
CARY POLICE DEPARTMENT
Cary, North Carolina

GENERAL ORDERS

CHAPTER 4 ENFORCEMENT

4.04 Patrol Procedures

The Cary Police Department will standardize selected patrol functions and procedures in order to ensure uniformity of operations within the Department's patrol component and to provide consistent, effective service to the citizens of Cary.

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Definitions

Patrol - The deployment of officers to suppress and prevent criminal activity, investigate offenses, apprehend offenders, and furnish day-to-day police services to the community

Patrol Team- a number of officers associated together by District, shift and assignment

Platoon- The combination of all Field Operation teams working a similar work schedule

Sector - A geographical area assigned to an officer for patrol responsibilities

District - A grouping of sectors within a geographic area, designated for the purpose of command management

Watch Commander – Coordinates and oversees the daily activities of the Field Operations Bureau during their shift, in addition to responding to critical incidents which may require an Incident Commander

Field Interview - The questioning of a person by officers due to the reasonable belief that the person may have committed, may be committing, or may be about to commit a crime; or belief that the person may present a hazard; or belief that the interview may have a preventative effect

Preliminary Investigation - Generally, the information collected by officers upon their initial

response to an incident

Follow Up Investigation - The extension of a preliminary investigation for which the purpose is to gain additional information

Police Hazard - A situation, person, property, or location that may induce an incident requiring police action.

Automatic Vehicle Location (AVL) – A device attached to the mobile data computer that sends the vehicles coordinates back to the Computer Aided Dispatch (CAD) software.

Body Worn Camera (BWC) – is an “on-the-body” video and audio recording system assigned to an officer as an additional means of documenting specific incidents.

Recorded Media – Refers to audio-video signals recorded on CDs, DVDs, and hard drives.

Mobile Video Recording (MVR) Equipment – Equipment installed in a vehicle and issued to an officer that captures audio and video signals, including at a minimum a camera, microphone, recorder, an identifying fob, and monitor.

Rapid Fingerprint Identification Devices (RFID) – RFID’s are portable devices designed to be used in the field. These devices will digitally capture one of more fingerprints from an individual and then will electronically search for them in the arrest fingerprint card files of the City-County Bureau of Identification.

Patrol Functions

Following are the primary functions of patrol:

- Crime prevention
- Response to calls for service
- Investigation of crimes, offenses, incidents, and conditions, including the apprehension of offenders
- Investigation of traffic accidents
- Traffic direction and control
- Maintenance of public order
- Provision of emergency services
- Prompt and accurate reporting of incidents
- Development of relationships between citizens and the Department

Goals and Objectives

Prior to the beginning of each calendar year, District Commanders will develop written goals and objectives relating to the performance of the patrol component. These goals and objectives will be submitted to the Chief of Police as part of the Operations Bureau budget plan for the fiscal

year. Goals and objectives will be measurable and will be disseminated to all patrol officers following review and approval by the Chief of Police.

Organization and Administration

The Operations Bureau Commander supervises three District Captains and five Watch Commanders. District Captains supervise District Sergeants and Corporals. Patrol Lieutenants, serve as Watch Commanders who coordinate and oversees the daily activities of the patrol component.

In order to provide continuous service to the citizens of Cary, the patrol component operates on a 24-hour basis. Personnel are assigned to rotating shifts, which overlap by design to provide sufficient manpower during shift changes and to provide additional coverage during times of peak activity.

Staffing

When assigning officers to patrol teams, District Commanders make provisions for equity among teams based upon district needs, levels of experience, and specialty training. At the discretion of the District Supervisor staff, officers are assigned to a specific district and sector during a given shift, taking into consideration staffing needs, manpower availability, minimum staffing levels, and other such requirements. Officers may be temporarily assigned to other Districts to assist in unforeseen staffing issues as coordinated by the on-duty Watch Commander.

Officers are assigned to a particular sector for an indefinite time period in order to enhance accountability and allow officers to become better acquainted with persons, businesses, and hazards within their sector.

Under normal conditions, each patrol district should have all sectors covered. At the District Captains discretion, minimum staffing levels may be altered to accommodate unforeseen circumstances.

Leave Time and Minimum Staffing

The following criteria will be used in order to grant non-emergency leave for Patrol Officers and District Supervisors.

- Patrol Officers: a maximum of two officers may be scheduled for planned leave for each team's workday. All patrol sectors are to be staffed. If necessary, a Corporal may be used to achieve the required staffing level.

- Supervisory Staff: a maximum of two supervisors may be scheduled for planned leave for each team's workday with the approval of the District Captain. A team may be supervised by a District Captain, a District Sergeant, or a District Corporal provided that the Corporal acting as the team Sergeant is not filling a Patrol Officer position to reach minimum staffing.

A Corporal may switch Districts for supervisory purposes.

- Leave requests will be considered based upon minimum staffing needs of the team and the order in which the request was made.

Shift Briefing

Shift briefings for patrol officers will be conducted at District Offices. The purpose of shift briefings is to provide officers and supervisors the opportunity for face-to-face communication and to keep officers up to date between formal retraining sessions. To ensure that constant coverage is maintained and that officers are on and off duty at the appointed times, shift briefings should be no longer than 20 minutes in duration.

The content of shift briefings will be determined by District Supervisors to include the following:

- Information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations
- Notification of changes in schedules and assignments
- Notification of new directives or changes in existing directives
- Legal updates and other topics as needed
- Information from staff meetings

Information will be disseminated using a variety of instructional methods including handouts, verbal presentations, and videos. District Supervisors will evaluate the effectiveness of shift briefings and may call a district meeting of all officers if the need arises.

Coordination Between Units

In order to facilitate the accurate exchange of information between and among patrol teams and other Department teams, the following may be used:

- Briefings by supervisory personnel from the previous shift
- Shift briefing information notebook
- Computer printouts detailing prior shift activities
- Electronic messages to affected personnel
- Attendance by supervisory personnel at Division and Department staff meetings

Response to Calls

Calls of a routine nature will require the response of one patrol officer, unless additional units are requested by the initial officer or supervisory personnel. The following situations will require a response by two or more officers:

- Assault on an officer
- Domestic disturbance in progress
- On-scene arrest for a felony or violent misdemeanor
- Resistance to arrest
- Crime(s) in progress
- Fleeing suspect
- Armed robbery alarm

These situations are intended only as a guide for response by patrol units, and should not preclude additional units responding to situations not specifically listed. A District Supervisor will respond to the following incidents for the purpose of assuming control at the scene:

- Death
- Rape involving injuries
- Serious assault
- Armed robbery
- Bombing or bomb threat
- Serious motor vehicle accident involving injuries
- Any other major incident in which patrol officers may require supervisory assistance

Nothing will preclude a District Supervisor or Watch Commander from taking command of an incident if deemed necessary.

Investigations

Patrol officers will routinely be assigned responsibility for the preliminary investigation of all reported incidents. The Criminal Investigations Division will not be prohibited, however, from initiating cases and conducting preliminary investigations as necessary.

Patrol officers will retain responsibility for initial and follow-up investigations of misdemeanor and some felony crimes unless otherwise directed by their commanding officer.

A detective will be notified in any of the following incidents:

- Criminal homicides or deaths (Note: In cases where there is an attending physician or where the patient is receiving Hospice care the Criminal Investigation Division supervisor should be consulted. The Criminal Investigation Division supervisor will determine if it is necessary for a detective to respond to the scene)
- Forcible or attempted forcible rapes
- Aggravated assaults that may result in death

- Armed robberies, commercial or residential
- Arson or suspicious burnings
- Bombings or other suspicious explosions
- Any other serious criminal incident that the Watch Commander or District Supervisor believes would benefit from a detective's assistance

The Patrol District Supervisor is responsible for requesting a detective's assistance. The detective will respond to the request unless the Criminal Investigations Division Commander, Criminal Investigations Lieutenant, or Criminal Investigations Team Supervisor deems otherwise based upon the specific circumstances of each incident.

Investigative responsibility for felony investigations will be referred to the Criminal Investigations Division unless the District Supervisor is able to determine that:

- Immediate clearance is highly probable
- The patrol team has sufficient manpower to dedicate the necessary personnel to the situation
- The circumstances have been discussed with all applicable personnel and it is determined that no detrimental effect on the case is likely.

A District Supervisor's decision to have patrol officers continue an investigation will also be based on these additional factors:

- Nature of the offense
- Investigating officer's schedule
- Ability of the officer(s) involved
- Manpower requirements of the team

Radio Procedures

Each officer engaged in a field assignment will have constant access to radio communications. Each patrol officer will be equipped with an 800 megahertz portable transceiver for use while on duty.

All radio traffic by patrol units will be brief and concise. Units will use plain language in transmissions. Patrol units will be identified by corresponding shift and by sector designations.

While on patrol, officers will operate radios in the primary frequency mode (Channel 1) unless otherwise instructed or requested to use another frequency.

When answering the radio, officers will respond by giving the following information:

- Their unit number

- Their geographic location to the nearest cross-streets

Officers will notify the Communications Center of their status when:

- Arriving at the scene of an incident (done with MDC)
- Making vehicle stops
- Approaching suspicious persons
- Completing an assignment (done with MDC)
- Calling in or out of service
- Changing locations
- Changing radio frequencies

Officers will keep the Communications Center informed regarding changes in the nature of a call in order to ensure officer safety and to expedite the efficient handling of incidents.

Automatic Vehicle Location

The department has adopted the use of AVL data to accomplish the following objectives:

- To enhance officer safety
- To better coordinate unit response to emergency calls
- To better manage officer locations in large scale events and setting up perimeters
- To protect officers from false allegations

AVL Operator Responsibilities:

The officer's Mobile Data Computer is set up with the ability to transmit location data back to CAD. Before launching the MDC software, the officer will plug the GPS antenna into a working USB port and allow 60 seconds for the drivers to load. The officer will then launch the MDC software. When logging into the MDC software, the officer will fill in the Radio ID, Beat/Zone, District, and Vehicle box. The officer will ensure their GPS is working. If the GPS unit is not working the officer will immediately report it to their supervisor.

Supervisor Responsibilities:

Supervisors will ensure their personnel are using the GPS. Supervisors receiving reports of malfunctioning GPS units will inform the CAD/MSAG Specialist and their supervisor.

Mobile and Body Worn Audio /Video Recording Equipment

The department has adopted the use of MVRs and Body Worn Cameras (BWCs) to accomplish the following objectives:

- To enhance officer safety
- To accurately capture statements and events during the course of an incident
- To enhance the officer's ability to document and review statements and actions both for internal reporting requirements and for courtroom preparation/presentation

- To evaluate officer performance and to provide an impartial measurement for self-critique and field evaluation
- To capture visual and audio information for use in current and future investigations
- To protect officers from false allegations of misconduct
- To deter officer misconduct

Access and Review of Recorded Images

Access to recorded media by department employees is determined by the MVR/BWCs server through the department's secure password protected network. Only designated employees may access recorded media. Officers may access and review their own recordings, and supervisors may review all recordings. The MVR/BWCs server will be located in the department's evidence room.

MVR/BWCs equipment will be used only for legitimate law enforcement purposes in accordance with applicable law and departmental policy. Any portion of video/audio that records events surrounding a violation of the law (which includes a crime or offense prosecutable in the criminal courts in North Carolina or in the United States, or an infraction) is considered a record of a criminal investigation, as described in N.C. G.S. 132-1.4, and not a public record, as deemed in N.C.G.S. 132-1.

Any portion of video/audio that is used to subject an employee to departmental disciplinary action is a part of the employee's personnel file as defined in N.C.G.S. 160A-168, and is open to inspection only as provided by that statute.

Media Duplication and Retention

All MVR/BWC recorded images and files are the property of the department and dissemination outside the agency is strictly prohibited without specific authorization by the Field Operations Bureau Commander or designee, unless the copy is produced and disseminated as a result of subpoena or directive from the District Attorney's Office (See Operational Protocols for further). Except as authorized by this policy, copying, reproduction, or display of recorded images and files or any segment thereof generated by the department must be authorized by the Operations Bureau Commander or designee. In such cases, any department officer may make the copy.

At the conclusion of trial proceedings or as otherwise authorized by the District Attorney's Office for which the media was required, the investigating officer will submit all copies to the Records Custodian for further storage. Destruction of recorded media will be accomplished through the normal evidence destruction process.

Retention periods for recorded media will be according to the computer system settings established by the department, but under all circumstances will be for a minimum of thirty (30) days. Copies of recorded media will be maintained by Records, and marked the same as any other form of documentation. Officers will not possess copies of recorded media without authorization from the Operations Bureau Commander or designee except as necessary to comply with subpoenas/directives from competent authority.

If any person is injured during a recorded incident, the recorded media will be maintained for at least three years and one month from the date of the recording. A copy will be made and retained by the CAD/MSAG Specialist.

The Professional Standards Bureau Commander may view, copy and maintain any recorded media file during the course of an internal investigation. The copy will be maintained as a part of the administrative file.

The Training Coordinator may view any recorded media believed to be of value for training purposes. If a recorded media file is determined to be of value for training purposes, will not be required as evidence, and is not the subject of an administrative investigation, the Training Coordinator may copy and retain the file with other training resources. These recordings will be used exclusively for training within the department.

MVR / BWC Equipment

No MVR/BWC equipment (audio and/or video) will be used in any department vehicle or worn by any officer unless owned and installed by the department according to the manufacturer's recommendations.

MVR equipment will automatically be activated when the vehicle's emergency equipment (lights and/or siren) is in operation. Emergency response requires activation of appropriate emergency equipment, which will include MVR equipment. The MVR may also be activated by manually pressing the record button or turning on the wireless microphone transmitter.

The MVR/BWC may be deactivated during non-enforcement activities such as protecting accident scenes from other vehicular traffic to conserve recording times and when consulting with other officers or supervisors. The intention to stop the recording will be noted verbally before deactivation.

MVR/BWC equipment, including the wireless microphone, will be activated by all officers, whether primary or secondary, during all occurrences of the following:

- Traffic stops, including but not limited to traffic violations, stranded motorist assistance and crime interdiction stops
- Pursuits
- Vehicular code responses
- Prisoner transports
- Civil unrest
- Investigative actions such as field interviews and suspicious persons/vehicles
- Any situation or incident that the officer, through his/her training and experience, believes should be audibly and visually recorded
- At the direction of any Supervisor

MVR/BWC Operator Responsibilities

Only those officers who have received specialized instruction and demonstrated proficiency in the proper operation and use of MVR equipment and have been issued an identifying fob will be authorized to operate such equipment for enforcement purposes. BWC's do not have an identifying fob and will be downloaded at the end of each officer's shift. The care and security of MVR/BWC equipment is the responsibility of the officer and the officer assigned to the vehicle. Such equipment will be maintained and operated according to the manufacturer's recommendations.

Prior to the beginning of each shift, the assigned officer will perform an inspection to ensure that the MVR/BWC is performing in accordance with the manufacturer's recommendations covering the following:

- The remote audio transmitter has an adequate power source, is connected to the recording equipment, and is functioning properly to remotely activate the system.
- The camera lens and windshield are free of debris, and the lens is facing the intended direction.
- The recording mechanism is capturing both audio and visual information.

Any malfunctions of the MVR/BWC equipment will be reported to a supervisor who will decide if the unit should be placed in service. Prior to placing the unit into service, the officer will report to the immediate supervisor the malfunction, damage or theft of any MVR/BWC equipment. Such damage or malfunction will be reported to the CAD/MSAG Specialist for repair. The supervisor will determine if the vehicle will be placed into service. If the vehicle/unit is placed into service without an operating MVR/BWC, the Communications Center will be notified.

Officers will observe the following general procedures to ensure that the MVR/BWC equipment will properly record traffic stops or other enforcement/investigatory actions undertaken in the field:

- The video camera will be properly positioned and adjusted at the correct viewing angle to visually record the events.
- The MVR/BWC will not be deactivated until the vehicle stop or other enforcement action is completed, including the transportation of prisoners.
- The BWC and wireless microphone will be worn the entire shift.
- The wireless microphone will always be turned on in order to provide audio recording as well as video recording during MVR activation, except as is authorized in this directive.
- The BWC and wireless microphone will remain activated at all times during citizen contact to provide narration with the video, and the recording will not be stopped, paused or otherwise interfered with until the investigative action is complete.
- The MVR/BWC will remain activated, video and audio, during the duration of all Emergency Responses until the investigative action is complete.
- Officers will ensure they have adequate storage capacity for recorded media to complete

their shift and will ensure files are transmitted once each tour of duty.

- Under no circumstances will an officer be required to terminate the recording of an event except as directed by a supervisor.
- BWC will not be used in any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room.
- BWC will not be used for the purpose of recording communication between police personnel without the permission of the Chief of Police
- BWC will not be used when engaged in personal activities

Operational Protocols

Officers will review the recordings when preparing written reports of events to help ensure accuracy and consistency of accounts.

With the exception of police radios, officers will ensure that the volume from other electronic devices within the police vehicle does not interfere with MVR/BWC recordings.

Officers do not have the capability of erasing, altering, reusing, modifying or tampering with MVR/BWC recordings due to the computer system settings established by the department.

MVR/BWC recordings will be copied onto a CD or DVD and submitted to Records to be held for criminal prosecution at the direction of the District Attorney's Office, or when the officer reasonably believes the recording is necessary for court purposes. Officers should follow the District Attorney's office policy regarding MVR/BWC recordings availability for court.

Supervisory Responsibilities

Supervisors will conduct a documented review monthly of no less than 12 recorded media for each officer under their direct supervision in order to:

- Assess officer performance
- Assure proper functioning of MVR/BWC equipment
- Determine if MVR/BWC equipment is being operated properly
- Identify recordings that may be appropriate for training
- Ensure that personnel who are newly assigned MVR/BWC equipment are operating it within departmental policy.

However supervisors need to be knowledgeable of their officer's activities, especially relative to critical incidents. Supervisors will review video, when it exists, in all incidents involving pursuits, response to resistance and aggression, and formal complaints. Minor infractions discovered during the routine review of recorded media will be viewed as training opportunities and not as routine disciplinary matters. Should the behavior or action become habitual after being informally addressed, the appropriate disciplinary or corrective action will be taken. Any incident or action of a more serious nature may be immediately considered for disciplinary action.

Supervisors receiving reports of malfunctioning MVR/BWC equipment will inform the CAD/MSAG Specialist and their supervisor.

Field Interviews

Officers are authorized to conduct investigative stops and interviews based upon reasonable suspicion. An individual's actions, attitudes, demeanor, or location may warrant an investigative stop. When making an investigative stop, officers will present a professional, courteous manner.

Officers will not stop and question individuals based solely on a common trait of a group, commonly known as "bias based profiling." Bias based profiling includes, but is not limited to race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group or any other identifiable group.

An officer who stops and questions a suspicious person is encouraged to complete a Field Interview Report. District Supervisors, Criminal Investigations Division Commanders and Supervisors will review Field Interview Reports on a daily basis. Information from Field Interview Reports will be available for review by the Criminal Investigations Division for investigative purposes. Field Interview Reports will be maintained for further reference.

Probationer Contact

Patrol Officers are authorized and encouraged to seek out and speak to probationers in a coordinated effort within their District. Officers are to remain polite and cooperative and keep in mind that during a consensual encounter, the probationer has the same rights as a regular citizen, and may refuse to answer your questions or end the contact. Probationer contacts should be documented with a Field Contact report. The purpose of the Probationer Contact is to gain information on the probationer (employment, vehicles, associates, etc) that may assist in future investigations. Any violations that are discovered during the contact should be reported to the probationer's probation officer, which can be determined through CJLEADS.

Encounters with probationers from outside of Cary should also be documented in a Field Contact for future investigative leads and to share with probation officers for possible violations.

Probation contacts with validated gang members will be conducted by members of Services Bureau if available.

In a situation where there is a reasonable suspicion that a probationer is engaged in criminal activity or is in possession of a firearm, explosive device, or other deadly weapon listed in G.S. 14-269 without written permission of the court, a warrantless search of the probationer and vehicle (if being driven) is allowed, based on G.S. 15A-1343(b)(14). In most situations, probable cause to charge a probationer with an arrestable offense should result in the probationer's arrest

and notification to the appropriate probation officer.

Informants

Patrol officers are encouraged to cultivate and use informants as part of the police function. (See 6.05 [Confidential Funds and Sources of Information](#))

Identification of Police Hazards

Information pertaining to hazards requiring immediate attention will be reported immediately by the observing officer via radio to the Communications Center. Considering the degree of hazard, information regarding the situation will be relayed promptly to the appropriate sector officer or other personnel capable of handling the matter. When appropriate, information regarding hazards will be furnished to other patrol teams for dissemination at patrol briefings.

Additional methods used for dissemination include shift briefings, posting information on bulletin boards, providing the Communications Center with the necessary information, and issuing memoranda to the affected units.

Police Ride-Alongs

Individuals from the following groups may be allowed to ride with patrol officers in order to become familiar with Cary Police Department patrol practices and procedures:

- Interns
- Citizens Police Academy Participants
- Applicants
- CAP Team Members

Others may petition the department for a ride-along. A ride-along may be granted at the discretion of the Chief of Police based on their qualified reason for requesting a ride-along (including, but not limited to, CALEA Assessors, graduate students performing research for their thesis, administrators from other police agencies).

The Professional Standards Bureau Commander or designee must approve all applications for ride-alongs. Individuals who present with an obvious mental or physical impairment will not be approved for participation. No more than one ride-along participant may occupy a single police vehicle. Approval from the Watch Commander must be obtained before a ride-along is allowed on a particular shift, assignment, or with a particular officer. The District Supervisor will have the discretion to limit the duration, frequency, and number of ride-alongs based on personnel needs.

Individuals making application to ride along will:

- Complete, sign, and have notarized the approved departmental waiver form prior to the ride-along

- Must be 18 years of age
- Present a valid picture ID, such as a driver's license, of which a copy will be made and attached to the application

Waivers will be maintained active for a period of six months, at which time individuals who desire to ride along will be required to re-apply.

Prior to each ride-along, individuals will present their picture ID to the Assigned Officer, who will:

- Confirm the identity of the passenger (Ride-Along)

When riding with patrol officers, individuals will observe only. Individuals riding along:

- Have no police authority and are not allowed to actively participate in any patrol activity
- Will not operate any police vehicle, possess or handle any weapon, or use any police equipment
- May dress in casual attire, but must be neat in appearance; jeans, t-shirts, and athletic shoes are not appropriate
- Must comply immediately with all instructions given by the officer
- May be instructed in the operation of the police radio in case of emergency only
- Are required to remain in the police vehicle during traffic stops, domestic disputes, building searches, the service of a search warrant, the service of an arrest warrant, and in any other situation which the officer or District Supervisor deems unsafe or inappropriate. Ride-alongs will not accompany officers during execution of warrants in private homes or similar places where occupants may have a reasonable expectation of privacy.

Based upon the officer's evaluation of the rider's safety in any given situation, may not be allowed to continue riding with an officer when the officer must respond to the following:

- Vehicular pursuits
- Calls involving a suspect with a weapon
- Hostage/barricaded subject calls
- Any situation the officer or District Supervisor deems to be unsafe or inappropriate

Should a dangerous condition arise, the ride-along should be discharged at a safe location and arrangements made to pick up the ride-along as soon as the emergency subsides.

Patrol Vehicles

The operation and maintenance of patrol vehicles is governed by departmental policy and procedures. All patrol vehicles assigned for general patrol service are conspicuously marked in the following manner:

- Exterior-mounted emergency light bars

- Display of the Department's name

Patrol vehicles are equipped with blue emergency lights, siren, and alternating headlamps. Equipment maintained in each patrol vehicle includes:

- Trunk organizer
- Basic first aid equipment and CPR mask
- Two blankets
- Fire extinguisher
- Highway flares (12)
- Measuring device
- Reflectorized traffic vest
- Hazardous materials manual
- Seat belt cutter
- Extraction device
- Fuzzy friend
- Ripp Hobble
- Protective mask
- Rubber gloves
- Antibacterial handwash
- Police Line tape
- Leather Gloves
- Shoe covers
- Coveralls
- Town-Owned Cellular Phone

Vehicles designated for specialized purposes are exempt from these requirements.

Personal Equipment

The following equipment is issued to patrol officers for use while on duty:

- Winter and summer uniform shirts and trousers
- Raincoat
- Wintercoat
- Whistle
- Flashlight
- Uniform shoes
- Uniform hat
- Hat badge and breast badge
- Name plate
- Equipment belt
- Semi-automatic pistol and holster
- 25 rounds of ammunition, magazines, and pouch
- Shotgun or AR (as needed)
- Expandable baton and holder

- Handcuffs and case
- *Uniform Citation* pad and holder
- *Municipal Ordinance Violation* ticket book
- 800 megahertz transceiver and carrying case
- Bloodborne pathogen protective equipment
- Oleoresin Capsicum spray and holder
- Taser and holster

The Chief of Police, and Bureau Commanders may elect to carry only their sidearm and holster on their uniform belt. This provision will also apply to those personnel in specialized positions as authorized by the Chief of Police.

Body Armor

Body armor wear is mandatory for all uniformed officers in active field assignments, including District Supervisors and Watch Commanders.

Uniformed officers that primarily operate out of the main Police facility, and regularly occupy an assigned office are not considered to function in an “active field assignment” for purposes of this Order, thus body armor wear is optional.

Regardless of assignment, body armor is mandatory for all uniformed officers, District Supervisors and Watch Commanders when engaged in pre-planned, high-risk operations.

Body armor must be worn in accordance with the manufacturer’s guidelines.

The District Supervisor may make exceptions based upon an officer's particular assignment and on practical considerations such as climate and general working conditions. Such assignments may include:

- Bicycle patrol
- Motorcycle patrol
- Administrative duty
- Investigative duty
- School Resource Officer
- Town Council security
- Traffic direction for extended duration
- Searches for missing persons or evidence (excluding fugitive searches)
- Training duty, as allowed by the instructor
- Special events

Sworn personnel will be issued body armor by the Department. Issued body armor will meet the minimum specifications for Threat Level II and will be certified by the National Institute of Justice.

Notifying Next of Kin

When it becomes necessary to notify next-of-kin of persons deceased, seriously injured, or seriously ill, officers will follow these guidelines:

- Whenever possible, allow hospital medical personnel to make the notification; If the hospital is unable to do so, the highest ranking officer or designee should make the notification
- When practical, a Department Chaplain or other minister should be called to assist with the notification
- The same procedures should be used when an outside agency requests that a notification be made.

Other Notifications

The State Medical Examiner will be notified of all deaths not attended by a physician. If a Medical Examiner is needed at the scene, the investigating officer or supervisory personnel will arrange for such request to be made by the Communications Center. Medical personnel or personnel from an outside agency should not be used for this notification.

When situations arise that require assistance from Public Works, Public Utilities, or Street/Highway Department personnel, the officer in charge at the scene will make such requests through the Communications Center. Information regarding equipment needed and the nature of the problem should be provided to assisting personnel as soon as possible.

Should notification to the general public be required, such as a traffic detour, the Patrol District Supervisor and/or Traffic Safety Supervisor will work with the Town Public Information Officer to have necessary information relayed to local news and media services. Such notification will be provided at the earliest possible time in order to allow for a minimum of congestion or similar problems. Information pertaining to accidents may be released when necessary to assist in such circumstances.

Town-Owned Cellular Phones

Each patrol vehicle is equipped with a cellular telephone owned by the Town. The phone is shared between the officers assigned to that vehicle. The phone is to be used for business purposes only and is governed by the Technology Appropriate Use Policy (Policy Statement 113). These phones should not be used to send, nor receive, text messages.

Officers will maintain an up-to-date voicemail greeting to include the name of both officers assigned to that phone. Officers will check the voicemail frequently throughout their shift, and return calls promptly.

When the vehicle is parked and not in use between shifts, the phone should be placed out of public view, such as in the glove compartment or under the seat, to reduce the likelihood of theft.

Rapid Fingerprint Identification Device

If the search results in an identification of an arrest record, a photograph (if available) and demographic information of the identified individual is automatically transmitted to the officer's mobile data computer. Use of the RFID will not create a permanent record of the captured fingerprint image(s).

RFID's are designed to quickly and accurately determine the identity of an individual in the field in order to assist with official law enforcement purposes. It is important to understand that RFIDs are intended to be used as an investigative tool only and officers should not take enforcement action based solely on the results of an RFID inquiry.

RFID's are to be used only for law enforcement purposes and in compliance with state and federal laws. The use of an RFID should be limited to the following circumstances:

- When an individual is in custody for an offense(s) as defined in NCGS 15A-502.
- When an individual has given their consent.
- When the identity of an unconscious or deceased individual is unknown.
- When authorized by a court order, search warrant, or Non-Testimonial Identification Order.

Under no circumstances shall an officer force an individual to submit to the use of a RFID against their will. Officers shall not threaten or coerce an individual into submitting to the use of an RFID. Prohibited coercion includes, but is not limited to, telling the individual he or she will be arrested in he/she fails to give consent.

RFID's shall not be knowingly used on an individual who is believed to be less than 16 years of age.

References

- CALEA [1.2.9](#), [12.1.4](#), [15.1.1](#), [33.5.2](#), [41.1.1](#), [41.1.2](#), [41.1.3](#), [41.2.4](#), [41.3.1](#), [41.3.2](#), [41.3.4](#), [41.3.5](#), [41.3.6](#), 41.3.7, 41.3.8, [55.2.6](#), [81.2.3](#), 81.2.4, [81.2.5](#), 83.2.3