.00).

Motor vehicle is defined to include all machines designed or intended to travel over land or water by self-propulsion or while attached to any self-propelled vehicle. Use of the term vehicle or trailer in this article shall mean motor vehicle. For purposes of this article, an electric personal assistive mobility device as defined in G.S. § 20-4.01(7a) is not a motor vehicle.

Procedure

Any officer answering a complaint or observing an abandoned vehicle will check to see if the vehicle has been reported stolen. If so, the case will be handled as a stolen property recovery and not as an abandoned vehicle.

Vehicles parked in violation of the Greensboro Code of Ordinances or applicable State Law, especially those vehicles which constitute a hazard or obstruction, will be towed. Officers will utilize proper judgment when determining the type of action to take, based upon all the circumstances. Towing will be limited to those situations involving vehicles considered a hazard or obstruction, or upon a valid citizen complaint involving a violation of Ordinance or Law.

If the vehicle is not stolen or does not constitute a hazard, and meets the definition of either an "abandoned" or “junked motor vehicle", the officer will make reasonable attempts to locate the owner. If located, the owner will be advised of the ordinances pertaining to the violation observed and may be given a specific amount of time to remove the vehicle.

If the owner cannot be located, the officer will complete the top portion of an Abandoned Motor Vehicle form (POL 98-602). This form is located on PowerDMS under the “Document” tab in a folder labeled “Form”, “Traffic”. The Officer will complete the “Officer or Building Inspector” Section of the form and submit it to the Records Management Section. The form may be printed and completed in handwritten form, or completed electronically and emailed to the Records Management Section utilizing the email address “Police Records”.

The officer will affix an Abandoned Vehicle Sticker to the vehicle (POL 555-3061). The sticker will be applied to the window glass of the abandoned vehicle. The sticker will not be applied to any painted portion of the vehicle. Additional stickers may be ordered by individual Divisions through Graphic Services.

Upon receiving the Abandoned Motor Vehicle form, Records Management Section personnel will forward it to Local Ordinance Enforcement. All follow-up will be conducted by personnel from Local Ordinance Enforcement.

13.5.8 VEHICLES USED IN CRIMINAL ACTS

When an officer has probable cause to believe that a vehicle contains evidence of a crime and requires a detailed search, he may secure (tow) the vehicle until such time that it can be properly searched without interference or distraction from the occupants, bystanders, or any other persons who may be in the immediate area.

A vehicle subject to forfeiture may be towed to a secured storage lot where it can be searched, if applicable, and stored until the necessary paperwork is completed to have the vehicle officially confiscated. Departmental Directive 13.7 contains details the procedures to be followed when processing a vehicle subject to forfeiture.

13.5.9 WRECKED VEHICLES

When a vehicle is rendered inoperable as a result of its involvement in a traffic crash, the investigating officer may have it towed from the crash scene. If the owner/operator is still present at the time the wrecked vehicle is towed, the owner/operator may designate where the vehicle is to be towed and by whom.

However, if private arrangements will interfere with the officer completing the investigation and clearing the crash location, the officer may use a contractual wrecker service.

If the owner/operator is not present at the time the wrecked vehicle is towed, the vehicle will be towed to the storage lot of the wrecker company.

13.5.10 RECOVERED STOLEN VEHICLES

Recovered stolen vehicles are usually processed by the Forensics Services Division, this can be done at the scene of the recovery or the vehicle can be towed to the storage lot of the wrecker company for processing. The investigating officer may permit the vehicle to be processed at the scene of recovery and then release the vehicle to the rightful owner to avoiding towing. Situations which would dictate the necessity of towing would be inclement weather conditions, areas where a crowd might gather and possibly interfere with the processing of the vehicle, the owner cannot be contacted or the Forensics Services Division personnel are not immediately available.

13.5.11 BAGGING METERS TO REGULATE OR PROHIBIT PARKING

When necessary and advisable, a vehicle used in emergency repairs, special construction, or similar circumstances may park in violation of metered zone time limits. Such parking must be requested through, and authorized by, City Parking Operations.

During certain emergency situations or special events, it may be necessary to prohibit parking in metered areas to regulate traffic and for the safety of pedestrians. Bags which designate the area as a “no parking, tow-in zone” can be placed on the meters by City Parking Operations following a request by the Event Commander or other supervisor. Vehicles violating the provisions of these bags may be impounded and towed.

ABANDONED MOTOR VEHICLE FORM
CITY OF GREENSBORO

OFFICER OR BUILDING INSPECTOR

DATE MM/DD/YYYY	OFFICER OR BUILDING INSPECTOR		CASE NO.
○ PUBLIC STREET ○ PRIVATE PROPERTY ○ CITY LOT ○ OTHER_____	LOCATION - PROVIDE SPECIFIC DETAILS.		
	COMPLAINANT	ADDRESS	PHONE
COMPLAINT BY: ○ PERSON ○ PHONE ○ OTHER ○ RADIO ○ LETTER	VEHICLE MAKE	MODEL / BODY TYPE	LICENSE NO.
	VIN NUMBER		MILEAGE & TIRES MARKED
OWNER: ○ LOCATED - NOTIFIED ○ UNABLE TO LOCATE	OWNER OF VEHICLE (LEAVE BLANK IF UNKNOWN) NAME:	ADDRESS:	PHONE:

IDENT. & LIEN

IDENTIFICATION LETTER SENT TO DMV RALEIGH	SENT	RECD	
DMV LISTING	OWNER	ADDRESS	STOLEN
OWNER NOTIFIED ○ LETTER ○ PERSONAL	DATE	CERTIFIED	ANSWER / DATE
LIEN HOLDERS	NAME / ADDRESS	DATE	CERTIFIED
LIEN HOLDERS ANSWER	SUMMARY	DATE	○ ATTACHED ○ NOT ATTACHED

PRIVATE PROPERTY

LETTER AUTHORIZING REMOVAL FROM PRIVATE PROPERTY	DATED
○ OWNER ○ AGENT	NAME / ADDRESS

TOW

AUTHORIZED BY	C.O. TRAFFIC DIV.	TOWING CO.	CO. EMPLOYEE
DATE TOWED	TOW SLIP RECEIVED	COST OF TOW	COST OF STORAGE / TOW TAG NO.

SALE & FUNDS

DMV NOTIFIED OF SALE INTENT LETTER DATED	DATE OF SALE - RELEASE	SALE CONDUCTED BY
AMOUNT OF SALE $	PURCHASER	ADDRESS
DISPOSITION OF SALE MONEY DATE	TO $	MONEY RECEIVED (SIGNATURE)
DATE	TO $	MONEY RECEIVED (SIGNATURE)
DATE	TO $	MONEY RECEIVED (SIGNATURE)

DMV NOTIFIED OF FINAL DISPOSITION DATE: ○ LETTER ○ OTHER _____

PD NOTIFIED OF FINAL DISPOSITION DATE: ○ LETTER ○ OTHER _____

POL 602

GREENSBORO POLICE DEPARTMENT

THIS VEHICLE HAS BEEN INSPECTED BY THE GREENSBORO POLICE DEPARTMENT AS A SERVICE TO THE OWNER.

FAILURE TO REMOVE THIS VEHICLE MAY RESULT IN THE VEHICLE BEING TOWED, STORED AND POSSIBLY SOLD AT THE OWNER'S EXPENSE

❑ **ABANDONED VEHICLE REPORT**

❑ **VEHICLE CHECK**

VEHICLE_____ **LICENSE NO.**_____

LOCATION_____ **AT / NEAR**_____

TIME_____ **DATE**_____ **POLICE CAR NO.**_____

REMARKS:_____

_____

OFFICER_____ **DIVISION**_____ **SQUAD**_____

THIS TAG CAN BE DISREGARDED WHEN RETURNING FOR YOUR VEHICLE

PS - POL - 555 - 3061

GREENSBORO POLICE DEPARTMENT

THIS VEHICLE HAS BEEN INSPECTED BY THE GREENSBORO POLICE DEPARTMENT AS A SERVICE TO THE OWNER.

FAILURE TO REMOVE THIS VEHICLE MAY RESULT IN THE VEHICLE BEING TOWED, STORED AND POSSIBLY SOLD AT THE OWNER'S EXPENSE

❑ **ABANDONED VEHICLE REPORT**

❑ **VEHICLE CHECK**

VEHICLE_____ **LICENSE NO.**_____

LOCATION_____ **AT / NEAR**_____

TIME_____ **DATE**_____ **POLICE CAR NO.**_____

REMARKS:_____

_____

OFFICER_____ **DIVISION**_____ **SQUAD**_____

THIS TAG CAN BE DISREGARDED WHEN RETURNING FOR YOUR VEHICLE

PS - POL - 555 - 3061

GREENSBORO POLICE DEPARTMENT

THIS VEHICLE HAS BEEN INSPECTED BY THE GREENSBORO POLICE DEPARTMENT AS A SERVICE TO THE OWNER.

FAILURE TO REMOVE THIS VEHICLE MAY RESULT IN THE VEHICLE BEING TOWED, STORED AND POSSIBLY SOLD AT THE OWNER'S EXPENSE

❑ **ABANDONED VEHICLE REPORT**

❑ **VEHICLE CHECK**

VEHICLE_____ **LICENSE NO.**_____

LOCATION_____ **AT / NEAR**_____

TIME_____ **DATE**_____ **POLICE CAR NO.**_____

REMARKS:_____

_____

OFFICER_____ **DIVISION**_____ **SQUAD**_____

THIS TAG CAN BE DISREGARDED WHEN RETURNING FOR YOUR VEHICLE

PS - POL - 555 - 3061

GREENSBORO POLICE DEPARTMENT

THIS VEHICLE HAS BEEN INSPECTED BY THE GREENSBORO POLICE DEPARTMENT AS A SERVICE TO THE OWNER.

FAILURE TO REMOVE THIS VEHICLE MAY RESULT IN THE VEHICLE BEING TOWED, STORED AND POSSIBLY SOLD AT THE OWNER'S EXPENSE

❑ **ABANDONED VEHICLE REPORT**

❑ **VEHICLE CHECK**

VEHICLE_____ **LICENSE NO.**_____

LOCATION_____ **AT / NEAR**_____

TIME_____ **DATE**_____ **POLICE CAR NO.**_____

REMARKS:_____

_____

OFFICER_____ **DIVISION**_____ **SQUAD**_____

THIS TAG CAN BE DISREGARDED WHEN RETURNING FOR YOUR VEHICLE

PS - POL - 555 - 3061

TITLE: SEIZURE OF VEHICLES SUBJECT TO FORFEITURE	NUMBER 13.7
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 4
REVISION HISTORY: (Adopted 09-01-94) R2/09-01-04	

13.7.1 GENERAL

Within the scope of normal police functions, officers are involved in situations in which motor vehicles and conveyances are subject to seizure and forfeiture. Therefore, it is necessary to establish guidelines to facilitate the seizure and control of vehicles subject to forfeiture. Vehicles may be seized as a result of criminal activity involving certain alcoholic beverage control violations, certain narcotic violations, stolen property, certain lotteries, and prearranged speed competition.

The guidelines presented in this directive will set out procedures to maintain accountability for the vehicles seized.

13.7.2 VEHICLES SUBJECT TO SEIZURE

Narcotic Violations (North Carolina General Statute 90-112) - Motor vehicles, airplanes, and boats are subject to seizure if the following exists:

- It was used to convey, conceal, or transport a controlled substance or equipment used in the manufacture, sale, or delivery of a controlled substance.
- The violation must be a felony.
- The owner must be in possession of the vehicle or have knowledge that the vehicle was being used in violation.
- Common carrier vehicles are exempt unless the owner of the vehicle or person in control of the vehicle was aware of the violation.

Theft-Related Seizures (North Carolina General Statute 14-86.1) - Motor vehicles, airplanes, and boats are subject to seizure if the following exists:

- It was used to convey, conceal, or transport stolen property in connection with General Statutes 14-71 or 14-71.1 (receiving and/or possessing stolen property) or used in the commission of an armed robbery or common law robbery.
- The violation must be a felony.
- The owner must be in possession of the vehicle or have knowledge that the vehicle was being used in violation.
- Common carrier vehicles are exempt unless the owner of the vehicle or the person in control of the vehicle was aware of the violation.

Alcoholic Beverage Control-Related Seizures (North Carolina General Statute 18B-504) - Motor vehicles, airplanes, and boats are subject to seizure if the following exists:

- The conveyance is used to transport nontax-paid alcoholic beverages as provided in General Statute 18B-504.

Motor Vehicle Violations (North Carolina General Statute 20-141.3) - Motor vehicles are subject to seizure if the following exists:

- The vehicle was engaged in willful, prearranged speed competition with another vehicle as on a street or highway. Vehicles seized under this section must be placed in the custody of the Guilford County Sheriff's Department.

Lottery-Related Seizures (North Carolina General Statute 14-299) - Motor vehicles and other property are subject to seizure if the property was being used in connection with the conduct of an illegal lottery.

13.7.3 RESPONSIBILITY OF PATROL OFFICERS MAKING VEHICLE SEIZURES

The officer who initiated the seizure is responsible for the seizure, inventory, and initial storage of the vehicle.

Seizure is made by effecting custody of the vehicle and towing the vehicle to a storage facility.

In those cases involving prearranged speed competition, the vehicle must be placed in the custody of the Guilford County Sheriff's Department.

If the vehicle is not seized as incident to arrest, it may only, thereafter, be seized pursuant to a court order authorizing such seizure or with a search warrant.

Storage is authorized at any of the wrecker companies utilized by the city or the police storage facility. Storage at the police storage facility is preferable and is to be coordinated with the Evidence Technician. If seizure is made during his duty hours, the vehicle is to be stored at the police storage facility. After normal business hours, the vehicle can be towed and secured inside the storage facility fence until the next duty day. In cases where the vehicle needs to be secured in the facility, normal call-out procedures would apply in order to have an Evidence Technician respond.

Inventory of the seized vehicle should be completed before ending the duty day. Inventory includes an accounting of containers found in the vehicle and their contents. Illegal contents found in containers may provide the basis for additional criminal charges (Police Attorney's memorandum dated 1/30/87 in response to Supreme Court Case Colorado vs. Berine, 1/14/87).

The officer is responsible for ensuring that tow-in forms, court orders or search warrants (where necessary), inventory, and arrest sheets are properly completed. These will be filed in the Records Management Section under the original activity number.

- A tow-in form is to be completed and a claim check obtained from the wrecker driver.

- A Greensboro Police Department Inventory Form will be completed as soon as possible after the seizure.

- The arrest sheet should contain details of the seizure noted only on the pink copy.

- A Greensboro Police Investigative Report is to be completed detailing the circumstances of the seizure.

The officer is responsible for properly routing the above completed forms.

If the seizure is a result of a narcotics, lottery, or alcohol beverage control law violation, a copy of the tow-in form and claim check, the vehicle inventory, and the pink copy of the arrest report are to be forwarded to the Vice/Narcotics Division for disposition. The original tow-in sheet, claim check, and inventory form are to be turned in to the Records Management Section.

If the seizure is a result of a theft related or robbery violation, the above listed copies are to be forwarded to the Criminal Investigation Division. All originals are to be turned in to the Records Management Section.

If the seizure is a result of a prearranged racing violation, the officer is responsible for dictating a memorandum, through channels, to the Sheriff of Guilford County, relating conditions causing the seizure and the storage location. The tow-in and claim check and the inventory form are to be turned in to the Records Management Section; and copies of the tow-in form, claim check, and inventory; and the pink copy of the arrest sheet, with details of the seizure, are to be forwarded to the Sheriff's Department.

The officer is responsible for evidence handling.

The seized vehicle constitutes evidence of a crime; therefore, it is important that it be documented and secured.

The seized vehicle is to be listed on an Evidence/Property voucher and the keys are to be turned in as evidence on those cases where the vehicle is stored at the police storage facility.

The seized vehicle is to be secured by locking the vehicle at the conclusion of the inventory.

13.7.4 DISPOSITION OF SEIZED VEHICLE

The disposition of a vehicle seized as the result of a narcotics, lottery, or ABC law violation will be the responsibility of the Vice/Narcotics Division.

Upon receipt of the information regarding the seizure of a vehicle, a Vice/Narcotics detective will be assigned the case and the responsibility of the seized vehicle. They will retrieve data, such as title information, liens and lien holders, and the legal owner of the vehicle. The Commanding Officer will determine whether the existence of any lien makes forfeiture economically impractical.

In the event the seized vehicle is stored at a location other than the police storage facility, the assigned detective will ensure that the vehicle is moved to the police storage facility within five days. The detective will be responsible for turning in the tow bill from the wrecker company to the Records Management Section.

The detective should notify the initiating officer as to the disposition of the seized vehicle.

The disposition of the vehicle seized as a result of a theft related or robbery related violation will be the responsibility of the Criminal Investigation Division.

Upon receipt of the information regarding the seizure of the vehicle, a detective will be assigned the case and the responsibility of the seized vehicle. He will retrieve data, such as title information, lien and lien holders, and the legal owner of the vehicle. The Commanding Officer will determine whether the existence of any lien makes forfeiture economically impractical.

In the event the seized vehicle is stored at a location other than the police storage facility, the assigned detective will ensure that the vehicle is moved to the police storage facility within five days. This detective will be responsible for turning the tow bill from the wrecker company in to the Records Management Section.

The detective should notify the initiating officer as to the disposition of the seized vehicle.

The disposition of a vehicle seized as the result of prearranged racing by statute is the responsibility of the Sheriff of Guilford County. He will be notified of the seizure, as stated in this directive, and, subsequently, make a determination as to the forfeiture.

TITLE: CHEMICAL ANALYSIS OF IMPAIRED DRIVERS	NUMBER 13.8
EFFECTIVE DATE: 07-22-2019	PAGE 1 OF 10
REVISION HISTORY: (Adopted 09-01-94) R10/11-04-2019	

The purpose of this directive is to establish the procedures to be used in administering a program to measure the blood/alcohol, or other impairing substance level of persons charged with implied-consent offenses and the use of evidential breath testing equipment for administrative purposes.

The use of chemical analysis for determining the impairing substance concentration of persons arrested for implied-consent offenses serves as a deterrent to the impaired driver. The results can also provide valuable evidence in case preparation. By possessing a working knowledge of the program, personnel may participate in the saving of lives and property, as well as the presentation of valid testimony in court.

13.8.1 GENERAL REQUIREMENTS AND INFORMATION

It is the policy of this Department to offer a chemical analysis to all persons charged with an implied-consent offense. A person must be charged prior to presentation to a chemical analyst. Charging can be done by arrest or citation, but no involuntary transport to the chemical analyst can occur unless the person has been physically arrested. This is apart from the General Statute 20-16.2(i) requirement that authorizes a person suspected of committing an implied-consent offense to request a pre-arrest chemical analysis of his breath. The procedures for a pre-arrest chemical analysis are addressed in Directive 13.9. The Department will also administer chemical analysis for other governmental law enforcement agencies.

Under most circumstances, the arresting officer should request that a chemical analysis of the breath be administered. On those occasions where the arrestee is sick, injured, unconscious, is admitted to a hospital, or otherwise unable to submit to breath analysis; the withdrawal of blood for subsequent analysis may be appropriate.

Blood analysis may also be appropriate in cases involving arrestees whom the arresting officer reasonably believes are impaired by substances other than alcohol; or in addition to alcohol. G.S. 20-16.3(d) (2) provides that an officer can use a negative result on an alcohol screening device to aid in determining if the driver is impaired by a substance other than alcohol. Such information, coupled with other relevant facts known to the officer, could lead to a decision by the officer to request the assistance of a Drug Recognition Expert (DRE) to aid in the investigation, as described in section 13.8.8 of this Directive.

Members of the department are authorized to utilize approved portable alcohol screening devices for “on the scene” testing of a driver’s alcohol concentration as specified in 13.8.4 When used in this manner, the officer is not required to arrest the driver prior to offering this type of test.

13.8.2 LEGAL BASIS FOR CHEMICAL ANALYSIS

General Statute 20-16.2 provides that any person who operates a vehicle on a street or public vehicular area will be deemed to have given consent to a chemical analysis of his breath or blood in the event of being charged with an implied-consent offense.

Implied-consent offenses are:

- G.S. 20-12.1, "Impaired Instruction"
- G.S. 20-138.1, "Impaired Driving"
- G.S. 20-138.2, "Impaired Driving in Commercial Vehicle"
- G.S. 20-138.2A, "Operating a Commercial Vehicle After Consuming Alcohol"
- G.S. 20-138.2B, "Operating a School Bus, School Activity Bus or Child Care Vehicle After Consuming Alcohol"
- G.S. 20-138.3, "Driving by Person Less than 21 Years Old After Consuming Alcohol or Drugs"
- G.S. 20-138.5, "Habitual Impaired Driving"
- G.S. 20-138.7, "Transporting an Open Container of Alcoholic Beverage After Consuming Alcohol"
- G.S. 20-141.4(a1), "Felony Death by Vehicle"
- G.S. 20-141.4(a3), "Felony Serious Injury by Vehicle"
- G.S. 20-141.4(a4), "Aggravated Felony Serious Injury by Vehicle"
- G.S. 20-141.4(a5), "Aggravated Felony Death by Vehicle"
- G.S. 20-141.4(a6), "Repeat Felony Death by Vehicle"
- G.S. 20-179.3(j), 20-28(a), "Driving While License Revoked by Driving in Violation of the Restrictions on the Limited Driving Privilege Prohibiting Consumption of Alcohol Prior to, or During Driving"
- G.S. 14-17, "First or Second Degree Murder" (involving impaired driving)
- G.S 14-18, "Involuntary Manslaughter" (involving impaired driving)

13.8.3 CHEMICAL ANALYSIS PROCEDURES

All chemical analyses will be administered according to the current methods, procedures, regulations, and policies of the State and the Department and will be administered by an individual possessing a valid permit issued by the State for that purpose.

After making an arrest for an implied-consent offense, the arresting officer will decide which type of chemical analysis is to be administered based on 13.8.1, and if the type of testing requires prior obtainment of a search warrant. If the arresting officer does not possess a valid permit to conduct chemical analyses, the officer will advise Guilford Metro 911 that a chemical analyst is required. Guilford Metro 911 will then notify an on-duty chemical analyst. Qualified chemical analysts from the Patrol Bureau will administer the test. If they are not available, qualified Forensics Services Division personnel will administer the test.

At no time will smoking or eating be allowed in the chemical analysis area.

General Statute 20-139.1(d), states that the arrestee may have a physician, qualified technician, chemist, registered nurse, or other qualified person of his own choosing administer a chemical analysis or analyses, in addition to the analysis administered at the direction of the arresting officer. The arresting officer, when so requested, will assist the arrestee in a manner consistent with the provisions of this Statute by providing the arrestee access to a telephone so the arrestee may attempt to contact a qualified person to conduct additional analyses. However, it is not necessary that the officer make the call. Additional analyses will be at the arrestee's expense. If an additional analysis is conducted, the officer should record the name of the person administering the analysis, the type of analysis, the time, date, and location of the analysis, and the type of instrument used including the serial number.

The arrestee has the right to contact an attorney and/or a witness to view the testing procedures. It is the duty of the chemical analyst and/or charging officer to assist the arrestee's attorney and/or witness in gaining access to the chemical analysis area in accordance with statutory requirements. When Records Management Section or Watch Operations personnel are contacted by the attorney and/or witness, they will immediately contact the chemical analyst and/or charging officer to provide access to the chemical analysis area.

Breath Analysis

The chemical analyst will verbally and in writing, advise the arrestee of his rights regarding chemical analysis to determine alcohol concentration, or presence of an impairing substance. The Department of Health and Human Services form DHHS 4081 serves as the mechanism for advising the arrestee of his rights regarding the chemical analysis procedure, the arrestee will be given a written copy of these rights, as set forth on the bottom of the form.

The chemical analyst will observe the arrestee for no less than fifteen minutes immediately prior to administering the chemical analysis. If the arrestee contacts an attorney, or other witness to view the test procedure, the chemical analyst must wait 30 minutes prior to requesting the arrestee to submit to any chemical analyses. During this period, the arrestee will not be allowed to eat, drink, or smoke. If the arrestee regurgitates during this period, the observation period will be started over.

After the arrestee has been advised of his rights regarding the chemical analysis procedure, the officer or chemical analyst will request the arrestee submit to a chemical analysis of their breath. The chemical analyst will conduct this procedure in a manner consistent with their training.

The officer should record the name of the person administering the analysis, the type of analysis, and the time, date, and location of the analysis. The arresting officer and the chemical analyst must prepare an "Affidavit and Revocation Report" (DHHS Form 3907) and file it with the judicial official conducting the initial probable cause hearing in those situations where the affidavit is required, according to the circumstances described on the reverse side of the affidavit.

Following the evidential breath analysis, the Intox EC/IR II will print out copies of the "Test Record" (DHHS Form 4082). The distribution location for each is noted at the bottom of each Test Record. The "Test Record" labeled "DMV" is only submitted to the Department of Motor Vehicles if any of the following are present:

- test results showing an alcohol concentration of.15 or more, and/or
- the arrestee willfully refuses to be tested, and/or
- the arrestee's driver's license has an alcohol concentration restriction, and the results of the chemical analysis establish a violation of this restriction.

If the arrestee refuses to submit to the analysis requested by the officer or chemical analyst, such action will be considered a willful refusal. Failure to follow directions of the chemical analyst in taking the sample for analysis may be recorded as a willful refusal. Evidence of the arrestee's refusal of the breath or blood analysis is admissible in court.

Blood Analysis

If a blood analysis of the arrestee is appropriate, the arrestee will be transported to a local medical facility. If the arresting officer possesses a valid permit to conduct chemical analyses, the officer will prepare the appropriate sections of the "Affidavit and Revocation Report" (DHHS Form 3907) associated with drawing blood for a blood analysis. If the arresting officer does not possess a valid permit to conduct chemical analyses**,** a chemical analyst will be summoned to the medical

facility in order to advise the arrestee of his rights regarding the procedure. The chemical analyst will verbally and in writing, advise the arrestee of his rights regarding chemical analysis of his blood to determine alcohol concentration, or presence of an impairing substance. The Department of Health and Human Services form DHHS 4081, serves as the mechanism for advising the arrestee of his rights regarding this procedure. The arrestee will be given a written copy of these rights, as set forth on the bottom of the form.

If the arrestee contacts an attorney, or other witness to view the test procedure, the arresting officer or chemical analyst must wait at least 30 minutes prior to requesting the arrestee to submit to any chemical analyses.

After the arrestee has been advised of his Implied Consent Rights under G.S. 20-16.2(a), the officer or chemical analyst will request the person submit to a blood analysis. If the subject to be tested is unconscious, or otherwise incapable of refusal, the officer will obtain a search warrant unless clear and articulable exigent circumstances are present. Note; the natural dissipation of alcohol in the bloodstream does not automatically constitute an "exigent circumstance". Once the search warrant is obtained, the officer will request the blood to be drawn by a person qualified to do so. If the person qualified to draw the blood requests written confirmation of the request, the officer must complete the Request for Blood Sample form.

Blood withdrawal kits will be supplied by the chemical analyst. The physician or other qualified person will withdraw the blood and turn it over to the chemical analyst. It will, thereafter, be handled as evidence. It is the responsibility of the arresting officer to complete a "Laboratory Services Request" form for the blood to be analyzed for alcohol.

If the arresting officer reasonably believes the arrestee's impairment is the result of drugs other than alcohol, or in addition to alcohol, the officer will attempt to contact a Departmental Drug Recognition Expert (DRE) as provided for in section 13.8.8 of this Directive. If a DRE is unavailable to assist, and blood has been drawn in a manner consistent with applicable General Statutes and this Directive; the arresting officer will:

- Complete a detailed Incident/Investigative Report concerning the arrest, including descriptions of any evidence seized, observations, statements or other information which the officer believes will aid in identifying the possible type(s) of drugs causing the arrestee's impairment.
- When the investigating officer completes the Greensboro Police Department Laboratory Services Request form, they will include for the blood sample to be tested for alcohol concentration and screened for drugs in the Nature of Request section. Should a DRE be consulted for the case, the name of the DRE will be included in the Nature of Request section.

The arresting officer will complete a "Report of Medical Treatment" form, if appropriate.

Regardless of whether the arrestee submits, or refuses to submit, to any analysis requested by the officer; the officer does not have to assist the arrestee in having any additional analysis administered. G.S. 20-139. (d) only requires the arrestee be provided access to a telephone so they may attempt to obtain an analysis at their own expense.

Refusal of Blood or Breath Analysis

The procedures to be followed by officers following an arrestee's refusal to submit to chemical analysis are as follows:

- If the arrestee refuses to submit to chemical analysis subsequent to a traffic stop, or after being involved in a traffic crash which does **not** involve death or serious injury, the arresting officer may seek approval from the Watch Commander, through channels, to apply to a judicial official for a search warrant to withdraw blood from the arrestee. The Watch Commander will evaluate the appropriateness of this course of action based on all of the circumstances of the case. (A blank copy of a search warrant form for "Blood or Urine in DWI Cases" is available at www.nccourts.org.) If the Watch Commander grants approval, the officer may apply for the issuance of the search warrant. If the warrant is issued, blood may be withdrawn from the arrestee.

  Absent approval of the Watch Commander, officers **will not** utilize the provisions of North Carolina General Statute 20-139.1(d1) to compel the withdrawal of blood from the arrestee. Such a case should be recorded as a refusal on the part of the arrestee by the charging officer and the chemical analyst. Both the officer and the analyst will complete the proper affidavit forms and forward same to the Records Management Section, who will forward them to the Division of Motor Vehicles.

- In situations where the refusal to submit to chemical analysis occurs in a case involving a traffic crash with death or critical injury, and a Traffic Safety Unit (TSU) Crash Investigator has been assigned to the case, the TSU Investigator will make the determination on how to proceed. If the Investigator elects to withdraw blood, he will apply for, or direct another Special Operations Division officer to seek, the search warrant in all but the most unusual cases where exigent circumstances exist which make such an application process impractical. A TSU Crash Investigator may compel a blood draw, without Watch Commander approval, if they are able to articulate the exigent circumstances surrounding the need to compel the blood sample. It will be the burden of the TSU Investigator to explain and justify the decision not to seek the search warrant to the courts and his supervisor.

- If a refusal to submit to chemical analysis occurs in a case involving a traffic crash with death or critical injury, and a TSU Investigator is not assigned to assist, the investigating officer will confer with the Watch Commander, through channels, as to whether a compelled withdrawal of the arrestee's blood is appropriate, with or without a search warrant.

- If a refusal to submit to the chemical analysis occurs in a case involving the use of a DRE or a member of the DWI Enforcement Unit, and the DRE or member of the DWI Enforcement Unit is present, the DRE or member of the DWI Enforcement Unit will make the determination on how to proceed. The DRE or member of the DWI Enforcement Unit will notify the Watch Commander if a search warrant is issued.

If the refusal to submit to chemical analysis occurs in a case involving death or critical injury to another person, that fact must be included in the affidavits. After being notarized, the affidavit will be forwarded to the Records Management Section, who will forward it to the Division of Motor Vehicles.

Following the chemical analysis procedure **(Breath or Blood)**, the officer and the chemical analyst will go before a notary **or** Magistrate for the purpose of notarizing the affidavits. The Magistrate will initiate a 30-day license revocation if evidential proof is present, pursuant to General Statute 20-16.5(c), which requires the filing of a copy of the affidavit referred to above.

In both forms of testing, the Driving While Impaired Report (DHHS Form 4064) will be completed by the arresting officer. The interview questions on the back of the Driving While Impaired Report

form are considered custodial questioning, and the arrestee must be advised of and waive his Miranda Rights prior to having these questions asked.

13.8.4 PORTABLE ALCOHOL SCREENING DEVICES

Portable alcohol screening devices can be useful in assisting officers with the detection and apprehension of persons illegally operating a vehicle after consuming an impairing substance. The North Carolina General Statutes and North Carolina Administrative Code govern the situations where the use of these devices is appropriate, and the types of devices approved for use.

North Carolina General Statute 20-16.3 specifies that an officer can require the driver of a vehicle to submit to an alcohol screening test within a relevant time after driving if the officer has reasonable grounds to believe the driver has consumed alcohol and the driver has;

- committed a moving traffic violation; or
- been involved in a crash; or
- been lawfully stopped at a driver's license check and the officer has an articulable suspicion the driver has committed an implied consent offense; or
- been lawfully stopped or encountered by the officer during the course of his duties and the officer has an articulable suspicion the driver has committed an implied consent offense.

General Statute 20-16.3 authorizes the North Carolina Commission for Health Services to examine and approve those alcohol screening devices which can be utilized in this State, and specify the rules regarding the deployment and maintenance of these devices. The Commission for Health Services describes the approved devices, and the rules governing their usage in section 10A NCAC 41B .0503 of the North Carolina Administrative Code (http://ncrules.state.nc.us/ncac.asp). The devices currently approved for use are the:

- ALCO-SENSOR, ALCO-SENSOR III, ALCO-SENSOR IV, and ALCO-SENSOR FST manufactured by Intoximeters Inc., and
- SD-2 and SD-5, manufactured by CMI Inc.

There is no specific training currently required by the Commission for Health Services for the use of these devices, other than the officer use the screening device according to the "operational instructions supplied with or listed on the device". The Commission does specify the steps to be taken by an officer when administering an alcohol screening test of the breath.

1. Prior to testing, ensure the driver has removed all foreign substances from his mouth (food, drink, tobacco products, etc). Dental devices and oral jewelry do not need to be removed.
2. Administer the test as soon as possible, unless the driver advises they have consumed an alcoholic beverage within the previous fifteen (15) minutes. If this is the case, wait 15 minutes before administering the test.
3. If the test is done without a waiting period, and the resulting reading is 0.08 or more, the officer must wait five (5) minutes and administer a second test. If the results of this second test show a reading more than 0.02 under the first test, the officer will disregard the first test.
4. The officer may request the driver to submit to one or more additional screening tests.

A refusal by the driver to submit to an alcohol screening test of the breath is not sufficient reason by itself to justify an arrest of the driver. The officer should use all facts known in the situation to determine if a custodial arrest is appropriate.

The Commission for Health Services requires that the agency or operator of every approved alcohol screening test device in use, verify the calibration of the device at least once every thirty (30) days of use. Verification is to be done with an approved simulator solution, or ethanol gas canister. The departmental employee verifying calibration will enter the appropriate information into the log book in the breath testing room. It is the responsibility of the individual squad supervisors to ensure these devices are utilized and maintained in a manner consistent with state regulations and this directive.

13.8.5 MEDICAL ATTENTION FOR DRIVING WHILE IMPAIRED ARRESTEES

Occasionally, the level of impairment of a driving while impaired arrestee may indicate the need for medical attention. The arresting officer will ensure that a driving while impaired arrestee receives medical attention in any of the following situations:

- When the first analysis reads 0.31 or greater and the subsequent analysis indicates any reading higher than the first.
- When, at the conclusion of both tests, either reading is higher than 0.36.
- When, at the conclusion of both tests, it is the opinion of the officer that the arrestee's level of impairment is such that medical attention is warranted, regardless of the test results.

13.8.6 CHEMICAL ANALYSIS FOR OTHER AGENCIES

It will be the policy of this Department to assist other law enforcement agencies when appropriate. Chemical analysis request by other agencies for criminal purposes will be administered under the following guidelines.

- State agencies such as the NC State Highway Patrol, the State Bureau of Investigation, NC Alcohol Law Enforcement and others with statewide jurisdiction that do not require a mutual aid agreement will be assisted by this Department when requested, if our resources are sufficient that such assistance will not be detrimental to our operations.
- Law enforcement agencies that have entered into a mutual aid agreement with this Department will be assisted upon request. Law enforcement agencies that have not entered into a mutual aid agreement with this Department will not be provided assistance with chemical analysis.
- Private company police agencies will not be provided assistance with chemical analysis.

Agencies, which request assistance with chemical analysis and are not eligible for assistance from this Department, should be referred to the NC State Highway Patrol.

13.8.7 ADMINISTRATIVE CHEMICAL ANALYSIS

On occasion, it may be necessary for the breath testing equipment to be used for a department administrative investigation. When tests are being conducted for administrative purposes only, all the appropriate guidelines will be followed. Since there will be no criminal prosecution or

reporting to the state, there may be some deviations to the normal testing and reporting procedures.

The same guidelines for assisting other law enforcement agencies will apply under administrative test requests.

13.8.8 DRUG RECOGNITION EVALUATION

The Drug Recognition Expert program is part of the Greensboro Police Department's efforts to curb drug-impaired driving. Drug Recognition Experts (DRE's) are trained to gather evidence to substantiate charges of Driving While Impaired by drugs other than alcohol or in addition to alcohol, and to reach reasonable, accurate conclusions concerning the drug category (ies) or medical condition causing impairment. The DRE can request the charging officer collect a blood sample to obtain corroborative, scientific evidence of the arrestee's drug use. Any blood sample obtained will comply with the procedures outlined in Section 13.8.3 of this Directive.

The Drug Recognition Evaluation procedure is a **post-arrest** evaluation, not a **pre-arrest** evaluation. If an arrestee is Mirandized and invokes his right to counsel prior to a DRE being contacted or arriving, the DRE can still perform a partial evaluation and come to a conclusion as to impairment. If the arrestee invokes his right to remain silent, the DRE can complete the evaluation. The arresting officer will be present for the Drug Recognition Evaluation procedure.

Procedures

Due to the limited number of Departmental Personnel certified as DRE's, the following procedures will be utilized when the assistance of a DRE is requested:

- Officers may request the assistance of on an on-duty DRE through their immediate supervisor.
- The Watch Commander must approve all requests for call out of an off-duty, on-call DRE.
- An on-duty DRE may assist other law enforcement agencies with a Drug Recognition Evaluation in a manner consistent with the provisions of Directive 13.8.6. Outside agency requests for assistance from an off-duty DRE require notification of the Watch Commander for approval.

Due to the rapid dissipation of the effects of certain drugs, a rapid response to an investigation of this type is critical. Because of this, an officer should request the services of a DRE as quickly as possible. In some instances, even though a DRE is unable to respond in person, a telephone conversation with the DRE may enable the officer to collect evidence of impairment which will assist in establishing probable cause.

The following situations are examples of some, but not all, instances where assistance from a DRE may be appropriate in Driving While Impaired investigations:

- When an arrestee is suspected of Driving While Impaired and the officer has probable cause to believe that drugs may be a significant or sole cause of the impairment.
- When an arrestee has been charged with Driving While Impaired, a breath test has been performed using either a portable breath screening device or evidentiary breath test instrument, and the blood alcohol concentration (BAC) is below 0.08 and inconsistent with the observed level of impairment.

- When the driver of a vehicle has been involved in a vehicle collision resulting in serious physical injury or death, and based on the opinion of the investigating officer or supervisor, a Drug Recognition Expert is needed to determine drug or medical impairment of the driver.

If an officer has determined that an arrestee's BAC is consistent with both the type and degree of impairment, or the BAC is .08 or more, no DRE is needed.

Other Utilizations

- A DRE can be utilized by the Professional Standards Division during the course of an administrative investigation if deemed necessary and appropriate.
- A DRE can be utilized by a detective to provide the added knowledge that a written and/or verbal confession has not been given under the influence of an impairing substance.

DRE Responsibilities

The Drug Recognition Expert (DRE) will verify if the arrestee is impaired, and if so verify that the arrestee's breath alcohol concentration is not consistent with the degree of impairment that is evident. The DRE will determine whether the impairment is drug or medically related. If, at any time during the evaluation, the DRE observes a medical condition that requires immediate medical treatment, he will summon emergency medical personnel and notify the supervisor of the arresting officer.

If no life threatening medical condition exists to the arrestee, the DRE will conduct a drug influence evaluation. Using these procedures, the DRE will form an expert opinion and determine the category and/or categories of drugs that are the likely cause of the impairment. If, at the conclusion of the drug influence evaluation, the DRE forms an expert opinion the subject is not impaired by any other substance other than alcohol he or she will record those findings.

DRE Reporting Responsibilities

For each Drug Recognition Evaluation conducted by a Greensboro Police Department DRE:

- The Drug Recognition Expert will, within 72 hours, complete and submit to the Records Management Section a supplemental report including their expert opinion as to the category and or categories of drugs that are the likely cause of the impairment. The DRE will also complete the standardized DRE report narrative, standardized checklist, and a copy of the North Carolina Drug Recognition Evaluation report face sheet. These documents will comply with National Highway Traffic Safety Administration, International Association of Chiefs of Police, and Greensboro Police Department guidelines.
- The DRE will complete and update his/her rolling log through the DRE Data Tracking System and send a copy of the North Carolina DRE face sheet to the state coordinator as required.
- The DRE will enter the evaluation in his personal DRE log.
- The DRE shall complete a Greensboro Police Department Laboratory Services Request form and include the required information pertaining to the appropriate drug category and submit this form to the Evidence Section.

DRE Qualifications

Departmental Drug Recognition Experts will maintain certification in compliance with the National Drug Evaluation and Classification Program Standards formulated by the National Highway Traffic Safety Administration and the International Association of Chiefs of Police. Drug Recognition Experts will obtain the Division Commander's approval before allowing their certification to lapse. Drug Recognition Experts will keep DRE equipment available and in good working order at all times.

TITLE: PRE-ARREST CHEMICAL ANALYSIS	NUMBER 13.9
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94) R2/09-01-04	

13.9.1 GENERAL

This directive establishes the procedures to be used when a vehicle operator requests an analysis of his breath prior to being arrested for or charged with an implied-consent offense.

General Statute 20-16.2(i) authorizes a person suspected of committing an implied-consent offense to request a chemical analysis of his breath to determine the alcoholic content of his blood. The operator must request the analysis prior to being arrested.

The statute is applicable in situations where an officer stops, detains or questions a person whom he has probable cause to believe has been operating a motor vehicle on a highway or public vehicular area while under the influence of an impairing substance or any other implied-consent offense. At any time prior to being arrested or otherwise charged, the operator may request a breath analysis before being charged. The officer has the responsibility of having the requested analysis administered, subject to certain restrictions. The analysis is administered in the same manner as a custodial analysis situation and the results are admissible in court.

13.9.2 REQUEST FOR PRE-ARREST CHEMICAL ANALYSIS

An officer is not required to advise an operator that a pre-arrest chemical analysis may be requested; however, if the officer suspects the operator may be impaired, this suspicion may be communicated to the operator. This provides the operator the opportunity to make a request for the pre-arrest test. The operator may request a chemical analysis prior to being placed under arrest for an implied-consent offense. If the arrest has already been made at the time of the request, the operator does not have the right to such an analysis. If a proper request is made, the officer has the responsibility to refrain from making an immediate arrest and must arrange for the requested analysis to be administered. The request will not cause any normal investigative procedure or practice to be delayed, compromised or omitted.

If the operator does not request a pre-arrest chemical analysis, the investigation will continue as usual. The officer may take whatever enforcement action is deemed proper.

13.9.3 RESTRICTIONS ATTACHED TO THE REQUEST

The request for a pre-arrest chemical analysis and a subsequent delay of enforcement action is conditional, based on the operator's compliance with certain restrictions. If the operator fails or refuses to comply with these conditions, the request becomes invalid and immediate enforcement action may be taken following driving while impaired procedures.

Upon receiving a request for a chemical analysis, the officer will acknowledge the request and provide the operator with a Request for Pre-charge Chemical Analysis form. The operator is required to sign this form. Failure or refusal to do so invalidates the request for a chemical analysis. The original copy of the form will be turned in to the Records Management Section. The officer may keep a copy of the form and the operator will be given a copy if one is requested.

13.9.4 TRANSPORTING TO THE ANALYSIS SITE

The operator must be transported to the analysis site in the officer's vehicle. The operator will not be allowed to drive his vehicle to the analysis site under any circumstances. Alternative transportation, such as allowing a passenger to drive the operator to the site, will not be allowed. The officer's personal safety will be ensured while transporting the operator. Placing the operator in the rear seat of the police vehicle is strongly recommended. Guilford Metro 911 will be advised that a civilian is being transported. Failure or refusal of the operator to comply with these transportation conditions will invalidate the request for a chemical analysis.

13.9.5 PAT DOWN FRISK PERMITTED

Prior to placing the operator in the officer's vehicle, a pat down frisk of the operator is permitted.

This frisk is conducted solely to ensure the officer's personal safety and not to search for contraband or evidence. Any item detected during the frisk, which the officer reasonably believes to be a weapon, may be removed from the operator's clothing. Any illegally possessed weapons may be seized and form the basis of a criminal charge. Any other contraband may be seized but should not form the basis of a charge. Resistance or refusal to allow the frisk will invalidate the operator's request for chemical analysis.

The officer may take control of personal property, such as a handbag, that is in possession of the operator. These items should be safely secured but should not be searched.

13.9.6 DISPOSITION OF THE OPERATOR'S VEHICLE

The operator's vehicle may be disposed of in one of the following ways:

- The operator may choose to turn the vehicle over to a responsible person present at the scene.

- The operator may choose to leave the vehicle legally, safely and securely parked at the scene. The officer will ensure that the vehicle will be legally and safely parked and may move the vehicle to a safe position, if necessary.

- The operator may choose to have the vehicle stored at a normal storage facility. In this case, the officer will request a wrecker by rotation and complete a Vehicle Tow-In form. If an arrest is subsequently made in the case, the operator will be responsible for any tow-in or storage fee. If the operator is not subsequently arrested, the officer will provide assistance through the Records Management Section for a no-fee release of the vehicle.

13.9.7 TESTING PROCEDURES

State law requires that the pre-arrest chemical analysis be administered in the same manner as a normal custodial analysis. Normal observation periods, time limitations, and procedures will be followed.

In the presence of the officer, the operator should request a chemical analysis from the chemical analyst. The chemical analyst will furnish the operator with a copy of the Rights of Person Requesting to Take Chemical Analysis under G.S. 20-16.2(i) and the operator will be informed of these rights both verbally and in writing.

If a pre-arrest breath analysis is requested, it will be administered at the Department's normal breath analysis site or any other approved facility. There will be no fee for the administration of a breath analysis.

13.9.8 SUBSEQUENT ARREST OR RELEASE

If, at any time after his request for the pre-arrest test, the operator fails or refuses to comply with the restrictions attached to the request, immediate enforcement action may be taken (just as if the request had never been made).

The results of the chemical analysis may be considered by the officer in deciding whether to charge the operator. The results are admissible in court. If the officer chooses to arrest the operator, normal arrest and booking procedures will be followed.

When the operator is released without being charged, the officer will provide transportation to the operator's vehicle or to any other reasonable location.

TITLE: TRAFFIC STOP DATA COLLECTION AND REPORTING	NUMBER 13.10
EFFECTIVE DATE: 08-24-2018	PAGE 1 OF 1
REVISION HISTORY: (Adopted 12-17-01) R3/08-24-2018	

13.10.1 GENERAL

The purpose of this Directive is to establish the procedures for collecting and submitting statistical traffic stop data to the North Carolina State Bureau of Investigation - Division of Criminal Information. Effective January 1, 2002, the North Carolina General Assembly mandated that certain law enforcement officers document every traffic stop conducted for the purpose of traffic enforcement.

This information will be reported utilizing the electronic "Traffic Stop" module in MobLAN. If an officer does not have Mobile Field Reporting available, the officer will complete a paper Traffic Stop Report and enter the data into the RMS "Traffic Stop" module prior to the end of their duty day. Paper copies of the Traffic Stop Report are available on PowerDMS under the Documents tab in a folder labeled "Traffic".

13.10.2 POLICY

It is the policy of the Greensboro Police Department to fully comply with NCGS 143B-903 and accurately document and submit the required information. In addition to the reporting requirements of this Statute; GPD Officers will enter the traffic stop data for every traffic stop conducted, regardless of the original intent of the stop. This includes traffic stops initiated for violation or suspected violation of North Carolina Motor Vehicle Law, for the purposes of criminal apprehension/investigation, and the service of legal papers.

Supervisors will ensure that data is entered for every traffic stop conducted by personnel under their command though viewing the electronic officer activity application on GPDNET at least once each work week.

Officers are not required to complete the Traffic Stop Report for each vehicle stopped as the result of License and/or DWI Check Points, unless enforcement action is taken or this police action results in a search of the vehicle, operator or passenger(s). For vehicles stopped for avoiding such checkpoints, a Traffic Stop Report shall be completed.

Officers will be assigned a special Traffic Stop Data identification number, which will be recorded on the Traffic Stop Report. This number is anonymous to entities outside of the agency, which prevents individual officer statistics from being identifiable by those outside of the Greensboro Police Department. Traffic Stop Data Identification Numbers will be assigned and maintained by the Police Records Section. Officers shall not place their badge number or name on the document.

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Chapter 14

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TITLE: VEHICLE STOPS	NUMBER 14.1
EFFECTIVE DATE: 08-18-08	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94)R3/08-18-08	

14.1.1 COMMUNICATIONS

Prior to stopping a vehicle, an officer will state the unit's call number and the appropriate Ten Code. After receiving acknowledgment from Guilford Metro 911, the officer will advise the location, license number, color, make and model of the vehicle. This information should be acknowledged by Guilford Metro 911 before the officer initiates the stop.

No officer will stop a vehicle without first advising Guilford Metro 911, unless exigent circumstances would cause the officer's or any person's safety to be compromised by taking the time to make such notification. In the event of exigent circumstances, notification shall be made to Guilford Metro 911 as soon as practical. In cases involving exigent circumstances, the officer must report the incident to his immediate supervisor who shall review the incident.

When an officer has announced his intention to stop a vehicle, no other officer will transmit until the required information is given to and acknowledged by Guilford Metro 911. This restriction will not apply if another officer has emergency traffic to broadcast.

As soon as possible after stopping a vehicle, the officer should check "Signal 50." If the overdue default period elapses since an officer stopped a vehicle and the officer has not checked "Signal 50," Guilford Metro 911 will attempt to make contact with the officer. If the officer does not respond by the third call, another unit will be dispatched to check on the officer, and the officer's supervisor will be notified.

14.1.2 UNMARKED VEHICLE STOPS

Non-uniformed personnel operating unmarked police vehicles who find it necessary to conduct traffic stops may proceed with a vehicle stop provided that the officer immediately requests the assistance of a marked vehicle. Such vehicle stops will follow normal procedures and require the use of blue lights and siren. The officer will clearly display his badge or identification card prior to approaching the vehicle.

In cases where the assistance of a marked unit to initiate a vehicle stop is requested, the requesting officer will provide information as to circumstances of the stop. Relevant information that could affect the safety of the stopping officer will be transmitted by the requesting officer prior to the vehicle stop. Such information should include whether occupants/operator are armed and dangerous, mentally deranged, known to carry weapons, have a history of violent behavior toward law enforcement personnel, as well as other behavior that would likely place the officer in a dangerous situation. The operator of the marked police vehicle will, upon arrival with the suspect vehicle, assume control of the stop.

14.1.3 TECHNIQUES

Officers shall employ those vehicle stop techniques currently being taught and/or endorsed by the Training Division, taking into account the safety of the officer, the violator, and the general public, and the need for a reasonable professional image and response. These techniques should attempt to minimize conflict between the officer and violator, and facilitate a professional contact.

Officers are reminded that no vehicle stop is "routine" and the level of risk of injury to the officer and violator is dependent upon the circumstances of each individual stop. In those cases involving known high risk stops, officers will conduct such stops in a manner consistent with the current methods and techniques, as taught by the Training Division.

All other vehicle stops will be considered "unknown" risk stops, until the officer evaluates the situation and properly conducts the stop in response to the behavior of the subject(s) involved, and other relevant factors known to the officer. Unknown risk stops will be conducted in a manner consistent with the current methods and techniques, as taught by the Training Division

TITLE: EMERGENCY OPERATION OF POLICE VEHICLES	NUMBER 14.2
EFFECTIVE DATE: 08-14-2019	PAGE 1 OF 13
REVISION HISTORY (Adopted 09-01-1994) R14/08-14-2019	

14.2.1 PURPOSE

A. The purpose of this Directive is to provide guidelines for Officers to follow when engaged in the emergency operation of a police vehicle. It is the policy of the Greensboro Police Department that Officers may only engage in the emergency operation of a police vehicle when such operation is consistent with this Directive, North Carolina Law and the training provided by the Training Division. Any Officer engaged in the emergency operation of a police vehicle will do so with due caution and regard for the safety of others.

B. All personnel operating Department vehicles shall exercise due regard for the safety of all persons. There are no assignments or tasks of such importance that they justify the reckless disregard of the employee's safety or the safety of other persons. Employees must be mindful of the balance between achieving the goals of law enforcement while maintaining the public's safety.

14.2.2 STATUTORY GUIDELINES

A. All emergency vehicle operations shall be conducted in strict accordance with existing statutes and Departmental policies. Police employees engaged in emergency vehicle response shall simultaneously utilize both audible (siren) and visual (blue emergency lights) emergency warning equipment unless specifically exempted by statutes.

B. Exemptions to the use of audible and visual emergency equipment are as follows:

1. Officers may exceed the speed limit without giving audible and visual signals when obtaining evidence of a speed violation.
2. When responding to a call which the officer reasonably believes involves a felony in progress and the officer reasonably believes any of the following:
   a. Knowledge of the officer's presence may endanger the safety of the victim or other persons.
   b. Knowledge of the officer's presence may cause the suspected violator to evade apprehension.

14.2.3 EMERGENCY OPERATION

A. Anytime a police vehicle is operated in excess of the posted speed limits, the Officer is involved in the emergency operation of a police vehicle. While engaging in emergency operation of a police vehicle, Officers will comply with North Carolina Law regulating such operation (N.C.G.S. 20-145), and will follow the driving procedures taught by the Training Division.

Any Officer engaged in the emergency operation of a police vehicle must:

1. Activate the police vehicle's blue lights and siren as soon as the emergency operation of the police vehicle begins, except as listed in Section 14.2.2 B of this Directive. The blue lights and siren will remain continuously activated throughout the duration of the emergency operation of the vehicle. If the use of blue lights and/or siren is discontinued,

the Officer will immediately return to operating the vehicle in a manner consistent with all applicable traffic laws.

2. Activate any in-car, and/or body worn cameras simultaneous with activation of the police vehicle's blue lights and siren. The camera will remain continuously activated throughout the duration of the emergency operation of the police vehicle. Further utilization of the body worn camera will follow the provisions of Departmental Directive 15.11.
3. Notify GM 911 verbally by radio of the emergency operation of the police vehicle as soon as the vehicle's blue lights and siren have been activated. The only exception to this requirement occurs when the Officer is engaged in emergency operation of the police vehicle to overtake and stop another vehicle where elements of a violation have already been established.

B. Emergency Situation: Officers are authorized to engage in the emergency operation of a police vehicle when responding to emergency situations. Examples of emergency situations include, but are not limited to:
   1. Vehicle pursuits.
   2. Robbery alarms.
   3. Traffic crashes involving personal injury.
   4. Officers requesting immediate assistance.
   5. Other calls for service which involve serious injury, the imminent threat of serious injury or the use of a weapon.
   6. In progress calls involving an apparent felony; i.e. burglaries.

   Officers have the discretion to classify other types of incidents as emergency situations and engage in the emergency operation of a police vehicle to respond; but they are accountable for the use of this discretion and must utilize sound judgment when making this determination. In addition to the above requirements; Supervisors must monitor the number of police vehicles engaged in emergency operation while enroute to a call.

14.2.4 DEFINITIONS

A. Vehicle Pursuit: Occurs whenever an Officer engages in the emergency operation of a police vehicle for the purpose of stopping another vehicle, and that vehicle's operator knowingly fails to submit to the stop and the officer attempts to apprehend the violator.

   Justification for engaging in a vehicle pursuit must be based on facts known by the initiating officer when the decision is made to engage in a pursuit. Information not established as fact at the time the pursuit was initiated cannot be considered later in determining whether the pursuit was justified. In all instances of vehicle pursuits, the initiating officer must be able to clearly articulate the reason(s) why a pursuit was initiated.

   A vehicle pursuit does not occur when the operator of the other vehicle fails to immediately stop when the Officer is engaged in the emergency operation of a police vehicle, but instead continues driving for a short time to a well lighted business or area occupied by other persons, while following all traffic laws. When this situation is clear, Officers will not charge a detainee with "Failure to Heed" (NCGS 20-157).

B. Eluding/Fleeing: An active attempt by one or more law enforcement officers to apprehend a suspect who is either an occupant of or operating a motor vehicle, during which time the operator of the motor vehicle is attempting to avoid capture by using high speed driving or

other evasive tactics such as driving off a highway, or making sudden unexpected maneuvers.

C. Refusal to Stop: An active attempt by one of more law enforcement officers to stop a motor vehicle by use of emergency lights and siren, during which time the operator of the motor vehicle is driving at a reasonable speed (at or below the established speed limit), but willfully refusing to pull over and stop.

D. Aborted Vehicle Stop: Occurs whenever an:

1. Officer engages in the emergency operation of a police vehicle for the purpose of stopping another vehicle and that vehicle's operator knowingly fails to submit to the stop and the officer does not attempt to apprehend the violator.
2. The violator drives off from an established vehicle stop and the initial reason for the stop or evidence obtained during the initial stop does not meet the criteria for pursuing the violator as outlined in Section 14.2.3(B) of this Directive.

E. Police Vehicle: Vehicles deployed by the Greensboro Police Department which are authorized to engage in emergency operation. These vehicles are described in the following categories:

1. Marked enforcement vehicle: a line vehicle black in color with uniform Greensboro Police Department exterior markings, equipped with a siren, and roof mounted blue lights.
2. Unmarked enforcement vehicle: a line vehicle of any color, with or without uniform Greensboro Police Department exterior markings, equipped with a siren, and interior mounted blue lights.
3. Marked Special Operations Division enforcement vehicle: a line vehicle black in color, with uniform Greensboro Police Department exterior markings, equipped with a siren, and interior mounted blue lights, deployed by the Special Operations Division for traffic enforcement purposes.
4. Unmarked administrative vehicles – a Detective or staff vehicle, any color, without uniform Greensboro Police Department exterior markings, equipped with siren and interior mounted blue lights.
5. Police Motorcycle – a line motorcycle with uniform Greensboro Police Department exterior markings, equipped with siren, and front, rear and side-mounted blue lights.

F. Violator Vehicle: The vehicle identified by an Officer for a traffic stop as a result of information known to the Officer that establishes reasonable suspicion or probable cause to believe that the operator or passenger committed a traffic or criminal offense, or is wanted by the State of North Carolina.

G. Primary Officer: The Officer who initiates a vehicle pursuit, or assumes control of the pursuit in a manner consistent with this Directive.

H. Secondary Officer(s): Authorized Officer(s) assigned to assist the primary Officer in a vehicle pursuit. Secondary Officer(s) will be assigned to the pursuit by GM 911 by radio or the monitoring Supervisor based upon the geographic location of the secondary Officer(s) relative to the pursuit.

I. Monitoring Supervisor: The first line Supervisor of the primary Officer initiating a vehicle pursuit. If the primary Officer's Supervisor is not available, the monitoring Supervisor is defined as the first line Supervisor assigned to the geographic area where the vehicle pursuit began.

In the case of a pursuit entering the city from another jurisdiction; the monitoring Supervisor is defined as the first line Supervisor assigned to the geographic area where the vehicle pursuit is most likely to enter the city.

J. Watch Commander: The Commander responsible for coordinating and supervising the delivery of police services throughout the city of Greensboro during his assigned tour of duty.

K. Emergency Communications Specialist (ECS): A Guilford Metro 911 employee assigned to provide call intake, dispatch and management of emergency services during their tour of duty

L. Parallel Pursuit: An Officer not assigned to a vehicle pursuit, who engages in emergency operation of his police vehicle or operates with disregard to applicable traffic laws, so as to achieve or remain in close proximity to the vehicle pursuit. **Parallel Pursuits are forbidden**.

M. Due Regard: Due regard is the degree of care that a reasonably careful person, performing similar duties, and acting under similar circumstances would show. There is no exception to the requirement that officer's demonstrate due regard for the safety of others.

N. Forcible Stopping Techniques: Refers to any of the techniques currently authorized by the Department to prevent or bring a vehicle pursuit to a forced conclusion. These techniques are:

1. Stop Sticks: The brand name of a type of tire deflation device designed to release air volume from a tire in a controlled manner.
2. Mobile Roadblock: The positioning of police vehicles to the front, side(s) and rear of a moving violator vehicle in an attempt to slow the violator vehicle and bring same to a controlled stop.
3. Precision Immobilization Technique (PIT): The controlled striking of a violator vehicle by a police vehicle intended to bring the violator vehicle to a safe stop.
4. Vehicle Containment and Apprehension Technique: A technique in which police vehicles are strategically placed around the violator vehicle to prevent an already stationary violator vehicle from moving.
5. Stationary Roadblock: The placement of object(s), to include patrol vehicle(s), in the path of a violator vehicle so as to bring the vehicle to a stop or obstruct the fleeing vehicle's route.

14.2.5 VEHICLE PURSUIT POLICY

A. Authorized Vehicle Pursuits

Vehicle pursuits are justified only when the initiating officer knows or has reasonable suspicion to believe:

1. The occupant(s) has committed, is committing, or is about to commit a violent crime, burglary offense, or felony breaking and entering offense.
2. Wanted for a violent crime, burglary offense or felony breaking and entering offense.
3. Driving While Impaired where an articulable basis is established that the driver is impaired.
4. Felony Hit and Run Involving Serious Injury.
5. Situations involving high risk operations, as authorized by the affected Division Commander or higher authority.
6. The Watch Commander may authorize a vehicle pursuit based upon information indicating

the occupant(s) presents a clear and immediate threat to the safety of others and therefore the necessity of immediate apprehension outweighs the level of danger created by initiating a pursuit not specifically defined by this directive.

B. Pursuit Considerations: Because the primary goal of the Greensboro Police Department is the protection of persons and property, an Officer may terminate a vehicle pursuit at anytime. Officers must remember that other persons utilizing the roadways do not expect their travel to be interrupted by a vehicle pursuit, or become involved in a crash as a consequence of a pursuit.

Consideration must be given to the extent to which a vehicle pursuit exposes any Officer, or a member of the general public to excessive risk of injury. The following list of factors (while not all-inclusive) must be considered by the primary Officer, monitoring Supervisor and Watch Commander in determining whether or not the risks involved in initiating or continuing a vehicle pursuit outweigh the public benefit derived by apprehending the suspect:

1. The seriousness of the offense for which the stop was originally being attempted
2. Whether the identity of the offender is known to the Officer, or whether the offender can be identified by the prima facie rule of GS 20-141.5.
3. The safety of the public in the area of the pursuit, and of the pursuing Officer(s)
4. Pedestrian and vehicular traffic patterns and volume
5. The location of the vehicle pursuit
6. The speeds involved in the vehicle pursuit
7. The time of day
8. Weather conditions and visibility
9. Road conditions
10. Restricted visibility due to buildings, curves or hills
11. The capabilities and limitations of the police vehicle(s) and the driver Officer(s)
12. The pursuing and Officers' familiarity with the area of the vehicle pursuit
13. The quality of radio communications with the pursuing Officer(s)
14. Whether the pursuit will likely be successful in apprehending the suspect
15. The risk of harm from not apprehending the suspect, considering his manner of driving and the degree of risk created by the crime the suspect is believed to have committed.

C. Pursuit Procedures

1. The Officer initiating a pursuit shall notify the Emergency Communications Specialist as soon as reasonably possible that a pursuit is being initiated and provide the following information:

    a. Police Unit identification
    b. Location, speed, and direction of travel
    c. Reason for the pursuit
    d. Pursued vehicle description, including license number, if known
    e. Number of occupants
    f. Road conditions
    g. Traffic density

2. Failure to provide the above information may be cause for the supervisor or Watch Commander to terminate the pursuit.
3. Involved officers shall, as often as feasible, provide updated information to the ECS, such

as the speed, direction of travel, traffic density and any other pertinent information.

4. A field supervisor or higher authority must acknowledge that he/she is aware of and monitoring the pursuit as soon as practicable after a pursuit is initiated.

D. Prohibitions:

1. Officers shall not engage in vehicle pursuits where the offense is a violation of a City Ordinance, a traffic violation or a misdemeanor other than the offenses described in section 14.2.3(B).
2. Absent approval from the Watch Commander or monitoring supervisor, no more than three police vehicles may be actively involved in any vehicle pursuit. The only exception occurs when the vehicle pursuit is initiated by an unmarked enforcement vehicle, unmarked administrative vehicle or police motorcycle. In this situation, the initiating vehicle may remain involved in the pursuit until the arrival of a third marked enforcement vehicle or marked Special Operations Division enforcement vehicle in the pursuit.
3. Unless assigned to the vehicle pursuit; no other Officers may engage in emergency operation of their police vehicles to actively engage in the pursuit. **Parallel Pursuits are prohibited**.
4. No Officer will attempt to pass another police vehicle during a vehicle pursuit unless the Officer to be passed is aware of the maneuver.
5. Police vehicles containing a civilian will not engage in a vehicle pursuit.
6. Pursuits of vehicles with less than four (4) wheels, motorcycles, all-terrain vehicles and vehicles with passengers located in the open cargo areas are prohibited unless approved by the Watch Commander.
7. Officers will operate their police vehicles with due regard for the safety of themselves and others. Speeds should not exceed the Officer's ability to safely operate the police vehicle, nor should the Officer's speed create unnecessary or unreasonable danger to the Officer or the public. Officers will be expected to exercise good judgment in these situations.
8. If the violator involved in a vehicle pursuit begins to flee by driving a vehicle the wrong way on a one-way street or the wrong direction on a two-way roadway, officers involved in the pursuit will immediately terminate the pursuit and will not follow the violator against the direction of travel.
9. Officers will refrain from all non-emergency radio traffic on the assigned radio frequency during a vehicle pursuit.
10. Once a pursuit has been terminated by the monitoring Supervisor or Watch Commander, Officers are forbidden from subsequently re-engaging the violator vehicle in a pursuit unless additional facts are learned and articulated which would justify the pursuit and without first obtaining approval from that Supervisor or Watch Commander.

E. Primary Officer's Responsibilities: Officers initiating a vehicle pursuit authorized by this Directive must:

1. Immediately begin emergency operation of their assigned police vehicle, and continue emergency operation as described in section 14.2.2(A) of this Directive.
2. Immediately notify GM 911 of the pursuit and provide the location, direction of travel, vehicle description including license information (if possible), speed and reason for the pursuit. Failure to provide all this initial required information at the beginning of the pursuit will result in immediate termination of the pursuit by the monitoring Supervisor or Watch Commander.
3. The Officer will continually update this information throughout the pursuit, with special attention to changes in location, speed, traffic conditions and severity of additional

violations observed. The Officer must advise the monitoring Supervisor of any factors observed which might lead to a decision to terminate the pursuit.

4. Immediately notify GM 911 if they are operating a vehicle other than a marked enforcement vehicle or marked Special Operations Division enforcement vehicle. If the initiating Officer is operating a vehicle other than a marked enforcement vehicle or marked Special Operations Division enforcement vehicle, he will discontinue operating as the primary Officer in the pursuit when a marked enforcement vehicle or marked Special Operations Division enforcement vehicle arrives to become the primary Officer. At this time the Officer will assume the secondary Officer position. Upon the arrival of two additional marked enforcement vehicles or marked Special Operations Division enforcement vehicles, the initiating Officer will discontinue involvement in the pursuit. Absent approval from the Watch Commander or monitoring Supervisor, no more than three police vehicles will be actively involved in any vehicle pursuit.

F. Secondary Officer(s) Responsibilities: Officers assigned to assist in a vehicle pursuit by GM 911 or the monitoring Supervisor will:

1. Immediately begin emergency operation of their assigned police vehicle, and continue emergency operation as described in section 14.2.2(A) of this Directive.
2. May take over radio communications and broadcast updates throughout the duration of the pursuit as to location, direction of travel, speed, traffic conditions and severity of additional violations observed. The Officer must advise the monitoring Supervisor of any factors observed which might lead to a decision to terminate the pursuit and will be held accountable for failing to do so.

G. Monitoring Supervisor's Responsibilities: The monitoring Supervisor is required to actively manage any vehicle pursuit from its beginning to a conclusion. The monitoring Supervisor must:

1. Immediately acknowledge responsibility for the pursuit.
2. Immediately terminate any pursuit which violates this Directive, North Carolina General Statutes or the training guidelines provided by the Training Division.
3. Immediately terminate a pursuit if the primary Officer initiating the vehicle pursuit fails to provide all the initial information required by section 14.2.5(C)(1) at the beginning of the pursuit.
4. Continuously evaluate the changing circumstances and conditions present throughout the vehicle pursuit, and allow the pursuit to continue or terminate same in response to this evaluation. This includes evaluating whether a pursuit will be allowed to continue outside GPD jurisdiction.
5. Evaluate the number and categories of police vehicles involved in the pursuit and allow or discontinue their involvement as needed in a manner consistent with this Directive.
6. Evaluate the circumstances to determine if approval or direction should be given to attempt to forcibly stop the violator vehicle through the use of "Stop Sticks", the PIT, mobile roadblock or the Vehicle Containment and Apprehension Technique.
7. Complete a thorough administrative investigation at the conclusion of the vehicle pursuit. In this investigation, the monitoring Supervisor is responsible for:
   a) Identifying all Officers involved in the pursuit, including those who engaged in participation inconsistent with Departmental policy during the pursuit.
   b) Reviewing and documenting the actions of all Officers involved in the pursuit to determine compliance with Departmental policy and State Law.
   c) Reviewing all audio and visual recordings associated with the pursuit.
   d) Describing any forcible stopping techniques employed.

e) Initiating further administrative action as needed consistent with the findings of the investigation.

A Watch Commander may assign responsibility for the required administrative investigation to a Supervisor other than the Monitoring Supervisor, or request the Professional Standards Division when warranted by the nature of the pursuit.

H. Watch Commander's Responsibilities: The Watch Commander will actively monitor all vehicle pursuits until their conclusion. The Watch Commander will:

1. Immediately terminate any pursuit which violates this Directive, North Carolina General Statutes or the training guidelines provided by the Training Division.
2. Immediately terminate a pursuit if the primary Officer initiating the vehicle pursuit fails to provide all the initial information required by section 14.2.5(C)(1) at the beginning of the pursuit.
3. Continuously evaluate the changing circumstances and conditions present throughout the vehicle pursuit, and allow the pursuit to continue or terminate same in response to these changes. This includes evaluating whether a pursuit will be allowed to continue outside GPD jurisdiction.
4. Evaluate the circumstances to determine if approval or direction should be given to attempt to forcibly stop the violator vehicle through the use of "Stop Sticks", the PIT, a mobile roadblock, the Vehicle Containment and Apprehension Technique or a stationary roadblock.
5. Evaluate the need to assign more than three police vehicles to the pursuit. This decision will be based upon specific factors known to the Watch Commander. Some factors which may influence this decision may include:
   a) The number of occupants in the pursued vehicle.
   b) The nature of the original offense for which the pursuit was initiated.
   c) The need for assistance from specialized personnel (i.e. canine).
   d) Other known, articulable factors requiring the assignment of additional resources.

I. Emergency Communications Specialist's Responsibilities (ECS): The ECS will provide support to Officers involved in a vehicle pursuit in a manner consistent with the policies and training of Guilford Metro 911. Upon notification of the initiation of a vehicle pursuit, the ECS will:

1. Immediately broadcast across all primary GPD talkgroups and Guilford County Sheriff's Department Dispatch that a vehicle pursuit is in progress, giving all pertinent, known information.
2. Assign two marked enforcement vehicles or marked Special Operations Division enforcement vehicles to assist in the pursuit, based upon the geographic proximity of the assist Officers relative to the pursuit. Absent approval from the Watch Commander or monitoring Supervisor, no more than three police vehicles will be actively involved in any vehicle pursuit.
3. Ensure the monitoring Supervisor and Watch Commander are notified of the pursuit.
4. Update the progress of the pursuit consistent with GM 911 policy and training.
5. Notify surrounding agencies of the pursuit.
6. Immediately broadcast across all primary GPD talkgroups when the pursuit has concluded, or the vehicle pursuit is terminated by the monitoring Supervisor or Watch Commander.

J. Professional Standards Division Investigator Responsibilities: The Professional Standards Division will investigate all vehicle pursuits resulting in serious injury or death of any party involved or at the direction of the Chief of Police.

K. Decision to Terminate the Pursuit: Police Officers, who are engaged in a pursuit, and supervisors, must continually evaluate the risk assessment criteria and determine whether the seriousness of the incident justifies continuing the pursuit. When a decision is made to terminate a pursuit, involved officers shall:

1. Immediately pull over, turn off their emergency lights and siren, radio their position to the dispatcher, and verbally acknowledge the order to terminate the pursuit.
2. No longer follow the suspect vehicle, nor may they violate any traffic laws in an effort to catch up to or parallel the suspect vehicle.
3. Remain at the termination point or proceed to a predetermined location established by the monitoring supervisor so that a debrief may occur and the supervisor can collect the necessary information to properly document the pursuit.

L. A vehicle pursuit shall be terminated by the pursuing officer or supervisor under any of the following circumstances:

1. If the reason(s) for the pursuit do not meet the established pursuit criteria outlined in this directive.
2. If the suspect's identity has been established to the point that later apprehension can be accomplished and there is no longer any exigent need for immediate apprehension.
3. If the prevailing traffic, roadway, or environmental conditions so enhance the risk involved in continuing the pursuit that termination is warranted.
4. If the pursued vehicle's location is no longer known or the distance between the police and suspect vehicles is such that, in order to continue the pursuit, it would require exceptional speed that would place the police member and public in serious danger.
5. If the pursuing officer knows that the fleeing vehicle is being operated by a juvenile who is driving in such an unsafe manner that it is obvious the juvenile does not have maturity to associate the dangers involved with fleeing from officers.
6. If the pursuing officer(s) vehicle or emergency equipment malfunctions.
7. If it is necessary to stop and render aid to one of more injured persons and no other unit is available to do so.
8. If directed to terminate the pursuit by a member of higher rank.

14.2.6 FORCIBLE STOPPING OF A VIOLATOR VEHICLE

It is the stated objective of the Greensboro Police Department to bring all vehicle pursuits to a conclusion in a safe and timely manner. Officers will utilize the forcible stopping techniques taught by the Training Division in such a manner as to accomplish this objective. In certain cases, normal pursuit efforts to stop the violator vehicle have failed and immediate action is required to stop the vehicle. Attempts to forcibly stop the violator vehicle must be made at a site that allows for the due regard for the safety of the violator, the Officers effecting the stop and the general public. Sufficient precautions must be provided to allow uninvolved motorists to stop safely, and to avoid involvement in the police action.

A. The forcible stopping techniques taught and permitted by the Department are:

1. "Stop Sticks": Stop Sticks will not be deployed without the authorization of the monitoring Supervisor. Only Officers trained in the use of Stop Sticks may deploy them. Stop Sticks will not be deployed to stop any vehicle with fewer than four wheels or on all-terrain vehicles designed for off road use only.

The Monitoring Supervisor may authorize an Officer to engage in emergency operation of their assigned police vehicle for the specific purpose of assisting in a vehicle pursuit through deployment of Stop Sticks. The Monitoring Supervisor will make this determination based upon the geographic proximity of the Officer to the presumed path of the vehicle pursuit.

Officers deploying Stop Sticks will advise Guilford Metro 911 verbally of the location of the deployment and any other information Officers engaged in the pursuit need to know. Deployment will not occur on curves, bridges, or locations where reasonable judgment would dictate avoidance for safety reasons.

Officers deploying Stop Sticks will position police vehicles off of the roadway with blue lights activated, so as to not create or give the perception to motorists of an impassable thoroughfare. Officers should use fixed objects as protection during the deployment of Stop Sticks. If a fixed object is not available, the use of the police vehicle is acceptable.

Used Stop Sticks will be returned as soon as practical to Police Logistics for replacement**.**

2. Mobile Roadblocks: A mobile roadblock will not be attempted or initiated without the authorization of the monitoring Supervisor. Mobile roadblocks will be conducted in a manner consistent with the training provided by the Training Division. Mobile roadblocks may only be performed by Officers who have received and successfully completed the mobile roadblock training provided by the Training Division.

3. Precision Immobilization Technique (PIT): The PIT may be performed by any officer who has received and successfully completed training provided by the Training Division. The decision to initiate the PIT may be made by the primary Officer, but may also be directed by the monitoring Supervisor or Watch Commander. Once the primary Officer has made the decision to initiate the PIT, he should notify the GM 911 of this intention. The decision to initiate the PIT may be denied by the monitoring Supervisor or the Watch Commander. If the decision to initiate the PIT is made by the monitoring Supervisor or Watch Commander; the primary Officer may use discretion and choose not to initiate the PIT based upon the factors observed and known to the Officer.

   The PIT is considered a less lethal use of force when performed as described by the training guidelines of the Greensboro Police Department. If exigent circumstances warrant the striking of a violator vehicle outside the established training guidelines, this action may be considered as a use of deadly force. Whether the PIT is successful or not, an Administrative Investigation must be completed to document the event along with a DMV 349 where applicable.

4. Vehicle Containment and Apprehension Technique: The Vehicle Containment and Apprehension Technique will only be performed by officers assigned to specialized units and or teams who have successfully completed the training approved by the Training Division. The decision to initiate the Vehicle Containment and Apprehension Technique must be approved by the monitoring Supervisor or Watch Commander. The following factors are to be considered when deciding to employ the Vehicle Containment and Apprehension Technique; severity of the crime and/or offense being investigated, suspect's criminal history, and any other pertinent information. This technique shall only be initiated when the suspect vehicle is not in motion.

The Vehicle Containment and Apprehension Technique is a technique considered to be mere restraint when performed as described by the training guidelines of the Greensboro Police Department. The success or failure of this technique does not automatically initiate administrative reporting. The Vehicle Containment and Apprehension Technique requires documentation by Administrative Investigation along with a DMV 349 when:

- Reportable damage occurs to police vehicle(s) and/or personal property.
- Personal injury is obviously sustained and/or reported by a police employee, third party or offender.

5. Stationary Roadblock: The use of a stationary roadblock is only permitted in extreme cases when the violator poses an imminent risk of death or serious injury. The Watch Commander must authorize the use of a stationary roadblock. The site for the construction of the stationary roadblock must be chosen based upon the site's ability to provide the violator sufficient time and warning to see that the thoroughfare is impassable and bring their vehicle to a safe stop considering the speed of the pursuit at the time of the stationary roadblock. All practical measures must be taken to eliminate the involvement of other motorists or pedestrians in this police action. Deployment of a stationary roadblock will be in a manner consistent with the methods taught by the Training Division.

14.2.7 TERRITORIAL JURISDICTION AND VEHICLE PURSUITS

A. A GPD Officer's territorial jurisdiction includes the corporate city limits of the city of Greensboro, plus one mile beyond that city limit. The monitoring Supervisor or Watch Commander must authorize continuation of any vehicle pursuit beyond this territorial jurisdiction. This decision must be based upon articulable factors which justify continuation of the pursuit.

GPD Officer(s) assigned to an authorized pursuit which leaves the Greensboro City limits will remain alert for the possibility of other agencies becoming involved, or refusing to become involved in the pursuit. For example, NCSHP policy states they will not take over the primary position in a pursuit initiated by another agency, and may decline to assist with the pursuit at all. GPD Officer(s) needing assistance from an outside agency during a pursuit should formally request assistance through Communications. The GPD Officers involved will continually evaluate the circumstances and terminate their involvement immediately if the pursuit, due to its nature, would become hazardous to either the officer(s) involved or citizens.

B. GPD Officers are not permitted to continue a vehicle pursuit beyond the North Carolina State Line into any adjoining State.

14.2.8 PURSUITS INVOLVING OTHER AGENCIES/JURISDICTIONS

A. GM 911 will most likely receive the initial notification of a vehicle pursuit entering the city from another jurisdiction, or occurring within the city by another agency. Specific information regarding pursuits of this nature is included in this section, but as a rule:

1. If the other agency's pursuit is not authorized by GPD policy and training; GPD Officers will not participate in the pursuit, unless participation is authorized by the Watch Commander.

2. If the reason for the pursuit is unknown at the time of the request for assistance, GPD Officers shall not engage in the pursuit until information becomes available that the pursuit is authorized by GPD guidelines. The Watch Commander can authorize GPD Officers to participate in a pursuit in this situation for the purpose of allowing sufficient time to determine the originating agency's reason for the pursuit.
3. If the other agency originating the vehicle pursuit discontinues their involvement in the pursuit; the monitoring Supervisor or Watch Commander will make a determination as to GPD's continued involvement.
4. If the agency originating the pursuit is a company police agency; GPD Officers will not participate in the pursuit, unless participation is authorized by the Watch Commander. The Watch Commander can authorize GPD Officers to participate in a pursuit in this situation for the purpose of allowing sufficient time to determine the company police agency's reason for the pursuit.
5. If the agency originating the pursuit specifically requests GPD refrain from assisting in the pursuit, GPD Officers will not become involved. However, the Watch Commander can authorize GPD Officers to participate in a pursuit of this nature if he reasonably determines such participation is in the best interests of the citizens of Greensboro.

B. GM 911/Emergency Communications Specialist's Responsibilities (ECS): The ECS receiving the initial notification of a vehicle pursuit entering the city from another jurisdiction, or occurring within the city by another agency will immediately broadcast across all primary GPD talkgroups that a vehicle pursuit is in progress, giving all pertinent, known information. This broadcast is intended to serve as a notice and warning to GPD personnel of a potentially hazardous event, not as an assignment to the pursuit. GM 911 personnel will then:

1. Ensure the monitoring Supervisor and Watch Commander are aware of the pursuit.
2. Ascertain if the other agency is requesting GPD assistance, if assistance is not requested; GPD Officers will not participate in the pursuit. However, the Watch Commander can authorize GPD Officers to participate in a pursuit of this nature if he reasonably determines such participation is in the best interests of the citizens of Greensboro.
3. Ascertain from the other agency the location, direction of travel, vehicle description including license information, speed and original reason for the pursuit.
4. With the approval of the monitoring Supervisor; assign two marked enforcement vehicles or marked Special Operations Division enforcement vehicles to assist in the pursuit, based upon the geographic proximity of the assist Officers relative to the pursuit. Absent approval from the Watch Commander, no more than two police vehicles will be actively involved.
5. Notify the other agency if GPD assistance is denied by the monitoring Supervisor or Watch Commander.
6. Update the progress of the pursuit consistent with GM 911 policy and training.
7. Notify the Guilford County Sheriff's Department and N.C. Highway Patrol of the pursuit.
8. Immediately broadcast across all primary GPD talkgroups when the pursuit has concluded, or the vehicle pursuit is terminated by the monitoring Supervisor or Watch Commander.

C. Primary and Secondary Officer's Responsibilities: GPD Officers will not participate in any vehicle pursuit initiated by another law enforcement agency unless the involvement is approved by the monitoring Supervisor or Watch Commander, and they are operating a marked enforcement vehicle or marked Special Operations Division enforcement vehicle. The Officers assigned to assist will conduct themselves in a manner consistent with the provisions of this Directive, especially 14.2.5(E) and (F).

If assistance with the pursuit is approved:

1. The Officers terminate their involvement when the pursuit leaves GPD jurisdiction.
2. The Officers will terminate their involvement immediately if the pursuit, due to its nature, would become hazardous to either the officer(s) involved or citizens.

D. Monitoring Supervisor's Responsibilities: The monitoring Supervisor is required to actively manage any vehicle pursuit of this nature from its beginning to a conclusion. The monitoring Supervisor will follow the provisions of section 14.2.5(G) of this Directive and continuously evaluate the changing circumstances and conditions present throughout the vehicle pursuit, and allow the pursuit to continue or terminate same in response to this evaluation.

E. Watch Commander's Responsibilities:

1. The Watch Commander will actively monitor all vehicle pursuits of this nature until their conclusion. The Watch Commander will follow the provisions of section 14.2.5(H) of this Directive and continuously evaluate the changing circumstances and conditions present throughout the vehicle pursuit, and allow the pursuit to continue or terminate same in response to this evaluation.
2. The Watch Commander will actively monitor and evaluate any vehicle pursuit entering the city from another jurisdiction, or occurring within the city by another agency and will make a determination regarding GPD's involvement in any such pursuit.

14.2.9 DOCUMENTATION

A. An Incident/Investigation Report utilizing the appropriate classification will be completed for all Vehicle Pursuits and Aborted Vehicle Stops, as defined in this Directive. This includes vehicle pursuits which are immediately terminated by the Officer, Monitoring Supervisor or Watch Commander.

1. The Incident/Investigation Report will be completed by the Officer initiating the vehicle pursuit or aborted vehicle stop.
2. If the vehicle pursuit involves assistance to an outside agency; the Primary Officer assigned to the vehicle pursuit will complete the Incident/Investigation Report.
3. Any Officer assigned, or operating as a Secondary Officer will complete a Supplemental Report.

B. The monitoring Supervisor, or other appropriately assigned Investigator, will complete a thorough administrative investigation concerning all pursuits involving GPD officers. The pursuit report will be forwarded through the employee's chain of command. Each member responsible for reviewing the report will review the report to ensure the investigation is complete and any findings are consistent with Departmental procedure and applicable State Law. Any member charged with reviewing a Pursuit Investigation may remit the report back to the original supervisor for further action as deemed necessary.

C. A documented annual analysis of the Department's vehicle pursuits will be conducted on a calendar year basis by the Professional Standards Division. This report will analyze the previous year's pursuits for trends, training issues, equipment needs, policy revisions, and reporting procedures. This analysis will be forwarded to the Chief of Police for consideration, review and approval. A copy of the analysis will be forwarded to the Training Division for review of potential training needs.

TITLE: CRASHES INVOLVING POLICE VEHICLES	NUMBER 14.3
EFFECTIVE DATE: 08-23-2018	PAGE 1 OF 1
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14.3.1 ON-SCENE INVESTIGATION

Whenever a police vehicle is involved in any crash, the operator will immediately notify Guilford Metro 911, giving the crash location and advising whether there is property damage or personal injury.

The operator's immediate supervisor or acting supervisor will be dispatched to the scene to conduct an administrative investigation. If the supervisor cannot respond, another supervisor will be assigned to conduct the investigation. The supervisor will determine if a crash report (DMV-349) is required. If it is required, a unit will be dispatched to conduct a crash investigation.

For every crash, the supervisor will complete a "Supervisor's Injury Investigation Report Form" for each employee involved in the crash. Completion of this form is required even when there is no observable or complaint of injury to the employee(s) involved. This form is located under the Documents tab of PowerDMS, in the folder labeled "Injuries-Sickness-Exposure". The completed form(s) will be forwarded immediately to the Resource Management Division.

14.3.2 ADMINISTRATIVE REPORT

An administrative investigation will be completed by the on-scene or involved employee's supervisor and documented in the department's internal case management system. The investigation will then be forwarded through the employee's chain of command. Once received by the employee's Bureau Commander, the case will be forwarded to the Professional Standards Division for admission into the IAPro system.

TITLE: VEHICULAR ESCORTS	NUMBER 14.4
EFFECTIVE DATE: 02-03-2017	PAGE 1 OF 2
REVISION HISTORY: (Adopted 02-03-2017)	

14.4.1 POLICY

It is the policy of the Greensboro Police Department to utilize agency vehicles and agency personnel for purposes of escorting other motor vehicles in a manner consistent with State Law, Local Ordinance and Departmental Policy. No Officer will initiate or otherwise commence a vehicular escort which the Officer reasonably believes to be unsafe to any participant, or inconsistent with established Law or Policy.

14.4.2 GUIDELINES

Funeral Escorts

The following procedures are established for conducting funeral escorts:

- Upon arrival at the commencement location, the assigned Officer assigned will meet with the funeral director and agree on the route to the cemetery.
- Following this meeting, the Officer will determine the need to request additional resources to assist with the procession. If the Officer reasonably determines commencing the procession would be unsafe, he will contact the Watch Commander.
- The funeral director will be reminded to advise all participants in the procession to turn on their headlights and four way flashers, and to obey all traffic laws while engaged in the procession.
- The Officer will lead the procession utilizing the lane of travel closest to the right side edge of the roadway. Headlights, flashers and blue lights will be engaged.
- The escorting officer shall lead the procession until the escort is terminated.
- All traffic laws and Departmental Directives shall be obeyed by the escorting officer.
- In special instances, additional Officers will be assigned to intersections where traffic control devices would impede the progression of large processions.

Dignitary Escorts

Circumstances involving the escorting of dignitaries may vary depending upon the dignitary's notoriety and security risk. Typically in situations involving political figures or dignitaries involving high security risks, an operational plan will be prepared by either the Special Operations Division or the Criminal Intelligence Squad. The information contained in this plan will be adhered to by officers providing escorts in these situations.

Oversized Vehicles/Vehicles with Hazardous or Unusual Cargo Escorts

Escorts will be provided for oversized vehicles, or vehicles with hazardous or unusual cargo under the following circumstances:

- When the vehicle, due to its size or nature, requires a state or local permit to be moved and the permit requires an escort by law enforcement vehicle(s).

- When the movement of the equipment poses an unreasonable hazard to the other vehicular traffic if not escorted by a law enforcement vehicle(s).

The Commanding Officer of the Special Operations Division is the departmentally designated point of contact for escorts of oversized vehicles or those with hazardous or unusual cargo.

Private Vehicle Escorts

Emergency operation of a Police vehicle is defined as any time the Police vehicle is operated in excess of the posted speed limit. An Officer will not engage in emergency operation of a Police vehicle for the purpose of escorting a private vehicle operated by a citizen. Alternatives may include, but are not limited to:

- In extreme life-threatening emergency, officers may transport the injured party to the nearest medical facility in the police vehicle.
- Render first aid until the arrival of medical personnel.
- Provide escort while obeying all traffic laws.
- Suggest the motorist proceed to the nearest medical facility, obeying all traffic laws.

Escorting Emergency Vehicles

Officers will not engage in emergency operation of a Police vehicle for the purpose of escorting an emergency vehicle which has its own emergency operating equipment unless the escort is necessary for protection of life and under the following circumstances:

- The operator of an ambulance or other necessary emergency vehicle is unfamiliar with the route to the destination; or
- The emergency equipment of the ambulance or other necessary emergency vehicle is inoperative.

POLICE
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Chapter 15

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POLICE
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TITLE: UNIFORMS AND EQUIPMENT	NUMBER 15.1
EFFECTIVE DATE: 11-18-2019	PAGE 1 OF 10
REVISION HISTORY: (Adopted 09-01-94) R17/11-18-2019	

15.1.1 GENERAL POLICY

The purpose of this policy is to establish guidelines for the dress and required uniform equipment for Greensboro Police Department employees while at work, on duty, or in uniform, in order to maintain the professional image of the Department.

All personnel are expected to dress in a manner which is neat, clean, and displays good personal hygiene. Unless exempted by their Bureau Commander, all employees are expected to wear Department issued uniforms or business dress. Sworn personnel will not wear gear or equipment that has not been issued or authorized by the Department.

Uniforms will be kept neat, clean and pressed at all times. While in uniform, officers should maintain a professional appearance and bearing.

Definitions

A. Employees – for the purpose of this directive, employees are identified in the following groups:

Sworn Employees

1. **Uniformed Officer:** A sworn police officer of any rank outfitted with one of the Department's issued and approved duty uniforms.

2. **Plain-Clothed Officer:** A sworn police officer of any rank assigned to a plain clothes position or wearing plain clothes in an on-duty capacity.

Non-Sworn Employees

3. **Non-Sworn Uniformed Employee:** An employee who is not a sworn law enforcement officer and is issued a work uniform. Their uniforms are defined in the unit's respective Standard Operating Procedures (SOP).

4. **Plain-Clothed Employee:** A non-sworn employee not provided with a uniform.

15.1.2 UNIFORM REGULATIONS

Uniforms

The following approved uniform classes are established:

Command Dress Uniform: White long-sleeved dress shirt, black uniform trousers without cargo pockets, tie, dress blouse, and dress uniform shoes. The command uniform will be worn for special occasions and ceremonies, unless otherwise directed by the Chief of Police.

Class A Uniform: Black uniform trousers without cargo pockets, black long-sleeved uniform shirt with the issued tie, uniform dress shoes and patent leather duty gear as prescribed in Section 15.1.6 of this Directive. The Class A uniform may be worn year round at the discretion of the employee, unless otherwise directed by command-level authority.

Class B Uniform: Black uniform trousers with or without cargo pockets, short or long sleeved black uniform shirt with open collar, long sleeved shirt with approved neck-tie, and departmentally issued or approved dress uniform shoes or boots and patent leather duty gear as prescribed in Section 15.1.6 of this Directive. A black in color crew-neck t-shirt, visible at the neckline will be worn with the uniform when the collar is open. Employees may elect to wear a departmentally approved plain, black in color dickey or mock turtleneck with the long-sleeved uniform shirt when the collar is open. The Class B uniform may be worn year round at the discretion of the employee, unless otherwise directed by command-level authority. (As used herein, "open collar" means only the uppermost button on the shirt has been left unfastened.)

Class C Uniform: Departmentally issued utility-style uniform consisting of black cargo style pants and matching black utility blouse (open collar) with the badge, patches and nameplate affixed in a manner consistent with written Departmental policy. An appropriate alternative to the nameplate and badge, such as screen printing or embroidering may be utilized for the Class C uniform. A patch indicating "POLICE: will be affixed to the upper back portion of the utility blouse. A black in color crew-neck t-shirt, visible at the neckline will be worn with the class C uniform. Employees may elect to wear a plain, black in color dickey or mock turtleneck with the long-sleeved uniform shirt when the collar is open. Black neoprene "web-gear" with the required equipment as prescribed in Section 15.1.6 of this Directive will be worn with this style of uniform. Officers will only wear departmentally approved boots with this class of uniform. The Class C Uniform may be utilized by select units year round as authorized by command-level authority and approved by the Chief of Police. (As used herein, "open collar" means only the uppermost button on the shirt has been left unfastened.)

Class D Uniform: Departmentally issued lightweight cargo style pants and long or short sleeved "golf-style" pullover shirt affixed with the embroidered badge or badge/patch combination. If the departmentally issued shirt does not feature an embroidered badge or badge/patch combination, the officer will ensure their issued metal badge is readily visible at or above waist level on their outermost garment. The color of the pants and shirt may vary, based upon the employee's assignment. Sworn police employees utilizing this class of uniform will carry at a minimum their departmentally issued weapon and security holster, badge and their issued handcuffs. Departmentally issued boots or other approved footwear will be worn with this style uniform. The Class D uniform may be worn by both sworn and non-sworn personnel and can be utilized when training or at specific community functions as approved by a Division Commander.

Class E "Bike" Uniform: Departmentally issued cycling appropriate uniform jersey with the word "POLICE" affixed on the rear, the badge logo affixed on the left front breast, and departmental patches and chevrons affixed to both sleeves. A black in color crew-neck t-shirt, visible at the neckline, will be worn with the uniform. Black neoprene "web-gear" with the required duty equipment prescribed in Section 15.1.6 of this Directive will be worn with this style of uniform.

Class F "Plain Clothes" Positions: Sworn Officers assigned to plain-clothed duty will wear professional business attire. Appropriate dress for men will be business suits, or sports coats, slacks and ties. Appropriate dress for women will be business suits, slacks or skirts with blouses or sweaters and a blazer or jacket or a dress. Sworn plainclothes personnel permanently assigned

to affected Divisions (i.e., Criminal Investigation Division, Vice/Narcotics Division, and Professional Standards Division) will receive an annual clothing allowance.

Officers in plain clothes must wear dress shoes that do not impair their ability to carry out the normal duties of the job. Male officers in plain clothes may wear any type of business dress shoes, except sandals, open shoes or cowboy boots. Female officers in plain clothes may wear any type of business dress shoe except sandals, cowboy boots, open-toe shoes or any shoe with a heel exceeding 3 inches in height.

Officers assigned to plain-clothed duties will carry their service weapons, badge and handcuffs while on-duty. While involved in a police action, officers will wear their badge in obvious view on the outermost garment.

Officers working in a Class "F" plain clothes capacity whose service weapon is in open view of the general public will ensure their badge is readily visible at or above waist level on their outermost garment. This allowance applies only to service weapons carried in a waist or belt holster which constantly maintains the weapon in a vertical position, with the barrel pointing downward. A service weapon carried in any other holster such as a shoulder holster must be kept concealed and out of view from the general public.

Officers assigned to specialized units or placed on special assignment, where their dress, hairstyle and accessories must be conducive to the nature of the assignment and clientele dealt with, are exempt from this policy for the duration of the assignment. For purposes of this Directive, the affected Deputy Chief, with approval from the Chief of Police, will determine what specialized units or special assignments are allowed to deviate from the established plain clothes regulations. As a general rule, officers working assignments of this nature will keep their service weapon and other police equipment concealed from public view.

Training Attire: Exceptions to this regulation may be authorized by the Commanding Officer of the Management Bureau when merited for training purposes in accordance to Training Division Standard Operating Procedure (firearms, drivers training, etc.).

Non-Sworn Uniform: For non-sworn uniform standards not covered in the above Class D Uniform regulations see 15.1.3.

Other Considerations

Deputy Chiefs and the Chief of Police may elect to wear approved business attire in lieu of the departmentally issued uniform at their discretion.

Personnel engaged in secondary employment assignments will wear the Class A or B uniforms and complete duty belt, unless approval to deviate from this uniform standard is granted by the Commanding Officer of the Special Operations Division.

Uniformed Officers conducting special assignments or special operations will wear either the Class A or B uniform and patent leather duty gear as prescribed in Section 15.1.6 of this Directive; unless approval to deviate from the uniform standard is granted by Bureau-level authority.

The police bicycle and motor officer uniforms will be worn while officers are engaged in the duties of bicycle and motor patrols. These uniforms will not be worn outside these specific assignments

Officers are required to wear their duty belt and all related equipment they normally carry on their belt as prescribed in Section 15.1.6 of this Directive while on duty.

Ballistic Vests

The use of the departmentally issued ballistic vest is mandatory for uniformed employees below the rank of Lieutenant when on-duty and wearing the Class A, B, C or E uniforms. If a ballistic vest is utilized it must be covered by appropriate outer clothing, as defined in this Directive except in those situations where exigent circumstances necessitates wearing the vest on top of outer garment.

No type of ballistic vest, vest carrier or tactical vest will routinely be worn as an external garment. High-risk situations necessitating the wearing of a tactical vest, such as warrant service, raids, and Special Teams activations are authorized. When tactical vests are utilized, the carrier will be put on just prior to the operation and removed immediately after the scene or operation has stabilized.

Uniform Duty Belt

The departmentally issued patent leather duty belt and associated carriers will be worn by all uniformed employees below the rank of Lieutenant when wearing the Class A, B and C uniforms.

The required equipment that must be carried on the duty belt is:

- Departmentally issued service weapon with weapon mounted light properly affixed and security holster
- Ammunition magazines (2) with carrier
- Two-way radio with issued/approved carrier
- Issued/approved handcuffs w/carrier (must not exceed two sets)
- OC aerosol spray with carrier
- Electronic Control Device (if issued) w/additional cartridge
- Collapsible baton with carrier

Uniform Headgear

The dress uniform cap will be accessible to sworn uniformed officers at all times while they are on-duty and wearing either the Command Dress, Class A, or Class B uniforms. An exception to this policy pertains to Motor Officers when wearing the Department's motorcycle uniform. Officers assigned to the Motor Unit, when wearing the motor uniform, may wear the departmentally issued motorcycle helmet in lieu of the dress uniform hat.

During periods of cold weather, uniform personnel are permitted to wear the departmentally issued knit caps commonly referred to as "watch caps" while wearing both the long-sleeve uniform shirt and/or the uniform coat. Only the Departmentally approved and issued watch cap will be worn by employees while in uniform.

Ballistic helmets will only be worn in those situations where personnel are engaged in high risk activities which include warrant service, raids, searches, crowd control, and other activities deemed to be high-risk in nature. All helmets will clearly display the wearer's badge number on the rear of the helmet. When ballistic helmets are utilized, they will be put on just prior to the

operation and removed immediately after the scene or operation has stabilized and a safety risk no longer exists.

All other types of headgear, including ball caps are strictly prohibited unless authorized by a Bureau Commander.

Footwear

When in uniform, plain black dress shoes with no visible logos or colored stitching in instep or toe, or departmentally approved law enforcement duty boots will be worn. Heels shall not be more than 1 ½ inches in height. The footwear will be kept clean, in good repair, and well shined. Loafer style dress shoes are prohibited from use with the Department's uniforms.

Coats

Uniformed officers and employees will only wear the departmentally issued cold weather jacket when in uniform. Uniformed employees are strictly prohibited from affixing Greensboro Police Department patches to individually owned jackets or utilizing individually purchased jackets for uniform use.

The decision to wear the uniform jackets will be left up to the individual officer. When utilizing the jacket, officers will ensure the badge is affixed to the jacket and visible when wearing the garment. Chevrons depicting the employee's rank will be centered on the upper portion of the sleeve positioned ½ inch below the bottom seam of the shoulder patch. Rank insignias for Lieutenants and above will be worn on the epaulette.

Employees will only utilize departmentally issued rain jacket and associated rain gear while on-duty and wearing one of the approved uniforms. To prevent compromising the waterproofing material of the jackets, the Department's shoulder patches will not be affixed to the issued rain jackets. However, sworn employees are required to affix their badge to the jacket if an appropriate place is provided on the garment. If the jacket provides any additional "police" markings, they will be visible while officers are conducting official police business and wear the rain jacket.

Gloves

When in uniform, solid black gloves may be worn as protection from cold weather or during frisks or searches of persons, vehicles, or other property. Any visible insignia, trademark, logo, or stitching must be black in color. Only full-fingered gloves are authorized for use with the Department's uniforms. Officers wearing the Department's bicycle uniform may elect to wear approved "bike gloves" in the performance of their duties while operating a bicycle. Gloves should not be worn during routine activities unless an articulated need arises (i.e. frisk, search or high risk tactical operations).

Wearing of Breast Badges and Pins

The breast badge and nameplates will be worn on the outermost uniform garment, provided the garment is designed to accommodate these articles. No pins, jewelry, or medals will be worn on the uniform unless issued by the City of Greensboro or the Department, or as approved by the Chief of Police. An approved list of pins for use with the Department's uniforms, and manner of wearing is included in Appendix A of this Directive.

Court Attire

When attending court, employees will wear the Class A uniform. Exceptions to this policy are permissible for required unscheduled court attendance where officers are already on-duty.

Professional Business Dress for non-uniformed officers, as outlined in this directive, may be substituted for the Class A Uniform with the approval of a Bureau Commander or the Chief of Police.

In-Service and Training Attire

Whether assigned to uniform or plainclothes assignments, officers will wear their regular duty uniform, or business casual attire when attending training events. For purposes of training venues, employees are authorized to wear casual trousers (denim jeans, etc.) and athletic shoes as part of the business casual attire; however, shorts, t-shirts, sandals and flip-flops are strictly prohibited. The Commanding Officer of the Training Division is authorized to modify training attire based on the type of training, and environmental conditions.

Supervisors and managers attending in-service training as well as other training events are responsible for ensuring that the dress code is followed and that proper conduct is exhibited by everyone present.

15.1.3 NON-SWORN DRESS REGULATIONS

Employee dress and overall appearance will present a business-like image to the public. Business casual or professional business attire will be worn by all non-uniformed employees while on duty. Male employees permitted to wear clothing other than an issued uniform while on duty will wear either a business suit or sports coat, dress shirt and slacks. A shirt with a collar is required.

Female members permitted to wear clothing other than an issued uniform while on duty will wear clothing that conforms to that normally worn by female personnel in private business firms.

While standards of formality in casual dress are somewhat relaxed; employees are expected to present a professional and business-like appearance. The following standards will apply to employees wearing business casual clothing:

- Slacks- Khakis, cotton and other slacks are acceptable if clean and neatly pressed. Denim is not acceptable. Other inappropriate items include sweatpants, stretch pants, shorts, bib overalls, stirrup pants, spandex and other form fitting pants.

- Shirts - Casual shirts and collars, golf shirts, capped-sleeved shirts, sweaters, non-collared fitted shirts and turtlenecks are acceptable. Shirts with small trademarked logos placed on the front pocket area of the shirt are acceptable. Tee-shirts, tank tops, spaghetti strap shirts, tube tops, halter-tops, revealing or midriff-baring tops, shirts with lettering, cartoon characters, phrases, pictures or any top with bare shoulders (unless worn under another blouse or jacket) are unacceptable.

- Skirts and Dresses – casual dresses and skirts that are no higher than 2 inches from the knee are acceptable. Spaghetti strap dresses and mini-skirts are not acceptable.

- Footwear – dress boots, loafers, flats, dress sandals, and leather deck shoes are acceptable. Athletic shoes, hiking or climbing boots, tennis shoes, casual sandals, slippers, and flip flops are not acceptable.

- Hats – hats of any kind may not be worn while on duty.

- The Department does recognize the City of Greensboro's concept of "Dress Down Fridays." However, employees shall not wear apparel that brings discredit to the agency or is deemed inappropriate for their work functions or work environments. Command and supervisory personnel are responsible for ensuring employee dress adheres to acceptable business standards as part of this policy.

15.1.4 MAINTENANCE OF UNIFORMS AND EQUIPMENT

All equipment will be kept clean, in good working condition, and in conformance with Departmental specifications. Leather and metal uniform parts will be kept shined.

Employees shall use Departmental equipment only for its intended purpose, in accordance with established Departmental procedures; shall not abuse, alter, damage, or lose Departmental equipment; and shall exercise responsibility in the care and use of Departmental equipment.

Members will immediately notify their supervisor of any hazardous or defective conditions concerning Departmental equipment. Members are not permitted to make repairs or alterations to issued equipment without the permission of the Resource Management Division.

15.1.5 AUTHORIZED EQUIPMENT

The unauthorized use, altering, or affixing stickers, signs, insignias, or posters on any Departmental equipment is prohibited, as is the use or wearing of the police uniform or parts of the uniform, unless on duty.

Employees are prohibited from carrying and/or using any equipment, unless such equipment is issued by the Department or approved by the Chief of Police or his designee. The Resource Management Division will maintain a list of issued or approved equipment.

15.1.6 REQUIRED EQUIPMENT

Each on-duty employee is responsible for ensuring that all issued equipment necessary for the proper performance of assigned duties is worn, carried, or otherwise readily available for use, as circumstances warrant or as directed by supervisory authority.

Except as specifically approved by Bureau-level authority, an on-duty sworn employee shall carry on his person the following equipment:

- Departmentally issued identification card, authorized service weapon, issued security holster, badge, and handcuffs.

- Officers below the rank of Lieutenant wearing the Class A,B,C and E style uniforms will carry on their duty belt their service weapon, issued security holster, ammunition magazines with

carrier, radio, handcuffs, OC aerosol spray, Electronic Control Device (if issued) and collapsible baton while in uniform.

15.1.7 REQUIRED IDENTIFICATION

All employees will display official identification card while inside police facilities; at crime or accident scenes; or at any other police operation or location where official identification is required.

Acceptable means of official identification include:

- An issued Departmental uniform; or
- An issued Departmental badge prominently worn at or above the waist level on the outermost garment; or
- Departmental identification card prominently worn at or above the waist level on the outermost garment.

Identification cards are issued to all police employees through the Security Division of the Police Department under the following circumstances:

- New employees, student interns, and volunteers
- Rank promotion, other than Police Officer II
- Change of assignment
- Replacement of lost or damaged card when authorized by the employee's supervisor

Identification cards are the property of the Greensboro Police Department and are to be returned upon separation from the Department. Lost or damaged identification cards are handled administratively as any other issued equipment.

Non-sworn, non-uniformed employees who have direct contact with the public or as directed by the employee's supervisor will wear their issued Departmental identification card.

15.1.8 ENFORCEMENT

Supervisors and Managers are fully responsible and accountable for ensuring employees are appropriately dressed, as described in this policy. In addition, supervisors and managers may require business attire be worn in instances where employees are expected to appear in formal settings such as hearings, professional development classes and community meetings.

If it is determined that an employee is dressed in a manner inconsistent with this Directive, the employee will be asked to leave work to change clothing, and vacation leave will be charged for the missed time. Repeated violations will be handled as a performance and/or disciplinary issue.

Questions about uniform dress or personal appearance will be answered by the employee's chain of command.

15.1.9 ISSUANCE AND REPLACEMENT OF UNIFORMS AND EQUIPMENT

The Logistics Section is responsible for proper storage and issuance of all employee uniforms and equipment. With the exception of Wednesdays, the Logistics Section will be open from 0800 hours until 1700 hours for the issuance and replacement of equipment. The Logistics Section is closed on Wednesdays to allow personnel to perform other duties related to the operation of the section.

Employees needing to replace equipment due to normal wear or damage will submit their request to the Logistic Section through the online inventory management system. If warranted, the item will be replaced. Employees will be notified when their order is ready for pick up.

Except for extreme circumstances where the immediate issuance of equipment is necessary, employees will refrain from obtaining uniforms and equipment without following the above procurement process.

After hour's entry procedures for critical equipment needs are described in Patrol Bureau SOP 9.8.

Employees needing to replace equipment due to loss, theft, or damage other than normal wear will inform their immediate supervisor, who will conduct an administrative investigation. The employee's chain of command will determine whether or not the cost of replacement should be borne by the employee.

15.1.10 EQUIPMENT SEIZED DURING SUSPENSION

An employee suspended from duty for more than five days, or as a result of an emergency relief from duty will immediately surrender the following equipment or privileges to the person invoking the suspension:

- Badges
- All Departmentally issued firearms, ammunition and magazines
- Issued Electronic Control Device
- Identification card(s)
- Portable radio
- Assigned city-owned vehicle w/ Go Gas Card
- City of Greensboro Procurement Card
- Guilford County Court Card
- Assigned city cell phone
- Any Departmentally issued keys
- Citation books
- Assigned Computer/Electronic Tablet
- City/Department internet access privileges (case by case basis)

In the event the suspension or relief from duty occurs after normal business hours, property lockers have been placed in the "after-hours" equipment room where the equipment can be stored and secured until the next business day.

In specific circumstances, employees with departmentally issued cell phones may be allowed to retain them during the suspension period.

On occasion some of the above listed items may be seized from an employee during an administrative duty assignment, such as a fitness for duty evaluation period. Any decision of this type will be made jointly by the Commanding Officers of the Resource Management Division and Professional Standards Division.

15.1.11 REASONABLE ACCOMMODATIONS

To the extent an officer has a medical condition which requires a deviation or deviations from the Department's uniform standards, the officer must provide the Commanding Officer of the Resource Management Division with documentation from a licensed medical provider setting forth the condition and the need for a deviation. If the deviation is approved, the officer will have the condition re-evaluated on an annual basis, and will provide the results of that evaluation to the Commanding Officer of the Resource Management Division. If an officer fails to provide the results of the annual evaluation he or she must thereafter come into compliance with the Department's uniform standards.

To the extent an officer has a medical condition for which he or she requests different and/or additional equipment, the officer must provide the Commanding Officer of the Resource Management Division with documentation from a licensed medical provider setting forth the condition and the need for the different and/or additional equipment. If the request is approved, the officer will have the condition re-evaluated on an annual basis and will provide the results of that evaluation to the Commanding Officer of the Resource Management Division. If an officer fails to provide the results of the annual evaluation, he or she must turn in any Department-issued different and/or additional equipment to the Department's Logistics Section within 30 days.

Approved Departmental Awards, Medals and Insignias

No pins, jewelry, or medals will be worn on the uniform unless issued by the City of Greensboro or the Department, or as approved by the Chief of Police. The Resource Management Division is designated as the initial departmental point of contact for all issues involving the approval and dissemination of awards, medals and insignia. The following Departmental Awards, Medals and Insignias are the only authorized ribbons and pins employees will display on Departmental uniforms and may be worn on Class A, Class B, and Command Dress uniforms at the discretion of the employee. The following list represents the correct order of precedence that these items will be worn on Greensboro Police Department uniforms.

The U.S. Flag Bar is placed above all other commendations. The flag bar must be worn in a manner that shows respect for the United States of America, and will not be used as a mechanism of demonstrating any political affiliation or used to purport any controversial message. The placement of the US Flag Bar will be centered above the departmental awards or if space allows, when the US Flag Bar is part of multiple pins worn on a row, placement will be at the uppermost right position closest to the heart.

Departmental Awards: worn ½ inch above the uniform nameplate.

Medal of Honor
Medal of Valor
Purple Heart
Lifesaving Medal
Medical Lifesaving
Meritorious Conduct Bar
Commendation Bar
The Superior Service Bar
Advanced Certification Bar

Marksmanship Awards: worn centered ½ inch below the name plate on the right breast pocket.

Pistol Expert Pin
Pistol Master Pin

Special Teams/Skills Insignia: worn centered on the left breast shirt pocket flap. Special Teams/Skills Insignia will only be worn by current, active members of the Special Team.

Honor Guard
Special Response Team
Negotiations Team
Hazardous Devices Team
Special Events Team
Motorcycle Operator
Bicycle Certification Bar

Divisional Insignia: worn centered on the right breast shirt pocket flap. Divisional Insignia will only be worn by current, active members of the Division/Squad.

Police Neighborhood Resource Center Bar
Special Operations Division
Certified Crime Scene Investigator

Manner of Wearing: Wear up to two ribbons in a single row. When more than two ribbons are authorized, wear them in horizontal rows of no more than two per row. If ribbons are not in

multiples of two, the top row contains the lesser number, and the center of this row sits over the center of the one below it. Wear ribbons without spaces between ribbons or rows of ribbons. Bar holders should be utilized for proper spacing of the ribbons. Wear ribbons with the lower edge of the bottom row centered 1/2 inch above the nameplate. In the case of multiple Departmental Awards of the same type, the employee will be issued the appropriate ribbon indicating this accomplishment.

Arrangement: Arrange ribbons in order of precedence in rows from top down, right to left, within rows. Below is a pictorial representation of the order in which departmental awards should be displayed on the uniform:

Service Stripes

All uniformed members may wear one service stripe on their long-sleeve uniform shirt for each four (4) years of service. In calculating years of service, time will be counted only for the current classification of the member (either non-sworn member or sworn officer) and may not be transferred from one of these classifications to another.

Lateral entry officers may apply all prior agency sworn law enforcement service time toward Departmental uniform service stripes.

Placement of Rank Insignia

Officers at the rank of Sergeant and below with display their associated rank on the sleeve of their uniform shirts and winter coats. Placement of the insignia is completed when new uniforms are ordered or by the contracted alteration company on current uniforms.

Officers at the rank of Lieutenant and Captain will display the insignia associated with their rank on the collar of their uniform shirt. The collar insignia will be aligned with the long axis of the bars parallel to the front of the collar. The placement will be centered between the top and bottom edge of the collar a ½" from the front of the collar. Insignia worn on command dress jackets and outer winter jackets will be positioned with the long axis a ½" off the edge of the shoulder.

Officer serving as Deputy Chief and Chief of Police will wear their two and four star insignia centered in the middle of the collar positioned with the first star ½" from the collar and the remaining stars parallel to the neckline. Insignia worn on command dress jackets and outer winter jackets will be positioned with first star a ½" off the edge of the shoulder.

15.2.1 ISSUED SERVICE FIREARMS

Officers are issued a primary service firearm and related items in order to provide for standardization. The type of firearm(s) an officer is issued is based upon the duties the officer is expected to perform and the need to conceal the firearm. No on-duty officer may deviate from this standard firearm assignment without the expressed authorization of their Division Commanding Officer. No officer will attach to, or use in, a departmentally issued firearm, any equipment not approved by the Department (i.e., lasers, flashlights, extended magazines, etc.). Officers may carry a secondary firearm, as provided for in this Directive.

[redacted]

The Department provides a number of projectile launchers used for firing less lethal impact munitions. Only members of the Department properly trained in the use of these launchers are authorized to deploy them. [redacted]

Members of the Department's Special Response Team are issued specialized weapons and ammunition consistent with the mission of the unit. These weapons and ammunition are under the control of the Commanding Officer over the Special Response Team and are specified in their Standard Operating Procedures and approved by the Chief of Police.

15.2.2 CARRYING OF FIREARMS ON DUTY

While on duty and in their jurisdiction, all officers are required to carry their issued service firearm, except as allowed for in this Directive. All officers, while on-duty, or working supplemental employment in uniform, will possess and wear their Department-issued weapons and ammunition in a manner consistent with established departmental policy. Additionally, they may possess an optional personally owned, departmentally approved secondary firearm on their person as provided

for by this Directive. [redacted] Officers working in a limited duty capacity will follow Departmental Directive 6.4 as it relates to carrying their issued service firearm.

All handguns carried must be fully loaded. For semiautomatic handguns this requires the weapon to have one cartridge in the chamber and a fully loaded magazine properly inserted into the weapon. For revolvers, this requires all cylinders to be loaded.

A Division Commanding Officer may allow on-duty personnel under his command to carry an authorized secondary firearm with which they have qualified as a primary firearm while on plainclothes or special assignments. The authorized secondary firearm and ammunition must comply with the provisions of this Directive.

All officers working in a plain clothes capacity will exercise discretion while wearing their firearm in open view of the public. Plain clothes officers electing to openly carry their firearm will clearly display their badge at all times when in the public view. Officers carrying their firearm in open view of the public may only do so utilizing a holster that carries the weapon on the waist and/or hip in the vertical position, with the barrel pointing downward. Any officer electing to carry their weapon in any other holster such as a shoulder holster will be required to wear an outer garment that conceals the firearm. Deviation from this policy will be allowed when it is necessary for a specific operational assignment.

Weapon Mounted Lights

Any use of a weapon mounted light will conform to the current methods and techniques as approved and taught by the Training Division. Officers may carry a weapon mounted light only after completing the necessary training, and demonstrating proficiency in the Greensboro Police Department's approved qualification course.

A weapon mounted light is considered to be a part of the total weapons system. Weapon mounted lights are not intended to replace a flashlight as an illumination device. A weapon mounted light will only be used in tactical situations when the Officer has an articulable reason to believe the pointing of a firearm is appropriate based upon the circumstances known to the Officer.

15.2.3 ELIGIBILTY AND SELECTION PROCESS FOR DEPARTMENT RIFLES

Only full-time, sworn personnel who have completed their initial probationary period are eligible to participate in the departmental rifle program.

The Training Division as well as Logistics will maintain an accurate record as to the number of department rifles deployed throughout the organization. When the deployment numbers indicate a need, a new user school will be conducted by the Training Division. The Commanding Officer of the Training Division will notify the Commanding Officers of each Division of the number of officers that will be accepted from each Division. At that time, officers may apply for the class by submitting the Long Gun Program Request Form, through their chain of command. Officers selected to participate in the department's rifle program must attend and successfully complete the

department's rifle training course as prescribed by the Training Division prior to receiving and carrying the rifle on duty.

After February 1, 2015, all officers attending and successfully completing department's rifle training will be issued a departmentally owned rifle. No additional personally owned rifles will be deployed. Officers who qualified with a personally owned rifle prior to that date may continue to carry the personally owned rifle, provided the officer is in compliance with all other provisions of this Directive.

Personal weapons utilized in the department's rifle program must be on the approved manufacturers list maintained by the Training Division. The Commanding Officer of the Training Division will maintain this list, in consultation with the Department's Lead Firearms Instructor.

[redacted] Should a conflict arise involving whether a rifle meets the specifications of the Department, the designated Range Master will make the final decision.

Both departmentally owned and personally purchased rifles may be equipped with personally purchased electronic optics. These optics must be securely mounted to the rifle in a manner so as not to interfere with the vehicle locking system provided. Once an officer qualifies with an attached optical device; it must remain on the rifle for the remainder of the officer's participation in the department's rifle program. A list of approved electronic optical devices will be maintained by the Training Division. The Commanding Officer of the Training Division will maintain this list, in consultation with the Department's Lead Firearms Instructor.

Members participating in the department's rifle program will be allowed to carry additional magazines at their expense. [redacted] The designated Range Master will acknowledge this approval in memorandum form to the member's chain of command. [redacted] Personnel who intend to carry additional ammunition must purchase the appropriate ammunition on their own. This ammunition must be of the same type and specifications as the departmentally issued ammunition. All personally purchased ammunition must be inspected by the Training Division prior to carrying the ammunition on duty. If a personally owned rifle is damaged while being carried on duty, refer to Departmental Directive 3.6.

15.2.4 ELIGIBILTY AND SELECTION PROCESS FOR DEPARTMENT SHOTGUNS

Only full-time, sworn personnel who have successfully completed the police academy or lateral training program are eligible to participate in the Departmental Shotgun Program.

The Training Division as well as Logistics will maintain an accurate record as to the number of Department shotguns deployed throughout the organization. When the deployment numbers indicate a need, a new user school will be conducted by the Training Division. The Commanding Officer of the Training Division will notify the Commanding Officers of each Division of the number of officers that will be accepted from each Division. At that time, officers may apply for the class by

completing the Long Gun Program Request Form, through their chain of command. The selection and assignment of shotguns will have a significant concentration in Patrol followed by other Divisions. Officers selected to participate in the department's shotgun program must attend and successfully complete the department's shotgun training course and state qualification course as prescribed by the Training Division prior to receiving and carrying the shotgun on duty.

Personnel successfully completing the department's shotgun training program [redacted] hese rounds are considered issued equipment and will be utilized according to departmental training. Officers will bring their issued ammunition to annual shotgun qualification each year and use these rounds during qualification. Upon successfully qualification, new rounds will be issued.

Personnel who intend to carry additional ammunition must purchase the appropriate ammunition on their own. This ammunition must be of the same type and specifications as the departmentally issued ammunition.

15.2.5 QUALIFICATION REQUIRED

Primary Service Firearm

All officers will qualify annually with their Department issued service firearm. They will also qualify annually with any specialized firearm they are authorized to use and/or carry. The only exception to this annual requirement is the projectile launcher; proficiency with this equipment will be demonstrated biennially.

All Other Departmental Firearms

Affected Commanding Officers will restrict access to any specialized weapon by any officer who fails to meet the qualification standards applicable to that weapon until the officer has properly satisfied qualification requirements for that weapon. All qualifications will follow North Carolina Criminal Justice Training and Standards Commission and Training Division training requirements. All qualifications must be completed by December 31st of each year.

While on any range, the Range Master has staff supervision over all personnel.

15.2.6 FAILURE TO QUALIFY

Primary Service Firearm

On qualification day each officer will be given a maximum of three attempts to shoot a passing score with their primary service firearm. The Range Master will provide notification to any officer failing to qualify with the department issued service firearm.

The Range Master, or other member of the Training Division, will then report without delay the failure to qualify to the officer's Commanding Officer and the Commanding Officer of the Training Division. If neither the Commanding Officer (nor acting Commanding Officer) is on duty at that time or cannot be contacted, the failure to qualify will be reported to the on-duty Watch Commander.

The Commanding Officer of the Training Division or his designee will take the officer's primary service firearm and secure it. The officer will then be assigned to the Training Division. He will report to the Commanding Officer of the Training Division at 0800 hours on the following business day. The reassignment will not exceed thirty days.

During this time the officer will undergo a minimum of two hours remedial training with a firearms instructor. During the remedial training for the primary service firearm, the officer will fire a minimum of one hundred rounds of ammunition. The remedial firearms instructor will document the specific type of training provided and the number of rounds fired during each exercise while conducting the remedial training.

After the period of remedial training the officer will be provided three additional attempts to re-qualify. Should the officer fail to qualify, he will repeat the remediation and re-qualification process.

The remediation and re-qualification process for the officer will be conducted a maximum of two times. If after these two opportunities the officer still has not qualified, the Commanding Officer of the Training Division will report the failure to qualify to the Chief of Police. The officer will be subject to the revocation of their law enforcement certification by the State of North Carolina and dismissal pursuant to Departmental Administrative Procedures.

While assigned to the Training Division for remedial training, officers will not perform any duties requiring the exercise of police authority.

Police Shotgun or Other Specialized Firearm

Should an officer fail to qualify with the police shotgun or other specialized firearm**,** the officer is prohibited from using/carrying the police shotgun or other specialized firearm until they have met the applicable qualification standards. Remedial training and/or re-qualification attempts will be coordinated with the Training Division.

If a member fails to qualify with the shotgun, the Training Division Commander and officer's Division Commanding Officer will be notified of the failure the following business day. The member may continue his tour of duty or assignment however; the shotgun will not be utilized under any circumstance.

The Range Master will take possession of the shotgun and transport it to the Training Division for storage. The officer will forfeit the ability to carry a shotgun until they apply for and successfully complete a scheduled requalification class before being reissued a shotgun.

Department Rifle

Those participating in the department's rifle program will be given a maximum of two attempts to shoot a passing score with the rifle (both day and night qualification). If a member fails to qualify with the rifle, the Training Division Commander and officer's Division Commanding Officer will be notified of the failure the following business day. The member may continue his tour of duty or assignment however; the rifle will not be utilized or carried under any circumstance with the exception of transporting a personally owned rifle to a secure location.

If the failure to qualify involves:

- A departmentally issued rifle; the Range Master will take possession of the rifle and transport it to the Training Division for storage. The officer will forfeit the ability to carry a rifle until they

apply for and successfully complete a new user class following the procedures described in Section 15.2.3 of this Directive.

- A personally owned rifle; the officer will forfeit the ability to carry a rifle until they apply for and successfully complete a new user class following the procedures described in Section 15.2.3 of this Directive.
- Reasons beyond the officer's immediate control (i.e. military leave, limited duty, etc.); they will surrender their rifle to the Training Division for storage. The officer must complete a scheduled requalification class before being reissued the rifle.

Secondary Firearms

Those participating in the secondary firearm program will be given a maximum of one attempt to shoot a passing score with the secondary firearm (for both day and night qualification) during annual "off-duty" qualification range dates. If a member fails to qualify with their secondary firearm, the officer's Commanding Officer will be notified of the failure. The member may continue his/her tour of duty or assignment, however; the secondary firearm will not be utilized or carried under any circumstance with the exception of transporting it to their residence. The firearm will not be carried on their person during transportation.

Any officer failing to successfully qualify with their secondary firearm will forfeit the ability to carry that firearm until they successfully complete another qualification session during an available scheduled "off-duty" firearm qualification class.

15.2.7 OFF-DUTY CARRYING OF FIREARMS

It is the policy of the Greensboro Police Department to permit sworn officers of the Department to possess and carry concealed either their issued service firearm or authorized personal firearm while off-duty, provided that the carrying of such firearm(s) conforms to the provisions set forth in this Directive.

While outside their jurisdiction, but within the state of North Carolina, unless engaged in official business, officers who elect to carry weapons off-duty are required to carry their authorized weapons in accordance with N.C.G.S. 14-269.

When outside the State of North Carolina, unless engaged in official business, officers who elect to carry weapons off-duty are required to carry their weapons in accordance with 18 USC 926B.

No off-duty officer will be permitted to carry a concealed weapon while they are consuming or under the influence of any intoxicating beverage or other substance which would affect mental or physical faculties. However, with proper supervisory approval, an on-duty officer may consume alcoholic beverages to further the goals or objectives of the Police Department.

Personally owned off-duty firearms, or firearms carried as a secondary firearm, and ammunition must be of a type approved by the Department. This includes:

[redacted]

Off-duty and/or secondary firearm ammunition must be factory manufactured, and not reloaded or remanufactured. It must be of a type which is commonly considered to be "Service" or "Duty" ammunition, and be similar to the Department issued ammunition for a firearm of that type. Qualification must occur with the same ammunition as will be carried or the lead-free equivalent.

The Range Master will ensure at the time of qualification that off-duty and/or secondary firearms:

- comply with the provisions of this Directive,
- are of a quality which make them appropriate as off-duty and/or secondary firearms, and
- are apparently in a safe condition to use.

In order to carry an off-duty and/or secondary firearm, officers will first qualify with that firearm and will re-qualify annually if they wish to continue carrying an off-duty and/or secondary firearm. To comply with 18 USC 926B qualification must occur annually each calendar year.

Officers seeking to qualify with an off-duty and/or secondary firearm must meet North Carolina Criminal Justice Training and Standards Commission and Training Division requirements. The officer will provide ammunition required for the qualification. Officers who fail to meet all qualification standards will not be eligible to carry the firearm off-duty, or as a secondary firearm, until properly qualified.

Officers of this Department, who elect to carry a firearm while off-duty, or as a secondary firearm while on-duty, will wear their weapon in a discreet, concealed manner so as not to attract attention or have the weapon in open view of the public, in compliance with section 15.2.2 of this Directive.

Officers who elect to carry their primary service firearm or personal firearm while off-duty are required to have in their possession the Department issued badge and official identification card**,** and, if necessary, any other documentation required by 18 USC 926B.

An officer who fails to qualify with his primary issued service firearm is prohibited from carrying a personally owned concealed firearm as authorized by this directive, *with the exception of a weapon carried as a private citizen under the provisions of North Carolina General Statute 14-415.10*, while off-duty until he has successfully re-qualified with both his primary issued service firearm and his personally owned off-duty, and/or secondary firearm.

NOTE: Officers who choose to carry concealed in the State of North Carolina any firearm or ammunition which does not meet the definition of approved firearms and ammunition as described above must do so as a private citizen acting under the authority and in accordance with the provisions of North Carolina General Statute 14-415.10, et. seq. Officers who choose to carry concealed such firearms and ammunition are not acting within the scope and authority conferred by this Directive.

Pursuant to the requirements of North Carolina General Statute 14-269, a copy of Departmental Directive 15.2 will be filed with the Clerk of Court in the 18th Judicial District.

15.2.8 NATIONWIDE CONCEALED CARRY BY QUALIFIED LAW ENFORCEMENT OFFICERS

Pursuant to 18 USC 926B, "The Law Enforcement Officers Safety Act of 2004", qualified active law enforcement officers may carry a concealed firearm nationwide, provided:

- they carry photographic identification issued by their employing governmental agency; and
- they have been tested or otherwise shown to meet the standards established by the agency to carry a firearm.

A "qualified law enforcement officer" is defined as an employee of a governmental agency who:

- is authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and has statutory powers of arrest;
- is authorized by the agency to carry a firearm;
- is not the subject of any disciplinary action by the agency which could result in suspension or loss of police powers;
- meets standards, if any, established by the agency which require the employee to regularly qualify in the use of a firearm;
- is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and
- is not prohibited by Federal law from receiving a firearm.

The identification required by this subsection is the photographic identification issued by the governmental agency for which the individual is employed as a law enforcement officer.

15.2.9 NATIONWIDE CARRY OF CONCEALED FIREARMS BY QUALIFIED RETIREES

Pursuant to 18 USC 926C, "The Law Enforcement Officers Safety Act of 2004", qualified law enforcement retirees may carry a concealed firearm nationwide, provided:

- they carry photographic identification issued by the agency from which they retired and;
- within the previous 12 months they have been tested or otherwise shown to meet the standards established by the agency for an active officer to carry a firearm.

Alternatively, such competence can be certified by the state in which the retiree resides.

A "qualified retired law enforcement officer" is defined as an individual who:

- has retired in good standing from service with a public agency as a law enforcement officer, other than for reasons of mental instability;
- who before retirement was authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for any violation of law and had statutory powers of arrest;
- before such retirement, was regularly employed as a law enforcement officer for an aggregate of 15 years service or more; or
- retired from service with such agency after completing an applicable probationary period of service, due to a service-connected disability, as determined by such agency;
- has a non-forfeitable right to benefits under the retirement plan of the agency;

- during the most recent 12 month period, has met at the expense of the individual, the State's standards for training and qualification for active law enforcement officers to carry firearms;
- is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and
- is not prohibited by Federal law from receiving a firearm.

Retirees participating under the provisions of this Federal law must qualify at least once every 12 months on an approved course of fire. The retiree should individually coordinate the qualification opportunity with Training Division staff. Retirees must provide their own ammunition and must qualify with a firearm on the standard Department qualification courses.

The Department will issue a certification to the retiree upon successful qualification. The certification will record:

- pertinent personal information;
- the time period for which the qualification is valid, and;
- the type of firearm used.

This certification must be carried with the photographic identification issued by the Department to satisfy the provisions of the Federal law.

The Department will periodically review the implementation of this law to ensure compliance.

15.2.10 INSPECTIONS AND MAINTENANCE; REPAIR OF FIREARMS

Weapons Inspections and Cleaning

Individual officers are responsible for maintaining all authorized weapons carried in a clean and functional status at all times. Supervisors are responsible for making inspections of handguns, shotguns, rifles, and specialized weapons each work rotation to ensure proper maintenance. Any problems encountered with a departmentally issued weapon or its ammunition will be brought to the immediate attention of the Training Division for replacement. Should ammunition be found to be missing, the officer's supervisor will investigate the incident and file a report through normal channels.

Officers are privately responsible for the maintenance and proper working condition of personally owned, off-duty firearms, secondary firearms and rifles. Cleaning and maintenance of all department firearms will be according to accepted department practice.

Repair of Weapons

Department Armorers are responsible for repair of any Department-issued weapons found to be in a defective, inoperable, or otherwise unserviceable condition. When an officer has a departmentally issued weapon which is in need of repair, he will return the weapon to the Training Division as soon as possible and have it repaired or secure a replacement weapon.

Department Armorers for departmentally issued firearms are housed and managed by the Training Division. They are authorized to perform necessary repairs or maintenance within Department specifications or factory guidelines.

If a personally owned secondary firearm is damaged while being carried on duty, refer to Departmental Directive 3.6.

15.2.11 SHOTGUN/DEPARTMENT RIFLE SECURITY

The shotgun assigned to an officer who is assigned a marked police vehicle equipped with a shield will be locked in the vehicle's shotgun lock, if the vehicle is so equipped, and if the lock is in good operating condition. Otherwise, the shotgun will be carried in the trunk of the vehicle. When so carried, the shotgun will be loaded with 3, 00 Buck shotgun shells in the magazine and none in the chamber with the safety "on".

Each member authorized to carry a rifle will ensure the security of the weapon by locking it in the departmental vehicle's locking mechanism, if the vehicle is so equipped, and the lock is in good operating condition. If the vehicle is not equipped with a vehicle gun lock, the weapon will be locked in the trunk. The rifle will be carried with an empty chamber, a 20 or 30 round magazine in the magazine well, and the safety in the "On" position.

15.2.12 SAFE HANDLING AND STORAGE OF ISSUED FIREARMS

All Departmental personnel shall comply with the provisions of N.C. General Statute 14-315.1 when storing their departmentally issued firearms. If an officer resides with a minor, the officer shall render their weapon(s) safe, and secure it in a manner so as to reasonably prevent access to the weapon by any such minor.

Officers are responsible for the safekeeping and security of all Departmental firearms issued to them. All firearms shall be stored, handled, and maintained in such a manner as to prevent the firearm from accidentally discharging. Officers assigned a departmental rifle and/or shotgun will ensure, while not operating a departmental vehicle, the weapon(s) are not stored in their personal vehicle while in an off-duty capacity. When officers are in an off-duty status the departmental rifle and shotgun will be stored in their assigned work locker or residence.

When loading or unloading a firearm in a police facility; the loading/unloading shall occur using the bullet trap area provided by the Department, where available.

Except for general maintenance, supervisory inspections, storage, or authorized training, officers shall not draw firearms unless circumstances create a reasonable belief that it may be necessary to utilize the firearm in a manner consistent with the state law and Departmental Directives. No officer shall provide any weapon to a citizen to inspect, examine, or otherwise handle unless authorized to do so by the Chief of Police or designee.

When a vehicle is left at any location for repairs, the officer leaving the vehicle will remove the shotgun/rifle or other firearm from its normal carry mode, unload it and store the firearm and ammunition in a gun locker or their residence until such time as the vehicle is placed back in service. Any accessories such as magazines and flashlights will be removed from the vehicle as well. When the repairs on a vehicle have been completed, departmentally issued shotguns and rifles will be appropriately loaded, and returned to its duty-ready carry position.

15.2.13 DISCHARGE OF FIREARMS

Officers are required to report any on-duty discharge of any firearm not associated with training, whether accidental or intentional, to a police supervisor as soon as possible after the incident. The supervisor must then file an administrative report concerning the incident. Rifles, rifled shotgun slugs and secondary firearms will not be used to euthanize any injured animal.

15.2.14 UTILIZATION OF SECONDARY WEAPONS

Any officer seeking to carry a personally owned secondary firearm must bring a completed 'Secondary Weapon Authorization form' (see attached) to a scheduled off-duty/secondary weapon qualification date. The form will be housed in the officer's Training Division file. If approval is granted, the officer is authorized to begin carrying their secondary firearm, providing the officer has properly satisfied qualification requirements.

The officer will advise their immediate supervisor the location the firearm will carried in the event the firearm must be secured if an officer is incapacitated for any reason.

A secondary firearm shall only be utilized if the officer's primary issued firearm is rendered inoperable or unless exigent circumstances exist. The officer must be able to articulate their reason for utilizing their secondary firearm outside of these parameters.

Officers will be allowed (up to) two secondary firearms that can be carried on-duty, however, only one secondary firearm may be carried at a time. A separate memo must be forwarded for each secondary firearm an officer desires to carry on-duty, and the qualification requirements must be met.

If the secondary firearm is discharged in the line-of-duty, the firearm may be confiscated and held until such time as the investigation is completed. Once the investigation is completed, the firearm will be returned to the officer, unless otherwise ordered by a court of law. The Department will not provide the officer a departmentally issued secondary "loaner" firearm during the investigation period.

Attachment: Secondary Weapon Authorization Form
Long Gun Program Request Form

GREENSBORO POLICE DEPARTMENT
SECONDARY WEAPON AUTHORIZATION FORM

REQUESTING OFFICER'S UNDERSTANDING AND COMPLIANCE WITH DIRECTIVE 15.2:

I, _____ , intend to participate in the secondary weapon program and carry the below described weapon in accordance with Departmental Directive 15.2.

Officers Signature: _____ Lawson Number: _____ Date: _____

SECONDARY WEAPON SPECIFICATIONS – ONE FORM PER FIREARM* (type or print clearly):

Make: _____ Model: _____

Revolver: ____ Semi-Auto: ____ Caliber: _____ Serial Number: _____

*(Officers are allowed to have two secondary firearms approved; however, only one secondary firearm may be carried at a time; in accordance with section 15.2.15 of this directive).

REQUESTING OFFICER'S CHAIN-OF-COMMAND AUTHORIZATION (N/A if Not Applicable):

Sergeant: _____ Date: _____ Approve: ☐ NOT Approve: ☐

Lieutenant: _____ Date: _____ Approve: ☐ NOT Approve: ☐

Captain: _____ Date: _____ Approve: ☐ NOT Approve: ☐

Bureau Chief: _____ Date: _____ Approve: ☐ NOT Approve: ☐

FIREARMS INSTRUCTOR'S AUTHORIZATION (to be filled out at time of qualification):

Firearms Instructors Name: _____ Qualify: Yes - ☐ No - ☐

Firearms Instructors Signature: _____ Date: _____

Officers shall not carry ANY Secondary Firearm on-duty until they successfully qualify with the above described firearm and this form is signed by: the Officer, the Officer's Chain-of-Command and a GPD Firearms Instructor.

This form shall be housed in the Officer's Training Division file

POLICE

"Partnering to fight crime for a safer Greensboro"

LONG GUN PROGRAM REQUEST

Date: _____

To: Commanding Officer, Training Division

From: _____

Long Gun Type: Departmental Rifle ☐

Departmental Shotgun ☐

Briefly describe the reason for the request and relevance to your assignment: _____

_____

_____

_____

Chain-of-Command Sign-off and Concurrence Section

Immediate Supervisor: _____ Date: _____ Concur: ☐ Not Concur: ☐
Notes: _____

Executive Officer: _____ Date: _____ Concur: ☐ Not Concur: ☐
Notes: _____

Commanding Officer: _____ Date: _____ Concur: ☐ Not Concur: ☐
Notes: _____

Bureau Commander: _____ Date: _____ Concur: ☐ Not Concur: ☐
Notes: _____

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LAW ENFORCEMENT FLYING ARMED	NUMBER 15.3
EFFECTIVE DATE: 05-20-2019	PAGE 1 OF 1
REVISION HISTORY: (Adopted 05-20-2019)	

15.3.1 LAW ENFORCEMENT FLYING ARMED

To qualify to fly armed, unless otherwise authorized by TSA, federal regulations state that a law enforcement officer must meet all of the following requirements:

- Be authorized by the employing agency to have the weapon in connection with assigned duties.
- Have completed the TSA Law Enforcement Officer Flying Armed Training Course.

Greensboro Police officers must present an operational need to have the weapon accessible from the time he or she would otherwise check the weapon, until the time it would be claimed after deplaning. The need to have the weapon accessible aboard the aircraft must be determined by the employing agency and based on one of the following:

- Conducting a hazardous surveillance operation.
- On official travel with a requirement to report to another location armed and prepared for duty immediately upon landing.
- Control of a prisoner, or on a round trip ticket returning from escorting or traveling to pick up a prisoner.

Examples of travel that does not meet the threshold for carriage of accessible weapons are:

- Attendance of non-operational or enforcement related activities (e.g., training, conferences, police week, memorial services, personal travel, etc.).

15.3.2 TRAINING PROGRAM

The single instructor/point-of-contact for the Greensboro Police Department will conduct all training to officers within the agency who meet federal regulations to fly armed.
The Training Division will document completion of the LEOFA training in the officer training file.

15.3.3 PROCEDURES

- All requests to fly armed will be approved by the Chief of Police or his or her designee.
- All officers requesting to fly armed must submit a National Law Enforcement Telecommunications System (NLETS) message at least 24 hours prior to travel.
- A copy of the NLETS message will be sent to the “Police Records” e-mail.

15.3.4 EXEMPTIONS

All federally credentialed Task Force Officers are exempt from this Directive and must comply with their federal agency regulations.

15.4.1 APPEARANCE, MALE OFFICERS

The following guidelines shall be followed concerning hair and facial hair of all sworn male police officers:

- A groomed and maintained mustache or beard is authorized only when the officer is following these standards:
    - Beards must be worn with a mustache. The mustache must be neatly trimmed and not extend beyond nor droop below the corners of the mouth.
    - Facial hair must be uniform in length and not longer than a quarter (1/4) inch, 6 mm, or a #2 guard in length.
    - Beards must have a defined cheek and neckline.
    - Designer beards, goatees, or "chin strap" beards are strictly prohibited. It is also prohibited to display words, images, patterns, logos, or designs in the facial hair.

Otherwise, the face will be kept clean shaven, with the exception of a mustache, which is permissible. The mustache must be neatly trimmed and not extend beyond nor droop below the corners of the mouth.

- When worn without a beard, sideburns will not extend below the lobe of the ear. They may follow the natural shaving line of the face, but will be neatly trimmed.
- When wearing the police uniform, an officer's hair must be worn so that it does not extend below the top of the shirt collar while the individual is standing at attention. Hair may touch the top of the ear and may be combed behind the ear, but will not extend down over the ear. Hair may be worn full, but shall not present a ragged, unkempt, or extreme appearance and must permit proper wearing of the hat.
- When on duty but not wearing the police uniform, an officer's hair may be worn in such a manner that no more than one half the ear is covered, but all other requirements shall be the same as when wearing the police uniform.

Bureau Commanders can authorize deviations from these standards based on specific operational requirements.

15.4.2 APPEARANCE, FEMALE OFFICERS

The following guidelines shall be adhered to concerning hair of all sworn female officers, except by expressed permission from the Chief of Police:

- Female officers in uniform shall wear their hair in styles that do not extend below the bottom of the shirt collar. Long hair can be worn up in an attractive manner so long as it

is neat and permits the proper wearing of the hat. If it is worn up and begins to straggle, it must either be put up again or worn down, meeting the collar regulations.

- Female officers in plainclothes may wear their hair in longer styles. However, the length of the hair shall not extend more than six inches below the top of the collar line.

Bureau Commanders can authorize deviations from these standards based on specific operational requirements.

15.4.3 GENERAL GUIDELINES

The following guidelines for officers will apply:

- Wigs are acceptable so long as they meet the prescribed requirements for hair and are the same color as the natural hair.

15.4.4 ENFORCEMENT

Enforcement of hair and grooming regulations will be handled in the same manner as other regulations pertaining to appearance and will be judged in relation to overall appearance. Supervisors noting discrepancies should bring them to the officer's attention. If uncorrected, the incident should be noted for evaluation purposes. If an officer's appearance becomes so extreme as to seriously detract from the appearance, disciplinary action should be taken using standard procedure.

15.4.5 REASONABLE ACCOMMODATIONS

To the extent an officer has a medical condition which requires a deviation or deviations from the Department’s grooming standards, the officer must provide the Commanding Officer of the Resource Management Division with documentation from a licensed medical provider setting forth the condition and the need for a deviation. The initial medical documentation shall be provided to City Medical Services and then forwarded to the Commanding Officer of the Resource Management Division. If the deviation is approved, the officer will have the condition re-evaluated on an annual basis, and will provide the results of that evaluation to the Commanding Officer of the Resource Management Division. If an officer fails to provide the results of the annual evaluation he or she must thereafter come into compliance with the Department’s grooming standards.

15.4.6 RELIGIOUS ACCOMMODATIONS

Employees or applicants who hold a religious belief that affects his or her ability to perform one or more job functions, or to comply with an appearance guideline set forth herein, may request a reasonable accommodation from the Commanding Officer of the Resource Management Division. The reasonable accommodation shall be provided unless doing so interferes with a business necessity, would pose an undue hardship, or a direct threat to safety.

TITLE: EMPLOYEE LOCKERS	NUMBER 15.5
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R2/09-01-04	

15.5.1 LOCKER ASSIGNMENTS

Within limitations imposed by building design and structure, the Department will provide locker space for its employees. In assigning lockers, priority will be given to sworn personnel. Non-sworn employees may be issued lockers, depending on their availability.

Lockers assigned to employees are for their personal use and will be under their exclusive control, except as provided for in this Directive.

The Commanding Officer of the Resource Management Division will be responsible for locker facilities and assignment of gymnasium lockers located within Police Headquarters. The Commanding Officer of the Information and Technology Division will be responsible for lockers located in the Records Management Section. Patrol Division Commanding Officers will be responsible for lockers and locker assignments pertinent to any satellite location of the Department.

15.5.2 SECURITY OF PERSONAL LOCKERS

Upon assignment of a locker, the issuing Commanding Officer will provide to the employee a suitable lock, accessible by either key or combination. Duplicate keys and/or lock combinations will be maintained in a secure manner by the responsible Division Commanding Officer.

In order to lessen building vulnerability, all personnel lockers will be maintained in a locked and secured state when not in use by the assigned employee. Unassigned lockers will be secured when feasible. Additionally, employees will not secure lockers with locking devices other than those issued by the Department.

Exception: Should a Departmentally issued lock prove defective, the employee may secure his supervisor's permission to utilize a personal lock until the defective lock can be replaced. In such cases, the Commanding Officer responsible for the locker facility will be notified, in writing, without unreasonable delay.

15.5.3 ASSISTED LOCKER ENTRY

Employees' assigned lockers should make every reasonable effort to avoid the necessity of seeking assistance in gaining entry to their lockers. In the event such assistance does become necessary, the employee should contact the Resource Management Division, Watch Operations Center**,** or the on duty Watch Commander, as determined to be most appropriate.

15.5.4 MASTER KEYS AND COMBINATION LOCK RECORDS

Master keys and combination lock records for gymnasium area lockers will be securely maintained by the Resource Management Division. Duplicate master keys will be maintained by the Watch Operations Center. Master keys will not be loaned to anyone, nor will lock

combinations be given to any person other than the employee to whom the combination lock is assigned.

15.5.5 LOCKER ENTRIES IN GENERAL

Locker entries in the absence of the assigned employee are prohibited, except as provided for herein.

- The employee to whom a locker is assigned may give his permission for another employee to enter or gain entry to the locker.
- An on duty Commanding Officer or Watch Commander may authorize entry because of exigent circumstances requiring immediate access to the locker.
- When probable cause exists, any Departmental locker is subject to entry and search as provided for by law.

15.5.6 ENTRY PROCEDURES

Locker entries authorized by an on duty Commanding Officer or Watch Commander because of exigent circumstances will be subject to the requirements established below:

- The authorized Commanding Officer or Watch Commander will make entry in the presence of a member of the Watch Operations Center, the Resource Management Division, or shall secure another Police Department employee to witness the entry.
- The employee whose locker is entered will be orally informed of the entry and the circumstances surrounding it as soon as possible.
- The Commanding Officer or Watch Commander approving the entry will direct a memorandum to the affected employee documenting why the entry was considered necessary. A copy of this memorandum will be forwarded to the Chief of Police.

15.5.7 LOCKER MAINTENANCE

Locker facilities and individual lockers will be maintained in a clean and presentable manner.

TITLE: ARSENAL ENTRY	NUMBER 15.6
EFFECTIVE DATE: 04-10-06	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)R3/04-10-06	

15.6.1 ENTRY BY RESOURCE MANAGEMENT DIVISION PERSONNEL

The Police Arsenal is maintained and controlled by the Logistics Section of the Resource Management Division. Personnel assigned to the Resource Management Division may enter or authorize entry into the Arsenal. Arsenal entry by these specified officers is considered part of their regular duties and requires no documentation.

15.6.2 ENTRY BY OTHER PERSONS

In order to provide maximum security for the Police Arsenal and to ensure that all entries into the Arsenal are properly authorized and based on a clearly legitimate need to enter, the following procedures have been established.

Persons requiring Arsenal entry during normal business hours should contact the Resource Management Division or Logistics.

All members entering the Arsenal shall be accompanied by Logistics or Resource Management Division personnel.

At times when Resource Management Division personnel are not available, requests to enter the Arsenal shall be directed to the Watch Commander or the employee's Division or Bureau Commander. These individuals may authorize the call out of Logistics or Resource Management Division personnel to accompany the member into the facility.

15.6.3 RECORD OF ENTRY

The authorizing supervisor should be present during entry, if feasible.

All members not assigned to Logistics or the Resource Management Division shall complete the entry log that is maintained by Logistics.

TITLE: MATERIAL ON DISPLAY	NUMBER 15.7
EFFECTIVE DATE: 02-26-2018	PAGE 1 OF 1
REVISION HISTORY: (Adopted 04-15-97) R4/02-26-2018	

15.7.1 GENERAL POLICY

Material that is on display in the various areas of the Department reflects the level of professionalism of the entire organization. In an attempt to promote the appropriate image for our Department, no material will be displayed without prior approval. For the purposes of this Directive, material on display may include, but is not limited to: awards, certificates, drawings, flags, paintings, photographs, posters, and trophies.

15.7.2 RESPONSIBILITY FOR CONTROL

The Office of Community Engagement is responsible for the control of material that is displayed in the common hallways of the Department. Division Commanding Officers/Directors are responsible for displayed material in the areas under their command.

15.7.3 CURRENTLY DISPLAYED MATERIAL

Material that is displayed as of the date of this directive is permissible. Any addition or movement of displayed material must be approved through the Division Commanding Officer/Director who is responsible for that specific area.

TITLE: PERSONAL COMPUTERS	NUMBER 15.8
EFFECTIVE DATE: 09-01-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 08-01-99)R1/09-01-04	

15.8.1 GENERAL POLICY

The Department has a system of personal computers that consist of both networked and stand-alone systems. All personal computers have Norton anti-virus protection. The networked personal computers are automatically updated on a weekly basis with the most current virus protection from Norton. Stand-alone personal computers are kept updated as often as possible.

15.8.2 SOFTWARE

Only system administrators are allowed to install software of any type on personal computers on the network. An unauthorized installation by someone other than a system administrator will cause a corrupt entry in the Windows NT registry and will cause system problems resulting in the personal computer being unavailable for use.

15.8.3 RESPONSIBILITY FOR CONTROL

It is the responsibility of the Systems Technology and Crime Analysis Section of the Greensboro Police Department to conduct an annual audit of all departmental personal computers to ensure that all programs being used are properly licensed and the property of the City of Greensboro.

TITLE: VEHICLES AND RELATED EQUIPMENT	NUMBER 15.9
EFFECTIVE DATE: 10-03-2013	PAGE 1 OF 5
REVISION HISTORY: (Adopted 06-01-05) R3/10-03-2013	

15.9.1 PURPOSE

The purpose of this directive is to provide information regarding the administrative requirements, policies and procedures which pertain to the operation, maintenance and replacement of City-owned vehicles and related equipment.

The City of Greensboro's Equipment Services Division has overall responsibility for the purchase, replacement, maintenance and repairs of all automotive and related equipment operated by the City. This includes preventative maintenance programs, oil changes, lubrication, tire replacements, and mechanical repairs. The Equipment Services Division maintains a stocked parts inventory, fuel systems, and car wash program. Normal Division operating hours are 0700 to 0200 hours, Monday through Friday. During inclement weather conditions operating hours are adjusted accordingly.

The Resource Management Division will serve as the Police Department's liaison with the Equipment Services Division in the above matters.

15.9.2 VEHICLE OPERATION REGULATIONS

New Employees

A review of each applicant's driver's license and driving history will be conducted as part of the initial employment process.

Review of Driving Records

At least annually, Division Commanding Officers will ensure that each employee under their command, who is required to possess driver's license, does in fact have a valid license for each class of vehicle the employee is expected to operate.

Fuel Purchase

Departmental personnel will utilize their personal identification number, and the fuel purchase card assigned to their Departmental vehicle when fueling. Fuel cards will only be utilized for Departmental purposes.

Tobacco use in City Vehicles

The use of tobacco products in City owned vehicles is prohibited.

15.9.3 PREVENTIVE MAINTENANCE

Drivers are required to follow the preventive maintenance schedule prescribed for their respective vehicle/equipment.

Drivers are required to check the odometer or hour meter against the Lube and PM sticker in the vehicle or equipment to determine when preventive maintenance is due. In addition to preventative maintenance services performed at the Patton Garage, the Equipment Services Division has entered into contracts with private service providers in the city to provide maintenance services in a timely manner. A listing of current approved providers is maintained by the Equipment Services Division.

15.9.4 REPAIR OR BREAKDOWN MAINTENANCE

The driver is responsible for reporting any vehicle malfunction to the respective maintenance shop supervisor. Preventive maintenance priorities are based on safety considerations.

Drivers are responsible for changing or arranging for changing flat tires of the vehicles they are operating, and making sure vehicles are brought to the Equipment Services Tire Shop (401 Patton Avenue) for tire repair whenever necessary.

Unscheduled Repairs

In the event a vehicle requires immediate unscheduled repair, the driver should take the vehicle to the maintenance shop. If the vehicle is immobile or unsafe to operate, the driver should call Equipment Services to arrange for a tow. The driver should inform the shop supervisor as to the nature of the failure, if known.

For vehicle breakdowns that occur out of town, the operator will contact the Equipment Services for assistance with repair of the vehicle.

Replacement Vehicle for Assigned Vehicle Being Repaired

If a driver needs to have a vehicle while his or her assigned vehicle is being maintained or repaired – and there are no other vehicles available – the driver can arrange with the Equipment Services Service Writer or with the Resource Management Division to obtain a temporary vehicle.

15.9.5 TOWING SERVICES

Requests for towing services for city vehicles should be coordinated through Equipment Services during their operating hours. Outside of those hours; employees will contact their supervisor to arrange for towing of city equipment. City vehicles are towed through contract with specific providers, not through the "rotation" system utilized by GM 911.

If at any time a vehicle becomes unsafe to operate, the driver or operator must comply with the following instructions:

- Get off the road and out of the way of traffic
- Do not continue to operate a vehicle reasonably determined to be unsafe to drive.

15.9.6 VEHICLE KEY PURCHASE PROCEDURES

Vehicle keys will be purchased at approved vendors as determined by the Resource Management Division. Police Logistics maintains a listing of contracted vehicle key providers. Vehicle keys are considered to be keys for any of the following: cars, boats, motorcycles, traffic scooters, etc.

15.9.7 TAKE HOME VEHICLES

The following general rules are established for the use of take home vehicles by departmental personnel:

- No personal use of take home vehicles is permitted. For the purposes of this policy, the commute to and from the employee's duty station and normal meal periods within duty hours are considered official use.

- Employees may utilize their assigned take home vehicle to drop off or pick up their children at school/day care, if the travel is largely contemporaneous with travel to or from work.

- Employees transporting a civilian as permitted by this Directive should not become involved in responding to the need for law enforcement services. Only where the risk to third parties is both clear and grave and the risk to the civilian being transported is minimal should the officer stop to render assistance or become involved in request for law enforcement services. The officer will exercise appropriate discretion with regard to the safety of the civilian

- Personnel who live outside of Guilford County must obtain the approval of their Division Commanding Officer before parking their take home vehicle at a location other than the employee’s residence.

- No other passengers may be transported in take home vehicles except as required for official duties or as approved by the Chief of Police.

- The needs of the Department may require temporary suspension of the take home vehicle privilege.

- Officers assigned to call answering duties in the Patrol Bureau may utilize their patrol vehicle for take home use during their assigned shift. At the end of their tour of duty on the last day of the shift; the vehicle will be parked at the appropriate police facility.

15.9.8 VEHICLE TRANSFERS

All requests for vehicle and/or related equipment transfers shall be coordinated and authorized through the Resource Management Division. Requests should be in written form and submitted through the appropriate Bureau Commander to the Resource Management Division for final determination.

15.9.9 VEHICLE PREPARATION, EQUIPMENT INSTALLATION AND MARKINGS

The Equipment Services Division is responsible for all in-service preparation before the release of vehicles/equipment to departments. All city vehicles are required by law to have identifying markings. Only vehicles used in mass transportation, driver training or by law enforcement agencies for undercover or confidential investigative purposes are exempt from this requirement.

In accordance with established Departmental criteria, and with the approval of the Resource Management Division, Equipment Services will install equipment, markings and insignia on vehicles before they are released to the respective police divisions.

Employees may not affix or install any personal items, including decals, to a departmental vehicle. All vehicle and equipment deviations beyond those established by the Department for specific units shall be approved through the Resource Management Division.

15.9.10 SPECIAL PURPOSE VEHICLES

Special Purpose Vehicles are defined as vehicles that are deployed and utilized due to considerations regarding weather, terrain or special operational needs. Special Purpose Vehicles may include the Mobile Command Post, Hazardous Devices Team disposal vehicles, motorcycles, etc. Due to their specialized operational capabilities, persons using these vehicles are expected to have a base of knowledge greater than that required to operate standard vehicles. Consequently, any Division that is assigned a Special Purpose Vehicle will develop and maintain Standard Operating Procedures that provide guidance to Departmental personnel with regards to the following:

- A statement of the objectives of the vehicle's operation and use
- Instructions, conditions and limitations on the use of the vehicle
- Authorization for the use of the vehicle in various situations
- Qualifications and training for personnel assigned to operate the vehicle
- Designation of the person responsible for maintenance of the vehicle
- A list of the equipment to be stored in the vehicle
- Designation of the persons authorized to operate the equipment

In addition to the Special Purpose Vehicles described above, the Department maintains a number of Sport Utility Vehicles that are used by various members of the Department. While these vehicles do not have capabilities that are as specialized as those indicated above, they do possess inherent design traits regarding their ability to traverse rough terrain, enhance driver vision, increased cargo capacity and other attributes. In order to take advantage of these operational capabilities, the Department has deployed them in various operational assignments throughout the agency.

The following provisions are made for the use of Sport Utility Vehicles:

- Persons to whom these vehicles are assigned are authorized to use the vehicle as they would any other assigned police vehicle.
- Assigned drivers are further authorized to use these vehicles when weather or other conditions require their unique capabilities.

- All persons assigned to drive a Sport Utility Vehicle will review the owner's manual accompanying the vehicle and familiarize themselves with the particular handling characteristics of the vehicle.
- Persons to whom Sport Utility Vehicles are assigned will be responsible for maintenance and repair of the vehicle and any equipment assigned to the vehicle.

15.9.11 DAILY VEHICLE INSPECTION

It is the responsibility of each employee to inspect and inventory their assigned vehicle at the beginning of each duty day, including all equipment assigned to the vehicle. Any missing items or previously unreported damage to the vehicle will be immediately reported to the employee's supervisor. The employee assigned to operate the vehicle will ensure the vehicle is equipped with all required equipment necessary to complete their assigned duties. Missing equipment will be replaced through the appropriate resource (Supervisor, Police Logistics, Equipment Services, etc.)

The assigned employee will inspect the vehicle to ensure it is clean and apparently safe to operate. Noted deficiencies which could adversely affect the safe operation of the vehicle will be corrected prior to use of the vehicle. Vehicles will be kept clean in such a manner as to present an overall professional appearance.

The preferred locations for washing Departmental vehicles are the designated City of Greensboro vehicle wash facilities, and those commercial facilities whose services are available through the Resource Management Division voucher system. From a conservation of resources standpoint, the least acceptable method of washing a Departmental vehicle is hand washing. Runoff from hand washing a vehicle contains pollutants, which require the washing to be completed in such a manner so as to comply with the Federal Water Pollution Control Act (commonly known as the "Clean Water Act").

The following rules apply when hand washing a Departmental vehicle:

- If the vehicle is washed at the employee's residence, the vehicle must be washed on a permeable surface (i.e., gravel or grass) and the employee must ensure any runoff from the washing does not enter any municipal storm water runoff system.

- If the vehicle is washed at a City of Greensboro facility, the location of the washing must be designated as a vehicle wash area. Runoff from the designated wash area must drain onto a permeable surface, or be properly captured into the sanitary sewer system.

- It is the employee's responsibility to determine if the location chosen is designated as an approved vehicle wash location and any runoff from the activity is properly contained.

Any questions regarding whether a particular location is designated as appropriate for the washing of vehicles will be directed to the City's Water Resources Department

TITLE: CRIMINAL DAMAGE OR DESTRUCTION OF CITY PROPERTY	NUMBER 15.10
EFFECTIVE DATE: 09-15-2011	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-15-2011)	

15.10.1 SUPERVISORY NOTIFICATION

Anytime City equipment is damaged resultant of any criminal action, the investigating officer will notify their immediate or acting supervisor of the incident, as soon as possible.

If the incident involves Police equipment, the officer's immediate or acting supervisor will then begin an administrative investigation, resulting in an official memo addressed to the Commanding Officer of the reporting employee's Division, entitled "Damage to Police Equipment". This memo is intended only to document the incident and damage.

Upon approval by the Division's Commanding Officer, a copy of the completed "Damage to Police Equipment" memo will be forwarded to the Commanding Officer of the Resource Management Division, so arrangements can be made to have the police equipment repaired/replaced.

Should the administrative investigation reveal any alleged violation of Departmental Directives or Standard Operating Procedure by any police employee; a separate administrative investigation shall be conducted to document the violation.

15.10.2 NOTICE OF RESTITUTION REPORT

If any criminal charges are filed against any individual(s) causing the criminal destruction or damage of any City equipment, a Notice of Restitution Form shall be completed by the charging officer.

The Notice of Restitution Form:

- advises that the attached criminal process was resultant of damage and/or destruction to City property (naming the property allegedly destroyed),
- names the accused individual(s), who is/are charged with the damage and/or destruction to City property
- estimates the value of the damaged property, and
- requests restitution be made by any individual convicted of this criminal violation to either the Greensboro Police Department – Fiscal Management Section, or the City of Greensboro Finance Department, dependant upon if the damage is to Police or City property.

The Notice of Restitution Form shall be attached to the actual Summons, Citation or Warrant filed with the Court. If a "Damage to Police Equipment" memo is required, as detailed under Departmental Directive 15.10.1, a copy of the Notice of Restitution Form shall be attached to that document also.

15.11.1 PURPOSE

In an effort to enhance services to the community Body Worn Cameras (BWC) and Vehicle Mounted Cameras (VMC) are utilized by officers as an additional means of documentation for evidentiary and administrative purposes of events, actions, conditions and statements made during certain police encounters. Additionally, cameras are utilized by officers to promote accountability for officers and the community through objective evidence. The purpose of this policy is to establish guidelines related to the use, management, storage, and retrieval of the audio and video recordings from the departmentally issued cameras.

15.11.2 DEFINITIONS

Citizen Contact: An encounter with a citizen that has no criminal or investigative purpose (i.e.; stopping to say hello to someone or interacting with persons to obtain information that is non-criminal in nature).

Law Enforcement Function: Any action which may only be performed by a person having the legal authority of a law enforcement officer.

Pre-Event Buffering: The BWC and VMC is continually capturing video, but is not committing it to memory. When the BWC or VMC is activated, the previous 30 seconds of video is recorded and committed to memory on the system. However, during the 30 seconds of buffering, no audio is captured.

Body Worn Camera Administrator: An assigned sergeant within the Professional Standards Division, responsible for:

- Maintaining user accounts for the remote digital storage system for BWC and VMC recordings;
- Assigning permission levels within the remote digital storage system;
- Overall maintenance of the BWC and VMC systems; acting as a liaison with the vendor;
- Completing departmental random audits of BWC and VMC recordings;
- Redacting or deleting any video;
- Ensuring automation of the retention schedule with the remote digital storage system;
- Receiving, reviewing and responding to request for disclosure of BWC and VMC recordings.

15.11.3 TRAINING

Body Worn Cameras (BWC) and Vehicle Mounted Cameras (VMC) will be utilized only by personnel who have been properly trained in their use. The BWC and VMC issued by the Department will be the only BWC and VMC authorized for use. Any use of a BWC or VMC will conform to the current methods and techniques as approved by the Professional Standards Division.

Recordings created during training or orientation of BWC or VMC equipment will be retained for no longer than 30 days.

15.11.4 DEPLOYMENT OF CAMERAS

A. Body Worn Cameras

1. Body Worn Cameras (BWC) will be assigned to officers at the rank of Sergeant and below and will be required to be utilized by officers working in a uniformed capacity, including secondary employment, in an assignment that necessitates regular contact with citizens. The BWC will be assigned to officers at the rank of Lieutenant to be utilized while working in a secondary employment capacity.

   Individual officers are responsible for its use and maintenance. Any apparent problems with the BWC will be immediately brought to the attention of a supervisor. The officer or supervisor will make contact with the Body Worn Camera Administrator for any needed troubleshooting or repairs, and to arrange for issuance of replacement equipment if necessary.

2. Uniformed officers will wear the BWC mounted in one of the departmentally approved methods, utilizing only the mounting equipment provided by the manufacturer of the BWC. It shall be the responsibility of the officer to ensure the BWC remains in a position to allow the recording of an encounter or incident that most closely replicates the perspective of the officer.

3. Plain clothes officers will wear the BWC mounted on their external ballistic vest carrier. It shall be the responsibility of the officer to ensure the BWC remains in a position to allow the recording of an encounter or incident that most closely replicates the perspective of the officer.

   Plain clothes officers are not required to wear the external vest and BWC throughout their duty day. However, the vest and BWC will be worn prior to any pre-planned tactical or enforcement situation such as those described in D. D. 15.11.5(A) – Use of the Body Worn Camera. Once the scene is considered secure, the BWC will continue to be used by officers who are designated to remain with detainees or have continual interaction with members of the public unless one of the circumstances described in section 15.11.5(A)(3) 'Deactivation' applies.

B. Vehicle Mounted Cameras

1. Vehicle Mounted Cameras (VMC) will be installed in vehicles utilized by officers at the rank of Sergeant and below within the following divisions: Patrol, Special Operations, and Operational Support. VMC will only be installed in vehicles that are also equipped with a Mobile Computer Terminal (MCT) and associated docking station.

   Individual officers are responsible for ensuring the VMC is operating properly. Any apparent problems with the VMC will be immediately brought to the attention of a supervisor. The officer or supervisor will make contact with the Body Worn Camera Administrator for any needed repairs, or to arrange for issuance of replacement equipment if necessary.

2. Officers operating a vehicle equipped with VMC will utilize their MCT to login to the VMC application prior to checking in service. This will ensure recordings made while using the vehicle are assigned to the correct officer once they have been uploaded into the remote digital storage system.

15.11.5 USE OF CAMERAS

A. Body Worn Cameras

1. Activation:

   The Body Worn Camera (BWC) shall be activated prior to arrival at a call for service, in anticipation of a self-initiated activity, or at the activation of emergency equipment (blue lights and/or siren), whichever occurs first. This shall also include citizen interactions that are related to or for the purpose of a law enforcement function.

   When a BWC is available, the BWC will be utilized to document encounters where Consent to Search is requested or a Probable Cause search is conducted in accordance with D.D. 12.5.1.

   It is the responsibility of the officer to periodically ensure that the BWC is still recording during the required activation. The indication that the BWC is recording can be confirmed either audibly or visually.

   The use of Stealth Mode on the BWC is prohibited. At least one of the status indicators must be activated (auditory beeps, indicator light, or vibratory alert).

   If not already activated, the BWC shall be activated to record any citizen contact that becomes adversarial or in any situation that the officer believes its use would be appropriate or valuable to document the incident or encounter.

2. Special Circumstances:

   Special circumstances are recognized that necessitate different guidance for when to activate the BWC. Absent one of the circumstances listed in this section, officers shall follow the direction of the remainder of this policy. Special circumstances include:

   - Traffic Checking Station:
     - Once an officer determines there is reasonable suspicion or probable cause to detain the driver beyond the initial encounter, the officer shall activate their BWC.
     - From this point forward this encounter shall be treated in the same manner as a traffic stop; and shall be recorded in its entirety, which is until the vehicle has left the stopped location or a person is placed under arrest and has been transported to the magistrate's office.
     - Except as listed above, officers are not required to record during the entire duration of the checkpoint.
   - Officers will utilize BWC during the initial seizure, counting, or inventorying of seized money or any high value property
   - It is recognized that officers utilizing a take home vehicle may need to make enforcement stops or respond to a law enforcement need while traveling to and from work, which may result in activities not being recorded. When this occurs the officer shall document their actions and reason for not having their BWC within the CAD notes of the associated event.
   - Certain specialized units may request deviation from the BWC requirements of this Directive with the express written approval of the affected personnel's Bureau Commander. The unit's Commanding Officer or his designee must submit the request to deviate from the BWC directive to their respective Bureau Commander. The request

should include clear articulation of the necessity to deviate from the directive, how the use of the BWC would negatively impact operations or any other relevant factors for consideration. The Bureau Commander will respond in writing their concurrence or non-concurrence. The written request and response will be attached in the appropriate format to any subsequent case reports in RMS. Furthermore, the investigating officer should document in the narrative of the case report that approval was given for this special consideration by his Bureau Commander. The request must be made for specific individual operational periods and no wholesale or "blanket" deviation permissions will be allowed.

- If available, the BWC will be utilized during Special Teams Activations, in accordance with each team's Standard Operating Procedures (SOP).

3. Deactivation:

Once the BWC is activated, officers will continue to record until the conclusion of their involvement in an event. In most situations conclusion of involvement in an event would be signified by leaving the scene. Only under the following circumstances may an officer deactivate their BWC prior to concluding their involvement in an event:

- Circumstances covered within D.D. 15.11.5(A)(2)-Traffic Checking Station exceptions.
- When the officer's on-scene investigation is complete and he/she is prepared to begin typing the appropriate report(s).
- When directed by the on-scene supervisor or with supervisory approval.
- Prior to conducting a strip search, the officer will record a 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.
- When an officer receives an assignment such as traffic direction, crime scene security, or while awaiting other services such as crime scene processing or medical examiner transportation, etc. It is common for these assignments to last for extended periods of time, with minimal citizen contact. The officer may deactivate their BWC, without awaiting direction from a supervisor. If the officer becomes engaged in any citizen contact that becomes adversarial they shall activate their BWC.
- When taking statements from/conducting interviews of persons who are victims of a crime of a sexual nature or medical professionals providing information pertaining to related examination(s) of the victim. Upon completion of the interview, the BWC should be reactivated until completion of the event.
- When taking statements from juvenile witnesses/victims. Upon completion of the interview, the BWC should be reactivated until completion of the event.
- When requested to do so by victims or witnesses prior to beginning an interview, taking a statement, or gathering information (this applies only once the scene is orderly and the situation is under control and **NOT** to the relaying of initial suspect information to be disseminated to other officers or for the purpose of initial alerts).The citizen's request to deactivate the BWC shall be captured on the BWC recording prior to deactivation. Upon completion of the interview, the BWC should be reactivated until completion of the event.
- When continuing to record would hinder the cooperation of a non-suspect.
- When an officer can articulate that continuing to record could compromise the safety or security of a witness or victim.

- If it is determined that the interaction is involving a known confidential informant while they are providing information regarding an investigation or potential investigation as an informant.
- When officers are relaying/discussing preliminary information amongst themselves, in the absence of any parties to the incident, witnesses or citizens. The BWC should be reactivated at the conclusion of this interaction.

Officers deactivating their BWC for any reason other than one of those listed above must indicate on the BWC recording their reason for deactivating prior to ending the recording. Additionally, the officer must notify their supervisor of the deactivation and be able to articulate the reason for doing so.

B. Vehicle Mounted Cameras

1. Activation:

The Vehicle Mounted Cameras (VMC) include automated activation for the following triggering events:
- Blue Light Activation
- Siren Activation
- Unlocking of Weapon Mounts
- Crash Detection
- Vehicle Speed above the Departmentally established threshold

Additionally, the rear facing VMC will be manually activated when transporting anyone in the rear prisoner transport area of the vehicle.

The VMC system is equipped with a bypass button. This bypass may not be continuously activated while the officer is in service. This feature temporarily bypasses the automated activation and is intended for use during the regular vehicle inspections or equipment checks at the beginning of each shift. The only time this bypass may be used while an officer is in service, will be if the vehicle's emergency equipment is activated solely for the purpose of visibility (i.e. while the officer is directing traffic, while participating in a traffic checking station, securing an outer perimeter of a scene, etc.).

2. Special Circumstances:

Officers utilizing a vehicle equipped with VMC for secondary employment assignments or city sponsored events, will utilize their individually assigned MCT. Prior to beginning the secondary employment assignment, officers will login to the VMC application to ensure recordings made while using the vehicle are assigned to the correct officer once they are uploaded to the remote digital storage system.

Officers utilizing a vehicle equipped with VMC for secondary employment assignments whom are not assigned an MCT will send an email to the generic PSD inbox (ProfessionalStandards@greensboro-nc.gov) if any recordings are created while using the vehicle. This email will detail the officer who worked the assignment, the equipment number of the vehicle utilized, the date and times of the assignment, and how many recordings were created. These recordings will then be reassigned to the correct officer in the remote digital storage system. It is the responsibility of the officer who created the recordings to then label and categorize the recordings.

3. Deactivation:

   Once the VMC is activated, officers will continue to record until the conclusion of their involvement in an event. In most situations conclusion of involvement in an event would be signified by leaving the scene. Only under the following circumstances may an officer deactivate their VMC prior to concluding their involvement in an event:

   - The vehicle is parked in a location where an officer reasonably believes is far enough away from the scene of the incident that continuing to record would not capture any activities of the incident.
   - The officer has deactivated their BWC in accordance with D.D. 15.11.5(A)(3).
   - The VMC was activated automatically and the vehicle's emergency equipment was activated solely for the purpose of visibility (i.e. while the officer is directing traffic, while participating in a traffic checking station, securing an outer perimeter of a scene, etc.).
   - When officers are relaying/discussing preliminary information amongst themselves, in the absence of any parties to the incident, witnesses or citizens. The VMC should be reactivated at the conclusion of this interaction, unless one of the above conditions would allow further deactivation.
   - When there is only one officer present and the rear VMC was activated while transporting someone, the rear VMC may be deactivated immediately before removing the person being transported from the rear prisoner transport area. This is for the purpose of the officer not having to re-enter the vehicle to deactivate the VMC while a person is unsecured outside of the vehicle.

15.11.6 RESTRICTED USES

Citizens are not allowed to view BWC or VMC recordings unless permission has been obtained from the Chief of Police, in accordance with NCGS 132-1.4A and as prescribed by Departmental Directive 17.6.

Officers shall not use a BWC or VMC recording as a means to conduct a field show-up of a suspect.

The BWC and VMC shall be used only for legitimate law enforcement purposes in accordance with applicable law, departmental policy, and City Personnel Policy H-1.

Officers will only use the departmentally issued cameras. No personally owned cameras (video or still image) shall be used to record anything within the scope of an officer's duties, except in circumstances as described in Departmental Directive 17.4.2.

Officers will not record any Court proceedings, pre-trial conferences or any other judicial proceedings, including those at the Magistrate's Office.

The BWC or VMC will not be used specifically to record fellow city employees except during an investigation of a suspected violation of criminal, traffic, or local law; or during an officer's field training as prescribed by the PTO program.

Unless present in an official capacity, the BWC should not be used in bathrooms, locker rooms, or other places where there is an expectation of privacy.

For the purpose of protecting their identity, the BWC or VMC will not be used while interacting with known confidential informants or undercover officers. In situations where the recording of an interaction with an informant is of important evidentiary value, an officer may choose to capture audio recordings of the interaction by positioning the camera away from the informant.

Officers will not use the BWC to record personal activity.

Officers shall only use the BWC while in patient care areas of a health care facility when the recording is for official purposes and care should be used to record only the parties involved in the event being investigated.

The viewing of any recording for anything other than approved Departmental purposes is prohibited.

No officer shall attempt to erase, edit or otherwise alter any data captured by a BWC or VMC.

The downloading or converting of any recording captured by a BWC or VMC for any type of personal use is strictly prohibited.

15.11.7 COLLECTION OF BODY WORN CAMERA DATA

Prior to the end of the assignment in which the recording was made, officers will categorize (in accordance with 15.11.8) and label each recording captured by the Body Worn Camera (BWC) or Vehicle Mounted Camera (VMC). Both BWC and VMC recordings may be labeled via wireless connection to the VMC application on the MCT.

The labeling will be consistent with the format of: officer's last name and initial of first name, followed by the associated case number or event number, when available. When an officer has multiple recordings from the same event, the labels will also include parentheses containing a numeral, beginning with the number 1. Each subsequent recording from the same event will be labeled in the same manner, with the numerals continuing sequentially. Additionally, recordings captured from the VMC will have an "F" or "R" at the end of the label, respectively identifying video captured on the front or rear camera. For example "smithj 20160515123(2)F".

If a BWC recording is made that does not coincide with a CAD event or case number, the recording will be titled with the officer's last name and initial of first name, followed by the associated timestamp. If the application used for labeling does not automatically generate a timestamp, the officer will type in the timestamp in the format of: Month, Day, Year, Time. For example a recording captured on October 7, 2016 at 0930 hours would be titled "smithj 10072016 0930".

Each officer is responsible for ensuring that the recordings captured by their BWC are uploaded to the remote digital storage system prior to the end of their shift on the last regular duty day each week. Sometimes events will receive immediate follow-up, and officers will be required to upload the recordings specific to that event immediately. Recordings captured while working a secondary employment assignment will be uploaded no later than the end of their shift on the next regular duty day following the secondary employment assignment.

BWC recordings may be uploaded to the remote digital storage system via one of two approved methods. Officers may place the BWC into a vendor provided dock, located at each substation. Additionally, Officers can upload BWC recordings through directly connecting the BWC to a

computer and using the vendor provided software to manually upload videos that are on stored on the BWC. BWC recordings shall not routinely be uploaded via the VMC application. Only when directed by a supervisor from CID or PSD, should BWC recordings be prioritized and uploaded through the VMC application and the in-car router.

VMC recordings will be automatically uploaded to the remote digital storage system via the in-car router.

Officers shall note in any incident reports and/or citations that there is a BWC or VMC recording of the incident, to include a brief description of what was captured on the recording.

Officers may use media captured via the BWC or VMC to assist with an investigation and to aid in the completion of reports.

Officers are encouraged to inform their supervisors of any recordings that may be of value for training purposes.

15.11.8 RETENTION

All video files recorded with Body Worn Cameras (BWC) or Vehicle Mounted Cameras (VMC) are the property of the Greensboro Police Department and are to be used for official purposes only.

NCGS 132-1.4(A) defines BWC and VMC recordings in their collective, as neither public records nor personnel records.

Any portion of a recorded image that records an event surrounding a violation of the law, which includes an infraction or a crime or offense prosecutable in the criminal courts in this State or the United States, is considered a record of a criminal investigation, as described by NCGS 132-1.4. Such video shall be maintained in compliance with the Records Retention and Disposition Schedule developed by the Department of Natural and Cultural Resources, Division of Archives and Records.

Uploaded recordings will be retained on the remote digital storage system based upon the retention schedule established for each category of recording. The following is the retention period for each category:

Category	**Retention Period**
Citizen Contact, Non-Criminal	90 days
Criminal Investigation	3 years
Vehicle Stop/Crash – Warning or Infraction	90 days
Vehicle Stop/Crash – Criminal Charge	3 years
Non-Citizen Involvement	90 days
Field Training Video	1 Year
Administrative Investigation	Indefinitely
Consent Search	3 years

Category Descriptions:

- **Citizen Contact, Non-Criminal**: Video of an interaction with a citizen that is not part of a criminal investigation, nor results in a criminal charge.
- **Criminal Investigation**: Video of an interaction, or otherwise of evidentiary value, to any case that has resulted in, or could result in, a criminal charge being made.
- **Vehicle Stop/Crash – Warning or Infraction**: Video of a vehicle stop resulting in a verbal or written warning, or resulting in a citation being issued for an infraction, regardless of the reason for the stop.
- **Vehicle Stop/Crash – Criminal Charge**: Video of a vehicle stop resulting in a criminal charge being made, when either a citation was issued for a misdemeanor criminal charge or an in custody arrest was made, regardless of the reason for the stop.
- **Non-Citizen Involvement**: Video that does not contain an interaction with a citizen, suspect or associated with any other category.
- **Field Training Video**: Video journals made in accordance with the guidelines outlined by the Police Training Officer program and the Board of Evaluators. Except for video journals, all other videos within this category should be additionally categorized based on the original activity. Except for video journals, only videos capturing other activities that are directly discussed during journaling, and that need to be reviewed by the Training Division, should additionally receive this categorization.
- **Administrative Investigation**: Video associated with an internal administrative investigation. Should only be added in addition to a video's original categorization.
- **Consent Search**: Video associated with a consent search. Should only be added in addition to a video's original categorization. Any recording that captures consent being requested, the citizen's response to the request, and any subsequent search should be categorized with this category.

It shall be the assigned case officer's responsibility to ensure that all recordings which constitute evidence, or are required to be included in the case file, for any incident that resulted in, or could later result in, a felony charge are downloaded and stored within the Records Management System as an attachment to the corresponding investigative report prior to their scheduled purge date from the remote digital storage system.

It shall be the initiating supervisor's responsibility to ensure that all recordings which have bearing on an administrative investigation have the additional category of "Administrative Investigation" assigned to the BWC or VMC recording within the remote digital storage system and are downloaded and stored within the Department's administrative reports system prior to their scheduled purge date from the remote digital storage system.

In the event of an unintentional activation of the BWC or VMC which captures something sensitive or private in nature, an officer may request the recording be deleted. A memorandum detailing the circumstances of the unintentional recording will be forwarded to the Commander of Professional Standards Division. If approved, the deletion will be made by the Body Worn Camera Administrator.

15.11.9 SUPERVISORS' RESPONSIBILITIES

Supervisors are responsible for ensuring that affected officers are equipped with a functioning BWC at the beginning of each shift.

Upon receiving notification of any damage or malfunction of a BWC or VMC that would render the camera no longer operational, the supervisor will notify the Body Worn Camera Administrator in order to obtain ~~a~~ replacement equipment.

In the event an officer loses or damages their BWC or any of the issued accessories, the supervisor will initiate a lost equipment memorandum. A copy of this memo should be sent electronically to the Body Worn Camera Administrator. In the case where an officer had or should have had video on the BWC that had not yet been uploaded to the remote digital storage system, the Professional Standards Division may investigate the loss or damage of the BWC, if not already included within another administrative investigation.

Supervisors will ensure that all recorded events are being documented by the officer in the associated reports and citations.

Supervisors will ensure that any recordings relating to an administrative investigation are downloaded and stored for inclusion in the investigative file prior to their scheduled purge date from the remote digital storage system.

15.11.10 SUPERVISOR REVIEW AND AUDITING

Officers assigned to utilize BWC or VMC are expected to be in complete compliance with Departmental policy and training concerning the use, management, storage and retrieval of the audio and video recordings from the departmentally issued camera.

All supervisors are expected to routinely review BWC and VMC recordings created by their direct subordinates. Monthly, a review shall be completed for the previous month, ensuring that videos are being labeled and that the labeling is of the correct formatting. Additionally, during this review supervisors shall be viewing multiple videos from each officer under their supervision, looking at the content of the video. While viewing these videos supervisors should be looking for any videos that would be beneficial to other officers in terms of training videos. Supervisors will complete the "Monthly Squad Camera Review Form" and save an electronic copy within the appropriate folder on GPDNET. Additionally, an electronic copy of this form shall be forwarded through the chain to the supervisor's Commanding Officer for review.

Notifications of the existence of recordings which may be beneficial for training purposes shall be forwarded via the chain of command to the Commanding Officer of the Training Division for determination of training value and use. If an involved officer objects to the use of a recording for training purposes, he may submit his objection, in writing, via the chain of command to both the Commanding Officer of the Training Division and the Deputy Chief of the Management Bureau to determine whether the training value outweighs the officer's objection.

Monthly, the Body Worn Camera Administrator will audit randomly selected squads. The number of squads selected for auditing, and the frequency of the selection process, will be determined by the Professional Standards Division to ensure that the number of employees audited each month represents a minimum of ten (10) percent of the total number of employees eligible for auditing.

In addition to the random auditing process, the Professional Standards Division will review BWC and VMC audio and video recordings on an "as needed" basis to conduct internal investigations and inquires.

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Chapter 16

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POLICE
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16.1.1 TYPES OF WRITTEN COMMUNICATION

The following system of written communications is established.

Departmental Directives

Departmental Directives are issued by the Chief of Police to announce the adoption or revision of policy and establish procedure on Department-level issues.

Special Orders

Special Orders are issued to announce the adoption or revision of policy and established procedure at any level within the Department. Directive changes are normally first issued as Special Orders. Special Orders remain in effect until they are incorporated into a Directive or rescinded.

Personnel Orders

Personnel Orders may be issued by the Chief of Police, Bureau Commanders, or Division Commanders to complete personnel actions such as appointments, assignments, transfers, promotions, or disciplinary actions.

Standard Operating Procedures

Standard Operating Procedures may be issued by the Chief of Police, Bureau Commanders, and Division Commanders for the operation of the unit involved. Division Standard Operating Procedures require Bureau Commander approval.

Procedural Manuals

Procedural Manuals may be issued by the Chief of Police, Bureau Commanders, or Division Commanders to provide detailed operational instructions in specific subject areas.

Memoranda

Memos may be originated by any Department member. They are normally used only to transmit information. Occasionally they are used to transmit an order and, as such, are official in nature.

Bulletins, Newsletters, Etc.

These documents may be originated by any members and are used to transmit information.

Electronic Mail

The use of electronic mail (email) and the posting of information electronically may be originated by any Department member. Guidelines for the appropriate content of items posted, or otherwise distributed, are described in Departmental Directive 16.6, and in applicable City Policy.

Employees will use the departmental intranet (GPDNET) as the primary means for sharing information Department-wide. Direct email communication is reserved for communicating information between individuals and/or small working groups.

Employees at the rank of Sergeant (or non-sworn equivalent) and below will review their email account, and PowerDMS Inbox at least once each duty day. All other employees will review their email account at least once per duty day and review information on their PowerDMS Inbox at least weekly. All employees will promptly and properly respond to email, documents or information directed to them, or requiring their attention.

16.1.2 CRITERIA FOR POLICY STATEMENT

Any statement of policy must meet the following criteria:
- It must affect only those personnel subordinate to the issuing authority.
- It must not conflict with established policy or procedure of higher authority.

16.1.3 DEPARTMENTAL DIRECTIVES MANUAL

The Directives Manual is a source document, outlining Departmental rules, regulations, policies, and procedures. The Manual is posted in an electronic format on the Police Department's document management system, where it is available for review by all personnel.

16.1.4 NEW OR REVISED DEPARTMENTAL DIRECTIVES

The Accreditation Section is responsible for coordinating the issuance of new or revised content for the Directives Manual. Revisions to the Manual will be announced through the use of a Departmental Special Order directed to all personnel.

Any Departmental employee may propose implementation of a new Directive, or revision to an existing Directive by:
- preparing a draft of the proposal and,
- submitting the draft through their Divisional chain of command.
- The Division Commander/Director will then submit the proposal to the Accreditation Section.

The Accreditation Section will evaluate the proposal in consultation with the Chief of Police and determine the appropriate course of action. If it is determined that a new Directive is needed, or an existing one needs substantial revision, the Accreditation Section will:

- Ensure the proposal does not contradict other existing Departmental policies or applicable laws.
- Format the proposal in preparation for the review process.
- Distribute copies of the draft to all personnel for review and comment. Personnel will forward any comments through their chain of command to the Bureau Commander. The Bureau Commander will compile the comments for presentation to the Chief of Police.
- Set a return date for the draft, allowing adequate time for the review and feedback process.
- Schedule presentation of the proposal to the Chief of Police.

Correction of minor errors in a Directive or other minor technical changes which do not affect policy or changes in policy do not require distribution for comment, but may be made as needed by the Accreditation Section and submitted for approval to the Chief of Police.

Upon approval by the Chief of Police, the Accreditation Section will prepare the appropriate Special Order and arrange for the revisions to be posted in the Police Department's document management system. Following the approval of the Chief of Police of any revision to, or deletion of, Departmental Directives, the Accreditation Section will ensure the previous version of the Directive revised or deleted is electronically archived for future reference.

Division Commanders/Directors must ensure that the policy revision or Directive is explained to each employee under their command/direction and the employee is given an opportunity to ask questions concerning its content. Employee's may print "hard copies" of Departmental Directive revisions as desired, but must appropriately destroy any previous versions.

Following review of the revised documents, each employee must acknowledge receipt of the information through the Department's document management system within five working days.

16.1.5 GENDER TERM USAGE

Wherever used herein or in any Departmental communication, the term of masculine gender shall include a member of either gender, unless the context clearly requires otherwise.

TITLE: IMPLEMENTATION OF DEPARTMENTAL DIRECTIVES	NUMBER 16.2
EFFECTIVE DATE: 09-01-94	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)	

The provisions of these Departmental Directives are effective at 0001 hours, September 1, 1994. All matters of policy and other material contained herein supersedes any and all previous policy and material on the subject in question.

At the beginning of each individual entry in the Departmental Directives, there shall be a notation indicating the effective date of that entry as well as a notation reflecting the adoption date and revision history of the Directive. Later revisions will be denoted with the letter "R" and a number indicating the sequence number of that revision and the effective date of revision.

Also at the beginning of each Departmental Directive will be the name of the Directive, its number, and the page number and total number of pages in the document.

TITLE: DEPARTMENTAL ARCHIVES	NUMBER 16.3
EFFECTIVE DATE: 05-01-08	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R3/05-01-08	

The Accreditation Management Section, in coordination with the Office of the Chief of Police, is responsible for maintaining historical files of written documents issued by the Department. These files will include, at a minimum:

- Departmental Directives
- Special Orders
- Personnel Orders
- Standard Operating Procedures

Each commanding officer must ensure that a copy of an original or revised item listed above that is generated by his command is forwarded to the Accreditation Management Section.

16.4.1 TRUNKED RADIO SYSTEM BASIC INFORMATION

The Greensboro/Guilford County Trunked Radio System allows for integrated and coordinated communications among all components of our organization, other City Departments and certain other public safety agencies. The advantages of the Trunked Radio System are a higher grade of service, better radio coverage and a more flexible method to coordinate response during both routine and emergency circumstances.

The Police Department has established policies and procedures to govern radio use in order to derive the greatest benefit and efficiency from the communications system. Personnel will use the radio system, including Mobile Computer Terminals and Computer Aided Dispatch terminals, in a professional manner, conforming to Departmental Directives and Federal Communications Commission Standards.

Transmissions containing subject matter not specifically related to the performance of job duties and responsibilities or which compromise the integrity of the agency are prohibited. Supervisors are responsible for monitoring communications carried out over the radio system and correcting deficiencies under their command.

16.4.2 ASSIGNMENT, MANAGEMENT AND RESPONSIBILITY

Every sworn employee and certain non-sworn employees of the Department are issued a portable radio and assorted accessories. Each employee is responsible for the reasonable use and care of his/her portable radio.

The Trunked Radio System is such that it recognizes each radio by a unique identification number. This identification number allows the radio to be identified each time the radio transmits or when the emergency alert button is activated. For this reason, exchanging radios among employees is not permitted. Any portable radio in need of repair will be taken to Police Logistics and properly exchanged for a replacement. If Logistics is closed at the time a replacement is needed, spare portables are kept in the after-hours room in a locker. Employees will utilize their swipe card to access the locker and sign out a spare portable radio. A completed "Police Portable Repair Sheet" will be completed and left with the broken portable in the locker.

16.4.3 TRANSMISSION IN GENERAL

Ten-Codes and Call Class Codes will be used whenever possible when using the radio system. Due to their sensitive nature, some Ten-Codes should not be revealed to the general public. An abbreviated list of the Ten-Codes has been created that may be released to the general public upon request.

When assigning a call by radio, the Emergency Communications Specialist (ECS) will call for specific units, making sure each unit acknowledges the call. Any unit that is closer to a call may make this fact known to the ECS, who may reassign the call.

Upon arrival at the scene of a call for service, officers will advise Guilford Metro 911 (GM 911). When responding to a call that has a potential for injury to an officer or violence, the officer should check "Signal 50" as soon as possible after evaluating the conditions. This will serve as a precautionary measure for officer safety.

While an officer is at the scene of a call for service, the officer will advise GM 911 once the situation is under control. This will be completed by checking “Signal 50” via radio. At this point the officers will indicate if additional assistance is needed. If no other additional police response is necessary at this time, the officer will advise GM 911 to cancel any additional units that are responding. This determination on the cancelation of additional units shall be made based on the needs presented by the situation at the scene and not based on any unrelated factors. If this information is not provided to GM 911 at the time “Signal 50” is advised, then the appropriate supervisor will prompt the officer at the scene for the necessity to have additional units continue their response.

All users of the system will clearly acknowledge any transmission directed to them. No transmission will be considered received until an acknowledgment is made and heard. This will not apply to “all unit” broadcasts, such as alerts.

When beginning a transmission, officers and the ECS should use the full numeric call sign designation or the word “car” or “unit” preceding the call sign of other police units. The phonetic alphabet will be used when transmitting letters over the system.

When an employee is out of service and changes location, he/she will notify the appropriate primary dispatch ECS.

Units equipped with MCT’s will use these terminals to the fullest extent possible to perform related police tasks. When deemed appropriate, due to the nature of their call or assignment, officers using MCT equipment may verbally announce call arrival or other important information in addition to using the appropriate function key. They will not check out (10-7) through the use of the MCT.

Any supervisor having an officer scheduled to work a special assignment will notify GM 911 as to the unit to be assigned and the time period involved. If possible, notification should be at least one hour prior to the beginning of the assignment. An officer working a special assignment is responsible for checking out of service when it begins and back in service when it ends

When a situation develops that requires prolonged radio traffic between police units, or unit-to-unit coordination with a GM 911 supervisor, all units involved may switch to a talkgroup that will prevent disruption of routine traffic. This switch may be requested by an officer or authorized by a supervisor, but must be coordinated by an ECS.

Officers working a supplemental employment assignment will check on duty at the beginning of the assignment through GM 911. The officer may check on duty on the INFO channel, giving their badge number and assignment location. Officers operating a vehicle equipped with an MCT may check on duty by entering in “OD(badge number)”, please note there is not a space between “OD” and the number. The officer will then add remarks via MCT specifying the location of the supplemental employment activity. Officers will check off-duty at the conclusion of the assignment through GM 911. Deviation from this procedure is permitted at those types of events where the previously prepared Event Plan specifies an alternative method of checking on/off duty.

Nonsworn employees working a supplemental employment assignment will check on duty at the beginning of the assignment through GM 911. The employee will check on duty on the INFO channel, using the prefix "PNS", their badge number (Budget Number in RMS) and assignment location. The ECS will assign the employee an off-duty assignment unit number. (PNS 1-30), and the employee will check off-duty at the conclusion of the assignment through GM 911. Deviation from this procedure is permitted at those types of events where the previously prepared Event Plan specifies an alternative method of checking on/off duty.

16.4.4 TALKGROUP ASSIGNMENTS AND RADIO TEMPLATES

Each Division or section within the Department is assigned a specific zone with a primary dispatch talkgroup for normal radio traffic. Officers will normally remain on the assigned primary dispatch talkgroup, but will notify GM 911 when leaving or returning to the primary dispatch talkgroup.

Units not routinely assigned a specific geographical area should monitor the primary dispatch talkgroup of the geographic area in which they are working.

There are two radio templates used by the Department; a Command/Special Teams Template, and a Basic Template. The Command/Special Teams Template allows officers in selected assignments to engage in confidential communications with each other during the course of an operation/investigation.

Radios may require reprogramming when transfers or promotions occur. The Commanding Officer of the unit into which an officer is transferring is responsible for ensuring the officer has the correct radio template fleet map installed. The affected Commanding Officer will coordinate reprogramming of portable radios with GM 911.

16.4.4.1 Talkgroup Assignments for Operational Situations

Available to each Patrol Division is a primary dispatch zone with:

- a citywide conference talkgroup,
- three (3) Division-specific car-to-car talkgroups, one of which is full-time encrypted, and
- a 700 MHz direct channel for short range use (LE DIR 1).

These talkgroups are available for use during events occurring in the Division.

Each zone contains an LE DIR 1 channel; a short range, direct, officer to officer channel which functions independent of the radio system infrastructure. The use of this channel is appropriate in situations where there is no radio system coverage, and officers need to exchange information in an emergency. Due to the short-range nature of this channel, it cannot be monitored by GM911. Use of this channel requires prior supervisory approval. Officers working on this channel should be aware that they must switch back to their dispatch talkgroup to contact GM 911.

Additionally, talkgroups LE TAC 1 through LE TAC 5 are available on each operational zone for use on active law enforcement incidents occurring within the County. These talkgroups are shared with the Guilford County Sheriff's Department. Use of one or more of these talkgroups will be assigned through GM 911.

Depending on the type of call dispatched, the ECS may immediately assign a tactical talkgroup. Otherwise, the dispatched officer or a supervisor may request that a tactical talkgroup be assigned. The ECS will notify units which designated tactical talkgroup is to be used. Responding units will remain on the designated tactical talkgroup until the incident is resolved, at which time they will switch back to their primary dispatch talkgroup and clear the call.

Officers should not expect GM 911 personnel to routinely monitor tactical talkgroups unless specifically requested to do so.

16.4.4.2 Contacting Other City Departments

During the normal course of events, it may become necessary to contact other City Departments (i.e., Greensboro Fire) on the system. When this occurs, officers should request GM 911 to coordinate this contact on PS CONF.

16.4.4.3 Contacting Other Agencies

All radios have access to the county communications systems for the following counties: Alamance, Davidson, Forsyth, Randolph, Rockingham and Stokes. In addition, all radios have access to the NC VIPER System to facilitate interoperability with other local, state and federal agencies.

Contact with these communications systems is for mutual aid and emergency purposes only.

16.4.4.4 Hailing Procedure

Frequently, police units are dispatched to calls for service in concert with other public safety agencies, which are on the Trunked Radio System. In many cases it is beneficial for these responding units to communicate with each other.

One talkgroup has been designated as the “hailing” channel for interagency car to car traffic. Talkgroup PS CONF may be utilized by City Police units to establish communications with County units. In addition, there are five (5) countywide tactical talkgroups for active incidents.

After completing an assignment with another agency on an alternate talkgroup, the police unit shall return to their primary dispatch talkgroup to clear the call.

16.4.4.5 National Mutual Aid System (NMAS)

There are several channels in each public safety radio, which are part of the National Mutual Aid System. Located in the “8CALL/8TAC” zone, these channels are identified as 8CALL90 through 8TAC94D and operate separately from the City/County radio system. These channels are designated for use by other public safety agencies while in the range of the National Mutual Aid System repeaters, by Department personnel working in radio-to-radio situations, or when Department personnel are in other regions served by a National Mutual Aid System repeater. These channels are available for mutual aid and hailing purposes.

8CALL90, 8TAC91, 8TAC92, 8TAC93, and 8TAC94 are repeated channels and offer a broader range of transmission and reception. 8CALL90D, 8TAC91D, 8TAC92D, 8TAC93D, and 8TAC94D are short-range radio-to-radio channels that are not repeated.

16.4.5 PRIVATE CALL AND RADIO PAGING

The Private Call Feature, a one-to-one conversation, is used to contact a radio user who is not answering radio transmissions. A Private Call is executed from one of the GM 911 consoles. It transmits a high-pitched tone to the designated radio. To respond to Private Call, the user will need to establish the Private Call link with GM 911 through the use of one of the function buttons on the side of the radio. The ECS will transmit specific verbal instructions for the user to follow to re-establish radio contact with GM 911.

The ECS may also initiate a page to the officer's radio from the dispatch console. When the ECS sends a page, the officer's radio will beep four (4) times and display "PAGE RECEIVED" in a green box on the front display on the radio. The officer should then ensure that they are on the correct talkgroup, and if not, switch to their primary dispatch talkgroup and contact GM 911 to acknowledge the page. Pressing the lower side button below the Push-To-Talk button will clear the page.

16.4.6 MAINTAINING RADIO CONTACT

Any employee, who is in service and not exempted by this Directive, a Divisional SOP, or a supervisor, will maintain constant radio contact with GM 911. This contact is normally maintained on the employee's primary dispatch talkgroup. If an activity necessitates breaking radio contact, the employee will check out of service.

If an ECS cannot make contact with a unit believed to be in service, the ECS will implement a Private Call to the user's radio. If the Private Call does not establish contact, the ECS will notify the employee's supervisor, who will be responsible for coordinating efforts to locate the unit.

Employees excepted from maintaining constant radio contact may also be exempted from the requirement of checking on/off duty and in/out of service. These personnel will utilize appropriate discretion and have the option of notifying GM 911 when they are conducting follow-up or other activity which they reasonably believe to be hazardous in nature. When possible, these personnel should monitor the primary talkgroup of the geographical area they are in and render appropriate assistance when needed. Employees excepted from maintaining constant radio contact may be required by a supervisor, or other competent authority, to maintain contact via other means.

16.4.7 CHECKING ON AND OFF DUTY

Unless exempted by appropriate supervisory authority, employees will check on at the beginning of their duty day. Employees who are rostered in the OSSI system will accomplish this by using the appropriate Ten-Code and giving their last name on their primary dispatch talkgroup or by clearing their unit using the vehicle's MCT. Non-rostered employees will use the appropriate Ten-Code and give their last name on their primary dispatch talkgroup.

GM 911 will be notified if there is a civilian ride-along participant assigned to the vehicle.

Employees will check off duty at the end of a shift on their primary dispatch talkgroup by using the unit's call sign and appropriate Ten-Code

A member authorized to drive a police vehicle home need not check on duty while en route to work or off duty while en route home.

16.4.8 DISPATCH OF UNITS

To facilitate effective dispatch and minimize response time, officers should remain in their assigned response areas.

The ECS assigned a dispatch position is responsible for the selection and dispatch of all police units, keeping in mind each unit's availability, response area, assigned duties and established call prioritization guidelines. Unless an exigent situation exists (i.e., keeping a main dispatch radio channel free of radio traffic while holding routine), an employee will not dispatch themselves to a call for service through their MCT. Employees needing to be dispatched to calls for service will make their request to the ECS via the radio. The dispatch of a unit carries the authority of an order. A supervisor may countermand or modify the dispatch of a unit.

16.4.9 CHECKING IN AND OUT OF SERVICE

When checking out of service, an employee will give the unit's call number and the appropriate Ten-Code. After receiving an acknowledgment, the officer will give the proper code, the nature and location of the activity, and remain in radio contact until acknowledged by the ECS.

An employee will not check themselves out of service in the CAD through their MCT. CAD logging of out of service time requires a CAD event to be generated. An employee will check out of service by contacting the ECS via radio only. This enables supervisors to easily monitor staffing and available units within their response area.

The ECS will not allow a unit to check out of service on a non-police activity when doing so would not leave adequate units available for calls.

Employees assigned within the Patrol Bureau shall not check out of service by telephone.

Employees will check out of service any time they are on meal, break, or for personal reasons, unless specifically advised not to do so by a supervisor.

When returning to service or back to an available status an employee will clear the out of service event either via radio or MCT, by clearing "Code 7". This clearance code will only be used when clearing out of service CAD events, not other CAD events for calls for service or self-initiated events.
The following are not required to check in or out of service:

- Officers assigned in a supervisory or administrative capacity.
- Others with supervisory approval.

16.4.10 CLEARING A CALL

An officer, who has completed a call for service or a Signal 1, will clear the call using the unit's call number and the appropriate Ten-Code. Only one clearance code can be recorded for each call so an officer should not clear a call using multiple codes.

An employee needing to be taken off a CAD event, whether having finished the call entirely or needing to be added to a different CAD event, must first clear the CAD event they are currently assigned to using one of the departmental clearance codes. An employee shall not “pre-empt” from one CAD event to be added to another CAD event, unless the employee has not yet arrived on-scene and the action they are being “pre-empted” for is:

- a higher priority call for service which is close in proximity to their current location or
- a call for service needing multiple units to respond and is close in proximity to their current location or
- an emergency or a situation that requires immediate action.

If an employee needs to be assigned to a different call once they have arrived at his/her original call, then, the employee must clear the current call with one of the departmental clearing codes. Once a CAD event has been cleared, the employee will not ask the ECS to reopen the CAD event merely to finish routine task related to the call. If the employee needs to finish paperwork or activities related to a previous call that has been cleared the employee shall advise the ECS they need to be placed out of service in accordance with Departmental Directive 16.4.9.

16.4.11 RADIO PATCHING

The radio patch function is used to allow two talkgroups, which are normally independent of each other, to operate together as one talkgroup. This allows full communication between the units on the two separate talkgroups. The patch function is performed from a GM 911 console. A supervisor or GM 911 personnel must authorize patching.

16.4.12 SIGNAL 1

When an in-service officer discovers a situation requiring police attention and no unit has been dispatched, the officer will assume the call by giving the unit's call number and stating "Signal 1”, or by utilizing the appropriate MCT function. After receiving an acknowledgment from the ECS, the officer will advise the nature and location of the incident and conduct any necessary investigation. If the officer is out of service, he must verbally advise GM 911 of the situation.

If an officer discovers a situation that requires police attention but is unable or not equipped to handle the situation, the ECS will be so advised and another unit will be dispatched. In any situation involving or posing a reasonable potential for personal injury, violence, or a significant traffic hazard or interference, the first officer will remain on the scene until the investigating officer arrives. This requirement will not apply if the first officer was already on emergency business prior to discovery of the incident.

16.4.13 ACTIVITY NUMBER

Personnel should request an activity number from their primary talkgroup or the informational (INFO) talkgroup when necessary. An activity number, or any additional activity number(s) needed, may be obtained at any time from the informational (INFO) talkgroup or through the unit's MCT, if so equipped.

Additional information needed for calls, confirmation of address, or any other non-emergency information pertaining to calls, should be obtained from the informational (INFO) talkgroup.

16.4.14 10-0 NOTATION

On each call dispatched to a specific address, computer files will be automatically searched to determine if officers have had problems at that address in the past. Such problems include armed individuals, assaults on officers, resisting arrest, mental patients, storage of hazardous materials, etc. If the computer indicates that these types of problems have been encountered in the past, the ECS will advise the officer that it is a hazardous address. The hazardous address indication should be kept in context. It merely indicates that problems were encountered at the address in the past, and officers should use caution accordingly. It may have no bearing on the current call.

16.4.15 PREMISES FILE/HAZARDOUS ADDRESS FILE

The Premises File/Hazardous Address File is designed to provide officers with information about dangerous persons, circumstances, or situations that exist at specific locations. The general purpose of this program is to ensure that officers have available information about incidents, situations, and/or circumstances that may represent a significant hazard(s).

The information in this file is developed by input from members based upon their experiences, knowledge, or understanding of the individuals or circumstances surrounding specific locations. Hazardous addresses shall include:

- All known residential locations where officers have been assaulted
- Home addresses of individuals known to be dangerous to police by virtue of their history
- Locations where suspects have resisted arrest or their home addresses
- Where known armed or dangerous mentally disturbed and/or suicidal persons live
- Any business that is known to contain chemicals or other substances that may present a hazard to public safety personnel

Information for the Premises File/Hazardous Address File will be obtained from reports submitted by members based upon specific information and approved by a supervisor. These reports will be submitted to the Manager of the Public Safety Division of the City's Information Technology Department for entry.

Any member may submit a Hazardous Address Location Request approved by a supervisor. The request should include complete and accurate information indicating the reason(s) for the hazardous address designation. Information entered into the Premises File/Hazardous Address File will be reviewed yearly, unless specifically requested otherwise. This yearly review will be conducted under the direction of Greensboro Police Department personnel assigned to the Law

Users Committee, who will recommend deletion or retention of the hazard notation following their review.

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16.4.18 CONFIDENTIAL RADIO CODES

The following radio codes are considered sensitive in nature and will not be disclosed to the general public.

[redacted]

[redacted]

[redacted]

16.4.19 SCAN CAPABILITY

Each mobile radio has user programmable scanning capability. Employees may wish to monitor several talkgroups using the scan mode. Scanning capability is thirty (30) talkgroups of the user's choosing. One talkgroup may be designated as first priority and a second talkgroup designated as a second priority for scanning purposes. All other scanned talkgroups would be of third priority status.

16.4.20 RADIO SYSTEM FAILURE

Failsoft

Failsoft is the condition during which the radio system fails and no longer operates as intended. During such a failure, the talkgroups default to a conventional non-trunked radio system. Failsoft is the first fallback step during a radio system failure.

Each talkgroup is assigned a specific conventional channel. In the event that the system fails, talkgroups will automatically align on the conventional channel. This basically converts our trunked radio system into a series of conventional repeaters. Due to this re-grouping, users will experience an increase in radio activity on their failsoft repeater due to multiple talkgroups combining into a single channel. For example, in a failsoft situation GPDDISP1, D1 CONF, D1 OPS, and D1 SECURE will automatically combine into a single channel to conserve system resources. For this reason, radio traffic should be kept to a minimum during failsoft operation.

During failsoft the radio user's display will change to indicate "FAILSOFT" and there will be a medium-pitched tone every ten seconds. If a failsoft situation should occur, individual radio users should remain on their assigned talkgroup**,** unless otherwise directed by GM 911.

[redacted]

16.4.21 EQUIPMENT MALFUNCTIONS

In the event an officer's vehicle radio or Mobile Computer Terminal fails to function properly, a check should be made to ensure that the radio's controls are properly adjusted. Attempts to establish communication should be made on all primary dispatch groups. If a portable radio is

available, similar attempts should be made using it. If the problem appears to be within the officer's radio or Mobile Computer Terminal, repair arrangements should be made.

In the event the problem appears to be with GM 911 or the system as a whole, officers will proceed as follows:

If contact with GM 911 has been lost, but unit-to-unit traffic is still possible, on-duty supervisors will instruct officers in handling the situation.

If all contact has been lost, an officer will report to the fire station nearest his response area, phone GM 911, advise them of his location, and request further instructions. If the telephone system is also out, the officer will remain at the fire station for further instructions.

16.4.22 MCT USE

Departmental personnel assigned police vehicles equipped with Mobile Computer Terminals will utilize these terminals as their primary source of communication while in the vehicle.

Personnel are responsible for viewing all calls for service that come to their respective terminal screens and responding appropriately to such calls. While in service, personnel will maintain contact with GM 911 by MCT and/or radio.

After checking on-duty, employees so equipped will sign on their MCT. Prior to checking off-duty, they will sign off their MCT.

Self-initiated functions (Signal-1) may be done by MCT at the employees' discretion. If an employee is out-of-service and finds it necessary to self-initiate a call, it must be done verbally and not by MCT.

All out-of-service functions (10-7) must be done verbally with GM 911. Units may clear any out-of-service activity (10-8) by use of the MCT.

16.4.23 MCT ACCESS AND SECURITY

Prior to using the MCTs to obtain D.C.I. information, Departmental personnel must attend a D.C.I. certification class and then successfully pass the certification exam. The initial certification is good for two years, after which the employee must successfully retest every two years thereafter.

The MCT provides a direct link to the State of North Carolina's D.C.I. files providing driver's license and registration information, wanted information, etc. The MCT will also access the Greensboro Police Department's Records Management System.

Each Departmental employee that is certified in the use of the MCT will have a unique password. Access to the system will be denied without first entering the password while signing onto the system.

All messages transmitted over the MCT and CAD terminals are retained for a minimum of one (1) year for the purpose of Administrative Review if necessary.

All applicable procedures and rules cited earlier in the 800-Megahertz radio system apply to the use of the Mobile Computer Terminals.

16.4.24 ASSIGNMENT OF RADIO CALL SIGNS

Attachment 1 of this Directive contains a listing of all authorized Police Department call signs. Occasionally the need arises for a Departmental Unit to utilize some of the reserved call signs, create new ones, or discontinue use of certain call signs. When any of these actions becomes necessary, the Commanding Officer over the affected unit will prepare a memorandum requesting same. This memorandum will be forwarded through channels to the Chief of Police for consideration. If approved by the Chief, the affected Division Commanding Officer will contact GM 911 for assistance in completing this procedure, and notify the Accreditation Section of the change.

Attachments: Radio Call Signs
Talkgroup Designations and Descriptions
Ten Codes

ATTACHMENT 1
(Adopted 09-01-1994)
R26 05-26-2020

ASSIGNMENT OF RADIO CALL NUMBERS

Call Number	Assigned To
	Office of Chief of Police
1	Chief of Police
2	Deputy Chief
3	Deputy Chief
4	Deputy Chief
5	Deputy Chief
6-9	Reserved
10	Executive Officer to the Chief of Police
11	Executive Officer to the Patrol Bureau Commander
12-18	Reserved
19	Office of Community Engagement
	Professional Standards Division
20	Commanding Officer
21	Executive Officer
22-29	Sergeants
30-39	Reserved
	Management Bureau
40-49	Reserved
	Training Division
50	Commanding Officer
51	Executive Officer
52-53	Training Sergeants
54	Training Corporal
55-59	Training Officers
TRN1-TRN40	Training Units
	Resource Management Division
60	Commanding Officer
61	Executive Officer
62	Executive Officer
63	Logistics Sergeant
64	Procurement Specialist
65	Logistics Technician
66-69	Reserved
70	Background Investigations Sergeant
71-74	Background Investigators
75-99	Reserved
	Patrol Bureau
	District 1
100	Commanding Officer
101	Patrol Lieutenant
102	Reserved
501	Watch Commander
103-106	Patrol Sergeants

107-109	Reserved
1111-1149	110 Zone Patrol Units
1211-1249	120 Zone Patrol Units
1311-1349	130 Zone Patrol Units
1181, 1281, 1381	CRO Units

District 2

200	Commanding Officer
201	Patrol Lieutenant
202	Reserved
502	Watch Commander
203-206	Patrol Sergeants
207	CRT Sergeant
208	CRT Corporal
2111-2149	210 Zone Patrol Units
2211-2249	220 Zone Patrol Units
2311-2349	230 Zone Patrol Units
2161-2169	CRT Units
2261-2269	CRT Units
2171-2172	CRO Units
2271-2272	CRO Units
2371-2372	CRO Units

District 3

300	Commanding Officer
301	Patrol Lieutenant
302	Reserved
503	Watch Commander
303-306	Patrol Sergeants
307	Reserved
308	CRT Sergeant
3111-3149	310 Zone Patrol Units
3211-3249	320 Zone Patrol Units
3311-3349	330 Zone Patrol Units
3161-3169	Reserved
3261-3269	CRT Units
3171, 3271, 3371	CRO Units

District 4

400	Commanding Officer
401	Patrol Lieutenant
402	Reserved
504	Watch Commander
403-406	Patrol Sergeants
407-408	Reserved
470-499	Reserved
4111-4149	410 Zone Patrol Units
4163-4164	District Investigators
4211-4249	420 Zone Patrol Units
4311-4349	430 Zone Patrol Units
4161-4162	Reserved
4165-4170	Reserved
4171, 4271, 4371	CRO Units

Center City Division

1150	Commanding Officer
1151	Executive Officer
1158-1159	CRO Units
1160	CCRT A Sergeant
1161	CCRT A Corporal
1162-1180	CCRT A Squad Units
1260	CCRT B Sergeant
1261	CCRT B Corporal
1262-1280	CCRT B Squad Units

N/A	Special Event Team
ATV1-10	ATV Team

Support Bureau

Special Operations Division

600	Commanding Officer
601	Executive Officer
602-609	Reserved
610	Motorcycle Team Sergeant
611-619	Motorcycle Team Members
620-621	Reserved
622-623	Hit and Run Investigators
624	Taxi Inspector
625-629	Reserved
630	Traffic Safety Team Sergeant
631	Traffic Safety Team Corporal
632-639	Traffic Safety Team Officers
640	Traffic Safety Team Sergeant
641	Traffic Safety Team Corporal
642-649	Traffic Safety Team Officers
650	Reserved
651-652	Operational Planning
653-699	Reserved
[redacted]	[redacted]

Operational Support Division

700	Commanding Officer
701	Executive Officer
702-703	Reserved
704	School Resource Sergeant
705	School Resource Sergeant
706	PNRC Sergeant
707-709	Reserved
710-714	Reserved
715-720	Reserved
721-729	School Resource Officers
730	SRO Corporal
731-739	School Resource Officers
740	PNRC Corporal
741-749	PNRC Officers
750-799	Reserved
[redacted]	[redacted]

Information Services Division

500	Commanding Officer
501-504	Reserved for Watch Commanders
505	Executive Officer
506-509	Reserved
510	Watch Operations Center Supervisor
511-529	WOC Units
530	TRU Supervisor

531-549	Telephone Response Units
550	EMU Sergeant
551-556	EMU Officers
557-558	Court Liasons

Investigative Bureau

Vice/Narcotics Division

800	Commanding Officer
801	Executive Officer
802	Reserved

Criminal Investigations Division

900	Commanding Officer
901	Executive Officer-Violent Crimes
902	Executive Officer-Property Crimes
903	Executive Officer-Operational
904-909	Reserved
910	Robbery Squad Sergeant
911	Robbery Squad Corporal
912-919	Robbery Squad Detectives
920	Homicide Squad Sergeant
921	Homicide Squad Corporal
922-929	Homicide Squad Detectives
930	Crimes Against Persons Squad Sergeant
931	Crimes Against Persons Squad Corporal
932-939	Crimes Against Persons Squad Detectives
940	Family Victims Unit Sergeant
941	Family Victims Unit Corporal
942-949	Family Victims Unit Detectives
950	Violent Criminal Apprehension Team Sergeant
951	Violent Criminal Apprehension Team Corporal
952-959	Violent Criminal Apprehension Team Detectives
960	Commercial Property Squad Sergeant
961	Commercial Property Squad Corporal
962-969	Commercial Property Squad Detectives
970	Residential Property Squad Sergeant
971	Residential Property Squad Corporal
972-979	Residential Property Squad Detectives

[redacted]	[redacted]
861-869	Reserved
880-889	CID Task Force Officers
890	Fraud Squad Sergeant
891	Fraud Squad Corporal
892-899	Fraud Squad Detectives

Forensic Services Division

110	Forensics Services Director
111	Forensics Services Assistant Director
112-119	Reserved
120	CSI Supervisor
121-129	Crime Scene Investigators
130	CSI Supervisor
131-139	Crime Scene Investigators
140	CSI Supervisor
141-149	Crime Scene Investigators
150	CSI Supervisor
151-159	Crime Scene Investigators
160	Reserved
161-164	Forensic Team Specialists
165	Digital Imaging Specialist
166-167	Firearms Examiners
168-169	Latent Print Examiners
170	Evidence Supervisor
171-179	Evidence Technicians
180-199	Reserved

ATTACHMENT 2
(Adopted 04-01-98)
R5/07-02-2020

Talk Group Designations and Descriptions

Talk Group Abbreviation	**Full Identifier**	**Talk Group Description**
GPDDISP1	Greensboro PD Dispatch 1	Primary Dispatch Talkgroup for GPD District 1.
GPDDISP2	Greensboro PD Dispatch 2	Primary Dispatch Talkgroup for GPD District 2.
GPDDISP3	Greensboro PD Dispatch 3	Primary Dispatch Talkgroup for GPD District 3.
GPDDISP4	Greensboro PD Dispatch 4	Primary Dispatch Talkgroup for GPD District 4.
[redacted]	[redacted]	[redacted]

Talk Group Abbreviation	Full Identifier	Talk Group Description
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Talk Group Abbreviation	Full Identifier	Talk Group Description
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Talk Group Abbreviation	Full Identifier	Talk Group Description
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Mutual Aid Zones

Zone Name	Agencies	Notes
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Ten Codes - Greensboro / Guilford County Public Safety

10-0 Use Caution
10-1 Unable to copy
10-2 Signal is good
10-3 Stop transmitting
10-4 Acknowledgment
10-5 Relay
10-6 Busy - standby unless urgent
10-7 Out of service
10-8 In service
10-9 Repeat
10-10 Fight in Progress
10-11 Animal case / dog bite
10-12 Standby
10-13 Weather information
10-14 Prowler
10-15 Patient
10-16 Domestic / civil disturbance
10-17 See the complainant
10-18 Complete assignment quickly
10-19 Return to_____
10-20 Location
10-21 Call by telephone
10-22 Disregard
10-23 Arrived at scene
10-24 Assignment complete
10-25 Report in person to_____
10-26 Detaining suspect
10-27 Driver's license check
10-28 Registration check
10-29 Wanted / stolen check
10-30 Unauthorized use of radio
10-31 In progress
10-32 Subject armed with_____
10-33 Emergency
10-34 Large disturbance / riot
10-35 Noise disturbance / loud party
10-36 Correct time
10-37 Suspicious vehicle or person
10-38 Stopping a vehicle
10-39 Emergency run-lights & siren
10-40 Routine run - no lights or siren
10-41 Beginning tour of duty
10-42 Ending tour of duty
10-43 Information
10-44 Leaving beat for_____
10-45 Animal carcass in road
10-46 Assist motorist / disabled vehicle
10-47 Emergency road repair needed
10-48 Utility pole / sign repair needed
10-49 Traffic control out
10-50 Vehicle accident
PD – Property Damage Only
PI – Personal Injury
F – Fatality
10-51 Wrecker needed
10-52 EMS needed
10-53 Fire equipment needed
10-54 Livestock in road
10-55 Impaired driver
10-56 Impaired pedestrian
10-57 Hit & run vehicle accident
PD – Property Damage Only
PI – Personal Injury
F – Fatality
10-58 Direct traffic
10-59 Escort
10-60 Burglar alarm
10-61 Reported burglary
10-62 Check for traffic violations
10-63 Prepare to make written copy
10-64 Debris in road
10-65 Power / phone lines down
10-66 Message cancellation
10-67 Ice / snow removal needed
10-68 Check road conditions / flooding
10-69 Assault
10-70 Fire
10-71 Advise nature of fire
10-72 Report progress on fire
10-73 Smoke report
10-74 Negative
10-75 Advise status
10-76 Enroute
10-77 Estimated time of arrival
10-78 Need assistance
10-79 Subject deceased
10-80 Vehicle pursuit
10-81 Breathalyzer requested
10-82 Foot pursuit
10-83 Hostage situation
10-84 Rape / sexual assault
10-85 Alcohol / narcotic violation
10-86 Employee / partner on duty
10-87 Pick up papers
10-88 Advise a phone number
10-89 Bomb threat
10-90 Robbery alarm
10-91 Reported robbery
10-92 Illegally parked vehicle
10-93 Roadblock
10-94 Racing
10-95 Subject in custody
10-96 Mental subject
10-97 Pick up prisoner
10-98 Prisoner escape
10-99 Wanted / Stolen
10-100 No assist car available

Signals & Codes - Greensboro / Guilford County Public Safety

10-7 CODES:

Code 1 Follow Up Investigation
Code 2 Report
Code 3 Evidence
Code 4 Records
Code 5 Special Assignment
Code 6 Equipment / Vehicle
Code 7 Premises Check
Code 8 Administrative
Code 9 Interagency Assignment
Code 10 Meal
Code 11 Break
Code 12 Personal
Code 13 PTO Activity
Code 14 Training
Code 15 Court
Code 16 Guard Duty
Code 17 Legal Paper / Complaint
Code 18 Community Program
Code 19 50B (GCSD)
Code 20 Sex Offender (GCSD)
Code 21 Padlock (GCSD)
Code 22 Warrant (GCSD)

10-22 CODES:

Code 1 No one injured Code
2 Patient(s) refused
Code 3 Transported POV
Code 4 Handled by law / fire
Code 5 False call
Code 9 Other

10-24 CODES:

Code 1 Report (All) Arrest (GPD)
Code 2 Information Given
Code 3 Arrest (GCSD)
Code 4 Assistance Provided
Code 5 Unfounded / Not Located
Code 6 Other (GCSD)
Code 7 Return to Service/Available

Hospital transport destinations

61 Moses Cone Hospital
62 Wesley Long Hospital
63 Women's Hospital
64 Vencor Hospital
65 High Point Regional
66 Medcenter

Patient Condition codes

Code 44 Patient DOA / dead at scene
Code 47 CPR in progress

SIGNALS:

[redacted]
Signal 1 Self-initiated activity / event
Signal 2 Computer system / file is "down"
Signal 3 Handicapped address
Signal 4 Hazardous materials
Signal 5 Radioactive materials
Signal 6 Willie M subject
Signal 7 Knox Box Location
Signal 8 Meet another unit
Signal 9 Reserved for future use
Signal 10 Radio reception problems in a structure
Signal 11 At base
Signal 12 Radio emergency button activation
Signal 13 Unsafe Structures
Signal 18 Reported pin-in
Signal 19 Confirmed pin-in
Signal 20 Meal break
[redacted]
Signal 40 Fueling unit
Signal 50 Situation under control
No further assistance needed
Signal 75 Fire Scene Under Control / Fans needed
Signal 88 Dog Fight in Progress
[redacted]

Aircraft alerts

Alert 1 Aircraft in flight with minor problems
Alert 2 Aircraft in flight with major problems
Alert 3 Aircraft crash
Amber Alert 3 Aircraft crash off PTIA property

County Fire Clearance

Condition 10 All apparatus are clear the scene & available

TITLE: COMPUTER USAGE POLICY	NUMBER 16.6
EFFECTIVE DATE: 10-18-2017	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-08-02)R4/10-18-2017	

16.6.1 PURPOSE

The purpose of this policy is to set forth the Greensboro Police Department's guidelines for managing the use of technology, and to outline parameters for use of any city-owned software and/or hardware by police personnel. The Department is committed to enhancing the ability of its members to provide the highest quality of police service by using the most advanced technology possible. This policy is to be applied in conjunction with the City of Greensboro's Computer/Internet Use Policy. It is the responsibility of all members to ensure that computers are used responsibly, properly, and in adherence with the procedures set forth in this policy.

16.6.2 DEFINITIONS

Electronic device is any computer, desktop workstation, laptop, MCT, other mobile computer device, smart phone, or any other device provided by the City designed to transmit data electronically.

Member is any person who works for or with the Police Department.

Electronic Message is any message exchanged via transmission by any electronic device; this includes, but is not limited to, email, text message and MCT transmissions.

Authorized software is any software the Department or City has paid for, approved or is licensed to use.

16.6.3 REGULATIONS

16.6.3.1 GENERAL USE

- All members will use all electronic devices in accordance with all applicable federal, state, and local laws, and Departmental rules and regulations.
- Members will not engage in any automated activity that places the Department's electronic devices unnecessarily at risk of contracting viruses or becoming damaged.
- Members will not engage in any automated activity that could bring discredit on the agency or organization.
- Members **will** log out of their personal accounts and log off electronic devices at the end of each shift, or whenever the device(s) will be unattended for extended periods of time.
- Members can be held accountable for actions taken by other employees with whom passwords have been shared.
- Members shall not share passwords with anyone who is not an employee of the Greensboro Police Department.

16.6.3.2 SOFTWARE

- Only software authorized by Public Safety IT will be installed on any of the Department's electronic devices.

- Members will not manipulate or alter current software running on any electronic device within the Department.

16.6.3.3 ELECTRONIC MESSAGES

- The distribution of electronic messages that contain profanity or content of a sexually explicit nature are prohibited.

- Electronic messages containing derogatory or degrading remarks of a racial, ethnic, or religious nature are prohibited.

- Any message received that is of an offensive nature shall not be forwarded by electronic transmission.

- Electronic messages that encourage the continued distribution of the same message, i.e., prayer chains, good luck chains, shall not be forwarded to Departmental distribution lists.

- Use of electronic messages to advertise private, personal or any non-Departmental function is strictly prohibited.

- Use of electronic messages to sell any personal property is strictly prohibited.

- The "Police" email distribution list is to be used for the dissemination of Departmental information only and will only be used when the respective electronic message is of such a nature that a large number of police employees need access. It will not be used as a shortcut to reach a few employees.

- Supervisors are responsible for the proper use of email by their subordinates. Messages sent to "Police" will be approved by a supervisor prior to being sent, unless delaying the information could pose a safety hazard to employees or members of the public.

16.6.3.4 INTERNET

Access to the Internet is a professional privilege to enhance vocational efficiency and effectiveness and shall be used in such a manner to complement this philosophy. When using the Internet, members are prohibited from:

- Engaging in any discriminatory conduct or conduct which could be construed as contributing to a sexually hostile environment.

- Obtaining or viewing sexually explicit material.

- Engaging in activities that violate the privacy of other users.

- Engaging in conduct meant to purposely, or which could, misrepresent the identity of the user.
- Using any Internet site resulting in unapproved costs to the Department.
- Investigating Internet-related crime when not authorized to do so by the proper authority.
- Pursuing private commercial business activities or profit-making ventures.
- Engaging in activities of any kind for personal financial gain.

A Division Commanding Officer may allow exceptions to this section for specific investigative purposes.

16.6.4. HOME ACCESS THROUGH METAFRAME

By using Metaframe to access the City's network and Department files, all policies and procedures which regulate City-owned software usage apply. Information obtained from the system is to be used for law enforcement/city business purposes only and is not to be disseminated for any other reason. Each member will accept full responsibility for the protection from unauthorized access, disclosure, or dissemination of information under his control and/or custody.

16.6.5 REVIEW

Supervisors receiving information regarding a violation of this Directive will conduct the appropriate investigation and follow up.

The Professional Standards Division will conduct a random review of MCT traffic each month. Appropriate investigation and follow up will be conducted for any traffic involving GPD employees which is found to be inappropriate. Information concerning this review will be included in the Professional Standards Division Monthly Report.

TITLE: PORTABLE TELEPHONE POLICY	NUMBER 16.7
EFFECTIVE DATE: 03-06-2018	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-09-02) R2/03-06-2018	

16.7.1 PURPOSE

The Greensboro Police Department will provide portable telephones to Departmental employees when it has been determined that such access will significantly increase the quality, efficiency and effectiveness of direct services provided to the public. This policy is to be abided by in conjunction with the "City of Greensboro Cellular Phone Policy". It is the responsibility of all members to ensure that all portable telephones are used responsibly, properly, and in adherence with the procedures set forth in this policy.

16.7.2 EVALUATION CRITERIA FOR PORTABLE TELEPHONE ISSUANCE

The following criteria will be used as a guide in determining whether an employee should be provided a portable telephone:

- Employees whose job duties and responsibilities require constant contact with citizens or public servants in other governmental agencies and who spend at least 50% of their workday away from the office.
- Employees who routinely function in a command or field coordinator role for actual emergency incidents or rehearsals for emergency incidents.
- Employees who spend at least one third of their workday away from the office and who routinely need to communicate or receive time sensitive and confidential information.
- Employees who receive temporary assignments away from the office which require constant contact with citizens or public servants in other governmental agencies may be provided with a portable telephone on a temporary basis.

16.7.3 TELEPHONE ISSUANCE

- Employees requesting issuance of a portable telephone will submit a memorandum, through channels, to their Bureau Commander for review.
- Bureau Commanders are responsible for reviewing portable telephone requests and deciding whether the request should be approved or denied.
- If the request is approved, the portable telephone will be issued by Public Safety IT.
- Employees who, due to their position/assignment, are authorized a portable telephone, shall maintain the same phone even when transferred to another assignment as long as the new assignment is authorized a portable telephone. If the new assignment is not authorized a portable telephone, the telephone shall be returned to PSIT.

16.7.4 MONITORING TELEPHONE USAGE

- A portable telephone issued by the Department is intended primarily for City business. As such, personal calls are discouraged and will be kept to a minimum.

- The Fiscal Management Section will periodically monitor the use of portable telephones by reviewing monthly billing statements. Questionable use of portable telephones will be reported to the respective employee's immediate supervisor for review.

- The City of Greensboro's Internal Audit Division will periodically review portable telephone bills for compliance.

TITLE: SOCIAL MEDIA POLICY	NUMBER 16.8
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REVISION HISTORY: (Adopted 09-15-2011)	

16.8.1 PURPOSE

The intent of this policy is to supplement the City of Greensboro's policy, "Employee Use of Social Networks", to ensure ethical, effective, and lawful police applications. Should there be a conflict between this policy and the city's policy, the most restrictive policy takes precedence. This policy establishes this department's position on the utility and management of social media and provides guidance on its management, administration, and oversight. This policy is not meant to address one particular form of social media; rather social media in general, as advances in technology will occur and new tools will emerge.

16.8.2 POLICY

The department endorses the use of social media to enhance communication, collaboration, and information exchange; streamline processes; and foster productivity. Social media provides a new and potentially valuable means of assisting the department and its personnel in meeting community outreach, problem-solving, investigative, crime prevention, recruitment, and related objectives. This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by administrative and supervisory personnel. The department also recognizes the role that these tools play in the personal lives of some department personnel. The personal use of social media can have bearing on departmental personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by department personnel.

16.8.3 PROFESSIONAL USE

General Provisions:

1. With the exception of covert sites established for investigative purposes, all department social media sites or pages shall be approved by the Public Information Officer. Requestors shall follow the procedures outlined in the City of Greensboro policy "Employee Use of Social Networks".
2. GPD social media sites shall follow the organizational rules outlined in the City of Greensboro policy "Employee Use of Social Networks".
3. Social media page(s) shall be designed for the target audience(s) such as youth or potential police recruits.
4. Department personnel representing the department via social media outlets shall:
   (a) Conduct themselves at all times as representatives of the department and, accordingly, shall adhere to all department standards of conduct and observe conventionally accepted protocols and proper decorum.
   (b) Identify themselves as a member of the department.
   (c) Not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions, nor post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to department training, activities, or work-related assignments without express written permission of the Chief of Police or his designee.

Potential Uses:

1. Social media is a valuable investigative tool when seeking evidence or information about
    a. missing persons;
    b. wanted persons;
    c. gang participation;
    d. crimes perpetrated online (i.e., cyberbullying, cyberstalking); and
    e. photos or videos of a crime posted by a participant or observer.
2. Social media can be used for community outreach and engagement by
    a. providing crime prevention tips;
    b. offering online-reporting opportunities;
    c. sharing crime maps and data; and
    d. soliciting tips about unsolved crimes (i.e., Crime Stoppers, text-a-tip).
3. Social media can be used to make time-sensitive notifications related to
    a. road closures,
    b. special events,
    c. weather emergencies, and
    d. missing or endangered persons.
4. Persons seeking employment and volunteer positions use the Internet to search for opportunities, and social media can be a valuable recruitment mechanism.
5. This department has an obligation to include Internet-based content when conducting background investigations of job candidates.
6. Searches should be conducted by a non-decision maker.
7. Persons authorized to search Internet-based content should be deemed as holding a sensitive position.
8. Search methods shall not involve techniques that are a violation of existing law.
9. Vetting techniques shall be applied uniformly to all candidates.
10. Every effort must be made to validate Internet-based information considered during the hiring process.

16.8.4 PERSONAL USE

Department personnel shall abide by the following when using social media:

1. Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this department for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the department.
2. As public employees, department personnel are cautioned that speech on- or off-duty, made pursuant to their official duties—that is, that owes its existence to the employee's professional duties and responsibilities—is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the department. Department personnel should assume that their speech and related activity on social media sites will reflect upon their office and this department.
3. Department personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the Chief of Police, or designee.

4. When using social media, department personnel should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the department's code of conduct is required in the personal use of social media. In particular, department personnel are prohibited from the following:
    a. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
    b. Speech involving themselves or other department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
5. Engaging in prohibited speech noted herein, may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings. Department personnel thus sanctioned are subject to discipline up to and including termination.
6. Department personnel may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this department without express authorization from the Chief of Police.
7. Department personnel should be aware that they may be subject to civil litigation for:
    a. publishing or posting false information that harms the reputation of another person, group, or organization (defamation);
    b. publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
    c. using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or
    d. publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.
8. Department personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
9. Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.

POLICE
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Chapter 17

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To ensure that the physical evidence collected by Greensboro Police Department personnel will meet the requirements of the courts, it is necessary to establish standard procedures that will permit the proper collection and preservation of evidence.

Found property and confiscated property, while not as critical from a judicial standpoint, must be handled with equal diligence to ensure its proper disposition.

17.1.1 DEFINITIONS

Evidence - Any item of property seized by an officer that is directly related to a case number investigation, the seizure of which is intended for use in the identification of suspects and/or in court presentations in that case.

Found Property - Any lawful item of property, the control of which is assumed by an officer for the purpose of returning the property to its rightful owner, whether the owner is known or unknown.

Confiscated Property - Any item of property seized by an officer that does not meet the criteria above for evidence or found property.

17.1.2 CENTRALIZED CONTROL OF EVIDENCE AND OTHER PROPERTIES

The Property/Evidence Section Supervisor is responsible for the custody, control, and accountability of all evidence, confiscated, and found properties accepted by or stored by the Department.

17.1.3 GENERAL EVIDENCE HANDLING PROCEDURES

Employees involved in the evidence collection process should use discretion in collecting evidence items. Evidence storage space is critical; thereby, only items of sound evidentiary value should be collected. Seizure of items of evidence will be consistent with State law. An electronic Property/Evidence voucher will be completed and submitted with all evidentiary items turned in.

In compliance with General Statute 15-11.1, property seized as evidence will be safely kept in storage to assure that it will be produced at trial. Property that is seized can only be released upon the order of the Court or Magistrate.

The use of Evidence Stipulation Forms or other internal methods of evidence release is prohibited unless the Court or the District Attorney directs such use.

In cases where physical collection is deemed appropriate, the member recovering the evidence will mark and package the evidence according to the rules of evidence and correct evidence handling techniques.

Evidence, which cannot be marked directly for identification, should be placed in a sealed container or package, and the package marked for identification. Items should be placed in separate packages when the possibility of contamination exists.

Items requiring lab analysis or processing must be placed in separate packages, with the appropriate Laboratory Services Request submitted. This is the only method that will allow further handling of these items. Monies will be placed in a separate envelope and sealed.

All contaminated property, biohazard waste, specimens of blood, and potentially infectious body fluids will be handled in accordance with Directive 8.6. Property needing to be air dried will be turned over to a Crime Scene Investigator prior to packaging for proper handling and drying at designated sites. Contaminated property that is dry will be turned in complying with normal procedures with the exception that they will be placed in puncture/leak resistant containers and properly labeled including the "Biohazard" emblems and/or "Biohazard" tapes.

Items will be turned in immediately, if possible, and no later than the employee's end of duty day, unless otherwise permitted by a supervisor.

In cases where physical evidence is to be turned in, the member handling the evidence will obtain an activity number and complete all reports and/or evidence vouchers. An Incident/Investigation Report is required prior to turning in any evidence. All submitted evidence must bear an activity number, being sure the activity number is correct and legible. An evidence envelope or evidence tag will be filled out and the envelope sealed or the tag attached to the evidence.

Incomplete or inaccurate documentation of evidence submitted will be referred to the employee's Commanding Officer for correction.

Properly packaged and labeled evidence will be turned over to the Property/Evidence Section personnel during normal working hours (7:30 a.m. to 4:30 p.m., Monday through Friday).

During the times when the Evidence Room is unattended, evidence will be submitted on the following basis:

1. Small items, which are packaged in evidence envelopes, will be dropped in the appropriate slot provided at the evidence lockers. Electronic Property/Evidence voucher will be completed and deposited in the provided slot.

2. Intermediate size evidence envelopes will be obtained and stored in one or more of the evidence lockers, which are in the wall at the Police Underground West Entrance, as well as in the Maple Street Station, the Swing Road Facility and the Kitchen Operations Center.

3. A supply of items to aid in evidence submission will be available in the Property/Evidence Section and the Evidence supply counters located in the various satellite facilities.

4. Evidence items will be locked in storage cabinets, if size permits. Large items, such as televisions, stereos, furniture, and other items too large to be stored in the specially provided evidence lockers will be stored at the Swing Road Facility. When it is necessary to store large items after regular business hours of the Property/Evidence Section, it will be necessary to initiate an after-hours call-out of Evidence personnel. Property/Evidence personnel will assist with the storage of these large items in the appropriate locations at the Swing Road facility.

5. Bicycles and similar items, will be stored in the large steel containers (pods) located at the Kitchen Operations Center or Swing Road Facility. [redacted]

6. Items needing refrigeration should be placed in the refrigerated evidence lockers located at the Kitchen Operations Center 2602 Elm-Eugene St., or the Swing Road Facility 300 South Swing Rd., or the Forensic Lab Section. The electronic Property/Evidence voucher will be deposited in the designated slot at the evidence lockers, noting the location of the evidence.

7. Wet items should be turned in to a Crime Scene Investigator for drying in the proper manner and location. The electronic Property/Evidence voucher will be deposited in the designated slot at the evidence lockers, noting the location of the evidence. A copy of the electronic Property/Evidence voucher will be left with the wet items.

8. Narcotics and dangerous drugs only should be packaged in tamper-proof bags and properly labeled. All other property, including quantities of drugs too large for the tamper proof bags, should be packaged using the envelopes and containers presently in use. The electronic Property/Evidence voucher will be deposited in the designated slot at the evidence lockers.

9. In most instances, seized license plates and driver's licenses have little evidentiary value. While there are exceptions, only in cases that are critical by nature of the charge and seriousness of the offense should these items be turned in as evidence. Personnel should avoid routinely submitting license plates or licenses to the Property/Evidence Section as evidence, found or confiscated property. Drop boxes for the seized plates are available at Police Headquarters, Swing Road, Maple Street and Kitchen Center evidence lockers. The plates will be removed Monday, Wednesday and Friday from the lockers and returned directly to the Department of Motor Vehicles (DMV) by Property/Evidence Section personnel. These plates will not be reissued by the DMV.

   North Carolina General Statute 20-45 authorizes the Department of Motor Vehicles to take possession of any certificate of title, registration card, permit, license, or registration issued by it upon expiration, revocation, cancellation, or suspension thereof, or which is fictitious, or which has been unlawfully or erroneously issued, or which has been unlawfully used. DMV is authorized to give electronic notification to law enforcement agencies to pick up these items on

their behalf. Law enforcement agencies are required to notify DMV within 48 hours after taking possession of any of those items.

When a registration plate is seized due to a DMV pick up order, it will be the responsibility of the seizing Officer to complete form PS POL 42-2, "Acknowledgement and/or Receipt for Surrender of North Carolina License/Registration Plate". The white copy will be retained by Records, the yellow copy will be attached to the registration plate or license and turned-into the Property/Evidence Section using provided drop boxes, and the pink form should be given to the person from whom the item was seized.

If a registration plate is seized for reasons other than a pick up order from DMV, an employee may simply drop a seized plate in the drop box. No electronic Property/Evidence voucher or tagging of the plate is necessary. However, the investigating employee must document the seizure in the appropriate report (case report, citation, arrest report, etc.) and indicate that the plate was "Returned to DMV". At their option, employees may make a photocopy of the license plate for court purposes.

When a driver's license is seized pursuant to a DMV pick up order, the DL-53A will be completed, as above. The license and form are to be returned to Records. Records will be responsible for returning the license to DMV via U.S. Mail.

Exceptions to this policy are at the officer's discretion, particularly in felony cases or whenever the employee feels it is appropriate to turn in a license tag per current procedures. The Property/Evidence Section will continue to accept any license plates submitted by employees under normal evidence handling procedures.

10. Any digital or photographic surveillance evidence (Discs, thumb drives, photographs, etc.) collected or retrieved by employees during normal business hours will be turned over to the appropriate detective assigned to the investigation. After hours, when a detective has not been called out, employees will package the item(s) following normal procedures and secure them in the "CID Video Box" located in the evidence collection area of the D-4 sub-station at 1106 Maple Street. Employees will detail their actions in the appropriate Incident or Supplemental Report. The detective who is turning the evidence in will complete a Departmental Voucher which will be submitted to the Evidence Section.

17.1.4 FIREARMS SEIZED AS EVIDENCE

Firearms turned in will be tagged with the appropriate identifying information. In addition, an ATF Firearms Trace Form (PS-POL-80-1029) must be completed on all firearms that are submitted to the Property/Evidence Section. The form will be completed by the investigating officer or his designee and submitted with the electronic Property/Evidence voucher at the time the firearm(s) are placed into one of the evidence collection points. One form is required for each firearm seized as evidence, found property, or confiscated property. The only weapons excluded from this order are those manufactured prior to, but not including 1899, BB or Pellet guns, and black powder/muzzle loading weapons.

The initial packaging of firearms, upon submission to the Property/Evidence Section, is of critical importance to the performance of subsequent processing actions undertaken by the Forensic Services Division. The selected packaging must preserve the integrity of potential evidence located on the surface of the weapon. Firearms which do not require subsequent laboratory

testing may be submitted by safely affixing the appropriate tag to firearm. The electronic Property/Evidence voucher will be completed and turned in with the firearm.

All firearms which present a probable need for subsequent laboratory processing, in the form of latent and/or trace evidence recovery, must be submitted to the Property/Evidence Section in accordance with proper packaging instructions, which includes placing the firearm in a processing bag. As a safety measure, plastic bags containing firearms will not be sealed. The electronic Property/Evidence voucher will be completed and turned in with the evidence.

The Forensic Services Division will not fulfill a Laboratory Services Request for detection of latent/trace evidence if the designated firearm has been packaged in a manner inconsistent with this Directive. Exceptions to this procedure yield an extremely limited scope and may only be granted by the Director of Forensic Services. Furthermore, if an extension is granted the 'pre-processing' nature of the firearm packaging material will be clearly documented in the Laboratory Services Request supplemental case report.

The appropriate Greensboro Police Department Laboratory Services Request Form will be completed and submitted electronically anytime a firearm is packaged for processing when the firearm is turned in to the Property/Evidence Section. If a firearm is packaged for processing and the submitting official fails to electronically submit a Laboratory Services Request for processing at the time of submission, the firearm will be test fired after 60-days. All test fire eligible firearms not packaged for processing will be test fired as soon as possible.

The Forensic Services Division will not fulfill a Laboratory Services Request for detection of latent/trace evidence if the designated firearm was test fired prior to receipt of said processing request. Exceptions to this procedure yield an extremely limited scope and may only be granted by the Director of Forensic Services. Furthermore, if an exception is granted the fact that the firearm was test fired prior to processing will be clearly documented in the Laboratory Services Request supplemental case report.

Properly requested extensions of the aforementioned 60-day period will be permitted if a case presents extenuating circumstances. If an officer wishes to request an extension of the 60-day period he must provide his direct supervisor with formal notification documenting the need for an extension request. Upon concurring with an officer's need for extension, the supervisor must then furnish the Forensic Services Division with written documentation articulating the respective request.

Requests for extension will be granted at the discretion of Forensic Services Division on a case-by-case basis; notification of approvals will be sent to the requesting officer's supervisor and immediate notification will be provided to the Property/Evidence Room Supervisor and the Firearms Section.

17.1.5 CURRENCY HANDLING PROCEDURES

Monies will be counted and packaged in a cash handling envelope, with the denominations accurately listed on the front of the envelope before submitting to the Property/Evidence Section or an evidence locker.

All monies submitted to the Property/Evidence Section will be counted and verified by the Property/Evidence Section, then deposited into a special account with the City of Greensboro

Collections Division until a legal determination is made for disbursement. The only exceptions to this procedure are:

- Monies which require Forensic testing. After testing, these monies would be deposited into the special account mentioned above.

- Monies which are deemed collectable would also be an exception to being deposited into the special account. These monies would be stored in safes in the Property/Evidence Section.

- On other rare occasions, monies which would not be deposited into the special account are subject to the approval of the Commanding Officer of the Support Bureau, or his designee, to hold in the Property/Evidence Section. (Examples include monies from a bank robbery which would be returned to the bank, or monies which are an integral part of the specific case in their current form).

The Property/Evidence Section will dispose of all cash items in accordance with law as issued by court order**.**

17.1.6 ANIMALS SEIZED AS EVIDENCE

Conditions may dictate that an animal(s) be seized as evidence in a criminal investigation. Should this situation arise, officers will transport or arrange for transportation of the animal(s) to the Guilford County Animal Shelter (GCAS).

Upon arrival, the officer shall complete an evidence card provided by the GCAS. These cards will be located in a box marked "Evidence Cards" located on the outside wall of the old shelter. Once completed, the card should be returned to the Evidence Card Box.

As with any case involving the collection of physical evidence, the provisions of 17.1.3 shall apply which require the completion of a case report and electronic Property/Evidence voucher.

Due to limited space at the GCAS and the cost of feeding and caring for the animal(s), it is imperative that the investigating officer assist in moving the case through the judicial process and ensuring a court disposition is made on the animal(s) as quickly as possible.

17.1.7 SEIZURE OF ELECTRONIC DATA STORAGE EQUIPMENT

Officers should recognize that electronic data storage devices may hold information relevant to criminal investigations. Therefore, such devices must be legally seized and properly handled. Officers involved in investigations where it is believed the seizure of electronic data storage devices is relevant, may contact the Fraud/Computer Forensics Unit of the Criminal Investigations Division for assistance. In cases where an officer determines the need to seize a computer or other electronic data storage device, and assistance from the Fraud/Computer Forensics Unit is not feasible, the following procedures will be followed:

- Photographs should be taken to document the condition of the equipment to be seized and its configuration.

- If the device is on, photograph or document what is shown on the screen. To turn off a device which is on, disconnect it from its power source. If the device is turned off, leave it off.

- When possible, a diagram will be prepared to illustrate all connections. All cables will be tagged before disconnecting. All ports which are vacant will be labeled as such.

- Under no circumstances will an officer touch any keyboard keys or otherwise attempt to retrieve any data from the device. If there is any access to the computer or electronic device done it shall be documented in a report.

- Electronic devices will be handled with care so as to avoid damage or loss of data. Proper care includes avoiding exposure to hostile environments; i.e., extreme temperatures, strong magnetic fields and radio transmitters.

- Officers should recognize the need to seize all equipment at the scene which is legally relevant to their investigation. This might include seizure of any compact discs, thumb drives, diskettes or other storage media, as well as any chargers, docking stations, cables and operator manuals.

- The seized items will be turned in to the Property/Evidence Section in accordance with the provisions of this Directive. The investigating officer will detail the circumstances of the seizure in their Incident/Investigation Report.

- If forensic examination of the seized items are needed, the officer will detail the nature of the analysis sought in the Incident/Investigation Report, and will forward a completed "Computer Crimes Section Examination Request" (Form POL 5005) to the Computer Forensics Unit.

Prior to seizing a network computer or a computer at a business, the officer will contact a member of the Computer Forensics Unit for assistance. If such assistance is unavailable, approval from a supervisor is required prior to seizure. A network computer would be generally found at a business or institution where many less powerful computers are "attached" via a central router, switch or server. Improperly seizing a computer of this type can unnecessarily damage other aspects of the operation of the business or institution.

At no time will an officer conduct an on-line, "undercover" investigation on a privately owned computer. All investigations of this type will be conducted on Departmentally owned or controlled computers by investigators specially trained in these types of cases.

17.1.8 CONFISCATED PROPERTY HANDLING PROCEDURES

Confiscated property items will be handled with the same care as evidence.

In general, collection, packaging, preservation, and storage of confiscated property will follow the same procedures as enumerated in this directive for evidence, with the following exceptions:

1. The electronic Property/Evidence voucher will be used for all confiscated property, with the appropriate "Category" noted on the voucher.

2. An activity number will be obtained and an investigative report, classified "Miscellaneous/ Confiscated Property," will be filed stating the conditions of the seizure. The investigative report will be routed to the investigative unit (Criminal Investigation or Vice/Narcotics) that normally is responsible for follow-up investigations on property of the type specified in the investigative report.

3. The assigned investigative division will ensure that a follow-up investigation is conducted and that proper disposition of the confiscated property items is made.

17.1.9 FOUND PROPERTY HANDLING PROCEDURES

Found property items will be handled with the same care as evidence.

In general, collection, packaging, preservation, and storage of found property will follow the same procedures as enumerated in this directive for evidence, with the following exceptions:

1. The electronic Property/Evidence voucher will be used for all found property, with the appropriate “Category” noted on the voucher.

2. An activity number will be obtained and an investigative report, classified "Miscellaneous/Found Property," will be filed.

3. Personnel from the Property/Evidence Section will ensure that a follow-up investigation is conducted and that proper disposition of found property items is made. If an item cannot be returned to its rightful owner, it will be disposed of in compliance with Section 17.1.11 of this Directive.

4. The officer originating the found property report will indicate any claim on the found property by the finder in the investigative report and on the electronic Property/Evidence voucher. The property will be released in compliance with N.C. G.S. 15-12.

17.1.10 EVIDENCE AND PROPERTY STORAGE

All evidence, confiscated and found properties, will be stored in one of the Department's storage facilities. These facilities are secured areas and will be entered only when accompanied by a member of the Property/Evidence Section.

Property requiring special security will be placed in the safes located within the secured areas of the Property/Evidence Section.

The Director of the Forensic Services Division or his designee shall conduct a monthly inspection of the Property/Evidence process. This inspection will include the level of compliance to procedures and the compliance results will be reported in the Monthly Status Report.

17.1.11 LABORATORY ANALYSIS AND PROCESSING OF EVIDENCE ITEMS

Evidence requiring laboratory analysis for processing will be handled in the same manner as other evidence; with the exception that special care should be taken to avoid contamination of the evidence.

Evidence gathered from a crime scene but not processed may be turned over directly to Crime Scene Investigation Section personnel.

The employee gathering the evidence will complete all evidence reports and forms. The Lab personnel receiving the evidence will sign the electronic Property/Evidence voucher and the voucher will be deposited in the designated slot at the evidence lockers.

The employee requesting laboratory services, will complete the appropriate GPD Laboratory Services Request form(s) and submit the form electronically, in a manner consistent with the following three (3) methods; Processing for Collection of Latents/DNA/Trace, Latent Print Identification, and/or Firearms Identification:

1. PROCESSING FOR COLLECTION OF LATENTS/DNA/TRACE:

Forensic Services Requests for processing of evidentiary items (to include vehicles stored at the GPD Property/Evidence Section) for the sole purpose of collection of Latent Prints, DNA and/or other trace evidence, use Forensic Laboratory Testing Form ***(FSD-CSI-F001)***. This form will also be completed when the forensic requests involve the reproduction of images stored in GPD's Digital Imaging Management System (DIMS), and/or the submission of items to an outside laboratory for examination, i.e. drugs, GSR analysis at the NC State Crime Laboratory, etc.

The employee will submit the completed form via email to the Forensic Services Division Inbox "Email, Lab Request CSI".

2. LATENT PRINT IDENTIFICATION:

Forensic Services Requests for comparison of fingerprint impressions previously recovered either at a crime scene or through use of the above processing method, use Latent Print Section Form ***(FSD-LPS-F001***).

The employee will submit the completed form via email to the Forensic Services Division Inbox "Email, Lab Request Latent Print Section".

3. FIREARMS OR TOOL MARK IDENTIFICATION:

Forensic Services Requests for the physical examination of firearms or tool mark evidence other than latent print, DNA, or trace evidence processing, use Firearms and Tool Mark Section Form ***(FSD-FTS-F001).*** This form will be used for identification of firearms or tool mark evidence such as microscopic comparison of fired cartridge cases/bullets, tools/tool marks, caliber determination, serial number restoration, test firing of firearms, and/or a request to search the Integrated Ballistics Identification System (IBIS). This form will only be submitted **after** Forensic Laboratory Processing has been completed or is no longer needed.

The employee will submit the completed form via email to the Forensic Services Division Inbox "Email, Lab Request Firearms Section".

In drug/narcotic cases, the appropriate request form will be completed at the time the evidence is turned in. In other cases, the request may be made at a later date, in which case, the requesting officer will forward the request directly to the appropriate Section. In those cases where the only processing necessary is for the type/weight of the drugs, the officer will submit the Forensics Laboratory Testing Form (FSD-CSI-F001) to "Email, Lab Request CSI". The Property/Evidence Section is then responsible for completing the SBI-5 Form

Requests for fingerprint examinations and/or comparisons for photography work will be made in the same manner as other laboratory requests. The requesting employee will complete the

appropriate Laboratory Services Request form and forward it in a manner consistent with this Directive.

In the event it is necessary to submit a request to another facility for processing, the Forensic Services Division will secure authorization from the Division Commanding Officer responsible for the follow-up investigation.

A member of the Property/Evidence Section will prepare the required forms and/or letters for submitting each request. A member of the Property/Evidence Section will then prepare the evidence and arrange for shipment or transportation to the proper facility.

Forensic Services Division personnel will assist in preparing the evidence for shipment, under the supervision of the Property/Evidence Section Supervisor. When possible, the evidence will be prepared under the control of a member of the Property/Evidence Section and Crime Scene Investigation Section personnel, who are already involved in the chain of evidence.

Drug/narcotic evidence will be transported to the State Bureau of Investigation Laboratory on a regular basis, under the supervision of the Property/Evidence Section Supervisor.

All lab results will be in written form. A copy of the lab results will be made and forwarded to the requesting officer and the original will be filed in the Records Management Section.

Requests, which can be completed by Greensboro Police Department personnel, will be assigned to the appropriate employee for processing. The assigned employee will be responsible for obtaining the evidence from the Property/Evidence Section. When the request has been completed, the assigned employee will return the evidence to the Property/Evidence Section.

If the evidence is turned over to the Crime Scene Investigation Section personnel directly by the gathering employee, the Crime Scene Investigation Section personnel will sign the electronic Property/Evidence voucher. When the request is completed, the Crime Scene Investigation Section personnel will turn the evidence over to the Property/Evidence Section.

Upon completion of the request, the assigned member will note the results on the request form and return the form to the Records Management Section. A copy of the request form, showing the results, will be made and forwarded to the requesting member. The original will be filed with other information relating to the case in the Records Management Section.

17.1.12 PROCEDURES FOR REMOVING EVIDENCE FROM STORAGE

Employees may request evidence from the Property/Evidence Section for court or investigation purposes. Employees obtaining evidence will sign for the evidence on the electronic Property/Evidence voucher and indicate the purpose of the removal. All items removed from evidence storage will be returned by the employee removing same by that employee's end of duty day, unless additional time is needed for laboratory processing, the evidence is introduced in a trial, or, with supervisory approval, for investigatory purposes.

In the event it is necessary to leave the evidence with the court, the employee removing the evidence will obtain a signed receipt (PS-POL-64-400) from an official of the court and return it to the Property/Evidence Section.

Packages of evidence returned from laboratory facilities outside the Department (S.B.I., F.B.I., etc.) are sealed and should not be opened by anyone unless directed by the court.

Pursuant to General Statute 90-95, Subsection G, the laboratory report of drug analysis by the State Bureau of Investigation is admissible in District Court, and it is not necessary to open the evidence. The evidence will not be opened unless specifically directed by the court. The chemist or lab technician performing the analysis will be available for court testimony and will open the evidence in court.

When an employee attempts to return evidence that has previously been checked out and the Evidence Room is closed, the employee will place the evidence in an appropriate security locker or other storage area. In his notes, the employee will record (for possible later use in court) the locker number or person receiving the item, the date, and time the item is returned to storage.

17.1.13 DISPOSAL OF ITEMS IN PROPERTY/EVIDENCE STORAGE

Members have the responsibility of authorizing disposal of the evidence gathered by them. In arrest cases, members are responsible for requesting court disposition of evidence items that are involved in their court proceedings. In cases, which do not reach judicial authority, the member will authorize disposition.

Disposition of evidence items is mandated by statute, specific court order, or Departmental policy. Unless otherwise directed by the courts: Items of no value and unlawful items will be destroyed; items of value will be returned to the rightful owner if the determination of ownership can be established; and items of value in which rightful ownership cannot be established will be sold at public auction.

An exception to this policy is allowed by law in which a Court may award evidence, found or confiscated property to the Police Department for use. To acquire property in this manner, the following procedures apply:

An employee who becomes aware of property that may be of value to the Department will notify his commanding officer. The commanding officer will evaluate the request and if warranted, will notify the Property/Evidence Section so the property can be flagged. The commanding officer will submit a memorandum through channels to the Chief of Police providing the following information:

- The need for the item requested,
- The value of the property requested, and
- The proposed method for accounting for the property.

When the Chief of Police grants a request, the approved memorandum will be forwarded to the Property/Evidence Section, which will assist in the preparation of the proper court order requesting the property.

Upon approval by the Court, the Property/Evidence Section will notify the Commanding Officer of the affected Division and complete all necessary paperwork to complete the transaction.

This policy in no way affects the present policy regarding the seizure of vehicles subject to forfeiture, which is governed by Departmental Directive 13.7.

Evidence items will be disposed of at periodic intervals, depending upon the type of case. To facilitate this process, items of evidence will be listed on the Evidence Disposal Form and forwarded to the member having authority to indicate dispositions. This form should serve as official notification to the member that the listed items of evidence are being reviewed for disposal. Upon receipt of the form, members will review their cases and determine if there is a need for continued retention. If there is a need to retain the evidence, the member must justify such need. If there is no need for further retention, employees must sign the form, approving disposal. If members do not know the court status of their cases, such information must be obtained from the office of the Clerk of Court. All Evidence Disposal Forms must be reviewed, approved and signed by the member's Commanding Officer. After approval, Evidence Disposal Forms will be returned to the Property/Evidence Section.

Confiscated property will be disposed of according to the following:

- Changed to evidence under an active activity number.
- Returned to its rightful owner.
- Retained for further follow-up upon the authorization of a Division Commanding Officer.
- Disposed of by sale or destruction.

Guns and drugs that are designated for destruction will be disposed of as scheduled by the Property/Evidence Section Supervisor and witnessed by a Captain or Lieutenant, the Property/Evidence Section Supervisor, and one other witness. All other items designated for destruction will be disposed of by the Property/Evidence Section Supervisor and witnessed by an Evidence Technician. Items designated for sale will be turned over to and signed for by appropriate city personnel for sale at public auction.

Final disposition of found, confiscated, or evidentiary property will be accomplished within six months after all requirements (court, legal, etc.) have been satisfied.

17.1.14 OPERATION OF THE SECURITY LOCKER SYSTEM

The security locker system operates on the basis of tokens and keys. Keys will be captive and visible in unoccupied lockers. The locker door will be free to open. A token must be dropped in the appropriate slot on the inside of the locker door before the key can be freed from its captive position and before the door can be locked.

A token is required for each locker used. The token serves to activate the locker for use. Tokens are available at the evidence supply counter near the evidence lockers. Evidence items, which meet the size criteria for deposit in one or more security lockers, will be handled in accordance with the procedures described below:

1. Select the appropriate size locker to handle the evidence.
2. Place the evidence items in the selected locker.
3. Drop the token in the slot located on the inside locking mechanism.
4. Close the door and lock it with the key.

5. Remove the key.
6. Check to make sure the locker door is securely locked.
7. Deposit the key and electronic Property/Evidence voucher in the designated slot.

A member of the Property/Evidence Section will remove evidence items. Locking mechanisms will be reset, keys replaced, and tokens returned to the evidence supply counter by a member of the Property/Evidence Section.

If all lockers are occupied, officers will follow the procedures described in Section 17.1.3 of this Directive.

17.1.15 INSPECTIONS AND INVENTORIES

Semi-Annual Inspection - The Director of the Forensic Services Division will conduct two inspections each calendar year of the Property/Evidence storage areas. These inspections will determine proper accountability and security of property within these facilities.

Special Inventory - Whenever a new Property/Evidence Section Supervisor is appointed, the new Property/Evidence Section Supervisor and the outgoing Property/Evidence Section Supervisor shall jointly conduct an inventory of property held by the Property/Evidence Section. The purpose of this inventory is to determine that records are correct and properly annotated.

Annual Inventory - The Chief of Police shall appoint a supervisor to conduct an annual inventory each calendar year of property held by the Property/Evidence Section. The supervisor appointed will be selected from other than the Forensic Services Division.

Unannounced Inspections - The Chief of Police shall direct that an annual unannounced inspection be conducted each calendar year of the Property/Evidence storage areas by the Staff Inspections Section. This inspection will determine proper accountability and security.

TITLE: MEDICAL EXAMINATIONS ASSOCIATED WITH POLICE INVESTIGATIONS	NUMBER 17.2
EFFECTIVE DATE: 07-27-2004	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-94) R2/07-27-2004	

17.2.1 GENERAL

Police investigations often require the non-emergency medical examination of a victim. These procedures will normally be used in sex offense cases where the findings of the examination are judged to be important to the investigation.

17.2.2 EXAMINATION SITE AND TRANSPORTATION

The victim should be taken to either Moses Cone Hospital or Wesley Long Hospital. Upon arrival at either hospital, the victim will be taken to the emergency room for evaluation by an attending physician.

As a general rule, transportation to the examination site is the responsibility of the victim. Transportation in a police or EMS vehicle is permitted, and encouraged in the cases of recent sexual assaults where it may be necessary to secure items of possible evidentiary value and/or prevent cross contamination of same. Upon completion of the exam and patient discharge, transportation in a police vehicle from the hospital to a safe place is permitted, if necessary. However, transportation vouchers are available through the hospital. Transportation of the victim from the hospital is prohibited by CSI's (Crime Scene Investigators) or Victim Advocates.

17.2.3 EXAMINATION AND COLLECTION OF EVIDENCE

The victim will be taken to the emergency room and evaluated by the emergency room personnel. A SANE (Sexual Assault Nurse Examiner) nurse will be called in and the victim will be moved to the sexual assault examination room. The SANE nurse will be responsible for evidence collection and completion of the SBI Sexual Assault Evidence Collection Kit. A victim advocate will also be notified to respond.

In cases where injuries are noted, i.e., bruising, swelling, scrapes or cuts, photographs may be made of these injures by the SANE nurse and documented in the SANE nurses report. In the event additional photographs are needed, the officer will contact Metro 911 to have a CSI dispatched.

Upon completion of the sexual assault exam, the SANE nurse will complete the collection of evidence, i.e., SBI Kit, victim's clothing and the SANE report and turn the items over to the investigating officer. In circumstances where call load requires it, the investigating officer may have to clear the call to respond to calls for service. In this case, the SANE nurse will call Metro 911 when the evidence is ready for pickup and the initial officer or a CSI will be dispatched. The SANE report and any other hospital records shall be maintained as a separate item of evidence and turned in to the Evidence Section separately from, but the same time as, the Sexual Assault Evidence Collection Kit. All evidence will be placed into evidence lockers (SBI kits no longer require refrigeration).

17.2.4 DOCUMENTATION

The investigating officer will prepare a memorandum whenever *any* medical examination is conducted as part of a police investigation. This memorandum will be prepared prior to the end of the duty day during which the examination was performed and will be directed to the Resource Management Division, Fiscal Management Section, through channels.

This memorandum will contain the following information: the activity number and nature of the investigation; identification of the victim; the time, location, and nature of the examination; identification of the examining physician; the results of the examination; and a brief synopsis of the investigation. The Fiscal Management Section will be responsible for reconciling the respective memorandum with the invoice received from the attending health care provider for payment.

TITLE: USE OF IDENTI-KIT COMPOSITE DRAWING	NUMBER 17.3
EFFECTIVE DATE: 09-15-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R2/09-15-04	

The Identi-Kit Composite is a one-dimensional line drawing depicting the general likeness of a suspect based on the physical description provided by a witness/victim.

The Identi-Kit is primarily a follow-up investigative tool ordinarily requested by investigative personnel; however, circumstances exist when its use is appropriate when requested by field personnel. Such requests should be made by the Watch Commander.

Internal reproduction and distribution should be limited to urgent operational needs unless otherwise directed by investigative personnel or approved by the Watch Commander.

External reproduction and distribution should be handled by investigative personnel unless exigent circumstances exist and distribution must then be approved by the on-duty Division Commanding Officer or Watch Commander.

TITLE: PHOTOGRAPHIC EVIDENCE	NUMBER 17.4
EFFECTIVE DATE: 04-17-2012	PAGE 1 OF 2
REVISION HISTORY: (Adopted 04-17-2012)	

17.4.1 PURPOSE

The purpose of this Directive is to establish the policy of the Greensboro Police Department regarding photographic images prepared by Departmental personnel for evidentiary reasons during the course of a criminal investigation. This policy applies to all evidentiary photographic images taken at the scene of a crime, traffic accident or other incident.

This policy does not apply to those images prepared during the course of surveillance activities conducted by Departmental members assigned to investigative functions, or to images prepared by members of the Criminal Intelligence Section in the course of their duties. Departmentally issued recording devices utilized by Departmental members engaged in traffic enforcement and traffic-based interdiction activities are also exempt from this Directive. Division Commanders of these exempt units will develop written Standard Operating Procedures regarding the preparation, storage and dissemination of photographic images prepared by personnel under their command.

17.4.2 POLICY

It is the policy of the Greensboro Police Department to issue photographic equipment to Departmental personnel for use during their assigned duties. This photographic equipment may be used for legitimate purposes during the course of a member's assigned duties. However; <u>any</u> evidentiary photographic images prepared during the course of a criminal investigation must be downloaded and stored in the Department's Digital Imaging Management System (DIMS). This policy applies to all evidentiary photographic images taken at the scene of a crime, traffic accident or other incident. No images may be downloaded to any system or storage device other than the DIMS (i.e. personal or work computers, USB devices, CD's, DVD's, external hard drives, etc.). All images downloaded to the DIMS, must be originals, and at no time prior to downloading to DIMS, shall the images be altered, enhanced, printed, or duplicated.

The use of personal photographic equipment to document any crime scene, traffic accident or other criminal incident is prohibited. The only exception to this prohibition is in the case of short lived evidence which must be immediately recorded in its present state. Any recorded images collected in this manner will be downloaded to the DIMS; then deleted from the personal recording device. Personal and/or souvenir photographs or recordings are prohibited.

All images prepared during the course of an employee's duties are considered the property of the Greensboro Police Department. Photographic images are generally intended for use as investigative aids or for court purposes. Dissemination of any evidentiary photographic images outside of the Greensboro Police Department requires prior approval of a Divisional Commanding Officer.

17.4.3 PROCEDURAL APPLICATION

When a member of the Forensic Services Division prepares photographic images during the course of their duties, these images will be downloaded to the DIMS in a manner consistent with this Directive, and Forensic Services Division SOP's. If circumstances lead to photographic images being prepared by other Departmental members, the following procedures apply:

- The member preparing the images will meet with the Forensic Imaging Specialist, or in their absence, a CSI, who will download the images to the DIMS.

- The member will be prepared to provide specific information regarding the images such as: incident number, incident type, location, date images were taken, description of the images, and the identity of the photographer.

- Once the images have successfully been downloaded into the DIMS, the images must be deleted from the memory card or storage device of the member's photographic equipment.

- Requests for the duplication, creation of a CD, or printing of images can be made through the DIMS or a standard Forensic Services Laboratory Services Request, once the images are downloaded. All requests will be completed through the Forensic Imaging Specialist and the Forensic Imaging Lab.

- Any printed images, Polaroid's, rolls of film, negatives, or video collected at a crime scene are to be considered evidence, packaged accordingly, and turned into the Evidence Section.

TITLE: DNA EVIDENCE AND REFERENCE SAMPLES	NUMBER 17.5
EFFECTIVE DATE: 05-31-2018	PAGE 1 OF 8
REVISION HISTORY: (Adopted 01-16-2015) R1/05-31-2018	

17.5.1 POLICY

This policy sets forth a procedure concerning the collection and preservation of DNA evidence and DNA reference samples. It establishes general protocols for personnel authorized to handle DNA evidence and reference samples.

The Directive applies to all members who handle DNA evidence or DNA reference samples in the performance of their duties. Members of the Forensic Services Division's Crime Scene Investigations Section are the Department's primary handlers of DNA Evidence; specific collection and preservation procedures are prescribed with greater technical detail within the Standard Operating Procedures of the Forensic Services Division.

17.5.2 DEFINITIONS

A. **Buccal Swab** – a sample of cells collected by swabbing the inside surface of an individual's cheeks.

B. **DNA** – Deoxyribonucleic Acid is a molecule carrying genetic information which, when properly analyzed may identify the individual from whom it came.

C. **DNA Evidence** – An item or sampling, recovered during an investigation, which is reasonably believed to contain sufficient biological material for acquisition of DNA.

D. **Investigator** – Any departmental member who is trained and qualified to collect DNA samples.

E. **Known DNA Reference Sample** – A direct sampling of biological material provided by a known individual, with a confirmed identity, for use in criminal investigations.

F. **Local DNA Database** – The North Carolina DNA Consortium database; the database hosts DNA profile data from known reference samples and unknown DNA evidence samples. Database indexing provides for multi-agency data scans with the potential to assist investigations by establishing linkages between known DNA profiles and unknown DNA evidence associated a particular crime(s). Database indexing also allows for evidence to evidence searches, which can assist in linking related crimes regardless of agency/ jurisdiction.

G. **Presumed Known Reference Sample** – A sample collected from an item that was observed to have been in the possession of an individual and discarded in the sight of the officer collecting the item (or directing collection of an item) or a sample taken from an individual whose identity has not been confirmed. The observed individual must be a suspect of a crime, and the collecting investigator must have reasonable suspicion to believe that the suspect is involved in criminal activity. The suspected crime need not be classified as a felony.

H. **Unknown DNA Evidence** – An item or sampling, recovered during an investigation, which is reasonably believed to contain probative DNA from an unknown source.

17.5.3 TRAINING

Training will be provided to selected personnel from the agency who are responsible for the collection of DNA. The training will encompass this Directive, collection techniques, documentation, preservation, submission, and storage; training will be applicable to the employee's prescribed scope of duties.

Training records will be maintained in the Training Division.

17.5.4 COLLECTION OF DNA EVIDENCE

Advances in DNA technology have resulted in the development of extremely sensitive analytical testing procedures. Such sensitivity means that biological/DNA evidence collection techniques need to be performed in a manner geared towards safeguarding evidence integrity and preventing contamination.

When dealing with any form of probative biological/DNA evidence, the following methods of collection should be considered:

- Clean latex or nitrile gloves shall be worn when collecting or handling biological evidence. DNA on exterior glove surfaces can be a common source of contamination; change gloves between the collection/handling of items containing potential DNA/biological matter to prevent cross-contamination. In addition, gloves must be changed when it is probable that the wearer has introduced his own (or another's) DNA to the exterior surfaces by coughing, sneezing, or touching face or hair etc. Personnel present at a crime scene should not participate in discussions while in close proximity of DNA bearing evidence or whenever such material is being collected.

- Donning of shoe coverings or full-coverage PPE suits may be necessary when crime scenes/ evidence presents a significant presence of body fluids/blood.

- It is strongly encouraged that a suitable mask be worn when working near DNA bearing evidence (i.e., evidence with known/probable biological material that may be subjected to DNA testing). Wearing of a mask is particularly important when sampling for trace DNA on items. DNA contamination can occur from speaking over an item of interest or touching an item with a non-gloved hand.

- Whenever possible, the collection of DNA/biological evidence should be completed at the onset of the evidence collection phase to prevent unnecessary contamination.

- Sterile, clean, or disposable collection and packaging instruments shall be used for each item of DNA/biological evidence collected (swabs, tweezers, scalpel blades, etc.).

- When collecting DNA evidence, items associated with a victim must be secured/kept separate from items associated with a suspect.

- When appropriate, collect the entire item upon which the evidence is located; subsequent sampling can be conducted as appropriate for preservation, storage capabilities, and/or subsequent forensic analysis.

- Collection via sterile swab is the preferred manner of sampling. For dry stains/objects, moisten the sterile cotton swab using only enough sterile water to collect the sample. Rub the tip of the swab through the sample (or along the object/surface) until it appears saturated or until the entire sample has been transferred to the swab. Try to concentrate the sample on the tip of the swab. The swabbed samples shall be allowed to dry prior to final packaging. Swabs from the same sample should be packaged together.

- Collection via a cutting of the substrate material may be a reasonable course of action when dealing with large items of furniture, vehicle upholstery, area rugs, carpeting, etc. If processing under a search warrant, destruction of property in the course of collection of these items is covered by the court order. In situations where appropriate consent to search has been obtained, this process should including notification of any potential damage due to processing/evidence collection.

- If the biological evidence is dry, it can also be scraped with a sterile scalpel and packaged within an appropriate bindle or fold; however, although this is an acceptable technique, the preferred method of collecting dry stains is the moistened sterile swab process prescribed above.

- When folding a garment or large object containing biological evidence, do not crumple or wad any portion of the garment. Fold the garment only enough so it fits into the selected packaging. Do not crease the stained area and, when using paper between folds, make sure the paper prevents transfer of a stain to others area of the garment.

- Direct sunlight and heat can degrade DNA; avoid storing DNA evidence in places that may get hot, such as a room or crime scene vehicle without air conditioning. When transporting and storing evidence that may contain DNA, it is important to keep the evidence dry and at room temperature.

- Biological evidence, with the exception of liquid biological samples (blood tube, urine cup, etc.), must be thoroughly dried before final packaging. All dried biological samples should be packaged in paper.

    - It may be necessary to place wet biological evidence into plastic packaging for transportation purposes; however the packaging should not be completely airtight and should be removed from the plastic as soon as possible and placed in a secure drying cabinet.

- Evidence items saturated with decomposition fluid will be allowed to dry for as long as practical and subsequently secured in appropriate packaging. When necessary such an item may be stored in the Evidence/Property Section freezer.

- All packaging containers must be labeled as required by agency evidence submission protocols; packaging seals shall be secured per standard evidence handling guidelines to ensure evidence integrity and document chain of custody. Submission containers (envelopes/bags/boxes) may be sealed using clear tape or evidence tape secured in a manner to prevent loss and/or contamination of samples. The tape seal shall be initialed and dated; this notation should be made in a manner that spans the seal, contacting both the tape and envelope surface, and allows for observable disturbance should the seal be broken.

- The collecting investigator's name must be placed upon the package to document that he is the person who collected the sample (this protocol shall be followed regardless of whether or not the collecting official is the assigned case officer).

- A biohazard label must be readily displayed on the exterior packaging.

Additional procedures specific to Unknown DNA Evidence Samples collected for intended submission to the Local DNA Database:

- Collection: The preferred method of sample acquisition for subsequent DNA processing by the contracted laboratory is the swab method.

- Exterior Packaging: Package within the appropriate local database submission envelope (designated as unknown DNA evidence). Complete the informational fields printed on the database submission envelope; fields shall be completed in full detail, as applicable and permitted by available case information.

Provide a complete and detailed description when completing the *Offense* and *Evidence Category* fields printed on the envelope.

Mark the *DNA Score* as follows:

- *High* - for blood, semen, saliva, hair shaft with visible root bulb

- *Medium* - for skin cells, contact DNA

- *Low* - for urine, feces, hair shaft without a visible root bulb.

These designations indicate the probability of getting a DNA profile from the submitted sample.

Complete a Greensboro Police Department Evidence Sticker and affix it to the rear side of the submission envelope.

Complete the appropriate evidence voucher and submit to the Property/Evidence Section per standard submission procedures.

Case officers are responsible for submitting a request to have an unknown DNA evidence sample submitted for analysis; official requests are to be submitted [electronically/via email] to the Forensic Services Division.

17.5.5 ACQUISITION OF DNA REFERENCE SAMPLES

Authorized Circumstances - Attainment of DNA reference samples will comply with the search and seizure clause of the Fourth Amendment.

In general, the acquisition of reference samples may occur by means of consent, court order, or abandonment:

1. Consent: An individual consents to the voluntary provision of a buccal swab, or other sampling of biological material, directly from his/her body for acquisition of a DNA profile to be used for law enforcement purposes.

   Consent in all situations must be knowing and voluntary.

   A juvenile (under the age of 16) cannot consent to providing any sampling of biological material, a court order must be obtained; refer to NC General Statute 7B-2103.

2. Court Order: A person may be compelled by a court order/search warrant to provide a sample as per the order or warrant. Duress or force will NOT be used to obtain a DNA reference sample unless allowed by court order.

   Officers must have probable cause to believe that a felony offense, or a Class A1 or Class 1 Misdemeanor has been committed; that there are reasonable grounds to suspect that the person named or described in the affidavit committed the offense; and, the results of the specific nontestimonial identification procedure will be of material aid in determining whether the person named in the affidavit committed the offense in order to obtain a search warrant or court order for the purposes of obtaining a DNA sample.

3. Abandonment: Abandonment consists of material(s) which may contain DNA of value that an investigator can directly attribute to a particular person from first hand observation (i.e.; blood on a cloth, saliva deposited on a disposed drink container, or discarded cigarette butt).

   The investigator collecting the DNA must have a reasonable suspicion that the person has committed a particular crime in order to seize the abandoned materials.

There are other situations wherein the obtainment of a DNA reference sample is legally and procedurally permissible. Employees will contact the Police Attorney(s) or the appropriate Investigative Bureau member for assistance in determining the proper manner in which to proceed. The "appropriate" Investigative Bureau member to contact is be based upon the particular circumstances of the crime being investigated, or the on-call Detective.

In all cases, collection of a reference sample, and the authority under which it was obtained, will be properly documented [to include donor information] within agency records (i.e. Incident/ Investigative Report, Supplemental Report, Field Contact Report, or RMS name record). Record shall reflect also the manner in which the individual was positively identified. The correct form of departmental documentation utilized will depend upon the totality of the circumstances leading to the reference sample collection and whether or not the sample is being collected for submission to the local database or as a designated item of agency case evidence.

17.5.6 COLLECTION OF DNA REFERENCE SWABS (Technical Procedures)

The preferred method of collection for a Known DNA reference sample is to perform a buccal swabbing of an individual whose identity has been confirmed.

The preferred method of collection for a presumed known DNA reference sample is to swab the surface of an object upon which a known individual's DNA is believed (through first hand observation) to have been deposited. Objects should be swabbed using sterile supplies provided by the Department.

Procedures:

- Use two, sterile, cotton swabs to obtain a buccal sample. Insert a swab into the subject's mouth and rub it vigorously against the interior surfaces of the cheeks for approximately 30 seconds. Collect the sample one swab at a time; do not hold the two swabs together while rubbing the cheeks.

- All reference swabs to must be allowed to dry naturally prior to final packaging. Secure the swabs in an appropriate sterile swab container and package within the appropriate secondary container.
- All packaging containers must be labeled as required by agency evidence submission protocols; packaging seals shall be secured per standard evidence handling guidelines to ensure evidence integrity and document chain of custody. Submission containers (envelopes/bags/boxes) may be sealed using clear tape or evidence tape secured in a manner to prevent loss and/or contamination of samples. The tape seal shall be initialed and dated; this notation should be made in a manner that spans the seal, contacting both the tape and envelope surface, and allows for observable disturbance should the seal be broken.

- The collecting investigator's name must be placed upon the package to document that he is the person who collected the sample (this protocol shall be followed regardless of whether or not the collecting official is the assigned case officer).

- A biohazard label must be readily displayed on the exterior packaging.

Additional protocol and procedures for <u>DNA Reference Samples</u> being submitted to the Local DNA Database:

- <u>Subject provision of a DNA reference sample for Local Database Submission shall be voluntary and acquired via consent.</u>

    - Individuals consenting to the provision of a known DNA reference sample for submission to the local DNA database shall be requested to sign the individual consent statement printed on the appropriate database submission envelope (designated as Known DNA). Refusal to sign does not negate the collection process based on consent.

- Investigators must record the manner in which the individual was positively identified on the submission package.

- <u>Presumed known reference samples obtained via abandonment will not be submitted for indexing within the local DNA database</u>; any requests for exception to this procedure must be formally submitted to the Chief of Police through prescribed channels.

- <u>Collection:</u> The preferred method of reference sample acquisition for subsequent DNA processing by the contracted laboratory is the swab method.

- <u>Exterior Packaging:</u> Package within the appropriate local database submission envelope (designated as Known DNA). Database entry of a resulting DNA profile is strictly regulated; therefore, the printed information fields on the database submission envelope must be complete and accurate, as applicable and permitted by available case information.

Include details such as why the sample was collected and from whom the sample was collected; description field comments such as "suspect" are too vague and may not be accepted.

- A voucher is not completed; upon final packaging within the prescribed database submission envelope the reference sample shall be submitted to a Forensic Services Division secure "drop-slot" intake locker.

17.5.7 LOCAL DNA DATABASE ADMINISTRATION

The Director of Forensic Services shall designate a DNA Administrator and shall be responsible for overseeing the assignment specific actions undertaken by the administrator.

Responsibilities of the DNA Administrator:

- Administrative handing of samples submitted for database indexing (known and unknown)
- Delivery and receipt of samples/information to and from the external laboratory contracted to maintain the local database
- Review cases and approve submission requests; primary approval factors for consideration will be:
    - Adherence to prescribed acquisition and collection policies with regard to sample attainment
    - Case status/disposition
    - Potential yield of a probative DNA profile
    - Budgetary resources
- Maintain records documenting sample submission, chain of custody, dispositions and report receipt.
- Monitor associated budgetary issues and consider such matters when submitting items
- Provide notification to the Commanding Officer of the Criminal Investigations Division and/or his designee(s) when confirmed identifications of submitted samples are reported by the laboratory.
- Establish and maintain member accounts to the database. Administrators will ensure that members who are no longer employed by the Police Department do not have access to any of the database.

17.5.8 EXPUNCTION OF DNA REFERENCE SAMPLE RECORDS

The Greensboro Police Department will expunge known DNA reference sample records in its possession in compliance with the same legal requirements for the expunction of records of the State DNA Databank as found in G.S. § 15A-146 and G.S. § 15A-266.3A.

Unless otherwise required by law, a known DNA reference sample will not be expunged if the destruction of the sample or deletion of the DNA records will also destroy the records or samples of DNA which are not eligible to be expunged. In the event this occurs, the Greensboro Police Department will develop an alternative measure which protects and keeps confidential, including from its own officers and employees, a method to conceal the identity of the person whose sample is eligible for expunction.

Within 90 days of receipt of a request for expunction of a DNA record, the Greensboro Police Department shall:

- Determine whether the requirements have been met for the expunction of the DNA requested to be expunged.
    - If the requirements have been met, remove all DNA records and destroy all biological samples of the DNA sample requested to be expunged.
    - Mail to the person requesting expunction, at the address specified in the request form, notice either:
        1. Documenting expunction of the DNA record and destruction of the DNA sample, or the alternative measure taken in cases where expunction would destroy a sample or record which is not eligible for expunction.

           Or

        2. Advising that the DNA record and sample do not qualify for expunction pursuant to the applicable North Carolina General Statute.

TITLE: DISCLOSURE AND RELEASE OF RECORDINGS	NUMBER 17.6
EFFECTIVE DATE: 10-11-2018	PAGE 1 OF 4
REVISION HISTORY: (Adopted 10-01-2016) R3/10-11-2018	

17.6.1 PURPOSE

To enhance services to the community, recordings, including recordings by body worn cameras, dashboard cameras and other recording equipment, are utilized by the Department as an additional means of documentation for evidentiary and administrative purposes of events, actions, conditions and statements made during certain police encounters. Additionally, recordings are utilized by officers to promote accountability for officers and the community through objective evidence. The purpose of this policy is to establish guidelines and to comply with state law regarding disclosure and release of law enforcement recordings.

17.6.2 DEFINITIONS

Body Worn Camera (BWC): An operational video or digital camera or other electronic device, including a microphone or other mechanism for allowing audio capture, affixed to the uniform or person of law enforcement agency personnel and positioned in a way that allows the camera or device to capture interactions the law enforcement agency personnel has with others.

Body Worn Camera Administrator (Administrator): An assigned sergeant within the Professional Standards Division, responsible for:

- Maintaining user accounts for the remote digital storage system for BWC recordings;
- Assigning permission levels within the remote digital storage system;
- Overall maintenance of the BWC system; acting as a liaison with the BWC vendor;
- Completing departmental random audits of BWC recordings;
- Redacting or deleting any video;
- Ensuring automation of the retention schedule with the remote digital storage system;
- Receiving, reviewing and responding to request for disclosures of BWC

Custodial law enforcement agency: The law enforcement agency that owns or leases or whose personnel operates the equipment that created the recording at the time the recording was made.

Dashboard camera: A device or system installed or used in a Department vehicle that electronically records images or audio depicting interaction with others by law enforcement agency personnel. This term does not include body-worn cameras.

Disclose or disclosure: To make a recording available for viewing or listening to by the person requesting disclosure, at a time and location chosen by the Department. This term does not include the release of the recording.

Personal representative: A parent, court-appointed guardian, spouse, or attorney of a person whose image or voice is in the recording. If a person whose image or voice is in the recording is deceased, the term also includes the personal representative of the estate of the deceased person; the deceased person's surviving spouse, parent, or adult child; the deceased person's attorney; or the parent or guardian of a surviving minor child of the deceased.

Recording: A visual, audio, or visual and audio recording captured by a body-worn camera, a dashboard camera, or any other video or audio recording device operated by or on behalf of the

Department or its personnel when carrying out law enforcement responsibilities. This term does not include any video or audio recordings of interviews regarding agency internal investigations or interviews or interrogations of suspects or witnesses.

Release: To provide a copy of a recording.

17.6.3 DISCLOSURE OF RECORDINGS

A. Unless specified elsewhere within this directive, recordings may be disclosed to:

- A person whose image or voice is in the recording.
- A personal representative of an adult person whose image or voice is in the recording, if the adult person has consented to the disclosure.
- A personal representative of a minor or of an adult person under lawful guardianship whose image or voice is in the recording.
- A personal representative of a deceased person whose image or voice is in the recording.
- A personal representative of an adult person who is incapacitated and unable to provide consent to disclosure.

B. Procedure for obtaining disclosure:

A person requesting disclosure of a recording must make a written request to the head of the custodial law enforcement agency. The request must include the date and approximate time of the activity captured in the recording, or otherwise identify the activity with reasonable particularity sufficient to identify the recording to which the request refers and provides the name, address and contact information (telephone or email) of the person requesting disclosure. A form for the written request shall be created by the Professional Standards Division and made available to the public. Completed forms shall be forwarded to the Professional Standards Division and reviewed by the Body Worn Camera Administrator. The Administrator shall review the request and the recording and make a determination as to whether to disclose the recording. In making this determination, the following factors set forth in N.C.G.S. 132-1.4A(d) shall be considered:

- Whether the person requesting the disclosure of the recording is a person authorized to receive disclosure.
- Whether the recording contains information otherwise confidential or exempt from disclosure under State or Federal law.
- Whether disclosure would reveal information regarding a person that is of a highly sensitive personal nature.
- Whether disclosure may harm the reputation or jeopardize the safety of a person.
- Whether disclosure would create a serious threat to the fair, impartial, and orderly administration of justice.
- Whether confidentiality is necessary to protect an active or inactive internal or criminal investigation or potential internal or criminal investigation.

The Administrator will notify the person requesting disclosure whether the recording is being disclosed. If the Administrator has determined the recording can be disclosed, the Administrator will provide a date, time and place for disclosure. When disclosing, pursuant to N.C.G.S. 132-1.4A(c) only those portions of the recording relevant to the person's request shall be disclosed. A person who receives disclosure shall not record or copy the recording.

C. If the Administrator notifies the person requesting disclosure, pursuant to N.C.G.S.132-1.4A, the recording cannot be disclosed, or has failed to provide disclosure more than three business after the request for disclosure, the person seeking disclosure may apply to the superior court in any county where any portion of the recording was made for a review of the denial of disclosure pursuant to the procedure set forth in N.C.G.S.132-1.4A.

D. If the an employee is assigned to a task-force position and is utilizing a BWC or dashboard camera not issued by the Department, all request for disclosure shall be forwarded to the custodial law enforcement agency that is managing the remote digital storage system where the requested recordings would be maintained.

E. Redaction:

It may be determined the BWC cannot be disclosed if it (1) contains information that is otherwise confidential or exempt from disclosure or release under State or federal law; (2) if disclosure would reveal information regarding a person that is of a highly sensitive personal nature; (3) if disclosure may harm the reputation or jeopardize the safety of a person (4) if disclosure would create a serious threat to the fair, impartial, and orderly administrative of justice; and/or (5) if confidentiality is necessary to protect either an active or inactive internal or criminal investigation or potential internal or criminal investigation. In that event, the Administrator may redact the portion(s) of the recording that prevents the disclosure so those entitled to disclosure may still view portion(s) of the recording.

17.6.4 RELEASE OF RECORDINGS

Unless specified elsewhere within this directive, recordings shall only be released pursuant to court order as set forth in N.C.G.S. 132-1.4A.

17.6.5 DISCLOSURE/RELEASE OF RECORDINGS WITHIN THE DEPARTMENT

Recordings may be disclosed or released within the department for any administrative, training or law enforcement purpose.

Employees may review BWC recordings while completing reports, to further investigative activities, when providing statements, and during the preparation for court testimony. Anytime a BWC recording is viewed in the Evidence.com video storage system, the officer accessing the recording must indicate in the notes field all employees who were present when the recording was reviewed.

17.6.6 DISCLOSURE/RELEASE TO THE OFFICE OF THE DISTRICT ATTORNEY

N.C.G.S. 132-1.4A (g) allows for disclosure or release to a district attorney for review of potential criminal charges, in order to comply with discovery requirements in a criminal prosecution, for use in criminal proceedings in district court, or any other law enforcement purpose. In order to facilitate the sharing of these recordings, upon request from the District Attorney, the final investigating officer will create an electronic case within the remote digital storage system. This officer will then share the case rather than the individual recording(s) with the District Attorney through the remote digital storage system.

The process of creating and sharing of electronic cases with the District Attorney's Office may be assisted by the Court Liaison Officer for cases that have not been assigned to another officer or detective for further follow-up investigation.

At the direction of the District Attorney's Office, officers may facilitate disclosure of BWC footage to defense attorneys for cases in which they are the charging officer and the case has been set on the court docket. This will be facilitated through the officer's Evidence.com account and will require that the officer providing disclosure notate in the BWC video storage system notes field the district attorney directing the disclosure as well as the defense attorney requesting disclosure.

17.6.7 DISCLOSURE/RELEASE TO OTHER LAW ENFORCEMENT AGENCIES

N.C.G.S. 132-1.4A (g)(3) allows the department to disclose or release a recording to another law enforcement agency for law enforcement purposes. Law enforcement purposes are defined as investigations of a criminal violation, administrative matters, and civil lawsuits. Law enforcement agencies seeking disclosure or release of recordings must complete the Law Enforcement Request Form. This form shall be forwarded to the Professional Standards Division and the Administrator.

17.6.8 DISCLOSURE/RELEASE TO NON-LAW ENFORCEMENT AGENCY PARTNERS

N.C.G.S. 132-1.4A does not permit disclosure or release to any non-law enforcement agency. Any release to such non-law enforcement agency partners (such as the Greensboro Fire Department, Guilford County Schools, Guilford County Emergency Service, Guilford Metro 911 and the Human Relations Police Community Review Board) must be obtained through an order of the court for good cause shown pursuant to N.C.G.S. 132-1.4A (f)(8).

POLICE
POLICE OFFICER
GREENSBORO
POLICE

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Chapter 18

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POLICE
POLICE OFFICER
GREENSBORO
POLICE

TITLE: COURT ATTENDANCE	NUMBER 18.1
EFFECTIVE DATE: 11-18-2019	PAGE 1 OF 4
REVISION HISTORY: (Adopted 09-01-1994) R5/11-18-2019	

18.1.1 INTRODUCTION

A subpoena is an order from the Court compelling some action, such as appearance at a directed time and place. Once subpoenaed or otherwise properly notified the responsibility for appearing in court as directed rests with the affected employee. Failure to honor a lawful subpoena may subject an employee to contempt proceedings as well as Departmental administrative action. Employees will not intentionally avoid the service of a subpoena or other proper notification concerning their attendance in court.

Resource Management Division will notify Legal Support of any employees that are on Limited or Administrative Duty as defined in Departmental Directive 6.4. These officers are required to adhere to any subpoenas that they may receive and are scheduled to attend their regularly scheduled court days unless they are physically unable to do so and Legal Support will notify the Courts of this.

Employees will report at the scheduled time and location for Court appearances. This includes regularly scheduled court dates, appearances necessitated through service of a subpoena, or at the direction of a supervisor. Unexcused absence from a scheduled court appearance will be investigated as an unauthorized absence from duty.

For all court appearances, employees will have readily available materials (reports, photographs, criminal/driving histories) as needed for the case(s) scheduled. Employees will follow Directive 17.6 regarding disclosure or release of body worn camera and/or vehicle mounted camera recordings for court proceedings.

The Court Liaison Officer is responsible for the assignment of regularly scheduled District Criminal/Traffic Court days for all GPD personnel. This court date is considered a scheduled duty day. Employees will set the appropriate date and location for court cases in a manner consistent with the guidelines disseminated by the Court Liaison Officer.

The Resource Management Division will notify Legal Support of any changes to an employee's job status.

18.1.2 COURT ATTENDANCE

In General

For all court appearances at the Guilford County Courthouse in Greensboro, the employee will:

- Report to the Court Liaison Office prior to the scheduled appearance and sign in on the appropriate attendance log. Each employee will accurately indicate the time of arrival and the courtroom(s) being attended. Employees are not permitted to sign in for others.
- At the conclusion of the appearance, the employee will sign out on the appropriate log in the Court Liaison Office.
- Employees are required to complete their court business as soon as possible; avoiding other duties through unnecessary court attendance is prohibited.

If the location for the court appearance is at a facility other than the Guilford County Courthouse in Greensboro, the employee must notify their supervisor in advance, giving the information regarding the court appearance.

Regularly Scheduled District Criminal/Traffic Court Date

Regularly scheduled Court dates apply **ONLY** to District Criminal and Traffic Court. Employees will appear for all regularly scheduled court dates.

Supervisory personnel are charged with the responsibility of avoiding the granting of leave or the scheduling of training or other activities which would interfere with an employee's regularly scheduled District Court attendance. When such conflicts cannot be reasonably avoided, the affected supervisor is responsible for consulting with the Court Liaison Officer as soon as possible to determine the best course of action. If the supervisor and Court Liaison Officer cannot agree upon the employee's attendance/non-attendance; the Executive Officer to the Chief of Police will resolve the matter without further appeal.

Special team training may fall on a scheduled court day. Once an employee receives the training calendar, they must contact the Court Liaison if there are any conflicts. The employee will be responsible for requesting a new court date where there are conflicts. A new court date will be selected during the same month by the Court Liaison. The employee must notify their immediate supervisor of the change.

Court Proceedings

District Criminal/Traffic Court Subpoena: Employees subpoenaed to appear in District Criminal/Traffic Court on a scheduled off day will notify their supervisor and the Court Liaison Officer as soon as possible following receipt of the subpoena, or within seven (7) working days of the date in which they are scheduled to appear (whichever is greater).

An officer can request a continuance or to be placed on Telephone standby completing the "Request for Standby or Continuance of Case" Form located on the "Documents" section of PowerDMS in the folder labeled "Forms", "Subpoenas".

The Court Liaison Officer will make an effort to reschedule the case to the employee's next regularly scheduled District Court date. It is the responsibility of the employee subpoenaed to determine whether or not the case has been rescheduled.

At times, the Court Liaison Officer may be able to coordinate an employee's subpoenaed District Court appearance with court officials so as to try and minimize the employee's actual time spent in court waiting to testify. In as much as this is a courtesy that the judicial system extends to Departmental personnel, affected employees may be required to advise the Court Liaison Officer of phone numbers and anticipated travels or take other reasonable measures to coordinate their appearance on short notice. Failure to comply with these provisions may subject the employee to administrative action.

Superior Criminal Court Subpoena: a Superior Court Subpoena may be issued for a date other than your scheduled work day. These subpoenas may also be issued with little notice to the affected officer. When subpoenaed to Superior Court, employees will follow the instructions on the subpoena and notify their supervisor. The employee will also contact the Superior Court Case

Investigator or Assistant District Attorney as instructed on the subpoena as soon as possible following receipt of the subpoena.

Juvenile Court Subpoena: Employees subpoenaed to appear in Juvenile Court will notify their supervisor and the Court Liaison Officer as soon as possible following receipt of the subpoena. Unless notified otherwise by the Court Liaison Officer, the employee will report to court as directed by the subpoena.

Federal Court Subpoena: Employees subpoenaed to Federal Court will appear as directed. The Police Attorney's Office may be contacted for any questions or conflicts regarding these types' proceedings.

Grand Jury: Divisional Commanding Officers will develop procedures to ensure proper attendance at Grand Jury proceedings for personnel under their command.

Civil or Administrative Court Subpoena: Employees subpoenaed to appear in any Civil or Administrative Court as a result of their duties will immediately notify their supervisor and the Police Attorney's Office of the subpoena via email. The email will include a copy of the subpoena and a brief summation of the expected testimony and any related case number(s) or other information to identify the incident. The Police Attorney's Office is the contact point for any scheduling questions or conflicts regarding these type proceedings.
Employees will not volunteer to testify in civil actions and will not testify unless served with a subpoena.

All other court subpoenas: Employees subpoenaed to any other court will appear as directed. The Police Attorney's Office may be contacted for any questions or conflicts regarding these types of proceedings.

Absence from court

Absent Exigent circumstances; The court liaison must receive the "Request for Standby or Continuance of Case" form at least forty (40) days in advance of any plans to be absent from a regularly scheduled District Court day. The request must be submitted through the requesting officer's chain of command for approval. The officer's Commanding Officer will email the completed form to gpdlegalsupport@greensboro-nc.gov and the affected officer.

Emergency Circumstances: In the event an employee is unable to attend a scheduled court appearance in District or Superior Criminal/Traffic Court because of illness or other unforeseeable emergency circumstances, the employee must notify their supervisor and the Court Liaison Officer prior to 0800 hours on the scheduled date.

In the event an employee is unable to attend a scheduled court appearance in any other court matter (Federal Court, Civil Court, DMV Hearing, etc.) because of illness or other unforeseeable emergency circumstances, the employee must notify their supervisor and the Police Attorney's Office prior to 0800 hours on the scheduled date.

Planned Leave: Planned Leave is defined as Vacation, Training, Scheduled Medical Procedure, etc. that last longer than three days regardless if it is occurs on a regularly scheduled work day or off day. Employees must notify the Court Liaison Officer whenever they will be unavailable for court due to planned leave as soon as possible.

Court Attendance for Personal Matters

Employees attending court for personal matters will do so off duty and will not wear any departmentally issued uniform or display any issued identification. Officers carrying a firearm when in court for a personal matter will ensure the firearm remains concealed consistent with the provisions of Departmental Directive 15.1.

18.1.3 SUBPOENA SERVICE

Subpoenas will be loaded into PowerDMS. Employees will receive an email notifying them of the item(s) in their PowerDMS Inbox.

All Employees will review their email account, and PowerDMS Inbox at least once each duty day. All employees will promptly and properly respond to emails, documents or information directed to them, or requiring their attention and sign any subpoenas in PowerDMS immediately.

A member of the Legal Support Team will run a report each business day through PowerDMS to identify served subpoenas. They will then sign the original subpoena for return to the Clerk's Office.

18.1.4 MISCELLANEOUS

Issues of compensation for court attendance are set forth in Departmental Directive 3.1 and appropriate Standard Operating Procedures Manuals.

Restrictions regarding supplemental employment and court dates/subpoenas are covered in Departmental Directive 3.3.

When attending court, employees will wear the Class A uniform. Exceptions to this policy are permissible for required unscheduled court attendance where officers are already on-duty. Professional Business Dress for non-uniformed officers and those on limited duty as outlined in Departmental Directive 15.1, may be substituted for the Class A Uniform with the approval of a Bureau Commander or the Chief of Police.

Additional information on the use of PowerDMS and the Service of Subpoenas can be located in PowerDMS by going to documents/Training Videos and PowerPoints/Subpoena Service through PowerDMS.

18.1.5 SEPARATION NOTIFICATIONS

The Resource Management Division will be responsible for collecting contact information at the time of separation for employees who have separated from the department either through retirement or resignation. The information shall be given to the legal support team through the shared email, gpdlegalsupport@greensboro-nc.gov. The Resource Management Division shall notify the legal support team of pending separations as soon as practical in order to provide notice to the District Attorney's Office in an effort to determine the course of action for pending cases.

ATTACHMENT: "Request for Standby or Continuance of Case" form

18.2.1 GENERAL

In cases which fall within the jurisdiction of Superior Court, it is important the District Attorney be made aware of important circumstances regarding each case. The availability of this type of information leads to a more informed and successful prosecution of the case.

The District Attorney's Office has access to investigative and supplemental reports. In order to assist the District Attorney's office with making appropriate decisions about case strategies, officers are required to provide timely written updates to investigations in the form of supplemental reports. Officers are required to communicate the existence of additional supplemental reports directly to the assigned Assistant District Attorney as soon as practical.

18.2.2 PRE-TRIAL COMMUNICATION

When the District Attorney's Office determines a case will be prosecuted in Superior Court, the assigned Assistant District Attorney will generate a written notice requesting pre-trial contact with the investigating officer, prior to requesting a Prosecution Summary. Officers are required to respond to this request as soon as feasible but by no later than five business days. The charging officer is responsible for ensuring the Assistant District Attorney has complete case information at that time and will assist in gathering additional information if requested.

18.2.3 UPLOAD INTO THE DISCOVERY AUTOMATION SYSTEM

The current policy of the Guilford County District Attorney is for the Greensboro Police Department to upload all felony cases into the Discovery Automation System (DAS). All officers assigned to the Criminal Investigations Division, Vice Narcotics Division and the Crash Reconstruction Unit will be responsible for uploading the investigative report, supplemental reports, and any evidence or other pertinent documents pertaining to cases for which they are assigned. The affected officer will receive notification from the DAS Coordinator that a case has been received by the District Attorney's Office. The officer will have no more than thirty days from the date of the notice to upload the required documents into DAS.

In certain cases, Officers may be directed by the assigned Assistant District Attorney not to upload the documents into DAS until a certain date/time. The officer will document the Assistant District Attorney who made the request along with details of the request. The Officer will make the upload once directed by the Assistant District Attorney without delay.

The DAS Coordinator will be responsible for the uploading of all felony cases generated by patrol officers and those not assigned to CID, Vice Narcotics or Crash Reconstruction. Prosecution Summaries, if requested, will be completed and uploaded to DAS.

In order to gain access to DAS, officers assigned to the affected divisions will need to schedule training through the DAS Coordinator and complete a LEO Access Request form.

18.2.4 PREPARATION OF PROSECUTION SUMMARIES

When requested, the charging officer will prepare a prosecution summary to assist the Assistant District Attorney in successful prosecution. The summary will be completed within five business days following the date of request.

If the investigation is assigned to a follow-up unit, it will be the responsibility of the charging officer who receives the request to forward the request to the follow-up investigator. The follow-up investigator will prepare the prosecution summary. The follow-up investigator will submit the prosecution summary to the requesting Assistant District Attorney through DAS. If the case receives no follow-up, the charging officer will be responsible for preparing the summary. The officer will forward the prosecution summary to the DAS Coordinator who will make the upload into DAS.

Reports and other documents not yet completed should be noted as such in the prosecution summary and later added to the summary upon receipt by the investigating officer. This will generally be limited to include analysis results from laboratories or other requested information from investigative service providers that require extended periods of time to collect.

18.2.5 PROSECUTION SUMMARY CONTENTS

A Prosecution Summary will contain the following documents and attachments unless the Assistant District Attorney has directed otherwise:

- A Prosecution Summary Cover (PS-POL-62-441)
- A Superior Court Case Information Sheet (PS-POL-59-380)
- The investigative report
- All supplementary reports
- Arrest sheet(s) from the case in question
- Any lab processing requests and reports
- Copy of case evidence card(s)
- Copy of any search warrants
- Copy of any consent forms
- Copy of any photo lineups, with the Eyewitness Identification Instructions, and Eyewitness Identification Case management Form
- The defendant's statements, including any Miranda or 6th Amendment waiver forms.

18.2.6 DISPOSITION OF PREPARED SUMMARIES

The officer assigned to prepare the prosecution summary will prepare **two** complete copies of the summary. Both copies will be forwarded to the officer's Division Commanding Officer for review, approval, and distribution.

The copies will be distributed as follows:

- One copy to the officer preparing the summary
- One complete copy to the requesting District Attorney

Attachments: Prosecution Summary Synopsis Format

AOC Access Request Form (AOC-A-152)

ATTACHMENT 1
Adopted 09-01-94
R2/06-15-09

GREENSBORO POLICE DEPARTMENT
PROSECUTION SUMMARY SYNOPSIS
(FORMAT)

Case Number(s):	(List, if more than one)
Charge(s):	(List Charge)
Defendant:	Name: Address: Sex/Race/Age:
Codefendant(s):	Name: Address: Sex/Race/Age:
Arrest Data:	Date/Time of Arrest: Location of Arrest: Arresting Officer(s):
Crime Data:	Date/Time of Occurrence: Location of Occurrence:
Victim:	Name: Address:
Witness (es)	Name: Address: Brief Summary of Testimony
Evidence:	Item: Present Location: Person to Present in Court:
Reporting Officer:	Officer's Name

STATE OF NORTH CAROLINA
NORTH CAROLINA ADMINISTRATIVE OFFICE OF THE COURTS

ACCESS REQUEST
(LAW ENFORCEMENT ONLY)

See Side Two for instructions on completing this form. *Fax Side One of completed form to (919) 890-1916 or scan Side One of completed form and email to the Access Administration team at Access.Admin@nccourts.org.*

USER INFORMATION

User's Name (first, middle, last are required) ☐ *Name Change*	*Print Name (to appear on documents)*	
Rank/Title ☐ *Sworn* ☐ *Non-Sworn*	*Social Security No. (last four digits)*	*Mother's Maiden Name*

Officer/Employee ID No.	*NCAOC User ID (NCAOC-assigned)*	*Requested Action For User (select only one)* ☐ *Add New User* ☐ *Change For Existing User* ☐ *Delete/Terminate Access*	*Separation Date*

AGENCY INFORMATION

Agency Name	*Agency County*	*Agency ORI Number*
Greensboro Police Department	Guilford	NC0410200

AGENCY TYPE – Mark applicable box below and provide additional details as required.

Local
- ☒ Police Department
- ☐ Sheriff's Office
- ☐ Campus Police ☐ Company Police
- ☐ Private Security Company: _____
- ☐ Other: _____

State
- ☐ ALE District: _____
- ☐ SBI Division: _____
- ☐ SHP Troop: _____ District: ____
- ☐ Wildlife Enforcement Division: _____
- ☐ Other: _____

Federal
- ☐ FBI
- ☐ Military Police
- ☐ Other: _____

SYSTEM ACCESS REQUEST – Specify (A) for Add, (D) for Delete, or leave blank in space provided.

____ User s des gnated as a Password Adm n strator to reset other users' passwords for NCAOC systems accessed by th s agency's users.

NCAWARE
- ____ Standard Access
- ____ Inquiry Only
- ____ Local Administrator

Counties in Jurisdiction: _____ _____

File Manager
- ____ NCAWARE LE Interface

eCITATION®
- ____ Officer
- ____ Records Clerk
- ____ Administrator

Other NCAOC Systems
- ____ Civil Inquiry (VCAP)
- ____ Criminal Inquiry (ACIS)
- ____ Criminal Discovery Upload

USER AGREEMENT

Th s request s for the so e purpose of performance of offic a aw enforcement act v t es by an officer or emp oyee of a aw enforcement agency (LEA) w th jur sd ct on w th n the State of North Caro na. The User agrees to ab de by a app cab e federa , state, and oca aws regard ng appropr ate access to pub c records of the courts, and agrees to ab de by a nformat on secur ty po c es and nteragency agreements of the NCAOC and the N.C. Office of Informat on Techno ogy Serv ces (ITS). These po c es nc ude, but are not m ted to, the fo ow ng:

1. The User ID ass gned to the User w be used on y by the User; shared User IDs are not a owed. The User's password w not be revea ed to other nd v dua s at any t me for any reason.
2. The User must rema n w th any dev ce current y access ng an NCAOC nformat on system. Sess ons connected to NCAOC nformat on systems must be d sconnected mmed ate y f the User s not n d rect, mmed ate contro of the access ng dev ce.

The User sha not share w th unauthor zed personne nformat on that s exempt from the Pub c Records Act (G.S. Chapter 132), nc ud ng, but not m ted to, juven e offender nformat on or nformat on regard ng unreturned cr m na processes. Offic a s, officers, emp oyees, contractors, and agents of a government agency or subd v s on of such agency are granted access to NCAOC nformat on systems on y for the performance of the r offic a dut es. Use of the access granted to NCAOC information systems for any purpose outside the scope of those duties may result in disciplinary action (including term nat on) and c v and/or cr m na ab ty. The User further agrees that any v o at on of NCAOC and/or ITS secur ty po c es or of any federa , state, or local law regarding access to or security of NCAOC information systems may result in the immediate and irrevocable termination of User's access to NCAOC nformat on systems at the so e d scret on of the ch ef nformat on officer of the NCAOC or h s/her des gnee.

User's Signature	*Date*	*User's Telephone No.*

SPECIAL INSTRUCTIONS/OTHER INFORMATION

REQUESTING AUTHORITY

The undersigned ("Requesting Authority") hereby acknowledges and agrees that this request is made pursuant to a valid and current licensing agreement between the NCAOC and the LEA n wh ch the User s an officer or emp oyee, for access to NCAOC nformat on systems. The Request ng Author ty asserts that he/she possesses the author ty under that agreement to request access to NCAOC nformat on systems for officers and emp oyees of the agency.

Requesting Authority's Name (type or print)	*Requesting Authority's Signature*
Requesting Authority's Telephone No.	*Date*

(Over)

INSTRUCTIONS FOR COMPLETING ACCESS REQUEST FORM (AOC-A-152)

The Requesting Authority must complete the reverse side of this form to identify a user and request access to NCAOC information systems for that user. All required sections must be filled out correctly and completely. An authorized signature for approval must be provided. If the form is incomplete, illegible, unsigned, improperly signed, or not dated, it will be returned to the sender without further action by the NCAOC. Questions regarding proper use of this form should be directed to NCAOC Access Administration at (919) 890-2221.

USER INFORMATION (Fields with * must be entered)

***User's Name:** Provide the User's complete first, middle, and last names *(e.g., John Lee Dee)*.

Print Name: Provide if a different version of the User's name is to be printed on official documents *(e.g., J. L. Doe)*.

***Rank/Title:** Supply the User's rank or title. *Must check Sworn or Non-Sworn box. Persons checked as "Sworn" will automatically be placed in NCAWARE and be available for selection as a complainant, witness, or serving officer on a process within NCAWARE.

***Social Security Number:** Provide the last four digits of the User's Social Security number.

***Mother's Maiden Name** for the User is required for identification purposes.

Officer/Employee ID Number: Provide the User's officer or employee ID number. *(Required for sworn personnel.)*

NCAOC USER ID: The User's NCAOC User ID is required if changing, terminating, or deleting a User's access.

***A Requested Action** must be selected for the User:

- ■ Add New User
- ■ Change For Existing User
- ■ Delete/Terminate Access (**NOTE:** *If deleting a separated User, access to each system does not need to be marked with "D."*)

Separation Date is required for a terminated User.

AGENCY INFORMATION (Fields with * must be entered)

***Agency Name:** Provide the full name of the User's agency.

Agency County: Provide the full name of the county, unless agency is State or Federal.

***Agency ORI Number:** Provide the primary Originating Routing Identifier (ORI) number for the User's agency.

***Select Agency Type:**

- ■ Local – Select Police Department, Sheriff's Office, Campus Police, Company Police, Private, or "Other."
- ■ State – Select ALE, SBI, SHP Troop and District, Wildlife Enforcement Division, or "Other."
- ■ Federal – Select FBI, Military Police, or "Other."

SYSTEM ACCESS REQUEST

Enter (A) to add or (D) to delete the User's access and roles for the following:

Password Administrator: The User is designated to be given the capability to reset passwords for other users within this User's agency for the purpose of accessing NCAOC systems.

NCAWARE: Standard Access – capability to access all law enforcement functions. Inquiry Only – capability limited to viewing records only. Local Administrator – capability to perform system administrative functions for the agency. If officer jurisdisdiction covers multiple counties, please specify counties.

File Manager (NCAWARE LE Interface): User capability to access data via a secure web interface.

eCITATION®: Officer – create, print, transmit to NCAOC, and download his/her ecitations to local records management system; Records clerk – print and download all agency's ecitations into local records management system; Administrator – access to all officers' eCITATION accounts within agency for creating, printing, transmitting, viewing, and downloading into agency's local records management system.

Other NCAOC Systems: Criminal Discovery Upload – ability to upload to the DAs' Discovery Automation System.

USER AGREEMENT

The User for whom access is being requested must read, understand, and agree to the statements in this section of the form. The User must sign, date, and enter his or her telephone number in this section.

REQUESTING AUTHORITY

The Requesting Authority must complete this section. The Requesting Authority is generally the head of the agency *(e.g., the chief of police)* or a designee named in the licensing agreement. The Requesting Authority's Printed Name, Signature, Date, and Telephone are all required. The individual serving as the Requesting *(approving)* Authority must print his or her name, add his or her telephone number and the date *(of request)*, and sign in the Requesting Authority's Signature box to authorize access for the User.

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ATTACHMENT 2

FELONIES: CLASS E AND ABOVE

STATUTE	OFFENSE	CLASS
14-2.4(a)	Conspiracy to commit felony	Unless different classification stated,punishable one class lower than felony defendant conspired to commit
14-2.5	Attempt to commit felony	Unless different classification stated, punishable one class lower than offense attempted
14-2.6(a)	Solicitation to commit felony	Unless different classification stated, punishable two classes lower than felony solicited
14-5.2	Accessory to felony before the fact	Punishable as principal
14-7	Accessory to felony after fact	Unless different classification stated, punishable two classes lower than felony committed by principal
14-7.1 to -7.6	Habitual felon	Class C felony
14-17	Murder: **First Degree	Class A felony
	**Second Degree	Class B2 felony
14-18	Voluntary Manslaughter	Class D felony
14-18.2(b)	Injuring pregnant woman during commission of felony	Punishable one class higher than felony committed
14-27.2	First degree rape	Class B1 felony
14-27.3	Second degree rape	Class C felony
14-27.4	First degree sexual offense	Class B1 felony
14-27.5	Second degree sexual offense	Class C felony
14-27.7	Sexual Act: **by parental substitute with minor	Class E felony
	**by custodian with victim of any age	Class E felony
14-27.7A	Statutory rape or statutory sexual offense with person 13, 14, or 15 years old: ***when defendant is at least 6 years older than person	Class B1 felony
	***when defendant is more than 4, but less than 6 years older than person	Class C felony
14-28	Malicious castration	Class C felony
14-29	Castration or maiming	Class E felony
14-30	Malicious maiming	Class C felony
14-30.1	Malicious acid throwing	Class E felony
14-31	Malicious assault and battery in secret manner with deadly weapon and intent to kill	Class E felony
14-32(a)	Assault with deadly weapon with intent to kill, inflicting serious injury	Class C felony
14-32(b)	Assault with deadly weapon, inflicting serious injury	Class E felony
14-32(c)	Assault with deadly weapon with intent to kill	Class E felony
14-32.2(b)(1)	Patient abuse: intentional conduct resulting in death	Class C felony
14-32.2(b)(2)	Patient abuse: culpably negligent conduct resulting in death	Class E felony
14-34.1	Discharging or attempting to discharge firearm into occupied property	Class E felony
14-34.4(a)	Tampering with food, drugs, or cosmetics with intent to cause serious injury	Class C felony
14-34.4(b)	Threatening to tamper with food, drugs, or cosmetics with intent to extort	Class C felony
14-34.5(a)	Assault with firearm on law enforcement, probation or parole officer	Class E felony

STATUTE	OFFENSE	CLASS
14-34.5(b)	Assault with firearm on detention facility employee	Class E felony
14-39	Kidnapping: **First degree	Class C felony
	**Second degree	Class E felony
14-49(a)	Malicious use of explosive or incendiary device to injure another	Class D felony
14-49(b1)	Malicious use of explosive or incendiary device to damage building of worship	Class E felony
14-49.1	Malicious use of explosive or incendiary device to damage occupied property	Class D felony
14-51, -52	First Degree Burglary	Class D felony
14-53	Breaking out of dwelling house	Class D felony
14-57	Burglary with explosive	Class D felony
14-58	First Degree Arson	Class D felony
14-62.2	Burning church, chapel or meeting house	Class E felony
14-74	Larceny or embezzlement by employee of $100,000 or more	Class C felony
14-87	Armed robbery or attempted armed robbery	Class D felony
14-88	Train robbery	Class D felony
14-90	Embezzlement by agent or fiduciary of $100,000 or more	Class C felony
14-91	Embezzlement of state property by public officer or employee of $100,000 or more	Class C felony
14-92	Embezzlement by public officer or trustee of $100,000 or more	Class C felony
14-93	Embezzlement by treasurer of charitable or religious organization of $100,000 or more	Class C felony
14-94	Embezzlement by officer of railroad company of $100,000 or more	Class C felony
14-97	Appropriation of partnership funds by partner of $100,000 or more	Class C felony
14-98	Embezzlement by surviving partner, with refusal to account for funds of $100,000 or more	Class C felony
14-99	Embezzlement of taxes by public officer of $100,000 or more	Class C felony
14-100	Obtaining or attempting to obtain property by false pretenses of $100,000 or more	Class C felony
14-159.1	Contaminating public water system	Class C felony
14-190.16	First degree sexual exploitation of minor	Class D felony
14-190.18	Promoting prostitution of minor	Class D felony
14-318.4(a)	Intentionally inflicting serious injury on child	Class E felony
14-318.4(a1)	Committing, permitting, or encouraging prostitution by child	Class E felony
14-318.4(a2)	Parent or legal guardian committing or allowing commission of sexual act on child	Class E felony
53-129	Embezzlement by bank officer or employee of $100,000 or more	Class C felony
58-2-162	Embezzlement by insurance agent of things valued $100,000 or more	Class C felony
90-95(e)(5), -95(a)(1)	Sale or delivery of controlled substance in violation of 90-95(a)(1): **by person 18 or older to person under 16 but over 13 or to pregnant female	Class D felony
	**by person 18 or older to person 13 or younger	Class C felony
90-95(e)(8), -95(a)(1)	Violation of 90-95 (a)(1) by person 21 or older within 300 feet of elementary or secondary school (effective 12-1-01, child care center is included)	Class E felony

STATUTE	OFFENSE	CLASS
90-95(h)(1)	Trafficking in marijuana - 10,000 pounds or more	Class D drug-trafficking felony;fine of not less than $200,000
90-95(h)(2)	Trafficking in methaqualone - 10,000 dosage units or more	Class D drug-trafficking felony;fine of not less than $200,000
90-95(h)(3)	Trafficking in cocaine - 400 grams or more	Class D drug-trafficking felony;fine of not less than $250,000
90-95(h)(3a)	Trafficking in amphetamine - 10,000 dosage units or more	Class D drug-trafficking felony; fine of not less than $200,000
90-95(h)(3b)	Trafficking in methamphetamine - 400 grams or more	Class D drug-trafficking felony; fine of not less than $250,000
90-95(h)(4)	Trafficking in opium or heroin - ** 14-27 grams	Class E drug-trafficking felony; fine of not less than $100,000
	** 28 grams or more	Class C drug-trafficking felony;fine of not less than $500,000
90-95(h)(4a)	Trafficking in LSD - 1,000 dosage units or more	Class D drug-trafficking felony; fine of not less than $200,000
90-95(i)	Conspiracy to commit drug-trafficking offense	Punishable by same penalties as for drug-trafficking felony defendant conspired to commit
90-95.1	Continuing criminal enterprise	Class C felony;forfeiture of enterprise profits and other property set out in statute
90-95.4(a), -95(a)(1)	Hiring or intentionally using minor to violate 90-95(a)(1): ** when defendant is at least 18 but less than 21 and minor is more than 13	Felony one class greater than violation for which minor was hired
	** when defendant is at least 18 but less than 21 and minor is 13 or younger	Felony two classes greater than violation for which minor was hired
90-95.4(b), -95(a)(1)	Hiring or intentionally using minor to violate 90-95(a)(1): ** when defendant is 21 or older and minor is more than 13	Felony three classes greater than violation for which minor was hired
	** when defendant is 21 or older and minor is 13 or younger	Felony four classes greater than violation for which minor was hired
90-95.6, -95(a)(1)	Promotion by person 21 or older of violation of 90-95(a)(1) by minor	Class D felony
90-98	Controlled Substances Act: **Conspiracy to violate	Same class as offense for which conspiracy created
	**Attempt to violate	Same class as offense attempted

POLICE
POLICE OFFICER
GREENSBORO
POLICE

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Chapter 19

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POLICE
POLICE OFFICER
GREENSBORO
POLICE

TITLE: TERRITORIAL JURISDICTION	NUMBER 19.1
EFFECTIVE DATE: 09-15-04	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94) R2/09-15-04	

19.1.1 TERRITORIAL JURISDICTION

Greensboro police officers have jurisdiction within the corporate city limits, within 1 mile beyond the corporate city limits, and upon land owned or leased by the City of Greensboro, wherever it might be located. The City Clerk maintains descriptions of geographical boundaries of City property outside the city limits.

Greensboro officers often share jurisdiction with other law enforcement agencies. For example, the Guilford County Sheriff also has jurisdiction within the corporate city limits. Likewise, state university police share jurisdiction over their campuses.

19.1.2 EXCEPTIONS AND SPECIAL AGREEMENTS

With the exception of Guilford Courthouse National Military Park, Greensboro officers do not have jurisdiction upon real property that is owned by the U.S. Government within the corporate limits of Greensboro. A federal agency may, however, request the specific assistance of a Greensboro officer on such property. The Federal Courthouse, the Internal Revenue Service Center, and other parcels of property fall into this category. Greensboro officers share jurisdiction on other leased federal property in the city such as branch post offices as well as at the Guilford Courthouse National Military Park.

Officers are cautioned to verify the controlling jurisdiction prior to taking police action on Federal property. Verification can often be made through the manager of the property. If doubt remains as to the jurisdiction, the U.S. Marshal's Office should be contacted to clarify the question of jurisdiction on any specific parcel of U.S. Government property. The Police Attorney may also provide assistance in this matter.

The Chief of Police may enter into an agreement with another police agency which shares jurisdiction over property within the City specifying the mutual law enforcement roles each agency will fulfill. An example of such an arrangement is agreements with local state universities. Copies of any such agreement currently in force will be maintained by the Chief of Police, the Watch Operations Center, and the Guilford Metro 911 Center.

TITLE: RELATIONSHIPS WITH OTHER AGENCIES	NUMBER 19.2
EFFECTIVE DATE: 08-27-2015	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-1994) R7/08-27-2015	

In the interest of long-term planning and coordination, it is essential that the Department establish and maintain liaison with a number of outside agencies and organizations. The maintenance of effective channels of communication between the Department and other organizations of mutual interest is essential in improving cooperation and operational effectiveness.

19.2.1 APPOINTMENT AND DUTIES OF AGENCY LIAISON OFFICERS

Unless otherwise noted, the Commanding Officer of the respective Division is appointed liaison with the agency as indicated:

Criminal Investigation Division

- Adult Probation and Parole Departments*
- County and state corrections systems
- Adult Courts System
- Family Service of the Piedmont, Inc.
- Investigative units of law enforcement agencies of adjoining and concurrent jurisdictions
- Juvenile Courts
- Juvenile Probation and Parole Departments*
- Department of Social Services
- Federal, State and Local Law Enforcement Agencies
- Guilford County District Attorney
- Guilford County Magistrate's Office*
- Intelligence units of law enforcement agencies of adjoining and concurrent jurisdictions
- State Department of the U.S. Government

**These liaison assignments will be shared between the Criminal Investigations Division Commander and the XO to the Patrol Bureau Commander.*

Vice/Narcotics Division

- Vice and narcotics investigative units of law enforcement agencies of adjoining and concurrent jurisdictions

Special Operations Division

- Emergency Management Assistance Agency
- State and City of Greensboro Departments of Traffic and Transportation
- Governor's Highway Safety Program
- Guilford County Sheriff's Department
- Greensboro Fire Department
- Guilford County Emergency Medical Service

Operational Support Division

- Guilford County Schools

Patrol Divisions

- Universities and Colleges; C.O of respective Patrol Divisions
- Animal Control; X.O. to Patrol Bureau Commander
- Guilford County Mental Health; X.O. to Patrol Bureau Commander
- Guilford County Hospitals (Greensboro); X.O. to Patrol Bureau Commander
- Night Clubs/Entertainment; X.O., Patrol District 1
- Guilford Metro 911; X.O. to Patrol Bureau Commander

Office of the Chief of Police

- Law Enforcement Coordinating Committee; Chief of Police
- Media Relations; Public Information Officer

Police Attorney

- District Attorney

Each liaison officer is responsible for periodic meetings with the indicated agency to discuss issues of mutual concern.

19.2.2 REFERRAL TO OTHER AGENCIES

In the course of police activity, an officer may encounter a juvenile or adult in need of services which are beyond the scope and resources of the Department. Every effort should be made to assist these persons within the limits of time and available resources.

After all reasonable Departmental avenues have been exhausted; members should refer these persons to the United Way 211 Information and Referral Service. This agency is a full-time clearing house for all area agencies, established for the purpose of assistance. Available services range from providing limited financial assistance to psychiatric counseling, from Legal Aid to medical assistance, and from suicide prevention to drug dependency treatment. This agency serves all aspects of our population, irrespective of age, sex, race, or social status.

The United Way 211 Information and Referral Service may be accessed by calling 211 or 1-800-831-1754.

All members are reminded of the provisions of applicable laws, ordinances, or Departmental directives which relate to the processing of those juveniles and adults involved in criminal activity.

19.2.3 EMERGENCY MANAGEMENT ASSISTANCE AGENCY

In the event of occurrences that require non-law enforcement services or assistance beyond the capabilities of City resources, the Guilford County Emergency Management Assistance Agency should be contacted. As a coordinating agency, the EMAA maintains contact with federal, state, and local agencies, both public and private, that may be able to offer assistance or support.

The Assistance Agency maintains liaison with other local agencies that may be able to loan services and equipment for on-site damage assessment and debris removal.

Unless specifically provided in applicable state or federal law, the receiving agency would be expected to compensate the provider agencies for the use of its resources.

TITLE: MUTUAL AID	NUMBER 19.3
EFFECTIVE DATE: 09-15-04	PAGE 1 OF 3
REVISION HISTORY: (Adopted 09-01-94) R3/09-15-04	

North Carolina General Statute, Chapter 160A, Section 288, authorizes law enforcement agencies to assist each other during natural or man-made disasters and other incidents requiring services beyond the capacity of a single agency. The Greensboro Police Department will participate in mutual aid agreements with other police departments and agencies as permitted by North Carolina General Statutes.

19.3.1 FORMALIZING MUTUAL AID AGREEMENTS

The Greensboro Police Department's Mutual Aid Agreements are available from the Police Attorney. Prior to entering into a Mutual Aid Agreement with another department or agency, the agreement will be reviewed by the Police Attorney. The Police Attorney's Office will be the repository for all signed agreements. This agreement will remain effective until otherwise terminated and will become the operating policy for every mutual aid request from the particular requesting department or agency. It is not necessary to execute a new agreement contract with every request, but each request must refer to the existing agreement between the Greensboro Police Department and the requesting or assisting department or agency.

19.3.2 FILE COPIES OF MUTUAL AID AGREEMENTS

The Police Attorney will forward copies of all current Mutual Aid Agreements to the Watch Operations Center. A file of all current Mutual Aid Agreements between the Greensboro Police Department and other departments or agencies will be maintained in that office. This file will be available for review at any time by Division Commanders, Bureau Commanders, or the Chief of Police.

19.3.3 ANNUAL REVIEW OF MUTUAL AID AGREEMENTS

The Police Attorney will conduct an annual review of all Mutual Aid Agreements entered into by the Greensboro Police Department. His review will determine the level of participation of the Department in mutual aid requests with the active departments or agencies. In addition, the Police Attorney will make changes, additions, suggestions or other modifications deemed appropriate and in the best interest of the Greensboro Police Department.

19.3.4 MUTUAL AID REQUESTS BY ANOTHER AGENCY

The request must be made in writing by the head of the requesting agency or his designee. When time is of the essence, a DCI message will initially satisfy this requirement. However, a formal written request from the agency head must be sent as soon as practical.

Any employee receiving a mutual aid request to assist another municipal or county police department, sheriff's department or state law enforcement agency will immediately notify the Duty Captain or Watch Commander who will evaluate the request and document it on a Mutual Aid Request Form.

Except in an immediate life-threatening situation, mutual aid will not be extended to any agency without a current Mutual Aid Agreement already in effect and on file with the Greensboro Police Department. Verification of the existence of a current agreement must be made through the Police Attorney's Office or the Watch Operations Center file by the Division Commanding Officer approving or disapproving the request.

After office hours, approval must be made by a Division Commanding Officer or Watch Commander**,** for mutual aid involving personnel of the following departmental components:

- Canine Section
- Underwater Recovery Team
- Hazardous Devices Team
- Forensic Services Section Personnel
- Negotiations Team

The Chief of Police or his designee will be notified regarding all other requests for mutual aid, including all requests from federal agencies for mutual aid or assistance outside the jurisdiction of the City of Greensboro, and will order the response when appropriate.

19.3.5 EXTENT OF MUTUAL AID

The Greensboro Police Department is willing to fulfill requests for mutual aid to the extent possible without significantly impacting the provision of police services to the City of Greensboro. This response may include personnel, vehicles, radios, and/or other police resources.

19.3.6 MUTUAL AID REQUESTS BY THE GREENSBORO POLICE DEPARTMENT

All requests for mutual aid to assist the Greensboro Police Department will be made by the Chief of Police or his designee.

19.3.7 SUPERVISION AND CONTROL OF OFFICERS ON LOAN

Police officers assigned to another agency under mutual aid provisions shall be subject to lawful operational commands of supervisors of that agency. Personnel and administrative control, including compensation of the officers, will be retained by the lending agency. Loaned officers will be entitled to full workmen's compensation benefits during their assignment to the requesting agency.

19.3.8 JURISDICTION, POWERS, RIGHTS, IMMUNITIES

Police officers assigned to another agency under mutual aid provisions shall have the same jurisdiction, powers, rights, and immunities as other officers of that agency.

19.3.9 FEDERAL LAW ENFORCEMENT ASSISTANCE

Historically, there has been a close working relationship between the Department and federal law enforcement agencies. Although there is no formal criteria to be met prior to requesting federal law enforcement assistance, there should be an indication that federal laws are involved and that federal assistance is appropriate. In the event emergency law enforcement assistance is required, supervisors may telephone the appropriate agency and request aid. Formal Mutual Aid Agreements with federal agencies are not covered by State Statute 160A. (Any request from a federal agency for assistance will be referred to the Chief of Police or his designee)

Approval of any requests by federal agencies for law enforcement assistance outside the jurisdiction of the Greensboro Police Department by Greensboro police officers must be approved by a Division Commander. Investigative officers are encouraged to maintain working relationships with members of federal law enforcement agencies for the promotion of inter-agency cooperation and efficient law enforcement.

19.3.10 MULTI-JURISDICTIONAL TASK FORCES

The Greensboro Police Department is willing to participate with other law enforcement agencies in the formation of a task force. Generally the purpose of such a task force is investigative in nature, but there could be many other reasons to bring about a consolidated effort. It is important to the success of any task force that in the beginning, there is a clear understanding of what the purpose of the task force is. A memorandum of understanding should be executed between all agencies involved so that the purpose is stated as well as certain areas of responsibility, authority, and accountability. The memorandum of understanding should also detail what resources in both personnel and equipment are available. Periodically, an analysis should be completed of the task force's results to determine if the task force is accomplishing its objectives and to ascertain the need for the continuance of the task force.

19.3.11 ASSISTANCE RENDERED TO PROBATION/PAROLE OFFICERS

It shall be the policy of the Greensboro Police Department to assist the North Carolina Department of Corrections, specifically the Division of Adult Probation/Parole, upon request. Probation/Parole Officers have limited law enforcement powers and are trained only in the specific areas of their expertise. They also do not have adequate facilities for the storage and preservation of significant evidence such as narcotics. Therefore, it may be necessary at times for Greensboro Police personnel to assist Probation/Parole Officers in situations such as making arrests, completing case reports, and the collection and preservation of evidence.

TITLE: VICTIM AND WITNESS ASSISTANCE	NUMBER 19.4
EFFECTIVE DATE: 04-13-2020	PAGE 1 OF 4
REVISION HISTORY: (Adopted 09-01-1994) R8/04-13-2020	

19.4.1 GENERAL

The Department recognizes its obligation to assist victims and/or witnesses of criminal actions. The criminal justice system is often foreign and frustrating to victims or witnesses of crimes. Generally speaking, the first contact people have with the criminal justice system is through their initial police contact.

Criminal actions against juveniles, victims of sexual assault, and the elderly can be particularly traumatic. The Department is committed to appropriate action to ensure that victims and witnesses are treated with fairness, compassion, and dignity.

While most police officers and non-sworn members coming in contact with victims or witnesses of criminal actions are not trained to conduct counseling or treatment beyond a compassionate approach to the investigative process, our officers and non-sworn members do have access to trained professionals in this field.

19.4.2 24-HOUR REFERRAL

The Department has assigned, through Family Services of the Piedmont Inc., three Victim Advocates, who are trained counselors. Any member of the Department may refer a victim and/or witness to these Advocates for assistance.

During those times when the victim's advocates are not available, the Watch Operations Center will maintain a list of all agencies that provide emergency 24-hour service to assist victims or witnesses in criminal actions. The Watch Operations Center will be the point of contact for anyone needing such assistance.

19.4.3 ASSISTANCE FROM THE STATE OF NORTH CAROLINA

All members should be aware that Chapter 15B of the North Carolina General Statutes provides for financial assistance to victims of crimes under certain circumstances. Persons requesting such assistance should be referred to one of the Victim Advocates or to the District Attorney's Office.

19.4.4 CONFIDENTIALITY OF RECORDS

State law governs the rights of private citizens who are victims or witnesses, and specifies what information is considered public record. Chapter 132 of the North Carolina General Statutes or the Police Attorney should be consulted when there is a question about what information must or may be released.

19.4.5 RIGHTS OF VICTIMS OF CRIME AND WITNESSES

All victims of crime shall be treated with dignity and respect by the criminal justice system. The North Carolina Constitution guarantees the following rights:

- The right upon request to reasonable, accurate, and timely notice of court proceedings of the accused.
- The right upon request to be present at court proceedings of the accused.
- The right to be reasonably heard at court proceedings involving the plea, conviction, sentencing, or release of the accused.
- The right to receive restitution in a reasonably timely manner, when ordered by the court.
- The right to be given information about the crime, how the criminal justice system works, the rights of victims, and the availability of services for victims.
- The right upon request to receive information about the conviction or final disposition and sentence of the accused.
- The right upon request to receive notification of escape, release, proposed parole or pardon of the accused, or notice of a reprieve or commutation of the accused's sentence.
- The right to present the victim's views and concerns in writing to the Governor or agency considering any action that could result in the release of the accused, prior to such action becoming effective.
- The right to reasonably confer with the prosecution.

North Carolina General Statute 15A-831 mandates that the investigating law enforcement agency make certain, specific notifications to victims concerning their case. The following sections explain these notifications and how they are to be made.

Officers shall in all cases comply with N.C.G.S. 15A-825 concerning the treatment of victims and witnesses, to include providing information about medical assistance and/or available protection from harm and threats where appropriate.

19.4.6 INITIAL INVESTIGATOR RESPONSIBILITIES

As part of the initial incident investigation for all crimes where a victim has been identified, the investigating officer shall complete the Crime Victims' Rights Act Victim Information Sheet (Law Enforcement), AOC-CR-180B, Rev 11/19 which provides the victim with the information required by N.C.G.S. 15A-831.

The investigating officer will:

- Complete the front page of the AOC-CR-180B. If no arrest is being made, or if the perpetrator of the crime is a juvenile, the form should be completed; however, the "defendant" block of the AOC form should be left blank.
- Provide the completed copy of the form to the victim and answer any questions the victim may have concerning the information provided. To satisfy this mandate the officer can print or email a copy of the form depending on the victim's preference.
- Document the preparation and service of the form in the Incident Report.
- Email a copy of the form to the District Attorney's Office with the Subject Line reading, GPD Case Number (No Spaces) Example: GPD 20191212184
- The AOC-CR-180B form will be emailed by the officer no later than at the end of their duty day.

In addition, if a suspect is arrested during the initial investigation, the investigating officer will ensure the victim is advised of the arrest.

If the perpetrator is a juvenile, and a Petition is prepared, the officer will not notify the victim of the juvenile's name or with any information concerning the Petition. Pursuant to NCGS 7B-2053, it is the responsibility of the District Attorney's Office to notify victims of the filing of a Petition concerning a juvenile.

19.4.7 FOLLOW-UP INVESTIGATOR RESPONSIBILITIES

When practical, follow-up investigators should notify victims and witnesses of significant status changes in investigations. Refusal to prosecute by the District Attorney's Office or arrestee's custody status changes are examples of situations where, in an attempt to prevent further victimization of the victim and/or witnesses, it may be appropriate for investigators to attempt such notifications. When investigators become aware of information which indicates that the victim and/or witnesses may be further victimized, this information should be relayed to the victim and/or witnesses. Timely communications with victims and/or witnesses is both a common courtesy and in the best interest of the Department.

Whenever a suspect is arrested in the follow-up process, whether it is by a detective or patrol officer pursuant to a warrant resulting from the follow-up investigation, the arresting officer shall attempt to notify the victim of the arrest. This mandate applies to all arrest. To satisfy this mandate the officer will attempt to make notification by telephone or in person. The officer will complete the Greensboro Police Department Victim/Investigating Agency Arrest Notification Form (POL-5001) which includes, among other things, the date and time of arrest, the arrestee's name, the charges filed and the date, time and manner of the attempted victim notification and whether or not the attempt was successful.

The completed form will be emailed to the following **immediately** with the Subject Line reading, GPD Arrest and Case Number (No Spaces) Example: GPD Arrest 20191212184:

- Records Management Section and Records Management Personnel will mail the form upon receipt
- District Attorney's Office
- Follow-up Investigative Unit

Personal contact does not relieve the arresting officer's responsibility for completing this form.

If the perpetrator is of the crime is identified to be a juvenile, and a Petition is prepared, the officer will not complete the Greensboro Police Department Victim/Investigating Agency Arrest Notification Form. Pursuant to NCGS 7B-2053, it is the responsibility of the District Attorney's Office to notify victims of the filing of a Petition concerning a juvenile.

In the interest of limiting further hardship upon victims and witnesses, when practicable victim/witness assistance may include, but is not limited to assistance with scheduling line-ups, interviews and other required appearances. If necessary and feasible, transportation for investigative purposes could be provided.

19.4.8 UNCOOPERATIVE WITNESSES AND VICTIMS

While members are reminded to be sensitive and considerate to the rights and needs of victims and witnesses, nothing in this Directive is intended to hamper the complete and thorough investigation of a crime. Uncooperative witnesses or questionable victims should be handled in a manner appropriate to the investigation.

Attachments: Crime Victims' Rights Act Victim Information Sheet
Greensboro Police Department Victim/Investigating Agency Arrest Notification

STATE OF NORTH CAROLINA

_____ County

File No.

Incident/Arrest No. (for LEA use only)

In The General Court Of Justice

STATE VERSUS

Defendant Name

CRIME VICTIMS' RIGHTS ACT VICTIM INFORMATION SHEET (LAW ENFORCEMENT)

(For Offenses Committed On Or After Aug. 31, 2019)

G.S. 15A-831 and 15A-832

NOTE TO JUDICIAL OFFICIALS: *This form is for law enforcement use, only. To collect victim information required by G.S. 15A-832.1 when issuing a criminal pleading for a misdemeanor offense covered by the Crime Victims' Rights Act and committed on or after Aug. 31, 2019, based on evidence from a complaining witness other than a law enforcement officer, use form AOC-CR-181B.*

NOTE TO INVESTIGATING LAW ENFORCEMENT AGENCY: *G.S. 15A-831(c) provides that for any offense covered by the Crime Victims' Rights Act (see Side Two for a list), "Within 72 hours after receiving notification from the arresting law enforcement agency that the accused has been arrested, the investigating law enforcement agency shall also forward to the district attorney's office that will be responsible for prosecuting the case the defendant's name and the victim's name, address, and telephone number or other contact information, unless the victim refuses to disclose any or all of the information, in which case, the investigating law enforcement agency shall so inform the district attorney's office."* ***DO NOT send this form to the office of the clerk of superior court.*** *G.S. 15A-831(c) requires that it be delivered to the office of the district attorney.*

VICTIM INFORMATION

Name	*Telephone No.* ☐ Refused to Disclose
Address ☐ Refused to Disclose	*Other Contact Information (email address, etc)* ☐ Refused to Disclose

The victim ☐ does ☐ does not wish to receive further notices on the status of the accused during the pretrial process.

Name Of Collecting Law Enforcement Personnel (type or print)	*Signature*	*Date*
Title	*Agency*	

VICTIM NOTIFICATION REQUEST

NOTE TO LAW ENFORCEMENT AGENCY AND VICTIM: *Do not complete this section at the beginning of the case. This section will be completed when the victim meets with staff of the district attorney's office.*

NOTE TO VICTIM: *Indicate below whether or not you want to receive notice from the State about trial and post-trial proceedings involving the defendant. For trial proceedings, notice will come from the district attorney's office. For post-trial proceedings, any notice(s) will be provided by the Attorney General's office and/or correctional officials. If you elect to receive any notices, you must notify the relevant office of any change in your address or telephone number. You can change this request at any time by filing an updated copy of this form with your changed preference marked.*

☐ I do wish to receive notice of the following *(check all that apply)*: ☐ trial proceedings. ☐ post-trial proceedings.

☐ I do not wish to receive notice of further proceedings.
(**NOTE:** *You still might be subpoenaed as a witness or otherwise required to appear when needed for certain proceedings.*)

Signature	*Date*

NOTE TO DISTRICT ATTORNEY: *If the defendant is convicted of an offense covered by the Crime Victims' Rights Act (CVRA), meaning any offense identified in G.S. 15A-830 (see Side Two for a list), provide this form to the court at the time of sentencing. G.S. 15A-832(g). If defendant appeals to the appellate division, forward a copy of this form to the Attorney General. G.S. 15A-835(b).* ***DO NOT file this form with the clerk for a defendant not convicted of an offense covered by the CVRA.***

NOTE TO CLERK: *If defendant is convicted, forward this form along with the judgment of conviction to the agency that will have custody of the defendant. The custodial agency will maintain this information as a confidential file. G.S. 15A-832(g). If defendant is not sentenced to active imprisonment or supervised probation (i.e., the defendant gets unsupervised probation or only a fine), return this form to the district attorney.* ***DO NOT retain a copy in the case file.***

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CRIME VICTIMS' RIGHTS ACT OFFENSES

For offenses committed on or after Aug. 31, 2019, the provisions of G.S. 15A, Article 46 (the Crime Victims' Rights Act, or CVRA) apply only to victims of offenses listed in G.S. 15A-830. The list below identifies those offenses.

For offenses committed before Aug. 31, 2019, see forms AOC-CR-180A and AOC-CR-181A.

CVRA Offenses Committed On Or After Aug. 31, 2019

For offenses committed on or after Aug. 31, 2019, the CVRA applies to victims of offenses listed in G.S. 15A-830(a)(3b) (felony property crime) or 15A-830(a)(6a) (offense against the person).

- A **felony property crime** is any felony set out in:
  - Subchapter IV of Chapter 14 of the General Statutes (G.S. 14-51 through 14-69.3); or
  - Subchapter V of Chapter 14 of the General Statutes (G.S. 14-70 through 14-125).

- An **offense against the person** is an offense involving the person of the victim which constitutes a violation of:
  - Subchapter III of Chapter 14 of the General Statutes (G.S. 14-17 through 14-50.43);
  - Subchapter VII of Chapter 14 of the General Statutes (G.S. 14-177 through 14-208.45);
  - Article 39 of Chapter 14 of the General Statutes (G.S. 14-313 through 14-321.2);
  - Chapter 20 of the General Statutes, if an element of the offense involves impairment of the defendant, or injury or death to the victim;
  - A valid protective order under G.S. 50B-4.1, including, but not limited to, G.S. 14-134.3 and G.S. 14-269.8;
  - Article 35 of Chapter 14 of the General Statutes (G.S. 14-269 through 14-277.8), if the elements of the offense involve communicating a threat or stalking; or
  - An offense that triggers the enumerated victims' rights, as required by the North Carolina Constitution.*

** This final category of offenses against the person, set out in G.S. 15A-830(a)(6a)g., appears to apply the CVRA to offenses that fit the constitutional criterion of Article I, § 37(a), a "crime … against or involving the person of the victim," but are not otherwise enumerated in the list above. Which additional offenses satisfy that criterion would appear to be a case-by-case determination by the officials with assigned duties under the CVRA.*

INFORMATION FOR VICTIMS

CRIME VICTIM RIGHTS

As a victim of crime, you shall be treated with dignity and respect by the criminal justice system. The North Carolina Constitution guarantees the following rights:

- The right upon request to reasonable, accurate, and timely notice of court proceedings of the accused.
- The right upon request to be present at court proceedings of the accused.
- The right to be reasonably heard at court proceedings involving the plea, conviction, sentencing, or release of the accused.
- The right to receive restitution in a reasonably timely manner, when ordered by the court.
- The right to be given information about the crime, how the criminal justice system works, the rights of victims, and the availability of services for victims.
- The right upon request to receive information about the conviction or final disposition and sentence of the accused.
- The right upon request to receive notification of escape, release, proposed parole or pardon of the accused, or notice of a reprieve or commutation of the accused's sentence.
- The right to present the victim's views and concerns in writing to the Governor or agency considering any action that could result in the release of the accused, prior to such action becoming effective.
- The right to reasonably confer with the prosecution.

PRETRIAL RELEASE

- Upon arrest, a defendant has the right to pretrial release through a bond or special conditions set by a magistrate or judge.
- To obtain information regarding custody status changes and criminal case information, visit www.ncsavan.org or call 1-877-627-2826.

VICTIM'S COMPENSATION

Victims Compensation Services reimburses citizens who suffer medical expenses and lost wages as a result of being an innocent victim of a crime. A claim must be filed within two years to receive compensation. For more information, go to www.ncdps.gov (Crime Victim Compensation) or call 1-800-826-6200.

LAW ENFORCEMENT SERVICES

- Should you need medical assistance resulting from this crime, law enforcement can provide the proper information.
- If you receive a threat, immediately call the law enforcement agency and prosecutor assigned to your case.
- Any stolen or other personal property that has been seized shall be expeditiously returned when it is no longer needed as evidence.
- If an arrest is made in your case, law enforcement will notify you. If you are not notified within six months of the reported crime, you may contact:

Law Enforcement:

District Attorney:

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GREENSBORO POLICE DEPARTMENT
VICTIM INVESTIGATING AGENCY ARREST NOTIFICATION

Agency Case Number _____

(If GPD Investigation)

Victim's Name _____

Victim's Address

_____

_____

_____

(OR)

Investigating Agency (If other than GPD Investigation) _____

_____

_____

Please be advised that _____

(Arrestee)

has been arrested by Officer _____

(Officer's Name)

Pursuant to a warrant(s) which was issued in connection with the above referenced criminal case.

The arrest was made on _____ at _____in_____, NC.

(Date) (Time) (City)

The Charge(s): ☐ ☐

_____

_____

_____

The Bond has been set by a Guilford County Magistrate at $_____

(OR)

Arrestee was released by the Magistrate upon a written promise to appear in court.

☐

This notification is made in accordance with North Carolina General Statute 15A-831(b). For information about the arrestee's custody and conditions of release, please contact the Guilford County Jail at (336) 641-6726 or go to the Guilford County Jail Inmate search at: http://inmatesearch.guilfordcountync.gov/.

POLICE
POLICE OFFICER
GREENSBORO
POLICE

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Chapter 20

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POLICE
POLICE OFFICER
GREENSBORO
POLICE

TITLE: COMPLAINT/SERVICE REQUEST PROGRAM	NUMBER 20.1
EFFECTIVE DATE: 09-01-94	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-94)	

20.1.1 PURPOSE

Citizens often pass on requests or complaints to Police employees concerning City services. In order to easily and effectively handle a citizen's request or complaint, the Complaint/Service Request Program allows the employee to easily record and forward this information to the proper department or division.

The Complaint/Service Request form will not be used for complaints against employees or their conduct or to communicate lengthy information of an investigative nature when a memorandum would be more appropriate.

20.1.2 PROCEDURE

A Police employee, upon receiving a complaint, comment, request, or suggestion from a citizen concerning a City service, will complete a Complaint/Service Request form and distribute as follows:

- If the request involves Police services, the form shall be forwarded to the appropriate Police unit.

- If the request involves services rendered by other City agencies, the form should be forwarded to the appropriate City department.

TITLE: COMMUNITY BAROMETER REPORT	NUMBER 20.2
EFFECTIVE DATE: 08-25-2018	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-1994) R5/08-25-2018	

20.2.1 PURPOSE

The Greensboro Police Department is sensitive to actions, practices, and attitudes that may contribute to community tensions and grievances. By recognizing such problems at an early stage, preventive action can be taken by the agency that might well deter greater problems in the future.

20.2.2 REPORTING

A Community Barometer Report should be prepared on any incident that is observed by or reported to any Departmental employee which may indicate community tension or grievances.

Employees are to report any incident, regardless of how minor it may seem, that may have an impact on community affairs. The Community Barometer Report is not a public document. Therefore, officers may freely report information they receive.

20.2.3 PROCEDURE

The Barometer Report Form is located on PowerDMS under the Documents tab in a folder labeled "Administrative". The employee preparing the Barometer Report will download a copy of the Report and prepare the document filling out all relevant information, including specifying all incident/conflict types related to the event reported. The completed Report will be "saved as" by the nature of the incident or conflict. In those incidents involving multiple incident/conflict types, the employee will utilize the most serious incident/conflict type in this heading.

The completed Barometer Report will be entered onto GPDNET in the "Barometer Reports" folder under the "Alerts" header no later than the end of the reporting employee's tour of duty. The Report will be entered utilizing the case number, the address of the incident and the nature of the incident or conflict. In those incidents involving multiple incident/conflict types, the employee will utilize the most serious incident/conflict type in this heading.

In addition, the employee will send an email message to the "All Police" distribution list via Outlook, stating that a Barometer Report has been entered and attaching the Report for review. Barometer Reports will remain on GPDNET for archival purposes for the time period specified by the North Carolina Records Retention Schedule.

Any follow-up action taken by any officer or unit must be reported, in written memorandum, to the Chief of Police, and distributed by email in the same manner as above.

TITLE: NEWS MEDIA RELATIONS	NUMBER 20.3
EFFECTIVE DATE: 01-03-2017	PAGE 1 OF 8
REVISION HISTORY: (Adopted 09-01-1994) R6/01-03-2017	

The Greensboro Police Department recognizes the need for open, direct communication between the Department and the news media. A cooperative relationship between the Department and the news media will enhance dissemination of objective, factual information without infringing upon the guaranteed rights and privileges of individuals. While all records of criminal investigations and criminal intelligence information are not public record under state law, the policy of this Department is to maintain a professional, cooperative relationship with the news media. Any release of information must comply with pertinent state law, particularly North Carolina General Statute 132-1.4, "Criminal Investigations; Intelligence Information Records". Information regarding juvenile investigations is regulated by Departmental Directive 12.9, Juvenile Law and Procedures.

20.3.1 POLICY

It shall be the policy of the Greensboro Police Department to cooperate with representatives of the news media in a professional manner. No employee will willfully delay, hamper, or interfere with any member of the news media who is lawfully gathering information or reporting an event, subject to the conditions of this directive. To the extent practical, the Department's Public Information Officer (PIO) shall respond to, and coordinate media responses to requests for information and interviews. Members of the department are encouraged to submit story ideas and requests for media coverage to the PIO. However, members shall not arrange for media coverage before coordinating with the PIO. Should media arrive at a police station or any place GPD officers routinely work to conduct an interview or film/photograph without prior coordination through the PIO, the department member should call the PIO before consenting to the interview.

20.3.2 PUBLIC INFORMATION OFFICER – DUTIES AND RESPONSIBILITIES

The PIO shall serve as the primary media contact during normal business hours, Monday through Friday, from 0800 to 1700 hours. The PIO shall act as a liaison between the Department and the media on matters described in 20.3.5.2. The PIO shall respond to questions from the media or refer them to the appropriate person or agency. Duties of the PIO include, but are not limited to:

- Assist news personnel in covering routine stories.
- Coordinate Ride-Alongs for media representatives.
- Respond to incident scenes during major incidents and natural disasters as described in 20.3.5.4 and/or when media presence interferes with the conduct of an investigation, and/or becomes burdensome to the incident commander.
- Coordinate with unit commanders and assigned investigators in the release of designated public information.
- Prepare and distribute press releases for the following incidents:
  - Officer involved shootings
  - Murder/manslaughter
  - Any incident that has the potential to bring discredit to the department
  - Bombs, bombings, explosions
  - School shooters
  - Riots, civil disturbance incidents
  - Natural disasters
  - Any unusual occurrence that captures media attention

- Prepare media advisories in accordance with the Greensboro Communications Style Guide.
- Coordinate and direct news conferences held by the Department. The PIO will prepare statements for media events; however, designated uniformed/ sworn officers will often serve as the primary spokespersons during media events.
- Issue temporary media passes when necessary.
- Assist other city departments with joint media releases and news conferences as directed by the Chief of Police.
- Actively seek newsworthy or interesting facts about Department personnel and programs and coordinate the issuance of proactive, positive stories about the Department, its members and employees.
- Coordinate the release of authorized information concerning confidential Departmental investigations and operations.
- Develop monthly public awareness campaigns with corresponding key messages and media products.

20.3.2.1 WATCH OPERATIONS SPECIALIST– DUTIES AND RESPONSIBLITIES

The Watch Operations Specialist is designated as the primary public information source for routine operational occurrences. The Watch Operations Specialist will:

- Gather facts concerning current newsworthy police investigations and prepare and disseminate news releases within 90 minutes of the initial call for service. (See section 20.3.5.6-20.3.5.8 for guidelines on what is/is not releasable.) The following types of investigations should be considered newsworthy:
  - Homicides or Suspicious Deaths
  - Aggravated assaults that result in serious injury
  - Fatal traffic crashes
  - Traffic crashes that result in road closures
  - Any event that significantly affects public safety
  - Robberies and burglaries likely to generate significant public interest
- Assist news personnel in covering routine news stories, as long as such assistance does not hamper watch operations. In these instances, the watch commander shall notify the PIO and request PIO support.
- Notify the PIO of AMBER and Silver alerts.
- The Watch Operations Specialist will post press releases on GPDNET after they are distributed to the media.
- Include the PIO in notifications of Negotiations Team and Special Response Team call-outs.

20.3.2.2 WATCH COMMANDER – DUTIES AND RESPONSIBILITIES

The Watch Commander shall serve as the Department's primary public information officer during periods other than Monday through Friday, 0800 hours to 1700 hours. Duties of the Watch Commander (as it relates to the public information function) shall include, but are not limited to:

- Assist news personnel in covering routine stories and at incident scenes unless/until such assistance interferes with the conduct of the investigation. In these instances, the watch commander shall notify the PIO and request PIO support.
- Coordinate with unit commanders and assigned investigators in the release of designated public information.
- Assist Watch Operations personnel with preparing and distributing press releases and media advisories in accordance with the City of Greensboro Communications Style Guide.
- Issue temporary media passes when necessary.

- Maintain communications with field/incident commanders during major incidents and natural disasters as described in 20.3.5.4.until the arrival of the PIO.

20.3.5 RELEASE OF INFORMATION TO THE NEWS MEDIA

20.3.5.1 General Guidelines

- The Department shall strive for the prompt release of information to the public by way of the media on matters affecting public safety. To this end, when circumstances warrant a press release, the responsible person shall distribute it as soon as the facts are known, but not more than 90 minutes after receiving the initial report.
- Media requests for information or interviews should be coordinated through the PIO when practical. Members may provide accurate, factual information relating to general inquiries from the media regarding law enforcement functions as it pertains to the scope of the member's normal duties. Members may elect to refer press inquiries to their supervisor or the PIO and should do so if uncertain about what information can or cannot be released. Members shall never represent opinion as fact.

20.3.5.2 Information to be Referred to and/or Released by the Public Information Officer

The following is a listing of information that will be referred to the Public Information Officer for appropriate response:

- All inquiries relating to Departmental policy or criticisms of the Department that require an official response
- Requests to film police facilities and/or personnel for the purpose of advertisement and/or television/film productions
- Information contained in draft publications and Departmental memoranda
- Any inquiry in which a member is uncertain about what information is or is not releasable to the public
- Those criminal incidents which, due to their nature, affect on the public, or the notoriety of the alleged suspect/victim/witness, could be reasonably assumed to attract wide media interest
- Actions or incidents that have the potential to bring discredit to the Department
- Major incidents as contained in 20.3.5.4.
- Crime trends or analysis

All information regarding internal discipline, internal investigations, personnel matters and complaints against Departmental members shall be released only by the direction of the Chief of Police or his designee, in accordance with North Carolina General Statute 160A-168, "Privacy of Employee Personnel Records", unless otherwise authorized by the City Manager and approved by the City Council. This statute provides that information about City employees which may be made public is limited to the following:

- Name
- Age
- Date of original employment or appointment to the service
- Current position title
- Current salary

- Date of each promotion, demotion, transfer, suspension separation, or other change in position classification
- The office to which the employee is currently assigned
- Date and general description of the reasons for each promotion
- Date and type of each dismissal, suspension, or demotion for disciplinary reasons. If the disciplinary action was dismissal, a copy of the written notice setting forth the basis of the dismissal

20.3.5.3 Other Releases

Information relating to police personnel recruitment, training requirements, and general personnel related materials may be released by Resource Management Division, the Training Division or the PIO during normal business hours.

Information relating to criminal investigations, except those noted in 20.3.5.2, may be released through the investigative unit assigned or the PIO.

The Resource Management Division and Research, Planning, and Analysis Division, or the PIO may release information relating to statistical, budgetary and planning issues or other administrative reports. The releasing division shall copy the PIO in these instances.

Crime Stoppers may routinely release flyers soliciting information to solve crimes.

20.3.5.4 Release of Information During a Major Incident

Field supervisors, Watch Commanders, and assigned investigators on the scene of major incidents, such as homicides, accidents involving serious injuries, barricaded suspects, or crimes-in-progress situations may respond to immediate questions from the media.

Due to the nature of the situation, the Watch Commander may request a call-out of the PIO. If the Command Post is activated under the incident command system, the PIO shall be notified.

When called to the incident scene, the PIO will assume responsibility for coordinating media requests, assisting command personnel with public statements to the media, and keep command personnel informed of media activities.

In the aftermath of a large-scale natural disaster, the PIO shall coordinate Departmental relations with the media, schedule briefings, prepare releases, and when required, arrange for site tours.

20.3.5.5 Information Which Must Be Made Public

Unless release or disclosure of a particular item of information would endanger the safety of a person involved in an investigation or would endanger the successful completion of an investigation or a related investigation, the following information must be made public under state law:

Arrest Information

- The time, date, location, and nature of a violation, or apparent violation, of the law reported to a public law enforcement agency.
- Except for juveniles, the name, sex, age, address, employment, and alleged violation of law of a person arrested, charged, or indicted.

- The factual circumstances surrounding an arrest, including the time and place of arrest, whether the arrest involved resistance, possession or use of weapons, or pursuit, and a description of any items seized in connection with the arrest.

Incident Information

- The contents of "911" and other emergency telephone calls received by or on behalf of public law enforcement agencies, except for such contents that reveal the name, address, telephone number, or other information that may identify the caller, victim, or witness. Media representatives may request these recordings by calling Guilford Metro 911 at 336-373-4545.
- The contents of "911" and other emergency telephone calls received by or on behalf of public law enforcement agencies, except for such contents that reveal the name, address, telephone number, or other information that may identify the caller, victim, or witness. Media representatives may request these recordings by calling Guilford Metro 911 at 336-373-4545.
- Recordings from any mobile video recorder (in car or body-worn types) of vehicle stops in traffic enforcement are generally public record. The Department must obtain a court order to avoid release. Please inform the Police Attorney if such protection is necessary.
- The contents of communication between or among employees of public law enforcement agencies that are broadcast over the public airways.
- The name, sex, age, and address of a complaining witness unless identified on a 911 or other emergency telephone call. Note: this information may be withheld if release is likely to pose a threat to the health or safety of the witness, or compromise the investigation or operation.

20.3.5.6 RELEASE OF INFORMATION – MINORS (Under the age of 18) and JUVENILES (Under the age of 16)

The name, address, or telephone number of any juvenile may **not** be released in the following situations:

- When the juvenile (under 16) is suspected or accused of being delinquent or undisciplined, including traffic offenses.
- When the minor is the victim of a criminal offense. When the minor is the victim of a criminal offense or is the complaining witness, his or her name and address may be withheld only if, as determined by the investigating officer, release would likely pose a threat to the mental health, physical health, or personal safety of the complaining witness or materially compromise the continuing or future criminal investigation or criminal intelligence operation. The investigating officer shall note on appropriate reports that such name and address is to be temporarily withheld from public disclosure and shall also notify the Watch Operations Center to withhold disclosure.
- When the minor is the victim of neglect, dependency, or child abuse, except in cases of death or, due to neglect or abuse as described in NCGS 7B-2902(a)(3). In these cases, the release of information will be coordinated by the supervisor of the Juvenile Services Squad.
- When the juvenile is a witness to an incident, except in the case of a traffic crash.

If a juvenile is a driver involved in a reportable traffic crash, his name, address, etc., can be included as part of the traffic crash report. If the juvenile is charged with a traffic offense, this information will not be included in the arrest portion of the traffic crash report. Rather, the arrest information will be included on a separate supplementary investigative report.

20.3.5.7 RELEASE OF INFORMATION - ADULTS

The following information pertaining to adults is public record:

- The name, age, address, and similar background information of a person who has been charged, arrested, or cited for a violation of any criminal statutes or ordinances.
- The text, substance, or nature of the charge.
- The circumstances surrounding an incident or arrest, such as the time, location, pursuit, possession or use of a weapon and a description of any items seized in connection with the arrest, as long as the release of such information does not jeopardize the investigation.
- The name, address, sex, and age of a victim, unless the investigating officer determines release would likely pose a threat to the mental health, physical health, or physical safety of the victim-complainant, or materially compromise a continuing or future criminal investigation or criminal intelligence operation.
- The classification of injury (such as minor, serious) and hospital to which transported.
- Department of Corrections intake photos.
- Prior criminal record.
- Additional information, which may assist in an investigation, such as alerts for individuals or vehicles.

20.3.5.8 INFORMATION NOT TO BE RELEASED

The following information pertaining to adults may not be released:

- The name or address of any witness to an incident other than the complainant except in the case of traffic crashes. The name of a complainant shall be withheld from public disclosure if the threat conditions listed in 20.3.5.7, bullet #4 exist.
- The name or address of a deceased person will not be released until the next of kin has been notified. When a reasonable effort to locate the next of kin has failed, the Commanding Officer of the division actively involved in the case may release the information regarding the deceased. This restriction may be waived in unusual circumstances by the Commanding Officer of the division actively involved in the case, or by the Chief of Police or his designee.
- The existence of any confession, admission of guilt, statement made by the accused, or refusal to make a statement. However, a spontaneous utterance in the presence of the public *is* releasable.
- The results of any examinations or tests conducted, or refusal of the accused to submit to any tests or examinations
- Opinions regarding the guilt, innocence, character or reputation of the accused
- Opinions regarding the merits of a case or quality of evidence
- Information obtained from other law enforcement agencies without their concurrence in releasing the information

20.3.5.9 RELEASE OF INFORMATION- COMMERCIAL ENTITIES

The business name, address, and type of crime committed against it may be released. The amount of money robbed from a bank is generally not released. Additional information which may assist in an investigation, such as alerts for individuals or vehicles, may be released. Video surveillance images may be released if it has the potential to aid in the investigation.

20.3.6 INFORMATION TO BE RELEASED BY THE CHIEF OF POLICE

Press conferences shall be made when necessitated by specific occurrences or at the discretion of the Chief of Police. The Chief of Police and/or his designee shall preapprove all press conferences.

20.3.7 IDENTIFICATION OF MEDIA REPRESENTATIVES

Members of the Department shall require adequate identification of media representatives prior to permitting access to controlled and/or secured areas. For the purpose of this directive, media representatives shall include reporters, photographers, camera operators, and other media personnel.

Press credentials or media identification are the responsibility of the individual media representative. Media representatives participating in the Citizen Ride-Along Program will display their press credentials or otherwise be identified to persons dealing with an officer in the course of an investigation. In the event the media representative is not affiliated with a corporate outlet (e.g. a free-lancer, blogger or social media writer), the PIO will issue a media pass.

20.3.8 MEDIA REPRESENTATIVE AT SCENE

All requests for information from media representatives at the scene of an ongoing police investigation or operation shall be directed to the officer in charge or PIO, who will provide essential, factual information within the guidelines established by this directive. The officer in charge or PIO may delay providing information to media representatives when an emergency exists.

Media representatives should be told why the delay is necessary and provided the appropriate information once the emergency is over.

20.3.9 ACCESS TO CONTROLLED AND SECURED AREAS

For the purpose of this directive, controlled areas are defined as areas not open to the public or unauthorized persons. The Crime Lab, Evidence Room, the Logistics Section, Vice/Narcotics, Guilford Metro 911, the Records Management Section, and Assembly or Lineup areas are examples of controlled areas.

Media representatives may not be admitted to these areas except upon express approval of the Chief of Police or his designee.

Secured areas are defined as locations secured as crime or incident scenes. Upon request media representatives shall be furnished access to locations secured as crime or incident scenes, unless the presence of media representatives seems likely to endanger the successful completion of the police operation, the preservation and collection of evidence, or the life of another person. When access to these areas is initially denied the media representative, the officer in charge should explain the reason and allow access as soon as practical.

No media representative shall be denied access to an area solely on the basis of the representative's own personal safety. In those circumstances where apparent danger exists, the media representative should be advised of the risk and then allowed access.

Members of the Department will not authorize media representatives to enter private property. The private citizen having control of the property may allow access. The officer in charge of the scene will not authorize media representatives to enter the interior of privately-owned structures where the controller of the property is not available to permit or deny entry.

No member of the Department shall attempt to deny or restrict media representatives or the public from taking photographs of an area (other than the interior of a private residence) or an individual. No member of the Department shall deliberately pose a person under police control for photographs or filming.

Departmental members may feel certain photographs will be repulsive or degrading to individuals; however, the media agencies are responsible for determining what to print or televise.

Officers with a media representative present as a participant in the Citizen Ride-Along Program will ensure that the representative's presence or actions do not violate the conditions and restrictions of this directive.

20.3.10 MEDIA REPRESENTATIVES NOT EXEMPT FROM LAWS

In recognizing the media representative's primary responsibility to report newsworthy incidents by obtaining information and photographs, officers should not unnecessarily obstruct the reporter in the pursuit of this function. However, members of the news media are neither implied nor expressly exempt from municipal, state, or federal laws.

Pertinent information, including photographs, may be released in the case of a juvenile runaway or missing person with permission of parent or guardian.

20.3.11 CHANGES IN POLICIES AND PROCEDURES

It shall be the policy of the Greensboro Police Department to involve the news media in the development of changes in policies and procedures relating to the news media. The Chief of Police will solicit input from members of the media prior to making substantial changes in the news media policy.

20.3.12 NEWS RELEASES INVOLVING MULTI-AGENCIES

In matters involving mutual efforts of the Greensboro Police Department and other departments or agencies, the department or agency in charge shall make the release of information. The PIO will serve as a liaison between the Departments, other City departments, and/or outside agency PIOs in the development of procedures for releasing information in mutual aid situations.

20.3.13 DELAYED RELEASE OF INFORMATION

Whenever the name and address of a complaining witness is initially withheld pursuant to this directive, the currently assigned investigating officer shall ensure that once the condition justifying the temporary withholding has ceased to exist, the information becomes available for public disclosure.

TITLE: RIDE-ALONG PROGRAM	NUMBER 20.4
EFFECTIVE DATE: 04-08-2019	PAGE 1 OF 4
REVISION HISTORY: (Adopted 09-01-1994) R5/04-08-2019	

20.4.1 GENERAL POLICY

In order to promote a better understanding of its mission and operation, the Greensboro Police Department will offer a ride-along program to allow citizens to observe police operations from an internal perspective by riding with on-duty police officers and crime scene investigators. The program is intended to be an educational tool for participants and is designed to acquaint citizens with the complexities of police work. Each participant is under the direct and complete control of the officer to which assigned.

Assignments and activities of citizens authorized to participate in this program will be limited to, and conform with, the conditions and regulations set forth in this Directive.

20.4.2 PROGRAM ADMINISTRATION

The Watch Operations Specialist is responsible for initial screening and assignment by Division of participants. All requests to participate in the program will be coordinated through the Watch Operations Center. Requests can be initiated online via the Department's website, by phone, or in person at the Watch Operations Center. Participants should provide at least five business days advance notice before they wish to ride and will be contacted by phone once they are approved or denied for the ride-along.

The Watch Operations Specialist will conduct an inquiry into the applicant's suitability to participate in the program. The background check will include searches in RMS, including P2C and the merged names files; NCAWARE; NCIC Wanted Persons files; and the Watch Operations files on rider history.

The Watch Operations Specialist may deny an applicant when there are reasonable and documentable circumstances which indicate that such participation would not serve the best interests of the Department. Applicants for the ride-along program can be denied for a number of reasons including, but not limited to, the following:

- having any prior criminal felony charges or serious misdemeanor charges for sexual-related offenses, family violence, weapons violations and other serious and/or violent offenses;
- being on a ban list for specific properties;
- having a documented gang history;
- filing a lawsuit that is pending against the Department or City;
- being impaired;
- having negative character references from departmental employees; and
- during times the Department faces staffing issues.

The Watch Operations Specialist will ensure that a liability release form is properly completed and signed by the participant (if required), and will be responsible for maintaining all records pertinent to the operation of the program.

The affected field supervisor will be responsible for designating the officer to which the participant will be assigned.

Each participant is under the direct and complete control of the officer to which assigned. An officer experiencing difficulty with a participant has the prerogative to discharge the rider at the Watch Operations Center. In such cases, the officer will explain the circumstances to the Watch Operations Specialist, the Watch Commander, and to the officer's supervisor.

Should a situation arise that would expose the participant to undue danger, an officer will exercise appropriate discretion with regard to the safety of the participant. The officer may temporarily discharge the passenger at a suitable location while responding to and handling the incident. The officer's supervisor shall be notified of such action.

Citizens are permitted to participate in the Department's ride-along program once every 12 months, unless otherwise approved by the Chief of Police or his designee; however, City Council members, City employees, credentialed members of the news media, interns and Police Explorers may ride more than once per year, provided they comply with the rest of this Directive.

In as much as participants reflect the professionalism of the Department, participants should conduct themselves in a civil and courteous manner at all times. Suitable dress and personal hygiene are required. Riders must wear comfortable, business attire, which includes neat jeans, khakis or dress pants and collared shirts, turtlenecks or sweaters. Prohibited are ripped jeans, revealing clothing, open-toed shoes, shorts, T-shirts, beachwear, leggings, athletic wear, law enforcement clothing or equipment, or clothing items with advertising or inflammatory images or statements. Participants cannot carry weapons during the ride-along.

The Chief of Police, Bureau Commander and/or the Watch Commander have the authority to deviate from the policies contained in this directive if deemed necessary to meet the needs of the Department.

20.4.3 RESTRICTED ACTIVITIES FOR ALL PARTICIPANTS

All persons authorized to ride in police vehicles or alongside bicycle officers will participate in a passenger/observer capacity only. Participants are not permitted to take part in any police action, assist in conducting investigations, or perform any other police task or function. Participants are not allowed to accompany an officer inside a residence while the officer is serving a warrant for arrest or a search warrant. Participants may be denied access to private property and other areas at the discretion of the officer or where a citizen has a reasonable expectation of privacy unless they have the explicit consent of the citizen. Participants are not permitted to take photographs or use recording devices during the ride-along.

Participants are not permitted to operate any police vehicle; handle or possess firearms, mace, other weapons or police equipment (except sworn officers with concurrent jurisdiction); or use the communications system except in the event of extreme emergency. The participant shall not have access to or view any information provided by the MCT. Officers that have ride-along participants shall make every effort to lock or secure their MCT from participant's view while alone in the police vehicle.

20.4.4 ASSIGNMENT RESTRICTIONS FOR ALL PARTICIPANTS

Participants must be at least 18 years old. The only exception to this age requirement is for Police Explorers who must be at least 14 years old or by approval of the Chief of Police or his designee. Police Explorers may participate in a manner consistent with the procedures established for the Explorer Program. A parental consent liability release form is required for participants in this category.

Assignments will normally be limited to uniformed call-answering officers. Requests to ride in other units require prior approval by the appropriate Division Commander.

Participants will be issued a temporary citizen observer identification card. This card shall be worn by each participant and visible to the front at all times. Cards can be obtained at the Police Watch Operations Center at Police Headquarters and shall be returned to Watch Operations at the end of the ride-along.

Whenever possible, participants will be assigned to officers of the same sex. With the exception of National Night Out, spouses and fiancés of Departmental employees will not be assigned to the same duty hours as their spouse or fiancé.

Absent prior approval by the Watch Commander, the Watch Operations Specialist will limit participation in the program to six people per day as follows:

Private Citizens –Four
All other categories –Two

The Watch Commander may approve additional riders at any time.

Requests will be handled on a first-come/first-served basis.

Additional conditions and restrictions for specific classes of participants are set forth in the following sections.

20.4.5 PRIVATE CITIZENS

This category includes individuals requesting to ride for the purpose of broadening their general knowledge of the police functions and students with an academic need to observe police activities.

Participation in a vehicle ride-along will be limited to a maximum of one six-hour ride-along, one time every 12 months, between 0700 and 0200 hours.

A signed liability release form is required for participants in this category.

20.4.6 PUBLIC SAFETY PERSONNEL AND CITY OF GREENSBORO EMPLOYEES

This category includes persons employed in a public safety capacity by the City of Greensboro or other jurisdictions, City of Greensboro employees, Members of City Council, Police Explorers and interns assigned to the Police Department.

Requests must be forwarded through and approved by the individual's supervisor.

No liability release form is required for Departmental employees; a signed liability release form is required for all other participants in this category.

No restrictions are placed on the number, time, or duration of ride-alongs in this category.

20.4.7 MEMBERS OF THE NEWS MEDIA

This category includes full-time credentialed members of a news media organization. All media ride-alongs should be coordinated through and approved by the Public Information Officer.

A signed liability release form is required for participants in this category.

No restrictions are placed on the number, time, or duration of ride-alongs in this category.

20.4.8 BICYCLE RIDE-ALONGS

Residents requesting a bicycle ride-along must have successfully completed the bicycle ride-along training offered by GPD. Participants will receive a certificate of completion attesting that they have taken the training.

Participation in a bicycle ride-along is limited to four hours, between 0700 and 2300.

TITLE: BICYCLE REGISTRATION PROGRAM	NUMBER 20.5
EFFECTIVE DATE: 08-23-2018	PAGE 1 OF 1
REVISION HISTORY: (Adopted 09-01-1994) R4/08-23-2018	

20.5.1 PURPOSE AND ADMINISTRATION

An actively administered bicycle registration program serves to benefit the Department and the community through a reduction in bicycle thefts, a more expedient return of recovered or found bicycles, and improved community relations.

The Special Operations Division is responsible for the administration of this program.

20.5.2 REGISTRATION PROCEDURE

Individuals may request that a bicycle be registered in person, by telephone, through the internet or by mail. Appropriate application forms are available from the Special Operations Division, or can be found on the Department's public website.

The bicycle registration form is located in the PISTOL Records Management System and on the GPD public website. The form will be completed by Departmental personnel upon receiving a completed application. A copy of the completed registration form will be provided to the person registering the bicycle, along with an adhesive sticker to affix to the bicycle frame.

Bicycle registration information is available to Departmental personnel in the Records Management Section.

TITLE: EDUCATIONAL INTERNSHIP PROGRAM	NUMBER 20.6
EFFECTIVE DATE: 08-06-2014	PAGE 1 OF 2
REVISION HISTORY: (Adopted 09-01-1994) R6/08-06-2014	

20.6.1 INTRODUCTION

The purpose of the Educational Internship Program is to provide students meaningful real-world experiences in their field of study through work at the Greensboro Police Department. Interns are not limited to Criminal Justice majors. An internship is defined as unpaid career experience required as part of a school curriculum for academic credit.

In cooperation with area colleges and other institutions of higher learning, the Department will consider a limited number of educational internship placements during each college semester.

20.6.2 RESPONSIBILITIES

The Community Relations Coordinator shall:
- serve as the proponent for this program
- foster relationships with educational institutions to promote the program
- accept and review internship applications
- place interns based on the needs of the organization and the skills and desires of the applicant
- welcome interns to GPD, explain program requirements, get interns their badges, and have them sign non-disclosure statements
- in coordination with division commanders, select the day for round robin familiarization of each division, and develop the round robin schedule for the day
- submit student evaluations to the schools
- ensure GPD's website content about the internship program is accurate

Resource Management Division shall assign investigators to conduct background checks on applicants.

The Hiring Selection Committee shall review internship applications and either accept or reject intern applications.

Supervisors of interns shall:
- provide meaningful work for the students
- discuss and approve a formal project for the student to complete
- keep track of student's time
- complete required student evaluations and provide them to the Community Relations Coordinator

Select division commanders shall be prepared to host a group of interns for a day and provide them with an overview of the division's functions and the roles of the people who perform these functions. This round robin familiarization provides interns with a glimpse of how each division contributes to fighting crime. As an example: all interns assigned to GPD for the semester will visit CID from 0900-1030, then one patrol division from 1100-1200, then OSD from 1300-1430, then Forensics from 1430-1700.

All employees shall encourage interested college students to apply for the educational internship program.

20.6.3 INTERNSHIP GUIDELINES

In order to be eligible for an internship, the student must agree to dedicate a minimum of 175 hours to the program, even if the academic institution requires less hours for course credit.

Students accepted for participation in the Educational Internship Program are not considered employees and shall have no right to such typical employee benefits as wages, sick leave, paid vacation, workmen's compensation, or any other benefits or compensation generally associated with an employer/employee relationship.

As part of the internship program, students shall:
- complete a minimum of 4-hour ride-along
- audit a Greensboro Police Academy class for a minimum of 2 hours (if in session)
- attend two structured information sessions designed to give interns an overview of GPD
- complete an approved project such as: research, community outreach, problem-oriented policing project, public service campaign, etc.

Time spent on ride-alongs, auditing classes, and attending the information session counts towards the 175 hours requirement.

A student may be terminated from the internship program for misconduct and/or failure to progress in an approved project. Supervisors shall discuss performance shortfalls with the Community Relations Coordinator before dismissing the student.

20.6.4 ASSIGNMENTS

If qualified candidates apply for the educational internship program, the Divisions listed below can expect to host one student per semester:
- Each Patrol Division
- Criminal Investigations Division
- Operational Support Division
- Forensics Services Division
- Public Information
- Information Technology

Exceptions to this can be granted by the Bureau Commander before the interns are allocated for the semester. Nothing prohibits a Division from asking for more interns if suitable work is available.

TITLE: COMMUNITY ENGAGEMENT	NUMBER 20.7
EFFECTIVE DATE: 02-18-2019	PAGE 1 OF 3
REVISION HISTORY: (Adopted 01-16-2015) R1/02-18-2019	

20.7.1 GENERAL

The Greensboro Police Department recognizes the value of creating and participating in events and programs that promote positive interaction between Police Department employees and members of the community. The ultimate goal of community engagement is to strengthen our relationship with the public while creating safer neighborhoods.

Additionally, outreach efforts are essential to:

- Building trust and confidence in GPD.
- Educating the public on crime and safety topics.
- Preventing or resolving potential and actual areas of conflict.
- Creating mutually-beneficial partnerships to make the city safer.
- Enlisting the public's assistance in reducing crime, solving problems, and improving quality of life.
- Supporting our philosophy of openness and transparency.
- Making employees more personable and approachable to the people we serve.
- Mentoring youth.

The purpose of this Directive is to ensure coordinated, professional community outreach efforts that support departmental goals and make maximum use of our resources.

20.7.2 RESPONSIBILITIES

The Chief of Police sets the priorities for community engagement efforts, determines what civic programs should be supported department-wide, and authorizes various types of compensation for employees who participate in certain programs or events.

The Community Engagement Director shall review community outreach efforts proposed by the department to ensure they are in compliance with the spirit of this Directive and are operationally feasible. The Community Engagement Director has the authority to approve, disapprove, or modify community outreach efforts.

The Community Engagement Director and the Division Commanders shall look for and propose community outreach efforts that support division and department goals. As part of the planning process, departmental employees shall use the GPD Community Engagement Form.

Supervisors:

- Shall encourage employees to participate in community outreach efforts.
- Prepare co-workers for their role as an ambassador for the Department.
- Ensure time devoted to these programs is properly recorded in a manner consistent with Departmental Directive 3.1.

Every employee:

- Will look for opportunities to create or expand community outreach efforts and propose such ideas through the chain of command.
- Get approval from their immediate supervisor prior to making a commitment to participate during their work day.

- Honor the commitment to the department and the agency and represent GPD in a professional and personable manner.
- Will either self assign and clear or notify communications of the assignment by radio.
- If fulfilling a Speakers' Bureau request, follow up with the Office of Community Engagement with feedback and event attendance.

The Community Engagement Director shall:

- Serve as the proponent for this Directive.
- In coordination with the Community Relations Specialist and Division Commanders, evaluate the potential impacts, benefits, and disadvantages of proposed community outreach efforts.
- In coordination with the Community Relations Specialist, provide guidance and recommendations on how to maximize the effectiveness of outreach efforts.
- Collaborate with the Division Commander to set the conditions for programs and events to be professional and beneficial for GPD and the attendees.
- Plan and organize programs that promote positive relations between GPD and the public.
- Liaison with partners in the community, serve on boards and commissions that benefit the department, and liaison with the Police Foundation.
- Maintain a list of department supported community outreach programs.
- Oversee Social Media sites and the GPD website as an engagement tool
- Evaluate the effectiveness of outreach efforts.

The Community Relations Specialist shall:

- Serve as GPD's primary advisor for community outreach programs.
- In coordination with the Community Engagement Director and Division Commanders, evaluate the potential impacts, benefits, and disadvantages of proposed community outreach efforts.
- Plan and organize programs that promote positive relations between GPD and the public.
- Coordinate departmental and community resources to execute approved programs and events.
- Coordinate the Speakers' Bureau.
- Evaluate the effectiveness of outreach efforts.

20.7.3 PROCEDURES

GPD participates in a myriad of programs that support our community engagement goal. A list of approved community outreach programs is maintained by the Community Relations Specialist. This list is posted on GPDNET in the following location: Click "Community Engagement" from the menu on the left side of the GPDNET Home page, scroll down to "Community Engagement Documents" and click on the file labeled "Approved Community Programs."

Division Commanders are encouraged to augment these programs with community outreach efforts tailored to meet the needs of the populations they serve~~,~~ or to address specific crime or quality of life issues. Division Commanders (or their designees) shall meet with the Community Engagement team to fully develop the proposal and prepare a detailed plan. This plan will include a cost/benefit analysis, anticipated duration/recurrence of the event, and recommendations from the Community Engagement team on how to maximize the effort, including how it may relate to other proposed plans or existing programs. After this coordination, the Community Engagement Director with the Division Commander shall brief the Bureau Commander on the outreach effort.

Problem-oriented policing campaigns and tactical operations that focus on arrests are not considered community outreach efforts.

Attachment: GPD Community Engagement Form

GREENSBORO POLICE DEPARTMENT
Community Engagement Form

Point of Contact (POC) for the event:

POC Phone Number: **POC Email address:**

Sponsoring Division:

Name of event/speaking opportunity:

Date(s) of Event: **Times of Event(s):**

Location (Address):

Description of the Event (2 or 3 sentences at most):

Outside Partners:

Number of Potential Participants:

Ages: *Check all that apply.*	Young Children	School Aged Children	Teenagers
	College Students	Adults	Senior Adults

Program Goals: *Check all that apply.*

Positive police/community relations	Expanding community partnerships
Professional development	Meeting community needs (basic or social need)
Police recruitment effort	Community requested program
Volunteer recruitment effort	Education for community
Crime reduction through NOP	Other :

Resources needed:

# of Officers	# of Vehicles	Handouts
# of Volunteers	McGruff	Promotional items

Other needs:

Cost:

Funding Source:

Sponsor/Outside Funding:

Would you like help planning from OCE:

Division XO Division Commander Bureau Commander OEC Chief of Police

TITLE: VOLUNTEER PROGRAM	NUMBER 20.8
EFFECTIVE DATE: 01-01-2020	PAGE 1 OF 2
REVISION HISTORY: (Adopted 08-16-2017) R2/01-01-2020	

20.8.1 PURPOSE

The Volunteer Program is intended to assist the Greensboro Police Department as it offers an opportunity for new relationships with local residents through the engagement of departmental volunteers with the various communities within the City. Volunteers will assist the Department with enhancing its services and afford an opportunity for those volunteering to use their skills and talents while supporting their local police department.

The Greensboro Police Department Volunteer Program will be comprised of non-sworn volunteer personnel. The goal of the program is to leverage the knowledge and experience of interested citizens and retired GPD personnel. The GPD volunteer will assist the agency through non law enforcement activities. Volunteers will supplement the Department's goals through outreach and engagement and will complement the activities of the Office of Community Engagement (OCE) in that manner.

20.8.2 PROGRAM DESCRIPTION

Greensboro Police Department volunteers will be assigned to non law enforcement duties which are commensurate with their personal abilities and experience. Any training required for their assigned tasks will be provided by the Division to which the volunteer is assigned. GPD volunteers may assist the Department at any time which fits their personal schedule, or may be requested to assist at specific times in a designated capacity.

Volunteers are not provided any GPD uniform or other clothing or equipment items. Volunteers will wear business casual clothing and ensure their departmentally issued ID is visibly displayed while engaged in volunteer activities. The Division Commander over the volunteer may allow or require deviation from this standard mode of dress.

The hours worked by a volunteer will be coordinated and managed through the OCE. Hours will be tracked on an online system by the individual volunteer. Retired Training and Standard instructors who wish to volunteer as a means of keeping their instructor certification will have their hours managed and coordinated by the Training Division based upon the overall instructor needs of the Department.

20.8.3 VOLUNTEER APPLICATION PROCESS

The following is a list of steps in the application process for all volunteers:

- The applicant will submit a Volunteer Application to the OCE.
- The OCE will review the application and make a preliminary determination of the applicant's suitability as a GPD volunteer.
- The Chief of Police, or designee, will make the final decision on the applicant.

Volunteers may be terminated without formal process by the Chief of Police, or designee.

20.8.4 VOLUNTEER OPPORTUNITIES

A listing of approved volunteer opportunities will be maintained by the OCE. The following list is not all-inclusive:

- Explorer Leader
- Lunch Buddy Program
- Jr. Achievement
- School Reading programs
- Elder Outreach programs
- Chaplain
- Role players for academy recruits
- Community outreach programs
- Walk and Talks
- Operation Yuletide
- National Night Out
- Speaker Requests