



# Carrboro Police Department



<b>Subject:</b> <b>Chapter 6: OPERATING PROCEDURES</b>		<b>Number:</b> <b>XII. Subsections</b>
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## **I. FIELD TRAINING PROGRAM**

All sworn personnel, including Part-time and Reserve Officers, will successfully complete a Field Training Program (FTP) before being released for solo patrol duty. The FTP will consist of multiple phases and involve the trainee officer being trained by at least two officers. Upon completion of the FTP, the trainee officer will be evaluated for release from the FTP. Any remedial training or other performance issues will be documented in the trainee officer's Daily Operations Report (DOR). The North Carolina League of Municipalities "Vehicle Operations Evaluation for Law Enforcement" form will be utilized in the final phase of the FTP to evaluate trainee officer's driving skills. If a trainee officer is unable to successfully complete the FTP, disciplinary action will be commenced up to, and including, termination.

## **II. HIGH-RISK VEHICLE STOPS**

### **A. Authorization of High-Risk Vehicle Stop**

- 1. A "high-risk" vehicle stop is appropriate when an officer has a reasonable belief that:
  - a. Any person within a suspect vehicle is in possession of, or has immediate access to, a dangerous weapon;
  - b. Any person within a suspect vehicle is subject to a lawful warrantless arrest for the commission of a felony offense or has an outstanding felony warrant on file;



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- c. The vehicle being stopped has been reported stolen; or
  - d. Other conditions exist which constitute a higher than normal threat to the safety of the officer or a member of the public such that a High Risk Stop is reasonably necessary.
2. The guiding principle of all high-risk vehicle stops must be safety. The safety of uninvolved citizens, participating Officers and occupants of the suspect vehicle is of paramount importance. Officers shall follow current Departmental procedures for conducting such stops. Officers are authorized to draw departmentally approved service firearms and point them at the occupant(s) of a suspect vehicle during a high-risk vehicle stop. Any use of force must be reasonably necessary under the circumstances and shall be governed by the policies and procedures of the Carrboro Police Department, and the Constitutions and statutes of the State of North Carolina and the United States.
  3. Officers shall advise Communications and the Patrol Supervisor when initiating a high-risk vehicle stop. High-risk stops shall be conducted with at least two police units, whenever possible. Other units may assist as needed. All high-risk vehicle stops shall be fully documented by the initiating member. Assisting Officers are also responsible for documenting their activity relevant to the high-risk stop. The Officer's Supervisor shall review all such documentation.

## B. High-Risk Vehicle Stop Procedures

1. An officer initiating a high-risk vehicle stop shall advise Communications of the stop along with a brief reason for the stop and the following information: location, suspect vehicle, and occupant information. The officer shall initiate the stop in the safest available location and, when possible, wait until a cover unit is present. A minimum of two officers must be present to effectively conduct a high-risk vehicle stop. Other available officers shall assist as directed by the patrol supervisor.
2. The officer initiating the stop (primary officer) is responsible for its operational direction and control. The primary officer shall retain operational control unless he is appropriately relieved by a superior officer. Cover officers (personnel directly assisting the primary officer) and officers assisting with perimeter or traffic control shall follow the



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primary officer’s directions. All officers participating in the stop shall attend to their area(s) of responsibility and communicate any observed threats to safety. During the stop, radio traffic should be kept to an essential minimum. The primary officer should assign a cover officer to handle relevant radio traffic.

3. All officers participating in the stop are authorized to draw departmentally approved service firearms and point them at the suspect vehicle occupant(s) located within an assigned area of responsibility. Any use of force must be reasonably necessary under the circumstances and shall be governed by the policies and procedures of the Carrboro Police Department, and the Constitution and statutes of the State of North Carolina and the United States.
  
4. When police vehicles and officers are properly positioned at the stop location, the primary officer shall address the suspect vehicle occupant(s). When practical, the primary officer should use a police vehicle’s public address (PA) system to address and direct the suspect vehicle occupant(s). The primary officer shall identify himself as a Carrboro Police Officer and direct the suspect vehicle occupant(s) to raise their hands and interlock their fingers behind their heads. The primary officer shall advise the suspect vehicle occupant(s) that they are being detained and that they must completely follow all subsequent commands. All such commands should end with the command, “Do it now!”
  
5. The primary officer shall then deliver clear and concise extraction commands to the suspect vehicle occupant(s). The occupant(s) shall be extracted, secured, and searched one at a time beginning with the driver and working left to right and front to back according to seating position. The occupant(s) should be directed to exit on the driver’s side, if possible. Officers should be particularly alert during extractions from two-door passenger cars and other vehicles which require occupants to lower at least one hand from view in order to let themselves out.
  
6. When an occupant has exited the suspect vehicle, the primary officer shall visually inspect the occupant while directing him to turn completely around with his hands raised. If no weapon is seen, the occupant shall be directed to walk backward toward the police vehicles with hands raised. If a weapon is seen, the occupant shall be told that officers have seen it and that any attempt to access it will require a lethal force response.



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7. The method used to disarm an occupant may vary, depending upon the immediate circumstances and the judgment of the primary officer.
  - a. The armed occupant may be directed to slowly grasp the weapon with his or her left thumb and index finger and hold it out to the side at arm's length. The occupant shall then be directed to kneel and lay the weapon on the ground. The occupant shall then be directed to stand and walk backward with hands raised.
  - b. If an occupant is armed with a visible firearm, the primary officer may elect to place him or her (along with any other suspect vehicle occupants) on the ground in a prone position. The occupant shall be directed to stretch his or her arms out to the side with palms turned upward and ankles crossed. When all occupants have been extracted and are on the ground in a prone position, the primary officer shall direct the cover officer(s) forward to handcuff, disarm, and search the occupants.
  
8. The primary officer shall assign one or more cover officers to handcuff and search each suspect vehicle occupant after extraction. Care and attention must be given to the search of any suspect vehicle occupant, particularly one known to be armed. All persons under detention shall be secured in a safe location, preferably a police vehicle. When possible, persons being detained should be kept apart. An available officer may be assigned to monitor persons being detained.
  
9. When all visible suspect vehicle occupants have been removed, the primary officer shall verbally challenge any potentially unseen occupant(s) to show himself. If this reveals another occupant, the extraction, handcuffing, and search procedures outlined previously shall be followed. If no response is received, no more than two cover officers shall be directed forward to visually clear the suspect vehicle. These officers must move forward carefully with service firearms trained on the suspect vehicle and alert for potential assault. They must be particularly aware of and avoid any cross-fire position. Any initial search of the suspect vehicle should be limited to a plain view protective sweep for persons, weapons or contraband. When the suspect vehicle has been cleared, the primary officer shall determine the necessity and legality of any further search. When appropriate, a warrantless search incident to arrest of the passenger compartment may be completed. A search may also be conducted pursuant to a search warrant or lawfully obtained



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consent. If an officer develops probable cause that there is contraband inside the vehicle and the stop of the vehicle is on a public vehicular area, a warrantless search may be conducted.

10. Occupants of the suspect vehicle who are not placed under arrest shall be detained no longer than is reasonably necessary under the totality of the circumstances.
11. The primary officer shall fully document the basis for the stop and events relevant to it. All assisting officers shall fully document their participation in the stop. All such documentation shall be reviewed by the Patrol Supervisor.

### III. CROWD CONTROL

This policy will ensure the Carrboro Police Department responds in an effective, efficient manner to acts of unlawful conduct during mass demonstrations in an effort to restore peace and order. It is the policy of the Carrboro Police Department that during mass demonstrations, the preservation of public peace shall be balanced against the constitutional rights of demonstrators to assemble peacefully and exercise free speech. The protection of life and property will be of the utmost importance in striking this balance.

#### A. Definitions:

1. Mass Demonstration: A large group of individuals gathered in a public location for the purpose of exercising constitutional assembly and speech rights in conformance with applicable statutes and ordinances.
2. Disorderly Conduct by an Assembly: As used herein, any act of Disorderly Conduct, as that term is defined at NCGS 14-288.4, by an assemblage of three or more persons.
3. Riot: A public disturbance involving an assemblage of three or more persons which by disorderly and violent conduct, or the imminent threat of disorderly and violent conduct, results in injury or damage to persons or property or creates a clear and present danger of injury or damage to persons or property (NCGS 14-288.2).

#### B. Procedures:



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1. The first officer to arrive at the scene of what appears to be a Mass Demonstration, Disorderly Conduct by an Assembly, or Riot will:
  - a. Observe the situation from a safe distance to determine if the assembly is violent or potentially violent, and to determine if the assembly appears to be unlawful;
  - b. Notify the telecommunicator of the nature and seriousness of the situation and request the assistance of a supervisor. **(The telecommunicator will immediately notify the Chief of Police and other command personnel of the situation).**
  - c. Attempt to identify crowd leaders and determine if any individuals are personally engaged in criminal acts, or are directing or inciting others to engage in criminal acts.
  
2. A supervisor shall respond to the scene and shall be the officer-in-charge (OIC) at the scene. Immediately upon his arrival the OIC shall communicate with the Chief of Police or his designee. Except in the case of an imminent, serious threat to public safety, or the safety of any person, no action shall be taken at the scene except with the approval of the Chief of Police or his designee. Once the OIC has received approval from the Chief of Police or his designee, the OIC will:
  - a. Attempt to have the crowd disperse if the disturbance constitutes Disorderly Conduct by an Assembly or a Riot as defined above, is minor in nature, and adequate resources are available. In no event shall the OIC seek to disperse a Mass Demonstration as defined above without the express permission of the Chief of Police or his designee;
  - b. Assess the number of personnel and equipment necessary to contain and/or disperse the assembly as necessary and immediately provide this information to the Chief of Police or his designee;
  - c. If directed by the Chief of Police or his designee, ensure that appropriate notification is made to outside agencies including the fire department, rescue squads, state and local law enforcement agencies, Sheriff's Office officials, and the jail/detention center;



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- d. Establish a temporary command post in reasonable proximity to the scene;
  - e. If the situation constitutes Disorderly Conduct by an Assembly or a Riot as defined above, establish an outer perimeter sufficient to contain the disturbance and prohibit entrance into the affected area. Such an outer perimeter will be established only upon the direction of the Chief of Police or his designee. A perimeter shall not be established when the situation appears to be a Mass Demonstration as defined above except pursuant to the express direction of the Chief of Police or his designee;
  - f. If the situation constitutes Disorderly Conduct by an Assembly or a Riot as defined above, and if necessary to protect safety, upon the direction of the Chief of Police or his designee, ensure that to the degree possible, uninvolved civilians are evacuated from the immediate area of the disturbance;
  - g. Ensure that surveillance points are established to identify agitators, those directing or inciting the commission of crimes, and individuals committing crimes, and to document and report events as they happen;
  - h. Establish a chronological log of activities to document and report events as they happen; and,
  - i. Establish a press area.
3. When adequate personnel and resources are in place, the OIC shall, upon express permission of the Chief of Police or his designee:
- a. Establish contact with crowd leaders to assess their intentions and motivations, as soon as conditions permit, to obtain firsthand knowledge of the crowd's mood and to facilitate negotiations and maintain the peace. If group leaders refuse to communicate and/or they violate state or federal law, they shall be the first to be arrested once the OIC determines that there is probable cause to believe a violation of federal or state law has been committed by the group leader. If feasible, Department's legal counsel should be contacted to assist in making this probable cause determination. Unless a group member's unlawful conduct poses an immediate



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and significant threat to the safety of any person, no arrest shall be made without the express permission of the Chief of Police or his designee.

- b. If the situation constitutes Disorderly Conduct by an Assembly or a Riot as defined above, upon the direction of the Chief of Police or his designee, communicate to the participants that their assembly is in violation of the law and command them to disperse immediately. This command should be given as follows and must be issued before any arrest for unlawful assembly is made:

***In the name of the State of North Carolina, I command you to leave this area and disperse.***

Such warnings shall be made from stationary vantage points, which are observable by the crowd or to a large number of participants. Additional warnings, if necessary, shall be given from Police Department vehicles, which move around the crowd and are equipped with public address systems. At least three (3) commands to disperse shall be given and made in a manner reasonably calculated to be communicated to the assemblage.

- c. If, after a reasonable amount of time following the final warning, the crowd continues in its refusal to disperse, the OIC shall, upon express direction by the Chief of Police or his designee, direct that the violators be arrested, or dispersal tactics implemented. If feasible and with time permitting, the OIC shall consult with Department's legal counsel prior to making these arrests or implementing dispersal tactics.
- d. The number of warnings given, the methods used, and the intervals between the warnings, as well as the intervals between the final warning and any order to arrest shall be recorded in the OIC's log. Documentation shall be made (pictorially via utilization of satellite imagery and/or aerial photography, if possible) of exit routes available to the crowd and the exits used by any persons who leave the area.
- e. In assessing the situation, the OIC should determine the direction in which the crowd is to move. A demonstrating crowd should not be dispersed into a business district or other area containing attractive



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looting targets. Crowd members should be driven away from such targets and toward an area where the physical features tend to break it up into small groups, or into open spaces.

- f. In no event shall the OIC, nor any other member of the Carrboro Police Department, seek to disperse a Mass Demonstration as defined above, without the express permission of the Chief of Police or his designee.
4. If attempts to disperse the crowd fail, upon the express permission of the Chief of Police or his designee the OIC will have officers begin to arrest crowd leaders, agitators and others engaged in unlawful conduct, pursuant to the provisions of Article 36 of Chapter 14 of the North Carolina General Statutes, or other applicable state or federal law. The OIC shall initiate additional procedures that:
- a. Ensure the availability of transportation for arrestees;
  - b. Ensure that a backup team of officers is readily available, should assistance be required; and,
  - c. Ensure that measures are taken in the event it becomes necessary to arrest numerous individuals over a short period of time. This includes arrest and transportation to a local detention facility or jail.
5. Force may only be used to disperse a crowd engaged in Disorderly Conduct by an Assembly or a Riot when the physical arrest of identified leaders and agitators fails to disperse the crowd. Except in the case of an imminent and significant threat to life or safety, force shall not be used to disperse any crowd without the express permission of the Chief of Police or his designee.
- a. Use of Chemical Agents:
    - 1) Chemical agents shall be used primarily as an offensive weapon for the purpose of dispersing illegally assembled crowds or to protect lives and property when the circumstances indicate that the use of chemical agents would be the most effective manner of accomplishing the objective. Before chemical agents are employed, the OIC



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shall ensure that avenues of escape are available to the crowd, and that officers will not be incapacitated by their use.

- 2) Except in the case of an imminent and significant threat to life or safety, the use of chemical agents must be approved by the Chief of Police or his designee.
- 3) Only specially trained officers previously selected for this task shall be allowed to carry and dispense chemical agents.
- 4) Chemical projectiles shall not be fired directly into a crowd.
- 5) All uses of chemical agents shall be reported by the OIC and included in the after-action report. The information contained in the report shall include: the circumstances which occasioned the use; the types and, as nearly as possible, the amounts of chemical agents used; the tactical results of use; and reports of ill effects other than normal irritation.

b. Use of Batons and Other Impact Weapons:

Batons and other impact weapons shall be used primarily as defensive weapons and pursuant to the Carrboro Police Department Use of Force policy. Because it is desirable to maintain a low profile during non-critical periods, care should be taken to avoid an aggressive or intimidating appearance through the inappropriate handling of these impact weapons.

c. Use of Canines:

The use of canines for crowd management purposes is prohibited, without the express permission of the Chief of Police or his designee.

6. The use of deadly force in situations involving crowds engaged in Disorderly Conduct by an Assembly or a Riot is governed by the Carrboro Police Department *Use of Force* policy.



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- a. Deadly force may only be used by officers to protect themselves or others from what reasonably appears to be the use or imminent use of deadly physical force.
  - b. The arbitrary use of return fire into a crowd is prohibited. Provided that an officer reasonably believes that it is necessary to do so to protect himself or others from a use or imminent use of deadly physical force, he may return fire, but only upon a clearly visible and identifiable target, taking due regard for the safety of innocent bystanders and the public generally.
  - c. If sniper fire is encountered or hostages taken, the Carrboro Police Department *Critical Incident Unit* policy will be followed.
7. When the disturbance has been brought under control, the OIC shall ensure that the following measures are taken:
- a. All personnel engaged in the incident shall be accounted for and personal injuries are assessed;
  - b. All witnesses, suspects and others are interviewed or interrogated; and,
  - c. All written reports are completed as soon as practical following the incident.
  - d. A comprehensive after-action report will be prepared, including but not limited to a review of each use of force and of each arrest.

## IV. OFFICER IN CHARGE

- A. At the scene of any incident, the Officer who first discovers the incident or who is assigned to the call for service shall be in charge of all other officers present and in charge of conducting any needed investigation or providing any services. Such officer shall remain in charge until specifically relieved by a Shift Supervisor or other Superior Officer.
- B. Any Officer in Charge who desires to summon an Investigator to the scene may do so, except no off-duty Investigator (even if on call) shall be summoned without securing approval to do so from the Shift Supervisor.



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- C. An Investigator who has been summoned to the scene of an incident becomes the Officer in Charge at the scene; however, the Shift Supervisor is still the ranking Officer on-duty and must be consulted concerning requests for additional personnel, etc.

## V. MOBILE COMPUTER TERMINALS

The Carrboro Police Department shall provide Mobile Computer Terminals to enhance communications capabilities and provide access to criminal justice information.

### A. Purpose

To provide administrative guidelines and procedures for Department members for the use of Mobile Computer Terminals.

### B. Definitions

1. Mobile Computer Terminal (MCT): An approved combination of a laptop computer and a modem, which allows a user to access the CJIN network.
2. CJIN (Criminal Justice Information Network). A system established by the North Carolina Department of Justice to develop and enhance a statewide system of communication.
3. DCI (Division of Criminal Information). State agency that regulates access and release of information.
4. CDMA Card (Code Division Multiple Access): Wireless communication technology used to facilitate data transmission.

### C. Use of Equipment and Software

1. All communications transmitted using the Mobile Computer Terminal must be duty-related and comply with the same quality standards as voice communications. Any electronic message containing slang or other language that could be reasonably construed as a slur or harassing message against any person or group is prohibited. No employee retains any expectation of privacy whatsoever in any communication transmitted or received using a Carrboro Police Department Mobile Computer



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Terminal.

2. Only those persons specifically trained in the proper use of the Mobile Computer Terminal, and certified through the Division of Criminal Information (DCI) to operate Mobile Computer Terminals through the North Carolina Criminal Justice Information Network (CJIN), are authorized to operate such equipment. No one may attempt to sign on to the CJIN system or the DCI network through a Mobile Computer Terminal unless first authorized and certified for DCI operation.
3. While the vehicle is in motion, officers shall only read the Mobile Computer Terminal screen or interact with the computer's keyboard, mouse or other peripherals when it can be done in a safe manner that does not interfere with the operation of the vehicle.
4. No one may attempt to install, delete, or modify any software or hardware associated with the Mobile Computer Terminal or the vehicle console without prior authorization from the designated System Administrator.
5. The CDMA Card shall be used for work purposes only.

D. Confidentiality

1. Any criminal justice information sent or received on a Mobile Computer Terminal is confidential and shall only be disseminated as directed by CJIN, DCI regulations and Departmental procedures.
2. No employee is authorized to release any information from databases and computer systems utilized in the performance of employment with the Carrboro Police Department unless specifically authorized by department policy, state and federal law, database-specific dissemination regulations, or explicit permission from a supervisor. These databases include, but are not limited to, CJLEADS, RMS, DCI, CAD, NCAWARE and any other database used for criminal justice purposes. Violation of this requirement may subject the employee to disciplinary action up to, and including, termination.

E. Management

1. All Mobile Computer Terminals shall be the administrative responsibility of the Terminal Agency Coordinator (TAC)



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designated by the Chief of Police.

2. The TAC shall be responsible for providing and coordinating training in the use of the Mobile Computer Terminal.
3. The Town IT Department will inspect each Mobile Computer Terminal and console for signs of damage or disrepair.
4. The TAC and designated staff may enter, review, and monitor information stored on Mobile Computer Terminals at any time without advance notice. No employee retains any privacy expectation whatsoever in any information stored on any Carrboro Police Department Mobile Computer Terminal, or in any communication transmitted from or received on any Carrboro Police Department Mobile Computer Terminal.
5. Supervisors shall inspect MCT's during regular vehicle inspections for signs of damage or disrepair.

## F. Security and Care of Equipment

1. Officers shall exercise special care in the use and handling of Mobile Computer Terminals to minimize excessive wear or damage.
2. Employees shall protect the security of the Department's electronic information by prohibiting access to their user password to any other person except as is necessary for Department operations.
3. At the beginning of each duty shift, the officer assigned to a Mobile Computer Terminal shall inspect the Mobile Computer Terminal for any signs of damage or disrepair and immediately report any findings to his supervisor and the Town IT Department.
4. At the conclusion of each duty shift, the officer shall properly shut down the Mobile Computer Terminal. If the vehicle is not parked in a secure garage, the MCT must be taken into the residence of the officer.
5. Officers shall keep the Mobile Computer Terminal LCD screen and keyboard clean. Do not use water or other household cleaners. Food and drink must be kept away from the Mobile Computer Terminal at all times. In the event of spillage, the officer shall:



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- a. Log off of all active sessions and shut down the Mobile Computer Terminal as quickly as possible;
  - b. Clean the affected area; and
  - c. Make arrangements through his supervisor for the Town IT Department to inspect the unit.
6. Officers shall not allow a vehicle to be electrically jump-started or used to jump-start another vehicle when the Mobile Computer Terminal is installed.
  7. When away from the vehicle, officers must ensure that the vehicle is locked to prevent unauthorized use of the Mobile Computer Terminal.

## G. Restrictions

1. Internet access is provided for official business use only. Officers are prohibited from accessing sites or engaging in e-mail pertaining to sexual content, hate groups, chat rooms, merchandising, etc., unless instructed to do so in conjunction with a special assignment.
2. All electronic information stored in, transmitted, or received via Departmental electronic or communications equipment is considered the property of the Carrboro Police Department. No employee retains any privacy expectation whatsoever in any such information.
3. E-mail communications made using Department communications equipment may be considered public records and employees should not presume any expectation of privacy.
4. Employees shall not send e-mails to any group in the address book that is outside of the Police Department without the approval of a command staff member.
5. Employees shall not open executable attachments to e-mails as such attachments may damage equipment. (Executable files usually have one of the following as the extension to the file name: .exe,.pif, .scr, .vbs, or zip.).



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## H. Procedures

1. Officers shall perform the log on procedure established for the CJIN Network and then log on to the Division of Criminal Information (DCI). Officers shall log off the CJIN network at the end of shift. These procedures are available in the DCI training manual, Module 1.
2. Car-to-car messaging is encouraged to reduce radio traffic but both the CJIN and DCI mobile networks are for official use only and messages should be related to law enforcement duties. Car-to-car messages are generally considered public information.
3. Access to the Division of Criminal Information is provided for official use only. Officers shall use the Mobile Computer Terminal as the primary source for DCI inquiries. Radio inquiries through Communications should be reserved for urgent requests or information inquiries while the vehicle is in motion to ensure officer safety. DCI inquiries for any purposes other than the transaction of official business are prohibited.
4. Officers who experience technical difficulty with the Mobile Computer Terminal shall immediately contact the shift supervisor and TAC.

## I. Violation of Policy

Violations of this Policy could result in disciplinary actions.

## VI. REPORT WRITING

- A. Officers shall complete an incident report regarding investigations, arrests, or as otherwise dictated by this policy.
- B. The incident report shall be complete and truthful to the best of the officer's abilities and knowledge.
- C. The complete incident report shall be electronically submitted to the member's immediate supervisor for review as soon as practicable.
- D. The supervisor shall review the report prior to the end of shift.
  1. If the report is written completely and correctly, the supervisor shall



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submit the report through the electronic system as accepted.

2. If the report is incomplete and in need of revision, the supervisor shall return the report to the submitting officer for immediate review.

E. Officers who are consistently asked to revise their reports may be subject to remedial report writing training, as authorized by the Chief of Police.

## VII. MEALS AND BREAKS

A. Each uniformed officer and investigator is allowed one forty-five minute meal break per tour of duty. Such meal break shall be taken by uniformed officers only after securing approval from the shift supervisor.

B. Other breaks (“coffee breaks,” etc.) shall be taken with permission of the shift supervisor, at his discretion.

## VIII. DISPATCHING AND ASSIGNMENT OF CALLS

For the purposes of patrol assignments during a tour of duty, the Town is divided into four basic patrol areas. When a shift is fully staffed, an officer should be assigned to each area. When shifts are short personnel, an officer may be assigned to more than one area. The officer assigned to an area will have the primary responsibility of responding to calls for service in that area. If the area car is busy, the supervisor will be contacted by Communications and assign calls as appropriate.

## IX. FOOT PATROL AND SPECIAL ASSIGNMENTS

A. In addition to answering calls in his area, each officer may perform foot patrol within his designated area, as approved by the supervisor on-duty.

B. Prior to beginning each tour of duty, the shift supervisor shall, as practical, consult with a Captain of Police, the shift supervisor going off-duty and other available sources of information (warrant logs, activity logs, reports, etc.) to determine any particular or special needs of the Department during his tour of duty.

C. If such a need is determined, the shift supervisor should assign an officer to perform the needed function and should not require him to patrol or answer calls, unless needed. While on such an assignment, the officer should perform only the specified function and keep his vehicle use to a minimum.



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D. As a special assignment, the Chief of Police may designate Police Officer positions as Community Service Officers and assign these positions to specific areas of Town with duties and responsibilities as assigned by the Chief of Police.

## X. CALL NUMBERS

Radio Call Numbers are assigned as follows:

- 50 Chief of Police
- 30 Captain of Police
- 31 Captain of Police
- 33 Platoon Supervisor
- 34 Sergeant (Asst. Supervisor)
- 35 Patrol Unit
- 36 Patrol Unit
- 37 Patrol Unit
- 38 Patrol Unit
- 533 Community Services Supervisor
- 534 Community Services Sergeant
- 535 Community Services Officer
- 536 Community Services Officer
- 537 Community Services Officer
- D10 Investigator Supervisor
- D11 Investigator
- D12 Investigator
- D13 Investigator
- D14 Investigator
- D15 Investigator
- D34 Investigator
- SR1 School Resource Officer
- SR2 School Resource Officer
- BASE2 Police Administrative Offices

## XI. OFFICIAL TEN CODE LIST

Officers shall utilize “plain speak” while using radio equipment to ensure consistency and interoperability with other emergency services agencies. However, due to the frequency of some calls for service, as well as the sensitive nature of others, officers may use ten-codes concerning communication of these respective incidents. An official ten-code list shall be selected by the Chief of Police and copies shall be made available to all officers



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during Field Training.

## **XII. LEAVE LIMITATIONS**

- A. Leave time (vacation, holiday, sick, military, training or other) cannot be taken for a period of longer than fourteen (14) consecutive calendar days without written consent from the Chief of Police. (This policy does not in any way limit the total amount of time accrued or taken by any officer).
- B. For patrol units, unless previously approved by the Uniform Patrol Commander, vacation, holiday, and training leave cannot be taken when such leave would reduce the platoon on-duty to less than minimum staffing standards.
- C. Leave requests shall be considered on a first-come, first-serve basis upon a written request from all Department employees to his immediate supervisor. The supervisor shall forward the request up the chain of command as necessary.
- D. Other leave requests (FMLA, Bereavement Leave, etc.) shall follow the Personnel Policies of the Town of Carrboro.
- E. Nothing herein is intended to infringe any right protected by Federal or State law.